



## Town of Reading Meeting Posting with Agenda

2018-07-16 LAG

### Board - Committee - Commission - Council:

#### Select Board

Date: 2025-12-02

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:

	<b>*Public Comment is permitted after each Agenda Item limited to that Item*</b>	
	<b>Zoom Option:</b>  Join Zoom Meeting <a href="https://us06web.zoom.us/j/83439805342">https://us06web.zoom.us/j/83439805342</a>  Meeting ID: 834 3980 5342  Dial by your location • +1 646 518 9805 US (New York) • +1 646 558 8656 US (New York)	PAGE #
<b>7:00</b>	Pledge of Allegiance	
	Overview of Meeting	
<b>7:05</b>	Public Comment (For any items not included on the agenda)	
<b>7:15</b>	Town Manager Report	
<b>7:20</b>	Community Spotlight	
<b>7:25</b>	RCTV Contract Update and Potential Vote	11
<b>8:10</b>	Discuss and Vote on Human Rights Resolution	35
<b>8:15</b>	Update from Ad Hoc Commemoration Establishment Committee (ACE)	39

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>8:30</b>	Public Hearing: Discuss and Vote on Change of Manager and Change of Officers for an Annual All-Alcohol Club Liquor License for Reading Veterans Association, d/b/a American Legion Post 62, Located at 37 Ash Street	40
<b>8:40</b>	Vote to Approve Annual Liquor Licenses	64
<b>8:50</b>	Vote on Submittal of Charter Amendment Home Rule Petition (Article 9 of the 2025 Subsequent Town Meeting) to the Legislature	65
<b>9:00</b>	Discuss and Vote on Procedure for Town Manager Evaluation	68
<b>9:10</b>	Discuss Peer Communities	71
<b>9:25</b>	Review 2026 Meeting Schedule	72
<b>9:35</b>	Select Board Liaison Reports	
<b>9:45</b>	Future Agendas	80
<b>9:50</b>	Approve Meeting Minutes <ul style="list-style-type: none"> <li>October 27<sup>th</sup>, 2025</li> <li>November 4<sup>th</sup>, 2025</li> </ul>	81
<b>9:55</b>	Executive Session (Purpose 3): Discuss potential for joining <i>City of La Crosse v. Oshkosh Corporation, et al.</i> (Class Action case/Fire Truck pricing)	
<b>10:05</b>	Executive Session Purpose 2: To conduct strategy session in preparation for negotiations with nonunion personnel (Town Manager Kraunelis).	

Select Board

Draft Motions

December 2<sup>nd</sup>, 2025

### **RCTV Potential Vote**

Move to approve Grant Agreement with Reading Community Television (RCTV) beginning on \_\_\_\_\_ and expiring on \_\_\_\_\_.

### **Discuss and Vote Human Rights Resolution**

- [Read the Human Rights Proclamation]
- Move that the Select Board approve the Human Rights Resolution as presented [**or** amended]

### **Public Hearing: Discuss and Vote Change of Manager and Change of Officers for an Annual All-Alcohol Club Liquor License for Reading Veterans Association, d/b/a American Legion 62**

- Read the Public Hearing Notice to open the Public Hearing
- Move to close the Public Hearing regarding the Change of Manager and Change of Officers for the All-Alcohol Club Liquor License for American Legion 62
- Move to approve the Change of Manager and Change of Officers for the Annual All-Alcohol Club Liquor License for Reading Veterans Association, d/b/a American Legion 62, Located at 37 Ash Street

### **Vote to Approve Annual Liquor Licenses**

#### **Package Stores**

Move that the Select Board renew the All-Alcohol 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, 2026 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.

### **Clubs**

Move that the Select Board renew the All-Alcohol Club Liquor Licenses for:

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

for a term expiring December 31, 2026 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.

### **Veterans Clubs**

Move that the Select Board renew the All-Alcohol Veteran Club Liquor Licenses for:

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

for a term expiring December 31, 2026 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

### **All Alcohol Restaurants**

Move that the Select Board renew the All-Alcohol Restaurant Liquor Licenses for:

- Florida Coal Fired Pizza LLC d/b/a Anthony's Coal Fired Pizza at 48 Walkers Brook Drive
- Mecom, Inc. d/b/a Café Capri at 355 Main Street
- CAC Foods, Inc. d/b/a Venetian Moon Restaurant at 680 Main Street
- Pepper Dining Inc. d/b/a Chili's Grill & Bar at 70 Walkers Brook Drive
- HJB Restaurant Company LLC d/b/a Fuddruckers at 50 Walkers Brook Drive
- RARE Hospitality International, Inc. d/b/a Longhorn Steak House at 39 Walkers Brook Drive



- Boston Foods Inc. d/b/a Zucca Italian Restaurant and Bar at 601 Main Street
- The VI Incorp. d/b/a Public Kitchen at 530 Main Street
- KOK, Inc. d/b/a Oye's at 26 Walkers Brook Drive
- Bistro Concepts, Inc. d/b/a Fusilli's Cucina at 107 Main Street
- RKR Corporation d/b/a Bunratty Tavern at 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/b/a POST 1917 at 136 Haven Street
- Champions Indoor Golf V Inc., d/b/a Champions Indoor Golf at 1 General Way Unit 90
- Reading Forno LLC d/b/a Toscana Forno at 45 Walkers Brook Drive

for a term expiring December 31, 2026 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.

#### **Beer and Wine Restaurant Licenses**

Move 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, 2026 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.

#### **Farmer Distillery Pouring Licenses**

Move that the Select Board renew the Farmer Distillery Pouring Liquor License for:

- New England Barrel Company LLC, d/b/a New England Barrel Company at 1 General Way Unit 40

for a term expiring December 31, 2026 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.

**Vote on Submittal of Charter Amendment Home Rule Petition (Article 9 of the 2025 Subsequent Town Meeting) to the Legislature**

- Move to authorize the Town Manager to submit a Charter Amendment Home Rule Petition to the Legislature as presented in Article 9 of the 2025 Subsequent Town Meeting, provided that no referendum on said Article 9 is filed pursuant to Section 2.15 of the Town's Charter prior to December 5.

**Town Manager Evaluation**

- Move to solicit feedback from \_\_\_\_\_ (must be at least 5 direct reports, three of whom must be Department Heads).
- Move to authorize Town Counsel to create a composite evaluation

**Discuss and Vote to Approve Prior Meeting Minutes**

- Move to approve the meeting minutes of October 27, 2025, as presented (or amended)
- Move to approve the meeting minutes of November 4, 2025, as presented (or amended)

**Executive Session (Fire Truck Litigation)**

- Move to enter into executive session pursuant to G.L. c. 30A, § 21(a)(3), to discuss strategy with respect to *City of La Crosse v. Oshkosh Corporation, et al.* because an open meeting may have a detrimental effect on the litigation position of the public body, as the Chair declares, to invite Town Manager Matt Kraunelis, Assistant Town Manager Jayne Wellman, Town Counsel, and Executive Assistant Maddie Baptiste into the executive session and [not to/to return to open session at the end of the executive session].

**Executive Session (Negotiations)**

- Move to enter into executive session pursuant to G.L. c. 30A, § 21(a)(2), to conduct a strategy session in preparation for negotiations with nonunion personnel, Town Manager Kraunelis, to invite Town Counsel and Executive Assistant Maddie Baptiste into the executive session and to adjourn from executive session and not return to open session.

**From:** [Kraunelis, Matthew](#)  
**To:** [Reading - Selectboard](#)  
**Cc:** [Wellman, Jayne](#); [MacNichol, Andrew](#); [Tirone, Charles](#)  
**Subject:** FW: MBTA Reading Turnback Track DEP No. 270-0802  
**Date:** Wednesday, November 12, 2025 11:31:48 AM  
**Importance:** High

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Good Morning Select Board,

I got news this morning that the T is withdrawing their NOI. See below. I was heading into a meeting with the MBTA Advisory Board Chair when I got this news. I just called Cameron Doherty at the T to ask about the future of the project. He said that he didn't know about the NOI being pulled but if word came from Jeremy at the T then it was true. He was surprised that he was not told. This is another example of the extremely poor communications inside of the T. As far as the future of the project, he said he will have an update later this week.

Matt

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**From:** [Doherty, Cameron](#)  
**To:** [Lucas Prato](#); [Haley, Christopher](#)  
**Cc:** [McKenzie Ridings](#); [Kraunelis, Matthew](#); [Kamoune, Adam](#); [Pat Crowley](#); [James Riley](#); [Wellman, Jayne](#); [Delaune, Joshua](#); [MacNichol, Andrew](#); [Baptiste, Madeleine](#); [LaVerde, Jacquelyn](#); [Tirone, Charles](#); [Solarin, Adetokunbo](#); [Patricia Crowley](#); [Linda Russo](#); [Sal Russo](#); [Murphy, Melissa](#); [Aaron Parry](#); [Haggerty, Richard - Rep. \(HOU\)](#); [Jason Lewis - MA Gov](#); [bradley.jones@mahouse.gov](#)  
**Subject:** RE: Reading Turnback Meetings  
**Date:** Wednesday, November 12, 2025 1:41:01 PM  
**Attachments:** [image001.png](#)

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Thanks Lucas.

I'm not familiar with the reasoning behind "without prejudice", but I've asked the environmental department for clarification. Either way, I want to emphasize that the NOI will not be resubmitted for this location. We can follow up with formal correspondence to the town to reiterate that point, if that satisfies your request for assurances there.

Regarding the assessment of alternatives, I will certainly take your recommendation back to the rest of the team. Discussions are internal at this stage because our project engineers and Keolis are determining service viability and project costs for alternate locations. That said, I will keep town officials updated and can bring folks into the conversation when we're ready to.

Best,  
Cam

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**From:** Lucas Prato <lprato@eastcoastmetrology.com>  
**Sent:** Wednesday, November 12, 2025 1:00 PM  
**To:** Doherty, Cameron <CDoherty@MBTA.com>; Haley, Christopher <christopher.haley@readingma.gov>  
**Cc:** McKenzie Ridings <mckridings@gmail.com>; Kraunelis, Matthew <mkraunelis@readingma.gov>; Kamoune, Adam <akamoune@MBTA.com>; Pat Crowley <patcplum@yahoo.com>; James Riley <jamesriley62@gmail.com>; Wellman, Jayne <jwellman@readingma.gov>; Delaune, Joshua <jdelaune@readingma.gov>; MacNichol, Andrew <amacnichol@readingma.gov>; Baptiste, Madeleine <mbaptiste@readingma.gov>; LaVerde, Jacquelyn <jlaverde@readingma.gov>; Tirone, Charles <ctirone@readingma.gov>; Solarin, Adetokunbo <asolarin@readingma.gov>; Patricia Crowley <patcplum@gmail.com>; Linda Russo <loopey1953@gmail.com>; Sal Russo <sarusso50@gmail.com>; Murphy, Melissa <melissa.murphy@readingma.gov>; Aaron Parry <amparry83@gmail.com>; Haggerty, Richard - Rep. (HOU) <richard.haggerty@mahouse.gov>; Jason Lewis - MA Gov <Jason.Lewis@masenate.gov>; [bradley.jones@mahouse.gov](#)  
**Subject:** RE: Reading Turnback Meetings

Cameron,

Good afternoon, I hope all is well!

Thank you for confirming this and this is wonderful news for our community! I and I'm sure others in the RTC are grateful that the MBTA listened to our concerns and have yet again pulled the NOI.

However, may I ask for some additional clarification regarding Jeremy Fontaine's e-mail to the town of Reading. "The MBTA is requesting to withdraw our Notice of Intent for the proposed MBTA Reading Turnback Track Project (0 Vine Street), MassDEP file #270-0802, **without prejudice**." Back in February the NOI was withdrawn in the same fashion..."**without prejudice**", but 7 months later the MBTA resubmitted nearly the same NOI and in the same location due to the "**without prejudice**" statement. Below you say "It's important that we as a public agency act as a good

neighbor, and it was clear to us that the proposed **location** was not viable for the community members that we aim to serve.” Is there a guarantee from the MBTA that some version of the same NOI will **NOT** be resubmitted in the same **location**? Some type of assurance from the MBTA would be greatly appreciated.

Regarding your comment below “We are actively discussing and vetting alternative locations for the turn, but a location has not been determined at this time.” I/we strongly urge the MBTA to include Reading officials and some residents in this selection process. I fear if you don’t, you are likely to get similar pushback depending on the location. FYI – Our 3<sup>rd</sup> refined alternative of pushing the Turnback Track North to the border of Reading and Wilmington will only worsen the communities concerns regarding safety and gridlock due to increased gate closures. As you are an alumni of Austin Prep, you are well aware of the gridlock on Willow Street during drop off and pickup at Austin Prep.

Again, I/we thank you and the MBTA for listening to our concerns and doing the right thing and withdrawing the NOI. However, please do what you all have said and bring Reading to the table when it comes to the formation of the new Turnback Track Location.

I look forward to your prompt reply.

Lucas Prato (RTC)  
978-500-3987



## Lucas Prato

Director of Quality

Office: 978-887-5781 x4151

Email: [lprato@eastcoastmetrology.com](mailto:lprato@eastcoastmetrology.com)

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**From:** Doherty, Cameron <[CDoherty@MBTA.com](mailto:CDoherty@MBTA.com)>

**Sent:** Wednesday, November 12, 2025 12:14 PM

**To:** Lucas Prato <[lprato@eastcoastmetrology.com](mailto:lprato@eastcoastmetrology.com)>; Haley, Christopher <[christopher.haley@readingma.gov](mailto:christopher.haley@readingma.gov)>

**Cc:** McKenzie Ridings <[mckridings@gmail.com](mailto:mckridings@gmail.com)>; Kraunelis, Matthew <[mkraunelis@readingma.gov](mailto:mkraunelis@readingma.gov)>; Kamoune, Adam <[akamoune@MBTA.com](mailto:akamoune@MBTA.com)>; Pat Crowley <[patcplum@yahoo.com](mailto:patcplum@yahoo.com)>; James Riley <[jamesriley62@gmail.com](mailto:jamesriley62@gmail.com)>; Wellman, Jayne <[jwellman@readingma.gov](mailto:jwellman@readingma.gov)>; Delaune, Joshua <[jdelaine@readingma.gov](mailto:jdelaine@readingma.gov)>; MacNichol, Andrew <[amacnichol@readingma.gov](mailto:amacnichol@readingma.gov)>; Baptiste, Madeleine <[mbaptiste@readingma.gov](mailto:mbaptiste@readingma.gov)>; LaVerde, Jacquelyn <[jlaverde@readingma.gov](mailto:jlaverde@readingma.gov)>; Tirone, Charles <[ctirone@readingma.gov](mailto:ctirone@readingma.gov)>; Solarin, Adetokunbo <[asolarin@readingma.gov](mailto:asolarin@readingma.gov)>; Patricia Crowley <[patcplum@gmail.com](mailto:patcplum@gmail.com)>; Linda Russo <[loopey1953@gmail.com](mailto:loopey1953@gmail.com)>; Sal Russo <[sarusso50@gmail.com](mailto:sarusso50@gmail.com)>; Murphy, Melissa <[melissa.murphy@readingma.gov](mailto:melissa.murphy@readingma.gov)>; Aaron Parry <[amparry83@gmail.com](mailto:amparry83@gmail.com)>; Haggerty, Richard - Rep. (HOU) <[richard.haggerty@mahouse.gov](mailto:richard.haggerty@mahouse.gov)>; Jason Lewis - MA Gov <[Jason.Lewis@masenate.gov](mailto:Jason.Lewis@masenate.gov)>; [bradley.jones@mahouse.gov](mailto:bradley.jones@mahouse.gov)

**Subject:** RE: Reading Turnback Meetings

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EXTERNAL SENDER - NOT FROM IPM: Open attachments with caution & do not click on embedded links.

Morning all,

As you may already know, the MBTA has withdrawn our Notice of Intent for the turnback track at the proposed location near Vine Street. After many internal conversations and in light of feedback from the community, we have come to the decision to not pursue the turnback track at the location we've discussed over the last several months.

We are actively discussing and vetting alternative locations for the turn, but a location has not been determined at this time. Please know that we will continue to communicate with town officials when we have any updates to share.

It's important that we as a public agency act as a good neighbor, and it was clear to us that the proposed location was not viable for the community members that we aim to serve. I want to thank you all for the dialogue we've had over the last several months and for your advocacy on behalf of the town.

Cam

## SELECT BOARD OF THE TOWN OF READING

### GRANT AGREEMENT

*This Grant Agreement* is made as of this 1st day of January, 2026 (“Effective Date”) by and between Town of Reading, a municipal corporation organized and existing under the laws of the Commonwealth of Massachusetts, having a principal place of business at 16 Lowell Street, Reading MA, acting by and through its Select Board as Cable Television Issuing Authority (the “Town”), and Reading Community Television, Inc. a Massachusetts non-profit corporation organized pursuant to Chapter 180 of the General Laws and recognized as exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code, having its principal place of business at 131 Main Street, Suite 103, Reading, Massachusetts (the “RCTV”).

