



Town of Reading Meeting Posting with Agenda

Board - Committee - Commission - Council:

Finance Committee

Date: 2024-05-28

Time: 7:00 PM

Building: Reading Public Library

Location: Community Room

Address: 64 Middlesex Avenue

Agenda:

Purpose: Financial Forum

Meeting Called By: Jacquelyn LaVerde on behalf of Chair Ed Ross

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:

This meeting will be held in-person in the Community Room of the Reading Public Library and remotely via Zoom:

Join Zoom Meeting

<https://us06web.zoom.us/j/88277621520>

Meeting ID: 882 7762 1520

One tap mobile

+16465189805,,88277621520# US (New York)

+16465588656,,88277621520# US (New York)

Dial by your location

• +1 646 518 9805 US (New York)

• +1 646 558 8656 US (New York)

Find your local number: <https://us06web.zoom.us/u/kc2eGCb4DG>

AGENDA:

- 1) Welcome and Introduction from the Finance Committee Chair
- 2) Town Finance 101
- 3) Killam School Building Project Overview
- 4) Senior/Community Center Project Overview
- 5) Community Preservation Act Overview
- 6) Discussion on Future Financial Forum/Project Update Series Meeting Dates
- 7) Approval of Prior Meeting Minutes



*TOWN OF
READING
FINANCIAL
FORUM
MAY 28, 2024*



FINANCIAL FORUM AGENDA

MAY 28, 2024

FINCOM Opening Remarks – Chair Edward Ross

Financial Updates

Town Finance 101 – Sharon Angstrom

Killam School Building Project Overview – Carla Nazarro & Karen Herrick

Senior/Community Center – ReCALC/Mark Dockser

Community Preservation Act Overview - Carlo Bacci

Discussion about Future Financial Forum/Project Updates

Approve Minutes

FINCOM Closing Remarks – Edward Ross

CAPITAL AND DEBT POLICY

The Finance Committee (FINCOM) has an established capital/debt policy that states:

- A minimum of 5% of revenue shall be devoted to construct and replace the capital of the community, both as debt payments and annual payments as part of the budget for capital items.
- FINCOM encourages a prudent use of debt to spread out the costs of large capital assets over a period of time not to exceed its useful life.
- FINCOM also encourages issuing debt for the shortest practical term to minimize interest costs.
- Exclusion from the tax levy should always be considered for projects over \$5 million.



CAPITAL AND DEBT POLICY CONT'D



- The Capital Improvement Program (CIP) will be a minimum of five years of projected capital projects that reflect the prioritized needs of the Town, subject to the anticipated funding provided by the capital and debt policy.
- The CIP is presented at least twice each year to FINCOM by the town's financial staff, in advance of both the Annual and Subsequent Town Meetings.



PROPOSITION 2 1/2

- Proposition 2 ½ limits the amount of revenue the Town may raise from local property taxes each year to fund operations.
- The Town's allowable levy for a fiscal year (called the levy limit) cannot increase by more than 2.5 percent of the maximum allowable limit for the prior year, plus certain allowable increases such as new growth from property added to the tax rolls.
- The law allows the town to increase tax revenues above that limit with approval of voters at an election.



TYPES OF BALLOT QUESTIONS

Override - A levy limit override increases the amount of property tax revenue a community may raise in the year specified in the override question and in future years. It increases the town's levy limit and becomes part of the base for calculating future years' levy limits.

The result is permanent increase in taxing authority

TYPES OF BALLOT QUESTIONS CONT'D

Exclusion - An exclusion increases the amount of property tax revenue a town may raise for a limited or temporary period-of-time in-order to fund specific projects.

- The amount of an exclusion may be raised in addition to the town's levy limit.
- It does not increase the town's levy limit nor become part of the base for calculating future years' levy limits.
- An exclusion may be used to raise additional funds only for a capital purpose.



TYPES OF EXCLUSIONS



Debt Exclusion – if a capital project is being funded by debt, approval of a debt exclusion permits the town to raise the amount of the debt service payments for that project until the debt is retired.



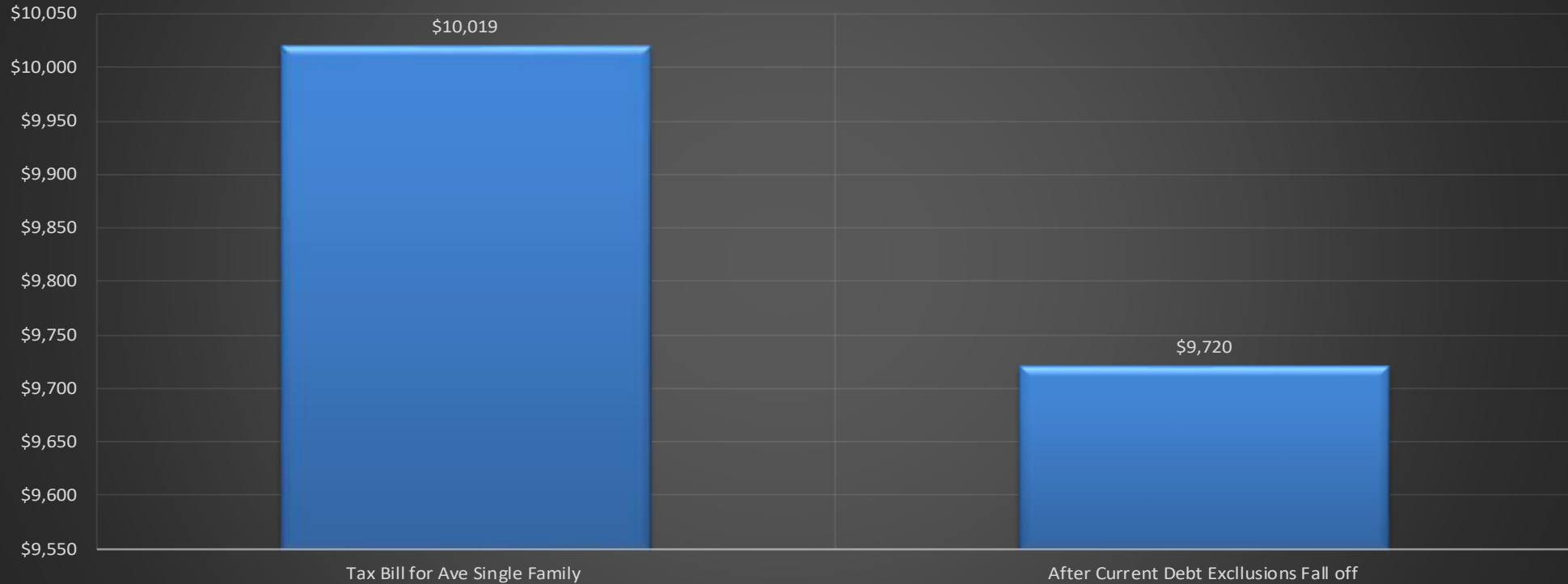
Capital Expenditure Exclusion – if the capital project is being funded by an appropriation, voter approval of a capital expenditure exclusion permits the town to raise the amount of the project costs up to the amount stated on the ballot question. The additional taxing authority is available for just one fiscal year specified in the question.

*REMAINING
EXCLUDED
DEBT
PAYMENTS*

Projects	FY2024	FY2025
Wood End	\$43,680	\$0
RMHS	\$1,312,500	\$0
Library	\$1,326,525	\$1,278,420
Total	\$2,682,705	\$1,278,420

