



Town of Reading Meeting Posting with Agenda

2018-07-16 LAG

Board - Committee - Commission - Council:

Select Board

Date: 2023-06-06

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/89219360873</p> <p>Meeting ID: 892 1936 0873 One tap mobile +16465588656,,89219360873# US (New York) +16465189805,,89219360873# 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: 892 1936 0873 Find your local number: https://us06web.zoom.us/u/k3bi5dkmb</p>	PAGE #
7:00	Overview of Meeting	
7:05	Public Comment	
7:15	SB Liaison & Town Manager Reports	
7:30	HEARING – Meadow Brook Golf Club Alteration of Premises to Liquor License	3
7:45	Discuss/Vote to Authorize Debt related to the Auburn Water Tank, Maillet Sommes Morgan, and Haven Street	33

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



Town of Reading Meeting Posting with Agenda

8:00	Discussion and Vote on FY2024 Water & Sewer Rates	35
8:15	Update from Economic Development Director on Kiosk Roll-Out	51
8:30	Discussion on Improving Communication with Small Businesses	
8:45	Vote to Allocate \$15,000 from ARPA Funds previously allocated to Public Health, for File Digitization for Public Health	
9:00	Vote on Changes to ReCalc Charge and Expansion of Sunset Date	61
9:15	Discussion on Funding Request from Boards, Committees and Commissions	63
9:30	Discussion on the Development and Planning Process for a Dog Park in Reading	
9:45	Discussion of Emails for Boards and Committees	
10:00	Exploration of Town Counsel	
10:30	Discuss Future Agendas	68
10:45	Approve Meeting Minutes	70

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

To the Inhabitants of the Town of Reading:

Please take notice that the Select Board of the Town of Reading will hold a public hearing on June 6th, 2023 at 7:00 PM in the Select Board Meeting Room, 16 Lowell Street, Reading, Massachusetts, and remotely via Zoom, to act on an Alteration of Premises request for an annual All Alcohol Club License for Meadow Brook Golf Club Corp of Reading Mass d/b/a Meadow Brook Golf Club at 292 Grove Street, Reading, MA.

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 June 6th, 2023 to townmanager@ci.reading.ma.us

By order of
Fidel Maltez
Town Manager

To the Chronicle: Please publish on May 23rd and again on May 30th, 2023

**Send the bill and tear sheet to: Meadow Brook Golf Club
292 Grove Street
Reading MA 01867**

**Ron Rice, General Manager
781-909-5909
ron@meadowbrookgolfclub.org**



MEADOW BROOK GOLF CLUB

INCORPORATED

292 GROVE STREET

READING, MASSACHUSETTS 01867

May 9, 2023

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

Dear Mr. Maltez,

Enclosed please find our application to amend our existing liquor license to encompass serving at our pool facilities.

It is my understanding that we will submit the enclosed documentation and once we are on the docket, the Town will notify the abutters and publish it in the local paper. If I am incorrect on any of this, please let me know what needs to be corrected.

I look forward to hearing from you as to the next step in this matter.

Sincerely,

Ron Rice
General Manager
Meadow Brook Golf Club



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

AMENDMENT-Change or Alteration of Premises Information

Change of Location

- Payment Receipt
- Monetary Transmittal Form
- Chg of Location/Alteration of Premises Application
- Financial Statement
- Vote of the Entity
- Supporting financial records
- Legal Right to Occupy
- Floor Plan
- Abutter's Notification
- Advertisement

Alteration of Premises

- Payment Receipt
- Monetary Transmittal Form
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- Financial Statement
- Vote of the Entity
- Supporting financial records
- Legal Right to Occupy
- Floor Plan
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- Advertisement

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
Meadow Brook Golf Club Corp of Reading Mass	Reading	00002-CL-1016

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

To expand our current liquor license to include an additional point of sale at our pool facilities

APPLICATION CONTACT

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

Name	Title	Email	Phone
Ron Rice	General Manager	ron@meadowbrookgolfclub.org	781-909-5909

2. ALTERATION OF PREMISES

2A. DESCRIPTION OF ALTERATIONS

Please summarize the details of the alterations and highlight any specific changes from the last-approved premises.

We can currently serve alcohol in our clubhouse and on the adjoining terraces. We would like to add an additional point of sale at our pool facilities.

2B. PROPOSED DESCRIPTION OF PREMISES

Please provide a complete description of the proposed premises, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

A one story building within a fenced in pool enclosure with outdoor seating. Outside area measures approx 4,800 square feet

Total Sq. Footage	4800	Seating Capacity	65	Occupancy Number	214
Number of Entrances	2	Number of Exits	2	Number of Floors	1

AMENDMENT-Change or Alteration of Premises Information

3. CHANGE OF LOCATION

3A. PREMISES LOCATION

Last-Approved Street Address

Proposed Street Address

3B. DESCRIPTION OF PREMISES

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

Total Sq. Footage

Seating Capacity

Occupancy Number

Number of Entrances

Number of Exits

Number of Floors

3C. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises. (E.g. Deed, lease, letter of intent)

Please indicate by what means the applicant has to occupy the premises:

Landlord Name

Landlord Phone

Landlord Email

Landlord Address

Lease Beginning Date

Rent per Month

Lease Ending Date

Rent per Year

Will the Landlord receive revenue based on percentage of alcohol sales? Yes No

4. FINANCIAL DISCLOSURE

Associated Cost(s): (i.e. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):

Associated Cost(s):

--

SOURCE OF CASH CONTRIBUTION

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
Total:	

SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch; 138.
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

APPLICANT'S STATEMENT

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

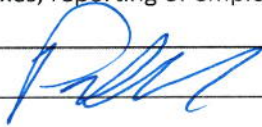
of Meadow Brook Golf Club Corp of Reading MA
Name of the Entity/Corporation

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

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

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

Signature:



Date:

4/24/23

Title:

President

ENTITY VOTE

The Board of Directors or LLC Managers of Entity Name

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

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on Date of Meeting

For the following transactions (Check all that apply):

Alteration of Licensed Premises

Change of Location

Other

"VOTED: To authorize Name of Person

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

For Corporations ONLY

A true copy attest,

A true copy attest,

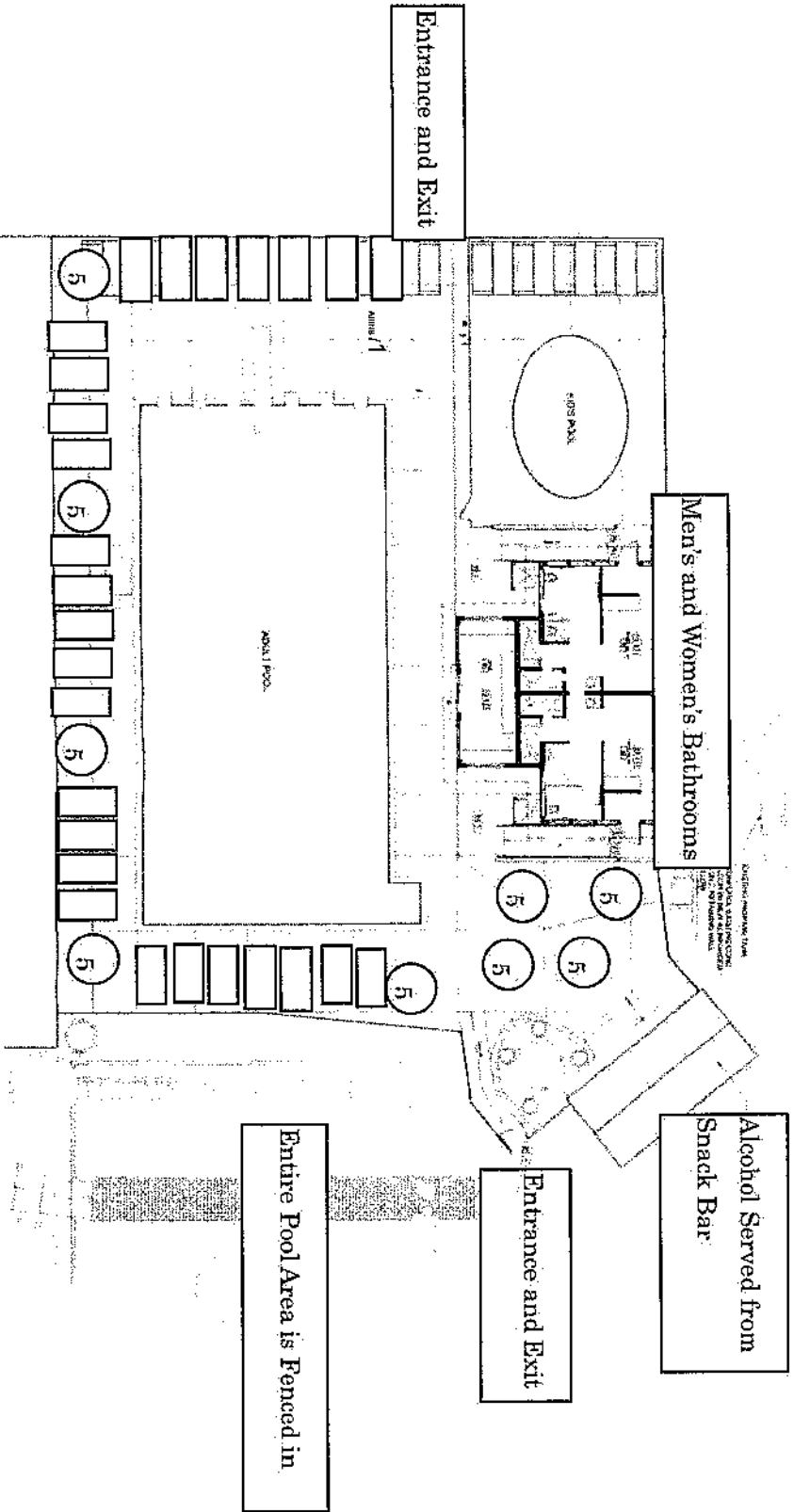

Corporate Officer / LLC Manager Signature


Corporation Clerk's Signature

Patrick Tompkins
(Print Name)

Michelle Greenwalt
(Print Name)

Meadow Brook Golf Club – Pool Area



Legend:

- = Lounge Chair
- 5 = Dining Table of 5

MEADOW BROOK
GOLF CLUB CORPORATION

Financial Statements

October 31, 2022 and 2021

MEADOW BROOK
GOLF CLUB CORPORATION

Financial Statements

October 31, 2022 and 2021

C O N T E N T S

Independent Auditor's Report

Statements of Financial Position

Statements of Activities & Changes in Net Assets

Statements of Cash Flows

Notes to the Financial Statements

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Meadow Brook Golf Club Corporation
Reading, Massachusetts

Opinion

We have audited the accompanying financial statements of Meadow Brook Golf Club Corporation (a nonprofit organization), which comprise the statement of financial position as of October 31, 2022, and the related statements of activities and changes in net assets, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Meadow Brook Golf Club Corporation as of October 31, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Meadow Brook Golf Club Corporation and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Prior Period Financial Statements

The financial statements of Meadow Brook Golf Club Corporation (a nonprofit organization), as of October 31, 2021 were audited by other auditors whose report dated December 1, 2021 expressed an unmodified opinion on those statements.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Meadow Brook Golf Club Corporation's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Meadow Brook Golf Club Corporation's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

SCHEID DEIGNAN BROWN PC

Certified Public Accountants ■ Advisors

101 Commonwealth Avenue, Concord, MA 01742
978-318-9600 T ■ 978-318-0735 F
www.scheidco.com

Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Meadow Brook Golf Club Corporation's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Scheid Deignan Brown, PC

Scheid Deignan Brown PC
Concord, MA 01742
December 12, 2022

MEADOW BROOK GOLF CLUB CORPORATION

Statements of Financial Position October 31, 2022 and 2021

	2022	2021
Assets		
Current assets		
Cash and cash equivalents	\$ 1,859,717	\$ 393,915
Restricted cash	-	2,968,396
Employee retention credit receivable	-	350,270
Contract receivables	277,014	181,385
Inventory	33,731	13,777
Prepaid expenses	28,428	56,835
Other current assets	-	36,806
Total current assets	2,198,890	4,001,384
Non-current assets		
Property and equipment, net	9,057,305	5,775,367
Total assets	\$ 11,256,195	\$ 9,776,751
Liabilities		
Current liabilities		
Accounts payable and accrued expenses	\$ 151,213	\$ 1,604,017
Line of credit payable	-	136,565
Current portion of long term debt	62,773	-
Total current liabilities	213,986	1,740,582
Non current liabilities		
Long-term debt, net of current portion	1,612,389	2,640,367
Total liabilities	1,826,375	4,380,949
Net Assets		
Corporate member certificates	21,600	20,800
Net assets without donor restrictions	9,408,220	5,375,002
Total net assets	9,429,820	5,395,802
Total liabilities and net assets	\$ 11,256,195	\$ 9,776,751

See accompanying notes and independent auditor's report.

