



## Town of Reading Meeting Posting with Agenda

### Board - Committee - Commission - Council:

#### Select Board

Date: 2025-01-21

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:

	<b>Zoom Option:</b>	PAGE #
	Join Zoom Meeting <a href="https://us06web.zoom.us/j/89090023546">https://us06web.zoom.us/j/89090023546</a>  Meeting ID: 890 9002 3546  Dial by your location • +1 646 518 9805 US (New York) • +1 646 558 8656 US (New York)  Find your local number: <a href="https://us06web.zoom.us/u/kiFjNYWq5">https://us06web.zoom.us/u/kiFjNYWq5</a>	
<b>7:00</b>	Overview of Meeting	
<b>7:05</b>	Public Comment	
<b>7:15</b>	Select Board Liaison / Town Manager Reports	
<b>7:30</b>	Trash Cart rollout and general DPW updates	3
<b>8:00</b>	Downtown Parking/ Kiosk update	19
<b>8:30</b>	Discuss options for the future of the Pleasant Street Center	29
<b>9:00</b>	MBTA Turnback Track brief update	

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



## Town of Reading Meeting Posting with Agenda

<b>9:10</b>	Future Agenda items	35
<b>9:20</b>	Approve meeting minutes	37
<b>9:30</b>	Executive Session: To conduct strategy session in preparation for contract negotiations with nonunion personnel - Town Manager Matthew Kraunelis. (G.L. c. 30A, § 21(a)(2))	
<b>10:00</b>	Discussion and potential vote to execute a new employment contract with Matthew Kraunelis for Town Manager services	



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

**Fax:** (781) 942-5441  
**Website:** [www.readingma.gov](http://www.readingma.gov)

**PUBLIC WORKS**  
**(781) 942-9077**

**Date:** January 16, 2025  
**To:** Town of Reading Select Board  
**Cc:** Matthew A. Kraunelis, Town Manager  
**From:** Christopher A. Cole, Director of Public Works  
Michael B. Kessman, Assistant Director of Public Works  
**Re:** Rubbish and Recycling Cart Update

Per the request of the Select Board, the Department of Public Works is submitting the attached presentation updating the Board on the status of the Rubbish and Recycling Cart program.

Town Meeting voted to approve \$900,000 in funding for this cause in November, 2023. The Town has been actively engaging with (3) vendors to prepare for the successful execution of this program including the purchase, delivery and distribution of said carts to all addresses served under the current collection contract. This program will prepare Town as we transition to automated collection, beginning in July, 2026.

Starting Tuesday, April 8, 2025, unassembled carts will be delivered to the gravel parking lot behind the Burbank Ice Arena on Symonds Way. This site will also serve as the staging area where the rollout (assembly and local delivery of the carts) shall occur from. Lastly, collection of old barrels shall be completed via: special Saturday collections by Republic Services; a dedicated roll off container at the DPW yard; and at the annual Spring recycling event at the DPW yard (May / June).

Special priority is being given to residents who do not desire the standard sized carts (64-gallon rubbish and 96-gallon recycling). A list of public engagement completed to achieve this goal is included in the presentation.

We look forward to presenting this information to the Board, and please feel free to reach out to us with any questions prior to your meeting.

Thank you,

Christopher A. Cole  
Director  
781-942-6685

Michael B. Kessman  
Assistant Director  
781-942-6686

# RUBBISH AND RECYCLING CART PROGRAM UPDATE



# What is involved?

- **3 Vendor contracts**
  - **Wastequip** - to purchase and deliver the carts
    - 10 year / 12 year warranty (components / body)
  - **Container Pros** – to ‘rollout’ the carts to residents
  - **WasteZero** – for supply of overflow bags
- ***Reading Conservation Commission Approval***
  - Required for the installation of storage containers at the end of Strout Ave to house extra carts
  - Approved and Complete
- ***Republic Services – disposal of old barrels***

# Where are we at?

- Town meeting approved \$900 k for the supply and delivery of cart rollout November 2023.
- The order has been placed. The PO has been cut.
- We are working with three vendors to achieve this goal.
- Outreach regarding smaller carts is ongoing

## Where are we at? (Continued)

- Rollout to be staged out of the gravel parking lot behind the Burbank Ice Arena on Symonds Way.
- Cart delivery to households will begin Tuesday April 8, 2025.
- Storage site for extra carts has been secured at the end of Strout Ave.
- 2 Storage containers to be installed for this purpose

# Communications and Outreach

## Rubbish & Recycling Communications

Key
Website Posting
Facebook Post
Press Release / Newsletter
Community Engagement

Date	Action
10/01/2024	Pleasantries News Letter Ad for Lunch and Learn 10/09
10/03/2024	"Facebook Post" Advertise Reading Community Services Lunch and Learn
10/03/2024	"Website Posting" Lunch and Learn
10/09/2024	PSC Lunch and Learn (12PM – 1PM)
10/09/2024	"Facebook Post" Reading Community Services Lunch and Learn
12/01/2024	Town Manager Minute Newsletter – Showcase Flyer
12/01/2024	DPW Newsletter – Over 6000 Homes received flyer (In Water Bill)
12/01/2024	Pleasantries News Letter Ad for 12/04
12/04/2024	PSC Trash Talk (9:30AM - 10:30AM)
12/11/2024	"Facebook Post" Office Hours with Chris Cole
12/17/2024	Town Hall Conference Room (Q&A) (4PM – 6PM)
02/03/2025	PSC Trash Talk (1:30PM – 2:30PM)

# Smaller Carts & Second Carts

- Priority given to 60+ and disabled residents
- Small cart signup sheet has 332 entries
- Residents sign up by calling the dedicated phone number 781-942-9077
  
- 48 Gallon Rubbish = 257 Requests
- 48 Gallon Recycling = 235 Requests
- 64 Gallon Recycling = 88 Requests
  
- 2<sup>nd</sup> 64 gallon Rubbish Cart leases are live on OpenGOV (\$200 / year)
- 2<sup>nd</sup> 96 gallon Recycling Cart available via OpenGOV (no charge)

# Overflow bags

- Proposal from WasteZero to supply overflow bags has been received
- The Town is working with WasteZero to manage the financial portion
- Bags will be available at several local retailers
- Potential locations include Stop & Shop, Market Basket, CVS etc.
- WasteZero coordinates directly with the local vendors