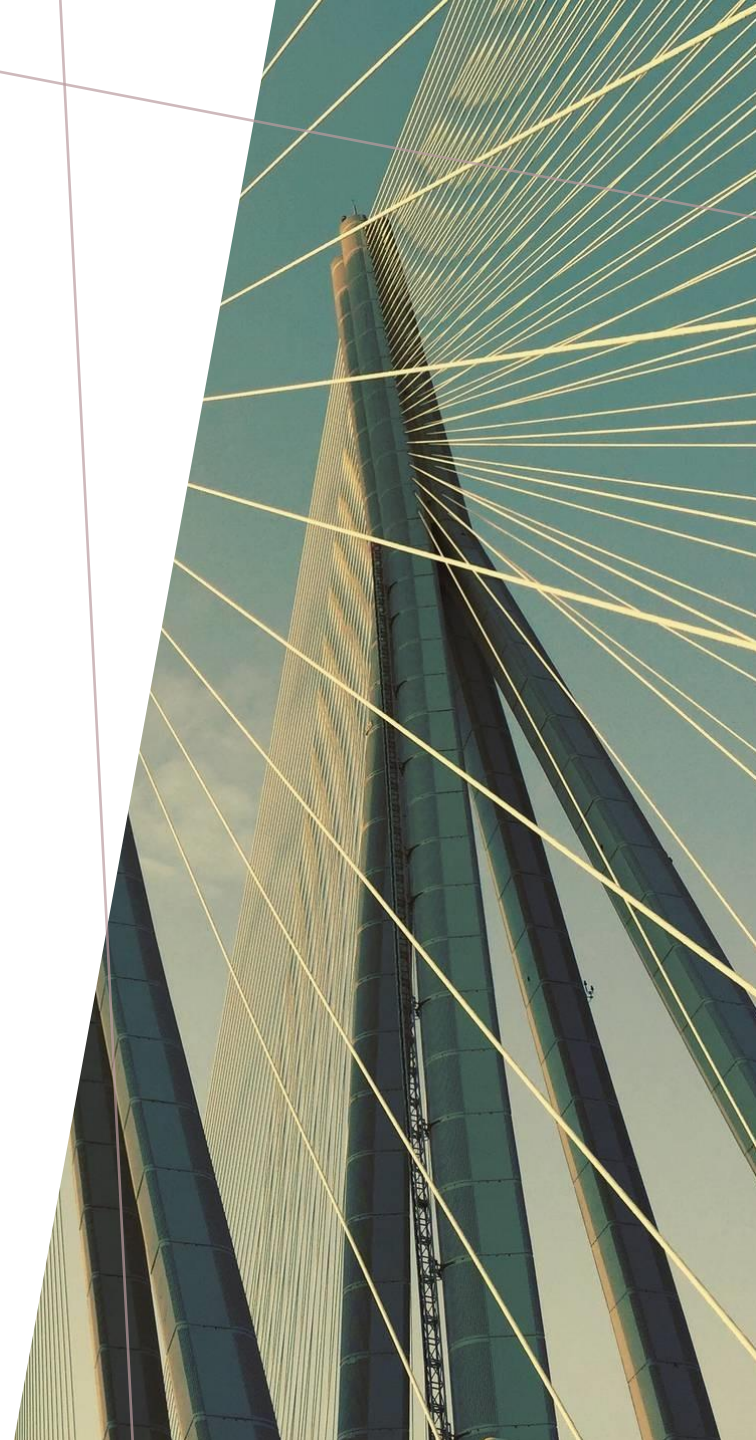
HOW MUCH WILL AN AVERAGE HOME SAVE ONCE EXCLUDED DEBT IS PAID OFF?

Average Single Family Home (\$855k using FY24 tax rates)



Description	Tax Levy	Debt Exclusion Amount	TAX RATES	AVG SINGLE FAM VALU	AVG TX BIL
FY 2024 (LAST CERTIFIED YEAR)	\$85,295,755	\$2,682,705	11.72 / 12.92	\$854,864	\$10,019
FY 2024 W/O DE	\$85,295,755	\$0	11.37 / 12.53	\$854,864	\$9,720

QUESTIONS?



"A PLACE WHERE EVERYONE BELONGS"



INTRODUCTION

PROJECT TEAM



TEAM



OWNER'S PROJECT MANAGER



MIKE CARROLL
Project Director



SUZANNA YEUNG
Owner's Project Manager



DEREK OSTERMAN
Sr. Project Director



LEIGH SHERWOOD
Principal-in-Charge



JENNI KATAJAMA
Project Manager



SCOTT REYNOLDS
Project Designer



DAVID HARRIS
Project Manager
Design Phase

LAVALLEE | BRENSINGER ARCHITECTS

DESIGNER

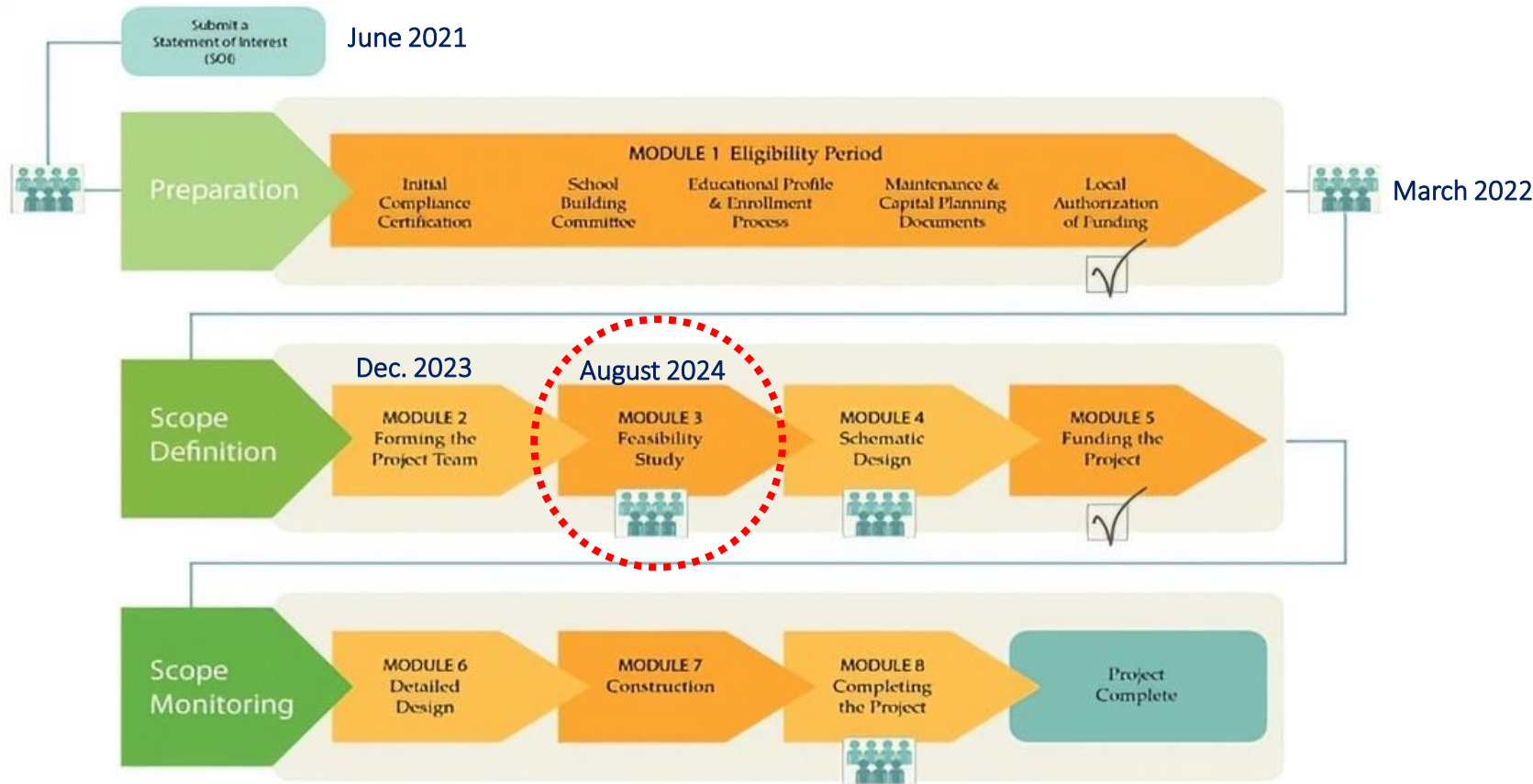
SUB-CONSULTANTS



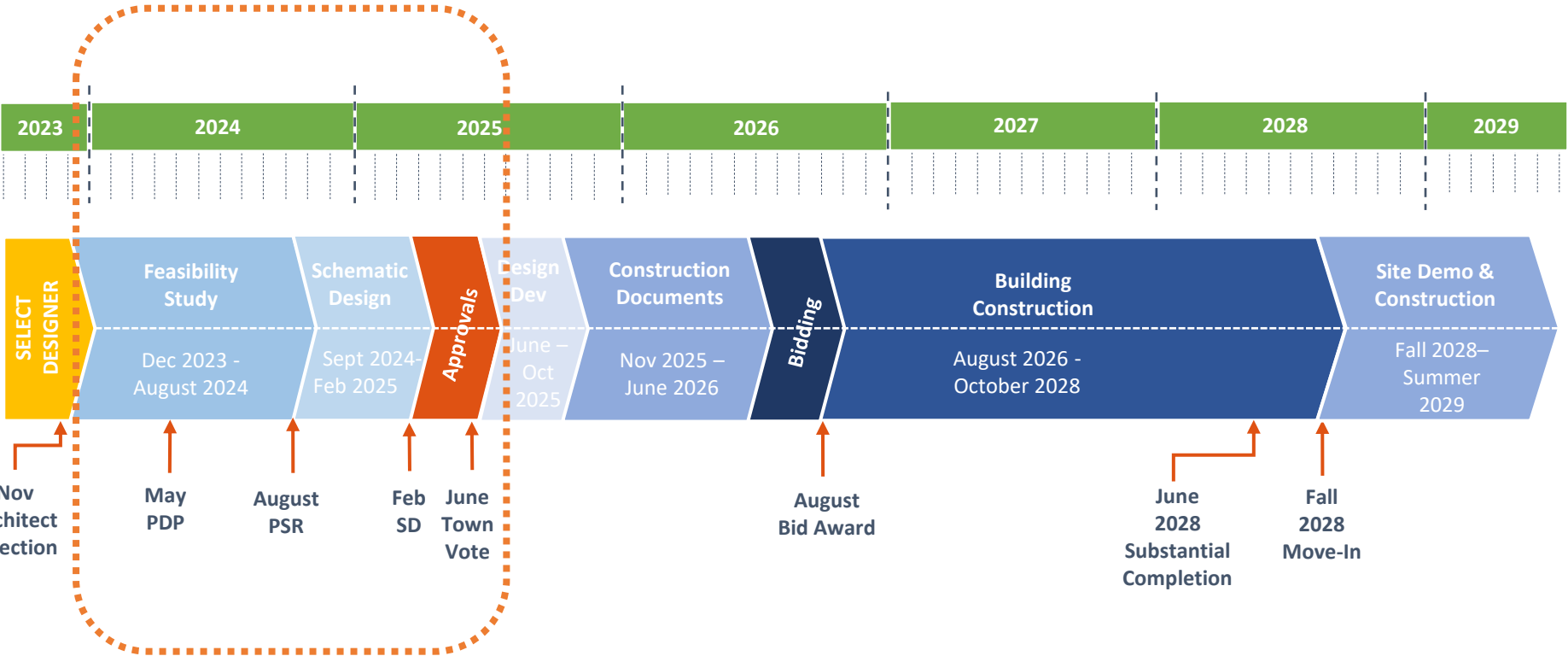
My Learning Place	Educational Programming
Samiotes	Civil Engineering, Site Survey
B+AC	Structural Engineering
CES	HVAC & Electrical Engineering
CA Crowley	Plumbing & Fire Protection Engineering
Terraink	Landscape Architect
Thornton Tomasetti	Sustainability Consultant
Hastings Consulting	Code Consultant
KMA	Accessibility Consultant
PM+C	Cost Estimator

