



Town of Reading Meeting Posting with Agenda

Board - Committee - Commission - Council:

Select Board

Date: 2024-10-29

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 the Chair

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:

	Zoom Option:	PAGE #
	Join Zoom Meeting https://us06web.zoom.us/j/85056303229 Meeting ID: 850 5630 3229 Dial by your location • +1 646 558 8656 US (New York) • +1 646 518 9805 US (New York) Find your local number: https://us06web.zoom.us/u/kyEDNjGJF	
7:00	Overview of Meeting	
7:05	Public Comment	
7:15	Select Board Liaison Reports and Town Manager's Report	
7:30	HEARING - Discuss and vote on tax classification	3
8:00	HEARING - Discuss and Vote on Safety Amendments 2024-8 and 2024-9 to the Traffic and Parking Regulations: The proposed amendments will amend Article 12.1 of the regulations by imposing the four hour parking restriction established in Article 5.4.9 of the regulations, to the Brande Court Municipal Parking Lot (Amendment no. 2024-8) and the Reading Upper Municipal Parking Lot (Amendment no. 2024-9). If adopted, parking will be	34

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

	limited to a maximum of four hours between 8:00 AM and 5:00 PM on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays in one or both of these locations.	
8:15	Discuss and Approve Inter-Municipal Agreement for Regional Housing Services (MNRHSO)	44
8:30	Discuss multi-unit tiered water rates	65
9:00	Discuss second water meter pilot program	66
9:30	Update on American Rescue Plan Act (ARPA) Funds and potential reallocation vote	81
9:45	Future Agendas	86
9:55	Approve prior meeting minutes <ul style="list-style-type: none"> • September 10, 2024 • September 24, 2024 	88
10:05	Executive Session Purpose 3: To discuss strategy with respect to collective bargaining with the Facilities Union, as an open session may have a detrimental effect on the bargaining position of the Select Board.	

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.

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

To the Inhabitants of the Town of Reading:

Notice is hereby given that a public hearing will be held in accordance with the Massachusetts General Laws, Chapter 369 of the Acts of 1982 on the issue of determining a residential factor in assessing the percentage of tax burden to be borne by each class of property for Fiscal Year 2025. The hearing will be held on Tuesday, October 29, 2024 at 7:00 p.m. in the Select Board Meeting Room at Town Hall, 16 Lowell Street, Reading, MA and remotely on Zoom. The five classes of property involved are residential, open space, commercial, industrial and personal property.

A copy of the proposed document regarding this topic will be available in the Select Board packet on the website at www.readingma.gov.

All interested parties are invited to attend the hearing, or may submit their comments in writing or by email to townmanager@ci.reading.ma.us

By order of
Matthew A. Kraunelis, Esq
Town Manager

To the Editor:

To be published on Tuesday, October 15th and again on Tuesday, October 22nd, 2024

Please send bill and tear sheets to: Town Manager, 16 Lowell St., Reading, MA.

FY 2025 Classification Information



Reading Board of Assessors
October 15, 2024

Required Actions by SB

- Selection of a Minimum Residential Factor
- Selection of a Discount for Open Space
- Granting of a Residential Exemption
- Granting of a Small Commercial Exemption

Minimum Residential Factor

- Recently, Reading has adopted a slight split tax rate.
- An MRF of 1 would yield a single tax rate.
- $(\text{Tax Levy} / \text{Total Value}) \times 1000 = \text{TR}$
- Tax Levy is $\$89,399,276 / \$7,832,363,065$
 $= 0.01141 \times 1000 = \11.41
- Single Tax Rate would be \$11.41 est.

Reading Senior Circuit Breaker Credit Details

230 Seniors applied for the exemption.

223 Seniors were approved.

Total Amount of Circuit Breaker Income Tax Credits Received by Qualified Seniors: \$463,044. The Current Exemption Amount is 100%.

- The total credit amount of \$463,044 will be shifted within the residential class of properties to pay for the tax relief.
- At 100%, we would be shifting \$463,044 and the residential tax rate would be \$11.48 and the CIP rate would be \$11.41 at a shift of 1.00. The average cost is \$60 without a tax shift.
- At a shift of 1.10 the tax rates would be \$11.40 & \$12.56 respectively.
- Without a shift the tax rates would be \$11.48 residential and \$11.41 for CIP.

The average single family home value for FY 2025 is **\$893,100**

The table below summarizes the anticipated FY 2025 average tax bill amounts at various shift intervals.

CIP SHIFT	MRF	RES %	RES TAX RATE	EST 2025 BILL
1	1.000000	93.7007	11.48	\$10,253
1.01	0.999328	93.6377	11.47	\$10,244
1.02	0.998655	93.5747	11.46	\$10,235
1.03	0.997983	93.5117	11.45	\$10,226
1.04	0.997311	93.4487	11.45	\$10,226
1.05	0.996638	93.3857	11.44	\$10,217
1.06	0.995966	93.3227	11.43	\$10,208
1.07	0.995295	93.2598	11.42	\$10,199
1.08	0.994622	93.1968	11.41	\$10,190
1.09	0.993950	93.1338	11.41	\$10,190
1.10	0.993278	93.0708	11.40	\$10,181

CIP SHIFT	MRF	RES %	RES TAX RATE	EST 24 TAX BILL
1.1	0.993278	93.0708	11.40	\$10,181
1.11	0.992605	93.0078	11.39	\$10,172
1.12	0.991933	92.9448	11.38	\$10,163
1.13	0.991260	92.8818	11.38	\$10,163
1.14	0.990588	92.8188	11.37	\$10,155
1.15	0.989916	92.7558	11.36	\$10,146
1.16	0.989243	92.6928	11.35	\$10,137
1.17	0.988571	92.6298	11.34	\$10,128
1.18	0.987899	92.5668	11.34	\$10,128
1.19	0.987226	92.5038	11.33	\$10,119
1.2	0.986554	92.4408	11.32	\$10,110
1.21	0.985883	92.3779	11.31	\$10,101
1.22	0.985210	92.3149	11.31	\$10,101
1.23	0.984538	92.2519	11.30	\$10,092
1.24	0.983866	92.1889	11.29	\$10,083
1.25	0.983193	92.1259	11.28	\$10,074
1.26	0.982521	92.0629	11.28	\$10,074
1.27	0.981849	91.9999	11.27	\$10,065
1.28	0.981176	91.9369	11.26	\$10,056
1.29	0.980504	91.8739	11.25	\$10,047
1.3	0.979832	91.8109	11.24	\$10,038

CIP SHIFT	MRF	RES %	RES TAX RATE	EST 25 TAX BILL
1.31	0.979159	91.7479	11.24	\$10,038
1.32	0.978487	91.6849	11.23	\$10,030
1.33	0.977814	91.6219	11.22	\$10,021
1.34	0.977142	91.5589	11.21	\$10,012
1.35	0.976471	91.4960	11.21	\$10,012
1.36	0.975798	91.4330	11.20	\$10,003
1.37	0.975126	91.3700	11.19	\$9,994
1.38	0.974454	91.3070	11.18	\$9,985
1.39	0.973781	91.2440	11.17	\$9,976
1.4	0.973109	91.1810	11.17	\$9,976
1.41	0.972437	91.1180	11.16	\$9,967
1.42	0.971764	91.0550	11.15	\$9,958
1.43	0.971092	90.9920	11.14	\$9,949
1.44	0.970420	90.9290	11.14	\$9,949
1.45	0.969747	90.8660	11.13	\$9,940
1.46	0.969075	90.8030	11.12	\$9,931
1.47	0.968403	90.7400	11.11	\$9,922
1.48	0.967731	90.6771	11.11	\$9,922
1.49	0.967059	90.6141	11.10	\$9,913
1.5	0.966387	90.5511	11.09	\$9,904

Average single family tax bill history from 2007 to present

Fiscal Year	Single Family Assessed Values	Single Fam Parcel	Single Family Avg Val	Residential Tax Rate	Avg Single Family Tax Bill	Percent Change
2007	2,994,759,900	6,487	461,656	12.07	5,572	2.79%
2008	2,933,909,900	6,490	452,066	12.6	5,696	2.23%
2009	2,882,787,600	6,501	443,438	13.21	5,858	2.84%
2010	2,816,270,800	6,505	432,939	13.75	5,953	1.62%
2011	2,880,796,500	6,508	442,655	13.80	6,109	2.62%
2012	2,895,475,600	6,514	444,500	14.15	6,290	2.96%
2013	2,816,675,700	6,516	432,300	14.94	6,459	2.68%
2014	2,910,595,200	6,524	446,100	14.74	6,575	1.76%
2015	3,030,663,500	6,528	464,250	14.71	6,828	3.84%
2016	3,266,065,400	6,539	499,500	14.51	7,248	6.15%
2017	3,491,464,400	6,544	533,537	14.04	7,490	3.33%
2018	3,666,153,000	6,549	559,803	13.87	7,761	3.62%
2019	3,897,988,400	6,556	594,568	14.26	8,479	9.25%
2020	4,117,586,400	6,566	627,104	13.96	8,748	3.24%
2021	4,315,911,300	6,566	657,312	13.83	9,090	3.92%
2022	4,619,196,800	6,574	702,646	13.33	9,366	3.03%
2023	5,076,375,600	6,590	770,314	12.61	9,716	3.73%
2024	5,663,161,900	6,592	859,096	11.72	10,068	4.05%
2025 est	5,888,168,950	6,593	893,100	11.40	10,181	1.12%

FY 2025 TAX RATE NOTE

Total Amount of the FY 2025 Debt Exclusion is
\$1,278,420

This adds \$0.16 to the FY 2025 Res Tax Rate

\$143 to the Average Single Family Home

\$318 to the Average Commercial Property

FY 2025 TAX RATE NOTES Cont.



	<u>2022</u>	<u>2023</u>
Sales Activity	227	141
Days on Market	22.19	34.43
Avg. Sale Price	\$907,228	\$992,213 (+9.37%)



The average commercial property valuation for FY 2025 is **\$1,984,800**.

The table below summarizes the anticipated FY 2025 average commercial tax bill amounts.

CIP SHIFT	MRF	CIP %	CIP TAX RATE	EST 2025 BILL
1	1.000000	6.2993	11.41	\$22,647
1.01	0.999328	6.3623	11.53	\$22,885
1.02	0.998655	6.4253	11.64	\$23,103
1.03	0.997983	6.4882	11.76	\$23,341
1.04	0.997311	6.5512	11.87	\$23,560
1.05	0.996638	6.6142	11.98	\$23,778
1.06	0.995966	6.6772	12.10	\$24,016
1.07	0.995295	6.7402	12.21	\$24,234
1.08	0.994622	6.8033	12.33	\$24,473
1.09	0.993950	6.8663	12.44	\$24,691
1.10	0.993278	6.9293	12.56	\$24,929

CIP SHIFT	MRF	CIP %	CIP TAX RATE	EST 25 TAX BILL
1.11	0.992605	6.9923	12.67	\$25,147
1.12	0.991933	7.0552	12.78	\$25,366
1.13	0.991260	7.1182	12.90	\$25,604
1.14	0.990588	7.1812	13.01	\$25,822
1.15	0.989916	7.2442	13.13	\$26,060
1.16	0.989243	7.3071	13.24	\$26,279
1.17	0.988571	7.3701	13.35	\$26,497
1.18	0.987899	7.4331	13.47	\$26,735
1.19	0.987226	7.4962	13.58	\$26,954
1.2	0.986554	7.5592	13.70	\$27,192
1.21	0.985883	7.6221	13.81	\$27,410
1.22	0.985210	7.6852	13.93	\$27,648
1.23	0.984538	7.7482	14.04	\$27,867
1.24	0.983866	7.8112	14.15	\$28,085
1.25	0.983193	7.8742	14.27	\$28,323
1.26	0.982521	7.9371	14.38	\$28,541
1.27	0.981849	8.0001	14.50	\$28,780
1.28	0.981176	8.0631	14.61	\$28,998
1.29	0.980504	8.1261	14.72	\$29,216
1.3	0.979832	8.1890	14.84	\$29,454
1.31	0.979159	8.2520	14.95	\$29,673

CIP SHIFT	MRF	CIP %	CIP TAX RATE	EST 25 TAX BILL
1.32	0.978487	8.3151	15.07	\$29,911
1.33	0.977814	8.3781	15.18	\$30,129
1.34	0.977142	8.4411	15.29	\$30,348
1.35	0.976471	8.5040	15.41	\$30,586
1.36	0.975798	8.5671	15.52	\$30,804
1.37	0.975126	8.6301	15.64	\$31,042
1.38	0.974454	8.6931	15.75	\$31,261
1.39	0.973781	8.7560	15.87	\$31,499
1.4	0.973109	8.8190	15.98	\$31,717
1.41	0.972437	8.8820	16.09	\$31,935
1.42	0.971764	8.9450	16.21	\$32,174
1.43	0.971092	9.0080	16.32	\$32,392
1.44	0.970420	9.0710	16.44	\$32,630
1.45	0.969747	9.1340	16.55	\$32,848
1.46	0.969075	9.1970	16.66	\$33,067
1.47	0.968403	9.2600	16.78	\$33,305
1.48	0.967731	9.3229	16.89	\$33,523
1.49	0.967059	9.3859	17.01	\$33,761
1.5	0.966387	9.4490	17.12	\$33,980

The median commercial property valuation for FY 2025 is **\$835,200**.

The table below summarizes the anticipated FY 2025 median commercial tax bill amounts.

