



Town of Reading Meeting Posting with Agenda

2018-07-15-06

Board - Committee - Commission - Council:

Select Board

Date: 2025-08-26

Time: 7:00 PM

Building: Reading Town Hall

Location: Select Board Meeting Room

Address: 16 Lowell Street

Agenda:

Purpose: General Business

Meeting Called By: Madeleine Baptiste on behalf of Chair Chris Haley

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/85159621459 Meeting ID: 851 5962 1459 Dial by your location • +1 646 558 8656 US (New York) • +1 646 518 9805 US (New York)	#
7:00	Pledge of Allegiance	
	Overview of Meeting	
7:05	Public Comment (For any items not included on the agenda)	
7:15	Town Manager Report	
7:20	Community Spotlight	
7:25	Discuss and Vote on Overdose Awareness Proclamation	4
7:35	Annual Update from Reading Ice Arena Authority	5
8:20	Discuss Potential Override/Budget Review - Fire Department Permit and Ambulance Fees (Recurring Discussion)	19

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



Town of Reading Meeting Posting with Agenda

8:50	Update on Charter Review Committee and Discuss Public Hearing	
9:05	Select Board Liaison Reports	
9:15	Future Agendas	25
9:20	Discuss and Vote to Approve Meeting Minutes <ul style="list-style-type: none">• August 5, 2025	28

Select Board DRAFT Motions – August 26, 2025

Overdose Awareness Day Proclamation, August 2025:

[Read Overdose Awareness Day Proclamation]

Move that August 31, 2025 be recognized as Overdose Awareness Day in the Town of Reading.

Approve Prior Meeting Minutes

Move to approve the meeting minutes of August 5, 2025 as presented (**or** amended).

August 2025

Overdose Awareness Day in Reading

Whereas, the Select Board determined that substance use disorders were profoundly impacting the Town and our residents such that they helped establish the Reading Coalition for Prevention & Support in 2006 to improve community collaboration, reduce substance misuse and promote mental health.

Whereas, we must encourage relatives and friends of people with mental and/or substance use disorders to implement preventive measures, recognize the signs of a problem, and guide those in need to appropriate treatment and recovery support services.

Whereas, the purpose of International Overdose Awareness Day on August 31st is for remembering loved ones lost to overdose; and those working with the community to reduce the risk of drug-related deaths.

Whereas, the town acknowledges that the people affected by overdose are deserving of our compassion and support.

Now, Therefore, we the Select Board of the Town of Reading, by virtue of the authority vested in us by the laws of Reading, Massachusetts, do hereby proclaim August 31, 2025 as Overdose Awareness Day.

In Witness Whereof, we have hereunto set our hand this 26th day of August, in the year of two thousand twenty-five.

SELECT BOARD OF READING

Christopher Haley, Chair

Melissa Murphy, Vice Chair

Karen Rose-Gills, Secretary

Carlo Bacci, Member

Karen Gately Herrick, Member

READING ICE ARENA AUTHORITY, INC.

**FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2024 AND 2023**

READING ICE ARENA AUTHORITY, INC.

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
Reading Ice Arena Authority, Inc.
Reading, Massachusetts

Opinion

We have audited the accompanying financial statements of Reading Ice Arena Authority, Inc., which comprise the statements of financial position as of June 30, 2024 and 2023, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Reading Ice Arena Authority, Inc. as of June 30, 2024 and 2023, and the changes in its net assets, and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

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

Responsibilities of Management for the Financial Statements

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

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

tonneson+co

Certified Public Accountants & Consultants

401 Edgewater Place, Suite 300, Wakefield, MA 01880-6208 t. 781.245.9999 f. 781.245.8731 www.tonneson.com

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Reading Ice Arena Authority, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Reading Ice Arena Authority, Inc.'s ability to continue as a going concern for a reasonable period of time.

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

Tonneson & Company, PC

Wakefield, Massachusetts
May 8, 2025

READING ICE ARENA AUTHORITY, INC.

STATEMENTS OF FINANCIAL POSITION

JUNE 30, 2024 AND 2023

	<u>ASSETS</u>	
	<u>2024</u>	<u>2023</u>
CURRENT ASSETS:		
Cash and cash equivalents	\$ 276,463	\$ 528,500
Accounts receivable	4,035	3,903
Inventories	17,441	17,091
Prepaid expenses and other current assets	<u>17,518</u>	<u>16,302</u>
Total current assets	315,457	565,796
PROPERTY AND EQUIPMENT, NET	<u>419,015</u>	<u>187,800</u>
TOTAL ASSETS	<u>\$ 734,472</u>	<u>\$ 753,596</u>
<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES:		
Accounts payable and accrued liabilities	\$ 33,059	\$ 168,567
Deferred revenue	<u>4,453</u>	<u>5,398</u>
Total current liabilities	<u>37,512</u>	<u>173,965</u>
NET ASSETS:		
Without Donor Restrictions		
Operating	591,810	191,017
Board designated - contingency reserve fund	<u>105,150</u>	<u>388,614</u>
TOTAL NET ASSETS	<u>696,960</u>	<u>579,631</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 734,472</u>	<u>\$ 753,596</u>

See Notes to Financial Statements.

READING ICE ARENA AUTHORITY, INC.

STATEMENTS OF ACTIVITIES

YEARS ENDED JUNE 30, 2024 AND 2023

	<u>2024</u>	<u>2023</u>
REVENUE AND SUPPORT:		
Ice rental revenue	\$ 922,591	\$ 873,188
Other services revenue	124,098	114,672
Life insurance refunds	-	45,900
Investment income	<u>1,948</u>	<u>932</u>
Total revenue and support	<u>1,048,637</u>	<u>1,034,692</u>
EXPENSES:		
Program expenses	815,460	837,503
Management and general expenses	<u>115,848</u>	<u>115,246</u>
Total expenses	<u>931,308</u>	<u>952,749</u>
INCREASE BEFORE LEASE EXPENSE	117,329	81,943
LEASE EXPENSE, TOWN OF READING	<u>-</u>	<u>113,966</u>
INCREASE (DECREASE) IN NET ASSETS WITHOUT DONOR RESTRICTIONS	117,329	(32,023)
NET ASSETS WITHOUT DONOR RESTRICTIONS, BEGINNING OF YEAR	<u>579,631</u>	<u>611,654</u>
NET ASSETS WITHOUT DONOR RESTRICTIONS, END OF YEAR	\$ <u><u>696,960</u></u>	\$ <u><u>579,631</u></u>

See Notes to Financial Statements.

READING ICE ARENA AUTHORITY, INC.