Crabtree McGrath	Kitchen/Food Services Consultant
3si	Security, Technology, AV, Telcom
Acentech	Acoustical Consultant
Kalin Associates	Specifications Consultant
Gene Leiternann	Theatrical Consultant
Mohar Design	Furniture, Fixtures, Equipment (FF+E)
GPI	Traffic Consultant
UEC	Hazardous Materials
FS	Environmental
Lahlaf	Geotechnical Engineering

MSBA MODULES



PRELIMINARY OVERALL PROJECT SCHEDULE*



*Assumes New Construction and Ch. 149 Procurement

PROJECT UPDATE

PROJECT/COMMUNITY GOALS



- 1. BUILT AROUND THE STUDENT
- 2. COMMUNITY CENTERED
- 3. RESPONSIBLE SUSTAINABILITY
- 4. SAFE AND HEALTHY
- 5. A SENSE OF BELONGING

COMMUNITY/NEIGHBORHOOD MEETINGS

January 11, 2024	Project Charter
February 29, 2024	Sustainability Goals
March 18, 2024	Site & Traffic Listening Session
April 1, 2024	Site & Traffic Designs
April 11, 2024	Preliminary Design Alternatives



EDUCATIONAL VISIONING PROCESS



1
Shadow
Day

1
Program
Workshop



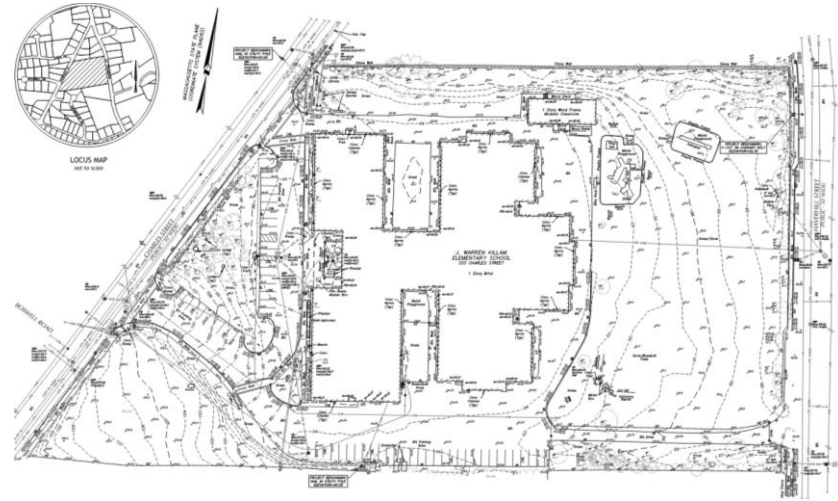
EXISTING BUILDING CONDITIONS SUMMARY

- **Program spaces** are undersized.
- **Building systems** are at the end of their life and should be replaced.
- **Building envelope** does not meet seismic or energy efficiency requirements and should be replaced.
- **Structure** does not meet current seismic codes and is likely to require upgrades.
- **Interiors** are at the end of their life and should be replaced.



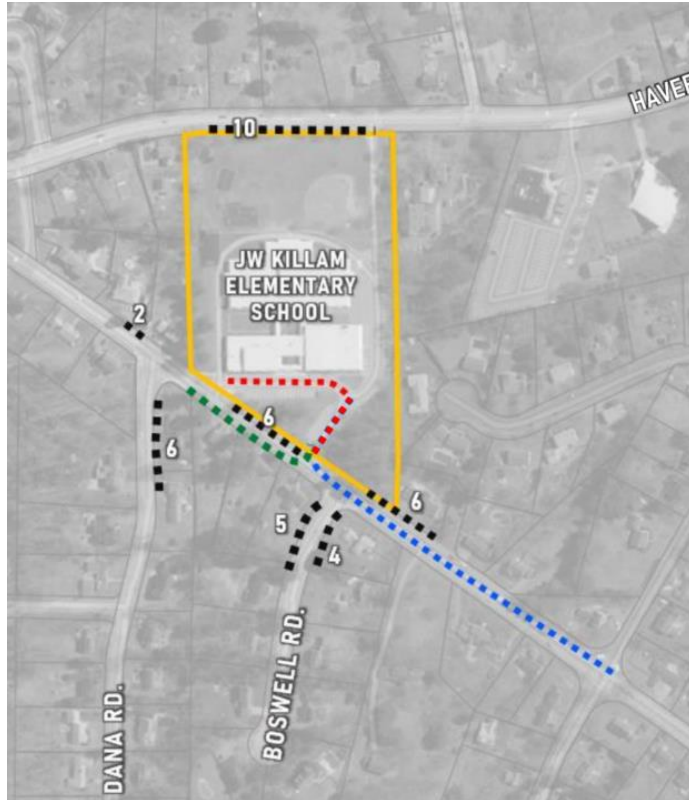
EXISTING SITE CONDITIONS SUMMARY

- **Environmental** – no concerns identified to date
- **Geotechnical** - some unsuitable soils; no concern with water table or ledge to date; shallow foundation recommended
- **Constrained Site** – available but limited space on the site for a field, parking, drop-off, play areas, geothermal wells, and construction lay-down
- **Town Departments** – met to review preliminary emergency access and site development
- **Survey** – full survey completed



TRAFFIC

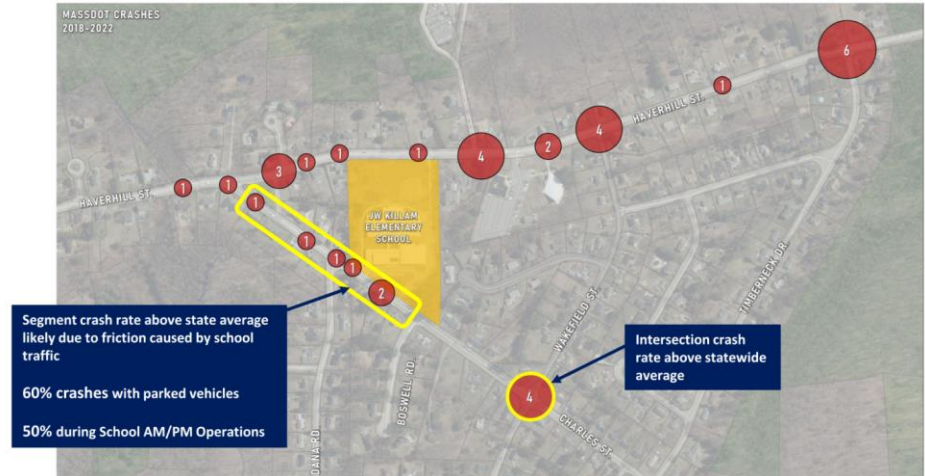
ARRIVAL & DISMISSAL TRAFFIC OBSERVATIONS



SPEED STUDY

	Enforced Speed Limit	85 th Percentile Speed
Haverhill Street (All Day)		
Northbound	35	42
Southbound	35	39
Haverhill Street (AM Arrival)		
Northbound	20	40
Southbound	20	37
Haverhill Street (PM Dismissal)		
Northbound	20	39
Southbound	20	37

CRASH HISTORY



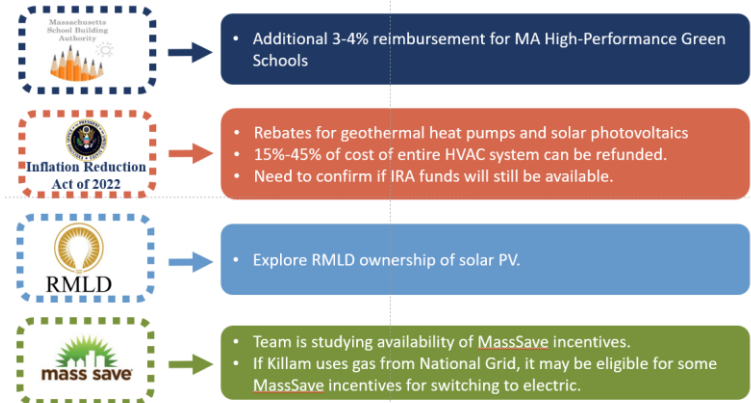
SUSTAINABILITY



REQUIREMENTS

- **MSBA Green Schools Policy** – Additional Reimbursement for LEED and for meeting the MA Opt-in Specialized Code
- **MA Stretch Energy Code** – Requires high degree of energy efficiency

