



# Town of Reading Meeting Posting with Agenda

**Board - Committee - Commission - Council:**

Select Board

Date: 2023-11-21

Time: 7:00 PM

Building: Reading Town Hall

Location: Select Board Meeting Room

Address: 16 Lowell Street

Agenda: Revised

Purpose: General Business

Meeting Called By: Caitlin Nocella on behalf of Chair 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/81442387641">https://us06web.zoom.us/j/81442387641</a></p> <p>Meeting ID: 814 4238 7641</p> <p>Dial by your location</p> <ul style="list-style-type: none"> <li>• +1 646 558 8656 US (New York)</li> <li>• +1 646 518 9805 US (New York)</li> </ul> <p>Find your local number:  <a href="https://us06web.zoom.us/u/kdtVD5sCGe">https://us06web.zoom.us/u/kdtVD5sCGe</a></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>	<b>PUBLIC HEARING</b> - Discuss and Vote on Proposed Traffic Amendments; 2023-11 Improve traffic and pedestrian safety at the intersection of Bancroft Ave at Hartshorn Street; 2023-12 10 Minute pick-up and drop-off on the Southerly side of Symonds Way	3

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>7:45</b>	Presentation from Elder Affairs on ARPA Update	8
<b>8:00</b>	RMLD Update from Greg Phipps	18
<b>8:15</b>	Discuss Community Preservation Act Study Committee	30
<b>8:35</b>	Discuss and Vote on Requested Changes to the Affordable Housing Trust Fund Home Rule Petition, H1341	51
<b>8:45</b>	Vote to Appoint Department Heads to Screening Committee	
<b>9:00</b>	Discuss Appointment of Acting Town Manager	
<b>9:10</b>	Discuss and Vote on Town Manager Position Statement	58
<b>9:20</b>	Discuss Future Agendas, Including 2024 Meeting Schedule	62
<b>9:35</b>	Approve Meeting Minutes	65
<b>9:45</b>	<b>EXECUTIVE SESSION</b> - Vote to Approve Collective Bargaining Agreements (Local 1640, Reading Police Supervisory Officers Association - IBPO, Reading Facilities Maintenance Workers and Town Custodians - AFSCME Council 93, Local 1703, MassCop Local 191A, Reading Public Safety Dispatchers)	

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**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 November 21<sup>st</sup>, 2023 at 7:00 PM in the Select Board Meeting Room at Town Hall, 16 Lowell Street, Reading, MA or also available remotely on Zoom to act on proposed changes to the following Traffic and Parking Regulations:

- Amendment Number 2023-11; Improve traffic and pedestrian safety at the intersection Bancroft Ave at Hartshorn Street.
- Amendment Number 2023-12; Amend of Article 12 Traffic Rules and Regulations - Public Ways 10-minute pick-up and drop-off zone.

A copy of the proposed documents regarding this topic will be in the Select Board packet on the website at [www.readingma.gov](http://www.readingma.gov)

All interested parties are invited to attend the hearing in person or remotely via Zoom; or may submit their comments in writing or by email to [townmanager@ci.reading.ma.us](mailto:townmanager@ci.reading.ma.us)

By order of  
Fidel Maltez  
Town Manager

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**To the Chronicle: Please publish on Tuesday, November 14<sup>th</sup>, 2023**

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



**Town of Reading  
Amendment to the  
Traffic and Parking Regulations**

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**Amendment Number:** 2023-11

**Date Filed:** October 2023

**Filed By:** Traffic and Safety Officer Michael S. Scouten

**On Behalf of:** Parking Traffic Transportation Task Force

**Section 1:**

Purpose of Amendment – Improve traffic and pedestrian safety at the intersection Bancroft Ave at Hartshorn Street.

**Section 2:**

Proposed Amendment: Official placement of two isolated stop signs.

Location on Street: Heading Southbound and Northbound on Bancroft Avenue at the intersection of Bancroft Avenue at Hartshorn Street.

Regulation: Obedience to Isolated Stop Sign.

Pursuant to Article: 6.12.

**Section 3:**

Effective Date: Upon approval of the Select Board.

This act shall take effect upon its passage and the provisions above shall not expire.

Select Board:

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Date Signed: \_\_\_\_\_



**Town of Reading  
Amendment to the  
Traffic and Parking Regulations**



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Certification of Amendment:

The Town Clerk certifies that Amendment Number \_\_\_\_\_ above was \_\_\_\_\_ by the Select Board of the Town of Reading through an official vote occurring during a public hearing held on \_\_\_\_\_. The Amendment was \_\_\_\_\_ through a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

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Town Clerk

Town Corporate Seal



**Town of Reading  
Amendment to the  
Traffic and Parking Regulations**



**Amendment Number:** 2023-12

**Date Filed:** October, 2023

**Filed By:** TSO Michael S. Scouten

**On Behalf of:** Reading Police Department

**Section 1:**

Purpose of Amendment – Amend of Article 12 Traffic Rules and Regulations - Public Ways 10-minute pick-up and drop-off zone.

**Section 2:**

Purpose of Amendment – Article 12.1 to Enact: 10 Minute pick-up and drop-off on the Southerly side of Symonds Way for a distance of 150' to 400' from the intersection of Symonds Way and Haverhill Street.

**Section 3:**

Effective Date:

This act shall take effect upon its passage and the provisions above shall not expire.

Select Board:

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Date Signed: \_\_\_\_\_



**Town of Reading  
Amendment to the  
Traffic and Parking Regulations**



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Town Clerk

Town Corporate Seal



ELDER & HUMAN SERVICES

# ARPA FUNDING UPDATE

Presented By:  
Genevieve Fiorente, Community Services Director



# The Team

Chris Kowaleski    Elder & Human Services Administrator  
Anna Assini        Senior Coordinator  
Kerry Valle         Senior Case Worker  
Alyse Warren       Senior Nurse Advocate  
Joe Beninati        Transportation Coordinator  
Linda Antinoro     Administrative Assistant



# ARPA

## Original Funding Ask

Programs & Feasibility Study \$900,000

Feasibility \$300,000

Programs \$600,000

bus trips, wellness programs, improving accessibility, virtual/hybrid programs, supplemental program space, staff support

(funds must be encumbered by end of December 2024 and used by the end of December 2026)

# Feasibility Study

The funds for the feasibility will be used and encumbered under the appropriate time-frame. The feasibility study remains crucial to future planning of a new center/community center.

EXPENSES USED FEASIBILITY STUDY: \$55,415

PROJECTED EXPENSES FEASIBILITY STUDY: \$244,585

TOTAL PROJECTED FEASIBILITY STUDY: \$300,000



# Programming

- ❖ Implemented multiple free-lunch programs including bringing back congregate lunches on Mondays
- ❖ Held monthly Lunch & Learns at PSC and offered multiple Wellness Wednesdays sessions at RPL
- ❖ Offered several existing programs at little to no cost and implemented new programs
- ❖ Ran over 20 large coach bus trips and mini-bus trips. The plan is to also add overnight trips.

EXPENSES PROGRAMMING USED: \$81,772.19

PROJECTED EXPENSES PROGRAMMING : \$250,000

TOTAL PROJECTED ESTIMATE PROGRAMMING: \$331,772.19

(Bus trips, Wellness Wednesdays, Free programming, Virtual programming, Supplies & Equipment)



# Programming





# Programming Staff Support



- Pt/Ft Senior Coordinator
- Pt/Ft Recreation Coordinator
- Pt Volunteer Coordinator

**Did You Know?!**  
**Since January 2023...**

- Recreation has had 247 registered Seniors in programs
- Recreation has helped market, plan and facilitate several Intergenerational Programs
- Recreation offers night and weekend programs when the Pleasant Street Center is not open

Total Staff Support Already Encumbered : \$100,000

Total Add'l Staff Support: \$25,000

Total Staff Support: \$125,000

# Programming Accessibility/Inclusivity

- Updated Signage
- Upgraded Lighting
- Low-Vision Keyboards
- Hearing Loop System
- Acoustical Improvements

Total : \$50,000



# Supplemental Programming Space



- Released RFI for supplemental space in Reading – only response was Walgreens
- Held Wellness Wednesdays at the Library – they do not charge a fee
- Held one large off-site event – Nubingo at Hillview had over 100 participants and planning a dance next June
- Possibly use remaining funds for rental space if needed during a reno or new build.

Supplemental Programming: \$90,000  
Off-site events and possible building rentals







# RMLD Highlights

*Presented to Town of Reading Select Board  
21 November 2023*

RMLD



Reading Municipal Light Department

RELIABLE POWER

# Outline

Mission and vision

RMLD direction

Load – significant changes

Owned generation and storage

2024 customer bill estimates

Ash Street campus

# RMLD mission and vision - updated

*mission (what we do) → vision (where we are going) → strategy (how we get there) → goals (milestones)*

## **Mission**

RMLD's team mission is to serve our customers with reliable, low cost, and increasingly non-carbon energy.

## **Vision**

RMLD's team vision is to innovatively support electrification and sensibly facilitate the required non-carbon transition, with customer involvement.