STATEMENTS OF FUNCTIONAL EXPENSES

YEARS ENDED JUNE 30, 2024 AND 2023

	YEAR ENDED JUNE 30, 2024			YEAR ENDED JUNE 30, 2023		
	Program Services	Management and General	Total	Program Services	Management and General	Total
Salaries and wages	\$ 306,073	\$ 69,259	\$ 375,332	\$ 293,891	\$ 69,238	\$ 363,129
Utilities	196,249	-	196,249	220,538	-	220,538
Depreciation	70,965	-	70,965	70,825	-	70,825
Direct costs	50,947	-	50,947	62,408	-	62,408
Employee benefits	37,542	9,385	46,927	39,291	9,823	49,114
Insurance	33,205	8,301	41,506	30,126	7,532	37,658
Repairs and maintenance	44,130	-	44,130	33,604	-	33,604
Payroll taxes	23,154	5,789	28,943	24,809	6,202	31,011
Professional fees	8,000	2,000	10,000	13,040	3,260	16,300
Office expense	-	17,745	17,745	-	13,331	13,331
Automobile expenses	10,296	-	10,296	13,138	-	13,138
Supplies	15,590	-	15,590	12,191	-	12,191
Miscellaneous expense	9,581	-	9,581	10,635	-	10,635
Telephone	4,283	1,071	5,354	4,995	1,249	6,244
Sales and meals taxes	3,455	-	3,455	4,539	-	4,539
Provision for credit losses	-	944	944	-	3,356	3,356
Special events	813	-	813	1,706	-	1,706
Advertising	712	-	712	1,421	-	1,421
Dues and subscriptions	-	1,354	1,354	-	1,255	1,255
Licenses and permits	465	-	465	346	-	346
Lease expense	815,460	115,848	931,308	837,503	115,246	952,749
	-	-	-	108,268	5,698	113,966
	\$ 815,460	\$ 115,848	\$ 931,308	\$ 945,771	\$ 120,944	\$ 1,066,715

See Notes to Financial Statements.

READING ICE ARENA AUTHORITY, INC.

STATEMENTS OF CASH FLOWS

YEARS ENDED JUNE 30, 2024 AND 2023

INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS

	<u>2024</u>	<u>2023</u>
CASH FLOWS FROM OPERATING ACTIVITIES:		
Increase (decrease) in net assets	\$ 117,329	\$ (32,023)
Adjustments to reconcile increase (decrease) in net assets to net cash provided by operating activities:		
Depreciation	70,965	70,825
Life insurance refunds	-	(45,900)
Changes in certain assets and liabilities:		
Accounts receivable	(132)	1,772
Inventories	(350)	(6,237)
Prepaid expenses and other current assets	(1,216)	27
Accounts payable and accrued liabilities	(135,509)	85,929
Deferred revenue	(945)	2,710
	<u>50,142</u>	<u>77,103</u>
Net cash provided by operating activities		
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchase of property and equipment	(302,179)	(8,294)
Proceeds from life insurance	-	45,900
	<u>(302,179)</u>	<u>37,606</u>
Net cash used in investing activities		
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(252,037)	114,709
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>528,500</u>	<u>413,791</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 276,463</u>	<u>\$ 528,500</u>

See Notes to Financial Statements.

READING ICE ARENA AUTHORITY, INC.

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 1 - Summary of Significant Accounting Policies

Organization - Reading Ice Arena Authority, Inc. (the "Organization") is a not-for-profit organization formed to operate the Burbank Ice Arena and to foster youth development through local, national, and international amateur sports competitions in hockey and figure skating and to engage in educational and other activities related to amateur athletics and public skating.

Basis of Accounting - The financial statements of Reading Ice Arena Authority, Inc. have been prepared on the accrual basis of accounting.

Basis of Presentation - The financial statements are prepared in accordance with U.S. generally accepted accounting principles. U.S. generally accepted accounting principles establish standards for external financial reporting by not-for-profit organizations and requires that resources be classified for accounting and reporting purposes into two net asset categories according to externally (donor) imposed restrictions. The two net asset categories are as follows:

Net Assets Without Donor Restrictions include net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. These net assets may be used at the discretion of the Organization's management and the board of directors.

Net Assets With Donor Restrictions includes some net assets that are temporary in nature, which are subject to donor-imposed stipulations, that may or will be met by actions of the Organization and/or the passage of time. Other donor-imposed restrictions are perpetual in nature, whereas the donor stipulates that these resources be maintained in perpetuity. For the years ended June 30, 2024 and 2023, the Organization had no net assets with donor imposed restrictions.

Estimates - The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Cash Equivalents - Cash equivalents consist of highly liquid investments with original maturities of ninety days or less. Cash equivalents are carried at cost which approximates market value.

Accounts Receivable - Accounts receivable is stated net of an allowance for credit losses, with changes in the allowance classified as management and general expenses in the statement of activities. Prior to 2024, the Organization provided for probable uncollectible amounts through a charge to earnings and a credit to a valuation allowance based on its assessment of the current status of individual accounts. Beginning in 2024, the Organization assesses collectability by reviewing accounts receivable on a collective basis where similar characteristics exist and on an individual basis when specific receivables with known disputes or collectability issues are identified. The allowance is based on the Organization's estimate of expected credit losses considering historical collectability, judgments about the creditworthiness of customers, and current and forecast economic conditions. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. The amount of write-offs during 2024 was immaterial.

READING ICE ARENA AUTHORITY, INC.

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 1 - Summary of Significant Accounting Policies (Continued)

Inventories - Inventories are stated at the lower of cost or net realizable value. Cost is determined on the first-in, first-out (FIFO) method.

Property and Equipment - Property and equipment are carried at cost if purchased, or the approximate fair value if contributed, less accumulated depreciation. Depreciation is computed using primarily the straight-line method over the estimated useful lives of the assets which range from five to twenty years. Leasehold improvements are depreciated using the straight-line method over the lesser of the term of the related lease or the estimated useful lives of the assets. Additions and betterments of \$2,500 or more are capitalized, while maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed. Amortization of leasehold improvements is included in depreciation expense.

Deferred Revenue - Deferred revenue consists of the sale of advanced ice time and is recognized when used.

Revenue Recognition - Under FASB ASC Topic 606, Revenue from Contracts with Customers (Topic 606), revenue is recognized when a customer obtains control of promised goods or services (the performance obligation) in an amount that reflects the consideration expected to be received in exchange for those goods or services (the transaction price).

Revenue from performance obligations satisfied at a point in time consists of revenues from providing usage of its ice rink to various hockey leagues, teams, figure skating organizations, and individuals (referred to as "ice rental revenue"). Ice rental revenues are recognized when customers gain access to the ice rink, in an amount that reflects the consideration the Organization expects to be entitled to in exchange for those services. In addition, the Organization derives revenue from the sale of food and beverage, pro shop sales, and skate sharpening and rentals. These revenues are also recognized at a point in time. Revenues satisfied at a point in time for years ended June 30, 2024 and 2023 amounted to approximately \$1,045,000 and \$990,000, respectively. Accounts receivable require payment on a short-term basis and, as such, the Organization does not have any significant financing components.

Advertising - Advertising costs are expensed as incurred. Advertising expense for years ended June 30, 2024 and 2023 amounted to approximately \$700 and \$1,400, respectively.