MEADOW BROOK GOLF CLUB CORPORATION

Statements of Activities and Changes in Net Assets
For the Years Ended October 31, 2022 and 2021

	Without Donor Restriction		With Donor Restriction		Total	
	2022	2021	2022	2021	2022	2021
Revenue and support:						
Golf	\$ 1,336,948	\$ 1,210,607	\$ -	\$ -	\$ 1,336,948	\$ 1,210,607
Greens and grounds	400	1,000			400	1,000
Food and beverage	846,027	488,758			846,027	488,758
Pool and tennis	209,161	167,826			209,161	167,826
General and administrative	1,380,661	1,329,797			1,380,661	1,329,797
Other income	1,214,341	4,014,579			1,214,341	4,014,579
Total revenue and support	4,987,538	7,213,567	-	-	4,987,538	7,213,567
Program Expenses:						
Golf	358,077	363,232			358,077	363,232
Greens and grounds	805,909	723,947			805,909	723,947
Food and beverage	867,925	575,169			867,925	575,169
Pool and tennis	191,551	180,792			191,551	180,792
Clubhouse	155,218	82,710			155,218	82,710
Total program expenses	2,378,680	1,925,850	-	-	2,378,680	1,925,850
Supporting Expenses:						
General and administrative	443,474	4,133,841			443,474	4,133,841
Depreciation	313,989	206,540			313,989	206,540
Total supporting expenses	757,463	4,340,381	-	-	757,463	4,340,381
Total expenses	3,136,143	6,266,231	-	-	3,136,143	6,266,231
Income from operations:	1,851,395	946,336	-	-	1,851,395	946,336
Income outside of operations:	2,181,823	-	-	-	2,181,823	-
Change in net assets	4,033,218	946,336	-	-	4,033,218	946,336
Beginning net assets	5,375,002	4,428,666	-	-	5,375,002	4,428,666
Net assets - end of year	\$ 9,408,220	\$ 5,375,002	\$ -	\$ -	\$ 9,408,220	\$ 5,375,002

See accompanying notes and independent auditor's report.



MEADOW BROOK GOLF CLUB CORPORATION

Statements of Cash Flows
For the Years Ended October 31, 2022 and 2021

	<u>2022</u>	<u>2021</u>
Cash flows from operating activities:		
Increase in net assets	\$ 4,033,218	\$ 946,336
Adjustments to reconcile changes in net assets to net cash provided by (used in) operating activities:		
Depreciation & amortization	313,989	206,540
Loss on fire destruction		3,673,357
Change in:		
Contract receivables	(95,629)	(24,294)
Insurance proceeds receivable	-	300,000
Employee retention credit receivable	350,270	(350,270)
Inventory	(19,954)	2,033
Prepaid expenses	28,407	(15,039)
Other current assets	36,806	(36,806)
Accounts payable and accrued expenses	<u>(1,452,804)</u>	<u>1,307,429</u>
Net cash provided by operating activities	<u>3,194,303</u>	<u>6,009,286</u>
Cash flows from investing activities:		
Purchase of property and equipment	<u>(3,595,927)</u>	<u>(6,240,627)</u>
Cash flows from financing activities:		
Proceeds from debt restructuring	-	1,420,000
Proceeds from construction debt	837,922	978,698
Proceeds from equipment debt	30,813	-
Proceeds from SBA/PPP cares act loan	-	269,535
Proceeds from operating line of credit	-	350,000
Repayments of operating line of credit	(136,565)	-
Paydown existing debt from restructuring	-	(1,416,852)
Repayments of existing debt	(1,565,845)	(48,669)
Net loan issuance costs	-	(18,067)
Amortization of debt issuance costs	1,440	-
Forgiveness of from SBA/PPP cares act loan	(269,535)	-
Net (redemption) issuance corporate memberships	<u>800</u>	<u>(500)</u>
Net cash (used in) provided by financing activities	<u>(1,100,970)</u>	<u>1,534,145</u>
Net (decrease) increase in cash	(1,502,594)	1,302,804
Cash at beginning of period	<u>3,362,311</u>	<u>2,059,507</u>
Cash at end of period	<u>\$ 1,859,717</u>	<u>\$ 3,362,311</u>
Supplemental disclosure of cash flow information		
Cash without restriction	\$ 1,859,717	\$ 393,915
Cash with restriction	<u>-</u>	<u>2,968,396</u>
Total cash	<u>\$ 1,859,717</u>	<u>\$ 3,362,311</u>

See accompanying notes and independent auditor's report.

MEADOW BROOK GOLF CLUB CORPORATION

Notes to the Financial Statements
October 31, 2022 and 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This summary of significant accounting policies is presented to assist in understanding the Club's financial statements. The financial statements and notes are representations of management who is responsible for their integrity and objectivity. These accounting policies conform to generally accepted accounting principles (GAAP) for not-for-profit entities and they have been consistently applied in the preparation of these financial statements.

Nature of Activities - Meadow Brook Golf Club Corporation (the Club) is located in Reading, Massachusetts and was organized in 1898 as a private membership organization to provide pleasure and recreation to its members and their guests. They offer a basic social membership, with the additional option of golf. Their revenue stems mainly from memberships fees, initiation dues and a la carte food and beverage. At times, the club host events such as golf outings or weddings.

Basis of accounting - The club prepares its financial statements on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

Use of estimates - The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Cash and cash equivalents - The Club considers all cash including money market accounts that are not subject to withdrawal restrictions or penalties to be cash or cash equivalents. Funds are held in local banks and are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. There may be times during the year when balances exceeded Federal Deposit Insurance Corporation (FDIC) insured limits. The club considers any risk to be extremely low.

Fair value of financial instruments - Substantially all of the Club's current assets and liabilities are considered financial instruments. These assets and liabilities are reflected at fair value, or at carrying amounts that approximate fair value because of the short maturity of the instrument. Other financial instruments consist of long-term assets or obligations. The fair value of long-term obligations is estimated based on current interest rates offered to the Club for obligations with similar remaining maturities. The recorded value of these financial instruments approximated fair value at October 31, 2022 and 2021.

MEADOW BROOK GOLF CLUB CORPORATION

Notes to the Financial Statements
October 31, 2022 and 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Contracts receivable - The Club grants credit to its members, substantially all of whom are local residents. The Club uses the reserve for bad debt method of valuing doubtful accounts receivable which is based on historical experience, coupled with a review of the current status of existing receivables. The balance of the reserve for doubtful accounts, deducted against accounts receivable to properly reflect the realizable value, is \$6,553 at October 31, 2022 and 2021.

Inventory – Inventory, consisting of food, beverages, greens chemicals and seed, is valued at the lower of cost or market on a first-in, first-out basis.

Property and equipment - Property and equipment are stated at cost. Depreciation is provided using the straight-line method over the estimated useful lives of the classes of assets. Additions, renewals, and betterments of property and equipment greater than \$500 are capitalized. Expenditures for maintenance and repairs are charged to expense as incurred.

Net Assets - The financial statements report net assets and changes in net assets in two classes that based upon the existence or absence of restrictions on use that are placed by its donor, as follows:

Without Donor Restriction – Net assets without donor restriction are all resources over which the governing board has discretionary control. The only limits on the use of these net assets are the broad limits resulting from the nature of the organization, the environment in which it operates, the purposes specified in its corporate documents and its application for tax-exempt status, and any limits resulting from contractual agreements with creditors and others that are entered into in the course of its operations.

The governing board of the Club may elect to designate such resources for specific purposes. This designation may be removed at the board's discretion.

When a donor's restriction is satisfied, either by using the resources in the manner specified by the donor or by the passage of time, the expiration of the restriction is reported in the financial statements by reclassifying the net assets from net assets with donor restrictions to net assets without donor restrictions. Net assets restricted for acquisition of fixed assets are reported as net assets with donor restrictions until the specified asset is placed in service by the organization.

Revenue recognition - Membership dues are recognized as revenue in the applicable membership period. Initiation fees are recorded as revenue in the period when the initiation fee is received. Revenue from all other sources is recognized during the period services are provided or a sale is made.

MEADOW BROOK GOLF CLUB CORPORATION

Notes to the Financial Statements

October 31, 2022 and 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Income taxes - The Club is a tax-exempt organization under Section 501(c) (7) of the Internal Revenue Code. The Club is required to pay federal and state income taxes on unrelated business income such as non-member functions and on net investment income greater than \$1,000.

Uncertain tax positions - The accounting standard on accounting for uncertainty in income taxes addresses the determination of whether tax benefits or expense claimed or expected to be claimed on a tax return should be recorded in the financial statements. Under that guidance, the Club may recognize a tax benefit or expense from an uncertain tax position only if it is more likely than not that the tax position will be sustained on examination by taxing authorities based on the technical merits of the position.

Examples of tax positions include the tax-exempt status of the Organization and various positions related to the potential sources of unrelated business taxable income (UBIT). The tax benefit or expense recognized in the financial statements from such a position are measured based on the largest benefit that has a greater than 50 percent likelihood of being realized upon ultimate settlement. There were no unrecognized tax benefits or expenses identified or recorded as liabilities for fiscal year 2022 and 2021.

Newly Adopted Accounting Pronouncements

In May 2014, the FASB issued Accounting Standards Update ("ASU") 2014-09, *Revenue Recognition (Topic 606): Revenue from Contracts with Customers*. This ASU introduces a five-step revenue recognition model in which an entity should recognize revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services. Various subsequent accounting standards updates have been issued by the FASB that clarify, modify, or expand the guidance for ASU 2014-09 (collectively referred to as "Topic 606").

The Association adopted the updated guidance of Topic 606 with an initial date of application of November 1, 2021, applying the modified retrospective method. Adoption of Topic 606 using the modified retrospective method required the Association to apply the guidance retrospectively with the cumulative effect of initially applying the updated guidance recognized as an adjustment to the opening net asset balances at the date of initial application. Under this transition method, an entity may elect to apply the guidance retrospectively either (1) to all contracts at the date of initial application, or (2) only to contracts that are not completed contracts at the date of initial application. The Association elected to apply the guidance retrospectively only to contracts that were not completed contracts at the date of initial application, and the result of this adoption did not result in an adjustment.

MEADOW BROOK GOLF CLUB CORPORATION

Notes to the Financial Statements

October 31, 2022 and 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Under the modified retrospective transition method, an entity may elect to apply a practical expedient for contract modifications. Under this practical expedient, for contracts that were modified before the date of initial application, an entity need not retrospectively restate the contract for those contract modifications. Instead, an entity may reflect the aggregate effect of all modifications that occur before the date of initial application when identifying the satisfied and unsatisfied performance obligations, determining the transaction price, and allocating the transaction price to the satisfied and unsatisfied performance obligations. If this practical expedient is elected, a disclosure of the qualitative assessment of the estimated effect of the application of the expedient, to the extent reasonably possible, is required. The Club elected to apply the practical expedient for contract modifications, the effect of which was deemed to be immaterial by management.

