

## COMMONWEALTH OF MASSACHUSETTS

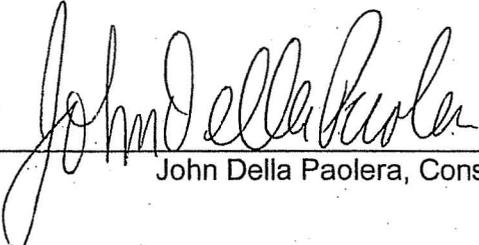
Middlesex, ss. Officer's Return, Reading:

By virtue of this Warrant, I, on October 12, 2010 notified and warned the inhabitants of the Town of Reading, qualified to vote on Town affairs, to meet at the place and at the time specified by posting attested copies of this Town Meeting Warrant in the following public places within the Town of Reading:

- Precinct 1 J. Warren Killam School, 333 Charles Street
- Precinct 2 Peter Sanborn Place, 50 Bay State Road
- Precinct 3 Reading Police Station, 15 Union Street
- Precinct 4 Joshua Eaton School, 365 Summer Avenue
- Precinct 5 Town Hall, 16 Lowell Street
- Precinct 6 Austin Preparatory School, 101 Willow Street
- Precinct 7 Reading Library, Local History Room, 64 Middlesex Avenue
- Precinct 8 Wood End School, 85 Sunset Rock Lane

The date of posting being not less than fourteen (14) days prior to November 8, 2010, the date set for the Subsequent Town Meeting in this Warrant.

I also caused an attested copy of this Warrant to be posted on the Town of Reading web site.

  
\_\_\_\_\_  
John Della Paolera, Constable

A true copy. Attest:

  
\_\_\_\_\_  
Laura Gemme, Town Clerk

**SUBSEQUENT TOWN MEETING  
(Seal)  
COMMONWEALTH OF MASSACHUSETTS**

Middlesex, ss.

To any of the Constables of the Town of Reading, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Reading, qualified to vote in elections and Town affairs, to meet at the Reading Memorial High School Auditorium, 62 Oakland Road, in said Reading, on Monday, November 8, 2010, at seven-thirty o'clock in the evening, at which time and place the following articles are to be acted upon and determined exclusively by Town Meeting Members in accordance with the provisions of the Reading Home Rule Charter.

**ARTICLE 1** To hear and act on the reports of the Board of Selectmen, Town Accountant, Treasurer-Collector, Board of Assessors, Director of Public Works, Town Clerk, Tree Warden, Board of Health, School Committee, Contributory Retirement Board, Library Trustees, Municipal Light Board, Finance Committee, Cemetery Trustees, Community Planning & Development Commission, Conservation Commission, Town Manager and any other Board or Special Committee.

Board of Selectmen

**Background:** This Article appears on the Warrant for all Town Meetings. At this Subsequent Town Meeting, the following report(s) are anticipated:

- State of the Schools Report
- RMLD Report
- Report on Instructional Motion re: Church snow plowing (see Appendix)
- Report on progress to date – ad hoc Municipal Building Committee (see Appendix)

**Finance Committee Report:** No report.

**Bylaw Committee Report:** No report.

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**ARTICLE 2** To choose all other necessary Town Officers and Special Committees and determine what instructions shall be given Town Officers and Special Committees, and to see what sum the Town will raise by borrowing or transfer from available funds, or otherwise, and appropriate for the purpose of funding Town Officers and Special Committees to carry out the instructions given to them, or take any other action with respect thereto.

Board of Selectmen

**Background:** This Article appears on the Warrant of all Town Meetings. There are no known Instructional Motions at this time. The Town Moderator requires that all proposed Instructional Motions be submitted to the Town Clerk in advance so that Town Meeting Members may be "warned" as to the subject of an Instructional Motion in advance of the motion being made. Instructional Motions are normally held until the end of all other business at Town Meeting.

**Finance Committee Report:** No report.

**Bylaw Committee Report:** No report.

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**ARTICLE 3** To see if the Town will vote to amend the FY 2011 – FY 2020, Capital Improvements Program as provided for in Section 7-7 of the Reading Home Rule Charter, or take any other action with respect thereto.

Board of Selectmen

**Background:** The following amendments are proposed to the FY 2011–FY 2020 Capital Improvements Program (CIP). These amendments need to be included in the CIP in order for Town Meeting to consider funding them under the various Articles at Town Meeting. The full revised CIP is included in the blue pages in the back of this report.