Functional Allocation of Expenses - The costs of providing various programs and other activities have been summarized on a functional basis in the statement of activities. Direct costs are charged directly to the program or other activity based on specific identification. Certain categories of expenses are attributed to more than one program or supporting function. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include expenses related to the operation and maintenance of plant which are allocated on a square footage basis. All other expenses are allocated based on time and effort.

READING ICE ARENA AUTHORITY, INC.

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 1 - Summary of Significant Accounting Policies (Continued)

Income Tax Status - The Organization is exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code. However, income from certain activities not directly related to the Organization's tax-exempt purpose is subject to taxation as unrelated business income. The Organization had no unrelated business income for the years ended June 30, 2024 and 2023.

In determining the recognition of uncertain tax positions, the Organization applies a more-likely-than-not recognition threshold and determines the measurement of uncertain tax positions considering the amounts and probabilities of the outcomes that could be realized upon ultimate settlement with taxing authorities. As of June 30, 2024, the Organization has no uncertain tax positions that qualify for either recognition or disclosure in the financial statements. The Organization is not currently under examination by any tax jurisdiction. The Organization's federal and state tax returns are generally open for examination for three years following the date filed.

Concentrations of Credit Risk - Financial instruments which potentially subject the Organization to concentrations of credit risk consist principally of temporary cash investments and accounts receivable. Credit is granted to customers based on reputation. Revenue from two customers amounted to approximately \$515,000 and \$490,000 for the years ended June 30, 2024 and 2023, respectively. There were no amounts due from these customers at June 30, 2024 and 2023.

The Organization places its cash in institutions which are insured by the Federal Deposit Insurance Corporation (FDIC). At times during the year, the bank balance may be in excess of the FDIC insurance limit of \$250,000 per institution. At June 30, 2024, there were no balances in excess of the FDIC insured limits.

Leases - The Organization leases the ice arena under a variable lease agreement. Finance leases, when applicable, are included in property and equipment as right-of-use ("ROU") assets and current and long-term finance lease obligations on the Organization's statement of financial position. Operating leases, when applicable, are included in other assets as ROU assets and current and long-term operating lease obligations on the Organization's statement of financial position. At June 30, 2024, the Organization has determined that the lease agreement falls under the variable lease exemption, therefore no ROU asset and lease liability were recorded on the accompanying balance sheets.

The Organization determines if an arrangement is a lease at inception. In evaluating contracts to determine if they qualify as a lease, the Organization considers factors such as if they have obtained substantially all of the rights to the underlying asset through exclusivity, if they can direct the use of the asset by making decisions about how and for what purpose the asset will be used and if the lessor has substantive substitution rights. The evaluation may require significant judgement. The Organization's lease agreements do not contain any material residual value guarantees or material restrictive covenants.

READING ICE ARENA AUTHORITY, INC.

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 1 - Summary of Significant Accounting Policies (Continued)

Recently Adopted Accounting Pronouncement - In June 2016, the FASB issued guidance (FASB ASC 326) which significantly changed how entities will measure credit losses for most financial assets and certain other instruments that are not measured at fair value through net income. The most significant change in this standard is a shift from the incurred loss model to the expected loss model. Under the standard, disclosures are required to provide users of the financial statements with useful information in analyzing the entity's exposure to credit risk and the measurement of credit losses. Financial assets held by the Organization that are subject to the guidance in FASB ASC 326 were accounts receivable. The standard was adopted effective July 1, 2023 using the modified retrospective approach. The impact of the adoption was not considered material to the financial statements and primarily resulted in new/enhanced disclosures only.

Subsequent Events - The date to which events occurring after June 30, 2024 have been evaluated for possible adjustment to the financial statements or disclosure is the date of the Independent Auditor's Report which is the date the financial statements were available to be issued.

Note 2 - Availability and Liquidity

The Organization strives to maintain liquid financial assets sufficient to cover 60 days of general expenditures, approximately \$140,000. Financial assets in excess of daily cash requirements may be invested in certificates of deposit, money market funds and other short-term investments.

The table below presents financial assets available for general expenditures within one year of June 30, 2024 and 2023:

	<u>2024</u>	<u>2023</u>
Financial assets at year-end:		
Cash and cash equivalents	\$ 276,463	\$ 528,500
Accounts receivable	<u>4,035</u>	<u>3,903</u>
Total financial assets at year-end	280,498	532,403
Less amounts not available to be used within one year:		
Board designated - contingency reserve fund	<u>105,150</u>	<u>388,614</u>
Financial assets available to meet general expenditures over the next twelve months	\$ <u><u>175,348</u></u>	\$ <u><u>143,789</u></u>

READING ICE ARENA AUTHORITY, INC.

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 3 - Inventories

Inventories at June 30, 2024 and 2023 consist of the following:

	<u>2024</u>	<u>2023</u>
Pro shop	\$ 14,280	\$ 14,717
Snack bar	1,526	1,201
Vending machine	<u>1,635</u>	<u>1,173</u>
	<u>\$ 17,441</u>	<u>\$ 17,091</u>

Note 4 - Property and Equipment

Property and equipment at June 30, 2024 and 2023 consists of the following:

	<u>2024</u>	<u>2023</u>
Leasehold improvements	\$ 712,003	\$ 413,176
Arena equipment	1,101,660	1,098,307
Office equipment	15,110	15,110
Snack bar equipment	15,727	15,727
Motor vehicles	81,262	81,262
Land improvements	<u>97,205</u>	<u>97,205</u>
	<u>2,022,967</u>	<u>1,720,787</u>
Less: accumulated depreciation	<u>1,603,952</u>	<u>1,532,987</u>
Property and equipment, net	<u>\$ 419,015</u>	<u>\$ 187,800</u>

READING ICE ARENA AUTHORITY, INC.

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 5 - Lease

The ice arena is leased from the Town of Reading, Massachusetts. During January 2023, the first of two extensions was exercised which extended the lease until February 2033. The Organization has the right to extend the lease for one more additional ten-year term. Under the terms of the agreement, the amount of lease expense to be paid to the Town of Reading is a variable payment based on the certain revenue received by the Organization less certain expenses paid less property and equipment additions, provided that the Organization's cash and cash equivalents equal or exceed the contingency reserve to be held by the Organization after the lease payment. (Reference is made to Note 6.) Lease expense for the year ended June 30, 2023 amounted to \$113,966. During the year ended June 30, 2024, expenses and property and equipment additions exceeded revenue. Accordingly, there was no lease expense.

The contingency reserve shall not exceed \$300,000, adjusted to reflect increases in the Consumer Price Index from the date of the lease, without permission of the Town of Reading Board of Selectmen. During the year ended June 30, 2024, a portion of the contingency reserve was utilized to fund certain leasehold improvements totaling \$298,827. At June 30, 2024 and 2023, the contingency reserve amounted to \$105,150 and \$388,614, respectively. At June 30, 2024, the maximum amount allowed for the contingency reserve, as adjusted for inflation, amounted to \$403,977.