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WHEREAS, the Select Board as Cable Television Issuing Authority on behalf of the Town has executed Cable Licensing Agreements with Verizon New England, Inc. and Comcast Cable Communications Management, LLC (collectively, the “Cable Licensees”), which agreements are available at Town Hall;

WHEREAS, the Cable Licensing Agreements include payments from the Cable Licensees to the Town that are intended to be used to support the Town’s Community Access Corporation and its Public, Educational and Government (“PEG”) Access Corporation (collectively, the “PEG Funds”);

WHEREAS, the PEG Funds include (1) PEG Access Support Payments in the amount equal to five percent of the Cable Licensees’ (which includes its “Affiliates”) gross annual revenues and subject to such terms and conditions as are set forth in the Cable Licenses; and (2) PEG Access Capital Funding; and

WHEREAS, the mission of the PEG Provider is to provide Public, Educational, and Government (PEG) Access programming and services to the residents of the Town of Reading in a manner that supports civic engagement, education, and community communication.

WHEREAS, the Town seeks to designate RCTV as the Town’s Community Access Corporation, and its PEG Access Corporation, and to award the PEG Funds received under the Town’s Cable Licensing Agreements to RCTV on the terms and conditions in the Cable Licensing Agreements and this Grant Agreement;

NOW, THEREFORE, the Parties agree as follows:

1. Designation of Community Access Corporation. RCTV is hereby designated as the Town of Reading’s Community Access Corporation. By virtue of this Grant Agreement, RCTV

is the designated PEG Access Corporation for the Town of Reading. Hereinafter referred to as the “PEG Access Provider”.

2. PEG Funds: PEG Funds are those payments from the Cable Licensees to the Town that are intended to be used to support the Town’s –PEG Access Provider or otherwise provided to the Town for PEG Access purposes pursuant to applicable law. At the time of this Grant Agreement, provisions for the payment of PEG Funds by the Cable Licensees to the Town are contained in Section 5.4 of the Town’s Cable Licensing Agreement with Verizon New England Inc., dated July 20, 2021, and Section 6.3 and Section 6.4 of the Town’s Cable Licensing Agreement with Comcast Cable Communications Management, LLC, dated November 24, 2018. All Parties understand that, at the sole discretion of the Town, the Town may, subject to applicable law and regulations, amend the terms of the Cable Licensing Agreements or execute a new agreement with a Cable Licensee.

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3. Award.

- a. Disbursements of PEG Funds awarded pursuant to this Grant Agreement are contingent on (1) the Town’s receipt of the PEG Funds from the Cable Licensees pursuant to the Cable Licensing Agreements in operation at the time of the disbursement of funds; and if required by applicable Massachusetts law (2) Town Meeting approval. If PEG Funds are not received from a Cable Licensee, the Town shall notify RCTV in writing no later than twenty-one (21) days after the due date. In the event that PEG Funds are reduced or not paid to the Town in full, the Town shall provide the full amount of PEG Funds that are received from the Cable Licensees to RCTV, subject to Town Meeting approval. The Town shall provide to RCTV all quarterly Gross Revenue/Franchise Fee reports submitted to the Town by a Cable Licensee. If a Cable Licensee is required to provide such quarterly reports to the Town and does not do so, the Town shall attempt to pursue obtaining such report(s) from the Cable Licensee.
- b. The Town agrees to award RCTV the PEG Funds on the conditions set out in this Grant Agreement and the Grant Award attached as Exhibit “A”. It is understood that RCTV may solicit funds from other sources for the work described in Exhibit “A”, but this Grant Agreement is not conditioned upon any amount being raised by RCTV from any other source.

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4. Additional Commitments.

- a. Due to the current diminishing PEG revenue, the Town recognizes the financial burden being placed on all PEG providers, including RCTV. To help alleviate this burden, the Town shall make reasonable efforts to obtain additional capital funds during its negotiations with the Cable Licensees in connection with the renewal of each Cable Licensing Agreement. To the extent permitted under any future



Cable Licensing Agreement, and subject to all applicable legal requirements, it is the Town's desire that RCTV use these additional funds for capital purposes including, but not limited to new equipment, replacement equipment, administrative and studio rent. For the current and upcoming negotiations with the Cable Licensees, the total target capital funding amount should be approximately \$100,000 annually. The Parties agree to renegotiate this Grant Agreement in good faith to facilitate any disbursement of such capital funds to RCTV, if necessary.

- b. The Town may consider leasing administrative and/or studio space within a Town-owned facility to RCTV, free-of-charge or for a fee. RCTV is under no obligation to lease such space from the Town. The leasing of such space shall comply with all applicable local, state and federal laws, including M.G.L. c. 30B.
- c. RCTV shall actively pursue additional funding sources to support and enhance its operations and programming, including but not limited to, engaging in community fundraising activities and applying for relevant grants. RCTV shall provide the Town each year with a- report detailing all efforts made toward fundraising and grant applications, including any successful funding received, to further a diverse and sustainable revenue stream.
- d. Not later than- June 30, 2026, RCTV shall adopt and file with the Massachusetts Secretary of the Commonwealth's Office an amendment to its Articles of Organization, deleting Article IV(6) of its Article of Organization and replacing said section as set forth in Exhibit "B". RCTV- hereby agrees to make no further amendment to said Article IV(6) during the term of this Grant Agreement without -reaching agreement on such amendment with the Town.

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- 5. Expenditure of PEG Funds. PEG Funds shall be expended by RCTV to pay for direct costs of the project(s) described in Exhibit "A", as well as program and administrative staff salaries, travel expenses, materials and consultants required to execute the grant, subject to the terms and conditions set forth in the applicable Cable Licensing Agreements in operation at the time of the disbursement of funds. PEG Funds may be expended on any indirect costs or overhead, such as rent, utilities, and indirect costs of administrative and personnel salaries provided that expenditures for such costs are reasonable and in accordance with any applicable state law. Documentation of such expenditures shall be provided to the Town upon written request. PEG funds may not be expended on ancillary media operations outside the PEG mission, which mission includes: (1) producing community access programming for the residents and organizations of Reading for the Licensees' cable television systems and such other video and/or audio technologies and formats for PEG Access programming used by PEG Access entities in the Commonwealth of Massachusetts, (2) allocating channel space and time to Reading residents and organizations to distribute programming, and (3) providing training and education to

Reading residents and organizations in the use of ~~television~~ PEG Access facilities and equipment. New budget initiatives for operations that materially differ from traditional PEG Access operations and which are implemented utilizing PEG funds shall be discussed with the Town Manager and Select Board Liaison, including demonstrating PEG applicability. As a courtesy, RCTV Board will notify the Town Manager in the event that a new program is developed not utilizing PEG funding.

6. No Pledge. This Grant Agreement shall not be interpreted to create any pledge or commitment by the Town to make any other or future grants or contributions to the RCTV or any other person or entity.
7. Grant Period. This Grant Agreement shall be in effect between the Effective Date and **June 30, 2027** (the "Grant Period"). Upon the written agreement of both parties, this Grant Agreement may be renewed for an additional two (2) years, extending the expiration date of this Grant Agreement to June 30, 2029 (the "Renewal Grant Period"). Following the initial Grant Period or the Renewal Grant Period, where applicable, this Grant Agreement may be extended at the sole option of the Select Board for a period of up to six (6) months under the same terms and conditions or such terms mutually agreed upon.
8. Disbursement of PEG Funds. The PEG Funds shall be disbursed ~~consistent~~ with the terms and conditions set forth in the Town's Cable Licensing Agreements in operation at the time of the disbursement of funds.
9. Return of PEG Funds. Upon conclusion of a non-renewed Grant Period, the Renewal Grant Period, or earlier termination pursuant to Section 19 of this Grant Agreement, any funds granted to RCTV under this Grant Agreement and not yet expended shall be returned within thirty (30) calendar days to the Town without further expenditure thereof. Nothing herein shall require the return of such funds legally committed at that time in good faith, as reasonably determined by the Select Board after its review, to an unrelated third-party for PEG Access related purposes consistent with this Agreement, if the termination thereof may reasonably result in a financial loss or liability for RCTV, subject to the rights of the Town under applicable law. RCTV shall provide the Town with an accounting of all PEG Funds upon request and in accordance with Section ~~12-14~~.
10. Annual Review and Budget Audit. The Select Board shall, with a minimum of thirty (30) days written notice, schedule an Annual Review with the RCTV Board of Directors during the months from December to February. At least twenty-one (21) calendar days prior to the Annual Review, RCTV shall provide the Town with the Annual Review or Audit Report required to be filed with the Office of the Massachusetts Attorney General, for the last fiscal year, an annual report detailing all efforts made toward fundraising and grant applications, and the budget for the upcoming fiscal year; provided, however, at any point between December 1 and March 1, the Town may require RCTV to produce

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an Audit Report within three months of receipt of the written request even where no Audit Report is required to be filed with the Attorney General. Financial statements shall be signed by the RCTV Board President and the Treasurer. The Town Accountant shall review RCTV's financial statements and prepare a report, which shall be part of the Select Board's Annual Review. A written set of Select Board minutes summarizing RCTV's Annual Review shall be available as a public document. During the year the RCTV Board shall meet with the Select Board, provided the Select Board provides the RCTV Board with thirty (30) calendar days' written notice of the meeting. The RCTV Board shall also submit to the Select Board as Cable Television Issuing Authority or to the Town Manager on behalf of the Select Board in that capacity, quarterly financial reports as presented to the RCTV Board, as well as its meeting minutes, once per quarter.

11. RCTV Board of Directors.

- a. RCTV shall, in accordance with its duly adopted bylaws, establish the membership and qualifications of its Board of Directors. Said bylaws shall not permit a Board of Directors in excess of thirteen (13) members. At no time shall a majority of Board members be non-residents of the Town of Reading. The Town shall have full Board membership for three (3) of the seats, two (2) appointed by the Select Board and one (1) by the School Committee (collectively, the "Town Appointed Directors"). All Town Appointed Directors shall be full voting members and have all the same rights as other Board members. Only the Select Board, as Issuing Authority or the School Committee pursuant to the agreed upon appointment role granted hereby shall have removal authority over its Town Appointed Director.
- b. The RCTV Board shall maintain an up-to-date policies and procedures manual and shall make it available upon written request by the Town Manager as agent for the Select Board as Cable Television Issuing Authority. The RCTV Board shall maintain active membership in the following industry specific organizations: Alliance for Community Media and Mass Access.

12. Duty to Televisе Meetings. RCTV shall cover live the following public meetings ("Core Meetings"): Town Meeting; Select Board; School Committee; Reading Municipal Light Board; and Finance Committee. RCTV shall cover live where technically feasible, the following public meetings ("Non-Core Meetings"): Board of Health; Community Planning and Development Commission; Conservation Commission; Council on Aging, and the Zoning Board of Appeals. For the duration of the Killam School Building Project and the Reading Center for Active Living Building Project, the official Building Committee meetings shall be covered live when possible. The Town understands that the availability of remote meetings enabled by technology are key for allowing this breadth of coverage. Should the Commonwealth or the Town of Reading reduce availability of remote meetings, the Select Board shall renegotiate meeting coverage at RCTV's request. When live coverage is not possible for Non-Core Meetings, the meetings shall be

recorded. The Select Board or the Town Manager may request to amend the list of Non-Core Meetings by written notice to RCTV.

13. Equipment and Security.

- a. The Parties agree that the safety and security of the Town's residents and its students is a key priority. RCTV regularly assesses and updates its systems, software, and hardware to reflect advancements in technology and best practices, consistent with the scope of RCTV's tasks, obligations and size. RCTV shall implement recognized and reasonable cybersecurity protocols— to assist in safeguarding recordings against unauthorized access, data breaches, and tampering. This includes the reasonable use of encryption, secure storage, access controls, and regular vulnerability assessments. In the event of any incident compromising the safety, integrity, or confidentiality of the recording process or its outputs, RCTV shall promptly notify -relevant parties upon becoming aware of such and take corrective action consistent with its obligations hereunder, which expense shall not be an obligation of the Town.
- b. RCTV and the Town agree that RCTV shall implement the measures outlined in Exhibit "C" within [REDACTED] days of execution of this Grant Agreement. Failure to maintain compliance with the requirements of Exhibit "C", as may be amended, shall constitute a material breach of this Grant Agreement.

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14. Financial Records and Accounting.

- a. RCTV shall maintain such records with respect to utilization of the PEG Funds and income derived therefrom as are kept in the normal course of business and such additional records as may be required by the Town. Said records shall be available for inspection by the Town during RCTV's normal business hours and shall be retained for at least five (5) years after the termination or expiration of this Grant Agreement. The Town shall be entitled to request copies of any record so kept provided said record does not contain proprietary information of RCTV.
- b. All PEG Funds shall be kept segregated continuously in a separate fund or account dedicated for the purposes of this Grant Agreement, and no part of this award may be used other than for the purposes permitted under this Grant Agreement. Such separate fund may be either: (1) a separate bank account restricted to the grant purposes; or (2) a separate bookkeeping account on RCTV's books and records restricted to the grant purposes.
- c. At the conclusion of the Grant Period or the Renewal Grant Period, if applicable, or any six-month extension thereof, RCTV shall provide a complete and accurate accounting of all funds received and expended under this Grant Agreement. This accounting must demonstrate that all ~~Grant~~PEG Funds were used in accordance with the terms and conditions of this Grant Agreement. The

accounting shall be submitted to the Select Board within thirty (30) calendar days following the end of the Grant Period or the Renewal Grant Period, if applicable, or any six-month extension thereof, and shall include supporting documentation as requested by the Town. Where funds have been used in violation of the Grant Agreement, the Town may seek repayment, as outlined in Section 18 of this Grant Agreement.

15. Town Recordings

- a. Recordings of all meetings of a Reading public body and all sessions of Town Meeting (collectively, the “Town Recordings”) shall be retained by RCTV for a period of no less than six (6) years from the date of recording, and shall be considered the property of the Town. Upon request, RCTV shall produce a copy of a Town Recording in a file format usable by the Town.
- b. RCTV shall provide at least thirty (30) days’ written notice of prior to destruction of any Town Recording which is between six (6) and ten (10) years from the date of recording. Within fifteen (15) days of receipt of the notice of intent to destroy a Town Recording, the Town be provided access to the recording to be downloaded by the Town, which RCTV shall produce prior to its destruction.
- c. Quarterly and within one (1) month of expiration or termination the Grant Agreement pursuant to Section 7 or Section 19, all Town Recordings not previously provided to the Town, shall be provided to the Town in a file format usable by the Town, unless otherwise agreed to in writing by the Town.
- d. RCTV shall, to the fullest extent of its authority, grant, and shall not restrict or impede, the Town having the unrestricted, perpetual, irrevocable right to use, reproduce, distribute, publish, and publicly share all Town Recordings.

16. Tax Status. RCTV warrants that it is currently exempt from federal income tax pursuant to Internal Revenue Code Section 501(c)(3) and is not a private foundation under Section 509(a) of the Code. RCTV shall inform the Town immediately of any change in, or proposed or actual revocation of RCTV’s tax status described herein. The Town may in its sole discretion deem any change in or revocation of the RCTV’s tax status to constitute a default under this Grant Agreement.

17. Insurance. RCTV shall purchase and maintain insurance of the type and limits listed in Exhibit “D”. This insurance shall be provided at RCTV’s expense and shall be in force and effect for the full Grant Period, including any renewal or extension thereof. All policies shall be issued by companies lawfully authorized to write that type of insurance under the laws of Commonwealth of Massachusetts with a financial strength rating of “A-” or better as assigned by A.M. Best Company, or an equivalent rating assigned by a similar rating agency reasonably acceptable to the Town, or otherwise acceptable to Town.

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RCTV shall submit an original of each certificate of insurance acceptable to the Town and a copy of each insurance policy simultaneously with the execution of this Grant Agreement. Certificates shall show each type of insurance, insurance company, policy number, amount of insurance, deductibles/self-insured retentions, and policy effective and expiration dates. RCTV shall submit updated certificates prior to the expiration of any of the policies referenced in the certificates so that Town shall, at all times, possess certificates indicating current coverage.

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RCTV is responsible for the payment of any and all deductibles under all required insurance. The Town shall not be responsible for the payment of deductibles, self-insured retentions or any portion thereof.

18. ~~Material Breach~~ Termination or Non-Renewal of the Grant Agreement.

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18. ~~Text under consideration~~ Remedies for Material Breach, Including Suspension, Termination, and ~~being finalized by counsel~~ Recovery of PEG Funds.

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a. In the event of a Material Breach of this Grant Agreement by RCTV, the Town may, upon written notice (the "Breach Notice"), suspend further disbursements of PEG Funds, require repayment of improperly expended PEG Funds, or terminate this Agreement, subject to providing RCTV with twenty-one (21) calendar days written notice of said Material Breach during which time RCTV shall have an opportunity to cure said breach. For purposes of this provision "Material Breach" shall include, but not be limited to: (i) material misuse of PEG Funds; (ii) failure to achieve or pursue the stated objectives of the grant, including programming standards; (iii) material submission of false or misleading information; or (iv) failure to comply with reporting, audit or other compliance requirements set forth in this Agreement.

b. RCTV may continue to incur additional expenses during the twenty-one (21) day cure period-cure. However, in the event the Town has a reasonable basis to conclude that PEG Funds have been or will be expended in violation of a material term of this Agreement, the Town shall have the right to instruct RCTV to immediately cease to incur any additional expenses for such purpose(s), unless expressly authorized in writing by the Select Board.