CIP SHIFT	MRF	CIP %	CIP TAX RATE	EST 2025 BILL
1	1.000000	6.2993	11.41	\$9,530
1.01	0.999328	6.3623	11.53	\$9,630
1.02	0.998655	6.4253	11.64	\$9,722
1.03	0.997983	6.4882	11.76	\$9,822
1.04	0.997311	6.5512	11.87	\$9,914
1.05	0.996638	6.6142	11.98	\$10,006
1.06	0.995966	6.6772	12.10	\$10,106
1.07	0.995295	6.7402	12.21	\$10,198
1.08	0.994622	6.8033	12.33	\$10,298
1.09	0.993950	6.8663	12.44	\$10,390
1.10	0.993278	6.9293	12.56	\$10,490

CIP SHIFT	MRF	CIP %	CIP TAX RATE	EST 25 TAX BILL
1.1	0.992605	6.9293	12.56	\$10,490
1.11	0.991933	6.9923	12.67	\$10,582
1.12	0.991260	7.0552	12.78	\$10,674
1.13	0.990588	7.1182	12.90	\$10,774
1.14	0.989916	7.1812	13.01	\$10,866
1.15	0.989243	7.2442	13.13	\$10,966
1.16	0.988571	7.3071	13.24	\$11,058
1.17	0.987899	7.3701	13.35	\$11,150
1.18	0.987226	7.4331	13.47	\$11,250
1.19	0.986554	7.4962	13.58	\$11,342
1.2	0.985883	7.5592	13.70	\$11,442
1.21	0.985210	7.6221	13.81	\$11,534
1.22	0.984538	7.6852	13.93	\$11,634
1.23	0.983866	7.7482	14.04	\$11,726
1.24	0.983193	7.8112	14.15	\$11,818
1.25	0.982521	7.8742	14.27	\$11,918
1.26	0.981849	7.9371	14.38	\$12,010
1.27	0.981176	8.0001	14.50	\$12,110
1.28	0.980504	8.0631	14.61	\$12,202
1.29	0.979832	8.1261	14.72	\$12,294
1.3	0.992605	8.1890	14.84	\$12,394

CIP SHIFT	MRF	CIP %	CIP TAX RATE	EST 25 TAX BILL
1.3	0.979832	8.1890	14.84	\$12,394
1.31	0.979159	8.2520	14.95	\$12,486
1.32	0.978487	8.3151	15.07	\$12,586
1.33	0.977814	8.3781	15.18	\$12,678
1.34	0.977142	8.4411	15.29	\$12,770
1.35	0.976471	8.5040	15.41	\$12,870
1.36	0.975798	8.5671	15.52	\$12,962
1.37	0.975126	8.6301	15.64	\$13,063
1.38	0.974454	8.6931	15.75	\$13,154
1.39	0.973781	8.7560	15.87	\$13,255
1.4	0.973109	8.8190	15.98	\$13,346
1.41	0.972437	8.8820	16.09	\$13,438
1.42	0.971764	8.9450	16.21	\$13,539
1.43	0.971092	9.0080	16.32	\$13,630
1.44	0.970420	9.0710	16.44	\$13,731
1.45	0.969747	9.1340	16.55	\$13,823
1.46	0.969075	9.1970	16.66	\$13,914
1.47	0.968403	9.2600	16.78	\$14,015
1.48	0.967731	9.3229	16.89	\$14,107
1.49	0.967059	9.3859	17.01	\$14,207
1.5	0.966387	9.4490	17.12	\$14,299

MEDIAN COMMERCIAL TAX COMPARISON FY24 vs FY25

FY	CIP SHIFT	TAX RATE	MEDIAN VALUE	TAXES	+/-
2024	1.10	\$12.92	\$792,000	\$10,462	
2025	1.10	\$12.56	\$835,200	\$10,490	+\$28

FY 2025, holding at a shift of 1.10 results in a small increase for the median commercial property of \$28

Commercial Property Value Breakdown for FY 2024

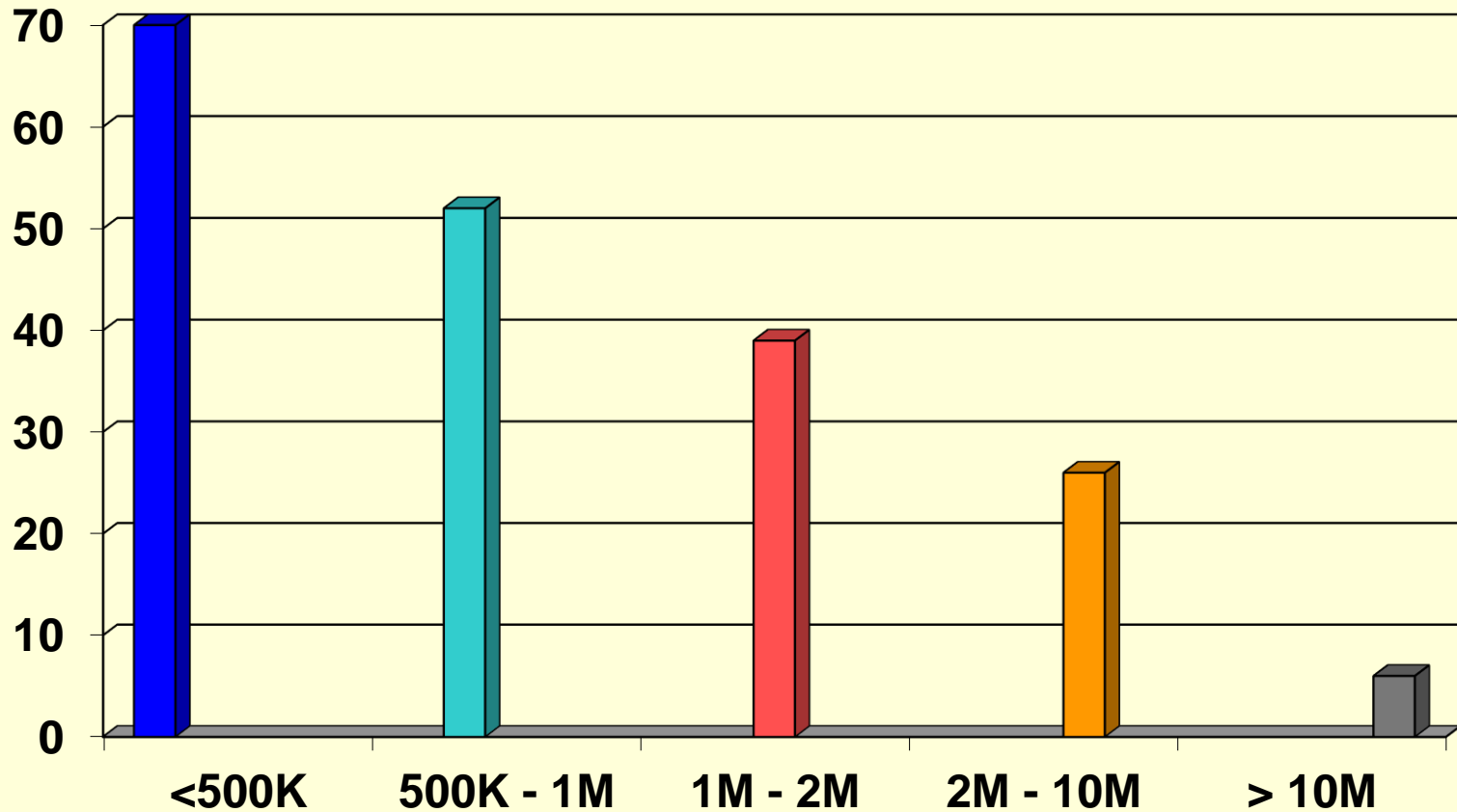
68 properties < \$500K

48 from \$500K - \$1M

42 from \$1M to \$2M

28 from 2M to \$10M

7 Properties above \$10M



Average commercial tax bill history from 2007 to present

Fiscal Year	Total Commercial Value	Comm. Parcels	Average Commercial Value	Tax Rate	Average Commercial Tax Bill	Percent Change
2007	236,516,816	198	\$1,194,529	12.07	14,418	-2.45%
2008	256,582,400	203	\$1,263,953	12.6	15,926	10.46%
2009	262,919,463	206	\$1,276,308	13.21	16,860	5.87%
2010	270,816,033	205	\$1,321,054	13.75	18,164	7.74%
2011	319,506,376	204	\$1,566,208	13.8	21,614	18.99%
2012	320,481,055	205	\$1,563,322	14.15	22,121	2.35%
2013	300,063,400	199	\$1,507,900	14.94	22,527	1.84%
2014	285,068,700	198	\$1,439,700	14.76	21,221	-5.7%
2015	284,141,800	196	\$1,449,700	14.71	21,325	.488%
2016	294,140,500	197	\$1,493,100	14.51	21,665	1.59%
2017	309,470,100	198	\$1,563,000	14.04	21,945	1.29%
2018	317,592,400	201	\$1,580,062	13.92	22,002	-0.007%
2019	319,725,400	194	\$1,648,064	14.20	23,403	6.36%
2020	327,747,500	192	\$1,707,018	14.21	24,257	3.65%
2021	327,145,600	190	\$1,721,818	14.06	24,251	-0.13%
2022	347,922,700	193	\$1,802,000	13.55	24,417	0.68%
2023	357,568,000	194	\$1,843,134	12.83	23,647	-3.15%
2024	368,131,400	192	\$1,917,351	12.34	24,772	4.5%
2025 est	383,070,400	193	\$1,984,800	12.56	24,930	.64%

Discount for Open Space

- MGL C59, sec 2A defines class 2 open space as: “land which is not otherwise classified and which is not taxable under provisions of Chapters 61A or 61B, or taxable under a permanent conservation restriction, and which land is not held for the production of income but is maintained in an open or natural condition and which contributes significantly to the benefit and enjoyment of the public.”
- An exemption of up to 25% could be adopted for property classified as Class 2 Open Space.
- Reading has never adopted a discount for Class 2 Open Space.

Residential Exemption

- SB may adopt a Residential Exemption for residential properties in town that are owner occupied.
- Amount up to 35% of the average assessed value of ALL residential properties, including vacant land.
- Adopting this would raise the residential tax rate. This would apply to all residential properties before the exemption. The top third of the residential properties would be paying for the exemption.
- Adopted by only 13 communities including Boston, Chelsea, Cambridge & Waltham.
- Since the shift is only in the res class, higher valued homes will pay for the exemption to those homes of lower value.

Small Commercial Exemption

- Up to 10% of property value for commercial properties only. (No industrial or personal property).
- Total Property Value less than \$1,000,000
- Not more than 10 employees as certified by the Dept. of Employment & Training.
- One business in a building of several would qualify only if all other businesses qualified.
- Exemption goes to the real estate owner and not the business owner.
- Less than a dozen communities in the Commonwealth have adopted this exemption.

Neighboring Communities / FY 2024

Community	Avg. Single Family Value	Avg. Single Family Tax Bill	Tax Rate /\$1000 RES / CIP	CIP SHIFT MAX / ACTUAL
Lynnfield	\$984,943	\$10,352	10.51/17.99	1.57/1.57
No. Reading	\$811,899	\$10,725	13.21	1.50/1.00
Stoneham	\$709,434	\$7,513	10.59/20.17	1.75/1.75
Wakefield	\$753,756	\$8,480	11.25/21.70	1.75/1.75
Wilmington	\$683,790	\$7,816	11.43/26.23	1.75/1.75
Woburn	\$669,754	\$5,398	8.06/19.72	1.75/1.75
READING	\$854,864	\$10,019	11.72 / 12.92	1.50/1.09

VARIOUS COMMUNITIES RESIDENTIAL VS CIP SHARE OF TAX BASE 2024

Municipality	Residential	Commercial	Industrial	Personal Property	Total	RO% of Total	CIP% of Total
Arlington	13,747,614,314	537,586,224	27,367,600	211,282,260	14,523,850,398	94.66	5.34
Belmont	10,777,756,500	387,995,566	29,530,500	109,427,110	11,304,709,676	95.34	4.66
Burlington	5,935,041,299	2,974,322,957	230,178,092	231,881,610	9,371,423,958	63.33	36.67
Concord	8,583,989,514	528,176,395	29,558,604	71,056,870	9,212,781,383	93.17	6.83
Lexington	15,289,843,165	867,162,320	1,088,195,285	372,968,740	17,618,169,510	86.78	13.22
Lynnfield	4,152,460,960	458,233,034	24,785,600	68,224,590	4,703,704,184	88.28	11.72
Melrose	7,060,349,614	195,641,976	28,702,070	151,144,520	7,435,838,180	94.95	5.05
Milton	8,409,311,548	167,575,259	5,228,200	184,147,910	8,766,262,917	95.93	4.07
North Reading	4,149,482,511	275,845,394	179,411,300	103,692,344	4,708,431,549	88.13	11.87
Reading	7,016,118,763	388,559,761	12,672,000	69,998,850	7,487,349,374	93.71	6.29
Stoneham	5,134,867,508	420,878,111	38,263,300	95,812,308	5,689,821,227	90.25	9.75
Sudbury	6,528,068,698	268,293,396	39,102,700	173,473,820	7,008,938,614	93.14	6.86
Wakefield	6,518,757,766	534,077,774	97,863,550	200,703,120	7,351,402,210	88.67	11.33
Watertown	8,502,470,850	1,023,186,934	2,087,497,050	318,149,790	11,931,304,624	71.26	28.74
Wilmington	5,270,206,822	225,886,635	1,188,786,763	255,410,620	6,940,290,840	75.94	24.06
Winchester	10,249,002,756	314,967,624	41,069,200	111,385,240	10,716,424,820	95.64	4.36
Woburn	8,319,811,149	1,199,747,145	1,168,367,489	787,445,730	11,475,371,513	72.50	27.50

Middlesex League / FY2024

Community	Avg. Single Family Value	Avg. Single Family Tax Bill	Tax Rate / \$1000 RES / CIP	CIP SHIFT MAX / ACT
Arlington	\$1,015,162	\$10,751	10.59	1.50 / 1.00
Belmont	\$1,615,221	\$17,057	10.56	1.50 / 1.00
Burlington	\$725,782	\$6,488	8.94/25.81	1.75 /1.70
Lexington	\$1,510,347	\$18,502	12.25/24.20	1.75 /1.74
Melrose	\$791,260	\$7,857	9.93/17.71	1.75 /1.72
Reading	\$854,864	\$10,019	11.72/12.92	1.50 /1.09
Stoneham	\$709,434	\$7,513	10.59/20.17	1.75 /1.75
Wakefield	\$753,756	\$8,480	11.25/21.70	1.75 /1.75
Watertown	\$600,132	\$7,022	11.70/23.08	1.75 /1.73
Wilmington	\$683,790	\$7,816	11.43/26.23	1.75 /1.75
Winchester	\$1,504,262	\$17,043	11.33/10.81	1.50 /1.0
Woburn	\$669,754	\$5,398	8.06/19.72	1.75 /1.75

**Largely Residential Comparable Communities
Fiscal Year 2024 Data**

Community	Avg. Single Family Value	Avg. Single Family Tax Bill	Tax Rate / \$1000 RES / CIP	CIP SHIFT MAX / ACT
Arlington	\$1,015,162	\$10,751	10.59	1.50 /1.00
Belmont	\$1,615,221	\$17,057	10.56	1.50 /1.00
Concord	\$1,454,960	\$19,104	13.13 / 12.24	1.50 /1.00
Lincoln	\$1,554,640	\$20,039	12.89 / 19.70	1.50 /1.49
Lynnfield	\$984,943	\$10,352	10.51 / 17.99	1.57 /1.57
Melrose	\$791,260	\$7,857	9.93 / 17.71	1.75 /1.72
Milton	\$1,008,088	\$11,008	10.92 / 17.94	1.75 /1.60
Reading	\$854,864	\$10,019	11.72 / 12.92	1.50 /1.10
Sudbury	\$1,077,481	\$15,742	14.61 / 21.16	1.50 /1.40
Wakefield	\$753,756	\$8,480	11.25 / 21.70	1.75 /1.75
Winchester	\$1,504,262	\$17,043	11.33 /10.81	1.50 /1.00

Reading had the third lowest average single family tax bill of those listed.