Note 6 - Board Designated, Contingency Reserve Fund

The lease with the Town of Reading provides for the establishment and replenishment of a contingency reserve fund for the purpose of covering significant repairs, capital costs, replacements, contingent costs and non-insured losses or liabilities. (Reference is made to Note 5.) The contingency reserve fund is adjusted annually to reflect increases in the Consumer Price Index between the date of the lease and the fiscal year end. During the year ended June 30, 2024, a portion of the contingency reserve was utilized to fund certain leasehold improvements totaling \$298,827. At June 30, 2024 and 2023, the net assets designated for this purpose amounted to \$105,150 and \$388,614, respectively.

Note 7 - Employee Benefit Plan

The Organization has a 403(b) plan for all eligible employees. A participant may elect to defer their compensation up to the Internal Revenue Service limits. The Organization may make contributions to the Plan. No contributions were made for the years ended June 30, 2024 and 2023.

While the Organization expects to continue the plan indefinitely, it has reserved the right to modify, amend or terminate the plan. In the event of termination, the entire amount contributed under the plan must be applied to the payment of benefits to the participants or their beneficiaries, as defined in the plan.

Note 8 - Subsequent Events

During November 2024, the Organization installed new front doors and completed locker room improvements for the ice arena at a cost of approximately \$18,000 and \$22,000, respectively.



HEADQUARTERS
READING FIRE DEPARTMENT
Reading, Massachusetts 01867

RICHARD NELSON, Chief
757 Main Street
Phone: 781-944-3132

TO: Mr. Matthew Kraunelis, Town Manager

FROM: Chief Richard Nelson

DATE: August 20, 2025

RE: Ambulance Billing Fee Recommendation

I have gathered rates from nine other MetroFire departments that bill for medical services. In addition, I have received information from New England Medical Billing, our billing company, explaining how the majority of their customers are billing.

The data shows that we bill the lowest of all nine other communities. We also found that most of the other communities have moved to a “bundled” billing system. Under a bundled rate system, the ambulance provider only bills for the level of service such as Basic Life Support, Advanced Life Support 1, Advanced Life Support 2, and a transport milage charge. The transport milage charge is calculated based on the distance the ambulance travels from the patient’s location to the hospital. Currently, we charge a rate for the level of service and bill for other services provided such as oxygen, defibrillator, intravenous therapy, cardiac monitor, etc.

Speaking with our billing company, they also recommend the bundled billing system. Insurance companies are always trying to reduce payments. By billing separate line items, it gives them more of an opportunity to refuse payment. With the bundled system they get one line item increasing the average payment. Additionally, ambulances can “balance bill.” This means that when the insurance company refuses to pay any line item, that balance is then billed to the patient. Under the bundled system, this is unlikely to happen. This will reduce the medical bills that our patients receive.

After a review of the data, I recommend Reading adopt a bundled rate system and increase the rates charged for emergency medical treatment and transportation. This chart provides the average charges from all nine communities, highest charges for the level of service and the lowest charge for the level service, Reading’s charges and a recommended Reading fee structure. Our billing company recommends that we charge the Medicare rate x 300% as many of their customers do. Some charge the Medicare rate x 350%. The fee at 300% is listed under “option B” in the chart. I am recommending the Medicare rate x 250%, bringing us just above the average. Using the 300% would result in us billing the highest out of the nine communities.

Service Description	Average	Highest	Lowest	Reading	Recommended	Option B
BLS Transport	\$ 1,626	\$ 1,999	\$ 850	\$ 850	\$ 1,777	\$ 2,032
ALS 1 Transport	\$ 2,088	\$ 2,475	\$ 1,100	\$ 1,100	\$ 2,111	\$ 2,413
ALS 2 Transport	\$ 2,691	\$ 3,200	\$ 1,500	\$ 1,500	\$ 3,055	\$ 3,491
Mileage	\$ 0.37	\$ 0.60	\$ 0.15	\$ 0.35	\$ 0.40	\$ 0.50

medicare + 250% medicare + 300%

Last fiscal year we transported and billed 1,624 patients. Of these patients 52% were treated at the Advanced Life Support level and 48% were Basic Life Support level. It is important to note that if we increase our ambulance rates, we will only generate increased revenue from patients who have private insurance or self-pay. The increased ambulance rates will not increase revenue from patients who are covered by Medicare or Mass Medicaid because we are required to accept their rates for services. Those rates are provided below:

Service Description	Medicare Rate
BLS Transport	\$ 507.92
ALS 1 Transport	\$ 603.16
ALS 2 Transport	\$ 872.19
Mileage	\$ 8.97

43% of billing was billed through Medicare/MassHealth, the remaining 57% was private insurance or self-pay. Our FY 25 collection rate was 48% of billed services. There are many variables that affect collection rates with monthly swings in FY 25 from 26% to as high as 63%. Below is an estimate of the effect of changing to the recommended rates.

	Billed	Collected / Revenue
2025 Actual	\$ 2,020,456.00	\$ 969,818.88
2025 Estimated	\$ 2,525,155.85	\$ 1,212,074.81
Collection Rate	48%	

It is important to point out that we pay a fee of 4% of the collected revenue to our billing provider. Since FY 23 we have exceeded this line item due to higher collections. For FY 26 we increased the expense line item in the Fire Department budget from \$37,000 (4% of \$925,000) to \$39,000 (4% of \$975,000) to adjust for the increased collections. If the collections were to increase to \$1,200,000, the 4% fee would increase to \$48,000. An adjustment to the Ambulance Billing Services expense line item would be required to offset the change.

I have included the ambulance billing data for the other nine communities for your review.

Department	Bundled	BLS Transport	ALS 1 Transport	ALS 2 Transport	Mileage Per Mile
Belmont	Yes	\$ 1,999	\$ 2,475	\$ 2,950	\$ 40
Lexington	Yes	\$ 1,700	\$ 2,200	\$ 3,000	\$ 36
Lynn	Yes	\$ 1,500	\$ 2,100	\$ 2,500	\$ 60
Needham	Yes	\$ 1,230	\$ 1,635	\$ 2,505	\$ 15
No Name	Yes	\$ 1,700	\$ 2,300	\$ 3,200	\$ 38
Randolph	No	\$ 1,016	\$ 1,206	\$ 1,745	\$ 22
Watertown	Yes	\$ 1,999	\$ 2,475	\$ 2,950	\$ 40
Weston	Yes	\$ 1,791	\$ 2,405	\$ 3,072	\$ 41
Woburn	Yes	\$ 1,700	\$ 2,000	\$ 2,300	

AVERAGE		\$ 1,626	\$ 2,088	\$ 2,691	\$ 37
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Reading	No	\$ 850	\$ 1,100	\$ 1,500	\$ 35
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HEADQUARTERS
READING FIRE DEPARTMENT
Reading, Massachusetts 01867

RICHARD NELSON, Chief
757 Main Street
Phone: 781-944-3132

TO: Matthew Kraunelis, Town Manager
FROM: Richard Nelson, Fire Chief
DATE: August 20, 2025
RE: Fire Department Permit Fee Schedule

The Fire Department's fees have not been updated since 2010. I have conducted an audit of other departments in the area to compare our fees. I recommend that we make modifications to the existing fee schedule. The recommendations will include increases to some fees as well as the addition of permit fees for items that we now permit per Fire Code since 2010.