- c. In the event that RCTV fails to cure the Material Breach within twenty-one (21) calendar days of the Breach Notice, all improperly expended PEG Funds shall be repaid by RCTV to the Town within thirty (30) calendar days.
- d. Upon termination due to a Material Breach, RCTV shall immediately cease to incur any additional expenses in connection with this Agreement, unless expressly authorized in writing by the Select Board or its designee. Within thirty (30) calendar days of termination, all unexpended PEG Funds shall be returned to the Town in accordance with Section 9 above.
- e. The Town's rights under this Section are in addition to any other remedies available at law, in equity or under this Grant Agreement.
- f. In the event of a Material Breach of this Grant Agreement by the Town, RCTV may suspend its services under this Agreement and/or terminate this Agreement, subject to providing the Town with twenty-one (21) days written notice of said Material Breach during which time the Town shall have an opportunity to cure said breach. For purposes of this provision "Material Breach" shall include, but not be limited to: (i) failure to provide PEG funding in accordance with the terms of Section 3 of this Agreement.
- g. RCTV's rights under this Section are in addition to any other remedies available at law, in equity or under this Grant Agreement.

19. **Notice.** Any and all notices, or other communications required or permitted under this Grant Agreement, shall be in writing and delivered in hand or mailed by certified mail, return receipt requested or by other reputable delivery service to the parties hereto at the following addresses:

If to RCTV:	RCTV Board President and RCTV Executive Director Reading Community Television, Inc. 131 Main Street, Suite 103 Reading, MA 01867
If to the Town:	Town of Reading Town Manager 16 Lowell Street Reading, MA 01867

20. **Compliance with Laws.** RCTV shall comply with all Federal, State and local laws, rules, regulations and orders, including those applicable to the projects undertaken pursuant to this Grant Agreement. The Town shall comply with all Federal, State and local laws, rules, regulations and orders relating to cable licensing and PEG Access funding and operations.

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21. No Liability of Town. By making this award, the Town does not accept any liability whatsoever for any acts, omissions or errors associated with RCTV's performance of the Grant Agreement. Nothing in this Grant Agreement shall be construed to render the Town or any of its members, or their successors in office, personally liable for any obligation under this Grant Agreement.
22. Indemnification. RCTV agrees to save, defend, indemnify and hold harmless the Town of Reading against any and all suits, claims, or liabilities of every name, nature or description arising out of or in consequence of the negligent or intentional acts of its agents, servants or employees, in the performance of the obligations under this Grant Agreement or by reason of its failure to fully comply with the terms of this Grant Agreement, such indemnity to run to the Town's officers, agents and employees. RCTV is at all times an independent contractor and not an agent or employee of the Town. No act of commission or omission by either party shall make the other a principal, agent, joint venture, partner or employee of the other.
23. Survival. Notwithstanding anything to the contrary in this Grant Agreement, Sections 9, 14, 15, 18, 19, 22 and 23 shall survive any termination of this Grant Agreement or expiration of the Grant Period, and any extension or renewal thereof.
24. No Assignment. This Grant Agreement may not be assigned by RCTV without prior written agreement by the Town.
25. Severability. If any term or condition of this Grant Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by a court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Grant Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.
26. Governing Law. This Grant Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.
27. Entire Agreement. This Grant Agreement and the attached Exhibits constitute the entire agreement between the parties, supersede any prior written or oral promises, statements, or representations, and may be amended only in writing executed by both the Town and RCTV.
28. Authority to Sign. The RCTV signatory below acknowledges and avers that he/she has the authority to execute this Grant Agreement on behalf of RCTV.

TOWN OF READING  
TOWN MANAGER



Date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

READING COMMUNITY TELEVISION, INC.

By its Executive Director,

Date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EXHIBIT A  
GRANT AWARD

RECIPIENT: Reading Community Television, Inc. (RCTV)

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GRANTOR: The Town of Reading, Massachusetts

GRANT PERIOD: See Section 7 of the Grant Agreement

CONDITIONS OF GRANT AWARD:

1. Use of Funds: PEG funds shall be expended on the direct and indirect costs of providing the following services/project(s) and as specified in Sections 5, and 12 through 15 of the Grant Agreement:
  - a. Public Access – Operate facilities and provide training, equipment, and channel capacity for residents and community organizations to create and distribute non-commercial programming.
  - b. Educational Access – Work with local schools and educational institutions to facilitate the creation and distribution of educational programming, including coverage of school events, projects, and initiatives that support lifelong learning.
    - i. Subject to available funding, the Recipient shall provide up to five (5) classes per semester at the high school level that cover the education of TV Production, film production and broadcast journalism. The instructor shall be employed by the Recipient. Any and all reports by the instructor to the Recipient, and all communications with RMHS shall include a designated RCTV staff member, who is not the instructor. RCTV has the right to remove the instructor and replace with a qualified person of their choosing who they deem capable of handling the subject matter. This is a per semester agreement and can be terminated by RCTV for reasons such as insufficient funding or instructor availability. The RCTV high school instructor shall comply with all RMHS policies and guidelines, inclusive of all background checks (CORI, SORI).

- c. Government Access – Record, broadcast, and/or stream public meetings, hearings, and other government-related programming to promote transparency and informed participation in local government.

- i. Historically, RCTV has recorded and broadcast local community events and will continue to make reasonable efforts to provide coverage based on available staffing, funding, and technical capacity. Annual events include: local and state elections, candidate forums, Reading Street Faire, Reading Friends and Family Day, MLK Celebration, Memorial Day Parade, Veterans Day Parade, Juneteenth Celebration, Porchfest, and Reading Memorial High School (“RMHS”) Graduation. Request for coverage of new events must be submitted to the Town's designated contact at [RCTV](#) at least thirty (30) days in advance. Coverage of any event is not guaranteed. If RCTV is unable to cover a listed annual event or a requested event, RCTV shall provide prior notice to the event organizer. Notice should also be made to the Town and/or through public posting such as social media.

- d. The goal of these services is to ~~ensure~~ promote equitable access to local media production resources, encourage free expression within the limits of the law, and provide a platform for information that strengthens the civic, educational, and cultural life of the Town.

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2. Financial Records:

- a. The Recipient shall submit on a quarterly basis to the Grantor a statement of services setting forth the nature and extent of the services provided pursuant to this Grant Award, said statement to be in a form acceptable to the Grantor. The Recipient shall include in the report details of efforts to inform the community about the availability of the services available pursuant to this Grant Award.
  - b. The Recipient’s financial records shall be open for inspection by the Grantor; such inspections to be made at times mutually agreeable to the Grantor and the Recipient.
- 3. The Recipient shall maintain a competent professional staff, headed by paid administrative and coordinating positions.
  - 4. The Recipient shall designate a dedicated primary point of contact with Town and School Department staff for all scheduling, meetings, and other communications. The Town will be notified of any change to the dedicated primary point of contact in writing.

5. The Recipient shall not move from its current address without first notifying the Grantor.
6. The Recipient's services and the operation of its facilities shall be available to clients without unlawful discrimination as to race, religion, ethnicity, color, gender, sexual orientation, gender identity, national origin, ancestry, age, marital status, veteran status, or disability, or any other protected status defined by law, and shall be non-sectarian in nature. Equitable Reasonable access to studio space will be provided for RCTV members.
7. Services rendered pursuant to this Grant Award shall be deemed for the public good and conducted in a manner beneficial to the viewing public.
8. The Recipient shall provide the services described above until the conclusion of the Grant Period, and any extension or renewal thereof, and shall not be entitled to receive any additional funds from the Grantor for such services.

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## EXHIBIT B

### AMENDMENT TO ARTICLES OF ORGANIZATION

#### Article IV

- (6) Notwithstanding any other provision in these Articles of Organization to the contrary, in the event of the dissolution of the corporation or the winding up of its affairs, or other liquidation of its assets, the corporation's property shall not be conveyed to any organization created or operated for profit or to any individual for less than the fair market value of such property, and all assets remaining after the payment of the corporation's debts and satisfaction of its liabilities shall be conveyed or distributed only for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Except as otherwise required by law, upon the liquidation, dissolution or winding up of the affairs of the corporation, after its debts and obligations have been disposed of or due provision therefore has been taken by the corporation, by the affirmative vote of the board of directors of the corporation or by a court in Massachusetts having jurisdiction in such matters, all assets of the corporation shall be transferred to the Town of Reading or its designee, provided, however, that any distribution to a designee of the Town of Reading is contingent on such designee qualifying under Section 501(c)(3) of the Internal Revenue Code at the time of distribution. Dissolution of the corporation will be in accordance with Chapter 180, §11A.

EXHIBIT C

RCTV shall implement the following measures:

1. XXXX

EXHIBIT D  
INSURANCE LIMITS

RECIPIENT: Reading Community Television Inc.

GRANTOR: The Town of Reading, Massachusetts

GRANT PERIOD: See Section 7 of the Grant Agreement

The Recipient shall purchase and maintain insurance of the following types and limits with respect to work performed under the foregoing Grant Agreement:

- (i) Workers' Compensation Insurance in accordance with G.L. Chapter 152.
- (ii) Commercial General Liability Insurance, with a minimum limit of \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit. The Town of Reading shall be listed as an additional insured.
- (iii) Automobile Liability Insurance with a limit of not less than \$1,000,000 Bodily Injury and Property Damage per accident. The Town of Reading shall be listed as an additional insured.



# RCTV PROCEDURAL CHECKLIST

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## *TOWN HALL*

- RCTV understands that with the exception of contractual meeting coverage, RCTV will schedule any time needed in a town facility with the appropriate town entity.

### Pre-Meeting Steps

---

- \_\_\_ 1. Turn on lights
- \_\_\_ 2. Turn on master
- \_\_\_ 3. Format hard drive
- \_\_\_ 4. Open project on switcher
- \_\_\_ 5. Set Cameras
- \_\_\_ 6. Check input/output status on playback system
- \_\_\_ 7. Double check meeting status on playback system

### At Meeting Start

---

- \_\_\_ 1. Start all necessary streams
- \_\_\_ 2. Unmute microphones at “Call to Order”
- \_\_\_ 3. Confirm all outputs are correct

### During Meeting

---

- \_\_\_ 1. Monitor stream status with spot checks
- \_\_\_ 2. Monitor for technical issues or dropouts
- \_\_\_ 3. Mute microphones when necessary (i.e. recess)



## Post-Meeting Steps

---

- \_\_\_ 1. Immediately mute all microphones
- \_\_\_ 2. Stop all streams
- \_\_\_ 3. Stop hard drive recording
- \_\_\_ 4. Exit switcher to main menu
- \_\_\_ 5. Confirm meeting has ended across all platforms
- \_\_\_ 6. Verify meeting is off-air
- \_\_\_ 7. Confirm meeting was recorded successfully
- \_\_\_ 8. Take photos of properly shut down equipment and text to staff group
- \_\_\_ 9. Shut door and make sure it is locked

## Power Supply to be checked for security

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- \_\_\_ 1. Master Switch in off position
  - a. Monitor
  - b. Hard Drive
  - c. Camera Power
  - d. On-Air Switch
- \_\_\_ 2. Switcher displaying main menu



# RCTV PROCEDURAL CHECKLIST

## *RMHS LIBRARY*

- RCTV understands that with the exception of contractual meeting coverage, RCTV will schedule any time needed in a town facility with the appropriate town entity.

### **Pre-Meeting/Event Steps (\*See below for specific location alterations)**

- \_\_\_ 1. Unlock classroom
- \_\_\_ 2. Set up switcher
- \_\_\_ 3. Set up cameras and connect them to ethernet
- \_\_\_ 4. Put batteries in microphones
- \_\_\_ 5. Power on microphone receiver
- \_\_\_ 6. Test microphones
- \_\_\_ 7. Place microphones
- \_\_\_ 8. Format hard drive
- \_\_\_ 9. Open project on switcher
- \_\_\_ 10. Set Cameras
- \_\_\_ 11. Check input/output status on playback system
- \_\_\_ 12. Double check meeting status on playback system

### **At Meeting/Event Start**

- \_\_\_ 1. Start all necessary streams
- \_\_\_ 2. Unmute microphones at “Call to Order”
- \_\_\_ 3. Confirm all outputs are correct

## During Meeting/Event

---

- \_\_\_ 1. Monitor stream status with spot checks
- \_\_\_ 2. Monitor for technical issues or dropouts
- \_\_\_ 3. Mute microphones when necessary (i.e. recess)

## Post-Meeting/Event Steps

---

- \_\_\_ 1. Immediately mute all microphones
- \_\_\_ 2. Stop all streams
- \_\_\_ 3. Stop hard drive recording
- \_\_\_ 4. Exit switcher to main menu
- \_\_\_ 5. Confirm meeting/event has ended across all platforms
- \_\_\_ 6. Verify meeting/event is off-air
- \_\_\_ 7. Confirm meeting/event was recorded successfully
- \_\_\_ 8. Gather microphones and remove batteries (sports only)
- \_\_\_ 9. Turn off microphone receiver
- \_\_\_ 10. Disassemble cameras and tripods
- \_\_\_ 11. Disassemble switcher
- \_\_\_ 12. Store equipment on cart in classroom studio
- \_\_\_ 13. Take photos of properly shut down equipment and text to staff group
- \_\_\_ 14. Shut door and make sure it is locked



# RCTV PROCEDURAL CHECKLIST

## *FIELD HOUSE, PRESS BOX & PAC*

- RCTV understands that with the exception of contractual meeting coverage, RCTV will schedule any time needed in a town facility with the appropriate town entity.

### **Pre-Meeting/Event Steps (\*See below for specific location alterations)**

- \_\_\_ 1. Set up switcher
- \_\_\_ 2. Set up cameras and connect them to ethernet
- \_\_\_ 3. Put batteries in microphones (for sporting events, all others we tap into audio feed)
- \_\_\_ 4. Power on microphone receiver (for sporting events, all others we tap into audio feed)
- \_\_\_ 5. Test microphones (for sporting events, all others we tap into audio feed)
- \_\_\_ 6. Place microphones (for sporting events, all others we tap into audio feed)
- \_\_\_ 7. Format hard drive
- \_\_\_ 8. Open project on switcher
- \_\_\_ 9. Set Cameras
- \_\_\_ 10. Check input/output status on playback system
- \_\_\_ 11. Double check meeting status on playback system

### **At Meeting/Event Start**

- \_\_\_ 1. Start all necessary streams
- \_\_\_ 2. Unmute microphones at “Call to Order” or start of event
- \_\_\_ 3. Confirm all outputs are correct

## During Meeting/Event

---

- \_\_\_ 1. Monitor stream status with spot checks
- \_\_\_ 2. Monitor for technical issues or dropouts
- \_\_\_ 3. Mute microphones when necessary (sports only)

## Post-Meeting/Event Steps

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- \_\_\_ 1. Immediately mute all microphones (sports only)
- \_\_\_ 2. Stop all streams
- \_\_\_ 3. Stop hard drive recording
- \_\_\_ 4. Exit switcher to main menu
- \_\_\_ 5. Confirm meeting/event has ended across all platforms
- \_\_\_ 6. Verify meeting/event is off-air
- \_\_\_ 7. Confirm meeting/event was recorded successfully
- \_\_\_ 8. Gather microphones and remove batteries (sports only)
- \_\_\_ 9. Turn off microphone receiver
- \_\_\_ 10. Disassemble cameras and tripods
- \_\_\_ 11. Disassemble switcher
- \_\_\_ 12. Store equipment on cart in classroom studio
- \_\_\_ 13. Take photos of properly shut down equipment and text to staff group

### \*PAC Fiber Set-Up

- 1. Access fiber box backstage
- 2. Run the fiber extension cable to the ethernet switch
- 3. Set up a remote control room (switcher, audio board, etc.)
- 4. Resume set up/break down following above procedures

At the end of the meeting/event, disconnect from fiber

### \*Field House

- 1. Get access to the IT closet on the second floor of the field house to connect the fiber
- 2. Run the fiber extension cable to the ethernet switch
- 3. Set up a remote control room (switcher, audio board, etc.)
- 4. Run fiber extension cable to the second floor IT closet
- 5. Resume set/up break down following the above procedures

At the end of the meeting/event, disconnect from fiber

### **\*Press Box**

1. Fiber connect is located in the mini AV rack located in the score board room
2. Connect fiber to ethernet switch
3. Set up a remote control room (switcher, audio board, etc.)
4. Resume set up/break down following above procedures

At the end of the meeting/event, disconnect from fiber

## Human Rights Resolution

WHEREAS, the strength of our nation is derived from its history of diversity that has enriched our communities with a variety of cultures, faith traditions and viewpoints, and

WHEREAS, Reading residents are committed to upholding human rights that ensure the well-being of all people in our community, and

WHEREAS, our community believes in this nation's founding principle of religious freedom, and

WHEREAS, our town was founded by immigrants and our own histories are shaped by the immigrant experience. We will continue to welcome new neighbors here wherever they may come here from, then be it

WHEREAS, The town of Reading welcomes and embraces all who live here, work here, are educated here, worship here, and visit here regardless of gender, race, color, religion, national origin, sexual orientation, gender identity, or disability; and be it

FURTHER RESOLVED, That the Reading Select Board will continue to build trust with everyone in our community and will continue to work to ensure the safety and well-being of every person within our community; and, be it

FURTHER RESOLVED, That, we are committed as a Select Board, to advocating for all, engaging in partnerships and relationships that embody the principles of dignity and respect, and creating a culture of responsibility, and be it,

FURTHER RESOLVED, That we believe in the basic tenets of our political process. We argue, we campaign, we debate vigorously within Reading, but on the fundamental human rights protections discussed herein we are entirely and enthusiastically united. We will fight discrimination and intolerance in all its forms. We are one town. And we will move forward together.