The following are proposed modifications to the CIP previously approved at the Annual Town Meeting in April 2010:

- Killam Roof \$1,000,000 in FY11 (Article 9) previously shown in FY18 for \$700,000;
- Killam Windows \$500,000 in FY11 (Article 9) previously shown as \$36,000/year in FY12-FY13;
- Birch Meadow Windows \$500,000 in FY11 (Article 9) previously shown as \$18,000/year in FY12-13.

**Finance Committee Report:** The Finance Committee voted to recommend the subject matter of this Article at their meeting on October 13, 2010 by a vote of 6-0-0. These changes to the Capital Plan will be discussed further in Article 9.

**Bylaw Committee Report:** No report.

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**ARTICLE 4** To see if the Town will vote to amend one or more of the votes taken under Article 12 of the April 26, 2010 Annual Town Meeting relating to the Fiscal Year 2011 Municipal Budget, and see what sum the Town will raise by borrowing or transfer from available funds, or otherwise, and appropriate as the result of any such amended votes for the operation of the Town and its government, or take any other action with respect thereto.

Finance Committee

**Background:**

**General Fund**

| <b><u>Account Line</u></b> | <b><u>Description</u></b>                                                                                                                                      | <b><u>Decrease</u></b> | <b><u>Increase</u></b> | <b><u>FINCOM Vote</u></b> |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------|---------------------------|
| G92                        | Town Administration – Expenses <ul style="list-style-type: none"><li>• Postage</li><li>• Printing and Paper</li></ul>                                          |                        | \$ 8,000<br>\$ 2,000   |                           |
| I92                        | Finance – Expenses <ul style="list-style-type: none"><li>• Postage</li><li>• Printing and Paper</li><li>• Mass Communications System (Public Safety)</li></ul> | \$ 8,000<br>\$ 2,000   | \$12,000               |                           |

|     |                                                                                                                                                         |                 |                 |             |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|-------------|
| K91 | Community Services – Wages<br>• Sick Leave Buyback                                                                                                      |                 | \$ 4,470        | 2/3 TM vote |
| K92 | Community Services – Expenses<br>• Veteran's Benefits                                                                                                   |                 | \$25,000        |             |
| L91 | Library - Wages<br>• Sick Leave Buyback                                                                                                                 |                 | \$ 5,145        | 2/3 TM vote |
|     | <b>Subtotals</b>                                                                                                                                        | <b>\$10,000</b> | <b>\$56,615</b> |             |
|     | <b>Net Operating Expense</b>                                                                                                                            |                 | <b>\$46,615</b> |             |
|     | <b>Net Change in Revenues</b><br>• Fed. Medicaid - \$330,000<br>• Local Meals Tax + \$140,000<br>• State Aid + \$105,000<br>• Reading Ice AA + \$35,000 | <b>\$50,000</b> |                 |             |
|     | <b>From Town Sick/Vacation Stabilization Fund</b>                                                                                                       |                 | <b>\$ 9,615</b> |             |
|     | <b>From Free Cash</b>                                                                                                                                   |                 | <b>\$87,000</b> |             |

**Enterprise Funds**

| <b><u>Account Line</u></b> | <b><u>Description</u></b>                                                                                                                                                                                                               | <b><u>Decrease</u></b> | <b><u>Increase</u></b> | <b><u>FINCOM Vote</u></b> |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------|---------------------------|
| W99                        | Water<br>• Reduce by overhead already voted in General Fund budgets; new total for line W99 is \$5,055,924 of which \$225,000 is from Water Reserves and the balance from property taxes, State aid and non-property tax local receipts | \$377,367              |                        |                           |
| X99                        | Sewer<br>• Reduce by overhead already voted in General Fund budgets; new total for line W99 is \$5,153,719 of which \$100,000 is from Sewer Reserves and the balance from property taxes, State aid and non-property tax local receipts | \$259,004              |                        |                           |
|                            | <b>Subtotals</b>                                                                                                                                                                                                                        | <b>\$636,371</b>       | <b>\$0</b>             |                           |

**Finance Committee Report:** The Finance Committee voted to recommend the subject matter of this Article at their meeting on October 13, 2010 by a vote of 7-0-0. The general fund changes adjust balances versus the original FY 2011 Budget for unanticipated changes, and the Enterprise Fund changes eliminate accounting redundancies without changing any actual budget intentions.