Permits issued by the Fire Department are regulated by Massachusetts General Law Chapter 148 Section 10A. This law allows the Selectboard to set the following maximum fees:

- A maximum permit fee of up to \$50 may be charged for each permit issued.
- The fee for smoke detector and carbon monoxide alarm inspections may be increased up to the following maximum fee:
 - Single dwelling unit \$50
 - 2- Family Dwelling \$100
 - 6 or fewer residential units \$150
 - 7 or more residential units \$500

Permit Fees

I looked at permit fees for eight other communities. In general, we are below the average fee collected. With the exception of smoke detector inspections, I am not recommending anything increase above \$50. There are a couple permits that we no longer issue to be removed. In addition, we no longer charge for plan review, these fees are built into the Building Permit Fee.

New Permits

Since the adoption of NFPA 1 in 2015 for our Fire Code, permitting requirements have changed. We are now permitting items that were not required previously. As we have added these permits we were only able to charge the \$15 "Special" fee. I am recommending that these items be added to the fee schedule with increased fees to align with other communities.

Potential Result

In 2024 the Fire Department issued 698 permits. \$15,945 in fees were collected as a result. Under the new schedule \$30,110 would have been collected in fees.

Recommendations

The chart below shows the current 2010 rate with a suggested 2025 rate. Changes are highlighted in yellow. Fees that would be new to the schedule are highlighted and labeled. There are two permits that I recommend changing the title to more accurately reflect modern terminology highlighted in blue.

		2010	2025
Smoke/Carbon Monoxide Permits			
Residential Fire Alarm System Installation	<i>existing</i>	\$15.00	\$50.00
Single Family	<i>existing</i>	\$25.00	\$50.00
Two Units	<i>existing</i>	\$50.00	\$100.00
Three to Six Units	<i>existing</i>	\$150.00	\$150.00
Seven or More Units	<i>existing</i>	\$500.00	\$500.00
Re-inspection Fee	<i>new</i>	<i>new</i>	\$50.00
Permits			
Blasting	<i>existing</i>	\$50.00	\$50.00
Fireworks	<i>existing</i>	\$50.00	\$50.00
Flammable and Combustible Storage	<i>existing</i>	\$25.00	\$50.00
Gun Powder	<i>existing</i>	\$15.00	\$25.00
Oil Burner Installations	<i>existing</i>	\$25.00	\$50.00
Oil line, Install New Overhead	<i>existing</i>	\$20.00	\$0.00
Propane (Above and Below Ground)	<i>existing</i>	\$25.00	\$50.00
Special (Tents, Tar Kettles) - <i>Rename "General Fire"</i>	<i>existing</i>	\$15.00	\$25.00
Sprinkler Permit	<i>existing</i>	\$15.00	\$25.00
Tank Truck Parking Permit	<i>existing</i>	\$25.00	\$50.00
Tank Truck Permit	<i>existing</i>	\$50.00	\$0.00
Welding and Cutting - <i>Rename "Hot Work"</i>	<i>existing</i>	\$25.00	\$50.00
Open Burning (Jan 1 - May 1 - 2 days of burning)	<i>new</i>	<i>\$15.00</i>	\$15.00
Energy Storage Systems	<i>new</i>	<i>\$15.00</i>	\$50.00
Alcohol Hand Cleaner Storage (>10 gal)	<i>new</i>	<i>\$15.00</i>	\$25.00
Cannon or Mortar Firing	<i>new</i>	<i>\$15.00</i>	\$25.00
Sprinkler System Permit	<i>new</i>	<i>\$15.00</i>	\$50.00

Tank installation			
Renew Underground Storage Tanks (per tank)	<i>existing</i>	\$25.00	\$50.00
Install Aboveground Storage Tank	<i>existing</i>	\$25.00	\$50.00
Install Underground Storage Tank	<i>existing</i>	\$50.00	\$50.00
Tank Removal Above Ground	<i>existing</i>	\$25.00	\$50.00
Tank Removal Below Ground	<i>existing</i>	\$50.00	\$50.00
Plan Review			
Residential	<i>existing</i>	\$15.00	\$0.00
Commercial Plan review less than 7,500 square feet	<i>existing</i>	\$25.00	\$0.00
Commercial Plan review 7,500 to 12,499	<i>existing</i>	\$50.00	\$0.00
Commercial Plan review 12,500 or greater	<i>existing</i>	\$100.00	\$0.00
Quarterly Inspections			
Nursing Home	<i>existing</i>	\$40.00	\$40.00
Inspections			
Certificate of Occupancy Inspection	<i>new</i>	<i>new</i>	\$25.00
Food Truck Inspection	<i>new</i>	<i>\$15.00</i>	\$25.00
Municipal Fire Alarm			
Permit to Connection to Municipal Fire Alarm System	<i>existing</i>	\$50.00	\$50.00
Fire Alarm Disconnect and Reconnect	<i>existing</i>	\$10.00	\$10.00
Fire Alarm Malfunction			
Excess Alarm Fee (After Six (6) Alarms per year	<i>existing</i>	\$25.00	\$50.00

September 9, 2025			
	Pledge of Allegiance		7:00
	Overview of Meeting		
	Public Comment (for any items not included on the agenda)		7:05
	Town Manager Report		7:15
	Community Spotlight		
	Discuss and Vote on 413 Main Street Early Opening	McDonalds	
	Update from Reading Food Pantry		
	Discuss Establishment of a Commission on Disabilities in Reading		15 mins
	Preview Subsequent Town Meeting Warrant		
	Select Board Liaison Reports		
	Future Agendas		
	Approve Meeting Minutes		
	Possible Executive Session : Facilities Union		
September 23, 2025		Rosh Hashanah (Move Meeting?)	
	Pledge of Allegiance		7:00
	Overview of Meeting		
	Public Comment (for any items not included on the agenda)		7:05
	Town Manager Report		7:15
	Community Spotlight		
	Close Warrant: Subsequent Town Meeting		
	Select Board Liaison Reports		
	Future Agendas		
	Approve Meeting Minutes		
October 7, 2025			
	Pledge of Allegiance		7:00
	Overview of Meeting		
	Public Comment (for any items not included on the agenda)		7:05
	Town Manager Report		7:15
	Community Spotlight		
	Select Board Liaison Reports		
	Future Agendas		
	Approve Meeting Minutes		
October 21, 2025			
	Pledge of Allegiance		7:00
	Overview of Meeting		

