



# Town of Reading Meeting Posting with Agenda

## Board - Committee - Commission - Council:

Select Board

Date: 2023-10-10

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><b><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></b></p> <p>Join Zoom Meeting <a href="https://us06web.zoom.us/j/87509416187">https://us06web.zoom.us/j/87509416187</a></p> <p>Meeting ID: 875 0941 6187</p> <p>One tap mobile +16465588656,,87509416187# US (New York) +16465189805,,87509416187# US (New York)</p> <p>Dial by your location • +1 646 558 8656 US (New York) • +1 646 518 9805 US (New York)</p>	PAGE #
<b>7:00</b>	Overview of Meeting	
<b>7:05</b>	Public Comment	
<b>7:15</b>	SB Liaison & Town Manager Reports	
<b>7:30</b>	CONTINUED HEARING – Change of Manager – Anthony's Coal Fired Pizza	3
<b>7:45</b>	Appointment of SB member to the Designer Selection committee for the feasibility study for a new senior center	9

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

<b>7:55</b>	Discuss Future Agendas	25
<b>8:00</b>	Approve Meeting Minutes	27



RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
 MONETARY TRANSMITTAL FORM

**AMENDMENT-Change of Manager**

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

ECRT CODE: RETA

Please make \$200.00 payment here: ABCC PAYMENT WEBSITE

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

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

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN

STATE

ZIP CODE

For the following transactions (Check all that apply):

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

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

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





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

**AMENDMENT-Change of Manager**

**Change of License Manager**

**1. BUSINESS ENTITY INFORMATION**

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

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

Name: Josph H. Devlin  
 Title: Attorney  
 Email: jdevlin@UCDlaw.com  
 Phone: 617-514-2837

**3A. MANAGER INFORMATION**  
 The individual that has been appointed to manage and control of the licensed business and premises.

Proposed Manager Name: Chris P. Larsen  
 Date of Birth: [Redacted]  
 SSN: [Redacted]

Residential Address: [Redacted]

Email: reading@acfp.com  
 Phone: 508-328-5588

Please indicate how many hours per week you intend to be on the licensed premises: 50  
 Last-Approved License Manager: Carlos Antonio Alberto Jr.

**3B. CITIZENSHIP/BACKGROUND INFORMATION**

Are you a U.S. Citizen?  Yes  No \*Manager must be U.S. citizen  
 If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.  
 Have you ever been convicted of a state, federal, or military crime?  Yes  No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

**3C. EMPLOYMENT INFORMATION**  
 Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
2/14	2/23	Manager	American Food Systems	
9/06	2/14	General Manager	Papa Gino's	

**3D. PRIOR DISCIPLINARY ACTION**  
 Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action?  Yes  No  
 If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

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

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:  
 Signature: [Handwritten Signature]  
 Date: 6.12.23



## APPLICANT'S STATEMENT

I, Michelle Zavolta the:  sole proprietor;  partner;  corporate principal;  LLC/LLP manager  
Authorized Signatory  
of Anthony's Coal Fired Pizza Reading, LLC  
Name of the Entity/Corporation

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

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

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

Signature:

*Michelle Zavolta*

Date:

6/13/2023

Title:

LLC Manager

**ENTITY VOTE**

The Board of Directors or LLC Managers of   
Entity Name

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

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on   
Date of Meeting

For the following transactions (Check all that apply):

Change of Manager

Other

"VOTED: To authorize   
Name of Person


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

"VOTED: To appoint   
Name of Liquor License Manager

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

A true copy attest,

For Corporations ONLY  
A true copy attest,

  
Corporate Officer /LLC Manager Signature

\_\_\_\_\_  
Corporation Clerk's Signature

Michelle Zavolta  
(Print Name)

\_\_\_\_\_  
(Print Name)



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

JEAN M. LORIZIO, ESQ.  
 CHAIRMAN

**CORI REQUEST FORM**

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

**ABCC LICENSE INFORMATION**

ABCC NUMBER: 101600038 LICENSEE NAME: Anthony's Coal Fired Pizza of Reading, LLC CITY/TOWN: Reading

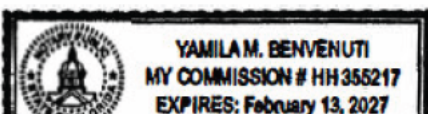
**APPLICANT INFORMATION**

LAST NAME: Larsen FIRST NAME: Chris MIDDLE NAME: Peter  
 MAIDEN NAME OR ALIAS (IF APPLICABLE): N/A PLACE OF BIRTH: Concord MA  
 DATE OF BIRTH: [REDACTED] SSN: [REDACTED] ID THEFT INDEX PIN (IF APPLICABLE):  
 MOTHER'S MAIDEN NAME: [REDACTED] DRIVER'S LICENSE #: [REDACTED] STATE LIC. ISSUED: Massachusetts  
 GENDER: MALE HEIGHT: 6 2 WEIGHT: 215 EYE COLOR: Hazel  
 CURRENT ADDRESS: [REDACTED]  
 CITY/TOWN: Dracut STATE: MA ZIP: 01826  
 FORMER [REDACTED]  
 CITY/TOWN: Tynsboro STATE: MA ZIP:

**PRINT AND SIGN**

PRINTED NAME: Chris P. Larsen APPLICANT/EMPLOYEE SIGNATURE: [Signature]

**NOTARY INFORMATION**

On this 6/13/2023 before me, the undersigned notary public, personally appeared Chris P. Larsen  
 (name of document signer), proved to me through satisfactory evidence of identification, which were Driver's License  
 to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.  
  