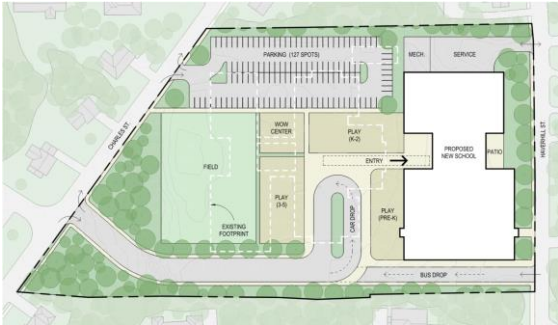
INCENTIVES



EVALUATION OF ALTERNATIVES



A-1/A-2
Add-Reno



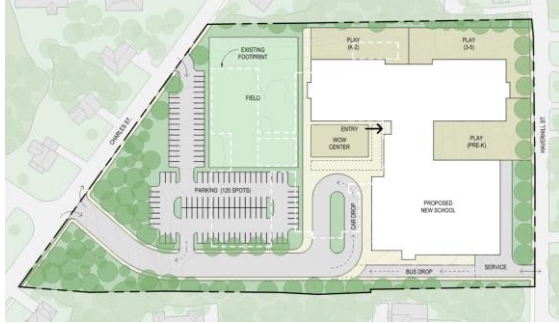
B-1/B-2
Compact/3-story



C-1/C-2
No demo 2-story



D-1/D-2
Some Demo 2-story



E
Extensive Demo



EVALUATION OF ALTERNATIVES

	A-1	A-2	B-1	B-2	C-1	C-2	D-1	D-2	E-1
Built Around the Student									
Classroom Neighborhoods	O	O	O	O	O	O	+	+	+
Educational Spaces	O	O	-	-	-	-	O	O	O
Community Centered									
Cost/Value	-	-	+	+	+	+	O	O	O
Neighborhood Context	-	O	-	O	O	O	+	+	+
Outdoor Space	-	-	+	+	O	O	+	+	+
Responsible Sustainability									
Energy Efficient	-	-	+	+	+	+	+	+	+
Ease of Maintenance and Life Cycle Cost	O	O	O	O	O	O	O	O	O
Safe and Healthy									
Traffic and Access	-	-	+	+	O	O	+	+	+
Safe and Secure	O	O	O	O	O	O	O	O	O
Phasing/Disruption	-	-	+	+	O	O	-	-	-
A Sense of Belonging									
Warm and Welcoming	-	-	O	O	O	O	+	+	+
Scale and Character	-	O	-	O	O	O	+	+	O

NEXT STEPS

- **PDP Submittal to MSBA:** May 20
- **Sustainability Committee:** May 21 and July 9 – initial system selection
- **Next SBC Meetings:** June 17 – Evaluation of Alternatives
July 8 – Final Evaluation of Alternatives
July 22 – Joint Meeting with Town Committees
August 5 – Preferred Solution
- **Next Community Meetings:** July 15 – Evaluation of Alternatives
August 8 – Preferred Solution

QUESTIONS?



Aging in Reading, Massachusetts: A community needs assessment

Commissioned by the Town of Reading and the
Elder and Human Services Division

June 2017

2017 Study Key Recommendations:

1. Improve the accessibility of the PSC.
2. Deepen public knowledge of existing programs and services throughout the community.
3. Explore the feasibility of significant expansion of for the PSC and for the human and elder services division.
4. Expand and diversify programming to align with the needs of the community.

RECALC Timeline

2021

- Select Board creates and appoints RECALC Committee

2022

- The Town of Reading hires UMASS Gerontology Institute to study needs and spearhead community engagement.
- Best practices: Site Visits are conducted to over 15 area centers by members of RECALC and Town Staff
- Community Input: 3 community forums, four stakeholder focus groups, 1,472 response community survey
- ARPA Funds are awarded for a feasibility study for a Reading Center of Active Living through to schematic drawings of preferred site

2023

- UMASS submits their comprehensive 62-page report and presents their findings [UMass 2023 Report](#)
- RECALC Submits their own 10-page summary report highlighting the needs and recommendations. [RECALC 2/23 Report](#)
- **Reports highlight current facilities and programs not meeting needs of Reading 60+ community**

2024

- bh+a starts the first phase of the feasibility study focused on programming by holding stakeholder meetings and multiple community charettes
- RECALC & COA align with multiple joint meetings to discuss initiatives
- bh+a moves on to site selection and site evaluation again involving multiple town boards and community with special attention to abutter feedback
- COA holds Open Houses and coffee hours to update community members on the RECALC and to show the current state of the Pleasant Street Center

How we moved ahead...

- ▶ Engage community in need for, vision and plan to better serve the 60+ community in Reading.
 - ▶ Information gathering
 - ▶ Current center
 - ▶ Community view of needs
 - ▶ Benchmarking other communities
 - ▶ Feasibility Study
 - ▶ bh+a architects with deep experience in centers for active living, senior centers, community centers
 - ▶ Site evaluation from needs perspective

Prioritizing a Vulnerable Population— Age 60+

- ▶ NEED: The Reading Center for Active Living is a *NEED* supported by data provided by professional consultants and 8+ years of exploration.
- ▶ IMPACT: 28.6% of Reading Residents are 60+ and % growing.
- ▶ SPACE: Reaching more members of our 60+ population requires we create **better accessible and inclusive spaces** acknowledging that individuals will have a varying degree of interests and physical capabilities.

PSC: NOT MEETING CURRENT NEEDS

- ▶ There is less than 4,000 feet of programmable space for current activities at the Pleasant Street Center
- ▶ Many programs have waitlists
- ▶ Increased Need for mental health services
- ▶ No bathroom on 1st floor
- ▶ There is no opportunity for outdoor recreation at the current site, no bathroom on the main level, limited parking
- ▶ There is only one private office for staff and multiple staff members desks are in a program room
- ▶ Building systems are coming to the end of their useful life



Recommendations from RECALC delivered to Select Board February 2023

1. Define and execute an immediate facility solution for replacing and/or expanding the current Senior Center
2. Continue to enhance (invest in) the programming/services for Seniors including new offerings and better accessibility (e.g. address transportation, evening programming, etc.)
3. Develop communications strategies and community outreach regarding the needs for Seniors.
4. The desire for an all-ages community center (with dedicated senior space) is real. However, it should not take precedence over first meeting program, service, and facility needs of Reading Seniors.

Project Priorities for RECAL

Project Priorities

A new center, focused on the needs of Reading's 60+ community, should provide spaces that support:



Socialization: Dedicated senior lounge space for informal gathering, and a multipurpose room sized to accommodate social events



Diverse and concurrent uses: Various sized program rooms that allow for a variety of programs at the same time



Physical activity: Fitness room, equipped with age-appropriate workout equipment and a separate gross motor room



Meals programming: Dedicated dining area and commercial kitchen to support it.



Outdoor activity: Space for formal and purpose-built activities, like pickleball



Administrative support: Adequate space for social services, staff collaboration and private consultations



Accessibility: Rooms are sized to exceed code minimums



Affordability: Both the building and program costs are affordable

Site Selection Process

- ▶ Town of Reading explored all available opportunities and put out RFQs for non town-owned land which ended with no success.
 - ▶ Former Walgreens (Dollar Store)
 - ▶ Rite-Aid, other sites
- ▶ bh+a architects hired → identified 3 parcels of town-owned land that could be viable for RECAL
 - Current Center on Pleasant Street
 - Oakland Road
 - Symonds Way
- Proposals include gym for senior and community needs
 - Best practice in other communities for Centers for Active Living
 - Communities that did not build gym when asked what they would do differently...add a gym
- COA and RECALC reviewed sites, ranked options and preferred Symonds Way site