**Bylaw Committee Report:** No report.

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**ARTICLE 5** To see if the Town will vote to authorize the payment during Fiscal Year 2011 of bills remaining unpaid for previous fiscal years for goods and services actually rendered to the Town, or take any other action with respect thereto.

Board of Selectmen

**Background:** There is one known bill from a prior year. Approval of payment of that bill will take a 9/10 vote of Town Meeting. An engineering bill for \$190 was thought to be a duplicate bill, but two service calls had been performed.

**Finance Committee Report:** The Finance Committee voted to recommend the subject matter of this Article at their meeting on October 13, 2010 by a vote of 6-0-0. There is only one bill outstanding for \$190 which originally was thought to be a duplicate bill.

**Bylaw Committee Report:** No report.

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**ARTICLE 6** To see if the Town will vote to authorize the Board of Selectmen to sell, or exchange, or dispose of, upon such terms and conditions as they may determine, various items of Town tangible property, or take any other action with respect thereto.

Board of Selectmen

**Background:** The following list of tangible property with a value in excess of \$5,000 is proposed for disposition under this Article. Between now and Town Meeting, there may be additional items added to the list.

- ◆ Police - 1996 Ford Econoline 250 Van
- ◆ Police - 1998 Ford Expedition
- ◆ Police - 1999 Ford Taurus

**Finance Committee Report:** The Finance Committee voted to recommend the subject matter of this Article at their meeting on October 13, 2010 by a vote of 7-0-0. The Town either uses this property as trade-in or sells it outright depending on the best value in individual circumstances.

**Bylaw Committee Report:** No report.

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**ARTICLE 7** To see what sum the Town will raise by borrowing pursuant to G.L. Chapter 44, §7 and 8 or transfer from available funds, or otherwise, and appropriate for the purpose of reconstructing water systems, including the costs of engineering services, plans, documents, cost estimates, bidding services and all related expenses incidental thereto and necessary in connection therewith, said sum to be spent under the direction of the Town Manager; and to see if the Town will authorize the Town Manager, the Board of Selectmen, or any other agency of the Town to apply for a grant or loans to be used to defray all or any part of said water construction and/or reconstruction and related matters; and to see if the Town will vote to authorize the Town Manager to enter into any or all agreements as may be necessary to carry out the purposes of this Article; and to see if the Town will authorize the Town Manager, the Board of Selectmen, or any other agency of the Town to apply for a non-interest bearing loan from the Massachusetts Water Resources Authority; and to authorize the Treasurer-Collector, with the approval of the Board of Selectmen, to borrow pursuant to said loan, or take any other action with respect thereto.

Board of Selectmen

**Background:** The Massachusetts Water Resources Authority offers two assistance programs that provide financial assistance to member MWRA communities to perform water rehabilitation projects. The first is the Local Pipeline Assistance Program (LPAP) which provides interest free loans to member communities to rehabilitate water pipelines and improve local water quality conditions. This loan program is scheduled to terminate in FY13, and the Town's allocation under the LPAP Program is \$1,916,000.

The second program is the Local Water System Assistance Program (LWSAP) which provides interest free loans to member communities to rehabilitate water pipelines, improve local water quality conditions, and upgrade local water systems. This is a new program which will provide assistance from FY11 to FY20. The Town's allocation under the LPAP Program is limited to \$500,000 annually with a total allocation of \$4,146,000 over the 10 year period.

Under each program, the interest free loan is required to be paid back to the MWRA in equal installments over a 10 year period beginning one year after the distribution of the funds for approved projects.

Acceptance of the interest free loan offers will enable the Town to continue with its water distribution system improvement projects with reduced capitol expenditures. The use of the loan programs also enables the Town to combine projects, and achieve reduced construction costs resulting from the economy of scale of projects.

The Town has been making strides to upgrade and rehabilitate the Town's water distribution system. These upgrades help to address poor fire flows, water quality, and pressure loss due to undersized or deteriorated mains. In a 2001 study performed for the Town by Weston and Sampson Engineering, the Haverhill Street at Batchelder Road area was found to have deficient fire flows, providing only 27% of the recommend fire flows. The construction of a new transmission main in Haverhill Street is part of the Town's Water Distribution Master Plan, and will greatly improve the flows in this area increasing them to the recommend levels.