 Yamila M. Benvenuti  
 NOTARY

**DIVISION USE ONLY**

REQUESTED BY: [REDACTED]  
 SIGNATURE OF CORI AUTHORIZED EMPLOYEE

The DCI Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identify Theft PIN Number by the DCI. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. ALL CORI request forms that include this field are required to be submitted to the DCI via mail or by fax to (617) 660-4614.





# READING POLICE DEPARTMENT

15 Union Street ▪ Reading, Massachusetts 01867

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

Web: [www.ci.reading.ma.us/police/](http://www.ci.reading.ma.us/police/)

## EXECUTIVE SUMMARY

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

August 2, 2023

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

Chief Deputy Chief Clark,

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

**New Manger:** Chris Larsen

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

Respectfully Submitted,

\_\_\_\_\_  
Lt. Detective Richard P. Abate  
Criminal Division Commander



# READING CENTER FOR ACTIVE LIVING PROJECT

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## REQUEST FOR QUALIFICATIONS DESIGNER SERVICES (RFQ) #2023-03 September 12, 2023

### 1. INTRODUCTION

The Town of Reading, Massachusetts, (“Owner”), is seeking the services of a qualified designer (“Designer”) within the meaning of the Massachusetts Designer Selection Law M.G.L. Chapter 7C, Sections 44 through 58, to provide Designer Services for programming, feasibility, preliminary schematic design for new construction or addition to/renovation of the Town’s Pleasant Street Center, 49 Pleasant Street, Reading, Massachusetts to establish a new Reading Center For Active Living (the “Project”). **Furthermore, the Project is here defined as a Senior Center and/or Community Center with designated senior space.**

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

- First, in Phase 1 the Designer will prepare a Facilities Program Study, using the information developed by ReCalc and the UMass Boston Center for Gerontology, and potentially additional input, to identify the interests and needs of the various stakeholders in order that the Owner may select a Design Program(s). The interest and needs analysis should include inter-generational programming. **The Community feels that a significant amount of information has been gathered and explored that the Designer can use to complete Phase 1. The Community would prefer to limit any redundant work.**
- Second, in Phase 2 the Designer will complete a Feasibility Study investigating multiple options to a high level of detail to arrive at a Preferred Option based on the program, needs and interests identified and selected in Phase 1.
- Third, in Phase 3 the Designer will complete Schematic Design plans, high level specifications and cost estimates for the Preferred Option.
- Phase 1, 2, and 3 services, outlined in the three steps above shall be referred to herein as the Basic Services.

A potential Project may include a renovation and addition of the existing Pleasant Street Center building or construction of a new building which may be on an alternate site. The Fee for services related to the completion of the Basic Services will be negotiated but will not exceed \$250,000. “Extra Services” fees will not be allowed for Phase 1, 2 or 3.

### 2. GENERAL INFORMATION

The Owner believes in a design approach where all Project stakeholders are involved in the design process from start to finish on a collaborative basis. The process recognizes that non-inclusive and compartmentalized design decisions made unilaterally may have adverse impacts on achieving inclusive design goals. An inclusive design approach is required for the Project.

### **3. BACKGROUND**

#### Town's History, Profile and Organizational Structure:

Reading was settled in 1639 and incorporated as a Town in 1644. The Town has a traditional New England center surrounded by family-oriented neighborhoods and endeavors to be a welcoming community. Located in Middlesex County, Reading is only 12 miles north of the center of Boston. The Town lies close to the intersection of Interstate 93 and Interstate 95, allowing easy access to Boston. Principally a residential community, Reading has a significant but modest level of commercial businesses, many of which are located near the highways. The MBTA has a station in Reading which links the Town to Boston's North Station and has two bus lines which connect to the Orange Line. Reading is known for its award-winning schools and outstanding Town services. It has a safe, small-town feel and offers residents many recreational and cultural opportunities, both within the community and as part of the greater Boston region.

The Town is governed under a home-rule charter, which vests executive authority and responsibility to the elected five-member Select Board, who serve on rotating three-year terms. Legislative authority is vested in a 192-member elected Town Meeting. The Town Manager, who is appointed by the Select Board, serves as the Chief Administrative Officer.

Reading has approximately 26,000 residents, and nearly 26% of the Town's population are age 60 or above. The Reading Pleasant Street Center serves approximately 700 individuals in the in this age category on average per month, including over 3,500 units of services month which include social / recreation programs, support groups, health education, physical activities, cultural programs, Medicare counseling, help with benefit applications and related social services, and elder law assistance. Reading's over-60 population is projected to reach close to 30% of the general population by the year 2030.

#### Division of Elder and Human Services

The Division of Elder Services is part of the Public Services Department overseen by the Community Services Director and the Assistant Town Manager. The Division of Elder Services is responsible for aiding in the implementation of the Pleasant Street Center policies and programs and coordinates the Center's functions. The Elder and Human Services Administrator is appointed by the Town Manager and is responsible in carrying out its responsibilities of the Division of Elder and Human Services and Operates the Pleasant Street Center.