# Order Quantities

		Baseline Order (From Assesor's Data)	Small Cart Signup Sheet	Extra Cart Quantity	Order Quantity (Including Extras)
48 Gallon	Rubbish	0	257	93	350
48 Gallon	Recycling	0	235	115	350
64 Gallon	Rubbish	7,372		500	7,872
64 Gallon	Recycling	0	88	212	300
96 Gallon	Recycling	7,565	0	200	7,765

# Order Budget

		Order Quantities	Unit Cost	Item Cost
48 Gallon	Rubbish	350	\$44.50	\$15,575.00
48 Gallon	Recycling	350	\$44.50	\$15,575.00
64 Gallon	Rubbish	7835	\$47.00	\$368,245.00
64 Gallon	Recycling	300	\$47.00	\$14,100.00
96 Gallon	Recycling	7665	\$51.75	\$396,663.75

Total Cost	\$810,158.75
Delivery	\$57,500.00

<b>Grand Total</b>	<b>\$867,658.75</b>
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# Resident Cart Rollout

- *Cart delivery to be staged out of the gravel parking lot behind Burbank Ice Arena*
- *DPW to install temporary chain link fence to secure the area on Monday, 4-7-25*
- *Tractor trailers will arrive overnight Monday night into Tuesday morning, 4-8-25*

# Resident Cart Rollout (Continued)

- *(2) Daytime crews will work to assemble carts and load them into smaller box trucks*
- *Box trucks will make local deliveries Monday – Saturday, 7 AM – 7 PM*
- *Rollout to take 2-3 weeks to complete*
- *DPW staff will be on site to ensure the operation runs smoothly*

# Disposal of old barrels

- Disposal of old barrels to be handled in three ways
  - Special curbside collection of old barrels by Republic to take place every Saturday during June
  - Rolloff dumpster at the DPW yard for residents to dispose of their old barrels
  - DPW annual Spring Recycling Event (May / June - Date TBD)

# Storage of Extra Carts

- Order to include extra parts and carts (all sizes and types)
- The goal is to be prepared to quickly respond to resident requests and future needs
- Extra carts and parts to be stored in containers and an existing garage at the end of Strout Ave.
- Conservation filing complete and approved
- Containers scheduled to arrive on Friday, 1/24

# The Future of Rubbish and Recycling in Reading

- Look ahead to next R&R collection contract
- We will be prepared to switch to an automated collection contract (July 2026)
- Once the rollout is complete, Town staff will begin work on an RFP to obtain the most competitive pricing possible

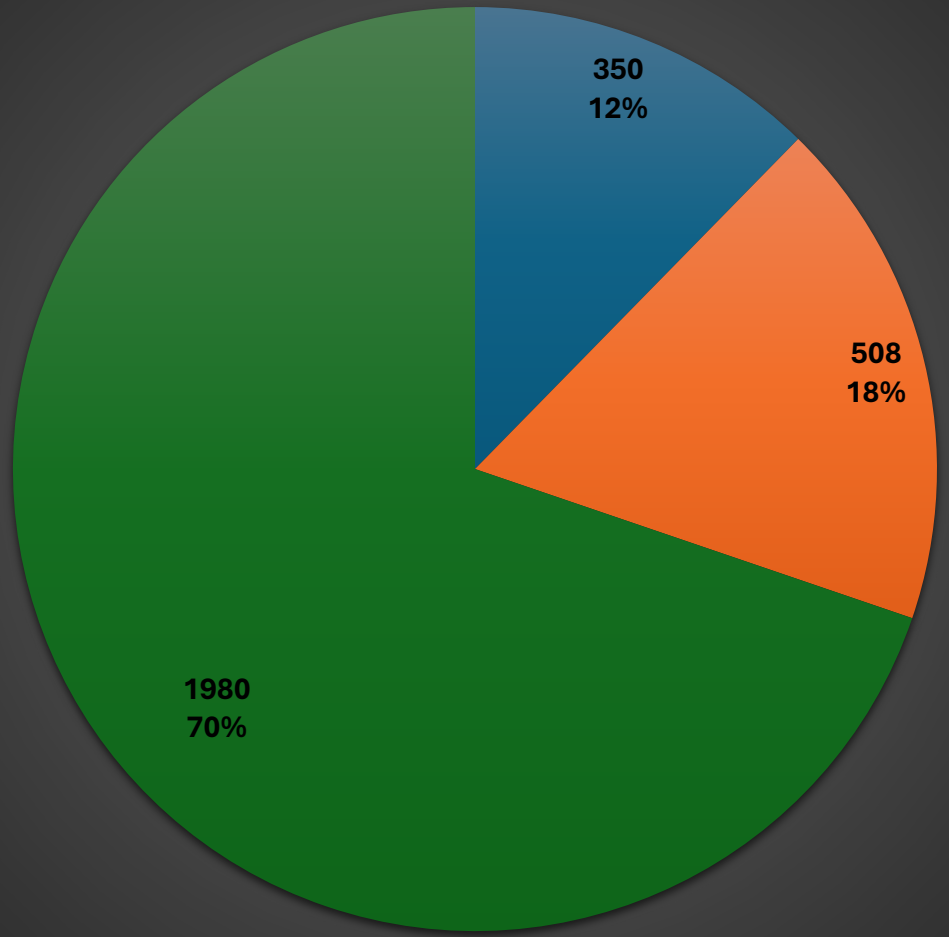
**ANY QUESTIONS??**

# Parking Enforcement Data 2016-2018 2022- Current

## Past and Current Trends Note-Worthy Changes to the Downtown

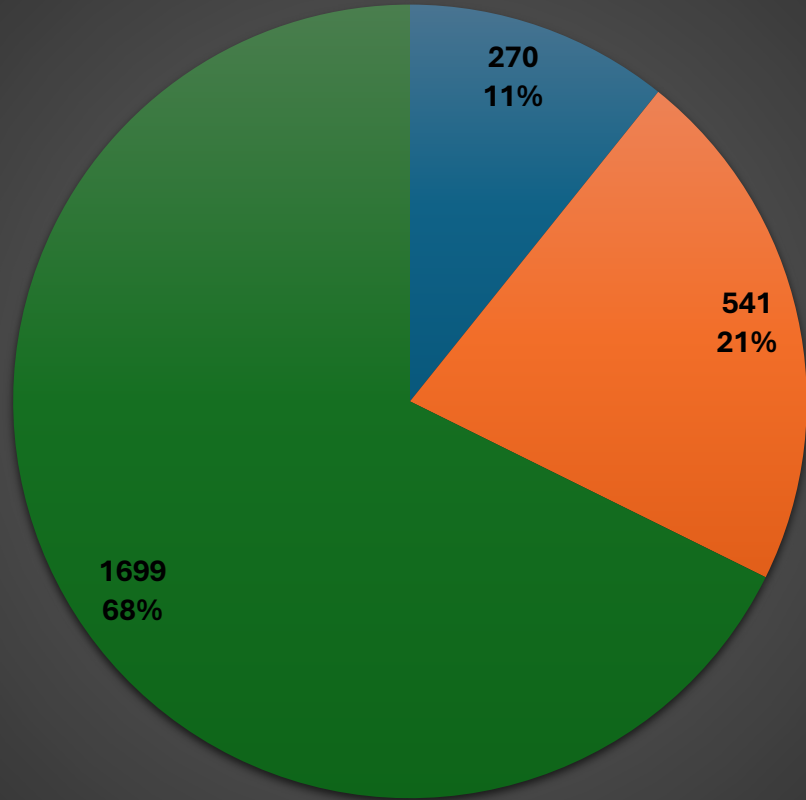
Presented by  
Deputy Chief Christine Amendola  
January 21, 2025