# RMLD direction - highlights

2021 Climate Bill is accelerating **electrification** (decarbonization); targets unlikely to soften

Regional wholesale supply reliability increasingly **fragile**

Wholesale **costs are increasing** and highly volatile near-term

RMLD has new access to **new funding sources** (tax credits and numerous grants)

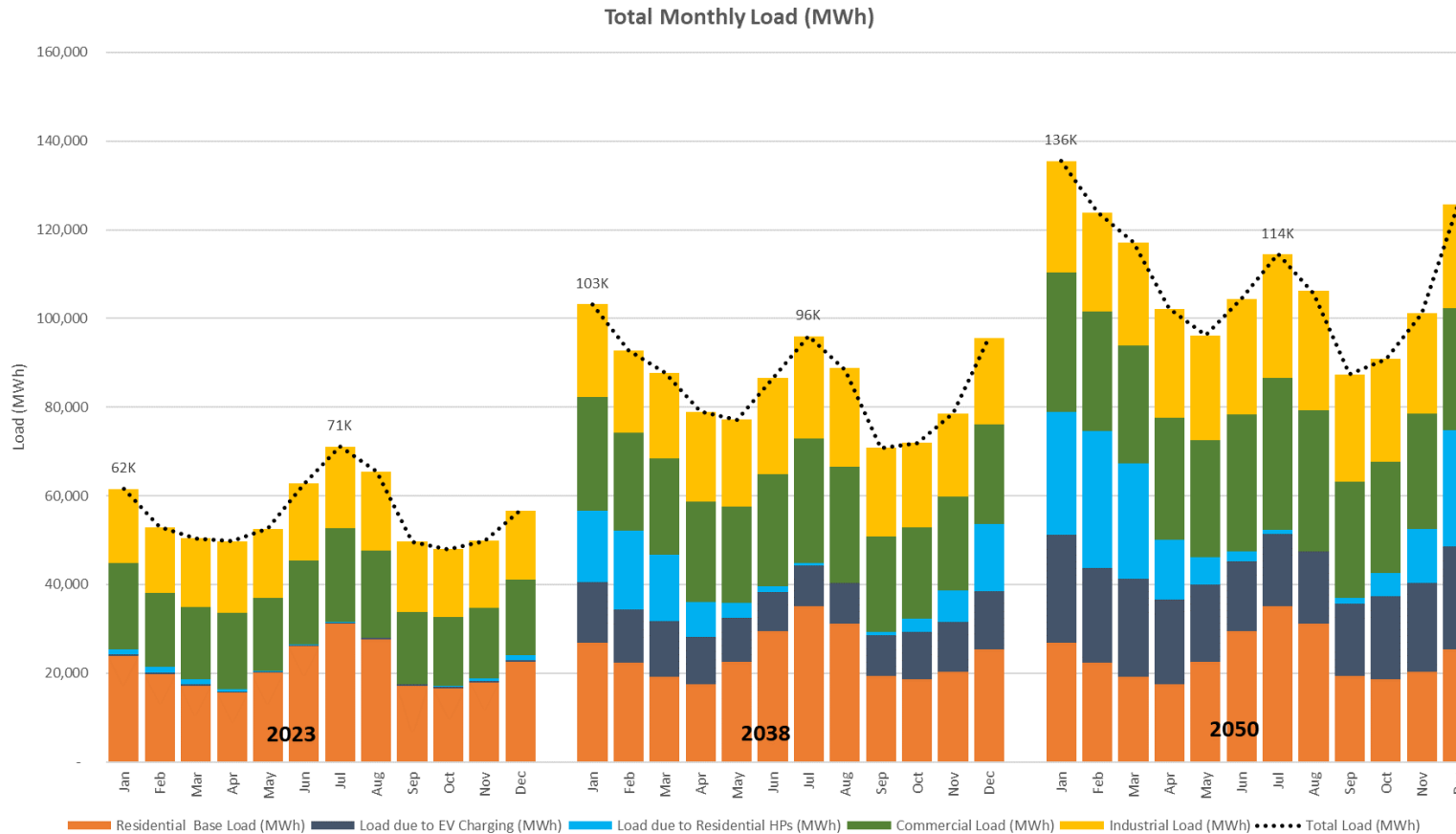
**In-territory generation** and energy storage require creativity, piloting, and investment

RMLD needs **land parcels** to support growth

RMLD accelerating investment in its **employee team** (new skills, process efficiency, data, recruiting, ...)

*RMLD serves Lynnfield Center, North Reading, Reading, and Wilmington with reliable, low-cost, and non-carbon electricity*

# Monthly load – significant changes



Winter load doubles by 2050

Summer load 60% higher by 2050

Winter (January) highest load beginning in 2030's primarily due to ASHP and EV load additions

EV unit load slightly higher in colder winter months compared to summer months

# RMLD in territory generation

## **Favorable economics** for in territory generation

- Wholesale costs increasing (energy, transmission, capacity, certificates)
- New funding sources (state / fed grants, tax credits, vendor contributions)
- RMLD has scale to implement

## **Reliability enhanced** via in territory generation assets

- Regional wholesale more fragile
- More direct control (and responsibility)
- In territory generation targeted to support ~40% of load by 2040

## **Compliant** (2021 Climate Bill → non-carbon electricity sales 50% by 2030, 75% by 2040, and net zero by 2050)

- Clean energy certificates produced by a fuel cell with >90% carbon capture provides compliance pathway in the near term
- Carbon captured fuel cells compliant for life of assets (>20 years)

## Generation asset timing

- First 3 MWs of RMLD owned rooftop solar PV commissioned in 2026, then Maple Meadows solar PV (8 MW) in 2027
- First 20 MW base load gen commissioned 2026
- Additional 20 MW base load gen commissioned in 2029, followed by two additional units in 2030's



# In territory generation options for RMLD



## *Hydrogen for electricity generation*

- Early years of development
- Generation / distribution challenged
- Working to create pilot at Station 3

## *Carbon captured fuel cells*

- Fuel cell technology well established
- Compliant – CES (emissions-based program)



## *Low temp geothermal for electricity generation*

- High temp proven (3,700 MWs operating in US)
- Fundamental process / technology established
- Commercially viable 8-12 years out

## *Solar PV (landfill, industrial rooftops, muni rooftops, some resi)*

- Great economics, low operating costs
- Very limited land for solar in RMLD (40 MW in territory maximum)
- 40 MW generates 60,000 MWHs annually (< 10 % of current total)





# 2024 Monthly Bill – Residential A example

**Customer Charge**  
Cost of customer account administration.

**Distribution Energy Charge**  
Cost of the distribution network system (wires, poles, transformers) including operations and maintenance for reliability.

**Efficiency Electrification Charge**  
Cost of energy efficiency, electrification, rebate and incentive programs.

**Fuel Charge**  
Wholesale cost of power supply (energy) including certificates.

**Purchased Power Capacity & Transmission Charge (PPCT)**  
Wholesale cost for generation assets and transmission in ISO-NE. Cost based on RMLD peaks and regional pricing.

**NYPA Credit**  
Credit from NY Power Authority related to hydropower. Legislation determined that the credit only applies to residential accounts.

effective March 2024

Residential A	current	proposed	\$ change
*Customer Charge	\$6.24	\$7.70	\$1.46
*Distribution Energy	\$73.23	\$74.03	\$0.81
Efficiency Electrification	\$3.25	\$4.06	\$0.81
Fuel	\$40.13	\$41.43	\$1.30
Capacity & Trans (PPCT)	\$41.36	\$47.56	\$6.20
NYPA Credit	\$(4.58)	\$(3.57)	\$1.01
Prompt Payment	\$(11.92)	\$(12.26)	\$(0.34)
<b>Total Monthly Bill</b>	<b>\$147.70</b>	<b>\$158.95</b>	<b>\$11.26</b>
Average Monthly kWh	812	812	

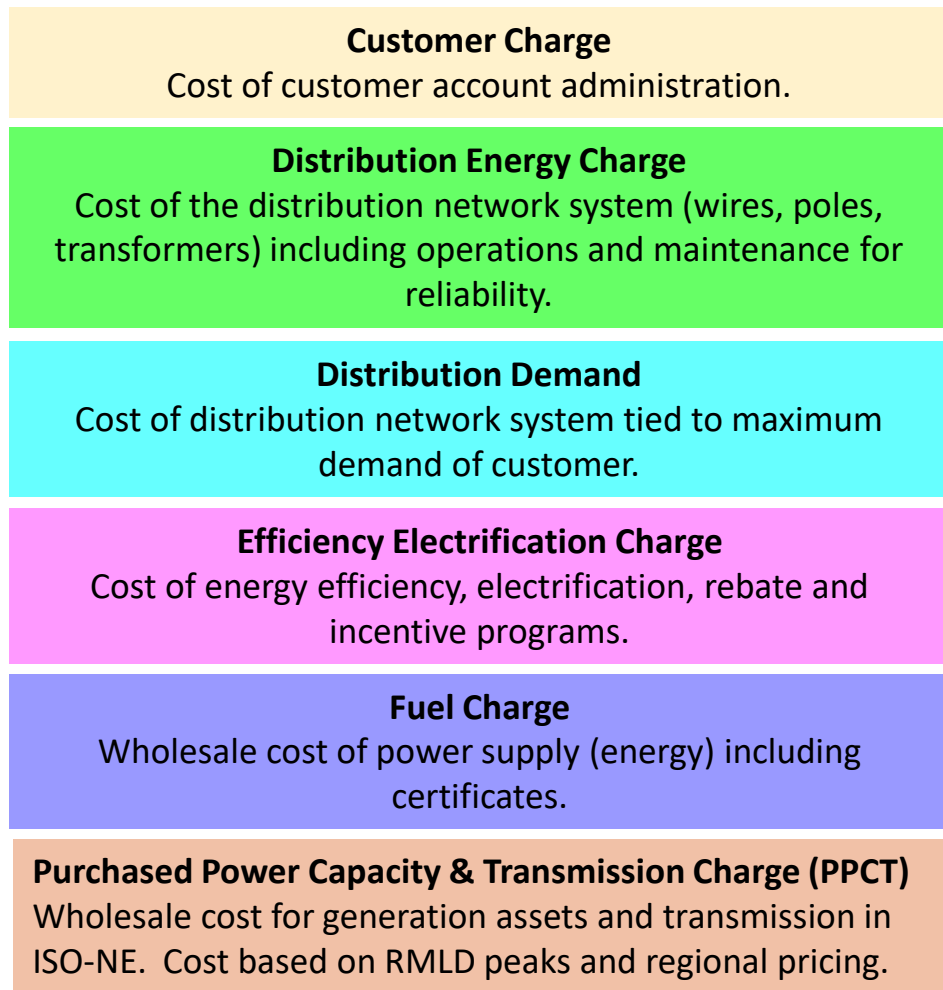
Tariff Rate  
\$3.08  
2%  
fixed

Power Supply  
Pass Thru  
\$8.51  
5.6%  
adjusted  
monthly  
based on  
actuals

