



# Reading, MA

Administrative & Public Services  
FY25 Budget Presentation



## Administrative Services

---

- Operations
- Town Manager's Office
- Town Clerk & Elections
- Human Resources
  
- Full Time Equivalents: 13

## Public Services

---

- Community Development
  - Planning & Development
  - Conservation
  - Building & Permitting
- Community Services
  - Recreation
  - Veterans' Services
  - Elder & Human Services

Full Time Equivalents : 21

# Organization

---





# Operations & Town Manager's Office



# Operations

## Responsibilities include:

- Procurement
- Communications
- Risk Management
- Constituent Services
- Shared Staff
- Postage & Equipment Maintenance

Highlight: Creation of Director of Operations position combined Business Administrator and Procurement Officer with new Executive Assistant position.



# Operations

## FY25 Budget Impact:

- Level Services Budget for salaries and expenses
- Postage expenses for presidential election driving expense increase
- Projected 10% increase in Property & Casualty Insurance

	FY24	FY25	% Change
<b>Salaries:</b>	\$600,250	\$619,700	3.24%
<b>Expenses:</b>	\$160,000	\$178,500	11.56%
<b>Total Ops:</b>	<b>\$760,250</b>	<b>\$798,200</b>	<b>4.99%</b>
 <b>Insurance:</b>	 \$897,000	 \$986,700	 10.00%



# Town Manager's Office

## Divisions include:

- Select Board
- Finance Committee
- Legal Services

FY25 Budget Impact: Other than a slight increase in the Town Manager salary line, this is an entirely level services budget. Select Board and FinCom level funded.

	FY24	FY25	% Change
<b>Salary:</b>	\$230,000	\$238,000	3.48%
<b>Expenses:</b>	\$446,200	\$446,500	0.07%
<b>Total TM:</b>	<b>\$676,200</b>	<b>\$684,500</b>	<b>1.23%</b>





# Town Clerk and Elections



# Town Clerk's Office

Laura Gemme

Rebecca Kyle

Madeleine Baptiste

Gabriella Piantedosi

Town Clerk

Assistant Town Clerk

Administrative Assistant

Administrative Assistant





# Town Clerk

## Our Mission

To be a reliable provider of information and quality services to the community and its residents and to work cooperatively with all departments, boards and committees while complying with Federal, State and Local laws as well as the Town Home Rule Charter. We are dedicated to the preservation of all the Town of Reading's past, present and future documents and vital records for the benefit of all residents and future generations. We respect the right to vote and will assure that all elections are conducted in a fair and open manner providing equal access to all citizens.

Birth Records, Marriage Records, Death Records, Burial Permits, Business Certificates, Dog Licensing, Dog Violations, Records Management, Records Requests, Meeting Postings, Open Meeting Law, Ethics, Conflict of Interest, Town Meeting, Research, Public Notice, Reporting, Campaign Finance, Data Entry, Boards and Committees, Permits, Filing and Recording, Town Seal, Oaths, Everything Elections, Voter Registration, Certify Signatures, Census, Street List

## FY 2023 Projects

- Paper Voter Registration Cards are now Electronic
- Working to make all Vital Records electronic going back to 1600s
- Online Dog Licensing



# Elections

## FY 2023 Elections

- State Primary – September 2022
- State Election – November 2022
- Town Election – April 2023

## FY 2024 Elections

- Presidential Primary – March 2024
- Town Election – March 2024

## FY 2025 Elections

- State Primary – September 2024
- State Election – November 2024
- Town Election – April 2025