# 2016 Parking Citations



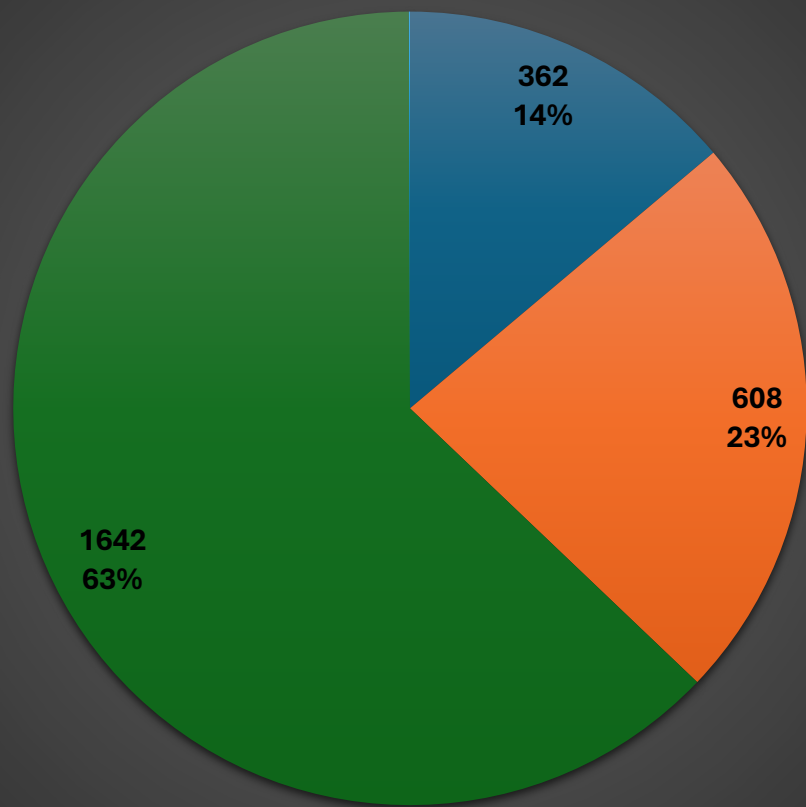
■ Overtime Parking 350   ■ Permit Violations 508   ■ All Other Violations

# 2017 Parking Citations



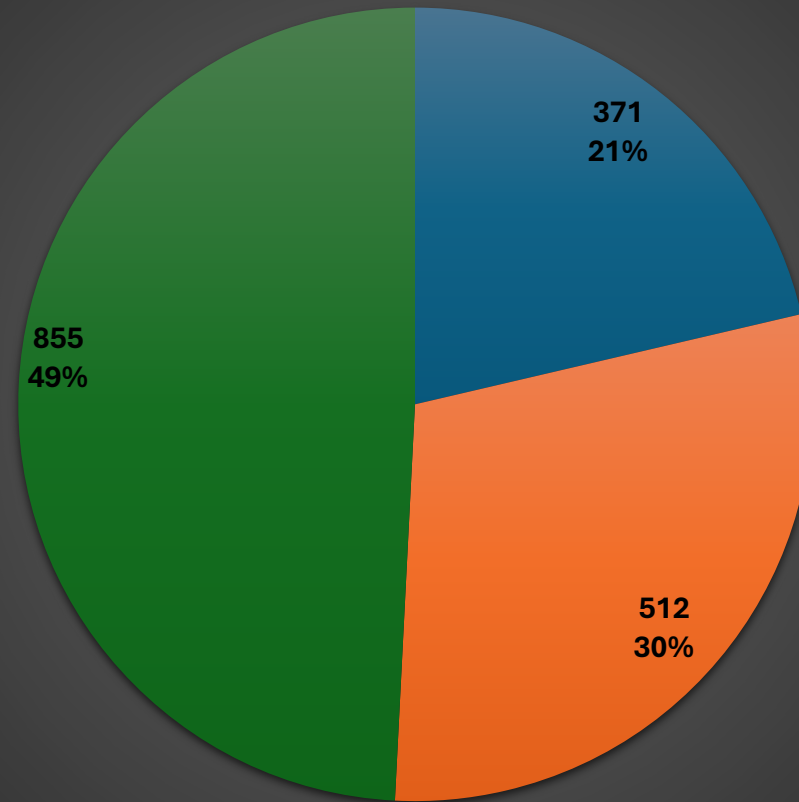
■ Overtime Violations 270   ■ Permit Violations 541   ■ Various Others