*Fixed tariff (rate sheet) is \$3.08 (2%) of total estimated increase.  
Variable power supply pass through is estimated \$8.51 (5.6%) of total.*

Source: Rate and Analysis by Cost Stream v34 2023-10-19

# 2024 Monthly Bill – Commercial C example



effective March 2024

Commercial C	current	proposed	\$ change
*Customer Charge	\$10.30	\$13.38	\$3.09
*Distribution Energy	\$159.02	\$174.93	\$15.90
*Distribution Demand	\$279.23	\$301.57	\$22.34
Efficiency Electrification	\$27.39	\$34.24	\$6.85
Fuel	\$338.43	\$349.43	\$11.00
Capacity & Trans (PPCT)	\$348.77	\$401.08	\$52.32
Prompt Payment	\$(67.28)	\$(73.48)	\$(6.20)
<b>Total Monthly Bill</b>	<b>\$1,095.86</b>	<b>\$1,201.15</b>	<b>\$105.29</b>
Average Monthly kWh	6,848	6,848	
Average kW	23	23	

Tariff Rate  
\$48.18  
3.8%  
fixed

Power Supply  
Pass Thru  
\$63.32  
5.8%  
adjusted  
monthly  
based on  
actuals

*Fixed tariff (rate sheet) is \$48.18 (2%) of total estimated increase.  
Variable power supply pass through is estimated \$63.32 (5.8%) of total.*

Source: Rate and Analysis by Cost Stream v34 2023-10-19

# RMLD Ash Street Campus Update

## highlights

- a) RMLD operations building (218) needs major refit
- b) RMLD continues to explore better location for primary operations, but most likely scenario is to reconfigure Ash Street campus
- c) Initial discussions with three other Ash Street campus owners; all three (232, 236, 244) open to changes
- d) Ongoing planning discussions with Town of Reading and Gamble Associates to use Community Planning grant to vision Ash St RMLD campus and Eastern Gateway District

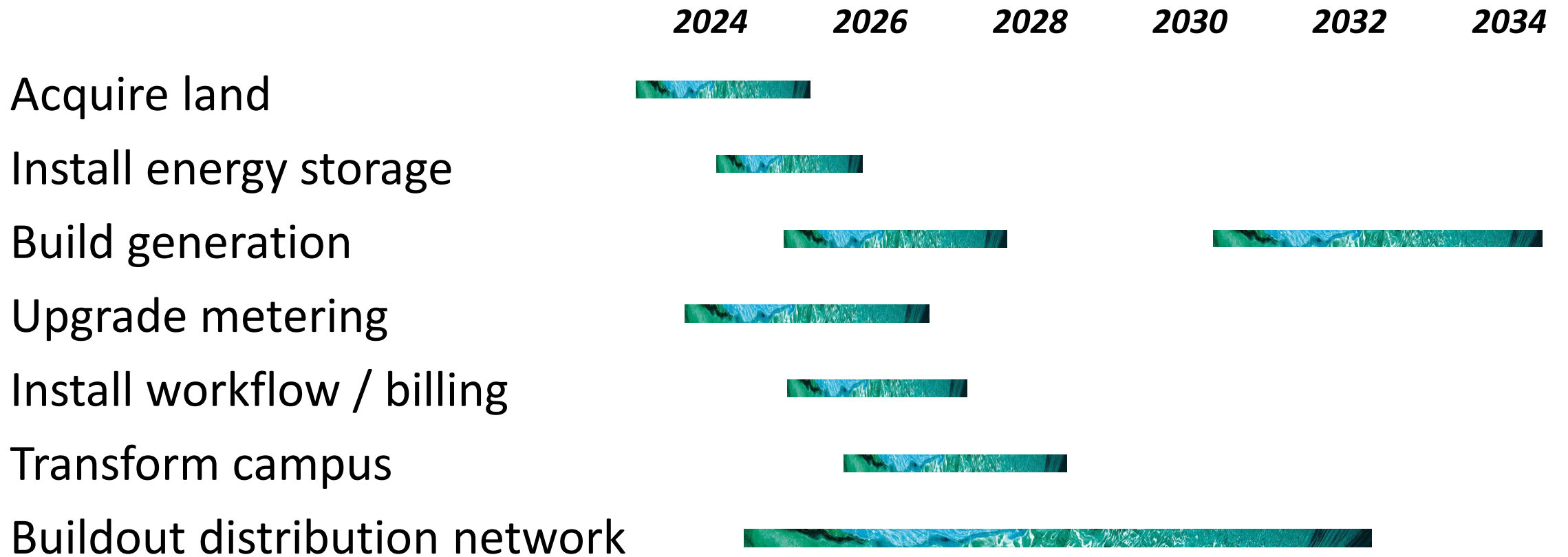
Share Ash Street Campus concepts	2Q 2024
Finalize Ash Campus design	1Q 2025
Transfer property ownership	2Q 2025
Reconfigure Ash and Main intersection	3Q 2025
Start 218 - 232 Ash Street construction	3Q 2026
Complete RMLD transition on Ash Street Campus	4Q 2028

## key milestones





# Investment timing – key initiatives



Thank You  
from the RMLD Team

RMLD



Reading Municipal Light Department

RELIABLE POWER



# An Overview: The Community Preservation Act

October 2023  
Benjamin Cares  
Town of Reading

# What is the Community Preservation Act (CPA)?

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## **The CPA allows communities to adopt a local property tax surcharge to fund:**

Open Space & Recreation

Historic Preservation

Affordable Housing



## **The property tax surcharge...**

Ranges from 0.5% to 3%

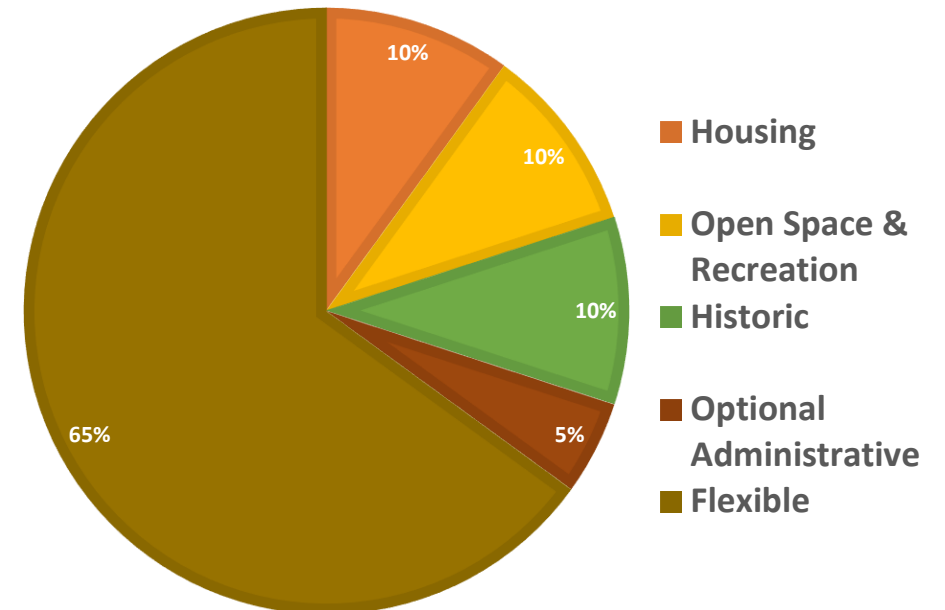
Exemptions may include:

- First \$100,000 of residential property value
- First \$100,000 of commercial & industrial property value
- Low income families; low/moderate income seniors
- Full commercial and industrial exemption (with split tax rate only)
- Existing property tax exemptions apply to the CPA surcharge

# What is the Community Preservation Act?

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- The State will provide a matching distribution from the Community Preservation Trust Fund which is administered by the Department of Revenue
  - Only communities that have adopted CPA are eligible for the distribution
- Funds can be leveraged through bonding and leveraging
- Communities are required to evenly allocate at least 30% of funds raised each year across 3 categories:
  - Open Space & Recreation (10%)
  - Historic Preservation (10%)
  - Affordable Housing (10%)
  - The remaining 70% may be allocated across each categories, to budget reserves, and to optional administrative needs