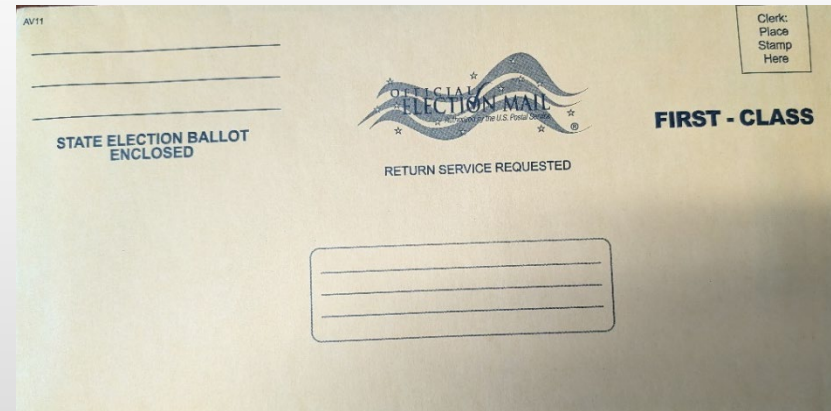
# Budget

## Town Clerk - Budget

- No Change from FY 2023 except Salaries
- Includes \$1,000 Clerk Stipend recently passed at Town Meeting

### FY25 Town Clerk Budget Impact:

	FY24	FY25	% Change
Salaries:	\$167,050	\$174,100	4.22%
Expenses:	\$5,000	\$5,000	0.00%
Total Clerk:	<b>\$172,050</b>	<b>\$179,100</b>	<b>4.10%</b>



## Elections - Budget

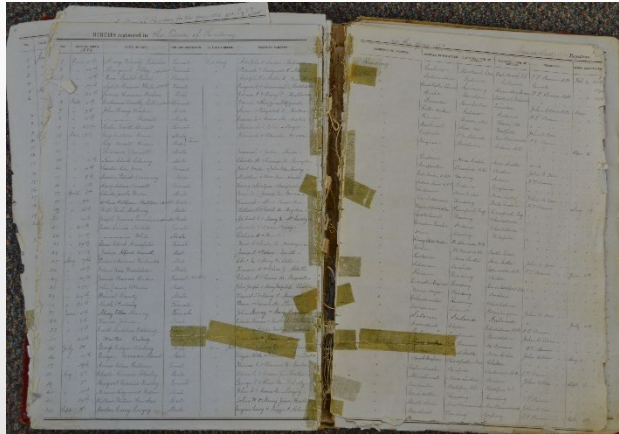
- Increase in Election Staff
  - Presidential Election
  - One more Election than FY 2024
- Increase in Postage
  - Vote by Mail

### FY25 Election Budget Impact:

	FY24	FY25	% Change
Salaries:	\$20,400	\$50,400	147%
Expenses:	\$35,500	\$54,000	52.11%
Total Elections:	<b>\$55,900</b>	<b>\$104,400</b>	<b>86.76%</b>



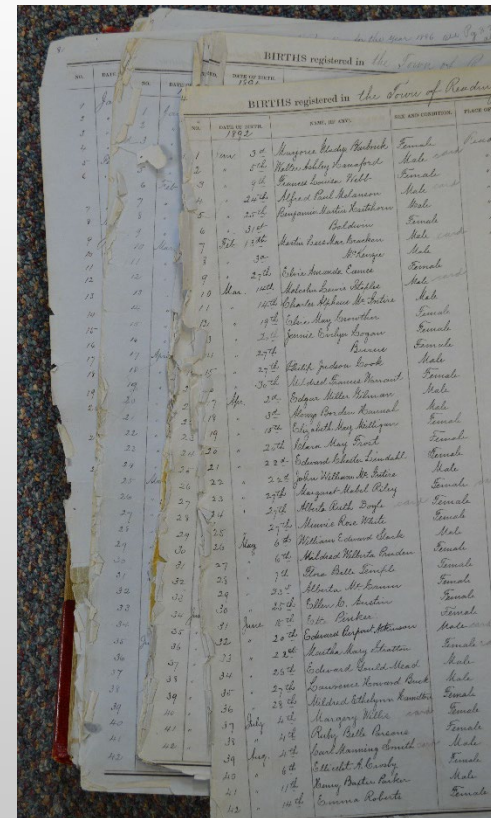
# Long Term Goals



## Records Preservation

Over the last 14 years we have restored 10 books, two of which are pictured here. We have a lot more to do.

I would like to receive funds to continue restoring these old valuable records.