# 2018 Parking Citations



■ Overtime Violations 362   ■ Permit Violations 608   ■ Various Others 1642

## Parking Citations 2022

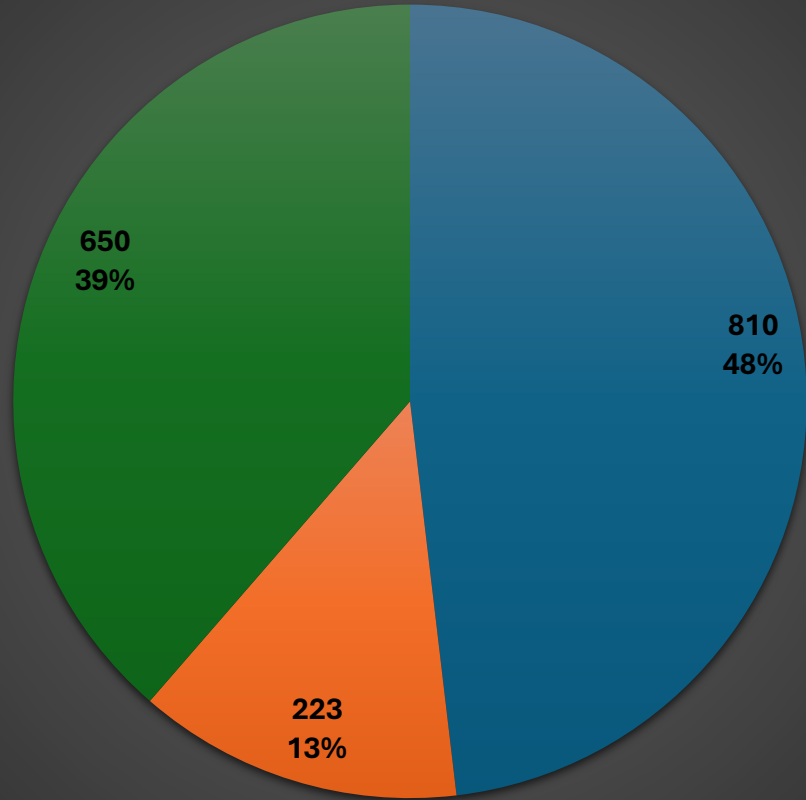


■ Overtime Parking 371

■ No Parking Permit 512

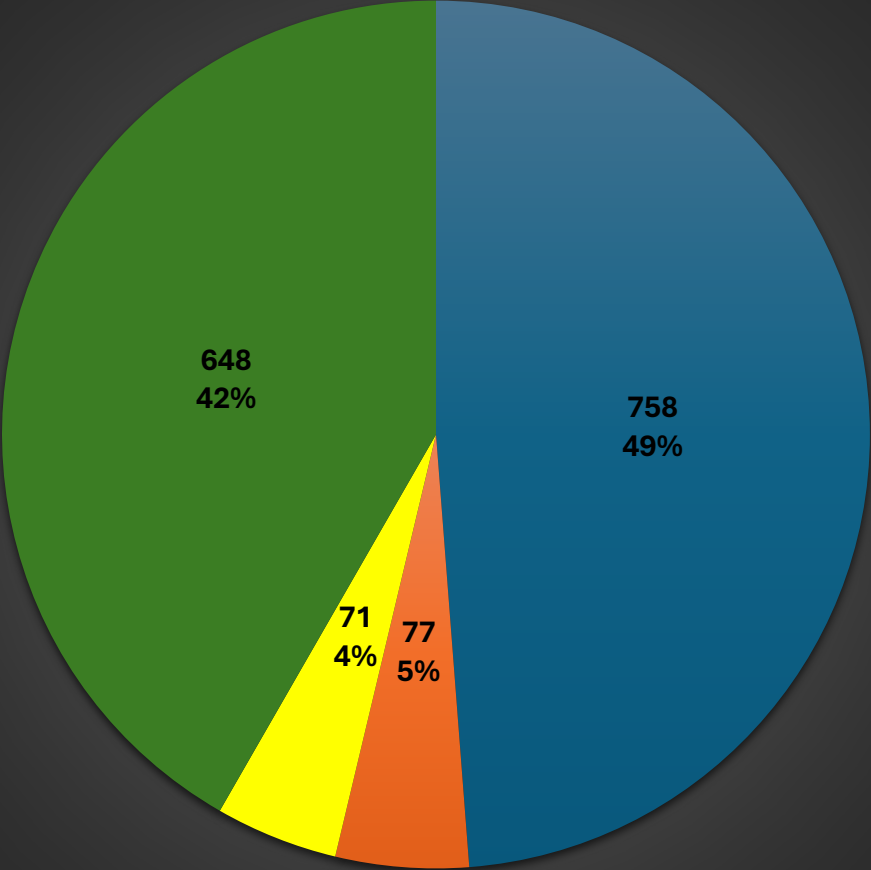
■ All Other Parking Violations

# 2023 Parking Citations



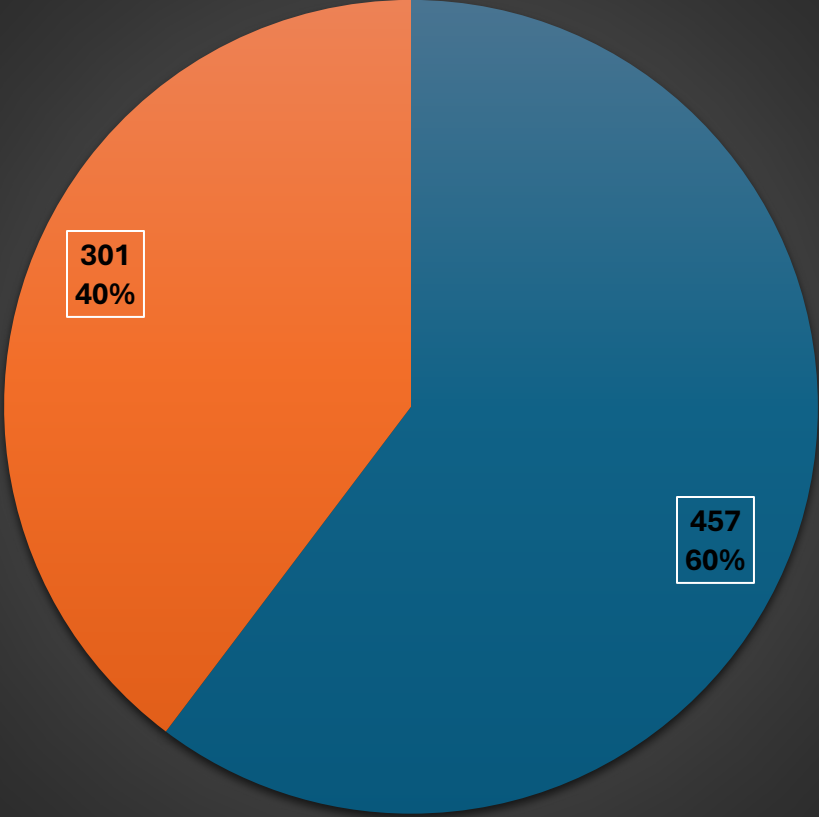
■ Overtime Parking 810   ■ No Parking Permits   ■ Various Vioaltions 650