**From:** [Wellman, Jayne](#)  
**To:** [Baptiste, Madeleine](#)  
**Subject:** FW: Human rights resolution for Dec 2  
**Date:** Wednesday, November 26, 2025 1:13:22 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
**Importance:** High

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Please include this opinion from Town Counsel, which is approved to go in the packet.

Jayne

**Jayne Wellman, MPA, MCPPO**  
**Assistant Town Manager**  
**Constituent Services Officer**

16 Lowell St  
Reading, MA 01867  
781.942.6637 (o)  
781.970.2537 (m)

*A Self-Care Note: Your workday or hours may differ from mine. So please don't feel obligated to respond outside your normal working hours.*

*The Massachusetts Secretary of State has determined that general email is a public record unless the content falls within one of the stated exemptions under the Massachusetts Public Records Laws.*

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**From:** Ivria Fried  
**Sent:** Tuesday, November 25, 2025 2:03 PM  
**To:** Pless, Albert <[apless@readingma.gov](mailto:apless@readingma.gov)>; Herrick, Karen <[karen.herrick@readingma.gov](mailto:karen.herrick@readingma.gov)>  
**Cc:** Wellman, Jayne <[jwellman@readingma.gov](mailto:jwellman@readingma.gov)>; Baptiste, Madeleine <[mbaptiste@readingma.gov](mailto:mbaptiste@readingma.gov)>; Kraunelis, Matthew <[mkraunelis@readingma.gov](mailto:mkraunelis@readingma.gov)>  
**Subject:** Re: Human rights resiliution for Dec 2

**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.**

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Hello,

You have asked for my comments on a Human Rights Resolution submitted to the Select Board in January of 2017. Prior Town Counsel reviewed the resolution and provided guidance in a March 3, 2017 letter. My comments are below:

1. Legal Effect: Both prior Town Counsel and I agree that the Resolution does not establish any binding provisions governing Town government (for example, in contrast to a regulation); any policies that would bind the Town in the absence of contrary indications; or even any guidelines for future action. Rather, the Resolution should be understood as aspirational, rather than prescriptive.
2. Legal Significance: Prior Town Counsel noted that although there is no legal effect, he reflected that there is still legal significance to adopting the Resolution. He stated: "As the



Town's Chief Executive Office, the Board necessarily sets the tone for the conduct of Town affairs. A Resolution such as is proposed should therefore be crafted carefully both to recognize the 'facts on the ground' and to state clearly the principles that the Selectmen are endorsing for the future." I agree with his statement and have no additional comments.

3. Scope of Resolution: Prior Town Counsel reflected that the resolution addresses both the Select Board and other Town bodies. The Board's authority as the Chief Executive Office of the Town is not unlimited and it has no direct authority over separately elected bodies. I would recommend that the Resolution be amended to include references to the Select Board only.

4. Freedom of Speech: Prior Town Counsel questioned whether the resolution's condemnation and rejection of all words of hate, indifference and intolerance could be intended to chill the exercise of free expression, a right protected by the First Amendment of the U.S. Constitution. The following alternative language was submitted by the proponents of the Resolution and considered in April of 2017:

FURTHER RESOLVED, That, while we cannot and will not alter or abridge the rights, protections, and privileges secured by state and federal law including the constitutional protections of free speech and assembly, we will stand up to those who would seek to undermine the beliefs in human rights we hold dear; and be it

Prior Counsel opined that this text similarly could have a chilling effect on speech. While there is certainly room for debate on whether it is a good policy idea to employ such language, I am not concerned from a legal standpoint that adoption of a non-binding resolution condemning and rejecting words of hate, indifference and intolerance abridges an individual's First Amendment rights.

Alternatively, the Select Board may want to consider amending the wording so that it conveys a message of support, rather than condemnation. Here are a few examples:

FURTHER RESOLVED, That we are committed as a Select Board, to advocating for all, engaging in relationships and partnerships that embody the principles of dignity and respect, and creating a culture of accountability.

OR

FURTHER RESOLVED, That we are committed as a Select Board to support the rights guaranteed pursuant to local, state, and federal law on the basis of race or color, gender, physical or mental ability, religion, socioeconomic status, ethnic or national origin, sexual identification or orientation, or age for all persons within the Town.

There may be many other ways to convey this message. The above are just some examples.

Happy to review any drafts of the resolution that you prepare and provide my comments.

Best,  
Ivria



**Ivria Glass Fried** (she/her)

Partner at Harrington Heep LLP

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movement toward building a more resilient world. To find out more, visit our website.

# GAME CHANGERS MEDIA SERIES



A BASKETBALL LEGEND  
AND HUMAN RIGHTS ICON,

**BILL RUSSELL**

INVESTIGATED THROUGH  
DISCUSSIONS AND FILM

## Legal Notice



### 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 Tuesday, December 2, 2025 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 a Change of Manager and Change of Officers Application for an Annual All-Alcohol Club License located at 37 Ash Street, Reading, MA from Reading Veterans Association, d/b/a American Legion Post 62.

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

All interested parties are invited to attend the hearing in person or remotely via Zoom; or may submit their comments in writing or by email prior to 6:00 p.m. on December 2, 2025 to [townmanager@readingma.gov](mailto:townmanager@readingma.gov).

By order of  
Matthew A. Kraunelis, Esq.  
Town Manager



# READING POLICE DEPARTMENT

15 Union Street • Reading, Massachusetts 01867

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

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

## EXECUTIVE SUMMARY

### Change of Manager-Reading Veterans Association, Inc.

November 21, 2025

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

Chief Clark,

As directed by your Office and in accordance with Reading Police Department Policy and Procedures, I have placed together an Executive Summary of the application for Change of Manager at Reading Veterans Association Inc. d/b/a "American Legion Post 62" (37 Ash Street).

New Manger: Brendan Hoyt, Jr.

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

Respectfully Submitted,

Lt. Detective Richard P. Abate  
Criminal Division Commander

# Massachusetts Alcoholic Beverages Control Commission - Retail

95 Fourth Street, Suite 3, Chelsea, Massachusetts 02150

Phone (617) 727-3040

Your Information

Payment

Receipt

## Payment Confirmation

### YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT

Your account has been billed for the following transaction. You will receive a receipt via email and via text message.



Transaction Processed Successfully.

INVOICE #: f517c182-fc62-4459-bbaf-1a148a136f6f

Description	Applicant, License or Registration Number	Amount
FILING FEES-RETAIL	Reading Veterans Association	\$200.00
		\$200.00

Total Convenience Fee: \$0.35

Total Amount Paid: \$200.35

Date Paid: 11/10/2025 8:39:09 AM EDT

#### Payment On Behalf Of

License Number or Business Name:  
Reading Veterans Association

Fee Type:  
FILING FEES-RETAIL

#### Billing Information

First Name:  
Reading

Last Name:  
Veterans

Address:  
37 Ash Street

City:  
Reading

State:  
MA

Zip Code:  
01867

Email Address:  
[REDACTED]

[Print Receipt](#)

[Make Another Payment](#)

powered by nCourt





RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
MONETARY TRANSMITTAL FORM

2025 NOV 17 PM 4:38

**AMENDMENT-Change of Manager**

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

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

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

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

00001-CL-1016

ENTITY/ LICENSEE NAME

READING VETERANS ASSOCIATION INC.

ADDRESS

37 ASH STREET

CITY/TOWN

READING

STATE

MA

ZIP CODE

01867

For the following transactions (Check all that apply):

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

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

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



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

**AMENDMENT-Change of Manager**

☐ Change of License Manager

**1. BUSINESS ENTITY INFORMATION**

Entity Name

Municipality

ABCC License Number

READING VETERANS ASSOCIATION

READING

0001-CL-1016

**2. APPLICATION CONTACT**

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

Name

Title

Email

Phone

BRENDAN HOYT JR

TREASURER

[REDACTED]

[REDACTED]

**3A. MANAGER INFORMATION**

The individual that has been appointed to manage and control of the licensed business and premises.

Proposed Manager Name BREDAN HOYT JR

Date of Birth

[REDACTED]

SSN

[REDACTED]

Residential Address

[REDACTED]

Email

[REDACTED]

Phone

[REDACTED]

Please indicate how many hours per week you intend to be on the licensed premises

20

Last-Approved License Manager

DENNIS LANE

**3B. CITIZENSHIP/BACKGROUND INFORMATION**

Are you a U.S. Citizen/Qualified Alien under the Immigration and Nationality Act?

☒ Yes ☐ No

If yes, attach one of the following documents: US Passport, Voter's Certificate, Birth Certificate, Naturalization Papers, Green Card or Employment Authorization Document.

Have you ever been convicted of a state, federal, or military crime?

☐ Yes ☒ No

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

Date	Municipality	Charge	Disposition

**3C. EMPLOYMENT INFORMATION**

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
10/2017	PRESENT	DRIVER	ENTERPRISE RENT A CAR	EDGAR OCANA
1975	2016	LAWYER	SELF EMPLOYED	N/A

**3D. PRIOR DISCIPLINARY ACTION**

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

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

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature

[Signature]

Date

11/17/25



## APPLICANT'S STATEMENT

I, BRIAN MCCORMACK the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP manager  
Authorized Signatory  
of READING VETERANS ASSOCIATION INC  
Name of the Entity/Corporation

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

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

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

Signature: Brian McCormack

Date: 11/17/25

Title: PRESIDENT

**ENTITY VOTE**

The Board of Directors or LLC Managers of READING VETERANS ASSOCIATION INC.  
Entity Name

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

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on 10/7/25  
Date of Meeting

For the following transactions (Check all that apply):

☒ Change of Manager

☒ Other CHANGE OF OFFICERS AND DIRECTORS

"VOTED: To authorize BRIAN MCCORMACK PRESIDENT  
Name of Person

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

"VOTED: To appoint BRENDAN L HOYT JR. MANAGER  
Name of Liquor License Manager

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

A true copy attest,

\_\_\_\_\_  
Corporate Officer /LLC Manager Signature

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

For Corporations ONLY

A true copy attest,

  
Corporation Clerk's Signature

BRENDAN L HOYT JR.  
(Print Name)



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

JEAN M. LORIZIO, ESQ.  
CHAIRMAN

CORI REQUEST FORM

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

**ABCC LICENSE INFORMATION**

ABCC NUMBER: (IF EXISTING LICENSEE)	00001 CL-1016	LICENSEE NAME:	READING VETS ASSN. INC. DBA AMERICAN LEGION POST 62	CITY/TOWN:	READING
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**APPLICANT INFORMATION**

LAST NAME:	HOYT, JR.	FIRST NAME:	BRENDAN	MIDDLE NAME:	LEONARD
MAIDEN NAME OR ALIAS (IF APPLICABLE):			PLACE OF BIRTH:		
DATE OF BIRTH:		SSN:		ID THEFT INDEX PIN (IF APPLICABLE):	
MOTHER'S MAIDEN NAME:		DRIVER'S LICENSE #:		STATE LIC. ISSUED:	MA
GENDER:	MALE	HEIGHT:	6' 0"	WEIGHT:	220
				EYE COLOR:	BLUE
CURRENT ADDRESS:					
CITY/TOWN:	READING	STATE:	MA	ZIP:	01867
FORMER ADDRESS:					
CITY/TOWN:	READING	STATE:	MA	ZIP:	01867

**PRINT AND SIGN**

PRINTED NAME:	BRENDAN L. HOYT, JR.	APPLICANT/EMPLOYEE SIGNATURE:	<i>Brendan L Hoyt Jr</i>
---------------	----------------------	-------------------------------	--------------------------

**NOTARY INFORMATION**

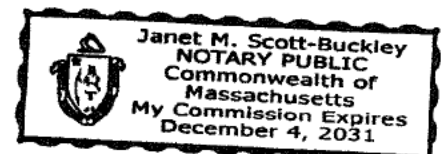
On this October 20<sup>th</sup> 2025 before me, the undersigned notary public, personally appeared Brendan L Hoyt Jr  
(name of document signer), proved to me through satisfactory evidence of identification, which were MA Drivers License  
to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

*[Signature]*  
NOTARY

**DIVISION USE ONLY**

REQUESTED BY:	
SIGNATURE OF CONFAUTHORIZED EMPLOYEE	

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



*The Commonwealth of Massachusetts*  
*United States of America*

Registered  
No.

2



*Town of Reading*

**CERTIFICATE OF BIRTH**

FROM THE RECORDS OF BIRTHS IN THE TOWN OF READING, MASSACHUSETTS, U.S.A.

Date of Birth:

Name of Child:

Sex:

Place of Birth:

Residence of Parents:

Name of Father:

Father's Age:

Birthplace of Father:

Occupation of Father:

Name of Mother (Maiden):

Mother's Age:

Birthplace of Mother:

Occupation of Mother:

Date Recorded:

Record No./Book/Page:

**Brendan Leonard Hoyt Jr**

I, Laura A. Gemme, depose and say that I hold the office of Town Clerk of the Town of Reading, Massachusetts, U.S.A.; that the records of Births, Marriages and Deaths in said town are in my custody; and that the above is a true extract from said records, as certified by me.

WITNESS my hand and the Seal of the Town of Reading, on this 10th day of November 2025

Laura A. Gemme, Town Clerk





*The Commonwealth of Massachusetts*  
*Alcoholic Beverages Control Commission*  
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
MONETARY TRANSMITTAL FORM**

**APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest**

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

**ECRT CODE: RETA**

**Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)**

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

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

00001-CL-1016

**ENTITY/ LICENSEE NAME** READING VETERANS ASSOCIATION INC

**ADDRESS** 37 ASH STREET

**CITY/TOWN** READING

**STATE** MA

**ZIP CODE** 01867

**For the following transactions (Check all that apply):**

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

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

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



*The Commonwealth of Massachusetts*  
*Alcoholic Beverages Control Commission*  
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**APPLICATION FOR AMENDMENT**  
**-Change of Officers, Stock or Ownership Interest**

☐ **Change of Officers/ Directors/LLC Managers**    ☐ **Change of Stock Interest**

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officer/Directors Application
- Vote of the Entity
- CORI Authorization
- Business Structure Documents
  - If Sole Proprietor, **Business Certificate**
  - If partnership, **Partnership Agreement**
  - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

(e.g. New Stockholders or Transfer or Issuance of Stock)

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Stock Application
- Financial Statement
- Vote of the Entity
- CORI Authorization
- Purchase & Sale Agreement
- Supporting Financial Records
- Advertisement
- Business Structure Documents
  - If Sole Proprietor, **Business Certificate**
  - If partnership, **Partnership Agreement**
  - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

☐ **Change of Ownership Interest**

(e.g. LLC Members, LLP Partners, Trustees etc.)

- Payment Receipt
- Monetary Transmittal
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Stock Application
- Financial Statement
- Vote of the Entity
- CORI Authorization
- Business Structure Documents
- Purchase & Sale Agreement
- Supporting Financial Records
- Advertisement
  - If Sole Proprietor, **Business Certificate**
  - If partnership, **Partnership Agreement**
  - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

☐ **Non-Profit Club Change of Officers/ Directors**

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officer/Directors Application
- Vote of the club signed by an approved officer
- Business Structure Documents - **Articles of Organization** from the Secretary of the Commonwealth

☐ **Management Agreement**

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Vote of Entity
- Management Agreement

*\*If abutter notification and advertisement are required for transaction, please see the local licensing authority.*

**1. BUSINESS ENTITY INFORMATION**

Entity Name

Municipality

ABCC License Number

READING VETERANS ASSOCIATION

READING

00001-CL1016

Please provide a narrative overview of the transaction(s) being applied for. Attach additional pages, if necessary.

OUR BAR MANAGER DENNIS LANE PASSED AWAY ON JUNE 2, 2025.

WE ARE APPLYING FOR A CHANGE OF OFFICERS AND DIRECTORS *AND MANAGER*

**APPLICATION CONTACT**

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

Name

Title

Email

Phone

BRENDAN L HOYT JR.