Expenses

Expenses are recorded by the Club on an accrual basis. Expenses paid in advance and not yet incurred are recorded as prepaid until the applicable period.

Changes in presentation - Certain balances for the year ended October 31, 2021 may have been reclassified to conform to the current year presentation with no effect on net income.

NOTE 2 – LIQUIDITY AND AVAILABILITY

The Club regularly monitors the availability of resources required to meet its operating needs and other contractual commitments. For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Club considers all expenditures related to its ongoing activities of its programs as well as the conduct of services undertaken to support those activities to be general expenditures. In addition to the line of credit that allows for additional borrowings of up to \$300,000 for working capital purposes, at October 31, 2022 and 2021, financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of that date consist of the following:

MEADOW BROOK GOLF CLUB CORPORATION

Notes to the Financial Statements

October 31, 2022 and 2021

NOTE 2 – LIQUIDITY AND AVAILABILITY (continued)

	2022	2021
Cash and cash equivalents	\$1,859,717	\$3,362,311
Contract receivables	277,014	181,385
Less insurance proceeds intended for clubhouse reconstruction	-	(2,968,396)
Net resources available to meet general expenditures	\$2,136,731	\$575,300

NOTE 3 – EMPLOYEE RETENTION CREDIT RECEIVABLE

The Club has filed amended payroll tax returns for 2020 and the first two calendar quarters of 2021 to claim Employee Retention Credits for a total of \$350,270. The Employee Retention Credit is a refundable tax credit against certain employment taxes equal to 50% of qualified wages paid to employees during periods of economic hardship caused by the COVID 19 pandemic. The credit is part of the federal CARES Act. These funds were received in fiscal year 2022.

NOTE 4 - PROPERTY AND EQUIPMENT

Property and equipment consisted of the following at October 31,	Estimated Useful Lives	2022	2021
Land	n/a	\$15,000	\$15,000
Course improvements	0 – 20 years	1,901,050	1,901,050
Buildings and improvements	5 – 40 years	8,591,469	1,630,360
Vehicles and equipment	5 – 7 years	1,058,304	939,489
Furniture and fixtures	3 – 10 years	86,635	54,698
Construction in Progress	n/a	39,880	3,555,814
Total		11,692,338	8,096,411
Less: accumulated depreciation		(2,635,033)	(2,321,044)
		\$9,057,305	\$5,775,367

The Statements of Activities include depreciation expense of \$313,989 and \$206,540 for the years ended October 31, 2022 and 2021, respectively.

MEADOW BROOK GOLF CLUB CORPORATION

Notes to the Financial Statements
October 31, 2022 and 2021

NOTE 5 – LONG-TERM DEBT

Long-term debt consisted of the following at October 31,	2022	2021
3.49% Note payable to bank. This note is a combination of refinanced debt (prior building loans and equipment loans) plus construction costs for the new clubhouse. The total principal available is \$4,200,000, which may be borrowed until October 2022. The loan requires interest only payments through October 2022 when the construction loan will be converted to a permanent loan and a 20-year amortization will be calculated for the then outstanding principal. The 3.49% interest rate is effective until April 2031 at which time it will be adjusted to the 5 Year Federal Home Loan Bank Boston Classic Advance Rate plus 2.25%. The note is secured by a mortgage on the Club's land and buildings. The entire balance due on this note has been reported as long-term debt since there are no principal payments due in the next fiscal year.	\$ -	\$2,398,698
3.49% Note payable to bank. This note is the conversion of the note listed above, as scheduled for October 2022. The loan was converted to a permanent loan with a 20-year amortization. Payments in the amount of \$9,728 are due monthly. The 3.49% interest rate is effective until April 2031 at which time it will be adjusted to the 5 Year Federal Home Loan Bank Boston Classic Advance Rate plus 2.25%. The note is secured by a mortgage on the Club's land and buildings.	1,671,234	-
The Club entered into a capital lease agreement for a piece of equipment in October 2022. Payments in the amount of \$574 are due monthly, started in November 2022 and payable for 60 months. The gross amount of the asset is \$30,813 and the accumulated depreciation as of October 31, 2022 was \$1,541.	30,354	-
Less: debt issuance costs, net of amortization	(26,426)	(27,866)
Less: current portion long term-debt	(62,773)	0
Long-term debt, net of issuance costs and current portion	\$1,612,389	\$2,640,367

MEADOW BROOK GOLF CLUB CORPORATION
Notes to the Financial Statements
October 31, 2022 and 2021

NOTE 5 – LONG-TERM DEBT (Continued)

Future payments for the next five years are as follows:	
October 31, 2023	\$62,773
October 31, 2024	65,090
October 31, 2025	67,541
October 31, 2026	70,083
October 31, 2027	72,719

NOTE 6 - LINE OF CREDIT

For the years ended October 31, 2022 and 2021, the Club had a line of credit with a bank: an operating line established in August 2013. Interest is charged at Prime rate as published in the Wall Street Journal plus 1%, and the line is secured by Club land, buildings and all business assets. The line of credit balance is \$0 as of October 31, 2022.

NOTE 7 – CORPORATE MEMBER CERTIFICATES

The Club's authorized capital consists of non-interest-bearing shares limited to an aggregate par value of \$20,000 that may be issued with par values in such multiples of ten dollars as the Board may prescribe. When a member resigns from the Club and returns his certificate, the par value of his corporate share is refunded and corporate member certificates are reduced accordingly. The Treasurer is required to maintain a reserve for corporate share redemptions, but is empowered to use or transfer the funds as required for authorized capital improvements or for the payment of funded debts. At October 31, 2022 and 2021 the funds in corporate member certificates were \$21,600 and \$20,800 respectively. The amounts in excess of \$20,000 are funds that are in process of being refunded to former corporate members.

NOTE 8 – REVENUE

We have analyzed the provisions of the FASB's ASC Topic 606, *Revenue from Contracts with Customers*, and have concluded that no changes are necessary to conform with the new standard. Our sales contain a single delivery element and revenue is recognized at a single point in time when ownership, risks and rewards transfer. Revenue is recognized when a membership period begins, when a class commences, and event takes place, or when food and beverage is served. There are no refunds after this time. There are times when deposit fees are recognized as revenue upon receipt, as they are non-refundable. The majority of members live within the geographic area.

MEADOW BROOK GOLF CLUB CORPORATION

Notes to the Financial Statements

October 31, 2022 and 2021

NOTE 8 – REVENUE (Continued)

Contract revenue and non-contract revenue as of October 31, was as follows:

	2022	2021
CONTRACT REVENUE		
Golf dues	\$1,063,181	\$1,021,434
Pool dues	191,542	150,519
Social dues	606,875	524,020
Total	\$1,861,597	\$1,695,973
NON-CONTRACT REVENUE	\$1,534,567	\$2,318,605
TOTAL REVENUE	\$3,396,164	\$4,014,579

The timing of revenue recognition, billings, and cash collections can result in billed accounts receivable, unbilled receivables (contract assets), and customer advances and deposits (contract liabilities) on the Statement of Financial Position. Amounts are billed in accordance with agreed-upon contractual terms, either at periodic intervals (e.g., monthly or yearly) or upon achievement of contractual milestones (e.g., event date).

Sometimes, billing occurs subsequent to revenue recognition, resulting in contract receivables and assets. Deposit fees from applicants is refundable up until the board approves their membership. During this period of waiting, deposits are recorded before revenue is recognized, resulting in contract liabilities. These deposits become non-refundable when membership is approved. At that time, they are reclassified from contract liability, and revenue is recognized. This typically happens within the same month.

Balances on contract related revenue items, as of October 31, were as follows:

	2022	2021
Contract receivables	\$277,014	\$181,385
Contract assets	-	-
Contract liabilities	-	-

NOTE 9 – INCOME OUTSIDE OF OPERATIONS

During the year ended October 31, 2022, the Club sold a piece of land. The Club recorded net proceeds of \$2,181,823. This transaction was a material one-time event. The proceeds from the sale may incur tax treatment different from the Club's other revenue. The Club has engaged a tax specialist with experience in this area to ensure proper treatment.

MEADOW BROOK GOLF CLUB CORPORATION

Notes to the Financial Statements

October 31, 2022 and 2021

NOTE 10 - RELATED PARTY TRANSACTIONS

The Club uses the business services of its members from time to time and negotiates the related fees on an arms-length basis. In addition, the Club receives significant contributed services from its members in carrying out its internal operations. The value of these contributed services is not reflected in these statements since it is not susceptible to objective measurement or valuation. For the year ended October 31, 2022 one Club officer received free dues in consideration of services rendered. For the year ended October 31, 2021 one Club officer and one Club director received free dues in consideration of services rendered.

NOTE 11 - COMMITMENTS

Clubhouse Construction

At October 31, 2021 the construction of a new clubhouse is in process following the fires in April 2020 and April 2021. In June 2017 the Corporate Members authorized the Board of Governors to incur funded debt in an amount not to exceed \$5,500,000 for construction of the new clubhouse building. The Corporate Members also authorized the Board of Governors to sell portions of Club land designated as single-family house lots to fund the new clubhouse building and to defray the amount of funded debt. These lot were are sold to a developer in December 2021. See Note 9 for more information. The clubhouse was opened on March 31, 2022 and now in use.

Employment Contracts

The Club has a services contract with its greens superintendent that expires in December 2023, with an automatic five-year renewal unless the Club opts to not renew.

Operating Leases

The Club has various operating leases for equipment or vehicles as of October 31, 2022. Monthly lease payments range from \$292 to \$7,284. Future lease payments for the next five years are as follows:

Future payments committed are as follows for the years ending:	
October 31, 2023	\$87,795
October 31, 2024	87,795
October 31, 2025	69,817
October 31, 2026	65,360
October 31, 2027	15,169

MEADOW BROOK GOLF CLUB CORPORATION

Notes to the Financial Statements
October 31, 2022 and 2021

NOTE 12 - SCHEDULE OF INCOME CATEGORIES	<u>2022</u>	<u>2021</u>
Golf income		
Dues	\$ 1,063,181	\$ 1,021,434
Golf cart rentals	119,409	101,190
Golf guest fees	122,228	86,041
Bag storage and other fees	32,130	1,842
Total golf income	<u>\$ 1,336,948</u>	<u>\$ 1,210,507</u>
Greens and grounds income		
Sale of greens equipment	\$ 400	\$ 1,000
Total greens and grounds income	<u>\$ 400</u>	<u>\$ 1,000</u>
Food and beverage income		
Dining room food sales	\$ 532,625	\$ 313,181
Bar beverage sales	313,402	175,577
Total food and beverage income	<u>\$ 846,027</u>	<u>\$ 488,758</u>
Pool and tennis income		
Dues	\$ 191,542	\$ 150,519
Swim lessons	3,744	4,939
Swim team	9,321	7,767
Guest fees	3,263	2,290
Other income	1,291	2,310
Total pool and tennis income	<u>\$ 209,161</u>	<u>\$ 167,826</u>
General and administrative income		
Social dues	\$ 606,874	\$ 524,020
Club capital assessment	229,317	213,870
Initiation fees	260,369	236,494
Interest income	5,186	2,712
Locker income	7,825	-
Other income	1,555	2,432
PPP forgiveness of debt	269,535	-
Employee Retention Credit income	-	350,270
Total general and administrative income	<u>\$ 1,380,661</u>	<u>\$ 1,329,797</u>
Other income		
Insurance proceeds income	1,214,341	4,014,579
Total other income	<u>\$ 1,214,341</u>	<u>\$ 4,014,579</u>