# Thank you!





# Human Resources



# Human Resources

## Responsibilities include:

Hiring, Personnel Management, Training, Testing, and Benefits Administration to All Town Departments, School Department, Light Department, and Retirees.

## HR Staff:

HR Director, Sean Donahue (since 2016)

Assistant HR Director, Anabela Batista (since 2019)

Benefits Specialist, Avantika Mehta (since 2020)



# Human Resources

FY24 Accomplishments: Negotiating new union contracts, personnel policy update, ongoing support to staff and managers to fill key positions in the organization.

## FY25 Budget Impact:

	FY24	FY25	% Change
Salaries:	\$206,275	\$213,400	3.45%
Expenses:	\$39,000	\$39,000	0.00%
Total HR:	\$245,275	\$252,400	2.90%

Highlight: Currently exploring options to move to an online format for employment applications.





**Thank you!**





# Community Development

Planning & Development

Conservation

Building & Permitting



# STAFF & RESPONSIBILITIES

“TO LISTEN... TO SUSTAIN... TO  
GUIDE... TO STRIVE...”

## PLANNING & CONSERVATION

Andrew MacNichol, Community Development  
Benjamin Cares, Economic Development  
Mary Benedetto, Senior Planner  
Charles Tirone, Conservation Administrator  
Amanda Beatrice, Senior Admin Assistant

## BUILDING & PERMITTING

Bret Bennett, Building Commissioner  
Kim Saunders, Permits Coordinator  
Karen Johnson, Admin Assistant  
Part-time Building Inspectors (5)



Credit: Reading Historical Commission





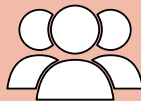
DEVELOPMENT REVIEW &  
PERMITTING



LONG TERM VISIONING &  
PLANNING



GRANT APPLICATIONS &  
MANAGEMENT



BOARD & COMMITTEES

# SCOPE OF WORK

## ASPECT ONE: DEVELOPMENT REVIEW

Application Reviews and Noticing; Wetland and Resource Area Impact Review; Licensing, Permitting, Inspections, Enforcement; Code Review and Life Safety; Tracking and History; Online Systems Improvements

## ASPECT TWO: LONG TERM VISIONING & PLANNING

Presentations; Workshops; Priority Setting; Project Implementation

## ASPECT THREE: GRANT MANAGEMENT

Release schedules; Specifics; Roles; Reporting; Budgeting

## BOARDS & COMMITTEES

Community Planning & Development; Zoning Board of Appeals; Conservation Commission; Reading Historical/Historic District; Trails Committee; Climate Advisory; Other



# 2023 PROJECTS



## PLANNING AND VISIONING

- Housing Production Plan (2022-2023)
- Hazard Mitigation Plan (2022-2023)
- MVP 2.0 Plan (2023-2024)
- Net Zero Action Plan (2023-2024)
- Walkers Brook Redesign (2023-2024)
- Lower Haven Streetscape Support (2023-2024)
- MBTA Communities Zoning

## DEVELOPMENT REVIEW

- Site Plan Review x9
- Subdivision x6
- Stormwater Permits x2
- Building & Occupancy Permit Issuing
- Town Projects

## OTHER

- Mattera Community Garden
- Maillet MVP
- MNRHSO
- Commercial & Business Support
- Regional Work/Programs
- Other





## COMMUNITY DEVELOPMENT FY25 BUDGET CHANGES

	FY24	FY25	Change
Salaries	\$850,300	\$885,200	+4. 10%
Expenses	\$105,000	\$105,100	+0.10%

THANK YOU!