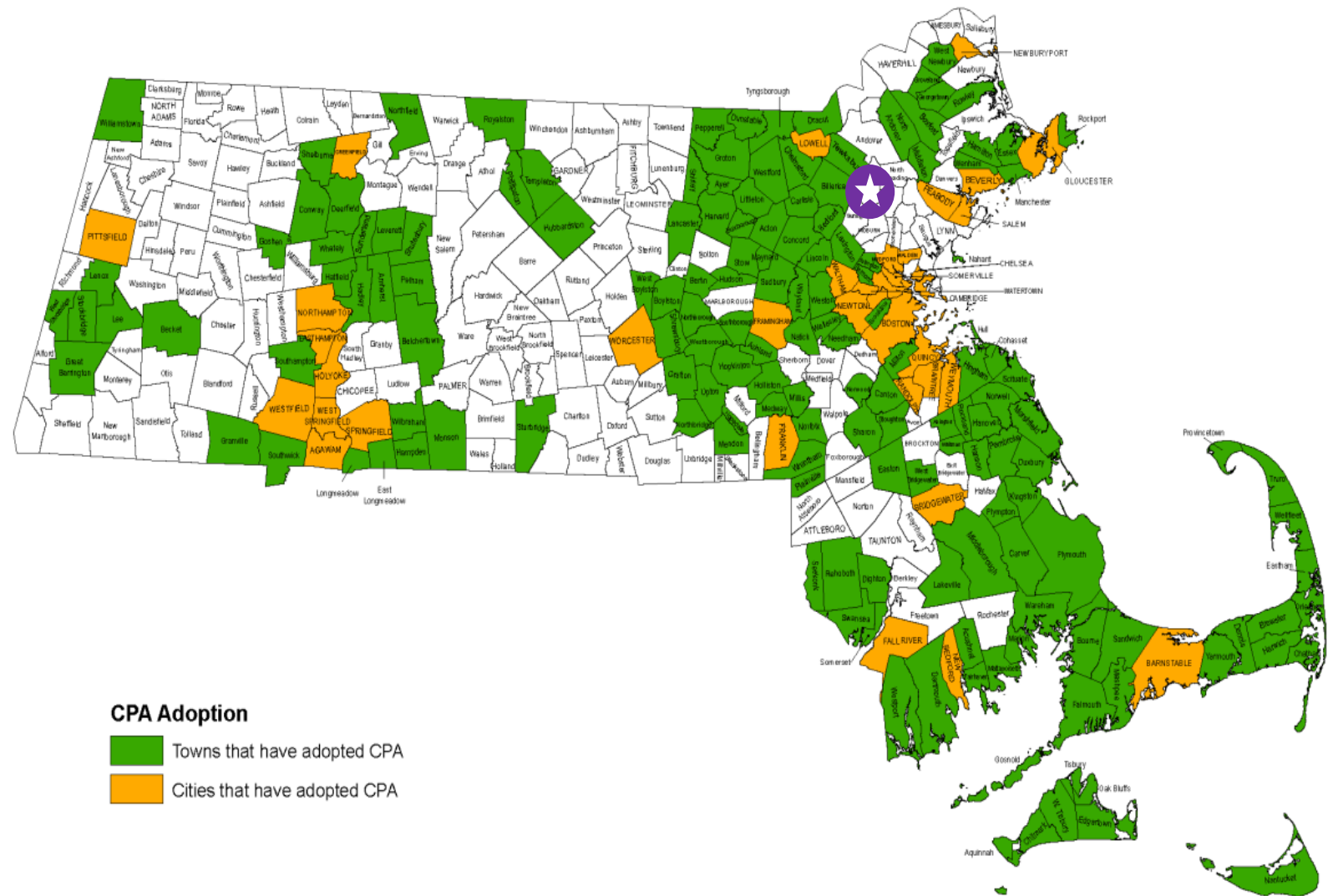
# Example: What would this cost the average taxpayer in Reading with a 1% CPA Surcharge?

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Average Value of Single-Family Home:	\$766,834 (FY'23)
With \$100,000 exemption (previous slide)	<u>-\$100,000</u>
Net House Value Surcharged:	= \$666,834
Municipal Tax Rate (per \$1000) is %12.59	\$666,834 x <u>12.59%</u>
Amount Subject to Surcharge	=\$ 8,394
CPA Surcharge Rate at 1%	\$8,394 x <u>1%</u>
<b>Amount Paid Towards CPA Fund (annually)</b>	<b>=\$84</b>














# Who Has Adopted the CPA?

- 195 Cities and Towns
- 55% of municipalities
- 70% of Massachusetts residents
- 0 communities have revoked





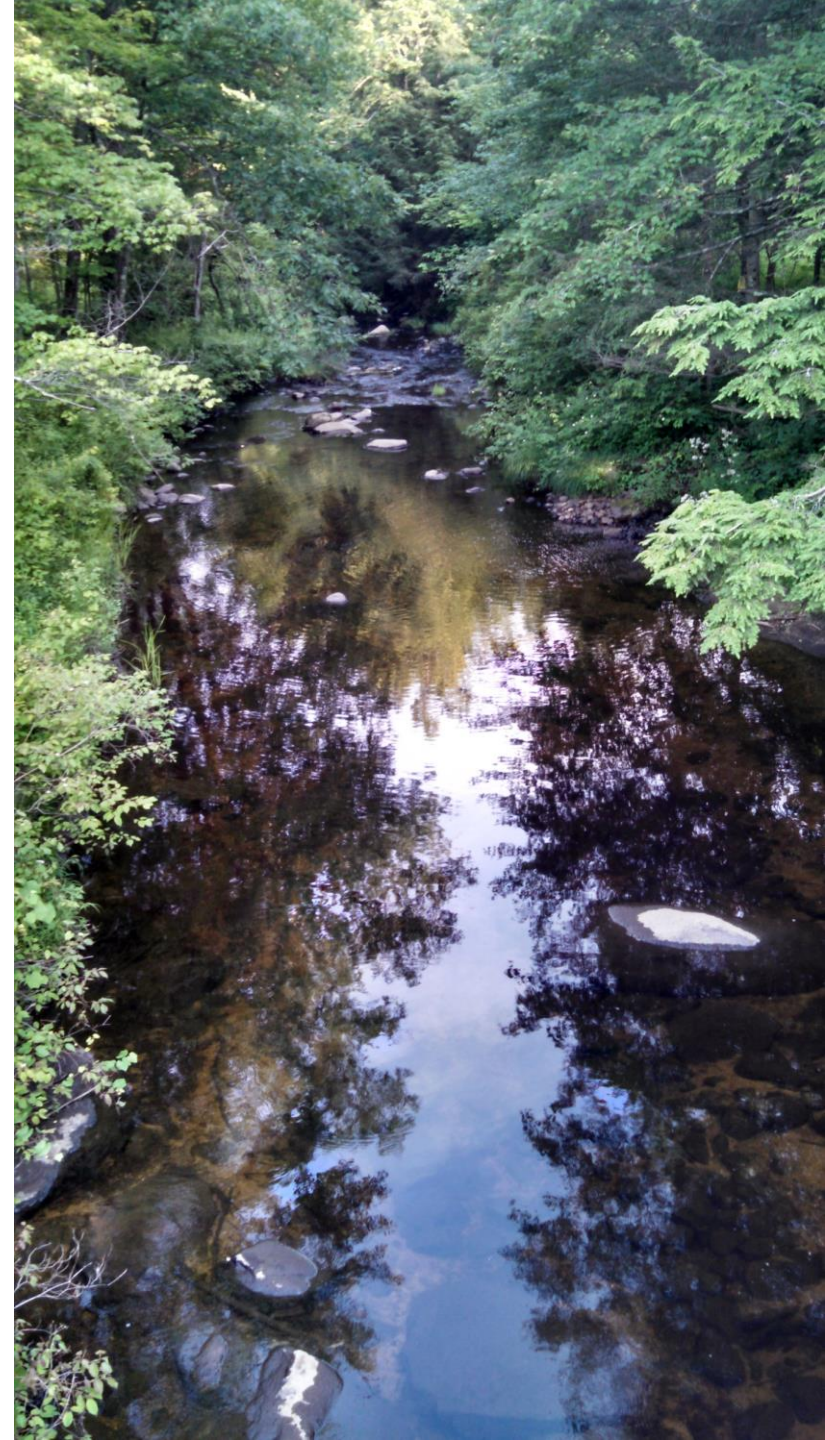
What Could We  
Accomplish in Reading?

<b>CPA Eligible Actions</b>	<b>Open Space</b>	<b>Historic Resources</b>	<b>Recreational Land</b>	<b>Community Housing</b>
<i>Acquisition</i>				
<i>Creation</i>				
<i>Preservation</i>				
<i>Support</i>				Yes, funding for community affordable housing trust
<i>Rehabilitation and Restoration</i>	If <b>Acquired</b> or <b>Created</b> with CPA funds.			If <b>Acquired</b> or <b>Created</b> with CPA funds.

# Open Space

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- **Walkers Brook Stream Bank (Preservation)**
  - Funding for preservation (erosion control) of the Walkers Brook stream Bank
- **Lobs Pound (Create)**
  - Create a new Lobs Pound greenspace along the Ipswich River
- **Acquisition of 1310 Main Street, 0 Timber Neck, Lot 5 Grove Street (Acquire)**
  - For transition to conservation land and open space
- **Trail and Boardwalk Improvements**
  - Signage, bridges, kiosks
- **Invasive Species Management**





# Recreation

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- **Playground, Park and Field Improvements**
  - Designs and Plan support
  - New turf, play structures, repaving, lining
  - Fencing, irrigation, seeding, drainage
- **Facility Upgrades**
  - Sheds, dug outs, snack shacks, restrooms, etc.
- **Safety and Health**
  - Tree removal, tree planting/shade, benches/rest, lighting
- **ADA or Utility improvements**
- **Community Garden Improvements**
  - Mattera Cabin, New?