#### Council on Aging

The Council on Aging (COA) is established under section 4.7 of the Reading Home Rule Charter. The Council on Aging shall have all the powers and duties given to Councils on Aging by the Massachusetts General Laws, and such additional powers and duties as may be provided by the Charter, by Town Bylaw or by Town Meeting vote. The Council on Aging functions as a Board of Directors. The Council is composed of ten Reading citizens who have demonstrated a concern for and a commitment to the elderly. The Council is appointed by the Board of Selectmen. Their responsibilities include:

1. Identifying the needs & interests of senior citizens and encouraging programs to address those needs and interests.

2. Educating the community about the needs of senior citizens.
3. Developing a network for information sharing.
4. Establishing policy direction to be implemented by Reading Elder Services.

#### Reading Center for Active Living Committee (ReCalc)

The Select Board created a volunteer Ad Hoc Committee: Reading Center for Active Living Committee (RECALC). ReCalc submitted its final report and highlighted findings in a PowerPoint presentation to the Selectboard on March 25, 2023. The committee also published a detailed report. The primary recommendation from ReCalc was to identify and implement a solution to the facility needs for the Senior population in the immediate (2 to 3 year) timeframe.

In addition to the primary recommendation (above), the following are supporting recommendations based on the work performed by ReCalc:

1. Review the identified needs, perform a more detailed assessment of priorities, and then define explicit plans to address the needs. This should include all aspects of facility, staffing, services, programs, transportation, financial, etc., and should consider centralized and distributed approaches to service/program delivery whenever possible.
2. Perform feasibility study (studies) on potential Senior Center and/or Community Center with designated senior space with dedicated space solutions that may include renovation or construction of buildings. Ensure any proposed facility satisfies all ADA requirements and inclusivity recommendations for all populations.
3. Advocate for continued investment in Elder Services (to support capital and operational expenses) aligned with the facility investments resulting from (1) and (2) above and Senior Center use projections established from current use, demographic trends and comparable community data.
4. Develop communication strategies and tools to keep the community informed of efforts and the rationale/priority for addressing the identified issues and unmet needs.
5. Support the concept of a Senior Center and/or Community Center with designated senior space ensuring first that the needs of the Seniors are being met. Implicit in this recommendation is to consider the “inventory” of currently provided Reading services and facilities to determine how best to meet the needs of the community. Whenever possible space in the would be available for the community at large to use as is the option with current space at the Senior Center and/or Community Center with designated senior space which is available for groups to reserve and use.

In the spring of 2023, the charge of ReCalc was expanded to identify 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. The committee is made up of 7 voting members, all Reading residents, appointed by the Select Board and comprised of the following: 1 member of the Select Board, designated by 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 Elder and Human Services programs, eldercare professionals, families with age 60+ members who use our recreation programs, and those aged 60+ who don't currently use the Elder Services programs and an additional



1-2 associate members preferably with background and interest in financing options for programs at senior/community centers or other civic organizations, all to be recommended by the Volunteer Appointed Sub Committee.

ReCalc operates with the following goals: Information for Feasibility Study: Using information obtained and developed through review of best practices, visits to and discussions with other senior /community centers around us, and survey results. ReCalc provides a document and information to be used by the firm being hired to perform the feasibility study. 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. Focus on other similar communities, best practices, enticing new participants in the 60+ age bracket to attend programs at the center. 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. Transportation: Explore transportation best practices for senior centers.

### The Pleasant Street Center

The Pleasant Street Center is located at 49 Pleasant Street and is the former Reading Municipal Building. Built in 1885, this two-story brick building was the town's first municipal structure, housing the town offices, jail, and fire station. In 1918 all functions except fire services moved out of the building. The building was listed on the National Register of Historic Places in 1984. The former Reading Municipal Building is set on the southeast corner of Pleasant and Parker Streets, just off Reading's Main Street central business district. It is a rectangular two-story brick Renaissance Revival structure with a hip roof. Its northern facade is four bays wide, with the main entrance in the leftmost bay. The three first-floor windows are set in round-arch openings, while the four on the second are set in segmented-arch openings. The west facade originally housed the openings for the fire house, with three large round-arch openings now filled with wood paneling and windows below, and single segmented-arch windows flanking a central pair of narrow windows in the center bay. At the northeast corner, a wood-frame tower with Stick style decoration rises to a gable-over-hip roof.

The town of Reading was incorporated in 1644, but this, its first purpose-built municipal building, was not constructed until 1883. It was designed by local architect Horace G. Wadlin, and housed town offices, fire station, and the local jail. It served all of these roles until 1918, when the town offices were relocated to the present town hall in 1918. This building remained a fire station for many years, with its original round doorway openings combined into two rectangular openings to provide access for more modern fire equipment. The fire house facade has since been restored to its original form, albeit with the openings closed off. In 1991 the building was renovated and repurposed as the Pleasant Street Center which is Reading's local senior center.

Prior studies have determined that the Pleasant Street Center is no longer adequate to meet the needs of Reading's age 60+ population. The Pleasant Street Center cannot provide the volume of programs and services required to meet Reading's current or projected population. Moreover, the Pleasant Street Center facility's minimal compliance with ADA requirements, limited hours of operation, and unacceptable facility issues (including but not limited to noxious fumes, lack of a functional kitchen, and inadequate space for staff as well as seniors' use) make continued use of the building in its current condition unacceptable.