READING TOWN COMPARISONS FY 2024

Municipality	Single Family Values	Single Family Parcels	Average Single Family Value	Single Family Tax Bill*	Residential	Commercial	Max CIP Shift Allowed	CIP Shift
Andover	7,495,003,931	8,725	\$859,026.00	\$11,734.00	13.66	27.32	1.750000	1.71000
Bedford	2,899,928,282	3,462	\$837,645.00	\$10,454.00	12.48	28.16	1.750000	1.75000
Belmont	6,644,255,000	4,540	\$1,463,492.00	\$16,450.00	11.24	11.24	1.500000	1.00000
Burlington	4,345,721,600	6,592	\$659,242.00	\$6,197.00	9.40	26.15	1.750000	1.66855
Canton	4,008,636,100	5,513	\$727,124.00	\$7,686.00	10.57	21.57	1.633727	1.63005
Danvers	3,742,953,800	6,179	\$605,754.00	\$7,118.00	11.75	19.98	1.500000	1.47513
Dedham	4,435,996,000	6,638	\$668,273.00	\$8,581.00	12.84	26.55	1.750000	1.75000
Lynnfield	3,484,909,600	3,874	\$899,564.00	\$10,165.00	11.30	18.15	1.572849	1.49923
Mansfield	3,083,908,350	5,446	\$566,270.00	\$7,979.00	14.09	18.52	1.500000	1.22990
Marshfield	5,702,614,600	9,215	\$618,840.00	\$7,005.00	11.32	11.32	1.500000	1.00000
Milton	6,752,343,200	7,215	\$935,876.00	\$10,669.00	11.40	18.22	1.750000	1.56100
Natick	6,491,586,500	8,550	\$759,250.00	\$9,597.00	12.64	12.64	1.500000	1.00000
North Andover	4,393,857,000	6,341	\$692,928.00	\$8,481.00	12.24	17.25	1.500000	1.32025
North Reading	3,212,324,100	4,310	\$745,319.00	\$10,427.00	13.99	13.99	1.500000	1.00000
Reading	5,053,434,378	6,590	\$766,834.00	\$9,654.00	12.59	13.21	1.500000	1.05000
Shrewsbury	5,588,987,200	9,405	\$594,257.00	\$7,797.00	13.12	13.12	1.500000	1.00000
Stoneham	3,366,830,400	5,133	\$655,919.00	\$7,281.00	11.10	21.16	1.750000	1.75000
Tewksbury	4,366,425,400	7,894	\$553,132.00	\$7,799.00	14.10	26.59	1.750000	1.65981
Wakefield	4,369,557,458	6,255	\$698,570.00	\$8,194.00	11.73	22.46	1.750000	1.75000
Walpole	4,391,705,300	6,618	\$663,600.00	\$9,217.00	13.89	18.42	1.500000	1.27497
Westborough	2,578,353,728	3,926	\$656,738.00	\$11,059.00	16.84	16.84	1.500000	1.00000
Westford	4,422,396,200	6,450	\$685,643.00	\$10,120.00	14.76	14.76	1.500000	1.00000
Wilmington	4,443,239,500	7,142	\$622,128.00	\$7,428.00	11.94	27.34	1.750000	1.75000
Winchester	7,806,640,521	5,681	\$1,374,167.00	\$16,215.00	11.80	11.24	1.500000	1.00000

READING TOWN COMPARISONS FY2024

Municipality	Residential Tax Rate	CIP Tax Rate	Single Family Parcels	Average Single Family Value	Average Single Family Tax Bill	R/O % of Total Value	CIP % of Total Value	Max CIP Shift Allowed	CIP Shift
Andover	12.88	25.48	8,733	\$957,286.00	\$12,330.00	82.8121	17.1879	1.750000	1.69500
Arlington	10.59	10.59	8,008	\$1,015,162.00	\$10,751.00	94.6555	5.3445	1.500000	1.00000
Bedford	11.88	26.70	3,458	\$932,148.00	\$11,074.00	77.2004	22.7996	1.750000	1.75000
Belmont	10.56	10.56	4,544	\$1,615,221.00	\$17,057.00	95.3386	4.6614	1.500000	1.00000
Burlington	8.94	25.81	6,580	\$725,782.00	\$6,488.00	63.3313	36.6687	1.750000	1.70633
Canton	9.97	20.80	5,528	\$799,737.00	\$7,973.00	76.1488	23.8512	1.657921	1.65705
Concord	13.13	12.24	4,623	\$1,454,960.00	\$19,104.00	93.1748	6.8252	1.500000	1.00000
Danvers	11.11	18.60	6,176	\$669,896.00	\$7,443.00	78.5910	21.4090	1.500000	1.46290
Dedham	12.50	25.88	6,640	\$739,506.00	\$9,244.00	82.9002	17.0998	1.750000	1.74999
Lexington	12.25	24.20	9,059	\$1,510,347.00	\$18,502.00	86.7845	13.2155	1.750000	1.74994
Lincoln	12.89	19.70	1,536	\$1,554,640.00	\$20,039.00	96.4368	3.5632	1.500000	1.49999
Lynnfield	10.51	17.99	3,886	\$984,943.00	\$10,352.00	88.2807	11.7193	1.579697	1.57970
Mansfield	13.50	19.07	5,451	\$612,692.00	\$8,271.00	79.0769	20.9231	1.500000	1.30008
Marshfield	10.39	10.39	9,231	\$699,104.00	\$7,264.00	93.5554	6.4446	1.500000	1.00000
Melrose	9.93	17.71	6,384	\$791,260.00	\$7,857.00	94.9503	5.0497	1.750000	1.72016
Milton	10.92	17.94	7,222	\$1,008,088.00	\$11,008.00	95.9281	4.0719	1.750000	1.60074
Natick	12.26	12.26	8,545	\$817,385.00	\$10,021.00	82.0762	17.9238	1.500000	1.00000
North Andover	11.09	15.60	6,343	\$797,930.00	\$8,849.00	83.9513	16.0487	1.500000	1.32014
North Reading	13.21	13.21	4,314	\$811,899.00	\$10,725.00	88.1288	11.8712	1.500000	1.00000
Reading	11.72	12.92	6,592	\$854,864.00	\$10,019.00	93.7063	6.2937	1.500000	1.09999
Shrewsbury	12.38	12.38	9,420	\$667,316.00	\$8,261.00	89.3834	10.6166	1.500000	1.00000
Stoneham	10.59	20.17	5,132	\$709,434.00	\$7,513.00	90.2466	9.7534	1.750000	1.75001
Sudbury	14.61	21.16	5,451	\$1,077,481.00	\$15,742.00	93.1392	6.8608	1.500000	1.40998
Tewksbury	13.39	25.24	7,923	\$602,548.00	\$8,068.00	84.6904	15.3096	1.750000	1.65995
Wakefield	11.25	21.70	6,256	\$753,756.00	\$8,480.00	88.6737	11.3263	1.750000	1.75000
Walpole	13.22	17.90	6,626	\$734,653.00	\$9,712.00	88.3450	11.6550	1.500000	1.30017
Watertown	11.70	23.08	2,849	\$600,132.00	\$7,022.00	71.2619	28.7381	1.750000	1.73985
Westborough	16.41	16.41	3,936	\$711,740.00	\$11,680.00	70.4551	29.5449	1.500000	1.00000
Westford	13.77	13.77	6,478	\$756,515.00	\$10,417.00	89.7707	10.2293	1.500000	1.00000
Wilmington	11.43	26.23	7,155	\$683,790.00	\$7,816.00	75.9364	24.0636	1.750000	1.75000
Winchester	11.33	10.81	5,685	\$1,504,262.00	\$17,043.00	95.6383	4.3617	1.500000	1.00000
Woburn	8.06	19.72	8,108	\$669,754.00	\$5,398.00	72.5015	27.4985	1.750000	1.75000

IMPORTANT TERMS

TERM	DEFINITION
Levy	The property tax levy is the revenue a community can raise through real and personal property taxes.
Levy Limit	The maximum amount a community can levy in a given year equal to last year's levy plus 2.5% plus new growth plus debt exclusion / override if applicable.
Levy Ceiling	Equal to 2.5% of the total full and fair cash value of all taxable real and personal property in the community.
New Growth	Increase in the tax base due to new construction, parcel subdivisions, condo conversions and property renovations, but not due to revaluation. It is calculated by multiplying the increased assessed value by the prior year's tax rate for the property class.
Override	A permanent increase to a community's levy limit.
Override Capacity	The difference between the levy ceiling and the levy limit. It is the maximum amount by which a community may override its levy limit.
Debt Exclusion	A temporary increase to the levy limit for the payment of a specific debt service item over a specified period of time.
Capital Outlay Expenditure	A temporary exclusion for the purpose of raising funds for capital projects.
Excess Levy Capacity	The difference between the actual levy and the levy limit.

**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 October 29, 2024 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 2024-8; Article 12.1 to Enact Pursuant to Article 5.4.9: unless otherwise designated, parking within the Brande Court Municipal Parking Lot shall be limited to a maximum of four hours between 8:00 AM and 5:00 PM on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays.
- Amendment Number 2024-9; Article 12.1 to Enact Pursuant to Article 5.4.9: unless otherwise designated, parking within the Reading Upper Municipal Parking Lot shall be limited to a maximum of four hours between 8:00 AM and 5:00 PM on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays.

A copy of the proposed documents regarding this topic will be in the Select Board packet on the website at 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

By order of
Matthew A. Kraunelis
Town Manager

To the Chronicle: Please publish on Tuesday, October 22, 2024

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

**ATTN: Caitlin Nocella
cnocella@ci.reading.ma.us
781-942-9043**



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



Amendment Number: 2024-8

Date Filed: October 29, 2024

Filed By: TSO Michael S. Scouten

On Behalf of: Select Board

Section 1:

Purpose of Amendment – Amend of Article 12 Traffic Rules and Regulations - Public Ways Article 5.4.9 Four Hour Parking.

Section 2:

Purpose of Amendment – Article 12.1 to Enact Pursuant to Article 5.4.9: unless otherwise designated, parking within the Brande Court Municipal Parking Lot shall be limited to a maximum of four hours between 8:00 AM and 5:00 PM on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays.

Section 3:

Effective Date:

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

Select Board:

Date Signed: _____



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



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.

Town Clerk

Town Corporate Seal



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



Amendment Number: 2024-9

Date Filed: October 29, 2024

Filed By: TSO Michael S. Scouten

On Behalf of: Select Board

Section 1:

Purpose of Amendment – Amend of Article 12 Traffic Rules and Regulations - Public Ways Article 5.4.9 Four Hour Parking.

Section 2:

- Purpose of Amendment – Article 12.1 to Enact Pursuant to Article 5.4.9: unless otherwise designated, parking within the Reading Upper Municipal Parking Lot shall be limited to a maximum of four hours between 8:00 AM and 5:00 PM on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays.

Section 3:

Effective Date:

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

Select Board:

Date Signed: _____



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



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.

Town Clerk

Town Corporate Seal



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/

October 24, 2024

Dear Select Board,

The Police Department would like to update you how the two parking lots have been utilized since stopping the paid parking. Employees of these downtown businesses have parked in the lots daily all day. We know this because they have left their employee placards hanging in their windows. Brande Court has 85 parking spaces. Since there is no regulation currently at least 50 of the spaces have been used all day by employees. The Upper Municipal lot has not had as many but at least 10 vehicles daily are there more than four hours to all day.

Town staff has continually worked on Downtown Parking through the Parking Traffic Transportation Task Force (PTTTF) to create an equal opportunity for all business customers and turn over. We also are aware employees are an essential part of each business. Since the downtown growth around 2018 we have continually had concerns brought to the police department and PTTTF that their customers had nowhere to park because the same vehicles are in the lot all day. We also had businesses concerned we did not offer enough employee parking. PTTTF worked with a consultant and made suggestions to the Select Board. It was determined that a committee that involved residents, business owners, and staff would be the best way to get recommendations for the changes needed in the downtown area. The PARC committee sent out a parking survey to every resident in town. They had over 800 respondent's, 10 public meetings to which every business was invited by email and posted for any resident as well.

Using the input of the residents' and business's that participated it was clear we had an employee parking issue and turn-over problem. The PARC committee recognized the need for turnover in the two parking lots, as they are the most convenient. Paid Parking was the best solution to help maximize the lot usage and turn over. Also, importantly we were able to add 113 more employee spaces totaling 236 spaces. This is more than enough now; however, many

employees want to park as close as possible to their business. Employees or anyone can also park at any open parking spot at the train depot after 9:30am. A study was conducted in 2023, and Reading has one of the lowest employee parking passes compared to other towns with employee passes by a lot. We do not believe it is a fee issue as most are sold but rather a convenience issue.