# Historic Resources

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- **Pleasant Street Center (Rehabilitation, Restoration)**
  - ADA Accessibility
  - Utility Upgrades
  - Façade Maintenance
- **Station One (Rehabilitation, Restoration)**
  - ADA Accessibility
  - Utility Upgrades
  - Façade Maintenance
  - Venue for Arts & Culture
- **186 Summer Avenue (Acquisition, Restoration)**
  - National historic structure





# Housing

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- **Additions to the local AHTF**
  - Support services for RHA and/or Affordable units (closing costs, mortgage payments, first-time homebuyers, other)
  - Capital Improvements
- **Emergency Subsidy and Short-term aid Services/Programs**
  - Job loss, health, etc.
- **Pre-development, Construction and Consulting Services**
  - Oakland Road
  - MNRHSO
- **Maintain or Purchase expiring SHI units**
- **Acquisitions and Partnerships**
  - Right of first refusals, other







How Do We Adopt CPA?

# Learn and Build Consensus

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- The Town may decide to form a “Study Group”
  - This group will be tasked with fact finding and information regarding:
    - Community needs
    - Possible surcharge amounts
    - Outreach strategy to public (residents, Town Meeting, broader community)
  - The goal is to achieve consensus around:
    - The necessity for adopting the CPA
    - The composition and role of a Community Preservation Committee
    - The types of projects that may be funded
- The deliverable of this study group is a “CPA Proposal”



# Then... We Vote!

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- A municipality adopts CPA through passage of a ballot question at the voting booth
  - How can it be placed on the ballot?
    - Option 1: Vote during Town Meeting
    - Option 2: Have 5% of registered voters sign a petition
- Once on the ballot, residents will have an opportunity to vote “Yes” or “No” on establishing CPA



# Timeline for Adopting CPA

## ● November

- Locate study group members

## ● December - January

- Launch study group
- Outline CPA proposal

## ● February – April

- Information gathering, assessing community needs, building out CPA proposal
- Gathering support for potential Special Town Meeting vote to place CPA on November 2024 ballot
- Complete CPA Proposal

## ● May – October

- Launch campaign for CPA adoption using CPA proposal and promotional materials

## ★ November

- Vote on CPA adoption





How Do We Oversee  
and Spend CPA Funds?

# Establish a Community Preservation Committee

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- Via a Community Preservation Committee Bylaw/Ordinance
- Consists of 5 Statutory Members
  - Conservation Commission
  - Community Planning & Development Commission
  - Reading Housing Authority
  - Parks and Recreation
  - Historical Commission
- Optional At Large Members
  - May contain additional 4 At-Large Members (appointed or elected) for a maximum committee size of 9 individuals



# Roles of the Community Preservation Committee

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**Assess community's  
CPA needs on a regular  
basis**



**Accept and review  
project proposals**



**Get input from the  
public and  
boards/committees**



**Recommend CPA  
projects to Town  
Meeting/Selectboard**

# Roles of the Community Preservation Committee



**Assess community's  
CPA needs on a regular  
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**Accept and review  
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**Get input from the  
public and  
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**Recommend CPA  
projects to Town  
Meeting/Selectboard**



Questions?



**Chart 1  
COMMUNITY PRESERVATION FUND ALLOWABLE SPENDING PURPOSES (G.L. c. 44B, § 5)**

	OPEN SPACE	HISTORIC RESOURCES	RECREATIONAL LAND	COMMUNITY HOUSING
<b>DEFINITIONS</b> (G.L. c. 44B, § 2)	Land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use	Building, structure, vessel, real property, document or artifact listed on the state register of historic places or determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of the city or town	Land for active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field  Does <u>not</u> include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.	Housing for low and moderate income individuals and families, including low or moderate income seniors  Moderate income is less than 100%, and low income is less than 80%, of US HUD Area Wide Median Income
<b>ACQUISITION</b> Obtain property interest by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise. Only includes eminent domain taking as provided by G.L. c. 44B	Yes	Yes	Yes	Yes
<b>CREATION</b> To bring into being or cause to exist. <i>Seideman v. City of Newton</i> , 452 Mass. 472 (2008)	Yes	X	Yes	Yes
<b>PRESERVATION</b> Protect personal or real property from injury, harm or destruction	Yes	Yes	Yes	Yes
<b>SUPPORT</b> Provide grants, loans, rental assistance, security deposits, interest-rate write downs or other forms of assistance directly to individuals and families who are eligible for community housing, or to entity that owns, operates or manages such housing, for the purpose of making housing affordable	X	X	X	<b>Yes, includes funding for community's affordable housing trust</b>
<b>REHABILITATION AND RESTORATION</b> Make capital improvements, or extraordinary repairs to make assets functional for intended use, including improvements to comply with federal, state or local building or access codes or federal standards for rehabilitation of historic properties	<b>Yes if acquired or created with CP funds</b>	Yes	Yes	<b>Yes if acquired or created with CP funds</b>



# The Commonwealth of Massachusetts

House of Representatives

State House, Boston 02133-1054

November 13, 2023

The Honorable Jacqueline McCarthy  
Chair, Reading Select Board  
c/o Reading Town Hall  
16 Lowell Street  
Reading, MA 01867

Dear Chair McCarthy,

We are writing to you regarding House Bill 1341, *An Act authorizing the town of Reading to dissolve its Affordable Housing Trust Fund*, currently before the House Committee on Bills in the Third Reading.

We were recently informed by the committee that it has completed its review of the bill and is recommending that the five non-binding "whereas" clauses in lines 1-13, inclusive, of the home rule petition be stricken from the bill. Because the town included restrictive language when this matter was initially voted on at the November 14, 2022 Town Meeting, a subsequent vote by the Select Board is needed to approve these changes so the bill can advance to the House floor for a vote.

The proposed floor amendment recommended by House Third Reading Chair Thomas Walsh reads as follows:

## H1341 FLOOR AMENDMENT

*Mr. Walsh of Peabody moves to amend House, No. 1341 by striking out, in lines 1 to 13, inclusive, the text contained therein.*

Town Manager Fidel Maltez has informed us that he has asked the Board to place this matter on its November 21, 2023 meeting agenda. We are respectfully requesting that the Board take a recorded vote affirming its support of the proposed House Third Reading floor amendment that strikes the text, and also ask that we be provided with a certified (raised seal) copy of the town clerk's attestation of the Board's vote.

Thank you in advance for your consideration in this matter.

Sincerely,

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

Bradley H. Jones, Jr.  
State Representative  
20<sup>th</sup> Middlesex District

Handwritten signature of Richard M. Haggerty in black ink.

Richard M. Haggerty  
State Representative  
30<sup>th</sup> Middlesex District

cc: Town Manager Fidel Maltez



**HOUSE . . . . . No. 1341**

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**The Commonwealth of Massachusetts**

PRESENTED BY:

***Bradley H. Jones, Jr.***

*To the Honorable Senate and House of Representatives of the Commonwealth of Massachusetts in General Court assembled:*

The undersigned legislators and/or citizens respectfully petition for the adoption of the accompanying bill:

An Act authorizing the town of Reading to dissolve its Affordable Housing Trust Fund.

PETITION OF:

NAME:	DISTRICT/ADDRESS:	DATE ADDED:
<i>Bradley H. Jones, Jr.</i>	<i>20th Middlesex</i>	<i>1/18/2023</i>
<i>Jason M. Lewis</i>	<i>Fifth Middlesex</i>	<i>1/18/2023</i>
<i>Richard M. Haggerty</i>	<i>30th Middlesex</i>	<i>1/23/2023</i>

**HOUSE . . . . . No. 1341**

By Representative Jones of North Reading, a petition (accompanied by bill, House, No. 1341) of Bradley H. Jones, Jr., Jason M. Lewis and Richard M. Haggerty (by vote of the town) relative to authorizing the town of Reading to dissolve its Affordable Housing Trust Fund. Housing. [Local Approval Received.]

**The Commonwealth of Massachusetts**

**In the One Hundred and Ninety-Third General Court  
(2023-2024)**

An Act authorizing the town of Reading to dissolve its Affordable Housing Trust Fund.

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:*

1           Whereas, Chapter 140 of the Acts of 2001 authorized the Town of Reading to establish  
2 an Affordable Housing Trust Fund;

3           Whereas, in 2005, the legislature enacted Section 55C of Chapter 44 of the Massachusetts  
4 General Laws (the “Municipal Affordable Housing Trust Fund Law”), which empowers  
5 municipalities to establish a local affordable housing trust, managed by a Board of Trustees;

6           Whereas, the Municipal Affordable Housing Trust Fund Law presents significant and  
7 important opportunities for the creation and maintenance of affordable housing stock;

8           Whereas, Reading Town Meeting voted to accept the Municipal Affordable Housing  
9 Trust Fund Law and adopt a bylaw establishing Board of Trustees at its meeting on November  
10 14, 2022;

11           And whereas, the Town of Reading hereby seeks to dissolve its existing affordable  
12 housing trust created by Chapter 140 of the Acts of 2001 and transfer all funds to the trust fund  
13 established pursuant to the Municipal Affordable Housing Trust Fund Law.