TREASURER

# APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest

## 2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:  
**On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers** - At least 50% must be US citizens;  
**Off Premises (Liquor Store) Directors or LLC Managers** - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB
<b>BRIAN MCCORMACK</b>			

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
PRESIDENT	0	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<b>WILLIAM J JORDAN</b>			

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
VICE PRESIDENT	0	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<b>BRENDAN L HOYT JR.</b>			

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
TREASURER AND CLERK	0	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<b>PHIL REED</b>			

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
DIRECTOR	0	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<b>MATTHEW CAMPBELL</b>			

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
DIRECTOR	0	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<b>SAMUEL SIGGINS</b>			

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
DIRECTOR	0	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Additional pages attached? ☐ Yes ☒ No

### CRIMINAL HISTORY

Has any individual listed in question 2, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No

### MANAGEMENT AGREEMENT

Are you requesting approval to utilize a management company through a management agreement? Please provide a copy of the management agreement.

☐ Yes ☒ No

## **APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest**

### **3. CURRENT OFFICERS, STOCK OR OWNERSHIP INTEREST**

List the individuals and entities of the current ownership. Attach additional pages if necessary utilizing the format below.

Name of Principal	Title/Position	Percentage of Ownership
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of Principal	Title/Position	Percentage of Ownership
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of Principal	Title/Position	Percentage of Ownership
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of Principal	Title/Position	Percentage of Ownership
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of Principal	Title/Position	Percentage of Ownership
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of Principal	Title/Position	Percentage of Ownership
<input type="text"/>	<input type="text"/>	<input type="text"/>

### **4. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE**

Does any individual or entity identified in question 2, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes ☐ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### **5. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE**

Has any individual or entity identified identified in question 2, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes ☐ No ☐

If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### **6. DISCLOSURE OF LICENSE DISCIPLINARY ACTION**

Have any of the disclosed licenses listed in question 4 or 5 ever been suspended, revoked or cancelled?

Yes ☐ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



7. FINANCIAL DISCLOSURE

Associated Cost(s): (E.g. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):”

Associated Cost(s):

SOURCE OF CASH CONTRIBUTION

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
Total:	

SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

FINANCIAL INFORMATION

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

## APPLICANT'S STATEMENT

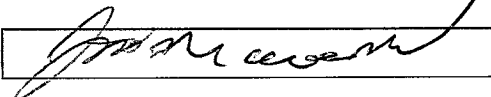
I, BRIAN MCCORMACK the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP manager  
Authorized Signatory  
of READING VETERANS ASSOCIATION INC  
Name of the Entity/Corporation

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

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

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

Signature:



Date:

11/17/25

Title:

PRESIDENT

### **ADDITIONAL INFORMATION**

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

### ENTITY VOTE

The Board of Directors or LLC Managers of

READING VETERANS ASSOCIATION INC

Entity Name

duly voted to apply to the Licensing Authority of

READING

City/Town

and the

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on

10/7/2025

Date of Meeting

For the following transactions (Check all that apply):

- ☒ Change of Officers/Directors/LLC Manager
- ☐ Change of Ownership Interest (LLC Members, LLP Partners, Trustees)
- ☐ Issuance/Transfer of Stock/New Stockholder
- ☐ Management/Operating Agreement
- ☐ Other

"VOTED: To authorize

BRIAN MCCORMACK

Name of Person

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


A true copy attest,

\_\_\_\_\_  
Corporate Officer /LLC Manager Signature

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

For Corporations ONLY

A true copy attest,

  
Corporation Clerk's Signature

Brendan L. Hoyt  
(Print Name)



Commonwealth of Massachusetts  
Department of Revenue  
Geoffrey E. Snyder, Commissioner

mass.gov/dor

Letter ID: [REDACTED]  
Notice Date: October 28, 2025  
Case ID: [REDACTED]



## CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE



READING VETERANS ASSOC AMERICAN L  
PO BOX 148  
READING MA 01867-0248

### *Why did I receive this notice?*

The Commissioner of Revenue certifies that, as of the date of this certificate, READING VETERANS ASSOC AMERICAN LEGION dba:READING VETERAN'S ASSOCIATION INC is in compliance with its tax obligations under Chapter 62C of the Massachusetts General Laws.

This certificate doesn't certify that the taxpayer is compliant in taxes such as unemployment insurance administered by agencies other than the Department of Revenue, or taxes under any other provisions of law.

**This is not a waiver of lien issued under Chapter 62C, section 52 of the Massachusetts General Laws.**

### *What if I have questions?*

If you have questions, call us at (617) 887-6400, Monday through Friday, 9:00 a.m. to 4:00 p.m.

### *Visit us online!*

Visit [mass.gov/dor](https://mass.gov/dor) to learn more about Massachusetts tax laws and DOR policies and procedures, including your Taxpayer Bill of Rights, and MassTaxConnect for easy access to your account:

- Review or update your account
- Contact us using e-message
- Sign up for e-billing to save paper
- Make payments or set up autopay

Edward W. Coyle, Jr., Chief  
Collections Bureau



## Certificate of Compliance

Date: October 28, 2025

Letter ID: [REDACTED]

Employer ID (FEIN): [REDACTED]

READING VETERANS ASSN  
PO BOX 148  
READING MA 01867-0248

Certificate ID: [REDACTED]

FEIN: [REDACTED]

The Department of Unemployment Assistance certifies that as of 27-Oct-2025, READING VETERANS ASSN does not currently have any unemployment or wage reporting obligations. By obtaining this certificate, READING VETERANS ASSN acknowledges they are required to notify the agency if they meet the subjectivity requirements for unemployment insurance outlined in Massachusetts General Laws, Chapter 151A, Section 8 and/or the wage reporting requirements outlined in Massachusetts General Laws, Chapter 62 E, Section 2.

This certificate expires on 26-Nov-2025 .

Sincerely,

Katie Dishnica, Director  
Department of Unemployment Assistance

### Questions?

Revenue Enforcement Unit  
Department of Unemployment Assistance  
Email us: Revenue.Enforcement@mass.gov  
Call us: (617) 626-5750

## The Commonwealth of Massachusetts

## DEPARTMENT OF CORPORATIONS AND TAXATION

We, Stanley R. Gerard, President, William O'Brien, Treasurer,  
 Forest H. Bryant, Clerk or Secretary, and Stanley R. Gerard  
 William F. O'Brien, Daniel H. Shay, Forest H. Bryant  
 Irving C. Austin, John T. Wall, Jr., Thomas Ferris, Jr.,  
 Frank D. Tanner, Charles Stratton, Samuel H. Davis  
 and William H. Lee.

all  
 being a majority of the directors, (having the powers of directors under  
 authority of section seven of chapter one hundred and eighty), of Reading Veterans Association Inc.

in compliance with the requirements of section three  
 of chapter one hundred and eighty of the General Laws as amended, do hereby state that the following is a true  
 copy of the agreement of association to form said corporation, with the names of the subscribers thereto:—

We, whose names are hereto subscribed, do, by this agreement, associate ourselves with the intention  
 of forming a corporation under the provisions of chapter 180 of the General Laws as amended.

The name by which the corporation shall be known is Reading Veterans Association Inc.

The location of the principal office of the corporation to be in the Commonwealth is the  
 Town of Reading.

The purposes for which the corporation is formed are as follows:—

To establish a body of recognized authority for patriotic, social, educa-  
 tional, ~~charitable~~ and humanitarian work, more particularly among and for the  
 benefit of veterans of the World War and members of the American Legion,  
 their dependents and relatives.

To promote and enhance the well-being and welfare of veterans of any and all  
 wars and especially members of Reading Post 62 of the American Legion; to pro-  
 vide for a meeting place for that and like organizations, equip and maintain  
 the same, and to provide means for the perpetuation of said organization  
 and for the social enjoyment, educational development of and assistance to  
 the members of this corporation, as well as veterans who have served the  
 United States of America in times of war, their relatives and dependents.

To acquire, hold, lease, rent, convey, mortgage and maintain real and per-  
 sonal property, rights or privileges, suitable or convenient for any of the  
 foregoing purposes.

day of July in the year nineteen hundred and twenty- nine.

NAME	RESIDENCE (CITY OR TOWN; STREET AND NUMBER)	AMOUNT OF STOCK SUBSCRIBED FOR
Stanley R. Gerard, Daniel H. Shay, William F. O'Brien, Thomas Ferris, Jr., Forest H. Bryant, Irving C. Austin, John T. Wall, Jr., Frank D. Tanner, Charles Stratton, William H. Lee, Samuel H. Davis,		

Proper First Name should be Written in Full  
 Initials and abbreviations are not sufficient.

## The Commonwealth of Massachusetts

## DEPARTMENT OF CORPORATIONS AND TAXATION

We, Stanley R. Gerard, President, William O'Brien, Treasurer,  
 Forest H. Bryant, Clerk or Secretary, and Stanley R. Gerard,  
 William F. O'Brien, Daniel H. Shay, Forest H. Bryant,  
 Irving C. Austin, John T. Wall, Jr., Thomas Ferris, Jr.,  
 Frank D. Tanner, Charles Stratton, Samuel H. Davis  
 and William H. Lee.

all  
 being a majority of the directors, or (having the powers of directors under  
 authority of section seven of chapter one hundred and eighty), of Reading Veterans Association Inc.

in compliance with the requirements of section three  
 of chapter one hundred and eighty of the General Laws as amended, do hereby state that the following is a true  
 copy of the agreement of association to form said corporation, with the names of the subscribers thereto:—

We, whose names are hereto subscribed, do, by this agreement, associate ourselves with the intention  
 of forming a corporation under the provisions of chapter 180 of the General Laws as amended.

The name by which the corporation shall be known is Reading Veterans Association Inc.

The amount of its capital stock (if any) is dollars

The par value of its shares is dollars

The number of its shares is

(If seven days' notice is waived, use the following form:)

We hereby waive all requirements of the general laws of Massachusetts for notice of the first meeting  
 for organization, and appoint the Twenty-third day of July, 1929,

at 8 o'clock P.M., at Victory House, Ash Street, Reading  
 as the time and place of holding said first meeting.

IN WITNESS WHEREOF, we have hereunto set our hands this Twenty-third  
 day of July in the year nineteen hundred and twenty- nine.

NAME	RESIDENCE (CITY OR TOWN; STREET AND NUMBER)	AMOUNT OF STOCK SUBSCRIBED FOR
Stanley R. Gerard, Daniel H. Shay, William F. O'Brien, Thomas Ferris, Jr., Forest H. Bryant, Irving C. Austin, John T. Wall, Jr., Frank D. Tanner, Charles Stratton, William H. Lee, Samuel H. Davis,		



(Reading Veterans Association Inc.)  
(7-25-29)

That the first meeting of the subscribers to said agreement was held on the 23rd  
day of July in the year nineteen hundred and twenty-nine.

(If the corporation has a capital stock fill in the following:)

That the amount of capital stock now to be issued is

shares of preferred stock,

shares of common stock,

to be paid for as follows:—


AMOUNT AND CLASS OF STOCK ISSUED.

	SHARES PREFERRED	SHARES COMMON
IN CASH:		
In full.....		
By instalments .....		
Amount of instalments to be paid before commencing business.....		
IN PROPERTY:		
Real estate:.....		
Location.....		
Area.....		
Personal Property:		
Machinery.....		
Merchandise.....		
Bills receivable.....		
Stocks and securities.....		
Patent rights.....		
Trade marks.....		
Copyrights.....		
Good will.....		
*Services.....		
*Expenses.....		

\*State clearly the nature of such services or expenses and the amount of stock to be issued therefor

Leave this space for binding.

The name, residence and post-office address of each of the officers are as follows:—

NAME OF OFFICE.	NAME.	RESIDENCE. (City or Town)	POST-OFFICE ADDRESS.
President,	Stanley R. Gerard	Reading	
Vice President	Daniel H. Shay	Reading	
Treasurer,	William F. O'Brien	Reading	
Clerk (or secretary),	Forest H. Bryant	Reading	
Directors (or officers having the powers of directors),			
	Stanley R. Gerard	Reading	
	Daniel H. Shay	"	
	William F. O'Brien	"	
	Forest H. Bryant	"	
	Irving C. Austin	"	
	John T. Wall, Jr.	"	
	Thomas Ferris, Jr.	"	
	Frank D. Tanner	"	
	Charles Stratton	"	
	Samuel H. Davis	"	
	William H. Lee	"	

IN WITNESS WHEREOF, we have hereunto signed our names, this Twenty-third  
day of July in the year nineteen hundred and twenty-nine.

The foregoing statements are made and subscribed to under the penalties of perjury.

- Stanley R. Gerard  
- Daniel H. Shay  
- John T. Wall, Jr.  
- Forest H. Bryant  
- William F. O'Brien  
- Irving C. Austin  
- Samuel H. Davis

- Thomas Ferris Jr.  
- Frank D. Tanner  
- Charles Stratton  
- William H. Lee

Leave this space for binding.

Reading Veterans Association Inc.)  
(7-25-29)

RECEIVED

JUL 25 1929  
CORPORATION DIVISION  
SECRETARY'S OFFICE

DEPARTMENT OF  
M. F. JUL 25 1929  
CORPORATIONS AND TAXATION

WRITE NOTHING BELOW

Corporation For Charitable And Certain  
Other Purposes

*Reading Veterans*

*Association Inc.*

*The \$25.00*

Articles of Organization *by*

GENERAL LAWS, CHAP. 180, SECT. 7

Filed in the office of the Secretary of the Commonwealth,

*OK July 25, 1929*  
*4:05 PM*

I hereby certify that it appears, upon examination of the within written articles and the records of the corporation duly submitted to my inspection, that the requirements of chapter one hundred and eighty as amended, one hundred fifty-five as amended and chapter one hundred fifty-six of General Laws as amended, relating to the organization of corporations have been complied with, and I hereby approve said articles, this *25th*

day of *July* A.D. 192*9*

*Wm. F. Galvin*  
Commissioner of Corporations  
and Taxation.

Charter to be sent to *Service of*

*89 State St.*

*Reading Ind. 7-25-29*

A TRUE COPY ATTEST  
*William Francis Galvin*  
WILLIAM FRANCIS GALVIN  
SECRETARY OF THE COMMONWEALTH  
DATE *10/25/25* CLERK *SD*

## **Town of Reading Liquor Licenses** **2026 Renewal List**

### **All Alcohol - Restaurants**

Anthony's Coal Fired Pizza - 48 Walkers Brook Drive  
Café Capri - 355 Main Street  
Chili's Grill & Bar - 70 Walkers Brook Drive  
Fuddruckers - 50 Walkers Brook Drive  
Public Kitchen - 530 Main Street  
Longhorn Steak House - 39 Walkers Brook Drive  
Mandarin Reading Restaurant - 296 Salem Street  
Oye's - 26 Walkers Brook Drive  
Zucca Italian Restaurant and Bar - 601 Main Street  
Fusilli's Cucina - 107 Main Street  
Venetian Moon Restaurant - 680 Main Street  
Bunratty Tavern - 620 Main Street  
Half & Half - 607 Main Street  
POST1917 - 136 Haven Street  
Champions Indoor Golf - 1 General Way  
Toscana Forno - 45 Walkers Brook Drive

### **Wine & Malt - Restaurants**

Bangkok Spice Thai Restaurant, 76 Haven Street

### **All Alcohol - Clubs**

Knights of Columbus - 11 Sanborn Street  
Meadow Brook Golf Club - 292 Grove Street  
Reading Veteran's Association/American Legion - 37 Ash Street

### **All Alcohol - Package Stores**

Reading Fine Wines and Spirits - 25 Walkers Brook Drive  
City Wine Spirits and Smoke Shop - 345 Main Street  
Reading Liquors - 214 Main Street  
Square Liquors - 13 High Street  
The Liquor Junction - 1 General Way

### **Farmer Distiller Pouring**

New England Barrel Company - 1 General Way

# MOTIONS – 2025 SUBSEQUENT TOWN MEETING

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## MOTION UNDER ARTICLE 9 2025 SUBSEQUENT TOWN MEETING

Move that the Town vote to authorize the Select Board, on its behalf, to petition the General Court for passage of a special law substantially as provided below. The Legislature may make clerical or editorial changes in form only to the bill, unless the Select Board approves amendments to the bill before enactment by the Legislature. The Select Board is hereby authorized to approve amendments that shall be within the scope of the general public objectives of this petition.

### AN ACT RELATIVE TO THE TOWN OF READING HOME RULE CHARTER

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

**Section 1:** Article 1 of the Town of Reading Home Rule Charter as amended through by November 1, 2025, a copy of which is on file in the office of the archivist of the Commonwealth pursuant to Chapter 43B of the General Laws, is hereby amended by striking the definition of “Majority Vote” in section 1.6 thereof in its entirety and inserting, in place thereof, the following definition:

**Majority Vote** – The term “majority vote” shall mean the affirmative vote of a majority of those present and voting provided that a quorum of the body is present.

**Section 2:** Article 2 of said Charter is hereby amended by striking section 2.6 thereof in its entirety and inserting, in place thereof, the following section:

#### **2.6    Vacancies**

A Town Meeting Member may resign by filing a written notice with the Town Clerk. A Town Meeting Member who terminates residency in the Town shall cease to be a Town Meeting Member. A Town Meeting Member who moves their residence from the precinct from which they were elected to another precinct shall serve only until the next Annual Town Election.