MEADOW BROOK GOLF CLUB CORPORATION

Notes to the Financial Statements
October 31, 2022 and 2021

NOTE 13 - SCHEDULE OF PROGRAM EXPENSES

Golf expenses	<u>2022</u>	<u>2021</u>
Salaries and wages	\$ 194,876	\$ 189,083
Golf carts	64,049	75,292
Payroll taxes	24,056	29,439
Web and PC services	17,550	20,307
Golf committee	11,948	6,851
Electricity	5,542	6,394
Health insurance	5,376	4,109
Telephone and internet	3,492	3,466
Comp meals	3,024	-
Range balls	3,346	3,781
Supplies	1,681	1,572
Insurance	4,368	3,509
Training and dues	2,881	2,867
Repairs and maintenance	9,716	8,135
Pro shop expense	3,809	3,190
Workers comp insurance	1,686	1,999
Printing and copying	326	848
Miscellaneous expense	351	2,390
Total golf expenses	<u>\$ 358,077</u>	<u>\$ 363,232</u>

Greens and grounds expenses

Salaries and wages	\$ 408,905	\$ 368,898
Repairs and maintenance	121,707	98,881
Chemicals	83,954	83,868
Payroll taxes	45,180	43,695
Utilities	30,754	26,977
Health insurance	19,634	18,186
Interest	16,787	17,962
Gas and oil	20,402	12,002
Real estate and property taxes	10,558	9,428
Insurance	9,984	8,020
Supplies	2,817	1,953
Comp meals	5,451	514
Workers comp insurance	3,960	4,550
Telephone and internet	3,586	3,532
Trash removal	3,899	3,178
Equipment rental	10,940	15,083
Water reclamation expense	2,942	3,600
Training and dues	2,842	2,095
Miscellaneous	1,274	433
Licenses and fees	333	1,092
Total greens and grounds expenses	<u>\$ 805,909</u>	<u>\$ 723,947</u>

MEADOW BROOK GOLF CLUB CORPORATION

Notes to the Financial Statements

October 31, 2022 and 2021

NOTE 13 - SCHEDULE OF PROGRAM EXPENSES (continued)

Food and beverage expenses	<u>2022</u>	<u>2021</u>
Salaries and wages	\$ 382,595	\$ 277,082
Purchases	266,344	144,280
Payroll taxes	72,937	45,867
Linen and laundry	9,215	3,291
Supplies	33,436	19,830
Insurance	17,472	14,035
Web and PC services	17,464	20,239
Health insurance	25,360	25,627
Gas and oil	10,549	5,175
Repairs and maintenance	3,037	2,120
Comp meals	5,600	-
Trash removal	6,462	5,762
Workers comp insurance	3,289	3,110
Licenses and fees	3,018	1,788
Miscellaneous	8,992	4,734
Entertainment	400	809
Telephone and internet	1,263	1,243
Training and dues	492	179
Total food and beverage expenses	<u>\$ 867,925</u>	<u>\$ 575,169</u>
Pool and tennis expenses		
Salaries and wages	\$ 95,893	\$ 88,112
Repairs and maintenance	33,104	30,301
Payroll taxes	17,582	19,177
Utilities	8,534	8,351
North Shore Big Meet	7,741	4,622
Swim team expenses	7,126	8,337
Supplies	1,554	2,638
Miscellaneous	3,139	4,339
Real estate and property taxes	4,780	3,973
Insurance	4,368	3,509
Telephone and internet	3,630	3,412
Web and PC services	1,025	1,350
Entertainment	2,000	1,200
Workers comp insurance	561	631
Training and dues	350	765
Licenses and fees	164	75
Total pool and tennis expenses	<u>\$ 191,551</u>	<u>\$ 180,792</u>

MEADOW BROOK GOLF CLUB CORPORATION

Notes to the Financial Statements
October 31, 2022 and 2021

NOTE 13 - SCHEDULE OF PROGRAM EXPENSES (continued)

Clubhouse expenses	<u>2022</u>	<u>2021</u>
Repairs and maintenance	\$ 17,555	\$ 8,868
Utilities	30,895	174
Real estate and property taxes	26,112	23,119
Insurance	28,797	15,038
Salaries and wages	37,135	25,496
Supplies	7,186	2,535
Club supported functions	144	-
Payroll taxes	4,834	4,630
Miscellaneous	378	1,237
Workers comp insurance	282	278
Entertainment	1,900	1,095
Professional fees	-	240
Total clubhouse expenses	<u>\$ 155,218</u>	<u>\$ 82,710</u>

NOTE 14 - SCHEDULE OF SUPPORTING EXPENSES

General and administrative expenses

Loss on fire destruction	\$ -	\$ 3,673,357
Insurance adjuster expense	-	114,777
Depreciation and amortization	313,989	206,540
Salaries and wages	224,910	182,184
Interest	50,133	57,096
Professional fees	43,039	41,007
Health insurance	7,033	7,140
Payroll taxes	20,671	17,729
Web and PC services	14,858	16,950
Training	1,009	-
Insurance	7,488	6,015
Printing and copying	4,836	5,229
Telephone and internet	5,482	1,843
Workers comp insurance	2,390	2,029
Supplies	1,601	2,244
Miscellaneous	50,878	910
Bad debt	5,497	-
Postage	1,398	1,561
Comp meals	700	965
Awards and gifts	1,056	2,149
Federal and state income taxes	495	656
Total general and administrative expenses	<u>\$ 757,463</u>	<u>\$ 4,340,381</u>

MEADOW BROOK GOLF CLUB CORPORATION
Notes to the Financial Statements
October 31, 2022 and 2021

NOTE 15 – SUBSEQUENT EVENTS

Management has evaluated subsequent events through December 12, 2022 the date on which the financial statements were available to be issued.

VOTE OF THE SELECT BOARD

I, the Clerk of the Select Board of the Town of Reading, Massachusetts (the “Town”), certify that at a meeting of the board held June 6, 2023, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: that the sale of the \$3,555,000 General Obligation Municipal Purpose Loan of 2023 Bonds of the Town dated June 15, 2023 (the “Bonds”), to Raymond James & Associates, Inc. at the price of \$3,881,971.91 and accrued interest is hereby approved and confirmed. The Bonds shall be payable on November 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2023	\$340,000	5.000%	2032	\$185,000	5.000%
2024	335,000	5.000	2033	95,000	5.000
2025	335,000	5.000	2034	95,000	5.000
2026	335,000	5.000	2035	95,000	5.000
2027	335,000	5.000	2036	95,000	3.375
2028	185,000	5.000	2037	95,000	3.500
2029	185,000	5.000	2038	95,000	3.500
2030	185,000	5.000	2039	95,000	3.500
2031	185,000	5.000	2042	285,000	4.000

Further Voted: that the Bonds maturing on November 15, 2042 (a “Term Bond”) shall be subject to mandatory redemption or mature as follows:

<u>Term Bond due November 15, 2042</u>	
<u>Year</u>	<u>Amount</u>
2040	\$95,000
2041	95,000
2042*	95,000

*Final Maturity

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated May 25, 2023, and a final Official Statement dated June 1, 2023 (the “Official Statement”), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds, for the benefit of the holders of the Bonds from time to time.

Further Voted: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds and to comply with relevant securities laws.

Further Voted: that any certificates or documents relating to the Bonds (collectively, the “Documents”), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a “.pdf” file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

Further Voted: that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bond were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended, further suspended, supplemented or modified by the Executive Order of the Governor of The Commonwealth of Massachusetts Suspending Certain Provisions of the Open Meeting Law, Chapter 30A, §20 dated March 12, 2020.

Dated: June 6, 2023

Clerk of the Select Board



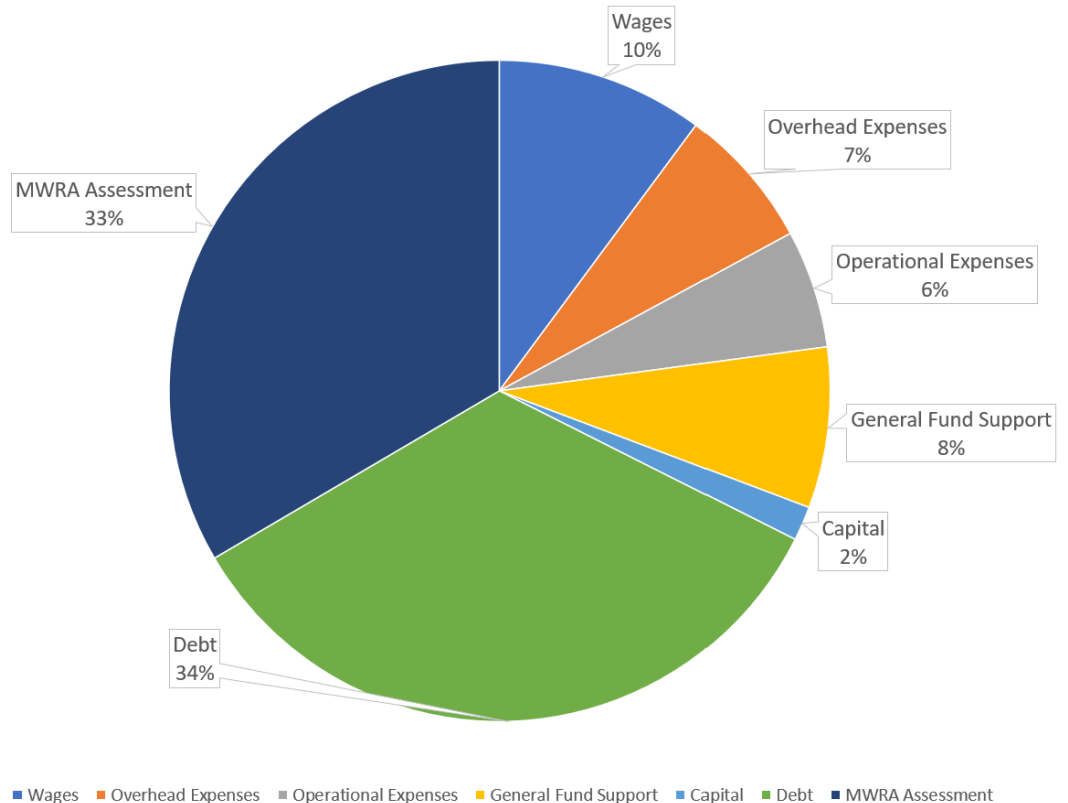
Town of Reading



Water & Sewer Public Forum
May 31, 2023



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

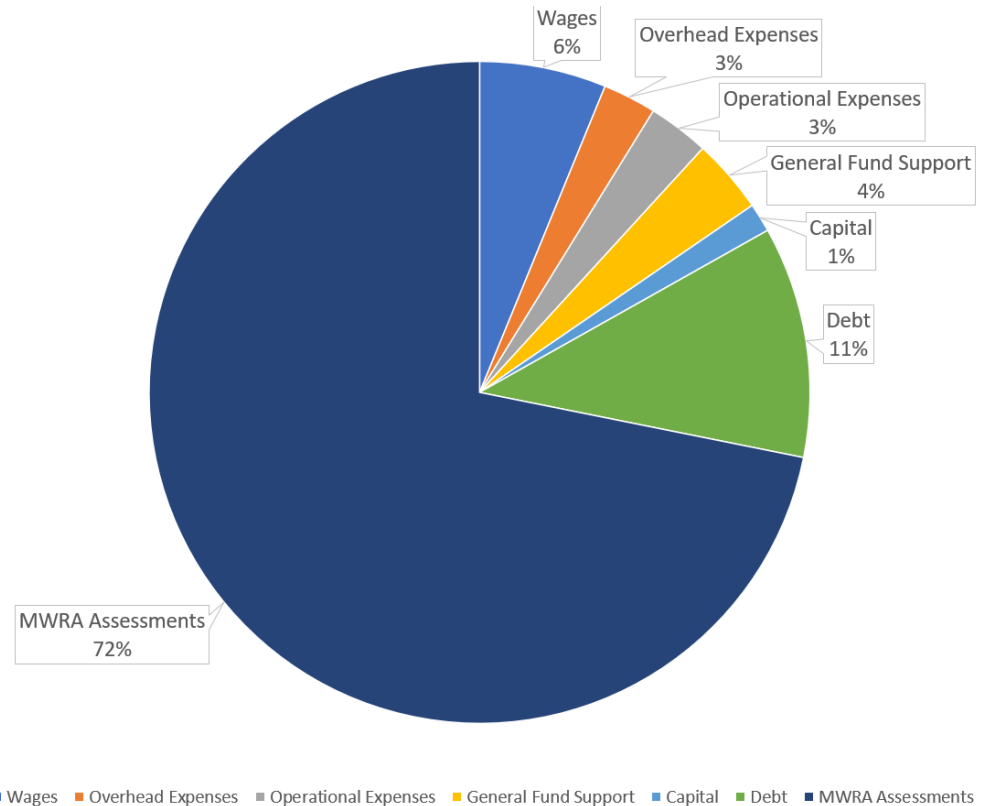


Voted by Town Meeting:

- **\$850,000 Offset from Reserves**
- **\$145,000 from ARPA to Support Capital**



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



Voted by Town Meeting:


- **\$650,000 Offset from Reserves**



Look at Structural Change for FY24

- **Wakefield completed Water Rate Study to implement Tiered Water and Sewer Billing**

**Wakefield
Data**



Tiers	Start	End	Water	Sewer
1	1	1,000	\$7.30	\$11.20
2	1,001	2,500	\$7.72	\$11.70
3	2,501	6,000	\$8.15	\$12.21
4	6,001	+	\$8.99	\$13.22

- **65 gallons per person per day (8.7 cubic feet) used as basis for setting tiers**
- **Tier 1 captures person living alone, senior couples, and other small users**
- **Tier 2 captures average residential user (approx. 1,950 cubic feet) and three-person households**
- **Tier 3 threshold allows commercial accounts and larger residential users to conserve to avoid or limit tier 4 consumption**



FY24 Rates, Reading is pursuing Tiered Rates

Overview:

- **Today we have a single rate system, based on water usage**
- **Proposal is to go to a tiered system that would encourage conservation. Higher usage would be billed at a higher rate**
- **Town Meeting funded a water & rate study that developed proposals that the Select Board has been reviewing since February**
 - **Rates have been discussed at three Select board meetings**
 - **Public Hearing held on May 23, 2023**
- **Select Board recommended a public forum, which we are holding today to answer residents' questions**
- **The Select Board will Vote on new water & sewer rates at their meeting on June 6, 2023**
- **New rates will be in effect on September 1, 2023**



FY24 Rates – Good News

- **Thanks to a more than usual dry-summer in 2022, revenue in the water & sewer enterprise funds is ahead of projections**
 - **This will result in additional regeneration of retained earnings, more than anticipated**
 - **Very hard to predict what next summer will be like, we do not want to assume a dry summer every year**
- **MWRA Preliminary Assessment is very positive for Reading**
 - **0.6% Increase in Water Assessment (\$2,825,027)**
 - **-0.8% Decrease in Sewer Assessment (\$5,337,985)**
 - **-0.3% Decrease combined**

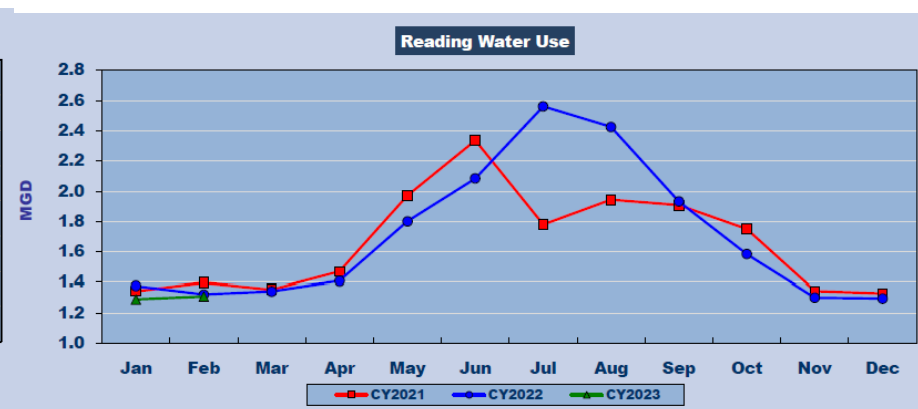
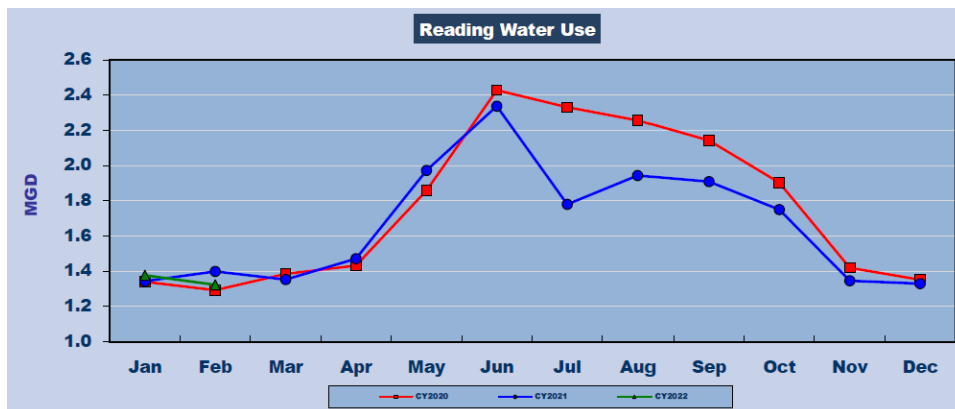
Historic MWRA Water Assessments

Fiscal Year ---->	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024P
MWRA Assessment	\$ 1,726,878	\$ 1,772,389	\$ 1,811,212	\$ 1,854,203	\$ 1,931,410	\$ 2,032,766	\$ 2,109,549	\$ 2,211,234	\$ 2,296,922	\$ 2,370,637	\$ 2,399,752	\$ 2,831,288	\$ 2,807,828	\$ 2,825,027
Change from Prior Yr		2.6%	2.2%	2.4%	4.2%	5.2%	3.8%	4.8%	3.9%	3.2%	1.2%	18.0%	-0.8%	0.6%
												Average Last Five Years, incl. FY24P:		4.4%
												Average All 12 Years, incl. FY24P:		3.9%



Question: Are we using the right time frame?

- For our analysis we are using, 4 quarters (1-year) worth of data: 7/27/2021, 10/26/2021, 1/25/2022, 4/26/2022.
- Below is a graphical trend of water usage for Reading, issued on February 2022 and on February 2023.
- Higher water usage the summer of 2020 (presumably because of COVID) and the summer of 2022 (presumably because of weather). It appears that the winter months stay consistent, year over year.
- Going back to 2019 is too dated, especially with development.
- We still think the data used for analysis is the best.





Question: Are we required to go to tiers?

- M. G. L. c. 165, § 2B was passed in 1993, but was to take effect on July 1, 1994. Subsequently, the law was amended to include additional language on July 10, 1994, with the amendment also retroactive to July 1, 1994.
- The original version of G. L. c. 165, § 2B was passed in 1993 and stated as follows: “All municipalities or water districts shall institute water charges and fees that incorporate a base rate for all users; provided, that said base rate shall be increased at an increasing block rate to fairly reflect the resource demand and consumption of high volume users of water.” St.1993, c. 110, § 195. Section 196 of that legislation further intended to add that Section 195 was to take effect on July 1, 1994, but contained a typo referring to Section 196, which was subsequently corrected on January 14, 1994.
- On July 10, 1994, the Legislature amended G. L. c. 165, § 2B to include additional language [shown here in italics]: “All municipalities or water districts *within the jurisdiction of the Massachusetts Water Resources Authority, but not including communities serviced by the Connecticut Valley Aqueduct* shall institute water charges and fees that incorporate a base rate for all users; provided, that said base rate shall be increased at an increasing block rate to fairly reflect the resource demand and consumption of high volume users of water.” The amendment was made effective retroactively as of July 1, 1994. St.1994, c. 60, § 140.



Question: Should we implement second meters?

- **Commonly known as “Irrigation Meters”, this would allow water used for irrigation or pools to be metered separately and not billed for sewer usage**
- **It will create a deficit in sewer revenue that is hard to predict**
- **Residents must install and pay all plumbing expenses, permits and purchase second meter to take advantage of this**
- **If Select Board would like to pursue this option, recommend limiting to 50 Residential Properties for at least 2 fiscal years, to analyze trends and impacts on revenue**
- **Do not recommend allowing irrigation meters to commercial properties**



Question: How many people in a household would fall in each tier?

- A resident asked the size of home that would fall on each tier. The table below is the best approximation we can show:
 - 45 gallons/person/day is based on MWRA data for Reading
 - 65 gallons/person/day is based on EPA nationwide data
 - Does not account for irrigation, pools, or outside water usage, this accounts for domestic consumption

			# of persons in household per tier			
			45 gallons per day		65 gallons per day	
Tiers	Start	End	Start	End	Start	End
1	-	500	0	1	0	1
2	501	1,000	1	2	1	1
3	1,001	2,500	2	5	1	3
4	2,501	4,000	5	7	3	5
5	4,001	+	7	or More	5	or More



March 7 Proposal

FY23 Rates

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

Proposed FY24 Tiered Rates

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

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

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

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

- **Initial Rates Proposed in February 2023. Select Board was concerned with such a high increase to tier 4 & tier 5 users**
- **Select Board requested that tier 4 & tier 5 be separated and that tier 4 receive a lower increase than tier 5**



May 9 Proposal

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	\$ 10.10	\$ 10.80	\$ 11.70	\$ 12.50	\$ 13.00
% Difference	-11%	-5%	3%	10%	14%

Sewer					
Tiers	1	2	3	4	5
Start	-	501	1,001	2,501	4,001
End	500	1,000	2,500	4,000	+
Rate	\$ 9.60	\$ 10.30	\$ 11.15	\$ 11.90	\$ 12.35
% Difference	-12%	-5%	3%	10%	14%

- **Big change: modified tier 4: 2,501 to 4,000, to lower the impact on larger households. Tier 4 has a lower increase than tier 5**
- **The proposal had a significant decrease to tier 1 users but has a large increase to tier 5 users.**
- **Select Board Chair requested that we lower the reduction to tier 1 and lower the increase to tier 5**



FY23 Rates

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

May 23 Proposal

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 ¾ 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 ¾ 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

- **We developed a tool to project Residents' Water & Sewer bill by inputting their usage. We will demonstrate this tool now. We will also make it available on our website.**
- **The Board will be asked to vote on Water & Sewer rates on their next meeting on June 6, 2023.**

**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

The poster features a blue and white water splash background with a large water droplet icon at the top center. The text is in a clean, sans-serif font.



Downtown Parking Changes Upper Haven (CVS) and Brande Court Lots

UPDATE ON PROGRESS, TIMELINE, and COMMUNICATIONS

JUNE 2023

June	July	August	September
<p>Kiosks Installed in Lots Police Department Enforcement Contract & Logistics Senior Lunch N’ Learn</p>	<p>Outreach & Communications for New Lots + Installation of Signage at Lots</p>	<p>Ongoing Outreach + Digital Learning with Seniors</p>	<p>New Parking Format Comes On- Line + Enforcement Begins</p>
<ul style="list-style-type: none"> • Kiosks installed, communications continue • Lunch N Learn, June 29th, at the Pleasant Street Center <ul style="list-style-type: none"> • <i>Informational session on “how-to” of using the kiosks and/or the smart phone app</i> • Parking enforcement contract completed with IPS and completion of Police Department preparation with new police enforcement officer • Parking payment structure completed internally with Reading financial departments and Reading Police Department 	<ul style="list-style-type: none"> • During July, extensive outreach to businesses regarding employee parking will occur <ul style="list-style-type: none"> • <i>1:1 meetings with Economic Development Director</i> • <i>In person flyering of businesses</i> • Use of Facebook groups, social media platforms, and additional informational platforms to notify the public of changes at these lots • Installation of new signage at lots, signifying how to use the pay-by phone smart app and explanation of new regulations 	<ul style="list-style-type: none"> • Ongoing outreach via flyering of parked cars at Upper Haven and Brande Court lots • Outreach across social media platforms • Reverse 911 issued two weeks ahead of September 1st start date for kiosks • Digital Learning session with Seniors at the Pleasant Street Center on August 24th 	<ul style="list-style-type: none"> • Two-week grace period of Issuing of informational tickets and handing out two pagers with FAQs and parking map <ul style="list-style-type: none"> • <i>Information for the Economic Development Director’s contact will be provided in order to field questions and concerns related to new parking formats/kiosks</i>

Frequently Asked Questions

Q) What's changing regarding parking in Downtown Reading?