14           SECTION 1. Chapter 140 of the Acts of 2001, An Act Authorizing the Town of Reading  
15 to Establish an Affordable Housing Trust Fund, is hereby repealed.

16           SECTION 2. All properties and funds held by the Reading Affordable Housing Trust  
17 previously established under Chapter 140 of the Acts of 2001 is hereby transferred to the  
18 Reading Affordable Housing Trust established pursuant to G.L. c. 44, s. 55C and shall only be  
19 managed, disposed of, or expended in accordance with said Section 55C.

20           SECTION 3. This act shall take effect upon the posting or publication, by the Town  
21 Clerk in accordance with G.L. c. 40, s. 32, an amendment to the Reading General Bylaws to  
22 establish an affordable housing trust for the Town of Reading under the authority of G.L. c. 44, s.  
23 55C.



Town of Reading  
16 Lowell Street  
Reading MA 01867

#1341

11/18/23  
3:42pm

Town Clerk  
781-942-9050

fax: 781-942-9070  
website: [www.readingma.gov](http://www.readingma.gov)

**SUBSEQUENT TOWN MEETING  
NOVEMBER 14, 2022**

**ARTICLE 6:** On motion made by the Select Board it was voted to

- (1) Authorize the Select Board, on behalf of the Town, to petition the General Court for passage of a special law to dissolve its existing affordable housing trust created by Chapter 140 of the Acts of 2001 and transfer all funds to the trust fund established pursuant to G.L. c.44, §55C at this Subsequent Town Meeting as set forth below; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approves amendments to the bill before enactment by the General Court; and provided further that the Select Board is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition;

An act authorizing the Town of Reading to dissolve its  
Affordable Housing Trust Fund

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:*

Whereas, Chapter 140 of the Acts of 2001 authorized the Town of Reading to establish an Affordable Housing Trust Fund;

Whereas, in 2005, the legislature enacted Section 55C of Chapter 44 of the Massachusetts General Laws (the "Municipal Affordable Housing Trust Fund Law"), which empowers municipalities to establish a local affordable housing trust, managed by a Board of Trustees;

Whereas, the Municipal Affordable Housing Trust Fund Law presents significant and important opportunities for the creation and maintenance of affordable housing stock;

Whereas, Reading Town Meeting voted to accept the Municipal Affordable Housing Trust Fund Law and adopt a bylaw establishing Board of Trustees at its meeting on November 14, 2022;

And whereas, the Town of Reading hereby seeks to dissolve its existing affordable housing trust created by Chapter 140 of the Acts of 2001 and transfer all funds to the trust fund established pursuant to the Municipal Affordable Housing Trust Fund Law.

**SECTION 1** Chapter 140 of the Acts of 2001, An Act Authorizing the Town of Reading to Establish an Affordable Housing Trust Fund, is hereby repealed.

**SECTION 2** All properties and funds held by the Reading Affordable Housing Trust previously established under Chapter 140 of the Acts of 2001 is hereby transferred to the Reading Affordable Housing Trust established pursuant to G.L. c. 44, s. 55C and shall only be managed, disposed of, or expended in accordance with said Section 55C.

**SECTION 3** This act shall take effect upon the posting or publication, by the Town Clerk in accordance with G.L. c. 40, s. 32, an amendment to the Reading General Bylaws to establish an affordable housing trust for the Town of Reading under the authority of G.L. c. 44, s. 55C.

- (2) Accept G.L. c.44, §55C, to establish a trust to be known as the Reading Affordable Housing Trust Fund, whose purpose shall be to provide for the creation and preservation of housing that is affordable in the Town of Reading for the benefit of low- and moderate-income households;
- (3) Insert a new Section 3.3.7, Affordable Housing Trust, in the General Bylaws, as follows;

### **3.3.7 Affordable Housing Trust**

- 3.3.7.1 **Purpose** Pursuant to the authority of Chapter 44, Section 55C of the Massachusetts General Laws, there is hereby created a local municipal affordable housing trust to be known as the Reading Affordable Housing Trust, hereinafter the "Trust", whose purpose shall be to provide for the creation and preservation of housing that is affordable in the Town of Reading for the benefit of low- and moderate-income households.
- 3.3.7.2 **Membership** There shall be a Board of Trustees of the Reading Affordable Housing Trust, hereinafter the "Board of Trustees", consisting of five voting members. The voting members shall be appointed by the Select Board and shall include a member of the Select Board, a member of the Reading Housing Authority, and three other members, each of whom, to the extent possible, shall have a background or interest in affordable housing, finance, law, including land use and zoning law, real estate, or real estate development; provided, however, one of these three members shall be a resident in Affordable Housing for at least one year with the expected residency of at least the two year term.
- 3.3.7.3 **Term** The Select Board shall appoint the Trustees for a term of two years, except that three of the initial trustee appointments shall be for a term of one year, provided said Trustees may be re-appointed at the discretion of the Select Board. Vacancies shall be filled by the Select Board for the remainder of the unexpired term. Any member of the Board of Trustees may be removed by the Select Board for cause after the opportunity of a hearing.
- 3.3.7.4 **Declaration of Trust** The Board of Trustees is hereby authorized to execute a Declaration of Trust and Certificate of Trust for the Reading Affordable Housing Trust to be recorded with the Middlesex Registry of Deeds and filed with the Middlesex Registry District of the Land Court.
- 3.3.7.5 **General Duties** The Board of Trustees shall have the following powers, all of which shall be carried on in furtherance of the purposes set forth in G.L. c.44, §55C, except that the Board of Trustees shall obtain prior approval of the Select Board to borrow money, mortgage or pledge trust assets, or purchase, accept, sell, lease, exchange, transfer, abandon, or convey any interest in real or personal property:
- a. To accept and receive real property, personal property or money, by gift, grant, contribution, devise or transfer from any person, firm, corporation or other public or private entity, including but not limited to money, grants of funds or other property tendered to the Trust in connection with any by-law or any general or special law or any other source;
  - b. To purchase and retain real or personal property, including without restriction investments that yield a high rate of income or no income;
  - c. To sell, lease, exchange, transfer, or convey any personal, mixed, or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertaking relative to Trust property as the Board of Trustees deems advisable notwithstanding the length of any such lease or contract;
  - d. To execute, acknowledge, and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases, grant agreements, and other instruments sealed or unsealed, necessary, proper, or incident to any transaction in which the Board of Trustees engages for the accomplishment of the purposes of the Trust;
  - e. To employ advisors, consultants, and agents, including, but not limited to accountants, appraisers, and lawyers as the Board of Trustees deems necessary;
  - f. To pay reasonable compensation and expenses to all advisors, consultants, and agents and to apportion such compensation between income and principal as the Board of Trustees deems advisable;
  - g. To apportion receipts and charges between incomes and principal as the Board of Trustees deems advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation depletion or otherwise;



- h. To participate in any reorganization, recapitalization, merger, or similar transactions; and to give proxies or powers of attorney with or without power of substitution to vote any securities or certificates of interest; and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation and any other corporation or person;
- i. To deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the Board of Trustees may deem proper and to pay, out of Trust property, such portion of expenses and compensation of such committee as the Board of Trustees may deem necessary and appropriate;
- j. To carry property for accounting purposes other than acquisition date values;
- k. To borrow money on such terms and conditions and from such sources as the Board of Trustees deems advisable, to mortgage and pledge Trust assets as collateral; any debt incurred by the Board of Trustees shall not constitute a pledge of the full faith and credit of the Town of Reading and all documents related to any debt shall contain a statement that the holder of any such debt shall have no recourse against the Town of Reading with an acknowledgement of said statement by the holder;
- l. To make distributions or divisions of principal in kind;
- m. To comprise, attribute, defend, enforce, release, settle, or otherwise adjust claims in favor or against the Trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of G.L. c. 44, §55C, to continue to hold the same for such period of time as the Board of Trustees may deem appropriate;
- n. To manage or improve real property;
- o. To abandon any property which the Board of Trustees determines not to be worth retaining;
- p. To hold all or part of the Trust property uninvested for such purposes and for such time as the Board of Trustees may deem appropriate;
- q. To make recommendations on proposals to Town Meeting, subject to approval by the Select Board, when such proposals create or support affordable housing for low- and moderate-income households; and
- r. To extend the time for payment of any obligation to the Trust.

3.3.7.6 Custodian of funds The Town of Reading Treasurer shall be the custodian of the funds of the Trust. Any income or proceeds received from the investment of funds shall be credited to and become part of the fund. The Board of Trustees shall provide for an annual audit of the books and records of the Trust. Such audit shall be performed by an independent auditor in accordance with accepted accounting practices and may be part of the Town's annual financial audit. Upon receipt of the audit by the Board of Trustees, a copy shall be provided forthwith to the Select Board.

- (4) Amend Section 3.3.1.5 of the Town's General Bylaws by adding the bold and italicized language, as follows:

**3.3.1.5 Term of Office**

The term of office of each member of boards, committees and commissions shall commence on July 1 in the year of appointment, and shall expire on June 30 in the third following calendar year, except the terms of the members of the Reading Housing Authority are for five (5) years and the members of the Reading Affordable Housing Trust are for two (2) years.

- (5) authorize the Reading Affordable Housing Trust Fund Board of Trustees to file a declaration and certification of trust with the registry, which it may amend on its own initiative.