#### **4. PROJECT GOALS AND OBJECTIVES**

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

Overall Project Objectives include:

- Fostering an inclusive environment that welcomes all among Reading's 60+ population (currently approximately 7,000 residents) who wish to participate in Elder Services programming and services by ensuring that all proposals adhere to principles of Universal Design, as opposed to settling for compliance with minimum ADA requirements. (See, for example, guidelines on the Institute for Human Centered Design website [humancentereddesign.org](http://humancentereddesign.org).)
- Ensuring that Elder and Human Service's mission and goals are fully understood, updated as necessary, and incorporated into the process, while establishing potential goals for a Reading Center for Active Living, that may incorporate inter-generational programming;
- Engaging with all stakeholders, from project outset to ensure a collaborative approach is maintained throughout the design process, including involvement from multiple municipal entities;
- Assisting in communicating Project details with the public;
- Reviewing and assessing the existing programs, documentation and conditions, and information provided by ReCalc and the Elder and Human Services,
- Identifying opportunities for new programs and services for senior citizens and opportunities to provide a broader range of programs, services, and hours to a wider population.
- Providing a Facilities Program Study which will allow the Town to determine which program option(s) is /are appropriate for the Town. Coordinating with the Town in identifying other approvals required by any governing agency and coordinating submittal materials for such approvals;
- Investigating the most appropriate design options and phasing plans; including temporary operational space, if required;
- Identifying any community, traffic, or neighbor concerns that may impact study options;
- Developing accurate and complete cost estimates, including Life Cycle Costs as requested, at the Feasibility Phase.
- Supporting a design that is of high quality, efficient, cost effective, and conforms to Massachusetts High Performance Building Guidelines and LEED for Municipal Buildings at a minimum, and complies with all applicable regulatory requirements including the Massachusetts Stretch Code.
- Developing and evaluating creative energy efficiency solutions over and above the stretch code and innovative alternative sustainable design solutions, including but not limited to active/passive solar, geothermal, etc., and identifying alternate funding sources, first costs and paybacks;

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

- Reading Select Board, Permanent Building Committee, Reading Center for Active Living Committee, Council on Aging, Elder and Human Services, Recreation Department, Office of Equity and Social Justice, and the Town Manager.
- Community Development Department, Development Review Team (DRT) - Prior to construction at any municipal building, the Director of Community Development reviews projects for consistency and compatibility with all applicable planning and analytical studies.
- Facilities Department and Department of Public Works.
- Finance Committee.
- Public Meetings at other Town Committees – As may be required.
- Other committees and Departments including Conservation Commission, Fire Department, Police Department, etc. – As may be required for local reviews.

The Designer will assist the Owner in identifying other approvals required by the Commonwealth of Massachusetts. Such approvals may include:

- Massachusetts Architectural Access Board (MAAB)
- Massachusetts Historical Commission (MHC)

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

- UMass Boston Gerontology Institute, Community Engagement and Planning: Reading Center for Active Living (ReCalc)  
<https://www.readingma.gov/DocumentCenter/View/7803/Reading-Center-for-Active-Living--UMass-Gerontology-Institute-Final-Report-PDF>
- READING CENTER FOR ACTIVE LIVING COMMITTEE (RECALC)  
<https://www.readingma.gov/601/Reading-Center-for-Active-Living-Committ>



## **5. PROJECT PHASING DESCRIPTION**

### **Phase I: Facilities Program Study**

**1-2 months**

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

- Discussions with current senior center users, all stakeholders, Pleasant Street Center staff, Council on Aging, Recreation Department, Reading Center for Active Living Committee (ReCalc), Permanent Building Committee, Select Board and the general public;
- Review of previous studies developed by UMass Boston Gerontology Institute
- Review of previous design work developed by Gienapp Architects
- Review of ReCalc final recommendations and findings
- Review of Elder and Human Services programs
- As needed, information gathering of interests of the greater community using a variety of tools such as developing community and user surveys, facilitated public meetings and/or focus group interviews.
- The process should consider the space and programming needs of the Pleasant Street Center, as well as the needs and desires of Town residents, with a priority to meeting the needs of Seniors.
- The Facilities Program Study will include optional programs for each group and options to accommodate all groups combined. The study will identify program space needs, approximate building sizes and square foot costs, and corresponding site area and access requirements to support each program option. The study will also identify what program options are viable for an addition / renovation project of the existing Pleasant Street Center.

### **Phase II: Feasibility Study**

**2-4 months**

### **Phase III: Schematic Design Phase/Site Plan Approval**

**2-4 months**

The anticipated initial Contract period will be from October 1, 2023, or the date of contract execution, whichever is later, through the completion of the Basic Services Phase. The Town reserves the right to terminate the services provided by the selected firm/individual at the end of the Basic Services Phase and re-solicit Designer services or to continue with the selected Designer beyond this phase.

## **6. SCOPE OF SERVICES FOR PHASE II AND PHASE III**

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

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

Designer Services include, but are not limited to, verification of existing record information including building dimensions, details and general existing conditions, cost estimating, all architecture as well as traffic, civil, site development, sanitary, mechanical, electrical, plumbing, fire protection, structural, site planning and landscape architecture, basic environmental permitting, graphics, lighting design, acoustics, data and communication; any specialty consultants; code consultants, accessibility and inclusion, energy evaluations including the coordination of energy rebates, detailed cost estimates, LEED or sustainable design consultants; Furniture, Fixtures & Equipment (FF&E) including programming, specifications, procurement.

## **7. MINIMUM QUALIFICATIONS & REQUIREMENTS**

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

## **8 EVALUATION & SELECTION CRITERIA**

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

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

- y. *Security Consultant*
- z. *Acoustical Consultant*

Applicants must address each category of work listed above in their application whether it is to be performed by in-house staff or by sub-consultant(s). Failure to address category may result in the elimination of the applicant from consideration on this project.