Site Selection Status

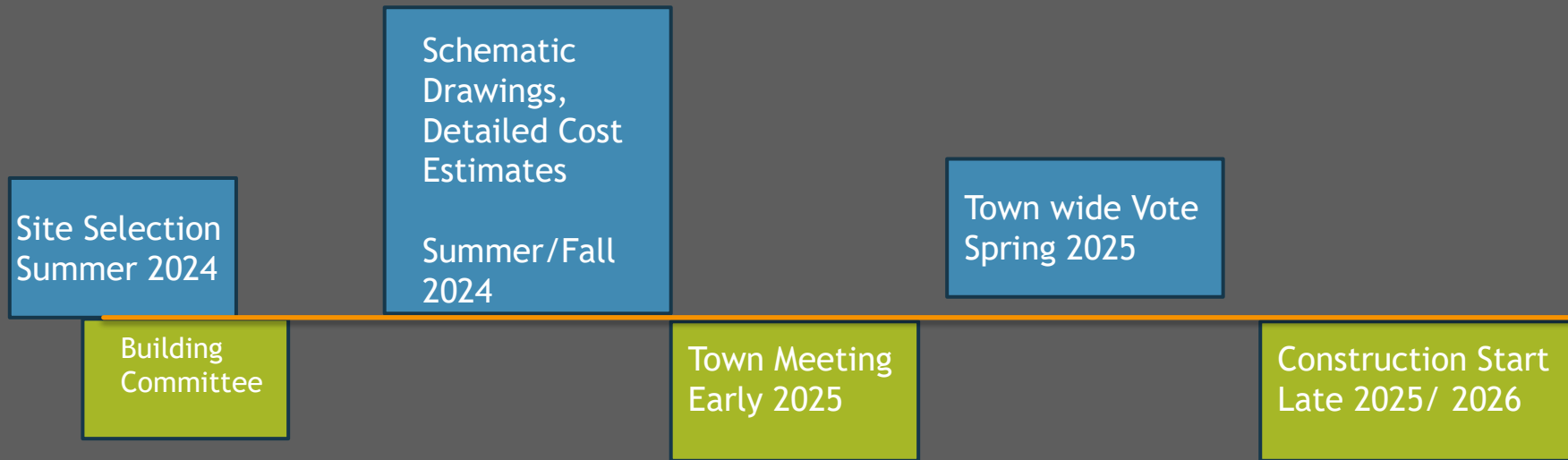
- Permanent Building Committee
 - Earlier than usual in process...reviewing sites May/June
 - Desired handoff to PBC summer 2024
- VERY PRELIMINARY cost estimates \$25-\$30 MM (bh+a)



Timeline:

- Site selection recommendation to Select Board and Approval– Summer 2024
- Formation of project Building Committee (PBC)—June/July 2024 (RECALC sunsets)
- Coordination with School, REC and Other Major Town Projects/Priorities
 - Consistent with SWEC potential scenarios
- Community Engagement & Discussion—ongoing and continuing
- Schematic Drawings + Detailed Cost Estimates—Late Summer/Early Fall 2024
 - Funding already in place via ARPA funds allocated by Select Board
- Town Meeting Vote—Early 2025
- Town Wide Vote—Spring 2025
- Construction– Late 2025/2026

Reading Center for Active Living Summary Timeline



COA Video

Challenges at the Reading Senior CenterTake a Tour



Brought to you by the Reading Council on Aging

Feedback from Visits, Experts

- ▶ Focus shifting to include needs and wants of age 60+ and beyond into broader community
- ▶ Other communities with newer centers would add a gym if they could do it again.
 - ▶ Serves younger seniors, older seniors and then broader community in off hours

Defining the Users of RECAL??

Key Findings in UMASS Study

- Facilities and programming ability for age 60+ is insufficient today and getting worse.
- Senior center vs. Community Center with designated senior space?
 - Age 70+ prefer Senior Center
 - Nearly ½ of survey respondents preferred an “all-ages community center including designated space and programming for residents age 60+.”
 - More than half of respondents under age 60 preferred an all-ages community center.
- Results from all data sources indicate that older residents are open to the idea of an all-ages community center, but must have their own space and experiences with peers

Current Intergenerational Programs



Bridging Generations Game Night
with our RMHS High School
Students



Holiday Ornament Painting and Hot Cocoa
Bar combined Rec & EHS Program

Alignment of RECAL Priorities with Symonds Way Exploratory Committee (SWEC)

Recommendations of SWEC

Center for Active Living (Senior/Community Center)

- ❖ A recognized Town need. Feasibility Study being led by Reading Center for Active Living (ReCAL) Committee and Council on Aging.
- ❖ Two other locations in Reading also under consideration, neither of which appear suitable for the other recommended Symonds Way property uses.
- ❖ Potential to combine with other recommended uses if full extent of Town property is used.

Pickleball Courts

- ❖ Demand identified in survey and public discussion
- ❖ Sound is unlikely to negatively impact neighbors
- ❖ Most suitable location for new courts identified in town, as discussed by several Town Boards, based on current noise impacts and parking needs
- ❖ Can be combined with other elements at Symonds Way property

Conservation

- ❖ Recommend gifting non-buildable land to the Conservation Commission to be identified by future site plan.
- ❖ Also highly ranked on the community survey

Evaluating the best site for RECAL

Narrowing down sites

- ▶ RFQs to Reading businesses
- ▶ Could a site or building be repurposed?
- ▶ Town owned parcels

Quantitative 12-step rating system

- ▶ Area of the Site
- ▶ Impact on Abutters
- ▶ Traffic Conditions
- ▶ Parking Quantity
- ▶ Location of Parking
- ▶ Wetlands & Floodplains
- ▶ Sustainability Impact on Design
- ▶ Facilities Multi-Generational Use
- ▶ Accommodates other Outdoor Activities
- ▶ Sustainability Impact on Design
- ▶ Suitability for a Senior Center

Subjective Rating

- ▶ Rate each site from 0-20
- ▶ Give comments and pros & cons

Combined Results

- ▶ Data driven worksheets were formulated by the consultant that reflect ratings from COA, RECALC and bh+a to help with determining the best site

Community & Committee Feedback from forums, meetings, open houses, calls, emails, etc.

Additional Considerations on Site Selection

- ▶ Historical Commission – attended meeting and received memo on recommendations
- ▶ Permanent Building Committee engaging now before site selection is finalized
- ▶ Financial Forum – 5/28
- ▶ Meeting with Abutters facilitated by bh+a & Jenna Fiorente
- ▶ Internal Staff conversations with Conservation and Community Development who oversee perspective committees.
- ▶ Known community needs as evaluated by various assessments

PROS

Pleasant Street Center

- Close to Downtown
- Historical Integrity
- Familiarity for current users
- Opportunity to reuse, rent or sell existing building

Oakland Road

- Intergenerational Opportunities being located next to 3 schools of various age groups
- Walkability from school sites to the center after school
- Still in very close proximity to downtown
- Near by outdoor recreational opportunities already exist
- Could be a net-zero building
- Parking would be great
- Overflow Parking opportunities on select days of the week
- Can accommodate other outdoor Activities like a trail, bocce court, garden, etc.

Symonds Way

- Connection to Nature
- Opportunity for many outdoor recreational opportunities with trails, pickleball courts, bocce etc.
- Near by outdoor recreational opportunities already exist
- Intergenerational Opportunities with Burbank Ice Rink and Killam Elementary School
- Parking would be great
- Overflow Parking opportunities with Burbank Ice Rink on certain days of the week
- Could be a net-zero building
- Most Potential for Expansion

CONS

Pleasant Street Center

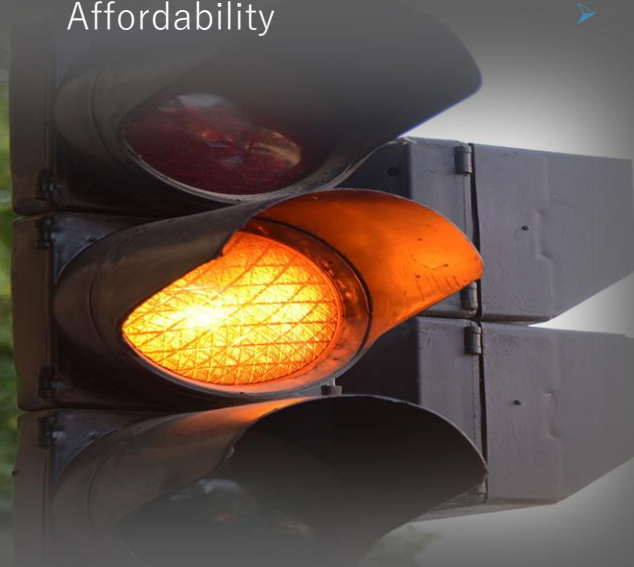
- Parking Garage not ideal for senior population
- Historical Commission not in favor of design proposals that dwarf existing building which would in turn not allow RECAL to have full center needs
- No opportunity for outdoor recreation
- No potential opportunity for expansion
- Smaller Rooms and less rooms
- Close to abutters
- Affordability

Oakland Road

- Close to abutters
- Potential impact on traffic with the High school already causing some concerns
- Topography could limit construction or make construction a nuisance and/or costly
- Affordability

Symonds Way

- Furthest Away from downtown
- Unknown impacts on contaminates on land which could be costly to remediate
- Various user groups are interested in the site
- Affordability





An Overview: The Community Preservation Act

October 2023
Benjamin Cares & Andrew MacNichol
Public Services Department
Town of Reading

What is the Community Preservation Act (CPA)?



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

Open Space & Recreation

Historic Preservation

Affordable Housing



The property tax surcharge...