# Community Services

Recreation Division

Veterans Services Division

Elder & Human Services Division



# Community Services

Jenna Fiorente Community Services Director

Susan Simeola Community Services Executive Assistant

## ELDER & HUMAN SERVICES:

Chris Kowaleski EHS Administrator

Linda Antinoro Clerk

Anna Assini Senior Center Coordinator

Kerry Valle Senior Case Worker

Alyse Warren Nurse Advocate

Joseph Beninati Transportation Coordinator

Janet Dubow P/T Volunteer Coordinator

## VETERANS SERVICES:

Will Valliere Veterans Services Officer

## RECREATION:

Jim Sullivan Recreation Administrator

Edward Shambo Recreation Coordinator





# Recreation Division

\*HEALTHY & ACTIVE LIFESTYLES\*EDUCATIONAL LEARNING\*SOCIAL ENGAGEMENT\*COMMUNITY SPIRIT\*ECONOMIC ADVANCEMENT\*  
\*ENVIRONMENTAL AWARENESS & RESPONSIBILITY\*

## POPULAR PROGRAMS/EVENTS

- Summer Daycation
- Sunday In-Town Basketball
- Nashoba Valley Ski & Snowboard
- Saturday Night Lights Flag Football
- Downtown Trick-or-Treat

## STATS

6,500 Program Registrants for calendar year 2023  
(an increase of over 2,000 registrations from 2022)

4,374 Ages 0-10

1,101 Ages 11-20

216 Ages 21-40

503 Ages 41-60

306 Ages 61+

## NOTEABLE PROJECTS IN 2023

- Memorial Park and Sturges Park get updates through Capital Improvement Plan
- Birch Meadow Master Plan Phase I is completed
- Birch Meadow Master Plan Phase II gets approved at Town Meeting for design & construction



# Veterans Services Division

## Goals & Objectives



## FY24 Updates

- Served over 300 Veterans
- New flagpole donated at Memorial Park and Boulder moved from Salem St. to the corner of Charles & Harrison. Both were dedicated/rededicated at Memorial Park on Veterans Day
- Scuttlebutt continues to remain popular

- To execute timely and accurate benefit delivery for all veterans seeking help from the Federal, State and Local branches of government.
- To provide dignity, compassion, respect and privacy to all veterans seeking assistance.
- To empower veterans through technology, information sharing, and networking where they can assist themselves and their fellow veterans by connecting services to needs.
- To continue the fight against homelessness and joblessness within the veteran community.
- To be honest and forthright with our veterans, researching the correct answer and providing results as quickly as accuracy allows.



# Elder & Human Services Division

## POPULAR PROGRAMS & SOCIAL SERVICES:

- Zumba
- Art
- Body & Brain
- BEST
- Bingo
- Tai Chi
- Bridge
- Majong
- Birthday Lunch
- Trips
- Lunch & Learns
- Wellness Wednesdays
- Blood Pressure Clinics
- Flu Clinics
- Reading Response (Lifeline, Medical Transportation, Adult Day Health)
- Hoarding Task Force
- Adopt a Family
- Knox Box Program
- Round Table Discussions with Police & Fire
- Community Volunteer Initiatives
- Collaboration with schools, food pantry, doctors, hospitals, short-term rehabs, VNAs, Mystic Valley Elder Services
- Home Visits & Informational Roadshows
- EHS Health Fair
- Referrals for healthcare & financial assistance (fuel assistance & SNAP)





# Elder & Human Services Division

Total Enrollments/Interactions at the center – 28,075 (1/1/2023 to 10/31/2023)

- 14,811 Program/Event Registrations
- 3,044 Rides (not including Medical rides with ATS)
- 381 Large Bus Trips Registrations



# COMMUNITY SERVICES FY25 BUDGET CHANGES

	FY24	FY25	Change
Salaries	\$597,800	\$594,484	-0.55%
Expenses	\$197,000	\$197,000	0.00%

THANK YOU!



**THANK YOU!**



# FY25 Budget Summary

## Administrative Services

	FY24	FY25	% Change
Total Salaries:	\$1,223,975	\$1,295,600	5.85%
Total Expenses:	\$1,582,700	\$1,709,700	8.02%
Grand Total:	\$2,806,675	\$3,005,300	7.08%

## Public Services

	FY24	FY25	% Change
Total Salaries:	\$1,448,100	\$1,479,684	2.18%
Total Expenses:	\$302,000	\$302,100	0.03%
Grand Total:	\$1,750,100	\$1,781,784	1.81%



**Questions?**

**Thank you!**