The upgrades to the water distribution system that have been performed by the Town in recent years were not considered as eligible projects under the MWRA Program. The new Haverhill Street transmission main is eligible for the MWRA Loan Program, and consists of the replacing the existing water main from Wakefield Street to Batchelder Road with a new cement lined ductile iron pipe approximately 7,500 feet long with an estimated cost of \$2.285M.

The effect of the no-interest loan versus previous estimates carried on the debt schedule show a projected savings of \$445,575 over a five-year period.

**Finance Committee Report:** The Finance Committee voted to recommend the subject matter of this Article at their meeting on October 13, 2010 by a vote of 7-0-0. This will allow significant savings of interest on expected future debt service.

**Bylaw Committee Report:** No report.

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**ARTICLE 8** To see if the Town will vote to authorize the Library Trustees of the Reading Public Library and/or the Board of Selectmen to apply for, accept and expend any State grants which may be available for the project; and to authorize the Library Building Committee and/or the Board of Selectmen and/or Library Trustees to apply for any State funds which might be available to defray all or part of the cost of the design, construction and equipping of the Library project; and to authorize the Library Building Committee and/or the Board of Selectmen and/or Library Trustees to accept and expend any such funds when received without further appropriation.

Board of Library Trustees

**Background:** In January, 2010, the Massachusetts Board of Library Commissioners issued an announcement of major changes to the Public Library Construction Regulations, which increase the average grant award for eligible projects to an average of 50%. Further changes encourage sustainable construction and energy-efficient systems and construction.

“Funding for the Massachusetts Public Library Construction Program was authorized by Governor Deval Patrick and the Legislature in the General Governmental Bonds Bill in 2008. The program was first funded by a State bond authorization in 1987. As of January 2010, 290 grants totaling over \$304 million have been awarded. Of these, 209 have been for construction, addition/renovation or special projects.”

For more information, please visit: <http://www.mass.gov/mblc/grants/construction/index.php>

Town Meeting (April 2010) approved \$85,000 in funding to engage professional services to develop a building program to update and expand the Reading Public Library for the future, and to meet an accelerated timeline to apply for a State construction grant. The Reading Public Library Building Program Study is currently underway. A Building Programmer, Owners Project Manager, and architects have been hired as required by the Massachusetts Board of Library Commissioners in order for the project to be grant eligible.

This Article is requesting Town Meeting approval to apply for a State construction grant in January 2011 based on the results of the current Building Program Study. This Article is NOT requesting funding.

**Finance Committee Report:** The Finance Committee voted to recommend the subject matter of this Article at their meeting on October 13, 2010 by a vote of 7-0-0.

**Bylaw Committee Report:** No report.

**Board of Library Trustees Report:** The Reading Public Library Board of Trustees proposes to apply for a State construction grant in order to renovate and expand the existing Library building, the former Highland School building. The current building, approximately 30,000 square feet, was built by local architect Horace Wadlin in 1894 and served as an elementary school until the 1980's. In 1984, after a major redesign, the Library was moved to this location. The Library building is on the National Historic Register, and there are no current plans to demolish any part of the building.

The goals of the project are: To increase space for children's programs and learning areas; create a new/expanded space for teens where they can gather, read; study, use computers and browse; create new spaces for tutoring, silent study and group study; expand the capacity of a large meeting room and add two small meeting/conference rooms; and remedy outgrown and out-of-date service and infrastructure issues.

The Trustees propose adding approximately 8,000 square feet to the Library and substantially renovating the current building to provide updated lighting, traffic flow, security, HVAC and wiring, and to build in more flexible spaces for future growth, changes in services and increasing usage.

The Library Building Program also calls for remediation of structural issues such as water infiltration; roofing, gutter, downspout and masonry repairs; window restoration and/or replacements; accessibility shortfalls; stairs, ramp and elevator upgrades; and redesign of workspaces to accommodate newer methods of service delivery and automation.

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**ARTICLE 9** To see what sum the Town will raise by borrowing or transfer from available funds, or otherwise, and appropriate for the purpose of making improvements including but not limited to repairing and/or replacing roofs and/or windows at the Killam School and/or Birch Meadow School, including the costs of consulting services, audits, plans, documents, cost estimates, bidding services, and all related expenses incidental thereto and necessary in connection therewith, said sum to be expended by and under the direction of the School Committee and/or the Superintendent of Schools; and to see if the Town will authorize the School Committee, Board of Selectmen, Superintendent of Schools, Town Manager, or any other agency of the Town, to apply for a grant from the Massachusetts School Building Authority or any other source of funding, to be used to defray the cost of all, or any part of such improvements; and to authorize the School Committee and/or the Superintendent of Schools and/or the Town Manager to enter into any and all contracts and agreements as may be necessary to carry out the purposes of this Article, or take any other action with respect thereto.