It is evident this week without paid parking the employees will take up these parking spaces. When the lot was only two-hour parking employees shuffled their cars around all day. We could enforce a two-hour parking in downtown all day but that is a lot of enforcement for one person to keep up with. When the lot is four hours employees stay there and then also shuffle to another space or street at the four-hour mark. We have written over 800 parking citations a year in these two parking lots. That has been consistent over the years. Attached are photos of this week showing employees are parking in the parking lot daily.

Any other information we can help provide please let me know.

Sincerely,

Deputy Chief Christine Amendola



Brande Court
Employee Placard
Vehicles



Brande Court
Employee Placard
Vehicles



Brande Court
Employee Placard
Vehicles



Town of Reading
16 Lowell Street
Reading, MA 01867

Public Services Department
Planning Division
Phone: 781.942-6670
Fax: 781.942-9071
Website: www.readingma.gov

To: Reading Select Board and Town Managers Office
From: Andrew MacNichol, Community Development Director
CC: Kevin McCarthy Senior Planner
Date: October 24, 2024
Re: Downtown Parking Regulations

We would like to make it clear that we all support our local businesses and are always seeking to understand the challenges and improvements we can make to build with the community. Town staff, and community members, have continuously worked on downtown parking regulation updates given the challenges expressed over the last few years. Many challenges related to the fact that users are not able to adequately utilize the rightly timed parking allowances. There is a high number of short-term parking spaces in the Downtown area (most of which are on-street parking spaces) and longer-term parking areas have been utilized by contractors, employees, and customers alike leading to less availability of those spaces. Paid parking was a recommendation to support turnover and user choice of these highly utilized public parking areas.

To summarize some recent history (1-4 years) of downtown parking discussions we wanted to provide the following in addition to the RPD memo:

1. A 2020 survey was conducted to Downtown Businesses to discuss parking improvements. While there is a lot more context to the survey, and it may not be wholly representative, nearly 60% of respondents (16/27) to the posed question of “*The Town is looking to expand access to Reading. Which of the following transportation related infrastructure improvements would you like to see? Select all that apply.*” selected “*Parking Kiosks (Pay to Park)*” as a response.
 - a. Additional takeaways included:
 - i. Parking spaces are not flexible to meet varied demand
 - ii. Employees need areas to park for a full day
 - iii. Maintain and improve access for convenient loading and unloading
2. In 2022 the Reading Police Department and Select Board, through regulation, added 113 Employee Parking Spaces to the Downtown area – nearly doubling the previous 123 employee spaces.
 - a. These parking areas are also allowed as 2-hour public parking and there is no guarantee of a space.
 - b. There are approximately 435 2-hour parking spaces in the downtown area, additional unregulated parking, and additional private business/housing parking spaces.
3. There were over 15 Parking Advisory and Recommendations Committee (PARC) meetings from September 2021 to May 2022. There were additional engagement opportunities with staff through one-on-one business meetings, forums at local businesses, and additional messaging.
4. The contract with kiosk vendor IPS Group was established in February 2023. The kiosks were delivered in Fall 2023.
 - a. The initial implementation of paid parking was delayed from January 2024 to Spring 2024 to Summer 2024 and ultimately was able to be launched in September 2024. These delays were

for a variety of reasons, including initial troubleshooting and configuration with the Vendor's system.

Understanding that the launch of the system in September 2024 also had its challenges and shortcomings that led to the immediate pause of their use we would like to improve upon what we have heard to date. We are reviewing the ideas of additional signage, relocating the kiosks if there are better locations, new mailings and awareness building. However, if there is additional data or information that can help the Town make the appropriate decision as to re-implementation of the paid parking system or not please let us know.

If re-implemented we would like to build findings and takeaways, as practical, from the kiosk software over a period of time, such as:

- Unique and individual users per X-time periods
- Time of day "Peak" period(s)
- Average length of stays and total counts on staying time (how many people are staying for 1-hour or less, 2-hours, 3-hours, etc.)
- Employee permit usage and availability
- Revenue and collections (card, coin, or app percentage of users; average monthly collections; etc.)

We have and continue to recommend that if paid parking is utilized in Reading that we implement a Parking Benefit District (or similar) to collect the revenue that can be used to help pay for the costs of the software and also go back to the district for improvements.



Town of Reading
16 Lowell Street
Reading, MA 01867

Public Services Department
Planning Division
Phone: 781.942-6670
Fax: 781.942-9071
Website: www.readingma.gov

To: Reading Select Board and Town Managers Office
From: Andrew MacNichol, Community Development Director
CC: Olivia Knightly, Senior Planner and Kevin McCarthy Senior Planner
Date: October 24, 2024
Re: Metro North Regional Housing Services Office (MNRHSO)

Materials Submitted:

- Inter-Municipal Agreement (IMA)
- MNRHSO Future Scope of Work

To summarize the intent of the MNRHSO Inter-Municipal Agreement and the future expectations of the regional organization I wanted to provide the following summary:

- The MNRHSO, while having evolved since its inception, has existed since 2013.
- The organization to date has been comprised of Reading, North Reading, Wilmington, Woburn, and Saugus. We would like to add the municipalities of Wakefield and Stoneham to the organization.
- The IMA is the municipal agreement that establishes the rules and regulations expected – and that Reading will continue to act as the Lead Municipality. As Lead Municipality we release the RFP, execute a contract with qualified Vendor, and payment of invoices. The partner Municipalities reimburse Reading on a quarterly basis based on hours/costs accrued.
- The MNRHSO has been without a consultant since July 2024 as we prepared for this expansion and the release of a new Request for Proposals (RFP). We expect to release an RFP in the immediate future to bring a consultant on board to support the organization.
- The primary goals of the MNRHSO, and which are further detailed in the Scope of Work submitted, are to provide direct resident support in each Municipality, provide the Monitoring of local Deed Restricted Affordable Units and their annual certifications (these are units typically outside of an approved 40B or 40R), and provide support and research to staff on grant opportunities, program development, and other.
- Municipalities, including Reading, continue to seek and directly add to their local Affordable Housing Stock – as evident by the proposed Inclusionary Housing Regulations being brought to Town Meeting this November and a recent project approved by the CPDC on Main Street.
- Each Municipality allocates \$15,000 every fiscal year. The Consultant will track hours and bill based on hours expended to each specific Municipality. This is how reimbursement is tracked. An example invoice from our previously contracted Consultant (Anser Advisory) is below to detail. Not every Municipality expends their full \$15,000 every year – thus the funds can be released back or used for additional programming.
- We have a request in the November Town Meeting to increase the Expense line item tied to Regional Housing Services. While the line item will increase Reading itself will not see an increased need beyond its \$15,000 – it is proposed to bring the two new municipalities in and seek their reimbursement.

Thank you for your consideration and time dedicated to this manner. We are happy to support in whatever way possible.

Scope of Work: Core Housing Services

Core Housing Services may include but not necessarily require:

1. Monitoring of existing units

- Update/maintain database of affordable housing developments and residents across each municipality
- Gather recorded documents (Regulatory Agreements, Deed Riders, etc.) for each unit and check for updates periodically
- Conduct annual Local Initiative Program (LIP) and/or Local Action Units (LAU) ownership monitoring:
 - Review recorded documentation for re-financing, transfer, etc.;
 - Issue and track annual self-certification letters;
 - Approve owner re-financing and related inquiries:
 - Includes initial valuation, assisting owners through process, getting municipal approval
 - Administration of re-sale assistance for existing owners and perspective purchasers
- Value ownership units for assessment purposes
 - Provide the Assessor's Office with annual valuations for the affordable units, based on an analysis of each deed restriction and its method of resale calculation.
- Conduct annual LIP/LAU rental monitoring and certify the following to EOHLC:
 - Review rents and tenant certification;
 - Check that units are maintained; and
 - Ensure tenant selection process complies with Fair Housing laws.
 - Develop a list of compliance violations with a proposed course of action, as well as certifications of compliance.
 - Ensure annual rent increases are allowed under State/National requirements and limits
- Track foreclosures
- Lead local LIP/LAU Lottery processes and Affirmative Fair Housing Marketing Plans, for new and existing developments

2. Subsidized Housing Inventory administration

- Reconcile municipal inventory records with the Subsidized Housing Inventory (SHI) maintained by the Executive Office of Housing and Livable Communities (EOHLC)
- Support in Request for New Units to the inventory as required

3. Local Support

- Project Consultation:
 - Meet on-site with staff and housing entities
 - Assist town boards and developers with evaluating parcels or town-owned property and soliciting developer interest;
 - Facilitate site and conceptual plan review, project concepts and designs;

- Prepare or review project proforma budgets;
- Prepare Local Preference justification;
- Analyze projects using locally adopted rules, State guidelines and regulations, best practices;
- Review finalized plans with regard to the affordable component, including unit mix, disbursement, cost, governance, schedule, marketing;
- Interact with EOHLC and Subsidizing Agencies;
- Provide comments on the Regulatory Agreement, and other local agreements as appropriate.
- Support municipalities on questions regarding Affordable Housing Trust Funds. Help in the development of Resident Assistance Programs such as down-payment assistance, rental assistance, small grants or capital improvement programs, buy-down programs, or any other locally defined initiatives to assist new or existing residents. Activities include:
 - Developing the program including eligibility requirements;
 - Funding and revenue determination;
 - Development of application materials;
 - Implementation assistance (municipality responsible for administration)
- On-site Meetings for staff, Boards and Committees – attending and/or presenting materials related to the above services on an as-needed basis
- Resident Support:
 - Allow residents to contact the Vendor directly with questions and concerns related to housing; can include office hours in each community, phone/email responsiveness, referrals, etc. depending on community desires.
 - Consultant should provide initial response to residents within 24-48 hours and support in emergency needs and may be called on to advise and provide referrals to residents who call with emergency needs.
- Consult on acquisition of units
- Aid in affordable housing grant applications, Requests for Information, Requests for Proposal's
- Bring awareness to member municipalities of annual recertification of Housing Production Plans
- Providing up to date regional data, metrics, and resources
- Conduct outreach to owners (i.e., HOR program letters)
- Prepare proposals for supplemental services as needed
- Help towns achieve town-specific goals

4. Regional Activities

- Financial accounting
- Bi-Monthly Advisory Committee Meeting agenda and minutes development
- Educational training to municipalities on Regional/State/Federal housing grants, initiatives, resources
- Status reporting and Communication Strategy
- Assist communities with regional linkages

- Maintain and regularly update the organizations MNRHSO.org website
- Create and maintain Interested-buyer/renters list and provide awareness on upcoming housing opportunities
- Provide training, workshops and referrals of resources to existing owners and renters by connecting them to programs and services available regionally

ANSER^{ADVISORY}

Remit To:
Anser Advisory, LLC
P.O. Box 532306
Atlanta, GA 30353-2306

August 18, 2023
 Contract No: B1612-001.00
 Invoice No: 18732

Town of Reading
 16 Lowell Street
 Reading, MA 01867

Contract B1612-001.00 Town of Reading - MNRHSO Housing Consultants Services 22_14
Professional Services from July 1, 2023 to July 31, 2023

Project Town of Reading
 Town of Reading 22-14

Professional Personnel

	Hours	Rate	Amount	
Lambert, Nicole	2.50	145.00	362.50	
Totals	2.50		362.50	
Total Labor				362.50

Billing Limits

	Current	Prior	To-Date	
Total Billings	362.50	8,472.75	8,835.25	
Limit			14,500.00	
Remaining			5,664.75	
		Total this Project		\$362.50

Project Town of North Reading
 Town of North Reading 22-14

Professional Personnel

	Hours	Rate	Amount	
Lambert, Nicole	6.50	145.00	942.50	
Totals	6.50		942.50	
Total Labor				942.50

Billing Limits

	Current	Prior	To-Date	
Total Billings	942.50	8,592.75	9,535.25	
Limit			14,500.00	
Remaining			4,964.75	
		Total this Project		\$942.50

Project City of Saugus

City of Saugus 22_14

Professional Personnel

	Hours	Rate	Amount
Lambert, Nicole	8.00	145.00	1,160.00
Totals	8.00		1,160.00
Total Labor			1,160.00

Billing Limits

	Current	Prior	To-Date
Total Billings	1,160.00	2,370.25	3,530.25
Limit			14,500.00
Remaining			10,969.75
Total this Project			\$1,160.00

Project Town of Wilmington

Town of Wilmington 22_14

Professional Personnel

	Hours	Rate	Amount
Lambert, Nicole	2.00	145.00	290.00
Totals	2.00		290.00
Total Labor			290.00

Billing Limits

	Current	Prior	To-Date
Total Billings	290.00	6,119.00	6,409.00
Limit			14,500.00
Remaining			8,091.00
Total this Project			\$290.00

Project City of Woburn

City of Woburn 22_14

Professional Personnel

	Hours	Rate	Amount
Lambert, Nicole	1.00	145.00	145.00
Totals	1.00		145.00
Total Labor			145.00

Billing Limits

	Current	Prior	To-Date
Total Billings	145.00	3,260.25	3,405.25
Limit			14,500.00
Remaining			11,094.75
Total this Project			\$145.00

Total this Invoice \$2,900.00

AGREEMENT

THIS AGREEMENT is entered into by and between the Towns of North Reading, Reading, Saugus, Wakefield, Stoneham and Wilmington, and by the City of Woburn, hereafter referred to individually as “Municipality” and collectively as the “Municipalities,” this First of December, 2024, as follows:

WHEREAS, the Municipalities desire to share the services and costs of a common Regional Housing Services Office; and

WHEREAS, the Town of Reading is willing and capable of contracting for the services of a Regional Housing Services Office; and

WHEREAS, each of the Municipalities has authority to enter into this Agreement pursuant to G.L. c. 40, s 4A.

NOW, THEREFORE, the Municipalities, in mutual consideration of the covenants contained herein, intending to be legally bound, agree under seal as follows:

1. Term. The Term of this Agreement shall commence on December 1, 2024 and shall expire on June 30, 2026, unless earlier terminated as set forth herein. Any municipality may withdraw from the Agreement as defined below. The Agreement may be extended for an additional six (6) two-year terms as voted by each municipality through its respective Select Board, Town Council, or Mayor.