A) On-street parking in downtown Reading will remain in effect and will remain free. Paid Kiosk Parking will begin starting in September 2023, Brande Court Lot and Upper Haven Street Lot (see map) will have paid parking kiosks. **Parking is free for less than 1 hour, but you will still need to register your vehicle via a kiosk or the Pay by Phone app. After one hour of parking, patrons will pay for the first hour plus each hour thereafter at a rate of \$1/hour. Over 4 hours is \$5/hour.**

Q) How do I pay for parking?

A) Individuals can pay for parking **at kiosks** or by installing and using the **PayByPhone** parking application on their smartphone. Cash payments are not available at kiosks, new models have phased out this option. Coin payments are not feasible for the Town to process internally, given the obligations of coin payment processing and reconciliation.

Q) How will the new parking format be enforced?

A) Reading's Police Department will enforce new parking within these lots, just like they enforce parking throughout the rest of town.

Q) Where should employees and business owners park?

A) Previous Employee parking spots have been relocated as seen on the map to all areas that are highlighted in blue. Employee Parking Passes are sold annually, starting in January. Every business has an opportunity to purchase up to 20 passes. Additional passes may be purchased after January and are on a first come, first serve basis.

Q) How will these changes help?

A) The transition to paid parking in the Upper Haven and Brande Court municipal parking lots will create more overturn of parking usage in order to allow for easier customer parking and increase the utilization of these municipal lots.

Q) What happens if I get a ticket?

A) If a ticket is issued to an individual/vehicle, they will be notified via a physical ticket. This physical ticket will have instructions and a ticket number to process payment of the ticket online. Individuals can also go to the Reading Police Department to process their ticket. Tickets processed in person at the Reading Police Department are through cash / check only.

Q) Who decided to make these changes?

A) The implementation of parking kiosks within both municipal lots was voted in favor of during Town Meeting. The initial idea for implementation of the kiosks occurred through Town Hall staff recommendations with support from the Parking Advisory and Recommendation Committee (PARC).

Q) Are handicap spots still free to park at?

A) Yes, vehicles with handicap placards are still free to park at within these lots and anywhere in Town.

Q) I have more questions or concerns, who can I talk to?

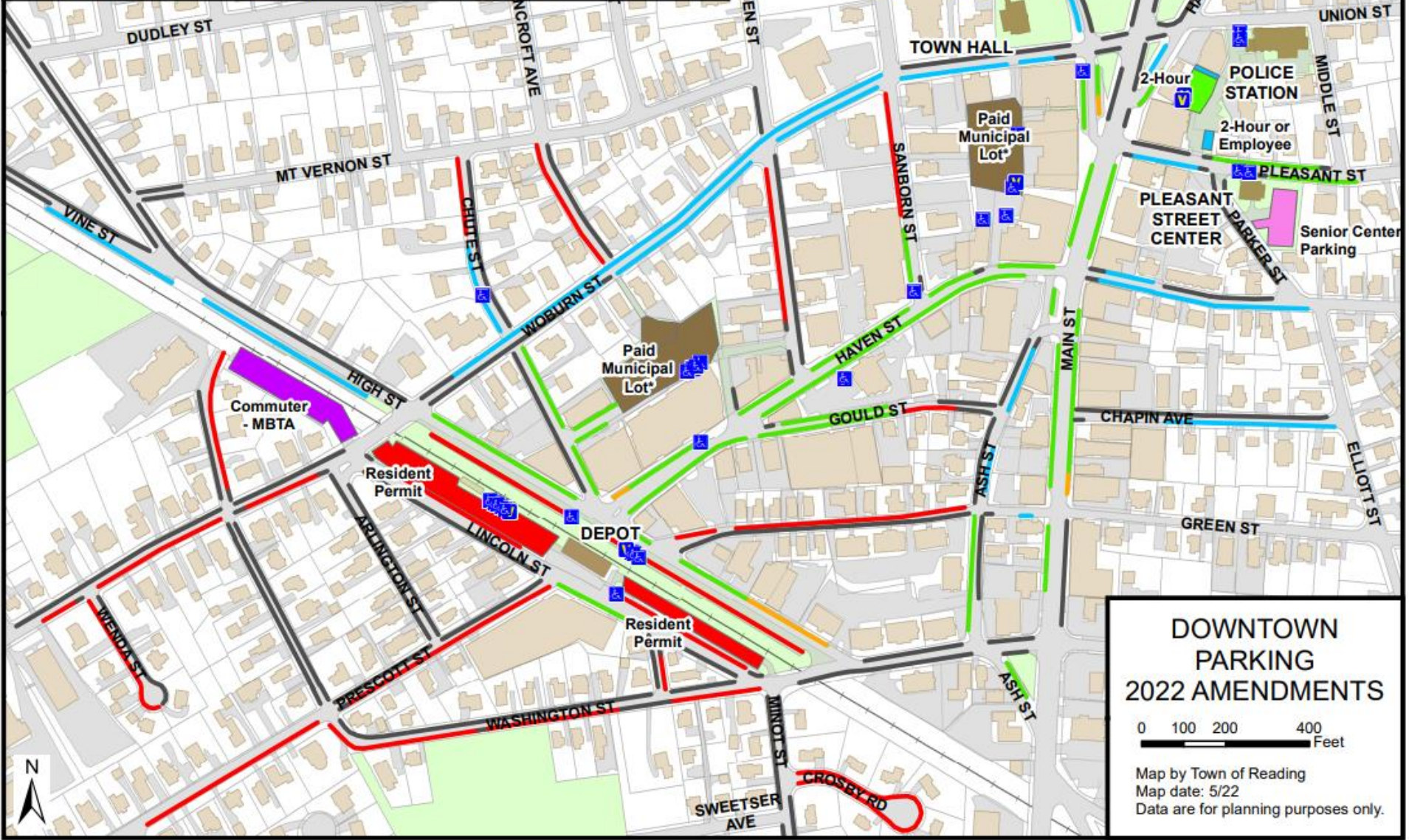
A) Please contact the Town of Reading's Economic Development Director, Ben Cares, at bcare@ci.reading.ma.us or by phone at 781.528.7150



TOWN OF
READING
MASSACHUSETTS

Legend

Parking Regulations	Parking Lot	Regular Handicap Space Van-Accessible Space Town Owned Land
Resident Permit Parking	Resident Permit Parking	Regulated Hours are Monday - Friday 8:00am - 5:00pm
2 Hour	Commuter - MBTA	* Up to an hour is free if an hour or less; up to 4 hours is \$1/hour; over 4 hours is \$5/hour
30 Minute	2 Hour	
2 Hour or Employee	2 Hour or Employee	
Handicap	Paid Municipal Lot*	
No Parking	Senior Center	



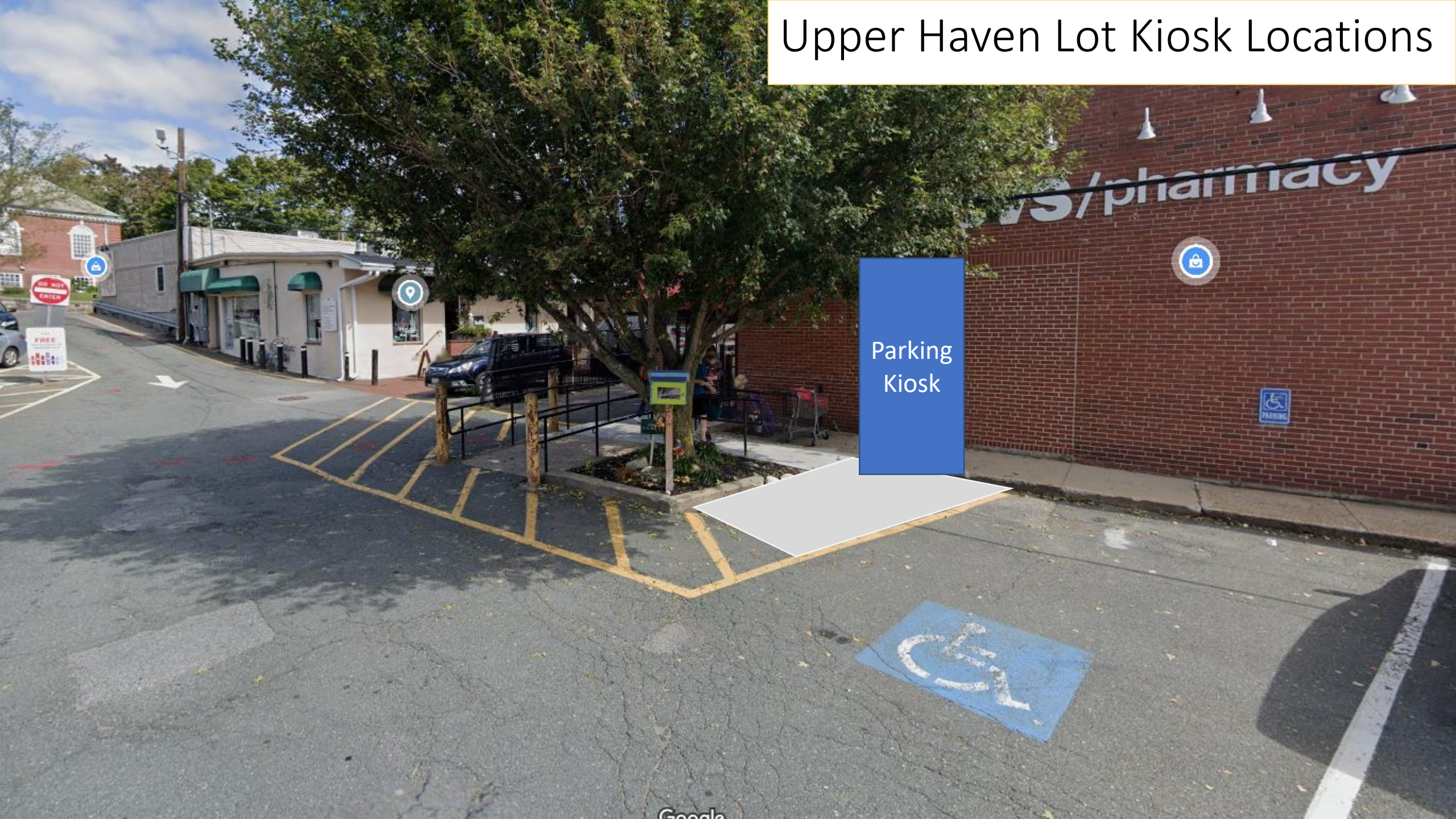
DOWNTOWN PARKING 2022 AMENDMENTS

0 100 200 400 Feet

Map by Town of Reading
Map date: 5/22
Data are for planning purposes only.