School Committee

**Background:** In August of 2010, the Massachusetts School Building Authority announced a new funding program entitled the Green Repair Program. This program is intended to assist in funding the repair or replacement of roofs, windows and/or boilers in public school facilities that are otherwise structurally, functionally and educationally sound except for the condition of their roof, windows and/or boilers. School districts interested in accessing the funding were required to submit Statements of Interest between August 11 and September 22, 2010.

Over the past several years, the School Department has included in their school building facilities ten-year capital plan, capital projects for the replacement of windows at both the Killam and Birch Meadow Elementary Schools as well as for a total roof replacement at the Killam Elementary School. Given the funding targets for the MSBA's Green Repair Program, the Reading School Committee and the Reading Board of Selectmen both authorized the submission of Statements of Interest for these projects at each of these schools per program requirements. These Statements of Interest were filed with MSBA on September 16, 2010.

The MSBA has already defined the reimbursement rates for each school district in the Commonwealth. For Reading, the defined rate is 47.21%. Thus, if the Town were to be invited into the program, we could potentially be reimbursed in the amount of \$0.4721 for each dollar spent. The MSBA Board is expected to vote in November or December on the recommendation of MSBA staff on who to invite into the program. If a district is invited to participate in the program, they must be able to demonstrate that they have raised the entire funding amount for the submitted projects in order to execute a Project Funding Agreement. Once the Project Funding Agreement is executed, the district can begin submitting for reimbursement immediately.

The anticipated combined cost of the two projects, including feasibility studies, project management, design and construction, is on the order of \$1.9 million. We are requesting authorization to appropriate up to \$2.0 million to allow for unforeseen contingencies. Our intent is to not sell bonds or proceed with any work on these two projects during this fiscal year unless a Project Funding Agreement with the MSBA is executed.

The MSBA has reported that the total funding available for this statewide program is about \$300 million and that the source is federal funding. The Green Repair Program requires that districts receiving the funding commit to expend funds by December 30, 2011 per flow-down requirements from the federal government. This is the reason for the accelerated timeline, and the need for this vote prior to receiving final approval and invitation into the program.

If the project does move forward, it is expected that the Town will sell 10 year debt to pay for its 52.79% share (at a rate of 3.5% at present). This will curtail some annual capital spending for the next two years but have a lesser impact after that. The bulk of capital needs for the next two years are in Facilities and Public Works equipment. Public Safety, Roads and Recreation projects will be unaffected. Here is the expected debt service from Article 9, along with the amount of cash available for annual capital requests both before and after such debt is sold:

| (\$000s)                 | FY12 | FY13 | FY14 | FY15 | FY16 | FY17 | FY18 | FY19 | FY20 | FY21 |
|--------------------------|------|------|------|------|------|------|------|------|------|------|
| <b>Cash for capital</b>  | 691  | 967  | 1698 | 1884 | 2187 | 2371 | 2775 | 3231 | 3392 | 3500 |
| <b>Article 9 debt</b>    | 142  | 138  | 134  | 130  | 126  | 123  | 120  | 116  | 112  | 109  |
| <b>New cash for cap.</b> | 549  | 829  | 1564 | 1754 | 2061 | 2248 | 2655 | 3115 | 3280 | 3391 |

**Finance Committee Report:** The Finance Committee voted to recommend the subject matter of this Article at their meeting on October 13, 2010 by a vote of 7-0-0. These improvements are already in the capital plan and accelerating them at this time with a 47% reimbursement rate would represent a significant savings on the project.

**Bylaw Committee Report:** No report.

**School Committee Report:** Although the Reading School Committee has not taken a vote yet to support Article 9, they will take the vote on November 1<sup>ST</sup>. The School Committee did vote in September to support the Green Schools grant, which included the Killam roof and windows and the Birch Meadow windows.