As a starting point, The Owner will consider the following minimum criteria in evaluating proposals:

- a. Prior Senior Center and/or Community Center with designated senior space or closely related experience best illustrating current qualifications for the project. Firms / teams demonstrating significant experience with Facilities Programming for these project types as are deemed to be highly desirable.
- b. Demonstrated knowledge and experience in applying Universal Design concepts and techniques.
- c. A statement of the Designer's philosophy on the importance of educating Owner and stakeholders about principles of Universal Design and the priority of Universal Design principles in facility design decisions.
- d. Past performance of the firm, if any with regard to public or private projects across the Commonwealth, with respect to:
  - i. Quality of project design.
  - ii. Quality, clarity, completeness and accuracy of feasibility studies.
  - iii. Ability to meet established program requirements within allotted budget and to design to budget.
  - iv. Ability to meet schedules including submission of design and contract documents, processing of shop drawings, contractor requisitions and change orders.
  - v. Coordination and management of consultants.
- e. Current workload and ability to undertake the contract based on the number and scope of projects for which the firm is currently under contract.
- f. The identity and qualifications of the consultants who will work on the project.
- g. Demonstrated ability to lead a collaborative team approach to the project.
- h. The financial stability of the firm.
- i. The qualifications of the personnel to be assigned to the project.
- j. Geographical proximity of the firm to the project site or willingness of the firm to make site visits and attend local meetings as required by the client.
- k. Additional criteria that the Town considers relevant to the project.

## **9. EVALUATION CRITERIA**

Submissions will be assessed by the review evaluating the offeror's overall qualifications, including its methodologies, technical abilities, and previous experience and qualifications of individual members of the Consultant Project Team and the proposed sub-consultants. The Selection committee may include the following individuals, the make-up of the selection committee is at the discretion of the Owner:

- 1. Director of Facilities
- 2. Community Services Director
- 3. Town Manager
- 4. Select Board Member
- 5. Member of ReCalc



- 6. Member of COA
- 7. Member of Permanent Building Committee

The Committee will rank the proposals based upon the experience, qualifications, and organizational capacity of the consultant team in the following categories:

<b>Successful engagements for design and construction of at least three (3) Senior Center and/or Community Center with designated senior space, new facilities or renovation projects.</b>	
20 Points	Offeror has at least three (3) or more successful engagements for renovation of Senior Center and/or Community Center with designated senior space facilities, at least one of which utilizes universal design.
10 Points	Offeror has two (2) successful engagements for renovation of Senior Center and/or Community Center with designated senior space facilities, at least one of which utilizes universal design.
5 Points	Offeror has one (1) successful engagements for renovation of Senior Center and/or Community Center with designated senior space facilities, at least one of which utilizes universal design.
0 Points	Offeror has no prior senior center renovation engagements.

Offeror project experience with local governments and other public agencies.	
20 Points	Offeror has five (5) years of experience or more working with school districts, local governments, and other public agencies.
10 Points	Offeror has three to four (3-4) years of experience or more working with school districts, local governments, and other public agencies.
5 Points	Offeror has two years or less experience or more working with school districts, local governments, and other public agencies.
0 Points	Offeror has no experience or more working with school districts, local governments, and other public agencies.

Offeror has demonstrated success in designing high quality, durable, and efficiently operated projects that support inclusion and accessibility.	
20 Points	Offeror has successfully demonstrated the ability to design high quality, durable, and efficiently operated projects in the last five (5) years
10 Points	Offeror has successfully demonstrated the ability to design high quality, durable, and efficiently operated projects in the last four (4) years.

5 Points	Offeror has demonstrated the ability to design high quality, durable, and efficiently operated projects in three (3) years or less.
0 Points	Offeror has not demonstrated the ability to design high quality, durable, and efficiently operated projects.

Record of completing projects on budget and on schedule.	
20 Points	Positive response from three or more references.
10 Points	Positive response from two references that are generally good.
5 Points	One negative response from a reference.
0 Points	More than one negative response from references.

Project team includes highly experienced personnel in disciplines needed to design and oversee construction of a Senior Center and/or Community Center with designated senior space utilizing universal design principles, as outlined in Section 8 above.	
20 Points	Project team leader is a licensed architect or engineer and has at least ten (10) years of experience in design and construction administration with municipalities or school districts. Team includes all disciplines required for the project.
10 Points	Project team leader is a licensed architect or engineer and has at least seven (7) years of experience in design and construction administration with municipalities or school districts. Team includes all disciplines required for the project.
5 Points	Project team leader is a licensed architect or engineer and has at least five (5) years of experience in design and construction administration with municipalities or school districts. Team does not include all disciplines required for the project.
0 Points	Project team leader is not licensed or has less than five (5) years of experience working with municipalities or school districts. Team does not include all required disciplines for the project.

## **10. SELECTION PROCESS & SELECTION SCHEDULE**

### **Process:**

- a. The Owner acting through the Selection Committee will perform a review of all responses, to determine if they meet minimum criteria established in the RFQ. Respondents who do not meet the minimum criteria will not be further considered. The minimum criteria is outlined in Section 8 above.