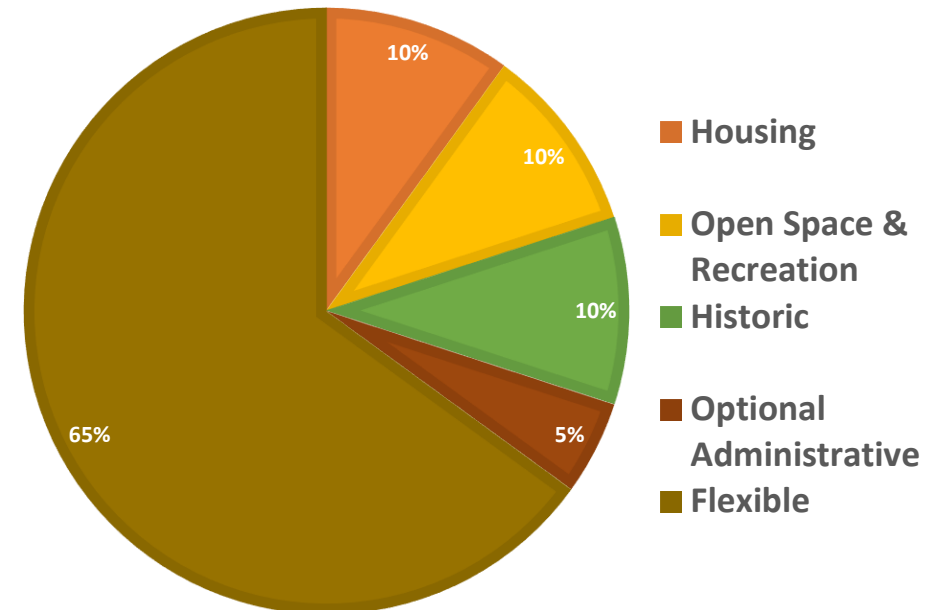
Ranges from 0.5% to 3%

Exemptions may include:

- First \$100,00 of residential property value
- First \$100,000 of commercial & industrial property value
- Low income families; low/moderate income seniors
- Full commercial and industrial exemption (with split tax rate only)
- Existing property tax exemptions apply to the CPA surcharge

What is the Community Preservation Act?

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

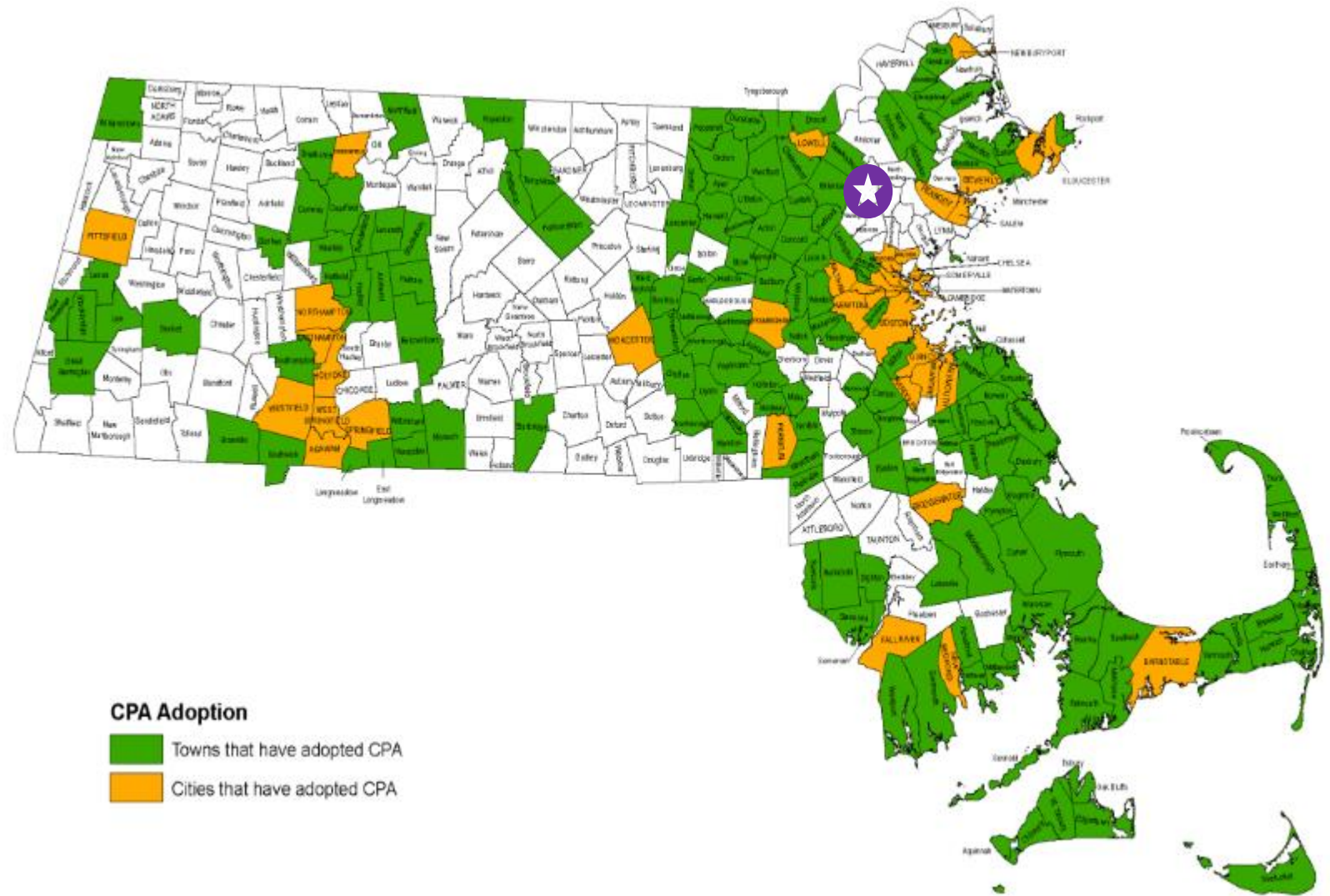


Example: What would this cost the average taxpayer in Reading with a 1% CPA Surcharge?

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














Who Has Adopted the CPA?

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



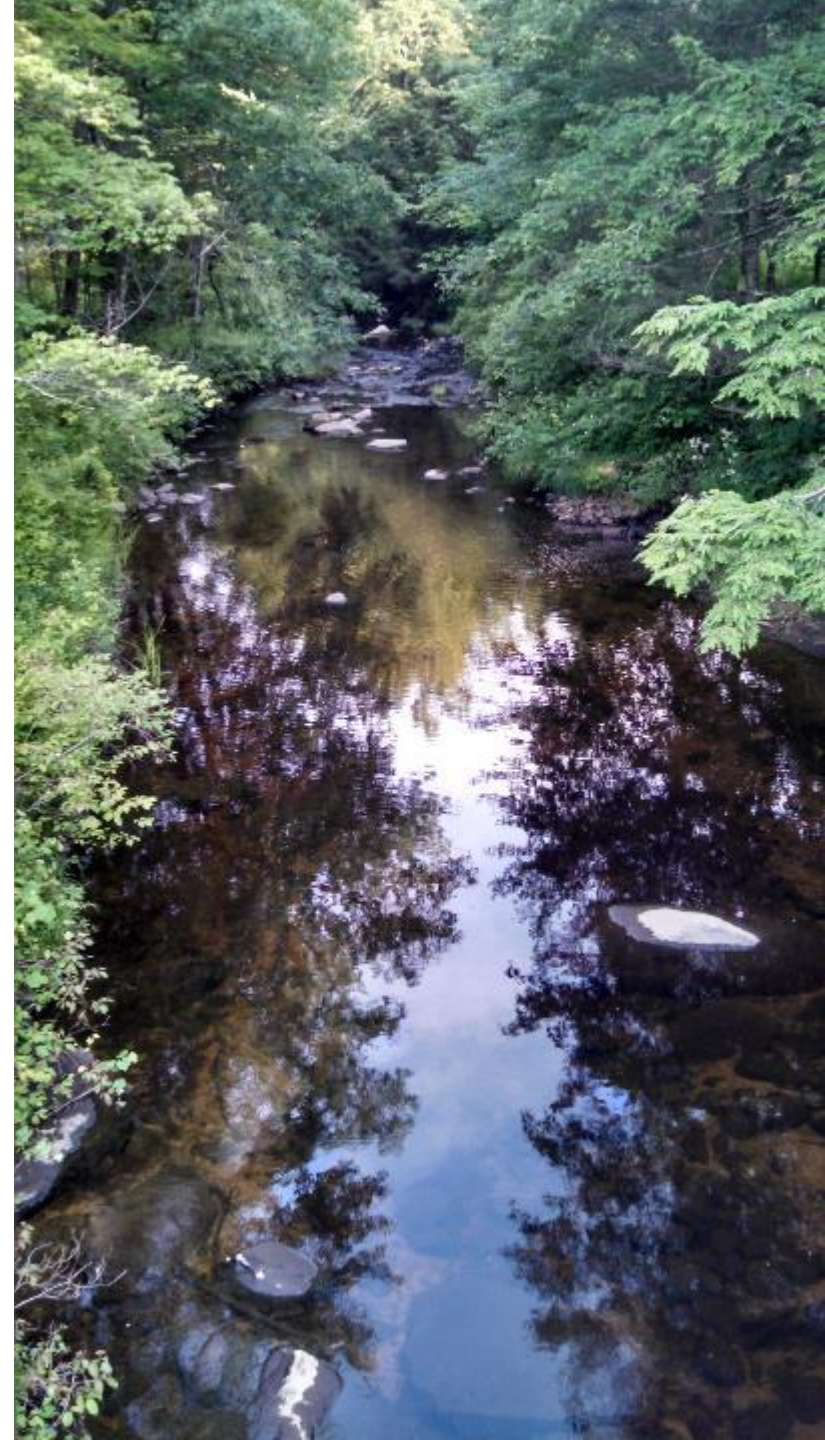


What Could We
Accomplish in Reading?