If any person elected as a Town Meeting Member fails to attend one-half or more of the total Town Meeting sessions within one year preceding the most recent Annual Town Election, their seat may be declared vacant by a majority vote of the Town Meeting, after providing the member an opportunity to be heard.

The Select Board shall place an Article on the Annual Town Meeting Warrant to remove any such Town Meeting Member from office. At least seven (7) days prior to the Annual Town Meeting, the Town Clerk shall notify any such Town Meeting Member that they may be removed from office, provided, however, that such notice shall be deemed adequate if mailed postage prepaid to the Town Meeting Member's last known address.

Any vacancy in a Town Meeting position may be filled until the next Annual Town Election by a vote of the remaining Town Meeting Members of the precinct, provided, however, that the balance of any unexpired term shall be filled at the next Annual Town Election. In the event of a vacancy, the Town Clerk shall give written notice thereof to the remaining Town Meeting Members of the precinct and shall publish such notice in a local news medium. Such notice shall provide at least seven (7) day's advance notification of the time and place for a precinct meeting for the purpose of temporarily filling the vacancy.

**Section 3:** Article 5 of said Charter is hereby amended by striking section 5.1 thereof in its entirety and inserting, in place thereof, the following section:

**5.1 Appointment, Qualifications and Term**

The Select Board shall appoint a Town Manager, who shall be appointed solely on the basis of their executive and administrative qualifications. The Town Manager shall be a professionally qualified person of proven ability, especially fitted by education, training and previous experience. The candidate shall have at least three (3) years of full-time paid experience as a City or Town Manager or Assistant City or Town Manager or five (5) years of equivalent level public or private sector experience.

The terms of the Town Manager's employment shall be the subject of a written contract, for a term not to exceed three (3) years, setting forth their tenure, compensation, vacation, sick leave, benefits, and such other matters as are customarily included in an employment contract. The Town Manager's employment contract shall be in accordance with and subject to the provisions of the Charter and shall prevail over any conflicting provision of any personnel bylaw, rule, or regulation. The Town Manager's compensation shall not exceed the amount annually appropriated for that purpose.

The Town Manager shall devote full time to the office and, except as expressly authorized by the Select Board, shall not engage in any other business or occupation. Except as expressly provided in the Charter, the Town Manager shall not hold any other public elective or appointive office in the Town; provided, however, that, with the approval of the Select Board, the Town Manager may serve as the Town's representative to regional boards, commissions or similar entities, but shall not receive any additional salary from the Town for such services.

**Section 4:** Article 5 of said Charter is hereby further amended by striking section 5.4.2 thereof in its entirety and inserting, in place thereof, the following section:

**5.4.2 Long-Term Absence**

In the event of the absence, incapacity, or illness of the Town Manager in excess of thirty (30) days or where the Town Manager has not filed a letter specified in Section 5.4.1 with the Town Clerk and the absence is anticipated to exceed thirty (30) days, the Select Board shall without delay appoint a qualified individual to serve as Acting Town Manager until the Town Manager returns., under terms of employment to be determined by the Select Board and in accordance with Section 5.4.4.

**Section 5:** Article 8 of said Charter is hereby amended by striking section 8.11.2 thereof in its entirety and inserting, in place thereof, the following section:

#### **8.11.2 Recall Petition**

Two percent (2%) of registered voters, including at least twenty-five (25) voters from each of the precincts into which the Town is divided, shall file with the Town Clerk an affidavit containing the name of the Town Officer whose recall is sought and a sworn statement of the grounds upon which the affidavit is based. The affidavit shall contain a factual-detailed statement alleging a which alleges and includes relevant evidence of an explicit legal or ethical breach of the officeholder's sworn responsibilities. The Town Clerk shall, within twenty-four (24) hours of receipt, submit the affidavit to the Board of Registrars of Voters who shall forthwith certify thereon the number of signatures that are names of voters. A copy of the affidavit shall be entered in a record book to be kept in the office of the Town Clerk.

If the affidavit contains sufficient signatures, the Town Clerk shall deliver to the first ten voters listed upon the affidavit, blank petition forms, in such number as requested, demanding such recall, with the Town Clerk's signature and official seal attached thereto. The Town Clerk shall cause to be delivered a copy of the affidavit by certified mail to the elected official's address of record whose recall is being sought within five business days of the blank petition forms being delivered. They shall be dated and addressed to the Select Board; shall contain the names of all persons to whom they are issued, the name of the person whose recall is sought and the grounds for recall as stated in the affidavit; and shall demand the election of a successor to the office held by such person. The recall petitions shall be returned and filed with the Town Clerk within thirty (30) days following the date of the filing of the affidavit, signed by at least twenty percent (20%) of the voters and containing their names and addresses; provided, however, that not more than twenty percent (20%) of the total number signatures may be from voters registered in any one precinct.

**Section 6:** The Reading town clerk may make non-substantive changes to the numbering of the sections of the town of Reading home rule charter.

**Section 7:** This Act shall take effect upon approval by the voters, at a local election, of the further amendments to the Town of Reading Home Rule Charter adopted pursuant to Article 8 of the November 10, 2025 special town meeting.

Select Board



### **III. Termination and Severance Pay.**

- A. If the Select Board wishes to terminate the services of the Town Manager prior to the expiration of this Agreement, the provisions of the Town of Reading Home Rule Charter, Section 5.5, shall be used.
- B. In the event the Town Manager is terminated by the Town without cause prior to the expiration of the term of this Agreement, the Town agrees that it shall pay to the Town Manager a lump sum cash payment equal to three (3) months' salary, which amount shall be paid to the Town Manager at the next regular pay period after the effective date of termination of his employment. This benefit shall not be available if the Town Manager is terminated for negligence, malfeasance, or gross misconduct in office or for a reason that significantly interferes with the effective administration of his duties as Town Manager.
- C. In the event the Town Manager voluntarily terminates his position with the Town before the expiration of the term of this Agreement, the Town Manager shall give the Town three (3) months' written notice in advance. A copy of the resignation shall be filed with the Town Clerk.
- D. All benefits expire as of the last day of employment with the Town. The Town Manager will be eligible for a continuation of health benefits (COBRA) as required by law.

### **IV. Salary.**

- A. The Town Manager is a salaried officer of the Town. From the Effective Date and continuing through the term of this Employment Agreement, the Town shall pay the Town Manager \$214,200.00 for services rendered under this Agreement. For purposes of calculation, paid time off and other benefits are based on a forty (40) hour week.
- B. The payment shall be subject to applicable withholdings and deductions, payable in installments on the same schedule as other non-union employees of the Town are paid.
- C. The salary set forth is conditioned upon and subject to adequate appropriation by Town Meeting.

### **V. Town Manager Evaluation.**

- A. By July 11, 2025, the Select Board and the Town Manager shall meet to define the Town Manager goals and objectives which they determine necessary for the proper operation of the Town and the attainment of the Board's policy objectives, and shall further establish a general priority among those various goals and objectives, said goals and objectives to be reduced to writing. They shall generally be attainable within the time limits specified, subject to appropriate funding by Town Meeting.



- B. The Board shall review and evaluate the Town Manager no later than January 9, 2026. This review and evaluation shall include a "360 degree assessment" with solicited subjective feedback from the Superintendent of Schools, the Library Director, and at least five direct reports to be designated by the Select Board, at least three of whom are Department Heads. The Select Board members shall also submit evaluations, which evaluations may include comments from members of the public as outlined in Section V.C. Completed evaluation forms shall be submitted to a staff member, designated by the Select Board, or, if approved by the Select Board, to the Chair, and compiled into a composite evaluation. The composite evaluation shall be subject to the provisions of the Public Records Act. The Town Manager shall have an opportunity to discuss the composite evaluation and the results of the assessment with the Select Board. The Town Manager shall provide a written self-assessment as part of this process.
- C. Select Board members may individually elect to solicit feedback from members of the Killam School Building Committee and any committee tasked with bringing the Senior Center Project forward. Select Board members may use the feedback collected to inform their evaluations of the Town Manager.

#### **VI. Hours of Work.**

- A. The Town Manager will devote full-time and attention to the business of the Town and will not engage in any other business or occupation, except with the written approval of the Board. It is understood that the Town Manager shall regularly participate in all Select Board meetings and other meetings where his attendance would be beneficial to the orderly conduct of the Town's business and operations. The Town Manager shall attend all Town Meetings.
- B. Except as expressly authorized in the Charter, the Town Manager shall not hold any other public elective or appointive office in the Town; provided, however, that, with the approval of the Board, the Town Manager may serve as the Town's representative to regional boards, commissions, or similar entities, but shall not receive any additional salary from the Town for such services.
- C. It is recognized that the Town Manager must devote a great deal of time outside of normal office hours to the business of the Town, and that, as a result, the Town Manager may adjust his normal office hours accordingly as he deems appropriate.

#### **VII. Health Insurance, Vacation, Holidays, Sick Leave, Funeral Leave, Jury Duty and Disability Insurance.**

- A. The Town shall provide the Town Manager a health insurance policy identical to other Town employees. The Town's contribution toward such health insurance policy shall be the same as that made to other non-union Town employees in a similar plan.

- D. The Town Manager is encouraged to actively participate in the Massachusetts Municipal Management Association and utilize outside resources, as necessary, to support his professional growth and development.

#### **IX. Indemnification.**

- A. Subject to the provisions of M.G.L. c.258, §13 and all other applicable law, the Town shall defend, save harmless, and indemnify the Town Manager against any tort, professional liability, claim or demand, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of his duties as Town Manager, even if said claim has been made following his termination from employment, provided that the Town Manager acted within the scope of his duties. Subject to the provisions of said statute, the Town shall pay the amount of any settlement or judgment rendered thereon. The Town may compromise and settle any such claim or suit and will pay the amount of any settlement or judgment rendered thereon without recourse to the Town Manager.
- B. The Town shall reimburse the Town Manager for any reasonable attorneys' fees and costs incurred by the Town Manager in connection with such claims or suits involving the Town Manager in his professional capacity, provided that the Select Board agrees to the chosen attorney and representation for the Town Manager is not available from the Town's insurer.
- C. This section shall survive the termination of this Agreement.

#### **X. Renewal of Town Manager**

The Board shall inform the Town Manager by January 16, 2026, whether it intends to renew the contract with the Town Manager. If the Board decides to renew, the Board and the Town Manager shall negotiate in good faith in sufficient time so as to be in a position to agree upon and execute a new contract at least two (2) months in advance of the expiration of this Agreement. The terms of this Agreement cannot be extended beyond the termination date set forth in Section III unless there is a writing signed by both parties to do so. Nothing in this Section shall preclude the Board and the Town Manager from mutually agreeing to enter into negotiations for a successor agreement earlier than outlined in this Section.

#### **XI. Other Terms and Conditions of Employment.**

- A. All provisions of law of the Commonwealth of Massachusetts relating to retirement, health insurance and other fringe benefits shall apply to the Town Manager as they generally apply to other employees of the Town, in addition to said benefits enumerated herein specifically for the benefit of the Town Manager, except as otherwise provided in this Agreement.
- B. All other general provisions of the Town's Bylaws or Personnel Rules and Regulations relating to fringe benefits shall also apply to the Town Manager as they apply to other

# **Peer Communities Benchmarking Guidelines**

## **Finance Committee**

**Adopted October 2013**

**The Finance Committee (FINCOM) of the Town of Reading hereby establishes and adopts Benchmarking Guidelines, establishing a financial best practice of using Peer Communities when making financial comparisons.**

FINCOM recognizes that under Proposition 2-1/2 in Massachusetts, communities are financially constrained by fundamental commercial/residential demographics and other economic factors.

For purposes of any broad budget or financial comparison, FINCOM defines Peer Communities to be those deemed financially statistically similar to Reading by an independent study by Stone Consulting in December 2008. Updated studies are suggested to ensure that this list is kept up to date.

Therefore the following list constitute Reading's 23 Peer Communities: Andover, Bedford, Belmont, Burlington, Canton, Danvers, Dedham, Lynnfield, Mansfield, Marshfield, Milton, Natick, North Reading, North Andover, Shrewsbury, Stoneham, Tewksbury, Wakefield, Walpole, Westborough, Westford, Wilmington and Winchester.

FINCOM also recognizes that in some instances, a second set of comparisons with other Massachusetts communities can add valuable insight.

<b>2026</b>	<b>DRAFT - SELECT BOARD AGENDAS</b>	
		<b>Staff Responsibility</b>
<b>January 6, 2026</b>		
	Pledge of Allegiance	
	Overview of Meeting	
	Public Comment (for any items not included on the agenda)	
	Town Manager Report	
	Community Spotlight	
	Discuss Town Manager Review Results	
	Liaison Reports	
	Future Agendas	
	Approval of Prior Meeting Minutes	
<b>Executive Session</b>	TM Contract Discussion and Potential Vote	
<b>January 27, 2026</b>		
	Pledge of Allegiance	
	Overview of Meeting	
	Public Comment (for any items not included on the agenda)	
	Town Manager Report	
	Community Spotlight	
	Liaison Reports	
	Future Agendas	
	Approval of Prior Meeting Minutes	
<b>February 10, 2026</b>		
	Pledge of Allegiance	
	Overview of Meeting	
	Public Comment (for any items not included on the agenda)	
	Town Manager Report	
	Community Spotlight	
	Liaison Reports	
	Future Agendas	
	Approval of Prior Meeting Minutes	
<b>February 24, 2026</b>		
	Pledge of Allegiance	



	Overview of Meeting	
	Public Comment (for any items not included on the agenda)	
	Town Manager Report	
	Community Spotlight	
	Vote for in-person early voting for April Election	
	Preview Town Meeting Warrant	
	Liaison Reports	
	Future Agendas	
	Approval of Prior Meeting Minutes	
<b>March 10, 2026</b>		
	Pledge of Allegiance	
	Overview of Meeting	
	Public Comment (for any items not included on the agenda)	
	Town Manager Report	
	Community Spotlight	
	Vote to Close Town Meeting Warrant	
	Inter-Municipal Agreement regarding Animal Control	
	Liaison Reports	
	Future Agendas	
	Approval of Prior Meeting Minutes	
<b>March 24, 2026</b>		
	Pledge of Allegiance	
	Overview of Meeting	
	Public Comment (for any items not included on the agenda)	
	Town Manager Report	
	Community Spotlight	
	Vote to Reappoint Town Accountant	
	Liaison Reports	
	Future Agendas	
	Approval of Prior Meeting Minutes	
<b>April 7, 2026</b>	<b>TOWN ELECTION</b>	
<b>April 14, 2026</b>		
	Pledge of Allegiance	
	Overview of Meeting	

	Public Comment (for any items not included on the agenda)	
	Town Manager Report	
	Community Spotlight	
	Liaison Reports	
	Future Agendas	
	Approval of Prior Meeting Minutes	
<b>April 21, 2026</b>		
	Pledge of Allegiance	
	Overview of Meeting	
	Public Comment (for any items not included on the agenda)	
	Town Manager Report	
	Community Spotlight	
	Select Board Vote to Reorganize	
	Liaison Reports	
	Future Agendas	
	Approval of Prior Meeting Minutes	
<b>April 27, 2026</b>	<b>TOWN MEETING</b>	
<b>April 30, 2026</b>	<b>TOWN MEETING</b>	
<b>May 4, 2026</b>	<b>TOWN MEETING</b>	
<b>May 7, 2026</b>	<b>TOWN MEETING</b>	
<b>May 12, 2026</b>		
	Pledge of Allegiance	
	Overview of Meeting	
	Public Comment (for any items not included on the agenda)	
	Town Manager Report	
	Community Spotlight	
	Preview FY26 Water and Sewer Rates	
<b>HEARING</b>	Public Hearing: Discuss and Vote on FY26 Non-Union Classification & Compensation Plan	
	Liaison Reports	
	Future Agendas	
	Approval of Prior Meeting Minutes	
<b>May 26, 2026</b>		
	Pledge of Allegiance	
	Overview of Meeting	

	Public Comment (for any items not included on the agenda)	
	Town Manager Report	
	Community Spotlight	
	Pride Month Resolution	
	Juneteenth Resolution	
<b>Public Hearing</b>	Discuss and Vote on FY26 Water, Sewer, and Storm Water Rates	
	Select Board Liaison Reports	
	Future Agendas	
	Approval of Prior Meeting Minutes	
<b>June 9, 2026</b>		
	Pledge of Allegiance	
	Overview of Meeting	
	Public Comment (For any items not included on the agenda)	
	Town Manager Report	
	Community Spotlight	
	Discuss and Vote on Board & Committee FY26 Budget Requests	
	Discuss Town Manager Goals	
	Select Board Liaison Reports	
	Future Agendas	
	Approval of Prior Meeting Minutes	
<b>June 23, 2026</b>		
	Pledge of Allegiance	
	Overview of Meeting	
	Public Comment (for any items not included on the agenda)	
	Town Manager Report	
	Community Spotlight	
	Discuss and Vote on Appointments of Boards & Committees	
	Select Board Liaison Reports	
	Future Agendas	
	Approval of Prior Meeting Minutes	
<b>July 14, 2026</b>		
	Pledge of Allegiance	
	Overview of Meeting	
	Public Comment (for any items not included on the agenda)	