- b. The Review Committee members will score each proposal that has met the minimum criteria based on the weighted evaluation criteria identified in Section 9 of the RFQ.
- c. Based on the initial scores the Review Committee will rank the Respondents and short-list a minimum of three (3) Respondents.
- d. The Review Committee will schedule interviews with the short-listed Respondents. Each short-listed Respondent will be given an opportunity to make a brief presentation on their experience and capabilities to successfully provide the required project management services. Review Committee members will have an opportunity to discuss the responses and ask questions.
- e. Following the interviews, the Review Committee members will develop final rankings based, in part on, the point value Evaluation Criteria in the RFQ, identified in Section 9 above, and on additional information obtained during the interviews.
- f. The Review Committee will transmit a list of ranked finalists to the Procurement Office and Town Manager. The submitted list shall be accompanied by a written explanation.
- g. The Procurement Officer and the Town Manager will commence fee negotiations with the first-ranked Respondent.
- h. If the Owner is unable to negotiate a contract with the first-ranked selection, the Owner will then commence negotiations with its second-ranked selection and so on, until a contract is successfully negotiated and approved by the Owner.
- i. The Owner may re-advertise the RFQ if fewer than three responses are received.

Schedule:

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

Sept 14, 2023	Advertise in the <i>Daily Times Chronicle</i> .
Sept 14, 2023	Advertise in the <i>Central Register</i> of the Commonwealth of Massachusetts
Sept 20, 2023	RFQ available on Town's website: <a href="http://www.readingma.gov/">www.readingma.gov/</a>
Oct 3, 2023 Reading	Project briefing and facility tour 11:00 AM 49 Pleasant Street,
Oct 12, 2023	Last day for questions 12 noon
Oct 17, 2023	Responses to Questions issued by Purchasing Department
Oct 26, 2023	SOQs due to Purchasing Department 11:00 AM
Nov 2, 2023	Respondents short-listed
Nov 6, 2023	Interview short-listed Respondents
Nov 8, 2023	Start negotiations with selected Respondent
Nov 13, 2023	Execute contract

This RFQ may be obtained after 10:00 a.m. on **Sept 20, 2023** from:

Purchasing Department  
 Reading Town Hall  
 16 Lowell Street  
 Reading, Massachusetts 01867

Email: [purchasing@readingma.gov](mailto:purchasing@readingma.gov)

or at

[www.readingma.gov/](http://www.readingma.gov/)

Proposers requiring clarification or interpretation of the RFQ shall make a written request to the Purchasing Department as indicated above, by noon on **Thursday, Sept 30, 2023**. Proposers contacting ANY TOWN EMPLOYEE or any other person regarding this RFQ outside of the Purchasing Department, once the RFQ has been released, may be disqualified from the procurement process.

The Town will make best efforts to give written Responses to the Questions no later than **October 17, 2023** to all individuals or firms requesting a copy of this RFQ by an email Addendum.

A Project briefing will be held at:

The Pleasant Street Center, 49 Pleasant Street, Reading, MA 01867 **October 3, 2023** at 11:00 a.m. Attendance at the briefing is not mandatory.

Sealed responses to the RFQ from qualified persons or firms must be clearly labeled “RFQ #2023-03 Designer Services for Reading Center for Active Living” and delivered to the Purchasing Department at its address above no later than **11:00 AM on Thursday, October 26, 2023**. The sealed responses must include five (5) hard copies and an electronic copy of the response. SOQs may be delivered in person, by courier or by mail. *SOQs submitted by fax or electronic mail will not be considered.*

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

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

## **10. SOQ REQUIREMENTS**

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

- a. Submit five (3) hard copies, and one (1) digital copy** in PDF format. Responses should be printed double-side and bound in such a manner that the pages lie and remain flat when opened. The specific organization and orientation of the proposal is at the applicant’s discretion, but it is recommended that the proposal be laid out in such a manner that the reader doesn’t need to be constantly rotating the proposal. Proposals should not be provided with acetate covers.

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



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

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

## **11. REQUIREMENTS FOR SOQ CONTENT**

All copies of SOQs shall be:

- Presented in an organized and clear manner;
- Must include all required certifications;
- Must include the following information:
  - A. Cover letter shall be a maximum of two pages in length and include:
    - 1. An acknowledgement of any addendum issued to the RFQ.
    - 2. An acknowledgement that the Respondent has read the RFQ. Respondent shall note any exceptions to the RFQ in its cover letter.
    - 3. A specific statement regarding compliance with the minimum requirements identified in Item 7 of this Request for Services to include identification of registration, number of years of experience and where obtained.
    - 4. A description of the Respondent's organization and its history.
    - 5. The signature of an individual authorized to negotiate and execute the Contract for Designer Services, in the form that is attached to the RFQ, on behalf of the Respondent.
    - 6. The name, title, address, e-mail and telephone number of the contact person who can respond to requests for additional information.
  - B. Selection Criteria: The response shall address the Respondent's ability to meet the "Selection Criteria" Section.
  - C. Certifications: Respondents will be required to submit certifications required in M.G.L. c. 7C, §51(d)(1)-(iv).

## **12. PAYMENT SCHEDULE & FEE EXPLANATION**

The Owner will negotiate the fee for services dependent upon an evaluation of the level of effort required, job complexity, specialized knowledge required, comparison with past project fees, and other considerations.