# 2024 Parking Citations



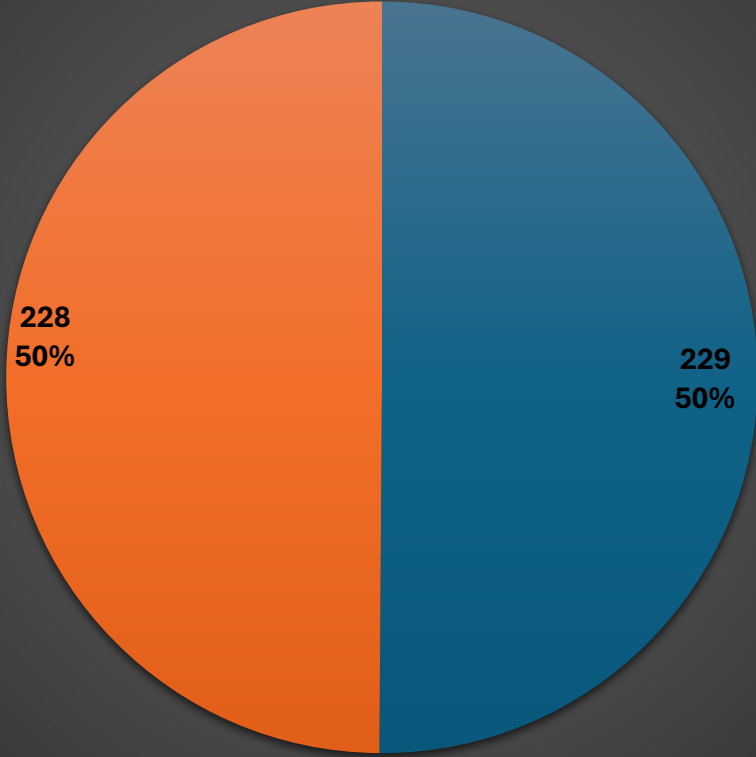
■ Overtime Violations 758 ■ No Permit Violations 77  
■ Failure to Pay 71 ■ All Other Violations 648

# Overtime Violation Breakdown Two Hour vs. Four Hour - 2024



■ Four Hour Violations ■ Two Hour Violations ■

**Parking Lot Break-Down 2024**  
**457 Violations of Overtime Parking from the two lots.**



■ Upper Municipal Lot ■ Brande Court

# Changes to Downtown Reading Worth Noting Over the Last 10 Years

- 205 Residential Units have been built which includes 398 Bedrooms
- 39 Residential Units are currently being built
- 44,500 sf of commercial space/ all new across 7 projects
- 5,200 sf of commercial space currently being built
- No new public parking have been added but changes to permits
- 281 Private Parking Spaces for all the new construction/residential units which is 1.4 spaces per unit
- Looking at the numbers of increased Overtime Parking Violations which have more than doubled since 2018 is the reason for the needed turn-over and customer complaints.
- The parking lots were chosen due to design, location, and access to kiosk to begin the plan for turn-over
- Upper Municipal Lot and Brande Court changed from a two-hour limit to four-hour limit in February 2019



- **Parking Citations January 6- January 15, 2025**
- 79 Parking Violations Downtown
- Overtime Violations: 60 Violations in 8 Working Days

- \* 19 Upper Municipal Lot

- \* 18 Brande Court Lot

This pace of citations for just **overtime parking violations** could increase from last year by 40-50%. Citations for overtime parking continue to rise.

- **Employee Pass Permits:**

- Program is working for many businesses. We can sell 250 Employee Parking Passes. Currently for 2025 we have sold 150 passes.





# The Potential of the Pleasant Street Center

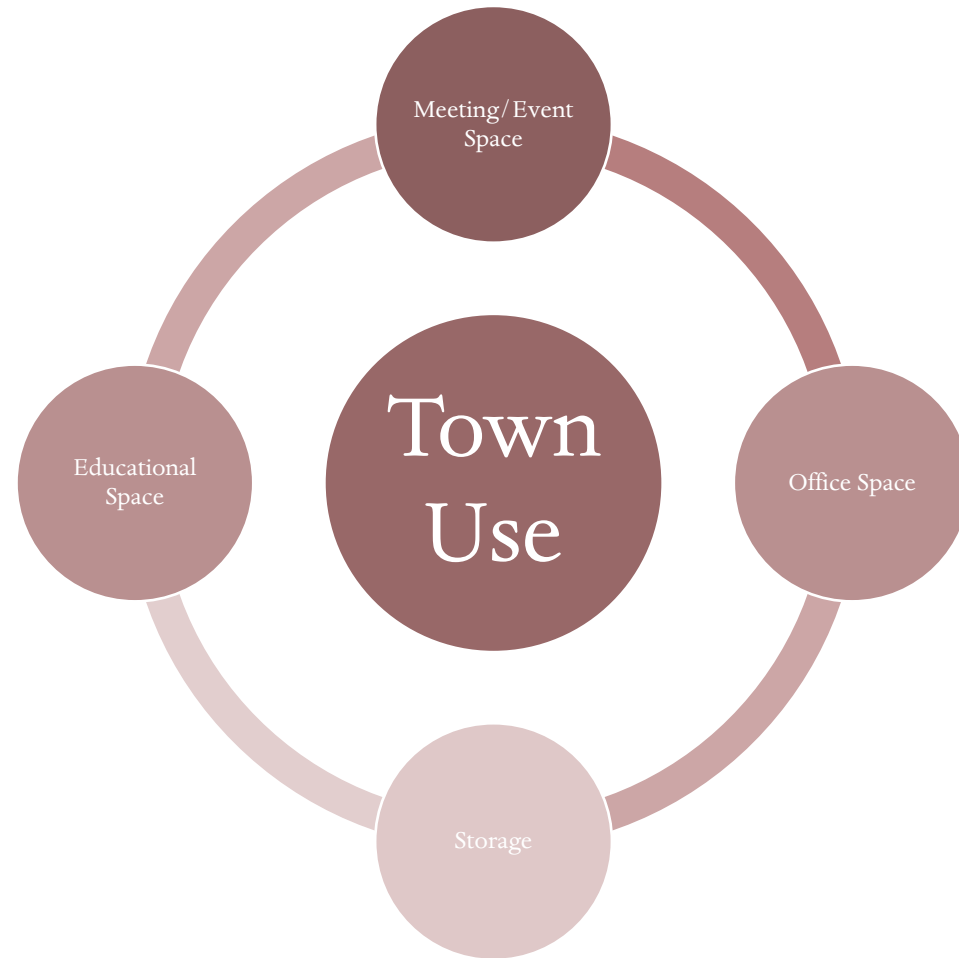
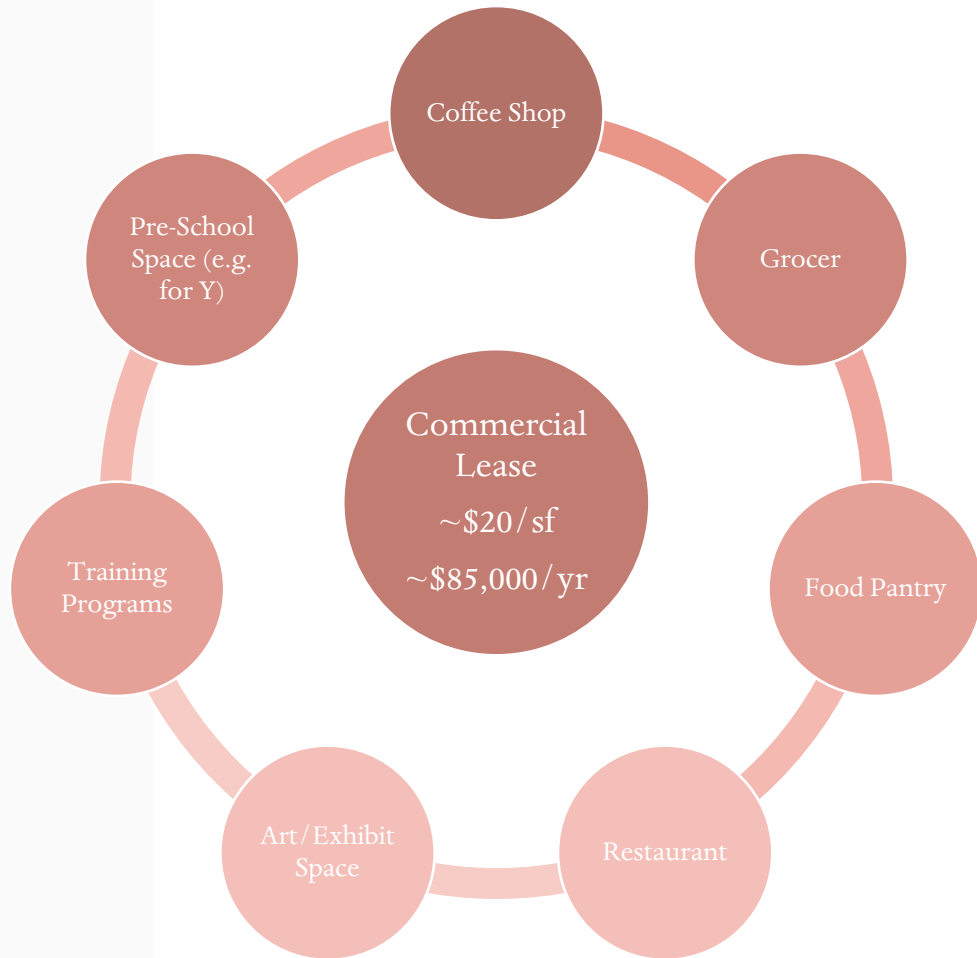
# Quick Facts