A true copy Attest:



Laura A Gemme, CMC /CMMC  
Town Clerk



## Town Manager

Reading, MA (26,000 pop.), is a well-managed community that values and preserves its history and open spaces while actively supporting smart growth and a vibrant downtown. 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.



Reading has an AAA rating and an FY24 budget of approximately \$119 million (including public education) with a strong free cash position. Reading's current goals and challenges include various sustainability projects, redevelopment of the Killam Elementary School with support of the MSBA and possibly IRA grant funding, consideration of a new or improved senior center or community center, downtown economic development, attracting and retaining employees, and financial sustainability. Additionally, Reading will be pursuing acceptance into the state's Community Preservation Act program.

To serve as its next Town Manager, Reading is seeking an experienced, highly competent, and innovative municipal manager with strong communication skills and financial acumen with a commitment to assisting the community complete major goals such as the school and senior center and who will work with the Town-owned power company on the state-mandated transition to green energy in buildings and vehicles. The current Town Manager is the third to hold this position over the past 37 years. The next Town Manager should be an approachable, communicative, and collaborative team builder. Candidates should have exceptional management skills, including budget and financial management, personnel management, and experience in successfully seeking grant opportunities. Reading is fortunate to have talented department heads who will work collaboratively to accomplish goals and to whom the Manager should be a motivator and mentor. The Town Manager needs to recognize and be empathetic to citizens' concerns and be supportive of the community's active volunteers. The next Town Manager should be a unifier, who can navigate differences of opinion and help bridge divides. Candidates should have a bachelor's degree (master's preferred) in public administration or a related field and shall have a minimum of five years of full-time paid experience as a City or Town Manager or Assistant City or Town Manager or the equivalent level public or private sector experience. Preferred candidates will have a proven record of leadership, and consistently treat others fairly and equitably. The next Town Manager should be innovative, have a strong work ethic, be well-versed in municipal best practices, and willing to be highly engaged in the community.

**Annual salary: \$215K+/- DOQ.** The successful candidate will receive an attractive compensation package, including health and retirement plans, commensurate with qualifications and experience. The Town of Reading is an Equal Opportunity Employer.

## Government

Reading has a Select Board-Town Manager form of government with Representative Town Meeting. The Town has eight precincts and elects 24 Town Meeting members per precinct. The [Select Board](#) are the Chief Elected Officers of the Town government and set policy and provide strategic direction in the best interest of the Town as a whole. The Board's responsibilities include adopting policies, reviewing fiscal guidelines for the annual operating budget and capital improvements program, calling Town Elections, and preparing the Warrants for Town Meetings. The Select Board appoints the Town Manager, who is responsible for the daily management of the Town, as well as the Town Accountant and Town Counsel. Residents appreciate a Town government that is communicative and transparent.

The Town has a number of elected boards, committees, and positions including: Select Board, School Committee, Board of Library Trustees, Municipal Light Board of Commissioners, and Town Moderator.

Reading has a strong sense of community and a long tradition of civic engagement and volunteerism. The Town prides itself on having many active, appointed committees that report to the Select Board or to Town Meeting. The next Town Manager must be skilled at collaboratively engaging with Reading's various elected and appointed positions, boards, committees, and residents who work together to enhance and serve the community.

## Finances

Reading has benefited from skilled financial management and is in a strong fiscal condition. The Town has an [FY24 operating budget](#) of approximately \$119 million and a Standard and Poor's rating of AAA. For FY24, free cash was recently certified at \$19.5 million, equaling 16.9% of the budget. New growth in FY23 was \$0.95 million. The FY24 tax rate is \$11.73 per thousand-dollar valuation for residential properties and \$12.93 for commercial and industrial properties. The total assessed value of Reading in FY24 is \$7.49 billion. The property tax base is approximately 93% residential, about 6% commercial, and approximately 1% personal property. Approximately 74% of the Town's revenue comes from the tax levy, with 13% from state aid, and about 7% from local receipts. Reading voters approved a \$4.15 million Proposition 2½ override in 2018 to help fund school (\$2.65 million) and municipal (\$1.5 million) operating costs. Maintaining Reading's financial strength while keeping tax increases to a minimum are priorities.

The [Reading Municipal Light Department](#), overseen by a five-member elected Board, services more than 29,000 residential and commercial customers, including in the towns of Reading, Lynnfield, Wilmington, and North Reading. It is a \$100 million operation with more than 70 employees. The Town Manager needs to work collaboratively with the RMLD, which is an asset for the community and provides approximately \$1.55 million in a PILOT agreement.

There is a desire for appropriate economic development, in harmony with the Town's vision, to help fund town services and support infrastructure needs.



### Important Links:

- [Town of Reading](#)
- [FY24 Budget](#)
- [Various Town & School Budgets](#)
- [Annual Financial Statements](#)
- [Home Rule Charter](#)
- [General By-Laws](#)
- [Various By-Laws and Regulations](#)
- [Reading Master Plan 2005](#)
- [Annual Town Meeting Information](#)
- [Economic Development Action Plan 2015-2022](#)
- [Open Space and Recreation Plan](#)
- [Housing Production Plan 2018](#)
- [Various Town of Reading Plans](#)
- [Reading Municipal Light Department](#)

## Economic and Community Development

Reading is a thriving suburban community with a vibrant downtown, strong commercial base, and easy access to and from Boston via I-93 and I-95 as well as its MBTA commuter rail station and bus lines. Reading is committed to strengthening existing businesses, attracting new businesses, and expanding the resident base needed to support a growing local economy. Reading completed its [Economic Development Action Plan](#) in December 2015. There are a number of initiatives focused within the [Eastern Gateway](#) and the Downtown Smart Growth 40R District. Reading is a considered a model community for Smart Growth zoning having adopted it 12 years ago. Reading is home to Jordan's Furniture, Home Depot, Staples, and a number of restaurants, shops, service industries, and professional offices. Medical marijuana dispensaries, in compliance with Town bylaws, are permitted in Reading, but any other commercial cultivation, production, or sale of marijuana is prohibited in accordance with the Town's 2017 ballot question vote. The tax base is heavily dependent on residential taxes and the Town is working to diversify the tax base. Reading is completing a comprehensive community outreach process to comply with the [MBTA Communities legislation](#).

## Education

Reading residents consider education to be a prominent civic value. [Reading Public Schools](#), serving more than 4,000 students, has five elementary schools, two middle schools, and one high school. Reading is an active participant in Boston's METCO program. Reading is also home to Austin Preparatory School, a co-ed independent school that has an enrollment of approximately 700 students in grades 6-12. The Town Manager should understand the importance placed on public education and work collaboratively with the School Superintendent and the School Department to mitigate cost increases while maintaining education excellence.

## Open Space and Recreation

Reading values its small-town feel and open spaces. The Town occupies approximately 10 square miles. Reading completed a 2022-2029 [Open Space and Recreation Plan](#). The 290-acre Reading Town Forest offers a variety of trails and conservation land for residents and visitors to explore. Additionally, Reading is a regional leader in the [Resilient Mystic Collaborative](#) research project which involves 17 cities and towns. Reading's 19-acre Maillet, Sommes & Morgan Conservation Land has been selected as one of the top six sites for possible nature-based flood control. The Town is now in the midst of implementing a Master Plan for [Birch Meadow](#) Park related to recreation, school athletics, youth and community services. The Town used some of its ARPA funds to implement the first phase of the Master Plan in 2022 and Town Meeting just approved Phase II to be implemented in 2024.

## Current projects/issues

- Continue the MSBA process for the Killam Elementary School building project.
- Continue efforts to achieve compliance with MBTA Communities Zoning Regulations.
- Complete construction of Birch Meadow Phase II, and continue building out Birch Meadow Master Plan.
- Focus on initiatives to enhance employee retention and hiring.
- Complete the construction of Haven Street with a [\\$2.6 Million MassWorks Grant](#).
- Finalize Green Community status; craft plan to respond to climate resiliency issues including carbon reduction, electric vehicle charging stations, and various community sustainability projects.
- Continue Town's efforts of a [Feasibility Study](#) for a new Senior Center or Community Center.
- Support the work of the [Reading Coalition](#) and the [Director of Equity & Social Justice](#), who is based in the Public Library Department, to work with all Town departments, organizations, businesses, and residents.
- Complete the construction of a community parking lot to increase access to the Town Forest.
- Work with Town on need for additional recreational courts.
- Continue Town's efforts of an RFI for a public/private partnership at Symonds Way.







## The Ideal Candidate

- Bachelor's degree (with a master's preferred), preferably in public administration, public policy, or a related field.
- A minimum of five years of full-time paid experience as a City/Town Manager or Assistant City/Town Manager or the equivalent level public or private sector experience.
- A strong communicator, both internally and externally.
- Superior skills in municipal financial management including budget experience and responsibility and experience in grant acquisition.
- An active listener with superior people skills.
- Outgoing; approachable; collaborative.
- Skilled in personnel management and superior management skills.
- Energetic; enjoys engaging with and participating in community events.
- Knowledgeable of, and able to implement, municipal best practices.
- Innovative, strategic, and proactive.
- Supports transparency in government.
- Strong leadership qualities and experience.
- Ability to coach and mentor staff.
- Team-oriented; morale builder.
- Initiates and supports diversity, equity, and inclusion initiatives.
- A unifier who can help bridge divides.
- Excellent follow-through.
- Excellent writing and presentation skills.
- Professional, courteous, and respectful.
- Superior work ethic; confident and flexible.
- Diplomatic; calm under pressure.