### **13. OTHER PROVISIONS**

#### **A. Public Record Law**

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

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

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

#### **C. Communications with the Owner**

The Town's Purchasing Department:

Purchasing Department  
Reading Town Hall  
16 Lowell Street  
Reading, Massachusetts 01867  
Email: [purchasing@readingma.gov](mailto:purchasing@readingma.gov)

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

#### **D. Costs**

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

#### **E. Withdrawn/Irrevocability of Responses**

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

## **F. Rejection of Responses, Modification of RFQ**

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

## **G. Subcontracting and Joint Ventures**

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

## **H. Validity of Response**

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

## **ATTACHMENTS:**

### **RFQ Attachment A:**

Base Contract for Designer Services;

### **RFQ Attachment B:**

Required Certifications

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

### **RFQ Attachment C.1:**

Certificate of Good Standing and/or Tax Compliance

### **RFQ Attachment C.2:**

Certificate of Authority – Business Corporations

### **RFQ Attachment C.3:**

Certificate of Non-Collusion

### **RFQ Attachment C.4:**

Certificate of Tax Compliance

<b>October 24, 2023</b>		<b>Tuesday</b>	
	<b>Overview of Meeting</b>	<b>McCarthy</b>	<b>7:00</b>
	<b>Public Comment</b>	<b>Board</b>	<b>7:05</b>
	<b>SB Liaison &amp; Town Manager Reports</b>	<b>Board</b>	<b>7:15</b>
	<b>Introduction of new Director Of Equity</b>		<b>7:30</b>
<b>HEARING</b>	<b>Tax Classification</b>	<b>Santaniello &amp; Board of Assessors</b>	<b>7:40</b>
	<b>Vote to Accept Easement from Meadow Brook Golf Course to Conservation Commission, Lot 5</b>	<b>Board</b>	<b>8:30</b>
	<b>Select Board Appointment of Board of Registrars Member, in accordance with M.G.L. c. 51, s.20</b>	<b>Board</b>	<b>9:00</b>
	<b>Discuss Future Agendas</b>	<b>Board</b>	<b>9:30</b>
	<b>Approve Meeting Minutes</b>	<b>Board</b>	<b>9:45</b>
<b>November 7, 2023</b>		<b>Tuesday</b>	
<b>November 13, 2023</b>	<b>SUBSEQUENT TOWN MEETING</b>		
<b>November 16, 2023</b>	<b>SUBSEQUENT TOWN MEETING</b>		
<b>November 20, 2023</b>	<b>SUBSEQUENT TOWN MEETING</b>		
<b>November 21, 2023</b>		<b>Tuesday</b>	
<b>Novmeber 27, 2023</b>	<b>SUBSEQUENT TOWN MEETING</b>		
<b>December 5, 2023</b>		<b>Tuesday</b>	
	<b>Vote to approve annual licenses (delegated to TM Office)</b>		
	<b>Vote to approve Liquor Licenses</b>		
<b>December 6, 2023</b>		<b>Wednesday</b>	
	<b>Department Budget Presentations</b>		
<b>December 12, 2023</b>		<b>Tuesday</b>	
	<b>Department Budget Presentations</b>		
	<b>Future Meetings - Agenda Items</b>		
	<b>VASC Policy Changes and Recommendations</b>	<b>VASC</b>	
	<b>Discuss Early Sunday Hours at Recreational Fields &amp; Parks</b>	<b>Rec Comm</b>	
	<b>Public Safety Quarterly updates</b>	<b>Board</b>	
	<b>Air BnB update</b>	<b>CPDC</b>	
	<b>Update on 186 Summer Ave / Review of Select Board role (consult with Town Counsel)</b>	<b>Town Counsel</b>	



	<b>Discuss Police Department Policies with respect to Police Reform Legislation &amp; Department Accreditation</b>	<b>Board</b>	
	<b>Discuss and Approve Flag Policy</b>	<b>Board</b>	
	<b>Recurring Agenda Items</b>		
	<b>Close Warrant: Annual Town Meeting</b>	<b>March</b>	<b>3/1/2022</b>
	<b>Close Warrant: Subsequent Town</b>	<b>September</b>	<b>9/27/2022</b>
	<b>Appoint Town Accountant</b>	<b>March</b>	<b>Annual</b>
<b>HEARING</b>	<b>Approve Classification &amp; Compensation</b>	<b>May</b>	<b>Annual</b>
	<b>Appointments of Boards &amp; Committees</b>	<b>May/June</b>	<b>Annual</b>
<b>HEARING</b>	<b>Approve Tax Classification</b>	<b>October</b>	<b>Annual</b>
<b>HEARING</b>	<b>Approve Licenses</b>	<b>December</b>	<b>Annual</b>
	<b>Liaison: RCTV members Report</b>		<b>Annual</b>
	<b>Liaison: CAB (RMLD) member Report</b>		<b>Annual</b>
	<b>Liaison: MAPC member Report</b>		<b>Annual</b>
	<b>Liaison: Reading Housing Authority</b>		<b>Annual</b>
	<b>Liaison: Reading Ice Arena Report</b>		<b>Annual</b>
	<b>Town Accountant Report</b>		<b>Qtrly</b>
	<b>Economic Development Director</b>		<b>Semi-ann</b>
	<b>Parking/Traffic/Transportation Task</b>		
	<b>Town Board &amp; Committee visits</b>		
	<b>Town Department visits</b>		
	<b>Review Select Board Goals</b>		
	<b>Review Town Manager Goals</b>		<b>February/March</b>

## Select Board Draft Minutes

September 26<sup>th</sup>, 2023

### Public Comment

Nancy Ziemiak noted she was speaking on behalf of herself and Marilyn Shapleigh. They are asking Town Meeting to amend the capital plan to include items that need immediate attention at the current Pleasant Street Center.