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

Open Space

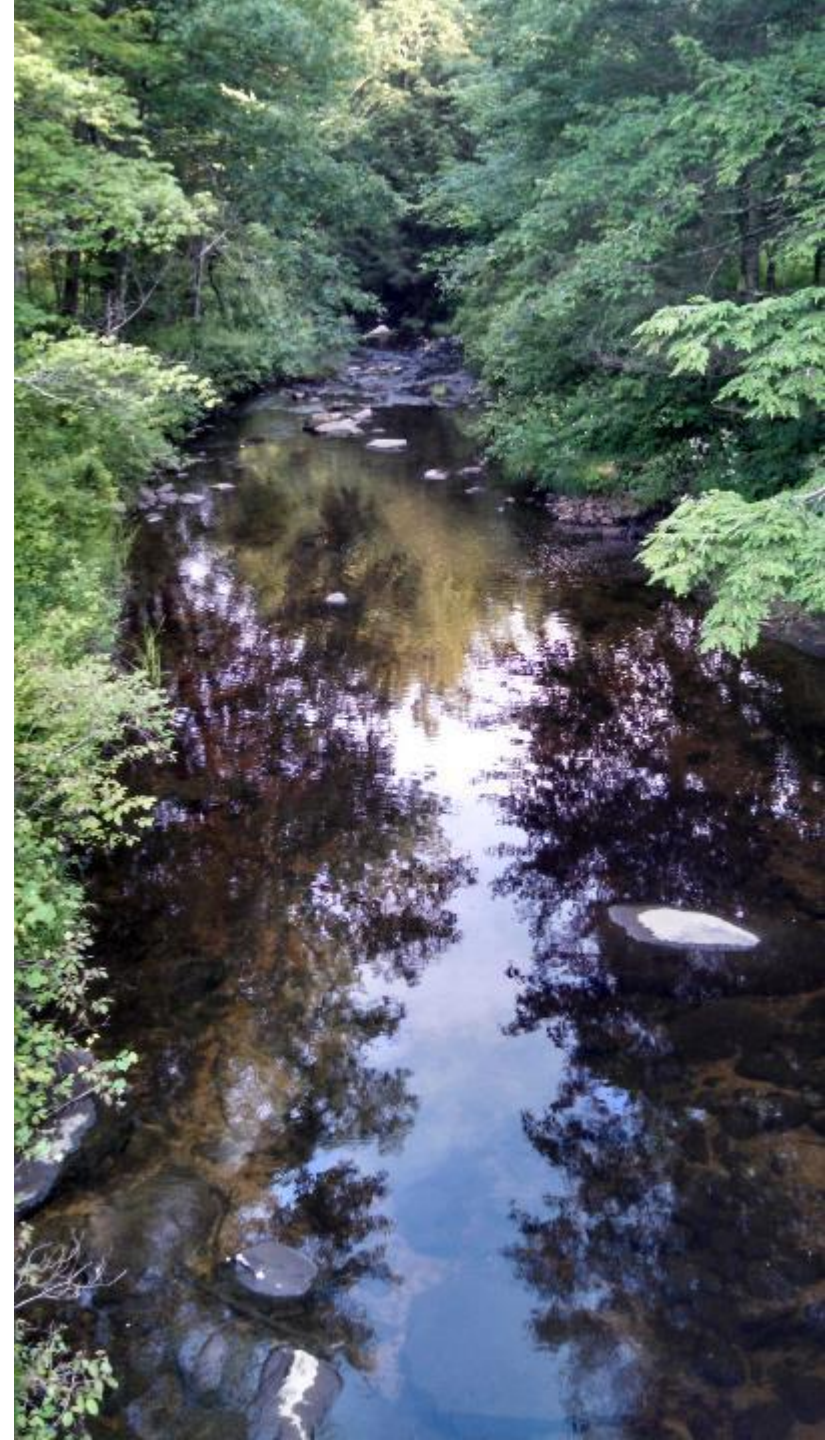
- **Walkers Brook Stream Bank (Preservation)**
 - Funding for preservation (erosion control) of the Walkers Brook stream Bank
- **Lobs Pound (Create)**
 - Create a new Lobs Pound greenspace along the Ipswich River
- **Acquisition of 1310 Main Street, 0 Timber Neck, Lot 5 Grove Street (Acquire)**
 - For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



Recreation

- **Pickleball Courts**

- Acquisition of land for pickleball courts
- Construction of pickleball courts



Historic Resources

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



Housing

- **Rehabilitation & Restoration**



How Do We Adopt CPA?

Learn and Build Consensus

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

Then... We Vote!

- A municipality adopts CPA through passage of a ballot question at the voting booth
 - How can it be placed on the ballot?
 - Option 1: Vote during Town Meeting
 - Option 2: Have 5% of registered voters sign a petition





How Do We Oversee
and Spend CPA Funds?

Establish a Community Preservation Committee

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

Roles of the Community Preservation Committee



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



**Accept and review
project proposals**



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



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



Questions?



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

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



Town of Reading Meeting Minutes

Board - Committee - Commission - Council:

Finance Committee

Date: 2024-03-13

Time: 7:00 PM

Building: Reading Town Hall

Location: Select Board Meeting Room

Address: 16 Lowell Street

Session: Open Session

Purpose: General Business

Version: Draft

Attendees: **Members - Present:**

Chair Ed Ross, Geoffrey Coram, Endri Kume (remote), Marianne McLaughlin Downing (7:16 pm), Joe McDonagh, Emily Sisson, John Sullivan, Mark Zarrow

Members - Not Present:

Vice Chair Joe Carnahan

Others Present:

Town Manager Matt Kraunelis, Chief Financial Officer Sharon Angstrom, Library Director Amy Lannon, Facilities Director Joe Huggins (remote), Assistant Facilities Director Kevin Cabuzzi(remote), Town Clerk Laura Gemme (remote), DPW Director Chris Cole, Human Resources Director Sean Donahue (remote),

Minutes Respectfully Submitted By: Jacquelyn LaVerde

Topics of Discussion:

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

Chair Ed Ross called the meeting to order at 7:02 pm.

Budget Presentations: FY25 Town Manager Recommended Budget & Town Departments (Continued)

Finance Department

Chief Financial Officer Sharon Angstrom reviewed the proposed FY25 budget for the Finance Department, which is increasing 3.9% overall. There is a 4.2% increase in wages, as all staff are non-union, which includes a 1.25% cola, a 2.35% step increase for non-management staff, and 2.5% step increase for management staff. Expenses increase 2.1%, largely due to an increase to the Regional Assessor contract.

Department of Public Works

DPW Director Chris Cole reviewed grants the department has received in the last year, including an annual MassWorks DEP Sustainable Materials Recovery grant for \$5,460, an earmark for Laurel Hills Cemetery gravestone restoration for \$35,000, an earmark for Laurel Hill Cemetery wall restoration for \$25,000, a MassDOT Local Bottleneck Reduction grant for \$309,000, a MassDOT Complete Streets grant to install sidewalks on Auburn street and Parkview Avenue for \$500,000, a MassDOT Safe Routes to School grant for pedestrian and roadway improvements at Oakland Road for \$2.2 million, and the MIIA FY24 Risk Management grant to mitigate grease buildup in sewer mains for \$9,500.

The general fund wages increase 4%, which is all contractual. General Fund expenses were all level-funded. Highway and equipment maintenance increased 8% due to increases in gravel crushing, cost of parts, and cost of fuel.

Water, Sewer, & Storm Water Enterprise Funds

Water wages increase by 3.9%. Expenses increase by 4%. Some increased costs include \$3,000 for hazardous waste disposal, \$5,000 for fuel, \$5,000 for software licenses and support, \$10,000 for water supplies, \$3,000 for general supplies, and an estimated 3% increase to the MWRA draft water assessment.

Sewer wages increase 2.8%. Expenses increase 4%. Increases to costs include \$4,000 for hazardous waste disposal, \$5,000 for software licensing and support, \$5,000 for supplies, \$3,000 for fuel, and an estimated 3% increase to the MWRA draft water assessment.

Storm water wages increase contractually 3.8%. Expenses increase 4%. Increases are due \$10,000 for professional and technical services to fund hauling and testing of street sweepings. Fuel increased \$4,000 due to increases in costs.

Library

Library Director Amy Lannon presented the Library budget which increased 3.6% overall. Of that increase, 3.3% is salaries, and 4.9% is expenses. The increase in expenses is due to an increase in programming.

Facilities

Facilities Director Joe Huggins gave a brief overview of the department, which maintains roughly 1.1 million square feet of space for the Town across nineteen buildings. The budget for FY25 overall increases 8.1%. Wages increase 4.9% for Core Facilities and Town Buildings due to step increases for union contracts and non-union personnel. The expense budget increases 9.2%, including 9.6% for Core Facilities and 0% for Town Buildings.

Energy expenses increase 11.8%, core maintenance and repairs increase 7.2%, and core HVAC expenses increase 7.7%. All other expense lines are level funded.