	Town Manager Report	
	Community Spotlight	
	Select Board Liaison Reports	
	Future Agendas	
	Approval of Prior Meeting Minutes	
<b>August 4, 2026</b>		
	Pledge of Allegiance	
	Overview of Meeting	
	Public Comment (for any items not included on the agenda)	
	Town Manager Report	
	Community Spotlight	
	Discuss and Vote on Overdose Awareness Proclamation	
	Select Board Liaison Reports	
	Future Agendas	
	Approval of Prior Meeting Minutes	
<b>August 18, 2026</b>		
	Pledge of Allegiance	
	Overview of Meeting	
	Public Comment (for any items not included on the agenda)	
	Town Manager Report	
	Community Spotlight	
	Select Board Liaison Reports	
	Future Agendas	
	Approval of Prior Meeting Minutes	
<b>September 1, 2026</b>		
	Pledge of Allegiance	
	Overview of Meeting	
	Public Comment (for any items not included on the agenda)	
	Town Manager Report	
	Community Spotlight	
	Discuss Potential Override/Budget Review - Valet Parking Fees	
<b>Public Hearing</b>	Discuss and Vote on New All-Alcohol Restaurant Liquor License for Champions Indoor Golf V Inc. d/b/a Champions Indoor Golf, located at 1 General Way	



<b>Public Hearing</b>	Discuss and Vote on Transfer of All-Alcohol Liquor License for Yutao Inc. d/b/a Oye's Restaurant & Bar, located at 26 Walkers Brook Drive	
	Public Information Session 2: Review Charter Changes in Preparation for Town Meeting	
	Close Warrant: Subsequent Town Meeting	
	Discussion on RCTV License Agreement (Possible Extension Vote)	
	Discuss Establishment of a Commission on Disabilities in Reading	
	Select Board Liaison Reports	
	Future Agendas	
	Approval of Prior Meeting Minutes	
	Possible Executive Session : Facilities Union	
	Possible Executive Session: Discuss and Vote on Opioid Settlements	
<b>September 15, 2026</b>		
	Pledge of Allegiance	
	Overview of Meeting	
	Public Comment (for any items not included on the agenda)	
	Town Manager Report	
	Community Spotlight	
	Proclamation for Italian Heritage Month	
	Preview Subsequent Town Meeting Warrant	
	Select Board Liaison Reports	
	Future Agendas	
	Approval of Prior Meeting Minutes	
<b>October 6, 2026</b>		
	Pledge of Allegiance	
	Overview of Meeting	
	Public Comment (for any items not included on the agenda)	
	Town Manager Report	
	Community Spotlight	

	Vote to Close November 9, 2026 Subsequent Town Meeting Warrant	
	Select Board Liaison Reports	
	Future Agendas	
	Approval of Prior Meeting Minutes	
<b>October 20, 2026</b>		
	Pledge of Allegiance	
	Overview of Meeting	
	Public Comment (for any items not included on the agenda)	
	Town Manager Report	
	Community Spotlight	
<b>Public Hearing</b>	Public Hearing: Fiscal Year 2027 Tax Classification	
	Select Board Liaison Reports	
	Future Agendas	
	Approval of Prior Meeting Minutes	
<b>November 3, 2026</b>		
	Pledge of Allegiance	
	Overview of Meeting	
	Public Comment (for any items not included on the agenda)	
	Town Manager Report	
	Community Spotlight	
	Review 2026 Meeting Schedule	
	Select Board Liaison Reports	
	Future Agendas	
	Approval of Prior Meeting Minutes	
<b>November 9, 2026</b>	<b>Town Meeting</b>	
<b>November 12, 2026</b>	<b>Town Meeting</b>	
<b>November 16, 2026</b>	<b>Town Meeting</b>	
<b>November 19, 2026</b>	<b>Town Meeting</b>	
<b>December 1, 2026</b>		
	Pledge of Allegiance	
	Overview of Meeting	
	Public Comment (for any items not included on the agenda)	
	Town Manager Report	
	Community Spotlight	
	Approve Annual Liquor Licenses	

	Select Board Liaison Reports	
	Future Agendas	
	Approval of Prior Meeting Minutes	
<b>December 2, 2026</b>	<b>Budget Presentations</b>	
	Department Budget Presentations Night One	
	Police Department	
	Fire Department	
	Health Department	
	Technology	
	Public Works & Enterprise Funds	
<b>December 8, 2026</b>	<b>Budget Presentations</b>	
	Department Budget Presentations Night Two	
	Library	
	Facilities	
	Public Services/Administrative Services	
	Finance	
	Shared Costs	
	Budget Summary	
<b>December 15, 2026</b>	Possible Regular Business Meeting (If needed)	

<b>December 3, 2025</b>	<b>Budget Presentations</b>		
	Department Budget Presentations Night One		7:00
			7:05
			7:15
<b>December 9, 2025</b>	<b>Budget Presentations</b>		
	Department Budget Presentations Night Two		7:00
			7:05
			7:15
<b>December 16, 2025</b>	Possible Regular Business Meeting (If needed)		

## Select Board – Special Meeting

October 27<sup>th</sup>, 2025, 7:00 PM

Reading Memorial High School Performing Arts Center

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

Others Present: Town Manager Matt Kraunelis, Assistant Town Manager Jayne Wellman, Lucas Prato, Ryan Coholan, Aaron Perry, Mark Agami, Ally Hettler, Bob Levi, Alicia Gallagher, Pat Crowley, Denise Commito, Julie Bowen, David Commito, Kaden Barcikowski, Stuart May, Fred Ehrhardt, Linda Russo, Debbie Harris, Phil Pacino, Kara Parry, Thomas Loughlin, Sharon Thomas, James Guttadauro, Sophia Oliveira, Kris Holmes, Pat Melanson, Tony Cail, Christine Parks, Jim Prato, David Oliveira, Stefan Herlitz, Adam Catarino, John Arena, Genady Pilyavsky, Tony Rodolakis, Ron Powell, Alex Mazza, Joseph White, Justin Perry, Jason Russo, Margot DeNoie, John Kastrinos, Taylor Gregory, Chris Calabrese, Stephen Weynicz, Joseph Fleury, Kyle Tornow, Jen Allen, Michael Camadeco, Alicia Williams, Bryce Cheney, Vanessa Alvarado, Carla Nazzaro, Sarah Fuller, Marianne Downing, Amy Miranda, Erin Oliveira, Scott Tezak, Joy Beaulieu

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This meeting was held in the Reading Memorial High School Performing Arts Center.

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

### **Presentation from Reading Turnback Committee (RTC)**

Lucas Prato of the RTC thanked the residents for attending along with the Select Board and MBTA. He provided a brief overview of what RTC's presentation would include for the evening. He emphasized that RTC supports increased train service and wants the MBTA to succeed but not at the cost of risking the health and safety of Reading residents and views the location as the problem, not the service. He concluded by saying that RTC has worked to come up with proposals to show the MBTA providing solutions and the group has attended MBTA meetings but feel that their concerns have been brushed aside, leaving them with a lack of trust in the MBTA.

Members of RTC including Aaron Perry, Mark Agami, Ally Hettler, and Bob Levi took turns speaking to their presentation and discussed topics such as the location of the turnback

track, data on gate closure times, noise and air pollution, lack of a parking plan and noise barriers, traffic and safety issues caused by the proposed location and the impact on emergency response vehicle times, and the groups concerns with the impacts on environmental factors and validity of the sound study that was conducted. The group presentation concluded with reiterating the group's support for reliable, improved commuter services but they advocate for safety, accountability, and thoughtful development and RTC wishes to reject the project at the proposed location.

### **MBTA Presentation**

Chief Operating Officer of MBTA Ryan Coholan acknowledged his appreciation of how Reading came together to show their interest in this project no matter the circumstances and Reading's display of community ownership. He noted that his goal for the evening's meeting was to listen to the community and to inform the residents that no filing decision has been made and they seek to find a solution that works for all parties involved. He commended the spokespeople and stated that the MBTA will work with Reading to find a balance.

### **Public Comment**

Alicia Gallagher of 36 Augustus Court stated that her primary concern is emergency response times being affected by the Turnback Track.

Pat Crowley of 71 Vine Street asked the Board how idle times will be monitored to be in compliance with the law and if there is a violation, how it will be reported and fined.

David Commito of 21 Woodward Avenue expressed concerns with operational costs of this project and lack of current ridership.

Kaden Barcikowski of 27 Woodward Avenue, a student at Parker Middle School, expressed concerns with pollution impacts and the effects on the ability to enjoy the outdoor spaces surrounding the location and hopes to keep conservation land accessible for everyone.

Stuart May of Summer Ave thanked the Select Board and the RTC for hosting this meeting. He expressed concerns with noise and vibrations from the trains as a resident near the Conservation area and the large increase in gate closure's effects on safety and traffic.

Fred Ehrhardt of 72 Fairview Avenue expressed admiration for RTC and the work they do. He stated he sees benefits for businesses in Town if 30-minute service to Boston is achieved and expressed disappointment if an increased level of service must wait a long time to be put into action.

Linda Russo of 55 Hancock Street expressed concerns with the location of the project and the train idling for long periods during the day and asked how noise violations will be addressed.

Debbie Harris of 90 Woburn Street expressed concerns with the traffic and train idling and encouraged that this project should not go through.

Phil Pacino of 5 Washington Street expressed concerns with noise from idling trains and bells at gate closings as well as the impact this proposed project will have on his daily activities and the devaluation of his residence.

Kara Perry of 55 Hancock Street encouraged the Select Board to ask MBTA and MASS DEP for clarity as to whether their actions constitute a single-phase project under Massachusetts Environmental Policy Act (MEPA).

Jim Prato, a resident of Ipswich, provided background information about the Ipswich turnback track.

James Guttadauro of 75 Vine Street expressed concerns with the validity of the sound study that was conducted.

Sophia Oliveira of 87 Hancock Street expressed concerns for animals being harmed by pollution and noise from the proposed turnback track location in its proximity to conservation areas.

Krissandra Holmes of Red Gate Lane expressed concerns with pollution and downtown accessibility being affected by the increase in gate closures.

Pat Melanson of Hancock Street expressed concerns for the fumes and noise from the trains because it prohibits her and her students from being outside, they cannot be outside and is afraid she will lose business because of this project's location.

Christine Parks of 35 Hancock Street expressed concerns with MBTA taking the approach they have and is concerned they may be trying to avoid regulations.

David Oliveira of 87 Hancock Street expressed concerns regarding justification for this project due to the lack of ridership he witnesses as he lives and works close to the train station.

Adam Catarino of 83 Prescott Street expressed concerned with noise, impacts on emergency response times, and impacts on traffic in getting kids to school on time.

Stefan Herlitz of 19 Dustin Road stated his thoughts that as a train commuter, the increased service would be helpful, and he understands people's concerns. He also

expressed his hopes to work on finding a way in which the community supports this project.

John Arena of 26 Francis questioned what the consequence of a negative vote from the Board on this project is. He also questioned who made the judgement that this is a redevelopment project.

Genady Pilyavsky of 3 Harriman Avenue encouraged conducting a new sound study and study on emissions and air quality.

Tony Rodolakis of Appleton Lane expressed that he could hear the train running at night as it is loud and encouraged the Board to consider long term impacts to Reading and costs to the Town regarding the project.

Ron Powell of 328 South Street expressed his support for a modernization plan for the rail and 30-minute service but does not support the current location. He encouraged seeking alternative locations and would like to have a Town representative at the MBTA advisory board meetings.

Alex Mazza of 18 Hanscom Avenue expressed, as a daily commuter on the train, that he does not see a capacity issue on the train and no frequency issue of pickups. He added that he supports modernization but does not think this Turnback Track is an immediate need.

Joseph White of 65 Prescott Street expressed that he does not want to see a reduction in train services and understands concerns of others in Town. He asked the MBTA if restoring pre pandemic service could be an option and encouraged building a second track from Wakefield to Haverhill.

Justin Perry of 47 Whittier Road thanked the MBTA for bringing the Town together even under these circumstances and commented on his concern for decreasing values in homes and he does not see the need for this project.

Jason Russo of 90 Prospect Street commented, as a business owner in Boston, that he does not see a need for the project as there is no demand for more train rides with less people working in an office currently.

Taylor Gregory of Pleasant Street thanked RTC for their work and stated support for 30-minute service, but they also have reservations due to a lack of transparency surrounding data and studies. They expressed wanting to work with the MBTA to find a solution that works for everyone.



Chris Calabrese of 17 Deborah Drive expressed that he would have appreciated seeing more information on RTC's support for increased train service in the presentation and echoed that they would like the Town to navigate a way to say yes to this project.

Stephan Weynicz of 38 Minot Street stated that he supports increased service with 30-minute service and sees a benefit to this and expressed he wants the future of the Town to be kept in mind.

Joseph Fleury of Willow Street expressed his belief that structure and coordination is needed to responsibly handle future transit growth and encouraged the Board to consider forming a transit group, incorporating future transit plans into the master plan, and addressing the single-track bottleneck.

Kyle Tornow of 43 Vine Street expressed his thought that instead of the current project location being used, the MBTA could consider putting the Turnback Track in the train station and requested that the Planning Board become involved in future planning for increased service.

Jen Allen of Hemlock Road expressed concerns for the health and safety of residents regarding impacted emergency response times. She also expressed concerns for the carcinogenic emissions' impacts on long term health and encouraged the MBTA to return to pre-pandemic levels of service.

Alicia Williams of 40 Marla Lane thanked RTC for their presentation and expressed concerns for compromising emergency response times as well as air pollution and encouraged the MBTA to investigate alternative solutions.

Bryce Cheney of 15 Hunt Street thanked RTC for their presentation and MBTA representatives for attending the meeting and expressed concerns regarding the proposed location. He concluded by encouraging the MBTA to publicly address concerns being stated at this meeting.

Vanessa Alvarado of Mt Vernon Street thanked RTC and said that she wanted to support this plan and supports 30-minute service. She then expressed her current opposition to the project due to resident concerns and asked that service not be decreased.

Carla Nazzaro of 64 Lawrence Road commented that as a School Committee member, she is grateful for grants and their thoughtful approach with spending that money. She further expressed concerns with this proposal being funded by a grant due to the Residents' concerns with health, traffic and safety and encouraged that the grant money should be given back.

Sarah Fuller of Pinevale Avenue encouraged the Board to oppose this plan and expressed concerns with safety due to delayed ambulance service.

Laurel McCarthy of West Street expressed concerns that this project continues to be considered with the health impacts and cost to residents is not good.

Marianne Downing of Heather Drive expressed that this meeting's turnout reminded her of a previous meeting in which the Town rose up to fight against a project, and it led to project adjustments and expressed that she wants that outcome for this project.

Amy Miranda of Woburn Street expressed concerns for diesel idling trains. She also attested that using biodiesel is not a feasible option being a chemical engineer.

Erin Oliveira of Hancock Street spoke on behalf of Jim Reilly and expressed concerns with having this project so close to residences and the diesel fumes affecting conservation land. She stated that she does not think the project is feasible for Reading.

Scott Tezak of 123 Woburn Street stated he does not see a need for this project with the current low ridership.

Joy Beaulieu of 73 Grand Street expressed wanting clarification on what the Board's vote tonight would accomplish. Chris Haley emphasized that their vote is to send a message to the MBTA and if they want to continue with this project, they are free to do so.

Chris Haley noted that State Representatives Richard Haggerty and Bradley Jones sent a letter to MBTA objecting to the Turnback Track location.

Karen Rose-Gillis expressed her gratitude to everyone involved for their hard work and for being respectful of one another. She noted that she chose to move to Reading for train access to Boston and that she would love to see 30-minute service.

Carlo Bacci thanked RTC and everyone involved for their hard work and thanked the MBTA for showing up to the meetings. He noted that he does not see a supply and demand for increased service and validated the concerns of the residents. He concluded by saying he is opposed to this project.

Melissa Murphy expressed her gratitude towards RTC for their work, time, effort, and for what they have done for this community. She noted her support for increased train service but does not feel this project is appropriate for Reading. She concluded by encouraging the MBTA to take resident concerns into account.

Karen Gately Herrick thanked the residents for sharing their concerns and said this is difficult situation because the residents' concerns are valid. She also expressed support for increased service and emphasized how important it is for the Board to listen to the concerns and navigate how to move forward with the MBTA in a more collaborative process.

Chris Haley thanked RTC and the Board for being there and stated that the showing in the room was a great outcome and will allow MBTA to take the concerns serious. He emphasized that the Board's vote is targeted towards the location not the project as a whole. He noted that his office on Haven Street is located right next to the train and the only thing he notices is the idling changeovers and understands this will impact those surrounding the Turnback Track for long periods of the day. He concluded by stating that the MBTA should go back to the drawing board on this to find a new location that works for all involved.

**Karen Rose-Gillis moved that the Board oppose the MBTA Turnback Track Project Location. The motion was seconded by Melissa Murphy and approved by a vote of 5-0.**

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

**Karen Rose-Gillis motioned to adjourn. The motion was seconded by Melissa Murphy and approved by a vote of 5-0.**

The meeting adjourned at 9:30 pm.