Joe McHugh from the Pickleball Players Association is asking for the Select Boards support on their citizen's petition.

### Liaison Reports

Herrick noted the first financial forum was last week. She also attended the trash cart forum which had good attendance. She attended a virtual visit with the Black Earth Compost and got an update with surrounding towns and our towns options for encouraging curb side compost. She is trying to follow up with the Ice Arena on their roof status. She attended the Town Forest celebration last weekend. She visited the Pleasant Street Center and got a tour of the mechanicals.

Bacci noted an RFI respondent came and walked Symonds Way yesterday with Chuck Tirone. SWEC is meeting next week.

Dockser attended Oktoberfest that had a great turnout despite the weather. ReCalc will be meeting this week about best practices in regards to programming. The Financial Forum was very informative.

Haley noted the Town Forest Appreciation Day, the Fitness Within 5k, and Oktoberfest over the weekend. The School Committee met and had new staff introductions.

McCarthy noted that the Board of Health met and discussed the Community needs assessment survey that went out last week.

### Town Manager Report

Fidel noted we received \$25K grant from the Massachusetts Downtown Initiative and a \$2.6 Million grant from the State for the MassWorks! That will partially fund roadway improvements on Haven Street. He gave an updated about the Birch Meadow Project noting the contractor lost 30 days of rain days this summer putting them behind but they are still holding the timeline and hope to complete the project by the end of October. He also noted due to delays of the kiosks they will be pushing the implementation date for paid parking until January-ish of 2024. Lastly, he wanted to note there was a lot of concern about the new trash barrels having RFID chips; he would like to make it very clear that if Town Meeting approves this, the barrels will NOT have RFID tags in them. There will be a lunch n learn at the Senior Center on October 4<sup>th</sup> regarding the trash barrels again. The Charter Review Committee will be kicking off tomorrow night.

### Community Preservation Act Presentation

Chase Mack, the communications director from the Community Preservation Coalition gave the board a presentation about the Community Preservation Program from the State. The presentation can be found in the Select Board packet on the town website.

#### Change of Manager Application – Anthony’s Coal Fired Pizza

Herrick read the hearing notice opening the public hearing. It was noted the applicant and new proposed manager was not present. The board decided to continue the hearing until the manager could be present.

**Bacci moved to continue the hearing on the Change of Manager Application for Anthony’s Coal Fired Pizza to their next meeting on October 10<sup>th</sup>, 2023 at 7:00 PM. The motion was seconded by Dockser and approved with a 5-0 vote.**

#### Food Pantry Funding Request

The Food Pantry explained their request again for \$28K in additional funding. Maltez explained some ARPA line items with money that is not needed anymore. Bacci was hesitant to give them more money.

**Herrick moved to approve \$28,000 from previously allocated ARPA Funds for the Reading Food Pantry, as presented. The motion was seconded by Haley and approved with a 5-0 vote.**

#### Jim Sullivan Second Position with the Town

Maltez explained that Jim Sullivan, who was recently hired as the Recreation Administrator, prior to his hiring here at Town Hall, had been helping out the High School athletics department when they hold events. His work with the Athletic department is outside his hours here at Town Hall and would not conflict with his job here. He filled out a disclosure form for the board, as required by State Law, so he can hold his job here at town hall and work events for the high school. It was signed by the Superintendent as well.

**Herrick moved to approve Jim Sullivan's request to hold a second position with the Town, event support for the Reading High School Athletic Department, pursuant to Section 20(b) of the State Ethics Law and authorize the Town Manager to sign Mr. Sullivan's Section 20(b) exemption form. The motion was seconded by Dockser and approved with a 5-0 vote.**

#### Close Town Meeting Warrant

Maltez ran through the warrant articles with the board one last time. He gave an update on the Fire Truck purchase agreement and what the town and vendor have agreed upon because of the price increase.

Herrick asked about voting to support individual articles. Haley noted that Article 12, the citizens petition, only works if the Ice Rink agrees.

**Herrick moved to close the Town Meeting Warrant for November Subsequent Town Meeting consisting of 12 Articles to take place on November 13<sup>th</sup>, 2023. The motion was seconded by Dockser and approved with a 5-0 vote.**

#### Designate Town Manager as Town Representative on Designer Selection Panel for Killam

Maltez explained the next step in the process is they are expecting packages back from designers to review. The Town will then meet with the designer selection panel which consists of three members, the superintendent, the town manager, and a representative from the building committee. The Select Board needs to officially designate the town manager as a representative. The School Committee will do the same thing for the Superintendent.

Herrick moved to designate the Town Manager as the Town Representative on the Designer Selection Panel for the MSBA, Killam School. The motion was seconded by Dockser and approved with a 5-0 vote.

#### Future Agendas

The board discussed future agenda items.

#### Minutes

The board discussed prior meeting minutes.

**Herrick moved to approve the meeting minutes of August 22<sup>nd</sup> as amended. The motion was seconded by Dockser and approved with a 5-0 vote.**

**Herrick moved to approve the meeting minutes of September 12<sup>th</sup>, as amended. The motion was seconded by Dockser and approved with a 5-0 vote.**

**Dockser moved to adjourn the meeting at 9:32 PM. The motion was seconded by Haley and approved with a 5-0 vote.**