	Public Comment (for any items not included on the agenda)		7:05
	Town Manager Report		7:15
	Community Spotlight		
	Select Board Liaison Reports		
	Future Agendas		
	Approve Meeting Minutes		
November 4, 2025			
	Pledge of Allegiance		7:00
	Overview of Meeting		
	Public Comment (for any items not included on the agenda)		7:05
	Town Manager Report		7:15
	Community Spotlight		
	Review 2026 Meeting Schedule		
	Select Board Liaison Reports		
	Future Agendas		
	Approve Meeting Minutes		
November 10, 2025	Town Meeting		
November 13, 2025	Town Meeting		
November 17, 2025	Town Meeting		
November 20, 2025	Town Meeting		
December 2, 2025			
	Pledge of Allegiance		7:00
	Overview of Meeting		
	Public Comment (for any items not included on the agenda)		7:05
	Town Manager Report		7:15
	Community Spotlight		
	Approve Annual Licenses		
	Select Board Liaison Reports		
	Future Agendas		
	Approve Meeting Minutes		
December 3, 2025			
	Pledge of Allegiance		7:00
	Overview of Meeting		
	Public Comment (for any items not included on the agenda)		7:05
	Town Manager Report		7:15
	Community Spotlight		
	Budget Presentations		
	Select Board Liaison Reports		
	Future Agendas		
	Approve Meeting Minutes		
December 9, 2025			

	Pledge of Allegiance		7:00
	Overview of Meeting		
	Public Comment (for any items not included on the agenda)		7:05
	Town Manager Report		7:15
	Community Spotlight		
	Budget Presentations		
	Select Board Liaison Reports		
	Future Agendas		
	Approve Meeting Minutes		

Select Board

August 5, 2025, 7:00 pm

Town Hall Select Board Meeting Room

Members Present: Chris Haley, Melissa Murphy (Remote), Karen Rose-Gillis, Carlo Bacci, Karen Gately Herrick

Others Present: Town Manager Matt Kraunelis, Assistant Town Manager Jayne Wellman, CFO Sharon Angstrom, DPW Director Chris Cole, Marianne Downing, Computer Technician Tim Johnson (Remote), RCTV Studios (Remote), Angela Binda (Remote), Elizabeth Pisano (Remote)

This meeting was held in the Town Hall Select Board Meeting Room and remotely via Zoom.

Chair Chris Haley called the meeting to order at 7:00 pm and provided an overview of the evening's agenda.

Town Manager Report

Town Manager Matt Kraunelis stated that Reading has completed all steps in the process of becoming a Green Community. The Town will receive its official designation from the State at an event on August 21st. He highlighted the hard work of many people to achieve this and that this designation is a significant milestone for Reading. He reminded everyone that the first Financial Forum has been scheduled for Wednesday, September 17th at 7:00 pm at the Library.

Assistant Town Manager Jayne Wellman noted that she met with the MBTA and the delegation as a first step in their process of conducting studies and public engagement. She explained that next steps for the MBTA include meetings with the Police and Fire Chiefs, Town Manager Matt Kraunelis and Assistant Town Manager Jayne Wellman, and holding a public engagement session in early September. The session is planned to be remote with an in-person attendance option at the Library. Jayne shared that she and other staff members began development of the operations plan for the Reading Center for Active Living. She stated her intent to bring this plan to both the Council on Aging and Recreation Committee to receive feedback. She highlighted that the Town received five proposals for the rubbish and recycling contract. She shared feelings of encouragement from this and noted her plans to keep the Board fully informed in the selection process.

Some Board members requested that Melissa Murphy provide an update on RCTV contract negotiations before addressing other agenda items. Ms. Murphy stated that the group had several meetings, and she cannot share much detail right now with negotiations progressing, as no agreements have been made yet.

Karen Gately Herrick requested that a broader discussion take place with the full board.

Community Spotlight

Town Manager Matt Kraunelis highlighted the work of Next Step Ministry Volunteers. He noted that they were originally recruited by the Town's Conservation Officer and thanked them for their reliability, substantial contributions to the Town, and the positive impact they have had on many conservation areas. Mr. Kraunelis congratulated Marathon Sports on their one-year anniversary of opening in Town and thanked them for being a great part of Reading's downtown. He also noted that Marathon Sports plans to hold a celebration event in the coming weeks for their anniversary.

Board Members addressed the sudden passing of resident Michael Coltman and extended their sentiments to his family. They noted Mr. Coltman's great value to the community and highlighted his involvement in many aspects of the Town.

Discuss and Vote on Internal Borrowing Related to Killam School, Reading Center for Active Living, and Birch Meadow Phase II Projects

CFO/Town Accountant Sharon Angstrom explained the process of the proposed internal borrowing of funds from the Town's reserve funds for the Birch Meadow Phase II project in the amount of \$2.14 Million, Killam School project in the amount of \$6 Million, and the Reading Center for Active Living project in the amount of \$1.5 Million. She noted that the Town's bonding agent recommended that the internal borrowing be borrowed all at once, as it will save on interest and debt issuance costs. Ms. Angstrom stated that the proposed amounts needed for each project were provided by the Owners Project Managers (OPM).

Maryanne Downing of 13 Heather Drive, in the capacity of her role as a member of the Finance Committee, asked Sharon why this topic of borrowing was not raised at any recent Finance Committee meeting. Sharon explained that she discussed this publicly at Town Meeting with the intent to carry out this internal borrowing and explained that it does not need Finance Committee approval.

Karen Rose-Gillis moved to approve the internal borrowing of \$9.64 Million for the following projects:

- **Birch Meadow Phase II: \$2,140,000**
- **Killam School: \$6,000,000**
- **Reading Center for Active Living: \$1,500,000**

The motion was seconded by Karen Gately Herrick and approved by a vote of 5-0.

Roll Call Vote: Melissa Murphy – Yes, Carlo Bacci – Yes, Karen Gately Herrick – Yes, Karen Rose-Gillis – Yes, Chris Haley – Yes

Discuss Potential Override/Budget Review – Possible Ways to Increase Revenue Through Review of Field Advertising, Short Term Rentals, and Accessory Dwelling Units Rules and Regulations

Assistant Town Manager Jayne Wellman discussed potential revenue streams that focused on advertising on Town fields or sponsorships and short-term rentals. Community Development Director Andrew MacNichol provided a memo that speaks to short term rentals and accessory dwelling units (ADU's). The memo noted that the current room tax rate is four percent, with the possibility of increasing that rate by a Town Meeting vote. Jayne explained that this applies to short-term rentals such as Air BNBS. The tax money is received at the State level and is then passed along to Reading. Ms. Wellman also noted ADU's contribution to the new growth of Reading's revenue. Jayne shared that if the Board wished to advertise on fields, there would have to be a procurement process for any cost over \$10,000. She explained that Recreation Administrator Jim Sullivan proposed a sponsorship type model, as opposed to formal advertising, where a group could adopt/sponsor a court or field to keep advertising displayed in a clean, respectful manner.