## How To Apply

Send cover letter and résumé via email, in a single PDF, by December 15, 2023, 3:00 p.m. EST to:

[Apply@communityparadigm.com](mailto:Apply@communityparadigm.com)

**Subject: Reading  
Town Manager**

Questions regarding the position should be directed to:

Bernard Lynch, Principal  
Community Paradigm Associates  
[Blynch@communityparadigm.com](mailto:Blynch@communityparadigm.com)  
978-621-6733

*The Town of Reading, Mass., is an Equal Opportunity Employer.*



<b>December 5, 2023</b>		<b>Tuesday</b>	
	Overview of Meeting	McCarthy	7:00
	Public Comment	Board	7:05
	SB Liaison & Town Manager Reports	Board	7:15
<b>HEARING</b>	Change of Manager - Bertucci's		7:30
	Vote to approve annual licenses (delegated to TM Office)		8:00
	Vote to approve Liquor Licenses		8:15
	Discuss CATO Bill Russell Proposal	Board	8:30
	Vote Appointment of Acting Town Manager	Board	8:45
	Vote to Accept Easement from Meadow Brook Golf Course to Conservation Commission, Lot 5	Board	9:00
	Discuss Future Agendas	Board	9:15
	Approve Meeting Minutes	Board	9:30
<b>December 6, 2023</b>		<b>Wednesday</b>	
	Department Budget Presentations		
<b>December 12, 2023</b>		<b>Tuesday</b>	
	Department Budget Presentations		
	<b>Future Meetings - Agenda Items</b>		
	VASC Policy Changes and Recommendations	VASC	
	Discuss Early Sunday Hours at Recreational Fields & Parks	Rec Comm	
	Public Safety Quarterly updates	Board	
	Discuss and Approve Flag Policy	Board	
	<b>Recurring Agenda Items</b>		
	Close Warrant: Annual Town Meeting	March	3/1/2022
	Close Warrant: Subsequent Town	September	9/27/2022
	Appoint Town Accountant	March	Annual
<b>HEARING</b>	Approve Classification & Compensation	May	Annual
	Appointments of Boards & Committees	May/June	Annual
<b>HEARING</b>	Approve Tax Classification	October	Annual
<b>HEARING</b>	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

<b>DRAFT - SELECT BOARD AGENDAS</b>			
<b>2024</b>		<b>Staff Responsibility</b>	<b>Estimated start time</b>
January 9, 2024		Tuesday	
January 23, 2024		Tuesday	
February 6, 2024		Tuesday	
February 27, 2024		Tuesday	
March 5, 2024	<b>PRESIDENTIAL PRIMARY/ TOWN ELECTION</b>		
March 12, 2024		Tuesday	
March 26, 2024		Tuesday	
April 9, 2024		Tuesday	
April 22, 2024	<b>ANNUAL TOWN MEETING</b>		
April 25, 2023	<b>ANNUAL TOWN MEETING</b>		
April 29, 2023	<b>ANNUAL TOWN MEETING</b>		
May 2, 2024	<b>ANNUAL TOWN MEETING</b>		
May 7, 2024		Tuesday	
May 21, 2024		Tuesday	
June 4, 2024		Tuesday	
June 18, 2024		Tuesday	
July 16, 2024		Tuesday	
August 20, 2024		Tuesday	
September 10, 2024	<b>STATE PRIMARY</b>		
September 17, 2024		Tuesday	
October 8, 2024		Tuesday	
October 29, 2024		Tuesday	
November 5, 2024	<b>STATE ELECTION</b>		
November 12, 2024	<b>SUBSEQUENT TOWN MEETING</b>		
November 14, 2024	<b>SUBSEQUENT TOWN MEETING</b>		
November 18, 2024	<b>SUBSEQUENT TOWN MEETING</b>		

<b>November 19, 2024</b>		<b>Tuesday</b>	
<b>November 21, 2024</b>	<b>SUBSEQUENT TOWN MEETING</b>		
<b>December 3, 2024</b>		<b>Tuesday</b>	
<b>December 4, 2024</b>		<b>Wednesday</b>	
<b>December 10, 2024</b>		<b>Tuesday</b>	

## Select Board Draft Minutes

November 7, 2023

Chair McCarthy called the meeting to order at 7pm.

### Liaison Reports

Bacci noted that today is Bill Brown's 93<sup>rd</sup> birthday. SWEC met earlier and they learned the Pickleball Players Association will be withdrawing their citizen's petition for Town Meeting. Recreation met last night and Stephen Cool presented a dog park proposal for Washington Park and the committee was not receptive of that location. RPPA also presented again and they had a robust discussion about that.

Haley noted the Charter Review Committee met last week and went over Articles 1 and 2. They will meet again next week.

Dockser noted the Council on Aging met last week and had a discussion about communicating outbound what the needs of the Senior Center are. We received 6 bids on the RFQ for the Senior Center. The screening committee has narrowed it down to 4 and are interviewing them tomorrow.

Herrick noted our Economic Development Director Ben Cares created a comprehensive guide to doing business in Reading. She attended the Economic Development Summit/ Financial Forum that had an MBTA Communities update and a presentation on the Community Preservation Act. She noted they are aware of the ongoing electrical issues at Reading Woods and RMLD is working on it. Killam School Building Committee met last week and they received 4 submissions for designer services.

McCarthy noted CPDC met and McDonalds has continued their proposal to the December meeting. There will be a Town Manager Search Public Forum tomorrow night. We are looking for residents at large to serve on the Town Manager Screening Committee, you can apply at the Town Clerks Office. There will be another MBTA Communities discussion at 7 pm at the library tomorrow night. Trails Committee met last week and the flooding at Matera Cabin seems to have subsided. The committee is still working on trail blazing and they are considering applying for a Mass Trails Grant.

### Introduction of Director of Equity

The Town's new Director of Equity, Robert Pless, introduced himself to the board and gave a brief overview of his position and his goals.

The board expressed how happy they are to have him here in Town and look forward to working with him.

### Public Comment

Nancy Docktor thanked Jane Kinsella for her work here over the years as she is getting ready to retire. She also looks forward to working with Chris Cole in the future.

### Introduction of new DPW Director Chris Cole

Incoming DPW Director Chris Cole introduced himself to the board. He was the Assistant DPW Director for many years before being selected as Jane Kinsella's successor.

He then gave the board a quick update on DPW as we prepare for the upcoming winter season.

### Election Schedule

Town Clerk Laura Gemme was back in front of the board to discuss the election schedule for next year. The board can vote to combine the local election with the State Primary if they wish. If they do not vote, they will stay two separate elections. Gemme expressed her concerns about combining the elections due to confusion for the voters especially when it comes to mail-in ballots.

While the board acknowledged Gemme's concerns they still feel it is best to combine the elections for the convenience of the voters resulting in a higher turnout.

**Herrick moved to combine the Local Election and the Presidential Primary on March 5<sup>th</sup>, 2024. The motion was seconded by Dockser and approved with a 5-0 vote.**

### Community Paradigm Presentation and Discussion

Bernie Lynch shared with the board the process and timeline for hiring a new Town Manager. He noted it is an aggressive timeline but do-able. The board will need to appoint an interim Town Manager when Maltez assumes his new position in Chelsea on January 1<sup>st</sup>, 2024.

### Town Manager Screening Committee Make-up

The board discussed who they would like to see on the Town Manager Screening Committee. The board agreed the make-up of the last screening committee worked well.

**McCarthy moved to create a 7 member Town Manager screening committee with the following members:**

**2 Select Board members, 2 resident department heads to serve ex-officio, the Town Moderator and up to 2 residents.**

**The motion was seconded by Herrick and approved with a 5-0 vote.**

The board further discussed which two department heads they would like to see on the committee. The board agreed that the Chair should reach out to department heads and speak with them before they vote on appointments. They will vote at their next meeting on which department heads to put on the committee.

The board then discussed which Select Board members to put on the committee. McCarthy, Dockser and Bacci all noted interest.

**Herrick nominated the Chair and Vice Chair to be the Select Board representatives on the Screening Committee. The motion was seconded by Dockser.**



**Haley nominated Bacci and McCarthy to be the Select Board representatives on the Screening Committee. The motion was seconded by Herrick.**

**The board voted on the first motion for Chair and Vice Chair to be the representatives. The motion passed with a 3-2 vote with Bacci and Haley against.**

#### Discussion on Acting Town Manager

McCarthy noted the board needed to start discussions about the appointment of an acting Town Manager for when Maltez leaves at the end of the year.

McCarthy noted that Assistant Town Manager Matt Kraunelis would be a great choice and is her suggestion for the role. The rest of the board agreed. The board will vote on this at their next meeting.

#### Future Agendas

The board discussed future agenda items.

#### Minutes

The board edited the prior meetings minutes.

**Herrick moved to approve the meeting minutes of October 24<sup>th</sup>, 2023 as amended. The motion was seconded by Dockser and approved with a 5-0 vote.**

**Herrick moved that the board go into Executive Session including staff members Fidel Maltez, Greg Burns, Sharon Angstrom, Sean Donahue, and Caitlin Nocella to discuss strategy with respect to collective bargaining and approve contracts for the International Association of Firefighters AFL-CIO. Further the Chair declares that an open meeting could have a detrimental effect on the bargaining position of the body; and the board will NOT reconvene in open session. The motion was seconded by Dockser and approved with a unanimous roll call vote.**