2. Lead Municipality. During the Term of this Agreement, the Town of Reading, acting as the lead municipality, shall operate the Regional Housing Services Office. Upon commencement of the Term of this Agreement and for every two (2) years thereafter, the Town of Reading, through standard procurement practices and in accordance with Chapter 30B of the Massachusetts General Laws as applicable, shall procure consultant services on behalf of the Municipalities, and shall then execute and manage a contract with the consultant (hereafter “Consultant”). The scope of services, as outlined in Exhibit A, shall be disclosed as part of the procurement process and contained within the Consultant contract. Said Consultant contract may be terminated prior to its expiration by written agreement of the majority of Municipalities in accordance with the terms of the contract.

The cost of the Consultant contract shall be included in the Membership Fee of each Municipality and payment administered by the Town of Reading. Each Municipality shall have sole responsibility for the Municipality’s share of such services. If the Consultant contract requires appropriation by the participating Municipalities, final approval of the contract must be obtained from each Municipality.

3. Duties. During the Term of this Agreement, the Regional Housing Services Office shall perform the housing administrative services as described in Exhibit A: Core Housing Services for an annual allocation of hours as indicated in Exhibit B: Fee Structure, attached and incorporated herein.

4. Municipal Appropriation and Payment. Upon signing this Agreement, each municipality shall appropriate its share of the annual Membership Fee as set forth in Exhibit B: Fee Structure, as may be adjusted as set forth herein. The Membership Fee shall cover the costs incurred for the operation of the Regional Housing Services Office, including Consultant costs and administrative costs incurred by the Town of Reading. The Town of Reading shall quarterly invoice each of the Municipalities for its proportionate share of the work actually performed during the preceding quarter with payment due within thirty (30) days of the date of the invoice. Payment for supplemental services not included in Exhibit A: Core Housing Services and for additional hours in excess of the allotted hours in Exhibit B: Fee Structure shall be invoiced separately as may be agreed upon by the Town of Reading and the individual municipality. The Municipalities may borrow, lend, or transfer allocated hours or services to other Municipalities upon written agreement between the impacted Municipalities provided that the total number of hours available to the Regional Housing Services Office remains constant, and provided that each Municipality remains solely responsible for payment due the Consultant for the services performed for that Municipality.

5. Membership Fee Adjustments. The Advisory Committee will review the Membership Fee annually three (3) months prior to the end of each fiscal year and, if appropriate, adjust the Membership Fee for the upcoming fiscal year. The Consultant shall provide to all Municipalities a record of the actual hours of services provided to each Municipality and adjustments for the following fiscal year.

6. Indemnification. Notwithstanding the final sentence of G.L. c. 40, s 4A, to the extent permitted by law, the Municipalities shall indemnify and hold harmless the Town of Reading and each and all of its officials, officers, employees, agents, servants and representatives from and against any claim arising from or in connection with the performance by the Regional Housing Services Office of their duties in or for the Municipalities including, without limitation, any claim of liability, loss, damages, costs and expenses for personal injury or damage to real or personal property by reason of any negligent act or omission or intentional misconduct by the Regional Housing Services Office while in or performing services for the Municipalities; provided however, that this obligation shall not extend to claims arising from or in connection with the negligent or wrongful acts or omissions of the Town of Reading and each and all of its officials, officers, employees, agents, servants and representatives.

By entering into this Agreement, none of the Municipalities has waived any governmental immunity or limitation of damages which may be extended to them by operation of law. It is expressly understood that the services rendered hereunder are deemed for public and governmental purposes, and all privileges and immunities from liability enjoyed by the Municipalities shall extend to their participation hereunder and to the activities so undertaken to the fullest extent permitted by law.

7. Withdrawal. Any Municipality, by a vote of its respective Select Board, Town Council, or Mayor, may withdraw from this Agreement at the end of any municipal fiscal year with the provision of at least ninety (90) days' prior written notice to the Town of Reading. Such withdrawal shall take effect on the following June 30. No such withdrawal shall affect any obligation of indemnification that may have arisen hereunder prior to such withdrawal, nor shall

it affect any financial obligations that by prior agreement extend beyond the withdrawal date. Upon such withdrawal, the Town of Reading shall prepare full statements of outstanding unpaid financial obligations under this Agreement and present the same to the withdrawing Municipality for payment within thirty (30) days thereafter. The remaining Municipalities shall continue with this Agreement as written unless the Agreement is terminated as per paragraph eight (8).

8. Termination. The Town of Reading, by a vote of its respective Select Board, may terminate this Agreement upon the provision of at least six months' prior written notice to the participating Municipalities. After providing notice, the Town of Reading shall remain liable to the participating Municipalities for any portion of the payments received and not earned until the date of termination. Such termination shall take effect on the following June 30.

The Town of Reading and the participating Municipalities, by a majority vote, may agree to terminate this Agreement at least six months prior to the end of any municipal fiscal year. After the date of the vote, the Town of Reading shall remain liable to the participating Municipalities for any portion of the payments received and not earned. Such termination shall take effect on the following June 30. No such termination shall affect any obligation of indemnification that may have arisen hereunder prior to such termination, nor shall it affect any financial obligations that by prior agreement extend beyond the termination date. Upon such termination, the Town of Reading shall prepare full statements of outstanding unpaid financial obligations under this Agreement and present the same to the participating Municipalities for payment within thirty (30) days thereafter.

9. Advisory Committee. There shall exist an Advisory Committee composed of one (1) representative, or their designee, from each Municipality, who shall be appointed by the Town Manager/Administrator or Mayor of the Municipality. Each Municipality shall have one vote and each representative, or their designee, shall be authorized to cast such vote. The Advisory Committee shall meet at least on a quarterly basis. The Consultant shall prepare and send to each Municipality a quarterly status report prior to the quarterly meeting. In addition, the Advisory Committee may meet on a monthly basis, or at any mutually agreed upon timeframe, and the Consultant shall prepare and send to each Municipality a monthly status report prior to the monthly meeting.

10. Conflict Resolution. The Advisory Committee may hold additional meetings to discuss and resolve any conflicts that may arise including, but not limited to, disagreements regarding the needs of each municipality and changes to the annual allocation of hours as indicated in Exhibit B: Fee Structure. Any recommendations made to the Consultant must be made by a majority vote. Any unresolved issues shall be decided by the Town Manager of the Town of Reading.

11. Additional Municipalities. At any time during the Term of this Agreement, including any extension thereof as provided in Section 1, the Advisory Committee may meet and, by unanimous vote, amend this Agreement to admit an additional municipality on the following July 1.

12. Financial Safeguards. The Town of Reading shall maintain separate, accurate and comprehensive records of all services performed for each of the Municipalities hereto, and all contributions received from the Municipalities. The Town of Reading shall issue a financial report for each fiscal year to each of the Municipalities by December 31 of the following fiscal year.

13. Assignment. None of the Municipalities shall assign or transfer any of its rights or interests in or to this Agreement, or delegate any of its obligations hereunder, without the prior written consent of all of the other Municipalities.

14. Amendment. This Agreement may be amended only by a writing signed by all Municipalities duly authorized thereunto.

15. Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, illegal or unenforceable, or if any such term is so held when applied to any particular circumstance, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, or affect the application of such provision to any other circumstances, and the remaining provisions hereof shall not be affected and shall remain in full force and effect.

16. Governing Law. This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the Commonwealth of Massachusetts.

17. Headings. The paragraph headings herein are for convenience only, are no part of this Agreement and shall not affect the interpretation of this Agreement.

18. Notices. Any notice permitted or required hereunder to be given or served on any Municipality shall be in writing signed in the name of or on behalf of the Municipality giving or serving the same. Notice shall be deemed to have been received at the time of actual receipt of any hand delivery or three (3) business days after the date of any properly addressed notice sent by mail as set forth below, or to such other person or address as may be set by proper notice:

Town of North Reading
Michael P. Gilleberto, Town Administrator
235 North Street
North Reading, MA 01864

Town of Reading
Matt Kraunelis, Town Manager
16 Lowell Street
Reading, MA 01867

Town of Saugus
Scott Crabtree, Town Manager
298 Central Street, Ste. 1
Saugus, MA 01906

Town of Stoneham
Dennis Sheehan, Town Administrator
35 Central Street
Stoneham, MA 02180

Town of Wilmington
R. Eric Slagle, Town Manager
121 Glen Road
Wilmington, MA 01887

Town of Wakefield
Stephen P. Maio, Town Administrator
1 Lafayette Street
Wakefield, MA 01880

City of Woburn
Michael Concannon, Mayor
10 Common Street
Woburn, MA 01801

19. Complete Agreement. This Agreement constitutes the entire Agreement between the Municipalities concerning the subject matter hereof, superseding all prior agreements and understandings. There are no other agreements or understandings between the Municipalities concerning the subject matter hereof. Each Municipality acknowledges that it has not relied on any representations by any other Municipality or by anyone acting or purporting to act for another Municipality or for whose actions any other Municipality is responsible, other than the express, written representations set forth herein.

WITNESS OUR HANDS AND SEALS as of the first date written above.
TOWN OF NORTH READING
By its Select Board

Nicholas Masse

Vincenzo Stuto

Richard F. Wallner

Stephen J. O'Leary

Liane R. Gonzalez

WITNESS OUR HANDS AND SEALS as of the first date written above.
TOWN OF READING
By its Select Board

Carlo Bacci, Chair

Karen Gately Herrick, Vice Chair

Mark Dockser

Chris Haley

Melissa Murphy

WITNESS HIS HANDS AND SEALS as of the first date written above.
TOWN OF SAUGUS
By its Town Manager

Scott C. Crabtree, Town Manager

WITNESS HIS HANDS AND SEALS as of the first date written above.
TOWN OF STONEHAM
By its Town Administrator

Dennis Sheehan, Town Administrator

WITNESS OUR HANDS AND SEALS as of the first date written above.
TOWN OF WILMINGTON
By its Select Board

Gregory B. Bendel, Chair

Kevin A. Caira

Frank J. West

Gary B. DePalma

Lilia Maselli

WITNESS OUR HANDS AND SEALS as of the first date written above.
TOWN OF WAKEFIELD
By its Town Council

Michael J. McLane, Chair

Edward F. Dombroski, Jr.

Jonathan P. Chines

Mehreen N. Butt

Robert E. Vincent, II

John F. Carney

Douglas S. Butler

WITNESS HIS HANDS AND SEALS as of the first date written above.
CITY OF WOBURN
By its Mayor

Michael P. Concannon, Mayor

Exhibit A – Scope of Work: Core Housing Services

Core Housing Services may include but not necessarily require:

1. Monitoring of existing units

- Update/maintain database of affordable housing developments and residents across each municipality
- Gather recorded documents (Regulatory Agreements, Deed Riders, etc.) for each unit and check for updates periodically
- Conduct annual Local Initiative Program (LIP) and/or Local Action Units (LAU) ownership monitoring:
 - Review recorded documentation for re-financing, transfer, etc.;
 - Issue and track annual self-certification letters;
 - Approve owner re-financing and related inquiries:
 - Includes initial valuation, assisting owners through process, getting municipal approval
 - Administration of re-sale assistance for existing owners and perspective purchasers
- Value ownership units for assessment purposes
 - Provide the Assessor’s Office with annual valuations for the affordable units, based on an analysis of each deed restriction and its method of resale calculation.
- Conduct annual LIP/LAU rental monitoring and certify the following to EOHLIC:
 - Review rents and tenant certification;
 - Check that units are maintained; and
 - Ensure tenant selection process complies with Fair Housing laws.
 - Develop a list of compliance violations with a proposed course of action, as well as certifications of compliance.
 - Ensure annual rent increases are allowed under State/National requirements and limits
- Track foreclosures
- Lead local LIP/LAU Lottery processes and Affirmative Fair Housing Marketing Plans, for new and existing developments

2. Subsidized Housing Inventory administration

- Reconcile municipal inventory records with the Subsidized Housing Inventory (SHI) maintained by the Executive Office of Housing and Livable Communities (EOHLIC)
- Support in Request for New Units to the inventory as required

3. Local Support

- Project Consultation:
 - Meet on-site with staff and housing entities
 - Assist town boards and developers with evaluating parcels or town-owned property and soliciting developer interest;
 - Facilitate site and conceptual plan review, project concepts and designs;
 - Prepare or review project proforma budgets;
 - Prepare Local Preference justification;
 - Analyze projects using locally adopted rules, State guidelines and regulations, best practices;

- Review finalized plans with regard to the affordable component, including unit mix, disbursement, cost, governance, schedule, marketing;
- Interact with EOHLIC and Subsidizing Agencies;
- Provide comments on the Regulatory Agreement, and other local agreements as appropriate.
- Support municipalities on questions regarding Affordable Housing Trust Funds. Help in the development of Resident Assistance Programs such as down-payment assistance, rental assistance, small grants or capital improvement programs, buy-down programs, or any other locally defined initiatives to assist new or existing residents. Activities include:
 - Developing the program including eligibility requirements;
 - Funding and revenue determination;
 - Development of application materials;
 - Implementation assistance (municipality responsible for administration)
- On-site Meetings for staff, Boards and Committees – attending and/or presenting materials related to the above services on an as-needed basis
- Resident Support:
 - Allow residents to contact the service provider directly with questions and concerns related to housing; can include office hours in each community, phone/email responsiveness, referrals, etc. depending on community desires.
 - Consultant should provide response to residents within 24-48 hours and support in emergency needs
- Consult on acquisition of units
- Aid in affordable housing grant applications, Requests for Information, Requests for Proposal's
- Bring awareness to member municipalities of annual recertification of Housing Production Plans
- Providing up to date regional data, metrics, and resources
- Conduct outreach to owners (i.e., HOR program letters)
- Prepare proposals for supplemental services as needed
- Help towns achieve town-specific goals

4. Regional Activities

- Financial accounting
- Bi-Monthly Advisory Committee Meeting agenda and minutes development
- Educational training to municipalities on Regional/State/Federal housing grants, initiatives, resources
- Status reporting and Communication Strategy
- Assist communities with regional linkages
- Maintain and regularly update the organizations MNRHSO.org website
- Create and maintain Interested-buyer/renters list and provide awareness on upcoming housing opportunities
- Provide training, workshops and referrals of resources to existing owners and renters by connecting them to programs and services available regionally

Exhibit B
Fee Structure

The participating municipalities will proportionally share the total cost of operating the Regional Housing Services Office, each Municipality’s proportionate share being deemed its “Membership Fee”. Invoicing and documentation of total fees and hours worked by the Consultant shall be recorded and provided to each participating municipality for proof of services.