- Finished Living Area is 4,320 square feet.
- Currently assessed at \$869,100 (Commercial appraisal has not been completed, as it would be costly and there would be a long wait).
- Site located in a Multi-Family A40 Zone, but at 22,512 square feet, falls short of the 40,000 square foot minimum requirement.
- On the Massachusetts Historic Registry (of local importance), which may be a hurdle to redevelopment possibilities.

# A New Life

- Keep for future Town Use.
- Lease to a non-profit.
- Sell the property.
- Gift to Reading Housing Authority (RHA), who could leverage grants and subsidies to create 3+ affordable units to be managed by the RHA (RHA may be exempt from Multi-Family zoning limitations).

# Potential Uses



# Non-Profit Examples in Other Communities



## INspire Café, Wakefield

- Sponsored by the Boys & Girls Club.
- Provides meaningful employment opportunities for individuals with diverse abilities.

## Breaking Grounds Café, Peabody

- Created by Northeast Arc to support local restaurants in need of employees.
- Provides employment training to people with disabilities or autism.



# Repurposing Examples in Other Communities

## The Center for the Arts, Natick

- Performance Venue.
- Screenings.
- Community Events.
- Education.



## Firehouse Center for the Arts, Newburyport

- Theater.
- Music.
- Gallery.
- Education.



<b>February 4, 2025</b>			
	Overview of Meeting		7:00
	Public Comment		7:05
	Select Board Liaison and Town Manager Reports		7:15
	Mandarin Recognition		
	ReCal design update		
	Safety Amendments		
	MBTA Turnback Track Discussion		
<b>February 18, 2025</b>			
	Overview of Meeting		7:00
	Public Comment		7:05
	Select Board Liaison and Town Manager Reports		7:15
	Close Town Meeting Warrant		
	Pickleball design update/presentation		
	Grey Coach Lane Discussion and Vote to turn Street light back on	<b>Cole</b>	
<b>March 4, 2025</b>			
	Overview of Meeting		7:00
	Public Comment		7:05
	Select Board Liaison and Town Manager Reports		7:15
	Retreat Discussion		
	Commissioners of Trust Funds Update		
<b>March 18, 2025</b>			
	Overview of Meeting		7:00
	Public Comment		7:05
	Select Board Liaison and Town Manager Reports		7:15
	Master Plan Discussion		
<b>April 1, 2025</b>			
	Overview of Meeting		7:00
	Public Comment		7:05
	Select Board Liaison and Town Manager Reports		7:15
<b>April 22, 2025</b>			
	Overview of Meeting		7:00
	Public Comment		7:05
	Select Board Liaison and Town Manager Reports		7:15
<b>April 28, 2025</b>	<b>TOWN MEETING</b>		
<b>May 1, 2025</b>	<b>TOWN MEETING</b>		
<b>May 5, 2025</b>	<b>TOWN MEETING</b>		
<b>May 8, 2025</b>	<b>TOWN MEETING</b>		
<b>May 13, 2025</b>			
	Overview of Meeting		7:00
	Public Comment		7:05

	Select Board Liaison and Town Manager Reports		7:15
<b>May 27, 2025</b>			
	Overview of Meeting		7:00
	Public Comment		7:05
	Select Board Liaison and Town Manager Reports		7:15
<b>HEARING</b>	<b>Classification Plan</b>	<b>Sean Donahue</b>	

Select Board Draft Minutes

December 3, 2024

Bacci and Herrick via Zoom

### Public Comment

Paul Silva advocated for second water meters.

Nancy Docktor wanted to point out that the Select Board Policies are not completely gender neutral.

Angela Binda noted that while second water meters may help some residents, it puts the burden to the rest of the residents who won't be using one and the board needs to consider that.