## Select Board

November 4<sup>th</sup>, 2025, 7:00 PM

Town Hall Select Board Meeting Room

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

Others Present: Town Manager Matt Kraunelis, Assistant Town Manager Jayne Wellman, Chief Assessor Victor Santaniello, Fire Chief Rick Nelson, Operations Director Katie Gabriello, Thomas Wise, Erin Calvo-Bacci, Aaron Parry, William Crowley, Tony D'Arezzo, Angela Binda, Simeone Payment, Andrew Gregory, Angela Binda, Town Clerk Laura Gemme (Remote), Chief Financial Officer Sharon Angstrom (Remote), Computer Technician Tim Johnson (Remote), RCTV Studios (Remote), Maria Morgan (Remote), Jaclyn Lee (Remote), Jon Asgeirsson (Remote)

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This meeting was held in the Town Hall Select Board Room and Remotely Via Zoom.

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

### **Public Comment (For any items not included on the agenda)**

Aaron Perry of Hancock Street, member of the Reading Turnback Committee, thanked the Board for their leadership and vote of opposition to the proposed MBTA Turnback Track location at their previous meeting. He asked the Board to consider, if MBTA chooses to move forward with their current NOI, the possibility of Town Council becoming involved to assist in an appeal.

Simeone Payment from the Reading Food Pantry expressed her gratitude for the community's generosity, recent donations, and support. She also noted the Food Pantry is experiencing challenges in their current space due to size and would like to be considered for use of the Pleasant Street Center in the Board's discussion on that agenda item.

Andrew Gregory of Pleasant Street expressed that he would like to see the Board's meetings run more smoothly.

Angela Binda of Orchard Park Drive stated that she attended the Select Board Retreat that was held and thanked Town Manager Matt Kraunelis and Assistant Town Manager Jayne Wellman for accommodating her. She also expressed concerns with some comments made by Board Members at the Retreat.

Erin Calvo Bacci of Main Street encouraged the Board to consider keeping the tax rate as it is.

Jeffrey Dietz of Orchard Park Drive expressed that he was made aware of discussions that took place at the Board's Retreat and expressed concerns with behavior of Board Members.

### **Town Manager Report**

Town Manager Matt Kraunelis stated that the Connected Reading Event was a success and thought that residents appreciated it. He noted that the Veterans Day Ceremony will be held on November 11<sup>th</sup> at 11:00 am at Memorial Park and encouraged the Public to attend. The Shop the Block Event will be held on December 4<sup>th</sup> from 5:00 – 9:00 pm. Mr. Kraunelis invited the Public to attend and support local businesses. He stated that the Massachusetts Inspector General Jeffrey Shapiro visited Town Hall and met with him, Assistant Town Manager Jayne Wellman, and members of the Town's Procurement Team and plans to continue an ongoing connection with Mr. Shapiro and his office. Lastly, he informed the Board that Reading received a grant from the state for \$100,000 for construction of the Pickle Ball courts and thanked everyone involved in that process.

Assistant Town Manager Jayne Wellman noted that the Birch Meadow Park project webpage is updated on the Town Website under the Improving Reading section and that residents can find all other projects listed there as well. Ms. Wellman thanked everyone who participated in the Eastern Gateway Workshop and stated that it was well attended.

### **Community Spotlight**

Town Manager Matt Kraunelis congratulated Reading Police Department Officer Amr Hassan who will receive the AAA Award this year for his hard work and proactive efforts towards road safety and public education for safe driving efforts. He also congratulated The Tin Bucket for celebrating 10 years of business and wished them many more years of success in Reading.

### **Public Hearing: Discuss and Vote Fiscal Year 26 Tax Classification**

Chris Haley and Carlo Bacci recused themselves due to the appearance of conflicts of interest.

**Karen Rose-Gillis moved to open the Public Hearing. The motion was seconded by Melissa Murphy and approved by a vote of 3-0.**

Karen Rose-Gillis read the Public Hearing Notice.

Board Member Karen Gately Herrick stated that there is a need for fairness in the tax burden distribution between residential and commercial properties. She suggested increasing the split rate to 1.2 or 1.21. Karen Rose-Gillis agreed that a split rate of 1.2 would be ideal but feels that there needs to be a strategy to get to that rate in increments, so that it would be an easier adjustment as opposed to jumping to it now. She suggested going to a split rate of 1.13 and increasing by .02 each year. Melissa Murphy agreed with Karen Rose-Gillis that there needs to be a strategy to increase and stated by jumping to 1.2 that would increase commercial tax bills heavily. She also added that it is important to support small businesses as they contribute to the Town and she would not want to see businesses leave due to an increase. She concluded by noting that she would like to see a change in legislation to be able to tax small businesses differently than large commercial businesses. Ms. Murphy suggested increasing the split rate to 1.12.

Karen Gately Herrick expressed her thoughts that by giving residents a break on their taxes, that will allow them to go out and support local businesses and there is no connection between tax rates and businesses coming to or leaving Reading.

During Public Comment, Carlo Bacci of Main Street noted the Town Assessor, Victor Santaniello, does utilize a strategy of small, incremental increases over time. He encouraged the Board to keep the rate the same or slightly increase it.

Andrew Greogry of Pleasant Street expressed his thought that the tax rate does not factor into the reasons why businesses leave Reading.

Angela Binda of Orchard Park Drive expressed her thoughts that the tax rate does not have anything to do with attracting businesses to Reading and that the rates need to increase for commercial businesses and residential to equalize the burden.

Tony D'Arezzo of John Street encouraged the Board to focus solely on numbers while making their decision.

Chris Haley of Tennyson Road provided examples of different tax bills for commercial and residential with the rate at 1.11 and noted if the Board increased the rate, it would significantly increase commercial rates. He concluded by stating that he is meeting with state legislators on November 7 to discuss changing the tax rate for small businesses.

Marlena Bitá of Strawberry Hill Lane expressed her thoughts that the tax rates do not bring in or drive out businesses in Reading. Ms. Bitá expressed concern with two Board members recusing themselves due to conflicts and then commenting as members of the public on the agenda item.

Bobbi Botticelli of 58 Chapel Hill Drive stated she is a business owner who also lives in Reading and her experience with tax rates. She concluded by asking if this discussion could wait until after November 7<sup>th</sup> when there is more information.

**KRG moved to close the Public Hearing regarding the FY26 Tax Classification close public hearing. The motion was seconded by Melissa Murphy and approved by a vote of 3-0.**

Melissa Murphy noted that Mr. Haley and Mr. Bacci left the room and will not be participating in the votes for this agenda item.

**Karen Rose-Gillis moved that the Select Board not grant an open space discount for Fiscal Year 2026. The motion was seconded by Karen Gately Herrick and approved by a vote of 3-0.**

**Karen Rose-Gillis moved that the Select Board not adopt a residential exemption for Fiscal Year 2026. The motion was seconded by Melissa Murphy and approved by a vote of 3-0.**

**Karen Rose-Gillis moved that the Select Board not grant a small commercial exemption for Fiscal Year 2026. The motion was seconded by Melissa Murphy and approved by a vote of 3-0.**

Town Manager Matt Kraunelis explained that the three voting Board Members must be unanimous on their vote regarding the residential factor this evening. The Board Members debated different tax rate splits at length with suggested rates varying between 1.12 to 1.15 and were looking to compromise to achieve a

unanimous vote. Melissa Murphy stated that a takeaway from the discussion is that Reading needs more commercial businesses and projects like Eastern Gateway. Karen Rose-Gillis suggested a split rate of 1.14 because it seemed like a reasonable place to meet in the middle and Board Members agreed.

**Karen Rose-Gillis moved that the Select Board adopt a residential factor of 0.990861 for Fiscal Year 2026. The motion was seconded by Melissa Murphy and approved by a vote of 3-0.**

The Board recessed briefly at 8:50 pm for two minutes.

**Discuss and Vote Mystic Regional Emergency Planning Committee Proclamation**

Fire Chief Rick Nelson stated that Reading is a member of the Mystic Regional Emergency Planning Committee (REPC) due to regulations around Emergency Planning. He further noted that by being a part of this group, the Town gets access to data on local emergency planning resources and information on hazardous materials. He concluded by stating that this needed to come before the Board to allow the Town to re-sign the contract and continue being a part of the Mystic REPC.

**Karen Rose-Gillis moved to approve the Joint Proclamation for Mystic Regional Emergency Planning Committee as presented. The motion was seconded by Melissa Murphy and approved by a vote of 5-0.**

**Discuss and Vote Proclamation for SEPAC Awareness Month**

Tom Wise, School Committee Member, stated that the Special Education Parent Advisory Council (SEPAC) helps students become recognized, spreads awareness in the Town and provides public education materials for the community. Mr. Wise noted that the School Committee already passed this proclamation by a vote of 6-0 and the proclamation in this evening's packet needed an amendment to make it the Select Board proclamation and not the School Committee's. He concluded by thanking the Select Board. Maria Morgan of Lee Street thanked everyone involved in the SEPAC Process and said awareness for everyone is important.

Karen Rose-Gillis read the proclamation.

Chris Haley suggested to amend the language from "November 2025" in the Motion and just have "November". The motion was seconded by Melissa Murphy and approved by a vote of 5-0.

**Karen Rose-Gillis moved that November be recognized as Special Education Parent Advisory Council Awareness Month in the Town of Reading. The motion was seconded by Melissa Murphy and approved by a vote of 5-0.**

**Public Hearing: Transfer of Annual Wine and Malt Liquor License for Bangkok Spice LLC d/b/a Bangkok Spice**

**Karen Rose-Gillis read the Public Hearing Notice and opened the Public Hearing.**

Attorney Joseph DiBlasi, representing Bangkok Spice, stated to the Board that the applicant has worked in the restaurant for the last thirteen years and plans to be an active and involved manager if approved by the

Board. Mr. DiBlasi asked the Board to consider waiving some of the fees as per the timing of this license transfer, annual liquor licenses are being renewed at the same time.

**Karen Rose-Gillis moved to close the Public Hearing regarding the Transfer of the Wine and Malt Liquor License for Bangkok Spice. The motion was seconded by Karen Gately Herrick and approved by a vote of 5-0.**

**Karen Rose-Gillis moved to approve the Annual Wine and Malt Restaurant Liquor License for Bangkok Spice LLC d/b/a Bangkok Spice, Located at 76 Haven Street. The motion was seconded by Melissa Murphy and approved by a vote of 5-0.**

**Discuss and Vote Procurement Options for Pleasant Street Center**

Town Manager Matt Kraunelis noted that the memo included in this evening's packet includes options for leasing or selling the Pleasant Street Center (PSC) building and that he would lean towards leasing due it being a valuable historic building. Assistant Town Manager Jayne Wellman noted that this procurement process is very detailed, and she is seeking feedback from the Board. She continued to say there will be a needs assessment completed by speaking with department heads and the community and providing opportunities for Public Comment sessions. She added that along with Operations Director Katie Gabrello, they will seek input from the Select Board, Finance Committee, Community Planning and Development Commission, School Committee and the Housing Authority. With the data that they gather from this, they will present their findings to the Select Board and make a recommendation. Ms. Wellman concluded by noting that once a lease or sale is determined, that will initiate next steps, and she provided a timeline laying out the steps she described this evening between now and April of 2026.

Operations Director Katie Gabriello noted that there is flexibility on how to use the land that the PSC is located on. She also stated that the needs assessment will help determine what is most beneficial to the Town, whether it be to extract maximum value from the space or a need for more community centric use.

The Board expressed wanting to maximize use of the PSC and shared that they value it. The Board noted that they potentially want to see a hybrid approach of supporting more than one group in the space. Karen Rose-Gillis thanked Town Staff in advance for the hard work they will do for this. Board Members expressed their surprise by the low appraisal value of the property. Ms. Wellman concluded by saying she will bring options to the Board and will give weight to community and nonprofit use when crafting the RFP at the wishes of the Board.

**Discuss and Vote on Amendment to Select Board Policy Section 3.2.2.14: Hours of Operation (Permitted Sale of Alcohol)**

The Board discussed amending the Select Board Policy on alcohol sales hours, specifically changing Sunday brunch hours to 10 am. The Board could not vote on this matter tonight, as they first need to include it in the April Town Meeting warrant to allow the adoption of a state provision before they can change the hours. The Board agreed to this plan and concluded the discussion by asking Town Manager Matt Kraunelis to work on this further.



### **Discuss and Vote MBTA Letter**

The Board discussed sending a letter to Secretary Eng at the MBTA regarding their stance and vote of opposition on the proposed Turnback Track location. Karen Gately Herrick expressed that the Board should be more engaged and collaborative with the MBTA Advisory Board. Mr. Kraunelis noted that the MBTA Advisory Board will be meeting with him next week at Town Hall. Melissa Murphy agreed with Ms. Gately Herrick and suggested taking the language regarding alternative locations out of the proposed letter. Ms. Murphy added that she thinks train riders need to be involved in conversations regarding alternate locations. The Board agreed to remove the language from the letter as suggested.

Aaron Perry of 55 Hancock Street suggested language changes by amending “hundreds” to “thousands” of residents because he felt that better represented the amount of people. He also suggested that the Board ask the MBTA to withdraw its current NOI instead of asking them to withdraw the proposal.

Mark Agami of Lee Street thanked the Board for their vote of opposition at their special meeting and noted that November 12<sup>th</sup> is the deadline for the MBTA to rescind their current NOI. Mr. Agami urged the Board to send their letter as soon as possible.

Lucas Prato of 85 Hancock Street thanked the Board for allowing the Reading Turnback Committee to speak to the community at the Board’s special meeting and expressed that he wants the MBTA to be brought in on the Eastern Gateway project.

The Board concluded by agreeing to strike the line from the letter regarding alternative locations and change the wording from hundreds to thousands of residents. The Board noted that they plan to include the petition signatures provided by the RTC when sending the letter to Secretary Eng.

**Karen Rose-Gillis moved to approve the MBTA Letter as amended today. The motion was seconded by Karen Gately Herrick and approved by a vote of 5-0.**

### **Select Board Retreat Debrief**

Town Manager Matt Kraunelis stated his thoughts that the retreat worked out well with both the facilitator and location. He noted that he was pleased with the discussions and thinks that this should be an annual process. Assistant Town Manager Jayne Wellman said she concurred with Mr. Kraunelis and thought the Board addressed important topics and would like to see them do goal setting at another session.

Board Members Mr. Haley, Ms. Murphy, Ms. Rose-Gillis, and Mr. Bacci agreed that they were happy with the venue and expressed appreciation for the facilitator Jeff Nutting and how well of a job he did. They noted that the day felt productive, positive, and was overall successful and they hope to implement tools provided by Mr. Nutting going forward.

### **Select Board Liaison Reports**

Karen Rose-Gillis attended several meetings including the Eastern Gateway meeting, Special Select Board MBTA Turnback Track meeting, and Housing Authority meeting where they discussed upcoming capital projects. She attended both the Eastern Gateway Forum and the Bylaw Committee Snow Shoveling

Forum. She participated in the Autumn Moon Festival at the Library and the Connected Reading Event and attended the Board's retreat.

Karen Gately Herrick attended various meetings and forums including the Eastern Gateway forum, MBTA Turnback Track Meeting, Finance Committee meeting, and an MMA fiscal policy committee meeting. She noted that her upcoming Office Hours will be on November 10<sup>th</sup> from 12:15 pm – 1:15 pm at the PSC and the following hour Senator Jason Lewis will have office hours. She also expressed her appreciation for military veterans and their families because November is Veterans and Military Families Month. She thanked all those who are veterans and their family members in the community for their service.

Melissa Murphy attended several meetings including School Committee and Conservation Commission where they discussed an opportunity for a grant to design a trail behind the Reading Center for Active Living. She also attended the Board's retreat and MBTA Turnback Track meeting. She participated in an RCTV contract meeting as well as attended the RCTV Board Meeting.

Carlo Bacci attended the Board's MBTA Turnback Track meeting and retreat. He also participated in the Autumn Moon Festival, the Connected Reading event, and the Snow Shoveling Bylaw Forum.

Chris Haley noted that he was proud to be a part of the MBTA Turnback Track meeting. He attended the Connected Reading event and said that he enjoyed speaking to all the different boards and committees who attended. He concluded by noting that the Reading Memorial High School Football Team made it to the playoffs.

### **Future Agendas**

The Board reviewed the agenda for the next meeting, including approval of annual liquor licenses, a review of the 2026 meeting schedule, and the Town Manager evaluation. Other future agenda items include department budget presentations.

### **Discuss and Vote Prior Meeting Minutes**

**Karen Rose-Gillis moved to approve the meeting minutes of October 16, 2025 as presented. The motion was seconded by Melissa Murphy and approved by a vote of 5-0.**

Karen Gately Herrick suggested changing "worth" to "value" in the October 21 draft minutes in the section that discussed valet parking. The Board agreed to this suggested edit.

**Karen Rose-Gillis moved to approve the meeting minutes of October 21, 2025 as amended. The motion was seconded by Melissa Murphy and approved by a vote of 5-0.**

**Carlo Bacci moved to adjourn. The motion was seconded by Melissa Murphy and approved by a vote of 5-0.**

The meeting adjourned at 10:01 PM.