**ARTICLE 10** To see if the Town will vote to transfer the care, custody, management and control of certain parcels of land, more or less located on Birch Meadow Drive and Oakland Road, and shown on a plan entitled "Plan of Land Birch Meadow Drive, owned by the Town of Reading, Scale 1"=40', Date: September 30, 2010, prepared by Town of Reading Engineering Division" said plan being on file in the Town of Reading Engineering Division, from the Reading School Committee for school purposes, to the Board of Selectmen for roadway layout purposes; and to vote to transfer the care, custody, management and control of certain parcels of land as shown on the above plan from the Board of Selectmen for municipal purposes, to the Reading School Committee for school purposes, or take any other action with respect thereto.

Board of Selectmen

**Background:** Since the early 1900's, the Town has acquired title to numerous parcels of land in the Birch Meadow area through various processes such as tax takings, orders of takings, purchases and donations. The 15 to 20 parcels that were acquired comprise the property used for the Birch Meadow Playground, Reading Memorial High School, Coolidge Middle School and roadways. When the parcels were acquired, the control and management of the parcels varied from playground, school or general municipal purposes. The purpose of this Article is to define the boundaries of each and establish defined property ownership rights between the Town and the School Department.

**Finance Committee Report:** No report.

**Bylaw Committee Report:** No report.

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**ARTICLE 11** To see if the Town will vote to accept the following roads as public ways pursuant to M.G.L. c.82, in accordance with the layouts adopted by the Board of Selectmen and on file with the Office of the Town Clerk: Benjamin Lane, the entire length from Avon Street northerly for approximately 343 feet; Kylie Drive, the entire length from Wakefield Street southerly for approximately 432 feet; Causeway Road from the end of the existing public way southeasterly approximately 950 feet; and to authorize the Board of Selectmen to accept deeds of easement and for the fee in said roads; and to authorize the Board of Selectmen to purchase, or take such ways in fee or rights of easement by eminent domain under the provisions of M.G.L. c.79, or to acquire said lands in fee or rights of easement therein by purchase, gift or otherwise, and to assess betterments therefore pursuant to M.G.L. c.80 or Chapter 80A; and to see what sum the Town will raise by borrowing, or from the tax levy or transfer from available funds, or otherwise, and appropriate for the acquisition of said lands or easements therein or for payment of any eminent domain damages and for the construction of said ways, or take any other action with respect thereto.

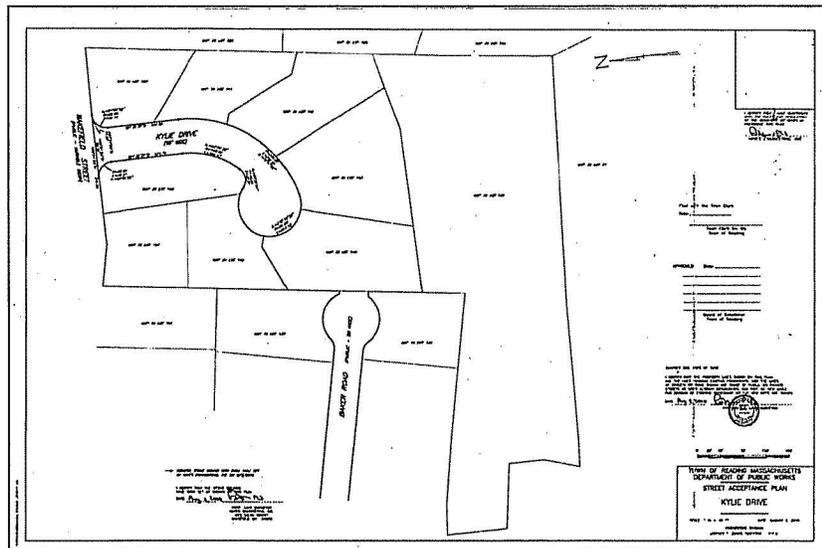
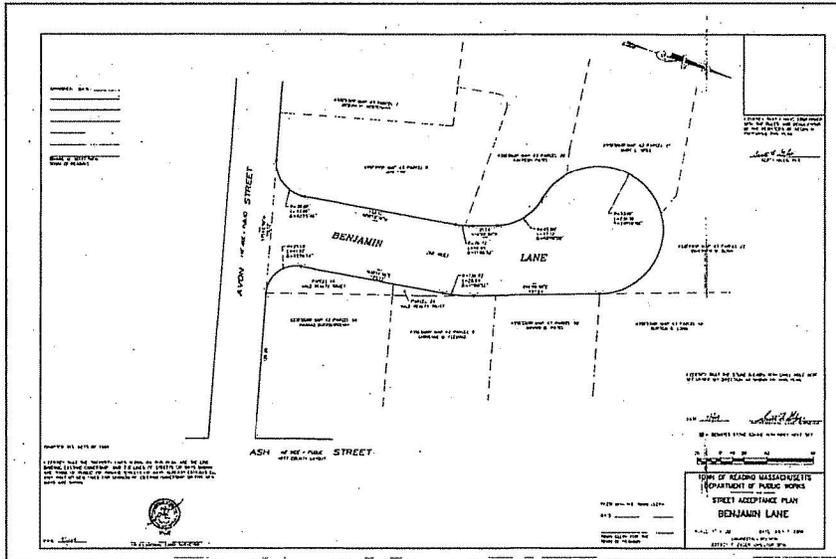
Board of Selectmen