### Liaison Reports

The board gave their liaison reports and updated the community on several upcoming events in Reading, including the Menorah lighting, Shop the Block downtown shopping event, an Eastern Gateway open house, and a public forum for the Reading Center for Active Living.

### Town Manager Report

Kraunelis provided updates on the town budget process starting with department hearings. also mentions the Adopt-a-Family holiday program run by Elder Services. He also mentions all the upcoming town events, projects, and programs going on.

### Town Manager Review Process

The board discussed the Town Manager review process.

**Herrick moved to authorize Human Resources Director Sean Donahue to collect all the reviews and compile them. The motion was seconded by Murphy and approved with a unanimous roll call vote.**

**Haley moved to solicit feedback from: Superintendent Dr. Milachewski, Library Director Amy Lannon, Town Accountant Sharon Angstrom, Town Clerk Laura Gemme, Police Chief Clark, Assistant Town Manager Jayne Wellman, and Public Services Director Jenna Wood. These reviews will be anonymous. The motion was seconded by Dockser and approved with a unanimous roll call vote.**

### Safety Amendment Hearings

Haley read the hearing notice to open the public hearing. Lt. Jones was present to answer any questions.

The board had two safety amendments in front of them this evening. Safety Amendment 2024-10; the installation and maintenance of an official Right Turn Only Sign at the exit of 62 Willow Street parking lot onto Willow Street and Safety Amendment 2024-11; the installation

and maintenance of an official Left Turn Prohibited sign on the Northerly side of Willow Street across from the entrance to Maillet, Sommes & Morgan Conservation Area parking lot.

**Haley moved to close the hearing regarding Safety Amendments 2024-10 and 2024-11. The motion was seconded by Dockser and approved with a unanimous roll call vote.**

**Haley moved to approve Safety Amendment 2024-10 to the Traffic and Parking Regulations as presented. The motion was seconded by Dockser and approved with a unanimous roll call vote.**

**Haley moved to approve Safety Amendment 2024-11 to the Traffic and Parking Regulations as presented. The motion was seconded by Dockser and approved with a unanimous roll call vote.**

#### Driveway Waiver

Town Engineer Ryan Percival was present to explain the driveway waiver request from the developer at 264 Ash Street. Engineering denied the request because it does not meet the minimum 125-foot separation guidelines between driveways. PTTTF reviewed and determined that there was no concern in regard to public safety or traffic on the roadway to prohibit the driveway.

**Haley moved to approve the driveway waiver request submitted for 264 Ash Street as presented. The motion was seconded by Herrick and approved with a unanimous roll call vote.**

#### Economic Development Update

Senior Planner Kevin McCarthy gave the board a quick update on economic development happening around town.

#### Second Water Meter Pilot Program Discussion

The board continued discussions on a second water meter pilot program. Based on discussions at the previous meeting, DPW Director Chris Cole made updates to the draft policy which can be found in the Select Board meeting packet on the town website. They specifically discussed fees and costs. They also discussed opening this up to as many residents as possible; but it was noted that wouldn't be considered a pilot program if we just allowed second water meters for everyone.

**Haley moved to approve the second water meter pilot program as presented. The motion was seconded by Murphy and approved with the following roll call vote: Murphy - yes; Herrick - no; Haley - yes; Dockser - no; Bacci - yes.**

#### Declare Surplus

The Fire Chief is asking the board to declare an old 2009 Ford Escape as a surplus item so it can be disposed of properly.

**Haley moved to declare the Fire Department's 2009 Ford Escape as surplus. The motion was seconded by Dockser and approved with a unanimous roll call vote.**

Annual Liquor License Renewals

**The board renewed the following liquor licenses for 2025.**

**Haley moved that the Select Board renew the All-Alcoholic Package Store Liquor Licenses for:**

- **Nilkant 350 Inc. d/b/a City Wine Spirits & Smoke Shop, 345 Main Street**
- **Raksha, Inc. d/b/a Square Liquors, 13 High Street**
- **Jay and Ricky, Inc. d/b/a Reading Liquors, 214 Main Street**
- **Anastasi Brookline Inc. d/b/a Reading Fine Wine and Spirits, 25 Walkers Brook Drive**
- **Kajal and Kevin LLC d/b/a The Liquor Junction, One General Way**

**for a term expiring December 31, 2025 subject to the following conditions: All Bylaws, Rules and Regulations of the Town of Reading and of the Commonwealth of Massachusetts shall be followed, and subject to a satisfactory inspection of the establishment by the Town Manager or his designee. The motion was seconded by Murphy and approved with a unanimous roll call vote.**

**Haley moved that the Select Board renew the All-Alcoholic Club Liquor Licenses for:**

- **Meadow Brook Golf Corp. of Reading, MA d/b/a Meadow Brook Golf Club, 292 Grove Street**
- **Home Building Corp. d/b/a Knights of Columbus, 11 Sanborn Street**

**for a term expiring December 31, 2025 subject to the following conditions: All Bylaws, Rules and Regulations of the Town of Reading and of the Commonwealth of Massachusetts shall be followed, and subject to a satisfactory inspection of the establishment by the Town Manager or his designee. The motion was seconded by Murphy and approved with a unanimous roll call vote.**

**Haley moved that the Select Board renew the All-Alcoholic Veteran Club Liquor Licenses for:**

- **Reading Veterans' Association, Inc. d/b/a American Legion Post 62, 37 Ash Street**

**for a term expiring December 31, 2025 subject to the following conditions: All Bylaws, Rules and Regulations of the Town of Reading and of the Commonwealth of Massachusetts shall be followed, and subject to a satisfactory inspection of the establishment by the Town Manager or his designee. The motion was seconded by Murphy and approved with a unanimous roll call vote.**