The Board members discussed and agreed that they would like to continue conversations and explore these options further.

Public Hearing: Discuss and Vote on Transfer of All-Alcohol Liquor Restaurant Liquor License for Florida Coal Fired Pizza LLC, d/b/a Anthony's Coal Fired Pizza

Karen Rose-Gillis read the Public Hearing Notice. The Board heard from Elizabeth Pisano, counsel for Anthony's Coal Fired Pizza LLC, who stated that the current licensee had filed for bankruptcy and Florida Coal Fired Pizza LLC is acquiring ownership. She further explained that customers will not notice any difference in service as operations will remain the same.

Karen Rose-Gillis moved to close the Public Hearing regarding the Transfer of All-Alcohol Restaurant Liquor License for Florida Coal Fired Pizza LLC, d/b/a Anthony's Coal Fired Pizza. The motion was seconded by Karen Gately Herrick and approved by a vote of 5-0.

Roll Call Vote: Melissa Murphy – Yes, Carlo Bacci – Yes, Karen Gately Herrick – Yes, Karen Rose Gillis – Yes, Chris Haley – Yes

Karen Rose-Gillis moved that the Board approved the transfer of the All-Alcohol Liquor License for Florida Coal Fired Pizza LLC, d/b/a Anthony's Coal Fired Pizza, located at 48 Walkers Brook Drive. The motion was seconded by Karen Gately Herrick and approved by a vote of 5-0.

Roll Call Vote: Melissa Murphy – Yes, Carlo Bacci – Yes, Karen Gately Herrick – Yes, Karen Rose-Gillis – Yes, Chris Haley – Yes

Discuss Forming a Water & Sewer Rate Advisory Committee

Assistant Town Manager Jayne Wellman discussed examples of other towns' structures of their Water & Sewer Rate Committees, including materials from Canton, Swampscott, and Wakefield. She explained that currently, the water and sewer rates are developed by the Town Manager in conjunction with the CFO and DPW Director, along with an outside consultant. The Board expressed interest in a smaller advisory committee, like Swampscott's model, and agreed that improved public education on water rates is needed. The Board discussed creating a more accessible, online explanation of water rate planning available to the public.

Discuss Communication Tracking Methods

Town Manager Matt Kraunelis reviewed the Communication Tracking spreadsheet previously used by former Town Manager Bob LeLaucher. He noted that the spreadsheet tracks emails from the public and the resolutions for each email. He shared that currently it is himself, Assistant Town Manager Jayne Wellman and any other department head if needed, who answers the emails, so someone is always addressing these resident emails. Some Board members proposed using See Click Fix to track these resident complaints because it has different reporting capabilities. Chris Haley stated that he felt like the current excel spreadsheet method makes sense to track actionable items and does not agree with the need to use See Click Fix for this. He also raised the question of whether emails of things such as RMLD related complaints would be considered an actionable item or be addressed by an email from the Board's secretary acknowledging the sender, with reference to a resident email (See Appendix). The Board ended the discussion by agreeing to explore the See Click Fix option and they would like to see examples of what the reports would look like.

Select Board Liaison Reports

Karen Rose-Gillis met with the Ad Hoc Commemoration Establishment Committee twice and discussed the Juneteenth event and future planning for various topics. She held Office Hours at the Library and at Presence and Co. She met with the Reading Housing Authority. She met with a resident named Bob to develop some sort of new resident's packet and plans to meet with people at the Library to collaborate on this. She attended the Eastern Gateway Steering Committee and a Council on Aging meeting. She also met with Simone Payment at the Reading Food Pantry and shared that the Food Pantry invited any Select Board members who were interested in coming to tour their space.

Karen Gately Herrick participated in the MMA Fiscal Policy committee meetings and the MWRA call. She attended a Finance Committee meeting and discussed improving communication between them and the Select Board on certain topics such as the possibility of an override as well as the spending on the Reading Memorial High School Field House floor. She said she hopes to discuss policies on bidding and spending for these types of projects on a future agenda. She attended the RMLD Audit meeting and discovered more information about the kilowatt hour numbers. She

attended a planning and zoning seminar hosted by the Greater Boston Board of Realtors. She also visited an art showcase related to the Writers Collaborative and expressed that it was a wonderful event with great art.

Carlo Bacci attended a Community Preservation Act Study Committee meeting where they continued working on a flyer to showcase what the committee does. He is hopeful it will be ready for distribution through approval at their next meeting, and he expressed that a lot of good discussion was had. He also watched a Community Planning and Development Commission meeting.

Melissa Murphy shared that she has listened to several Conservation Commission meetings where a big topic of discussion is the Primrose School and the Mulberry Forest Montessori School. She has participated in five RCTV meetings regarding negotiations and expressed that the conversations are positive. She also attended the MWRA meeting.

Chris Haley also attended the MWRA meeting and expressed his appreciation for a quiet month.

Future Agendas

Future agendas will include a status update on RCTV, an update from the Reading Food Pantry, an annual update from Burbank Ice Arena, and a discussion on the Charter Review Committee update and public hearing.

Discuss and Vote to Approve Meeting Minutes

Karen Rose-Gillis moved to approve the meeting minutes of July 15, 2025, as presented. The motion was seconded by Karen Gately Herrick and approved by a vote of 5-0.

Roll Call Vote: Melissa Murphy – Yes, Carlo Bacci - Yes, Karen Gately Herrick – Yes, Karen Rose-Gillis – Yes, Chris Haley – Yes

Carlo Bacci moved to adjourn at 8:49 pm. The motion was seconded by Karen Gately Herrick and approved by a vote of 5-0.

Roll Call Vote: Melissa Murphy – Yes, Carlo Bacci – Yes, Karen Gately Herrick – Yes, Karen Rose-Gillis – Yes, Chris Haley – Yes

The meeting adjourned at 8:49 pm.

From: [Rebecca Liberman](#)
To: [RMLD BoC](#); [Reading - Selectboard](#)
Subject: Please do a better job of notifying RMLD customers and Reading residents about Shred the Peak times
Date: Tuesday, August 5, 2025 4:37:40 PM

CAUTION: This email originated from outside of the Town of Reading's email system. Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.