Membership Fee Schedule:

	FY25	FY26 (estimated)*
Reading	\$15,000	\$15,000
North Reading	\$15,000	\$15,000
Saugus	\$15,000	\$15,000
Stoneham	\$15,000	\$15,000
Wakefield	\$15,000	\$15,000
Wilmington	\$15,000	\$15,000
Woburn	\$15,000	\$15,000

*FY26 Membership Fees are to be determined by the Advisory Committee during FY25 based on a tracking of hours allocated and reported by the Consultant to each municipality.

This fee structure does not include payment for additional or supplemental services which will be procured and invoiced outside of this agreement.



Accountant

To: Select Board
From: Sharon Angstrom, CFO/Town Accountant
Subject: Multi-Unit Condo Water/Sewer Rates
Date: October 23, 2024

At the last Select Board meeting, the board asked me to find a solution to lower the water rates for residents of multi-unit condos. The solution available through MUNIS allows us to enter a condo factor (i.e., # of units attached to the meter). We found that this solution seemed to achieve the desired result giving each owner access to 10 HCF at the lowest possible rate, except in the case of the Postmark building. We found that many of the residents in this building do not use all ten units/HCF allowed at the lowest rate per unit. Thus, the restaurant benefited from the unused usage of other residents and would not pay the appropriate rate relative to its usage. To solve this problem, I am proposing to use the condo factor method, and for the short term, we will adjust the Postmark bill manually. We will get the quarterly usage for the Post 1917 restaurant through the HOA from the restaurant's submeter and subtract the usage from the main bill. We will then generate a separate manual bill for restaurant usage using the actual usage and charge the restaurant at the appropriate tiers.

This manual process is not ideal as it lengthens an already lengthy process and lends itself to human error; the usual method is to upload the meter readings into our software without data entry. We hope this manual process will be short-lived, as we hope that installing a deduct meter that attaches to the restaurant's submeter will help to automatically pull restaurant usage from the total bill and provide us with the usage automatically to bill Postmark for the restaurant usage. Jayne Wellman, our Assistant Town Manager, and Chris Cole, our DPW Director, are assessing whether this solution is viable and the most cost-effective.

In the meantime, my team is committed to manually adjusting the bill for the Postmark property until an automated method can be installed. We are willing to do this to allow condo residents to enjoy the lowest possible water rates as quickly as possible.

We know of no other condo with a similar situation to Postmark. Most businesses in mixed-use buildings are rented or are not naturally high-water users.

I hope this plan will be sufficient to obtain the Select Board's approval to implement the condo factor for multi-unit condo buildings. I welcome any questions you may have.



Town of Reading
16 Lowell Street
Reading, MA 01867-2683

Fax: (781) 942-5441
Website: www.readingma.gov

PUBLIC WORKS
(781) 942-9077

Date: October 24, 2024
To: Town of Reading Select Board
Cc: Matthew A. Kraunelis, Town Manager
From: Christopher A. Cole, Director of Public Works
Re: Secondary Water Meter – Pilot Program

Per the request of the Select Board, the Department of Public Works is proposing the attached draft policy for implementation of a 400-unit secondary water meter pilot program. This draft policy and regulations have been reviewed by the Water Division, Building Commissioner, and Plumbing Inspector. This policy, if adopted, will set forth uniform requirements for the installation of secondary water meters for the purpose of outside watering use only and is not intended for domestic drinking water or swimming pools. Outside water usage via the secondary meters shall only be allowed between April 1 and October 31. Any usage outside this window would be charged a penalty.

All secondary water metering shall require a rain sensor and a backflow preventor. Property owners will be responsible for paying for all permitting, plumbing work, and the purchase of the secondary meter and transponder. If any illegal tampering of the secondary meter system is found, penalties will be issued.

Any properties that currently have a secondary meter will be issued a letter inquiring whether they want to reactivate their secondary meter. Any properties with existing secondary meters will require an inspection by Town staff including possible replacement of the water meter if necessary. Logistics on the application process via OpenGov is currently being vetted by Town staff.

Rate comparisons will be presented to the Select Board to deliberate on what rate(s) should be charged for the use of the secondary meter.

Thank you,
Christopher A. Cole
Director, Department of Public Works

TOWN OF READING

MASSACHUSETTS



Department of Public Works Second Water Meter Regulation and Fees

Adopted November 2024



**TOWN OF READING
MASSACHUSETTS
DEPARTMENT OF PUBLIC WORKS
75 NEW CROSSINGS RD.
READING, MASSACHUSETTS 01876**

Reading Requirements and Process for Secondary Meter Installation

Authority and Purpose

These regulations set forth uniform requirements for the installation of secondary water meters for the purpose of outside use only and not intended for domestic drinking water, filling swimming pools, or commercial and manufacturing use. All costs associated with the second water meter shall be borne by the property owner and are subject to permitting and all regulations listed below. These regulations are adopted for the purpose of servicing a 400-unit pilot program.

All existing second meters must be inspected by Town of Reading staff (by appointment) and must meet current standards as described in this policy.

Use of secondary water meters to provide outdoor watering shall be operable only during the months of April 1 through October 31, when the Town Manager has imposed no water bans. All irrigation systems will be required to have an operable rain sensor switch as well as a backflow prevention device. Consumption from this meter will be charged a premium water rate only.

These regulations shall apply to residential, commercial, and industrial facilities within the Town of Reading (Town). These regulations amend existing “Water and Sewer Regulations.”

The Department of Public Works, DPW, acting through the Director of Public Works, shall implement and administer the provisions outlined within these rules and regulations.

Secondary Meters

The policy is to allow one secondary water meter to be installed in front of or before the primary meter for the purpose of outside use. Installation shall meet all State and Local plumbing codes and require an approved plumbing permit and inspection. All irrigation systems will be required to have an operable rain sensor switch as well as a backflow prevention device.

Permits

The owner, through their licensed plumber, must obtain all necessary permits from the Reading Community Development Office and the Water Division – ENGINEERING before any work is started including, but not limited to, a plumbing permit and water application. Any application for a service must include drawing(s) of proposed water service, showing all pipes, valves, means and materials involved in the project, including all connections to outside faucets and irrigation system(s) if applicable, completed by a licensed plumber.

Process

1. Apply for a DPW water connection/ application permit through OpenGov.
2. A licensed plumber must apply for a plumbing permit through OpenGov.
3. Must submit drawings of the proposed plumbing alterations, showing all pipes, valves, means, and materials involved.
4. Once approved, the plumber needs to coordinate with the DPW water division to schedule a water shut-off (if needed) and prepare the site for the meter installation.
5. After the preparation work is completed, the plumber must call the Building Department to schedule a final inspection.
6. DPW personnel will install the 2nd water meter. Please allow 24-48 hours after final inspection and before installation.

Fees & Cost

All permits, installation charges, equipment, including a secondary water meter, and water dispensed through the secondary water meter shall be charged to the applicant at a rate approved, from time to time, by the Town Manager. There are no refunds or exchanges.

Owners will not pay sewer charges on the water used through the Secondary Water Meter; however, after 41 HCF units (Tier 4), your water rate will increase by an added conservation rate for units used in excess of 41 HCF units. Consumption from this meter will be charged a premium water rate only.

Meter Cost:

- \$400 meter plus transponder (Residential)
- Price varies (commercial)

Water Connection (Second Meter) Application Fee:

- \$100.00 (residential)
- \$150.00 (commercial)

Plumbing Permit:

- \$50 (Residential)
- \$80.00 (Commercial)

Tamper Fee:

- \$300
 - *Tampering includes but is not limited to customers that received unauthorized, unmetered water, customers that have intentional damage or tampering done to their meters, meter locks, radio readers, wires, or any equipment that is property of the Town.*

Outside of Season Usage Fine:

- \$300
 - *If a secondary water meter records usage outside April 1 to October 31, this fine will be assessed on the customer's next bill.*

Second Water Meter Technical Requirements

Purpose: As stated above, second water meters measure water used outside of the home, so that the sewer fee is based only on indoor water usage. The meter is for outdoor use only and cannot be used for indoor consumption. The meter must be used for the address where it was purchased. All costs associated with the second water meter shall be borne by the property owner and are subject to permitting and all regulations listed below. These regulations are adopted for the purpose of servicing a 400-unit pilot program.

All existing second meters need to be inspected by Town of Reading staff (by appointment) and must meet current standards as described in this policy.

Use of secondary water meters to provide outdoor watering shall be operable only during the months of April 1 through October 31, when the Town Manager has imposed no water bans. All irrigation systems will be required to have an operable rain sensor switch as well as a backflow prevention device.

No Plumber shall be allowed to shut off the water at the outside curb stop entering a home or business. Only the Town of Reading Water/Sewer Division personnel shall perform this function. All inspections for valves and piping will be by appointment only except in an emergency.

When a plumber encounters an old iron pipe service entering the home through the wall or up through the floor, they shall not operate the meter valve. They shall call the Water/Sewer Division Office immediately to determine if the pipe is in sound condition to shutoff the existing meter valve.

When a plumber encounters an old iron pipe service entering the house and it is determined by the Water/Sewer Division personnel that it is poor condition and needs to be replaced, it shall be the home or business owner's responsibility to repair or replace the pipe and meter valve and notify the Town of its repair or replacement before a new secondary water meter can be installed.

If, for any reason, a plumber is unsure about shutting off the meter valve please contact the Water/Sewer Division office to arrange for an inspection of the meter valve or to have the water shutoff at the outside curb stop.

There shall be no freezing of water pipes when installing new plumbing for secondary water meters. All water shutdowns will be by meter valves or outside curb stops. No exceptions to this policy.

All plumbers will be required to have all the tools and equipment needed to ensure no water is allowed to spill or leak onto the basement floor whether it is concrete, tile or carpets, etc.

For the standard meter setup ($\frac{5}{8}$ inch by $\frac{3}{4}$ inch meter), the plumber shall leave a 7.5 inch spacing. All meter bends and straights must be $\frac{3}{4}$ inch male internal pipe thread by 1-inch meter nut connection to the meter. If the assembly is for a meter which is not standard or if there are any questions, the plumber shall verify the adaptor sizes or connection set size and shape with the Water & Sewer Division personnel.

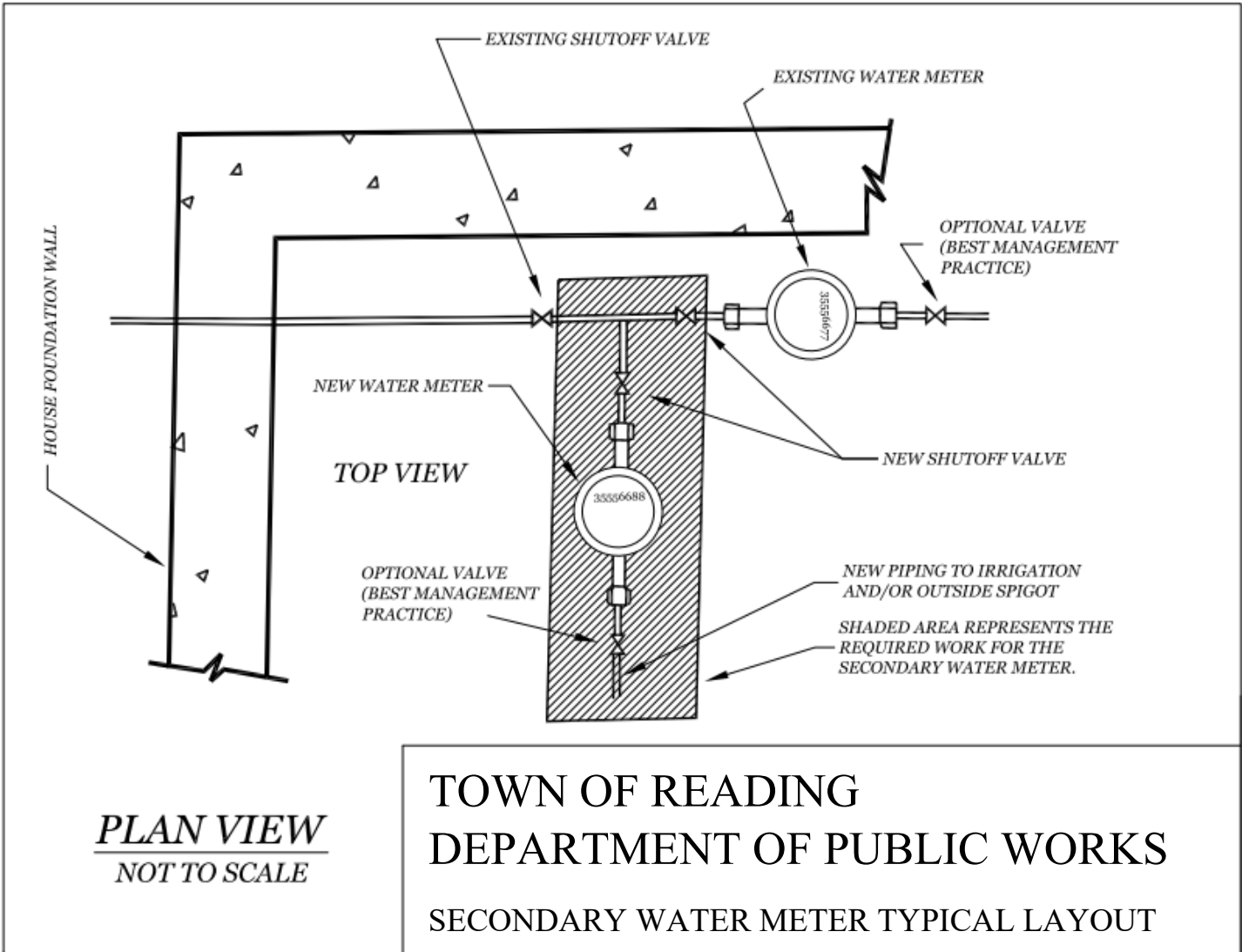
All plumbers are required to include drawing(s) of proposed water service, showing all pipes, valves, means and materials involved in the project, including all connections to outside faucets and irrigation

system(s), if applicable. The drawing showing the “Secondary Water Meter Typical Layout” is not acceptable as the drawing for the plumbing permit.