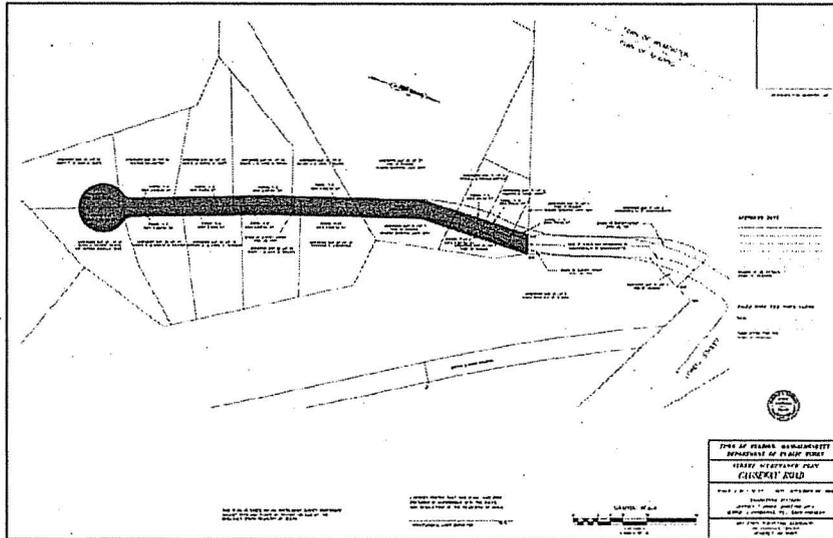
**Background:** Benjamin Lane and Kylie Drive are new streets that are ready to be accepted as public streets. All construction has been completed and all bonds have been released except for a \$1000 bond being held to secure the transfer of drainage easements within the Benjamin Lane subdivision.

Causeway Road is a private way which is being requested to be accepted as a public way by the residents. The roadway will be improved under the provision of law authorizing the assessment of betterments, and be laid out in accordance with plans duly approved by the Board of Selectmen. The Selectmen held a public hearing on the assessment of betterments for the roadway improvements on October 5, 2010.

The Board of Selectmen will hold public hearings for the acceptance of each street on October 26, 2010.

Engineering plans, with metes and bounds description of the streets, are available for public examination in the office of the Town Clerk and the Engineering Division.





**Finance Committee Report:** The Finance Committee voted to recommend the subject matter of this Article as it pertains to Benjamin Lane and Kylie Drive only at their meeting on October 13, 2010 by a vote of 7-0-0. On Causeway Road, they will review the actions taken by the Board of Selectmen on October 26, 2010 before Town Meeting and vote their recommendations.