Upper Haven Lot Kiosk Locations



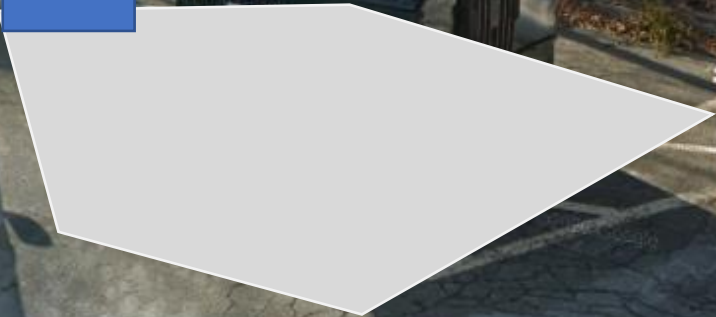
Parking
Kiosk

Upper Haven Lot Kiosk Locations



Kiosk
↓

Parking Kiosk



Brande Court Lot Kiosk Locations



Kiosk



Parking
Kiosk

Brande Court Lot Kiosk Locations



Legend

Parking Regulations

- Resident Permit Parking 6:00 AM to 9:30 AM Mon-Fri
- 2 Hour
- 30 Minute
- 2 Hour or Employee
- Handicap
- No Parking
- No Parking 6:00 AM to 9:30 AM Mon-Fri

Parking Lot

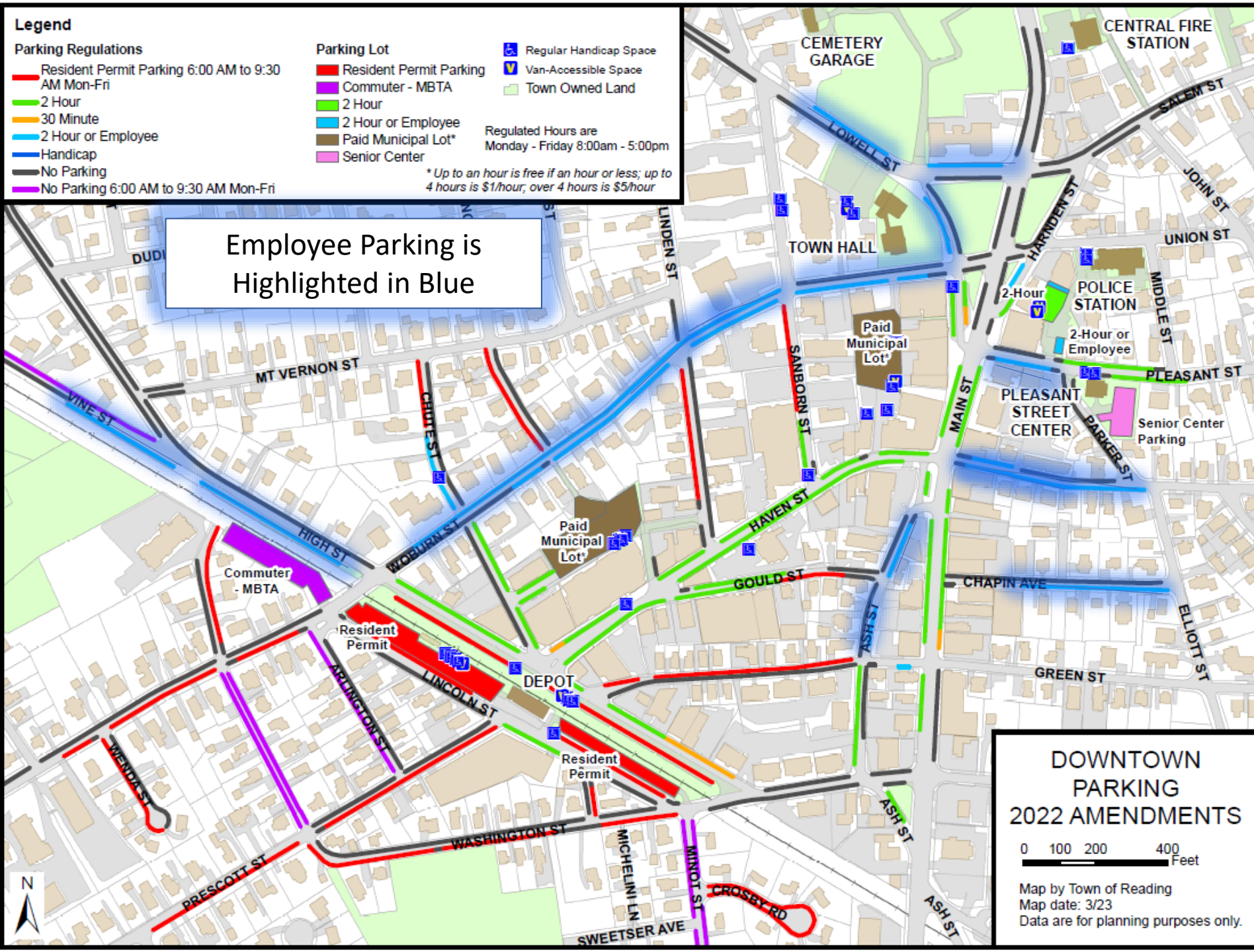
- Resident Permit Parking
- Commuter - MBTA
- 2 Hour
- 2 Hour or Employee
- Paid Municipal Lot*
- Senior Center

- Regular Handicap Space
- Van-Accessible Space
- Town Owned Land

Regulated Hours are Monday - Friday 8:00am - 5:00pm

* Up to an hour is free if an hour or less; up to 4 hours is \$1/hour; over 4 hours is \$5/hour

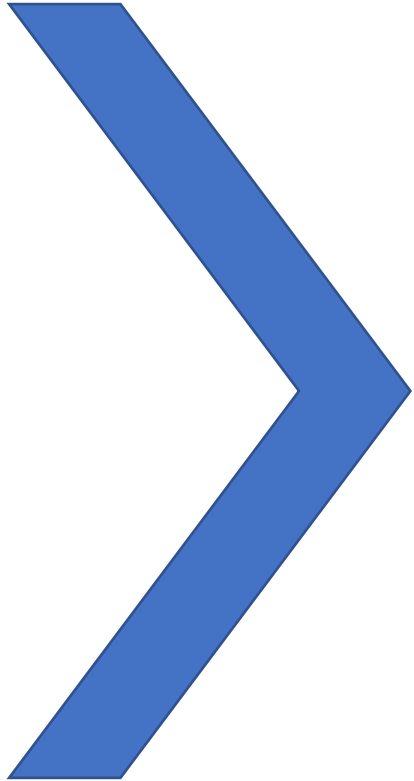
Employee Parking is Highlighted in Blue



DOWNTOWN PARKING 2022 AMENDMENTS

0 100 200 400 Feet

Map by Town of Reading
Map date: 3/23
Data are for planning purposes only.



Q&A Session

Thank You!

Select Board ad hoc Committee: Reading Center for Active Living Committee (RECALC)
Amended Charter June 6, 2023

There is hereby established a volunteer ad hoc committee reporting to the Select Board known as the Reading Center for Active Living Committee (ReCalc). The charge of ReCalc is to explore the current and future needs of the Community, and initiate planning for a potential new Senior/Community Center in town that will focus on residents aged 60+ and possibly other members of the Community.

At the Annual Town Meeting, \$40,000 was appropriated in FY'22 capital funds for the purpose of Senior/Community Center planning. A consultant will be hired with these funds to provide technical assistance and expertise in Community Resource Planning and Community Engagement. The Town Manager may also require Town Staff to work with ReCalc.

Previously accomplished goals:

- ReCalc will collect data and information from communities that have successfully navigated the Senior/Community Center planning process.
- ReCalc will articulate a vision of a Community Center and conduct extensive Community Engagement to determine if residents desire a 60+ Center for Active Living or a multigenerational center.
- Through regular meetings and community outreach, ReCalc will gather, analyze, and organize information for future planning decisions related to the proposed center.

Specific goals: Progress report **delivered** to the Select Board before Annual Town Meeting 2023.

ReCalc shall continue to operate and add to its charter the following goals:

- a. **Information for Feasibility Study:** Using information obtained and developed through review of best practices, visits to and discussions with other senior centers around us, and survey results, provide a document and information to be used by the firm being hired to perform the feasibility study. Goal of sharing this within 45-60 days.
- b. **Program focus:** Using the above tools and new interviews, explorations and discussions, add programming review to help define what we may want to offer in terms of services for seniors.
- c. **Operating Finance:** Explore a variety of financing alternatives used by other senior/community centers for programming activities to include donations, grants, town support and potentially other alternatives.
- d. **Transportation:** Explore transportation best practices for senior centers.

ReCalc shall report back to the Select Board quarterly with progress and to upcoming Town Meetings. It shall be the goal of ReCalc to make and report substantial progress on these goals before the end of 2023.

The Committee shall be made up of 7 voting members, all of whom must be Reading residents, all appointed by the Select Board and comprised of the following:

- Mark Dockser to represent the Select Board
 - 1 member of the Council on Aging (COA), designated by the COA
 - 1 member of the Recreation Committee, designated by the Recreation Committee Chair
- 4 at-large members from the community, preferably with background in architecture, design, planning, project management and community engagement, and/or who represent a variety of key stakeholder groups such as seniors who participate in our Council on Aging programs, eldercare professionals, families with age 60+ members who use our recreation programs, and those aged 60+ who don't currently use the COA programs **and an additional 1-2 associate members with background and interest in financing options for programs at senior/community centers or other civic organizations, all** to be recommended by VASC.

ReCalc shall provide regular updates to the Select Board during the process. ReCalc shall sunset on or before **June 30, 2024**. If needed, this date can be extended by vote of the Select Board.

Open Meeting Law: ReCalc is a committee under the Select Board and is therefore subject to the requirements of the Open Meeting Law (e.g., advance notice of meetings, agendas, minutes, production of documents when requested, etc.). Further, any formal subcommittees of ReCalc, charged with carrying out specific tasks are also subject to the Open Meeting.

The Town Forest Committee requests \$10,000 for FY24 to cover the following expenses:

1. Update the Forest Management Plan (FMP). The FMP describes the current conditions of the TF and recommends actions to enhance forest health and biological diversity. Having an FMP makes the Town eligible for forestry grants from the Mass. Department of Conservation and Recreation (DCR). Reading has received a total of \$20,000 in DCR grants over the last two years. FMPs must be updated every 10 years. The TF plan was prepared in 2010, so it needs to be updated to remain eligible for DCR grants. Updating the FMP is also necessary to reflect the changes that have occurred in the Town Forest as a result of the dying red pine trees and the three phases of dead pine tree removal.
2. Prepare a Forest Cutting Plan for dead tree removal. Dead pine trees have been removed from about 15 acres of the TF under three phases conducted in 2020 and 2022. A fourth phase should be conducted in FY24 to continue to mitigate the safety hazards of falling from trees and forest fires. A Forest Cutting Plan is required in order to obtain approval from DCR and the Reading Conservation Commission.
3. Control invasive plants. Invasive plants have become firmly established in the Reading Town Forest. Budget is needed to implement control measures to prevent invasive plants from displacing the native plants in the TF.
4. Plant native plants. Areas cleared of dead pine trees have created ideal conditions for new plants to grow. It is important that native trees, shrubs and pollinators be planted so that the invasive plants do not colonize the newly opened areas. Budget is needed to develop a planting plan and to purchase native plants.

The TFC was funded at \$5,000 for FY23. This request for \$10,000 reflects the great need for corrective action in the Town Forest. Please contact me if you have any questions about this request. Thank you.

Bill Sullivan, Chair
Town Forest Committee

For the 2024 fiscal year, the Climate Advisory Committee requests \$2,000 to support:

- \$1200 to distribute the Heating & Cooling Survey for the 3rd year.
- \$300 for posters and similar outreach materials.
- \$500 to support Community Planning and similar town efforts on things like the Net Zero Plan and the Walking & Biking Plan.

Regards,
David Zeek, Chair
Reading Climate Advisory Committee

Trails Committee Budget Request 2023-2024 Stock and Materials \$5000.00

The Trails Committee remains committed to maintaining over 708 acres of conservation land and 15 miles of trails in Reading. That said, we have noticed that our boardwalks and bridges are aging and will require some maintenance in order to remain safe to use. We have decided to make it our priority to update over 400 linear feet of boardwalks, some of which have been standing for over 20 years. Several of them no longer meet our current standard for design and will need repairs and in many cases replacement.