Dear RMLD Board of Commissioners and Select Board Members,

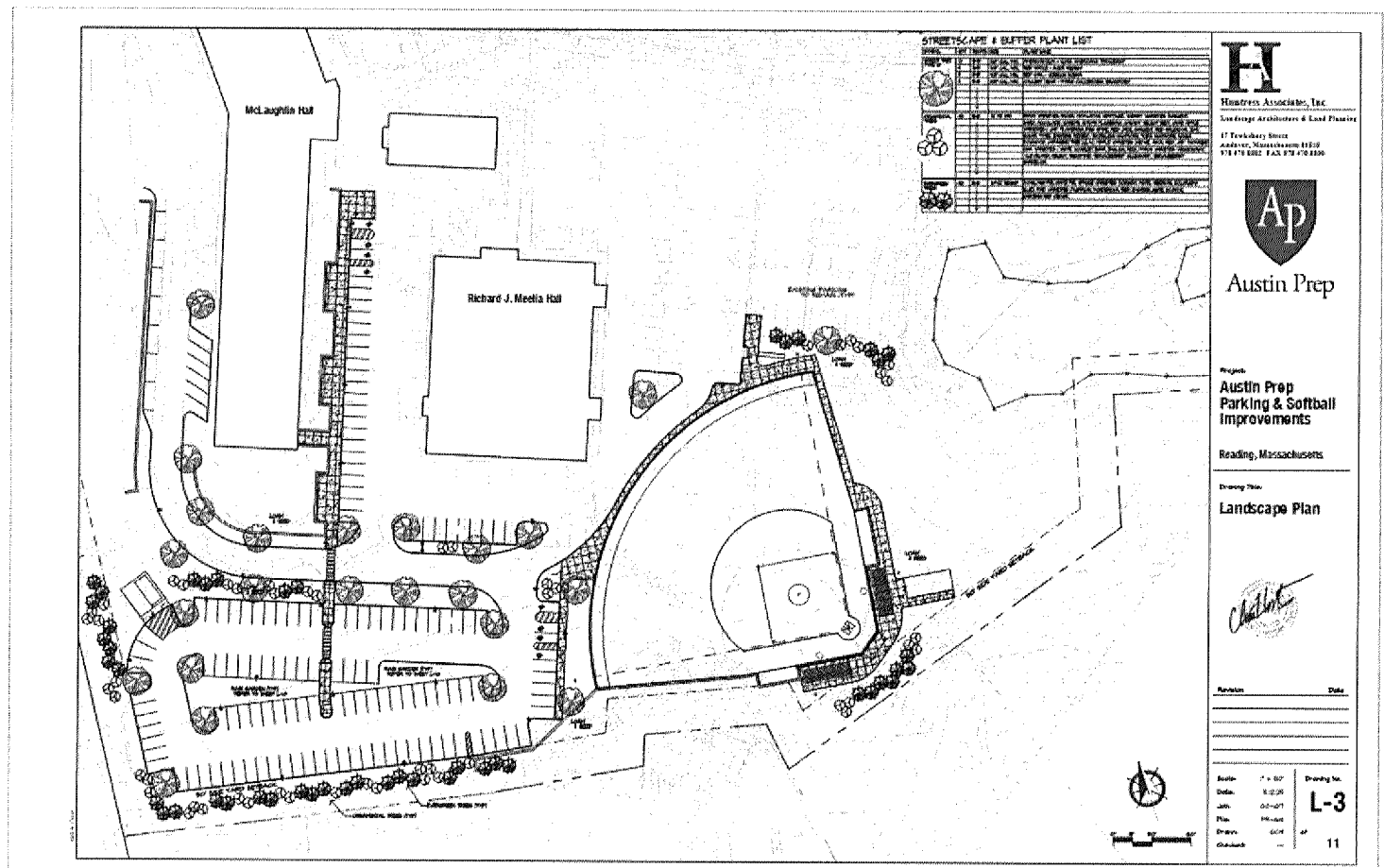
I urge you to send out Shred the Peak alerts to all customers, instead of just to the select few who opt in, as well as through the townwide alert system. The current system requires customers to opt in to get these alerts. This makes no sense, since reducing use during peak times benefits all of us.

And at the same time, I urge you to do a better job in promoting RMLD programs that can help reduce our town's emissions and reliance on fossil fuels, like reminding people about Renewable Choice, Solar Choice, and other programs at the same time that the Shred the Peak alerts go out.

Lastly, I urge you to find a way to provide instant rebates for efficient window air conditioning units and central air systems as another way to reduce use on hot summer days.

Please let me know what you will do to help Reading do a better job at Shredding the Peak and reducing our greenhouse gas emissions.

Thank you.
Rebecca Liberman
50 Pratt St.
Reading, MA



On this International Overdose Awareness Day, we remember the lives lost and families impacted at the hands of a drug poisoning or overdose death. 286 a day die from overdose. August 31 is recognized as International Overdose Awareness Day the world's largest annual campaign to end overdose, remember those we have lost to an overdose, acknowledge the grief of the family and friends left behind, and renew our commitment to end overdose and related harms.

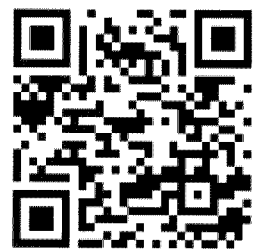
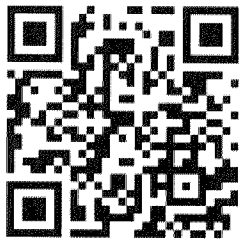
Remember those lives lost to
suicide and substance misuse

A TIME TO GATHER

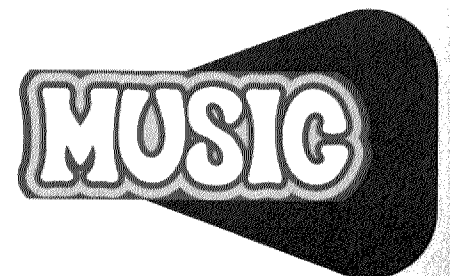
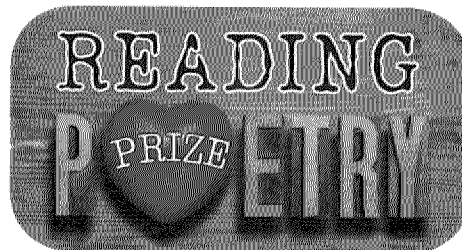
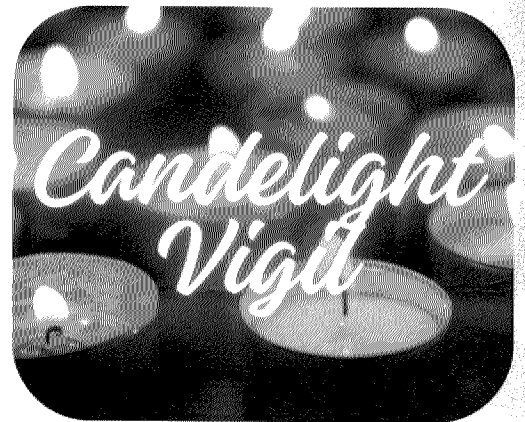
RSVP here

**WED. SEP 17, 2025
5:30 TO 7:00 PM**

Tabling Sign Up



Reading Town Hall Outdoors
16 Lowell Street, Reading



MYSTIC VALLEY
Public Health Coalition

Email [Jessenia Cruz jcruz@readingma.gov](mailto:jcruz@readingma.gov)