**Haley moved that the Select Board renew the All Alcoholic Restaurant Liquor Licenses for:**

- **Anthony's Coal Fired Pizza of Reading LLC d/b/a Anthony's Coal Fired Pizza, 48 Walkers Brook Drive**
- **Mecom, Inc. d/b/a Café Capri, 355 Main Street**
- **CAC Foods, Inc. d/b/a Venetian Moon Restaurant, 680 Main Street**
- **Pepper Dining Inc. d/b/a Chili's Grill & Bar, 70 Walkers Brook Drive**
- **HJB Restaurant Company LLC d/b/a Fuddruckers, 50 Walkers Brook Drive**
- **RARE Hospitality International, Inc. d/b/a Longhorn Steak House, 39 Walkers Brook Drive**
- **Boston Foods Inc. d/b/a Zucca Italian Restaurant and Bar, 601 Main Street**
- **The VI Incorp. d/b/a Public Kitchen, 530 Main Street**
- **KOK, Inc. d/b/a Oye's, 26 Walkers Brook Drive**
- **Bistro Concepts, Inc. d/b/a Fusilli's Cucina, 107 Main Street**
- **RKR Corporation d/b/a Bunratty Tavern, 620-622 Main Street**
- **Mandarin Reading Inc, d/b/a Mandarin Reading Restaurant at 296 Salem Street**
- **Reading Foods LLC d/b/a Half & Half at 607 Main Street**
- **PARC LLC d/a/a POST 1917 at 136 Haven Street**
- **Bertucci's Restaurant Corp, d/b/a Bertucci's Brick Oven Ristorante at 45 Walkers Brook Drive**

**for a term expiring December 31, 2025 subject to the following conditions: All Bylaws, Rules and Regulations of the Town of Reading and of the Commonwealth of Massachusetts shall be followed, and subject to a satisfactory inspection of the establishment by the Town Manager or his designee. The motion was seconded by Murphy and approved with a unanimous roll call vote.**

**Haley moved that the Select Board renew the Wine and Malt Restaurant Liquor License for:**

- **Palatat Pattenesuan d/b/a Bangkok Spice Thai Restaurant, 76 Haven Street**

**for a term expiring December 31, 2025 subject to the following conditions: All Bylaws, Rules and Regulations of the Town of Reading and of the Commonwealth of Massachusetts shall be followed, and subject to a satisfactory inspection of the establishment by the Town Manager or his designee. The motion was seconded by Murphy and approved with a unanimous roll call vote.**

#### Select Board Policy Discussion

The board continued their discussion on Section 1.5 of the Select Board Policies specifically discussing volunteer board and committee appointments and procedures.

**Haley moved to approve the amendments to the Select Board Policy in Section 1.5 as amended. The motion was seconded by Murphy and approved with a unanimous roll call vote.**

#### Edge Sports/Symonds Way Update

Bacci noted he met with Edge Sports who was the only responded to the RFI at Symonds Way to see if they were still interested in doing a project down there. It was noted that they were still interested but it would not work in conjunction with the new Senior/Community Center.

#### Future Agendas

The board discussed future agenda items.

#### Executive Session

**Haley moved to enter executive session at 10:37, under Purpose 3 of the Open Meeting Law to discuss strategy with respect to litigation involving (1) *Davenport v. Town of Reading*, and (2) *Town of Reading v. Delphi Construction*, as the Chair declares that an open session will have a detrimental effect on the litigating position of the Town in both matters, to invite Town Counsel Ivria Fried and Ethan Dively, Town Manager Matthew Kraunelis, and Executive Assistant Caitlin Nocella in to the executive session for all matters and Chief Clark for *Delphi Construction* only, and to adjourn from executive session, not to return to open session. The motion was seconded by Dockser and approved with a unanimous roll call vote.**

## Select Board Draft Minutes

December 4, 2024

This meeting is the first night of budget presentations from the departments.

### Fire Department

First up was a presentation from Fire Chief Greg Burns and Assistant Chief Richard Nelson.

The fire department presented its budget proposal for FY26, requesting a 2.72% increase overall. The proposal includes a 2.53% salary increase for contractual obligations and an 8.41% expense increase to cover inflationary costs, equipment maintenance, ambulance billing fees, training, and protective gear. The long-term goal is to add four more firefighters to enhance operational efficiency. Nelson mentioned the department's focus on training and the potential for adding another ambulance in the future due to increased mutual aid

requests. Town also addressed questions about ambulance billing and the possibility of using the town's health trust fund for mobile healthcare services. The conversation ended with a round of applause for Chief Burns, who is retiring.

### Police Department

Police Chief David Clark and Deputy Chief Christine Amendola presented the board with the Police Department, Dispatch and Coalition's FY26 budget requests.

The Police Department is requesting a 3.87% increase overall noting that 95% of this budget is spent on personnel. The staffing wages is increasing by 2.93% budgeting for 46 sworn officers but the department is also anticipating two retirements and two new hires, which will be funded

by the budget increase. The expenses increase of 17.51% is largely due to the parking enforcement software and equipment. The dispatch department is also requesting a small increase in their budget to meet inflation costs. The Coalition, which provides mental health services, has agreed to level fund their expenses. The department's overall budget is expected to be 3.8% with all three budgets combined.

### Health Department

Health Director Ade Solarin presented the Health Department's FY26 budget request.

The budget request includes a 6.5% overall increase. There is an 8% increase in salaries due to COLA and salary adjustments. There is a 1.9% increase in the expense budget to the mosquito control line item.

### Department of Public Works

DPW Director Chris Cole gave the board the presentation for the FY26 budget requests for DPW.

In the general fund, salaries are up 5.3% and expenses are up 3.2%. The total budget increase is up 4.8% including fuel or 3.5% without fuel costs included. He noted there are no requests in staffing changes. The expense increases include training, traffic control repairs, police details, equipment maintenance and fuel.

For accommodated costs, snow/ice control and street lighting are level funded while fuel and rubbish/recycling are seeing increases. The rubbish/recycling increase is the largest due to a few factors including contractual obligations with Republic (this contract is up in 2026) and the new trash and recycling carts that were purchased recently to be rolled out in the spring.

Enterprise Funds are up 3.9% for Water, 3.8% for Sewer and 4.3% for Stormwater. While there are no staffing changes in any three of those departments, there are increases to many expenses in each.

#### Administrative and Public Services

Assistant Town Manager Jayne Wellman presented the budget for Administrative and Public Services. Administrative Services is comprised of Human Resources, Town Clerk's Department, Operations and the Town Manager's Office. Public Services has two divisions, Community Services and Community Development. Under Community Services we have Elder and Human Services, Recreation and Veterans Services. Under Community Development we have Planning & Development, Conservation and Building & Permitting.

Human Resources has no increase to expenses and a 3.88% increase to salaries due to COLA and step increases. Town Clerk has a 3.81% increase for salaries with a decrease of 11.11% in expenses due to elections. Operations is fully staffed with a level services budget. They are expecting a decrease of 1.22% in salaries.

Public Services overall has a 4.98% increase in salaries and 28.54% increase to expenses. It was explained that \$30,000 in MNRHSO Expenses will be reimbursed by the municipalities involved. Reading's portion of the MNRHSO Expenses is still \$15,000 and will not be increasing.

**The board adjourned at 9:43 PM.**