Liaison Reports

Chair Ed Ross shared an update from the Killam School Building Committee. The Committee discussed the website, and upcoming community events. The designer and OPM are ramping up for a submission to the MSBA in May. Other upcoming events include more community outreach sessions, building plans will start to be developed, and the School Building Committee will be visiting energy efficient schools.

Mr. Ross also prepared a statement regarding comments from the Select Board meeting on March 12th. He noted that during the Select Board's reorganization discussion, it was implied that he has maintained a "strangle hold" on the Chairmanship for the Finance Committee, and proceeded to review the sequence of events over the last few years which debunked that accusation. He stated that he was embarrassed by the recent events, and apologized to Town Manager Matt Kraunelis that his first days as Town Manager have started like this. He expressed his disappointment in the audience members who were cheering, and in the elected officials who did nothing to calm the situation.

Discussion and Vote on FY25 Budget and Annual Town Meeting Warrant Articles

Town Manager Matt Kraunelis reviewed the Articles on the Annual Town Meeting Warrant.

Article 1: Elections. No action is needed by the Finance Committee.

Article 2: Written reports. No action is needed by the Finance Committee.

Article 3: Instructional motions. No action is needed by the Finance Committee.

Article 4: Changes to the Capital Improvement Plan. Changes include the Coolidge alarm panel and the Field House floor, which have separate articles later in the warrant.

Article 5: Amend the FY24 Budget.

Article 6: Prior years' bills. This is expected to be tabled, as there are no prior years' bills at this time.

Article 7: Other Post-Employment Benefits (OPEB). This year's request is to allocate \$300,000 for OPEB, instead of \$500,000 as in prior years, due to an increase in health insurance.

Article 8: Move 40R Funds into Smart Growth Stabilization Fund. There are no funds currently, and the article will be indefinitely postponed if no funds are received prior to Town Meeting.

Article 9: Direct excess funds from the Parker roof project to the Coolidge fire alarm panel project.

Article 10: Field House floor replacement. The article requests excess funds from the Parker roof project, plus \$100,000 from free cash, for the design of the field house floor replacement, in addition to borrowing \$1.7 million for the construction of the floor and bleachers.

Article 11: Approval of revolving funds. There are some amendments to projects for the Inspections Revolving Fund.

Article 12: Adoption of the FY 2025 Operating Budget.

Article 13: Request for \$75,000 for technical assistance and consulting support for MBTA Communities.

Article 14: Haven Street Infrastructure. This article is expected to be indefinitely postponed due to volatility in the market and potential grants.

Article 15: Easement for RMLD for Gazebo Circle Pump Station.

Article 16: Remove Town Meeting Members.

Article 4

On a motion by Emily Sisson, seconded by Mark Zarrow, the Finance Committee voted 8-0-0 to recommend the content of Article 4 to Town Meeting as presented.

Roll call vote: Endri Kume – Yes, Marianne Downing – Yes, Joe McDonagh – Yes, Emily Sisson – Yes, Mark Zarrow – Yes, John Sullivan – Yes, Geoffrey Coram – Yes, Ed Ross – Yes.

Finance Committee report on Article 4 to Town Meeting assigned to Endri Kume.

Article 5

On a motion by Emily Sisson, seconded by Mark Zarrow, the Finance Committee voted 8-0-0 to recommend the content of Article 5 to Town Meeting as presented.

Roll call vote: Endri Kume – Yes, Marianne Downing – Yes, Joe McDonagh – Yes, Emily Sisson – Yes, Mark Zarrow – Yes, John Sullivan – Yes, Geoffrey Coram – Yes, Ed Ross – Yes.

Finance Committee report on Article 5 to Town Meeting assigned to Geoffrey Coram.

Article 7

On a motion by Emily Sisson, seconded by Mark Zarrow, the Finance Committee voted 8-0-0 to recommend the content of Article 7 to Town Meeting as presented.

Roll call vote: Endri Kume – Yes, Marianne Downing – Yes, Joe McDonagh - Yes, Emily Sisson - Yes, Mark Zarrow – Yes, John Sullivan - Yes, Geoffrey Coram - Yes, Ed Ross – Yes.

Finance Committee report on Article 7 to Town Meeting assigned to John Sullivan.

Article 9

On a motion by Emily Sisson, seconded by Mark Zarrow, the Finance Committee voted 8-0-0 to recommend the content of Article 9 to Town Meeting as presented.

Roll call vote: Endri Kume – Yes, Marianne Downing – Yes, Joe McDonagh - Yes, Emily Sisson - Yes, Mark Zarrow – Yes, John Sullivan - Yes, Geoffrey Coram - Yes, Ed Ross – Yes.

Finance Committee report on Article 9 to Town Meeting assigned to Mark Zarrow.

Article 10

On a motion by Emily Sisson, seconded by Mark Zarrow, the Finance Committee voted 8-0-0 to recommend the content of Article 10 to Town Meeting as presented.

Roll call vote: Endri Kume – Yes, Marianne Downing – Yes, Joe McDonagh - Yes, Emily Sisson - Yes, Mark Zarrow – Yes, John Sullivan - Yes, Geoffrey Coram - Yes, Ed Ross – Yes.

Finance Committee report on Article 10 to Town Meeting assigned to Emily Sisson.

Article 11

On a motion by Emily Sisson, seconded by Mark Zarrow, the Finance Committee voted 8-0-0 to recommend the content of Article 11 to Town Meeting as presented.

Roll call vote: Endri Kume – Yes, Marianne Downing – Yes, Joe McDonagh - Yes, Emily Sisson - Yes, Mark Zarrow – Yes, John Sullivan - Yes, Geoffrey Coram - Yes, Ed Ross – Yes.

Finance Committee report on Article 11 to Town Meeting assigned to Marianne Downing.

Article 13

On a motion by Emily Sisson, seconded by Mark Zarrow, the Finance Committee voted 7-0-1, with John Sullivan abstaining, to recommend the content of Article 13 to Town Meeting as presented.

Roll call vote: Endri Kume – Yes, Marianne Downing – Yes, Joe McDonagh - Yes, Emily Sisson - Yes, Mark Zarrow – Yes, John Sullivan - Abstain, Geoffrey Coram - Yes, Ed Ross – Yes.

Finance Committee report on Article 13 to Town Meeting assigned to Joe McDonagh.

Endri Kume left the meeting at 8:45 pm.

Article 12

On a motion by Emily Sisson, seconded by Mark Zarrow, the Finance Committee voted 7-0-0 to recommend the amount as presented in line B99 to Town Meeting.

On a motion by Emily Sisson, seconded by Mark Zarrow, the Finance Committee voted 7-0-0 to recommend the amount as presented in line C99 to Town Meeting.

On a motion by Emily Sisson, seconded by Mark Zarrow, the Finance Committee voted 7-0-0 to recommend the amount as presented in line D99 to Town Meeting.

On a motion by Emily Sisson, seconded by Mark Zarrow, the Finance Committee voted 7-0-0 to recommend the amount as presented in line E99 to Town Meeting.

On a motion by Emily Sisson, seconded by Mark Zarrow, the Finance Committee voted 7-0-0 to recommend the amount as presented in line F99 to Town Meeting.

On a motion by Marianne Downing, seconded by Mark Zarrow, the Finance Committee voted 7-0-0 to recommend the amount in line G91 to Town Meeting as presented.

On a motion by Marianne Downing, seconded by Mark Zarrow, the Finance Committee voted 7-0-0 to recommend the amount in line G92 to Town Meeting as presented.

On a motion by Marianne Downing, seconded by Mark Zarrow, the Finance Committee voted 7-0-0 to recommend the amount in line G91A to Town Meeting as presented.

On a motion by Marianne Downing, seconded by Mark Zarrow, the Finance Committee voted 7-0-0 to recommend the amount in line G92A to Town Meeting as presented.

On a motion by Marianne Downing, seconded by Mark Zarrow, the Finance Committee voted 7-0-0 to recommend the amount in line H91 to Town Meeting as presented.

On a motion by Joe McDonagh, seconded by Mark Zarrow, the Finance Committee voted 7-0-0 to recommend the amount in line ZZ9 to Town Meeting as presented.

The Finance Committee report to Town Meeting for Article 12 was assigned to Joe Carnahan.

Discuss FINCOM Report to Town Meeting

Town Manager Matt Kraunelis asked Mr. Ross to send the Finance Committee report to staff by March 21st so it can be included in the Report on the Warrant.

Future Agendas

The Finance Committee will only meet ahead of Town Meeting if there is a need to re-vote on any warrant articles. The meeting scheduled for next Wednesday, March 20th, will not be held, as the Committee was able to complete their budget review and vote on Annual Town Meeting articles tonight.

At a future meeting, the Committee would like to hear an update from RMLD, and other meeting dates can be decided after Town Meeting.

Approval of Prior Meeting Minutes

On a motion by Emily Sisson, seconded by John Sullivan, the Finance Committee voted 7-0-0 to approve the meeting minutes of March 6, 2024 as presented.

On a motion by Geoffrey Coram, seconded by John Sullivan, the Finance Committee voted 7-0-0 to adjourn at 9:01 pm.