Backflow devices will be required and pressure reducing valves may be required, as outlined in the State Plumbing Code. Costs for those devices will be the responsibility of the property owner.

After the installation of all valves, piping, and secondary meter all plumbing will be wiped dry and checked for leaks before leaving the premises.

DRAFT



Procedural Information Regarding Secondary Water Meters in Reading

Process:

1. Apply for a DPW Engineering for a Water Application (Service Pipe Connection (SPC) or Service Pipe Maintenance (SPM)) permit online at:

[Click EXPLORE under Department of Public Works](#)

[Click SELECT for Public Works Permits](#)

[Click APPLY ONLINE](#)

2. A licensed plumber must apply for a plumbing permit online at:

<https://readingma.portal.opengov.com/>

[Click EXPLORE under Building/Inspections](#)

[Click SELECT for Plumbing Permit](#)

[Click APPLY ONLINE](#)

*Must submit drawings of the proposed plumbing alterations, showing all pipes, valves, means, and materials involved

3. Once approved, the plumber needs to coordinate with the DPW Water Division to schedule a water shut off (if needed) and prepare the site for the meter installation.

4. After the preparation work is completed, the plumber must call the Building Department to schedule a final inspection.

5. DPW personnel will install the second water meter. Please allow at least 24-48 hours after final inspection and before installation.

Town Contacts:

Department of Public Works
75 New Crossing Rd
781-942-9092

Qualifications:

Must have both Town water and Town sewer accounts. Only exception is well water users with Town sewer only.

Additional Information:

Use of Secondary Water Meters are only permitted between April 1st and October 31st. You may want to consider having your plumber leave a spigot plumbed to your primary line for purposes of washing your car or construction work. **You will not pay sewer charges on the water used through the Secondary Water Meter; however, after 41 HCF units (Tier 4), your water rate will increase by an added conservation rate for units used in excess of 41 HCF units. Consumption from this meter will be charged a premium water rate only. Any tampering with the meter will be charged \$300 and risk loss of meter. Usage outside season will incur a \$300 fee on the next billing cycle.** All irrigation systems will be required to have an operable rain sensor switch as well as a backflow prevention device.

Costs:

Water Connection Application Fee

\$100.00 (residential)

\$150.00 (commercial)

Standard Meter, MTU & Installation

\$400.00 (residential)

Price varies (commercial)

Plumbing Permit

\$50 (Residential)

\$80.00 (commercial)



Secondary Water Meters (400–unit pilot program)



Town of Reading

2nd Meter Highlights

- 400-unit pilot program
- 2nd meter for outside water use only
- Outside water usage via 2nd meter can only be used April 1 to October 31
 - Penalty would be charged for usage beyond these dates
- Rain sensor and backflow preventor required
- Property owner pays for all permitting, plumbing work, and the 2nd water meter
- Penalty charged for any illegal tampering

2nd Meter Highlights (cont.)

- Any properties with existing 2nd water meters will require an inspection by Town staff and possible replacement and/or modifications of the meter system if necessary.
- These properties will receive a letter inquiring whether they want to reactivate the 2nd water meter.
- Logistics on application process through OpenGov currently being vetted

Setting the Rate

READING (per HCF)					
Tiered Rates	Volumes	Primary Water Rate	Second Meter Rate (+5%)	Second Meter Rate (+10%)	Second Meter Rate Tier 4
Tier 1	0 - 10 HCF	\$ 11.15	\$ 11.71	\$ 12.27	\$12.97
Tier 2	11 - 25 HCF	\$ 12.14	\$ 12.75	\$ 13.35	\$12.97
Tier 3	26 - 40 HCF	\$ 12.45	\$ 13.07	\$ 13.70	\$12.97
Tier 4	41 HCF and above	\$ 12.97	\$ 13.62	\$ 14.27	\$15.00

Rate Comparisons

STONEHAM (per HCF)

Tiered Rates	Volumes	Primary Water Rate	Second Meter Rate
N/A	All units	\$ 6.95	\$ 6.95

TEWKSBURY (per HCF)

Tiered Rates	Volumes	Primary Water Rate	Second Meter Rate
Tier 1	0 - 16 HCF	\$ 7.02	\$ 7.02
Tier 2	17 - 32 HCF	\$ 9.93	\$ 9.93
Tier 3	33 - 62 HCF	\$ 13.19	\$ 13.19
Tier 4	63 HCF and above	\$ 16.49	\$ 30.98

LEXINGTON (per HCF)

Tiered Rates	Volumes	Primary Water Rate	Second Meter Rate
Tier 1	0 - 40 HCF	\$ 5.06	\$ 10.02
Tier 2	41 - 80 HCF	\$ 7.59	\$ 10.02
Tier 3	81 HCF and above	\$ 10.02	\$ 10.02
	Tamper Fee		\$ 300.00

NATICK (per HCF)

Tiered Rates	Volumes	Primary Water Rate	Second Meter Rate
Tier 1	0 - 8 HCF	\$ 2.52	\$ 4.49
Tier 2	9 - 16 HCF	\$ 3.85	\$ 8.76
Tier 3	17 - 32 HCF	\$ 5.70	\$ 11.69
Tier 4	33 HCF and above	\$ 8.84	\$ 14.33

Decisions for the Select Board to Make

- What rate(s) should be charged for the 2nd meter?
- Should there be an application fee?
- Is the pilot program only for residential properties?
- Approve Tamper Fee and amount and Out of season use fine and amount.



ANY QUESTIONS?

TOWN OF READING



ARPA Grant as of 10/2/24

YEAR-TO-DATE BUDGET REPORT

FOR 2025 04								
ACCOUNTS FOR:	2280 FGRT ARPA CLFRF GRANT							
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
01 REVENUES								
228J1450 450000	FEDERAL REVENUE							
	-7,592,234.00	0.48	-7,592,233.52	-7,592,233.52	0.00	0.00	100.0%	
TOTAL REVENUES	-7,592,234.00	0.48	-7,592,233.52	-7,592,233.52	0.00	0.00	100.0%	
03 SALARIES								
228J3511 511000	PREMIUM PAY							
	592,234.00	307,765.52	899,999.52	894,972.17	0.00	5,027.35	99.4%	
228J3511 511154	ADD'L STAFF HRS - SR PROGRAMS							
	100,000.00	25,000.00	125,000.00	122,975.00	0.00	2,025.00	98.4%	
TOTAL SALARIES	692,234.00	332,765.52	1,024,999.52	1,017,947.17	0.00	7,052.35	99.3%	
05 EXPENSES								
228J5530 530000	BURBANK Y DISABILITY PROGRAMS							
	3,500,000.00	-3,403,900.00	96,100.00	96,100.00	0.00	0.00	100.0%	
228J5530 530001	TREE & INVASIVE SPECIES REMOVA							
	100,000.00	0.00	100,000.00	99,183.00	560.00	257.00	99.7%	
228J5530 530002	CONSERVATION SURVEYS							
	8,000.00	-8,000.00	0.00	0.00	0.00	0.00		
228J5530 530003	MAILLET SOMMES STWTR PROJECT							
	77,000.00	0.00	77,000.00	77,000.00	0.00	0.00		
228J5578 578000	COVID19 MITIGATION							
	3,500,000.00	-3,261,034.00	238,966.00	217,606.09	0.00	21,359.91		
228J5578 578019	TRAILS COMMITTEE SUPPLIES							
	11,620.00	0.00	11,620.00	11,581.01	0.00	38.99		
228J5578 578023	LITERACY CURRICULUM & PD							
	0.00	2,000,000.00	2,000,000.00	1,490,266.00	509,734.00	0.00	100.0%	
228J5578 578041	SR PROGRAMS & FEASIBILITY STDY							
	800,000.00	-25,000.00	775,000.00	384,491.05	267,668.02	122,840.93		
228J5578 578042	SR CTR DUE DILIGENCE EXP							
	0.00	8,034.00	8,034.00	8,034.00	0.00	0.00		

Health has a proposal for these funds that requires a vote to reallocate.

80k may be reallocated

YEAR-TO-DATE BUDGET REPORT

FOR 2025 04

ACCOUNTS FOR: 2280 FGRT ARPA CLFRF GRANT	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
228J5578 578043	0.00	RHC DIGITIZING PHOTOS/MAPS 13,500.00	13,500.00	4,323.35	0.00	9,176.65	Will be used
228J5578 578044	0.00	CC SURVEYS & BM STEWARDSHIP 30,500.00	30,500.00	14,900.00	0.00	15,600.00	Bare Meadow Stewardship to improve the site - Planning on a large outdoor deck at Matteredra cabin.
228J5578 578045	0.00	READING CHAMBER BUS SUPPORT 29,000.00	29,000.00	29,000.00	0.00	0.00	
228J5578 578046	0.00	RR FALL ST FAIR EXPENSES 25,000.00	25,000.00	25,000.00	0.00	0.00	
228J5578 578047	0.00	READING GARDEN LOST REVENUE 4,000.00	4,000.00	4,000.00	0.00	0.00	
228J5578 578048	0.00	READING FD PANTRY ASSISTANCE 74,200.00	74,200.00	74,200.00	0.00	0.00	
228J5578 578049	0.00	FIRST CONGRESSIONAL ASSIST 4,000.00	4,000.00	4,000.00	0.00	0.00	
TOTAL EXPENSES	7,996,620.00	-4,509,700.00	3,486,920.00	2,539,684.50	777,962.02	169,273.48	95.1%
08 CAPITAL EXPENDITURES							
228J8581 581005	0.00	BM MASTER PHASE I 1,500,000.00	1,500,000.00	1,500,000.00	0.00	0.00	100.0%
228J8588 588460	0.00	WATER CAPITAL PROJECTS 785,314.00	785,314.00	785,314.00	0.00	0.00	100.0%
TOTAL CAPITAL EXPENDITURES	0.00	2,285,314.00	2,285,314.00	2,285,314.00	0.00	0.00	100.0%
09 OTHER FINANCING USES							
228J9596 596500	0.00	XFER TO ENTERPRISE FDS 795,000.00	795,000.00	795,000.00	0.00	0.00	100.0%
TOTAL OTHER FINANCING USES	0.00	795,000.00	795,000.00	795,000.00	0.00	0.00	100.0%
TOTAL FGRT ARPA CLFRF GRANT	1,096,620.00	-1,096,620.00	0.00	-954,287.85	777,962.02	176,325.83	100.0%
TOTAL REVENUES	-7,592,234.00	0.48	-7,592,233.52	-7,592,233.52	0.00	0.00	
TOTAL EXPENSES	8,688,854.00	-1,096,620.48	7,592,233.52	6,637,945.67	777,962.02	176,325.83	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 04							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
1,096,620.00	GRAND TOTAL -1,096,620.00	0.00	-954,287.85	777,962.02	176,325.83	100.0%	

** END OF REPORT - Generated by Sharon Angstrom **

Funds available for reallocation:
 \$108,708.25
(21,359.91) Health proposed uses
 \$ 87,348.34

Other Potential Uses:
 Pickleball Court Design
 Paving
 Sidewalk work
 Additional Capital
 Extra funding for Sewer FY25 -
 lost revenue during second
 meter pilot program.

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Sequence	Field #	Total	Page Break
Sequence 1	1	Y	Y
Sequence 2	5	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.
 Print totals only: N
 Print Full or Short description: F
 Print full GL account: N
 Format type: 1
 Double space: N
 Suppress zero bal accts: Y
 Include requisition amount: N
 Print Revenues-Version headings: N
 Print revenue as credit: Y
 Print revenue budgets as zero: N
 Include Fund Balance: N
 Print journal detail: N
 From Yr/Per: 2024/ 1
 To Yr/Per: 2024/13
 Include budget entries: Y
 Incl encumb/liq entries: Y
 Sort by JE # or PO #: J
 Detail format option: 1
 Include additional JE comments: N
 Multiyear view: D
 Amounts/totals exceed 999 million dollars: Y

Year/Period: 2025/ 4
 Print MTD Version: N

Roll projects to object: N
 Carry forward code: 1

Field Name	Find Criteria	Field value
Fund		2280
Budgetary		
School Budg		
Division/loc		
Category		
Object Sumry		
GAAP		
Reserved		
Character Code		
Org		
Object		
Project		
Account type		

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Account status
Rollup Code

November 5, 2024	STATE ELECTION		
November 12, 2024	SUBSEQUENT TOWN MEETING		
November 14, 2024	SUBSEQUENT TOWN MEETING		
November 18, 2024	SUBSEQUENT TOWN MEETING		
November 19, 2024		Tuesday	
	Overview of Meeting		7:00
	Public Comment		7:05
	Select Board Liaison and Town Manager Reports		7:15
	Discuss and Vote on Symonds Way Land for Pickleball		
	Vote on Select Board Designee for ACE		
	Update from PBC on Senior Center project		
	Discuss Section 1.5 of the Select Board Policies; Volunteer Board and Committee Appointments	Board	
	Future of the Pleasant Street Center Building	Dockser	
November 21, 2024	SUBSEQUENT TOWN MEETING		
December 3, 2024		Tuesday	
	Vote to approve Annual Liquor Licenses		
December 4, 2024		Wednesday	
	Department Budget Presentations		
December 10, 2024		Tuesday	
	Department Budget Presentations		
	Library Budget Presentation	Lannon	
	Recurring Agenda Items		
	Close Warrant: Annual Town Meeting	March	
	Close Warrant: Subsequent Town Meeting	September	
	Appoint Town Accountant	March	Annual
HEARING	Approve Classification & Compensation	May	Annual
	Appointments of Boards & Committees	May/June	Annual
HEARING	Approve Tax Classification	October	Annual
	Approve Licenses	December	Annual
	Arbor Day Proclamation	April	Annual
	Liaison: RCTV members Report		Annual
	Liaison: CAB (RMLD) member Report		Annual
	Liaison: MAPC member Report		Annual
	Liaison: Reading Housing Authority Report		Annual

	Liaison: Reading Ice Arena Report		Annual
	Town Accountant Report		Qtrly
	Economic Development Director		Semi-ann
	Parking/Traffic/Transportation Task Force (PTTTF)		
	Town Board & Committee visits		
	Town Department visits		
	Review Select Board Goals		
	Review Town Manager Goals		February/March

Select Board Draft Minutes

September 10, 2024

Public Comment

Chris Haley noted he is speaking as a resident and not a Select Board member. He noted he is unable to give his opinions on anything related to MBTA Communities or Haven Streetscape project tonight as a Select Board member because he owns commercial property on Haven Street. He thanked Guy Manganiello for filing his disclosure form to participate in the MBTA Communities properly but unfortunately, he was attacked by members in this room and the public online. He then noted he does not support the Haven Streetscape project or MBTA Communities.