This summer we have an opportunity to capitalize on some extra hands from Next Step Ministries again. Last year they were extremely helpful to us and constructed over 160 feet of boardwalks. We would like to use the \$5000 to cover the stock and materials for these important projects and together with Next Step Ministries and our TC volunteers, get the work done. We would appreciate your consideration in providing the extra funding for the costs for this year only. Next year, we will likely seek out additional funding from grants.

Regards,
Kathy Kelly, Chair
Reading Trails Committee

Hi Sam,

I spoke to Jonathan Barnes yesterday about the continued funding for the Reading Historical Commission. I wanted to reiterate and memorialize the Town's commitment to maintain the annual funding of \$1,500 for the historical commission. I know that this funding was given in FY2023, and it will be given again in FY2024. If there are any other questions, please let me know.

Thank you for everything you do for our community.
Fidel A. Maltez

Dear Select Board members:

For the 2024 fiscal year, the Community Garden requests \$2000 from the Select Board Fund for Boards, Committees and Commissions to support the following.

- \$1000 to supplement costs for watering the garden beds. We expect the income from gardeners' fees to go fully toward water costs. Based on the first year of operation, actual costs will exceed fees collected by approximately this amount. This support from the Select Board will allow fees to remain affordable for Reading residents, provide fresh produce for Food Pantry users, and ensure that the community garden remains a resource for the full community. In future years, the plan is to install a rainwater collection system, which will alleviate the need for such support.
- \$1000 to support costs to complete phase 3 of the community garden, including an additional 10 beds.

Thank you for your consideration.

Best,
Cathy Zeek and Simone Payment
Reading Community Gardens
Reading, MA

Fiscal 2024

Reading Conservation Commission Budget Request

I am submitting our budget request on behalf of the Reading Conservation Commission. The Conservation Commission oversees over 700 acres of land plus 50 acres of Conservation Restrictions. Another parcel off Sanborn Ln will be added this season.

As always, the primary focus of the Commission is guidance to Reading residents for the execution of projects on their property in accordance with the jurisdictional regulations.

In addition, we have been working on a multi-year effort to upgrade our Conservation Areas with environmental improvements, maintenance and improved signage. This past year we did that with beautiful new signs at the entrances to Mattera Cabin and Bare Meadow Conservation Areas. This focus is reflected in some of the budget requests that are listed below. Our aim is to have the entrances and signage for the Conservation Areas reflect the pride of ownership that we hope to engender in the many residents who walk these Areas daily in particular and the Town of Reading as a whole.

Our request is as follows:

\$2,000.00 – Signage for the Entrance to the Pinevale Conservation Area

- This item is part of the continuation of our effort to improve our Conservation Areas. This sign would also follow the current Town of Reading design style as exemplified in the beautiful new sign at the entrance to Mattera Cabin off Main Street

\$ 3,200.00 - Invasive management removal per Audubon plan

- Last year's Conservation Commission budget funded the 2023 Audubon invasive management assessment. This assessment identifies and prioritizes invasive treatment areas throughout Bare Meadow for FY 24. The funds will be used for phase 1 of a 3-year plan design to use the most common application methods during the best time to apply the treatment during the year.

\$1000.00 - Equipment & supplies purchases Muk Luk Boots, wayfinding signage for Bare Meadow, repairs to Bare Meadow viewing platform railings

\$500.00 - Outreach funding to Town Residents, four nature-based educational workshop discussion events at Mattera Cabin.

\$750 – Conservation improvements to both Pinevale and Bare Meadow Conservation Areas such as purchase and installation of bird boxes

Total: \$7,450

Respectfully submitted by, Martha Moore, Conservation Commission Chair

Brian Bowe, Conservation Commission Vice-Chair

2023 - Select Board Fund for Boards, Committees and Commissions

Committee	Funding Request
Town Forest	\$ 10,000.00
Historical Commission	\$ 1,500.00
Trails Committee	\$ 5,000.00
Climate Advisory Committee	\$ 2,000.00
Reading Community Garden	\$ 2,000.00
Conservation Commission	\$ 5,000.00
Select Board Outreach Material	\$ 500.00
TOTAL REQUESTS	\$ 26,000.00

Available Funding	\$ 20,000.00
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June 20, 2023		Tuesday	
	Overview of Meeting	Dockser	7:00
	Public Comment	Board	7:05
	SB Liaison & Town Manager Reports	Board	7:15
HEARING	Vote on Traffic Amendments on Family Circle, Woodland Street and Bancroft	Board	7:30
	Vote on Funding Request from Boards, Committees and Commissions	Board	8:00
	Discussion on Special Committee for Charter Review	Board	9:00
	Discuss Future Agendas	Board	9:30
	Approve Meeting Minutes	Board	9:45
July 18, 2023		Tuesday	
	Overview of Meeting	McCarthy	7:00
	Public Comment	Board	7:05
	SB Liaison & Town Manager Reports	Board	7:15
	Presentation from Assessor on FY25 Tax Rate	Board	9:15
	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
August 1, 2023		Tuesday	
August 22, 2023		Tuesday	
September 12, 2023		Tuesday	
September 26, 2023		Tuesday	
October 10, 2023		Tuesday	
October 24, 2023		Tuesday	
November 7, 2023		Tuesday	
November 13, 2023	SUBSEQUENT TOWN MEETING		
November 16, 2023	SUBSEQUENT TOWN MEETING		
November 20, 2023	SUBSEQUENT TOWN MEETING		
November 21, 2023		Tuesday	
Novmeber 27, 2023	SUBSEQUENT TOWN MEETING		
December 5, 2023		Tuesday	

	Vote to approve annual licenses (delegated to TM Office)		
	Vote to approve Liquor Licenses		
December 6, 2023		Wednesday	
	Department Budget Presentations		
December 12, 2023		Tuesday	
	Department Budget Presentations		
	Future Meetings - Agenda Items		
	VASC Policy Changes and Recommendations	VASC	
	Discuss Early Sunday Hours at Recreational Fields & Parks	Rec Comm	
	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

SELECT BOARD DRAFT MINUTES

MAY 9TH, 2023

Public Comment

Vanessa Alvarado felt Select Board member Carlo Bacci's comments about Angela Binda, a volunteer, were unacceptable. She believes he violated ethics laws and should apologize to her.

Joe Carnahan wanted to ask why there was nothing mentioned about sprinklers when talking about the water and sewer rates. He also believes the town should not offer second meters if they want to encourage conservation because that does the opposite.

Reorganization

Town Manager Fidel Maltez took control of the meeting and opened the floor for nominations for Chair.

Herrick nominated McCarthy with a second from Dockser.

Maltez closed nominations for Chair.

The board shared a consensus of their confidence in McCarthy to lead the board and keep a good tone of the town.

The board took a roll call vote for McCarthy as Chair and it was approved unanimously.

McCarthy then opened the floor for nominations for Vice Chair.

McCarthy nominated Dockser with a second from Herrick.

Haley nominated himself with a second from Herrick.

McCarthy noted she learned a lot from Dockser when he was Chair and believes he would be a great Vice Chair.

Haley and Dockser both spoke on their reasons for why they would be a good Vice Chair.

The board took a roll call vote on Dockser for Vice Chair with the following results:

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

Dockser is Vice Chair.

McCarthy opened the floor for nominations for Secretary.

McCarthy nominated Bacci for Secretary with a second from Dockser.

Bacci nominated Herrick with a second from Haley.

The board took a roll call vote unanimously voting for Herrick as secretary.

Liaison Reports

Herrick noted that the Town Manager and some board members presented the YMCA with their ARPA check.

Dockser noted that the Council on Aging hopes to keep the momentum going on finding a new senior center. They made a video highlighting all the problems at the current Pleasant Street Center.

Bacci noted that the Recreation Department welcomed Jim Sullivan to the team.

Haley noted the School Committee gave Dr. Milaschewski a new 6 year contract.

McCarthy noted she held her office hours last week.

Town Manager Report

Maltez noted that the Lowell Street paving project is now finally done.

COLA Increase for Retirees

Town Accountant Sharon Angstrom gave the board a presentation on why the request is coming before them. She explained the Governor signed an act into law that allows this one- time increase of up to 5% of the base amount for this year only. The board must approve the increase which would give the retirees an additional 2% for FY23. The board will vote on this at their next meeting.

MassWorks Grant

Economic Development Director Ben Cares gave the board an overview of the MassWorks infrastructure program and how it could help our downtown Haven Street. He is asking the board to approve a letter of support for the Town's application for the grant.

Herrick moved to sign the proposed letter of support for a MassWorks Grant related to construction on Haven Street. The motion was seconded by Haley and approved with a 5-0 vote.

Sanborn Lane Gift

Chuck Tirone explained to the board the request to accept a gift of a parcel of land on Sanborn Lane. The Conservation Commission will also need to accept the gift.

Herrick moved that we, Select Board of the Town of Reading, in accordance with M.G.L. c.40, §8C, vote to approve the acceptance by the Town of Reading Conservation Commission of a gift of land located at 0 Sanborn Lane from William A. Quigley Jr, Trustee of Butcher Family Realty Trust from Steven and Irene Butcher as described in the deed to the Town of said land. The motion was seconded by Dockser and approved with a 5-0 vote.

SWEC Charge

Maltez noted the committee would like the board to adjust the charge of the committee to expand their work to include a large portion of the land on Symonds Way. Chuck Tirone explained to the board more about the land and the potential it has.

VASC

The board discussed the term for members on VASC. There seems to be some confusion on if it rotates annually or not. The consensus of the board is that a two-year term is more favorable.

Herrick moved to appoint McCarthy and Bacci to the Volunteer Appointment Subcommittee. The motion was seconded by Dockser and approved with a 5-0 vote.

McCarthy and Bacci noted they interviewed Tony D'Arezzo who is current associate on the CPDC and he would like to move into the open full position.

Herrick moved to appoint Tony D'Arezzo to a full position on the CPDC with a term expiring June 30, 2024. The motion was seconded by Bacci and approved with a 5-0 vote.

Liaison Assignments

The board discussed their liaison assignments. The general consensus of the board was that the assignments were fine as is. Dockser made a comment they should switch them up eventually. Herrick made note that some of these don't seem necessary. The board will send any comments to Maltez and they will vote at their next meeting.

Water & Sewer Rates

Maltez went over the water and sewer rates with a presentation. The presentation can be found in the Select Board packet on the town website.

The board discussed their thoughts on second water meters. Haley is very in favor of second water meters and would like a pilot program to test it out. Other members of the board, Dockser and Herrick are not interested in second meters noting this has continuously been voted down by Select Boards in previous years. The board will continue this discussion with a public hearing at their next meeting and a public forum on May 31st for any residents that are interested in learning more about the proposed tiered system.

RFP – Senior Center

Dockser noted it would be a good idea to issue a new RFP for a feasibility study for the senior center to see what kind of other options are available.

Bacci feels this is a repetitive process and will only tell us things we already know while wasting more ARPA money.

The board will vote at their next meeting.

ReCalc Charge and Sunset Date

Dockser noted the group feels they have done their work and are not sure if the Select Board wants them to continue and if so, what should they do. They are due to sunset in June if the Select Board doesn't do anything. Dockser will reach out to the group and get their feedback on a new sunset date.

Schedule Reading Ice Arena Authority Meeting

Herrick noted the lease says the board can request a meeting with the Ice Arena Authority annually and she would like to do that. She noted RMLD would like to join the meeting as well.

Future Agendas

The board discussed future agenda items.

Minutes

The board edited previous meeting minutes.

Herrick moved to approve the meeting minutes of April 18th, as amended. The motion was seconded by Bacci and approved with a 5-0 vote.

Herrick moved to adjourn the meeting at 11:22 PM. The motion was seconded by Dockser and approved with a 5-0 vote.