Liaison Reports

Murphy gave updates on the recent School Committee meeting. She also noted there will be two more public hearings hosted by CPDC regarding MBTA Communities, one on September 16 and another on September 19.

Herrick attended a recent Lunch N' Learn at the Pleasant Street Center. She attended a recent Recreating and CPDC meeting. She also attended the Fall Street Faire. The library trustees met last night and discussed their ongoing landscape plan.

Haley noted the Charter Review Committee met and went over all the changes they will be proposing. They will meet again September 23rd with Town Counsel.

Dockser noted ReCalc has now sunset and had their final meeting. The Permanent Building Committee has now taken the project and the next step is to hire an Owners Project Manager. He noted the Fall Street Faire had a great turnout.

Bacci thanked the Rotary for the Fall Street Faire. He attended the Recreation and CPDC meetings as well.

Town Manager Report

Thanked the Rotary as well for the Fall Street Faire. There is a financial forum on September 18th. They have hired a nurse advocate/ public nurse. They are in the process of hiring a health inspector which will make them fully staffed. Fire Chief Greg Burns announced he will be retiring in May after over 20 years of service as Chief!

Haven Streetscape Discussion

Haley left the room for this discussion because he owns property on Haven Street.

Town Engineer Ryan Percival along with Scott Ridder and Darshan Jhaveri from BETA Group gave the board a presentation on the Haven Streetscape project. The presentation can be found in the Select Board packet on the Town website. This project would be using some funds from a MassWorks Grant but they would be looking to borrow around \$5 million.

The board discussed and got a better explanation of the loss of parking spaces and the accessible parking that will be added. Percival explained this plan is not finalized and options can be changed.

Inter-Municipal Agreement for Health Services

Health Director Ade Solarin gave a brief overview of the shared services that the agreement would cover. The towns participating in this shared services agreement are: Reading, North Andover, Andover, North Reading, Lynnfield and Haverhill.

Shared Services Coordinator Annete Garcia then spoke in more detail about the agreement and answered any questions the board had.

Haley moved to approve the Inter-Municipal Agreement for the Public Health Excellence for Shared Services Grant between the Towns of North Andover, Andover, Reading, North Reading, Lynnfield and the City of Haverhill, as presented. The motion was seconded by Dockser and approved with a 5-0 vote.

MBTA Communities Discussion

Haley and Bacci left the room for this discussion because they both own property that could potentially be in the MBTA zoning district.

Community Development Director Andrew MacNichol gave the board a presentation on MBTA Communities and the 2 concepts they are proposing. The presentation can be found in the Select Board packet on the Town website.

Concept 1: A-80 Expansion would maintain the existing Downtown 40-R District zoning as is.

Concept 2: Main Street + Downtown would upzone within the existing Downtown Smart Growth District zoning geography. It would also allow additional multifamily use where it already exists along Main Street.

They have two more public hearings coming up on September 16th and 19th to get additional feedback and allow CPDC to decide which concept they want to put forth to Town Meeting.

Town Forest Committee Presentation

Bill Sullivan, Chair of the Town Forest Committee, gave the board a presentation on the warrant articles they are bringing to Town Meeting in November as well as a general update on things they have been working on. The presentation can be found in the Select Board packet on the town website.

They have been working on removing dead trees and invasive species from the Town Forest as well as replanting new trees. This work requires multiple phases, and they need funding from Town Meeting to complete the project. They have received some grant money but will be asking Town Meeting in November for \$150,000.

They are also proposing a Bylaw Amendment regarding off-leash dogs in the Town Forest. They are first proposing to expand and clarify the definition of "effective voice control on an animal". They will then be proposing to change the number of dogs allowed off-leash per

handler to two dogs. These changes were reviewed by Town Counsel, approved by the Bylaw Committee and supported by the Health Department and Animal Control Officer.

MassDOT Land Taking

Town Engineer Ryan Percival and Town Manager Matt Kraunelis explained to the board the request from the State. The Town owns some land in Wilmington on Route 38 and there is a project going on there and MassDot is requesting a friendly taking. We have no need for the land nor do we know why we own it.

Haley moved to approve the MassDOT Land Damages Agreement relative to 435 Main Street, Wilmington, and authorize the Town Manager to execute said document on behalf of the Town. The motion was seconded by Dockser and approved with a 5-0 vote.

Parking Kiosk Update

Jayne Wellman noted the kiosks are working and will be going live on September 23rd to the public.

Recreation Committee Appointment

Laura Noonan and Kevin Leete are both associate members of the Recreation Committee and are seeking to fill the one full position vacancy.

Laura Noonan was present and explained she is on the committee to focus on making sure recreation activities are inclusive and available to children with disabilities.

Haley moved to appoint Kevin Leete to a full membership on the Recreation Committee with a term expiring June 30, 2026. The motion was seconded by Herrick and failed with a 2-3 vote.

Haley moved to appoint Laura Noonan to a full membership on the Recreation Committee with a term expiring June 30, 2026. The motion was seconded by Dockser and approved with a 4-1 vote.

Town Counsel Exemption

Ivria Fried and Ethan Dively from Harrington & Heep, explained to the board their reasoning for filing a Section 19(b)(1) exemption. This exemption is because they have been asked to participate and advise in the review of the Town Charter. They noted they will recuse themselves from any discussion of Article 6.2 and the substantive amendments to the role of the Town Counsel. Any advice they provide will be limited to the overall Charter amendment process.

The full memo of an explanation from Town Counsel can be found in the Select Board packet on the town website.

Haley moved to approve the Section 19(b)(1) exemption request filed by Town Counsel on September 4, 2024 and authorize the Carlo Bacci, Chair of the Select Board, to sign

the agreement on behalf of the Board. The motion was seconded by Dockser and approved with a 5-0 vote.

Future Agendas

The board discussed future agenda items.

Haley moved to adjourn the meeting at 9:48 PM. The motion was seconded by Dockser and approved with a 5-0 vote.

Select Board Draft Minutes

September 24, 2024

Public Comment

Gena Pilyavsky made a comment about water rates and how they need to fix the multi-unit rates.

David Zeek also commented about how the rates need to be fixed for multi-unit buildings.

John Sullivan had the same comments.

Paul Sullivan had the same comments.

Phil Santoro had the same comments.

Joseph White feels the roads are in horrible condition and there are a ton of potholes.

John Gottwald echoed previous comments about fixing the rates for multi-unit buildings.

Linda Wilkes had the same comments as well.

Liaison Reports

Murphy attended CPDC meeting on Monday regarding MBTA communities. She also attended the School Committee meeting last night; they are hiring for a Director of Finance and METCO Director.

Dockser also attended the CPDC meeting. He also attended the financial forum last week in which it was noted the operating budget is very tight. Lastly, the PBC met last week and they are negotiating a contract with an OPM.

Haley noted the Charter Review Committee met last night and they went over the public feedback from the last meeting and got some legal advice regarding how RMLD fits into the charter. He commended the Police Department for their handling of the incident last night and felt that is was the best use of a reverse 911 call.

Bacci echoed Haley's comments about the Police Department last night. He also attended the second night of the CPDC meeting and commended staff for all their work on MBTA Communities.

Town Manager Report

Kraunelis noted some upcoming events; The arts and cultural festival will be October 5th, along with the Fire Department open house. October 1st will be the Maillet Sommes Morgan ribbon cutting and then there will be coffee with a cop at the last corner. He also thanked the Police for their response to the incident last night. We have a new health inspector and a new Executive assistant in the Operations department.

Appoint Member to Conservation Commission

Haley moved to appoint Carl Saccone to an associate position on the Conservation Commission with a term expiring June 30, 2026. The motion was seconded by Dockser and approved with a 4-0 vote.

Hearing - Safety Amendments

Lt. Jones was present to explain the request of Safety Amendment 2024-07. This request came in as complaint from see, click, fix and then went to PTTTF for further discussion. PTTTF is now suggesting a placement of a stop sign heading northbound on Emerson Street at the intersection with Dividence Road.

Haley moved to close the hearing regarding Safety Amendment 2024-07. The motion was seconded by Dockser and approved with a 4-0 vote.

Haley moved to approve Amendment 2024-07 to the Traffic and Parking Regulations as presented. The motion was seconded by Dockser and approved with a 4-0 vote.

CPA Presentation and Discussion

Joe Carnahan gave the board a presentation on what the Ad-Hoc Community Preservation Act Study Committee has been up too since May. The presentation can be found in the Select Board packet on the town website.

The CPA called to order at 7:57PM.

Karen Herrick joined the meeting via Zoom at 8:00 PM.

He then noted that the committee would like to amend their charge slightly to accommodate a longer timeline which was suggested by Community Preservation Coalition.

Haley moved to amend the charge for the Community Preservation Act Study Committee as presented. The motion was seconded, and the following toll call vote was taken:

Haley - yes; Murphy - yes; Dockser - yes; Herrick - yes; Bacci - yes.

The CPA adjourned at 8:04 PM.

Vote to Close Town Meeting Warrant

Kraunelis and Town Accountant Sharon Angstrom go through the warrant articles with the board and the board decides they want to take 'votes of support' for each article.

Haley moved to support Articles 1-8 on the Subsequent Town Meeting Warrant. The motion was seconded by Dockser and the following roll call vote was taken:

Haley - yes; Murphy - yes; Dockser - yes; Herrick - yes; Bacci - yes.

Haley left the room for discussions and the vote of Article 9 regarding Haven Streetscape project because he owns property on Haven Street.

Dockser, Murphy and Bacci are not in support of spending this much money on this project. Herrick noted she thinks this should still go to town meeting for discussion but isn't

necessarily in support of it either. It was noted all these articles will be going to town meeting, this is just a vote to show if the board supports the article or not.

Dockser moved to support Article 9 on the Subsequent Town Meeting Warrant. The motion was seconded by Murphy and the following roll call vote was taken:

Murphy - no; Dockser - no; Herrick - abstain; Bacci - no.

Haley moved to support Articles 10-14 on the Subsequent Town Meeting Warrant. The motion was seconded by Dockser and the following roll call vote was taken:

Haley - yes; Murphy - yes; Dockser - yes; Herrick - yes; Bacci - yes.

Haley moved to support Article 15 on the Subsequent Town Meeting Warrant. The motion was seconded by Dockser and the following roll call vote was taken:

Murphy - no; Dockser - no; Herrick - yes; Bacci - no; Haley - yes.

Haley and Bacci left the room for discussions and votes on Articles 16 and 17 regarding MBTA Communities because they both own properties that could potentially be in the MBTA zoning area.

Dockser moved to support Article 16 on the Subsequent Town Meeting Warrant. The motion was seconded by Murphy and the following roll call vote was taken:

Murphy - no; Dockser - yes; Herrick - yes.

Dockser moved to support Article 17 on the Subsequent Town Meeting Warrant. The motion was seconded by Murphy and the following roll call vote was taken:

Murphy - yes; Dockser - yes; Herrick - no.

Haley and Bacci left the room and did not participate in the closing of the warrant.

Murphy Moved to close the Subsequent Town Meeting Warrant consisting of 16 Articles to take place on November 12, 2024. The Motion was seconded by Dockser and the following roll call vote was taken:

Herrick - yes; Dockser - yes; Murphy- yes.

Herrick left the meeting.

Second Water Meter Pilot Program Discussion

The board discussed doing a second water meter pilot program. They discussed how it would work and how many residents they would want in this initial pilot program. It only made sense to offer it to those who already have second meters in place from years ago. The board settled on having 400 residents in the pilot program. They would like staff to come up with the specifics of the program and how it will work and come back to the board on October 29.

Dockser moved to direct to the Town Manager to establish a pilot program, with up to 400 participants, allowing for the use of second water meters or deduct meters for the purposes of irrigation, and to report back to Select Board with details regarding the program at their October 29 meeting. The motion was seconded by Murphy and approved with a 4-0 vote.

Minutes

The board reviewed meeting minutes from July 16 and August 20th.

Haley moved to approve the meeting minutes from July 16 and August 20th as presented. The motion was seconded by Dockser and approved with a 4-0 vote.

Future Agendas

The board discussed future agenda items.

Executive Session

Haley moved to enter into Executive Session at 9:39 PM, under purpose 3 for the purpose of discussing strategy with respect to potential litigation pertaining to unpaid police detail invoices and involving B&E Services and Heyland Development and strategy with respect to Town of Reading v. Delphi Construction Inc, and Town of Reading v. Champlain Excavating Inc. because the Chair finds that an open session may have a determinantal effect on the Board's litigating position of the Board, and to invite into the Executive Session, Town Counsel Ivria Fried, Town Manager Matt Kraunelis and Executive Assistant Caitlin Nocella, Chief Clark and not to return to open session. The motion was seconded by Dockser and approved with the following roll call vote:

Murphy - yes; Dockser - yes; Bacci - yes; Haley - yes.