**Bylaw Committee Report:** No report.

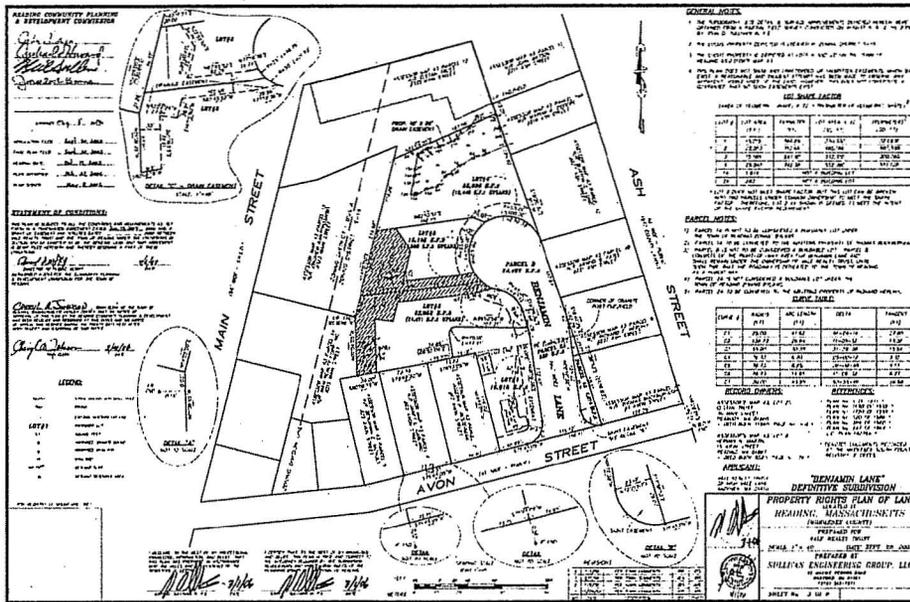
**ARTICLE 12** To see if the Town will vote to authorize the Board of Selectmen to accept the conveyance of permanent drainage easements in Reading, Middlesex County, MA located on Lot 2 and Lot 3 of Benjamin Lane which easements are shown on a plan entitled: Benjamin Lane Definitive Subdivision - Property Rights Plan of Land, Reading; Massachusetts, prepared by Sullivan Engineering Group, Inc., dated September 28, 2005, with revisions through March 1, 2006, and recorded with Middlesex South Registry of Deeds, as Plan 1106 of 2007, sheet 3 of 8, upon such terms and conditions as the Board of Selectmen shall consider proper, or take any other action with respect thereto.

Board of Selectmen

**Background:** The drainage easements located within Lots 2 and 3 of the Benjamin Lane subdivision were inadvertently not transferred to the Town prior to the sale of lots. The easements contain the stormwater management system for the roadway runoff of Benjamin Lane. The transfer of the easements rights to the Town is necessary to enable the Town to properly maintain, repair or make improvements of the Benjamin Lane stormwater management system.

The limits of the drainage easements are depicted on the "Property Rights Plan – for the Benjamin Lane Definitive Subdivision Plan" prepared by Sullivan Engineering Group, LLC dated September 28, 2005, and recorded with Middlesex South Registry of Deeds as Plan 1106 of 2007, Sheet 3 of 8. The following owners have agreed to transfer the easement rights to the Town for a nominal fee of \$1.00:

- Lot 2 - Marc L. and Kimberly A. Moll
- Lot 3 - Kalpesh and Raksha Patel



300-L-841

**Finance Committee Report:** No report.

**Bylaw Committee Report:** No report.

**ARTICLE 13** To see if the Town will vote to authorize the Board of Selectmen to file a Home Rule Petition with the General Court of the Commonwealth of Massachusetts, and that the legislation be adopted precisely as follows, except for clerical or editorial changes of form only unless the Selectmen (or other municipal executive) approve amendments to the bill before enactment by the General Court. The Selectmen (or other municipal executive) are hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition:

"An Act Authorizing the Town of Reading to Grant One Additional License  
for the Sale of All Alcoholic Beverages Not to be Drunk on the  
Premises in the Downtown Smart Growth District"

**Section 1.** Notwithstanding Section 17 of Chapter 138 of the General Laws, or any other general or special act to the contrary, the licensing authority of the Town of Reading may grant an additional license for the sale of all alcoholic beverages not to be drunk on the premises to a business located within the Town of Reading Smart Growth 40R District roughly bounded by Woburn Street, Union Street, Pleasant Street, Parker Street, Haven Street, Ash Street, Gould Street, Green Street, High Street, Brande Court, Linden Street and Sanborn Street in the Town of Reading under Section 15 of said Chapter 138. The licensing authority shall not approve the transfer of the license to any other location but it may grant the license to a new applicant at the same location if the applicant files with the licensing authority a letter from the Department of Revenue indicating that the license is in good standing with the Department, and that all applicable taxes have been paid.

**Section 2.** If the license granted under this act is cancelled, revoked or no longer in use, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto to the licensing authority, which may then grant the license to a new applicant at the same location and under the same conditions as specified in this act.

**Section 3.** The license shall be subject to all of said Chapter 138 except said Section 17.

**Section 4.** This act shall take effect upon its passage.

Or take any other action with respect thereto.

Board of Selectmen

**Background:** By State statute, the Town of Reading has the ability to grant up to five "all alcoholic package store" liquor licenses. The Board of Selectmen is the licensing authority, and has issued the five available licenses:

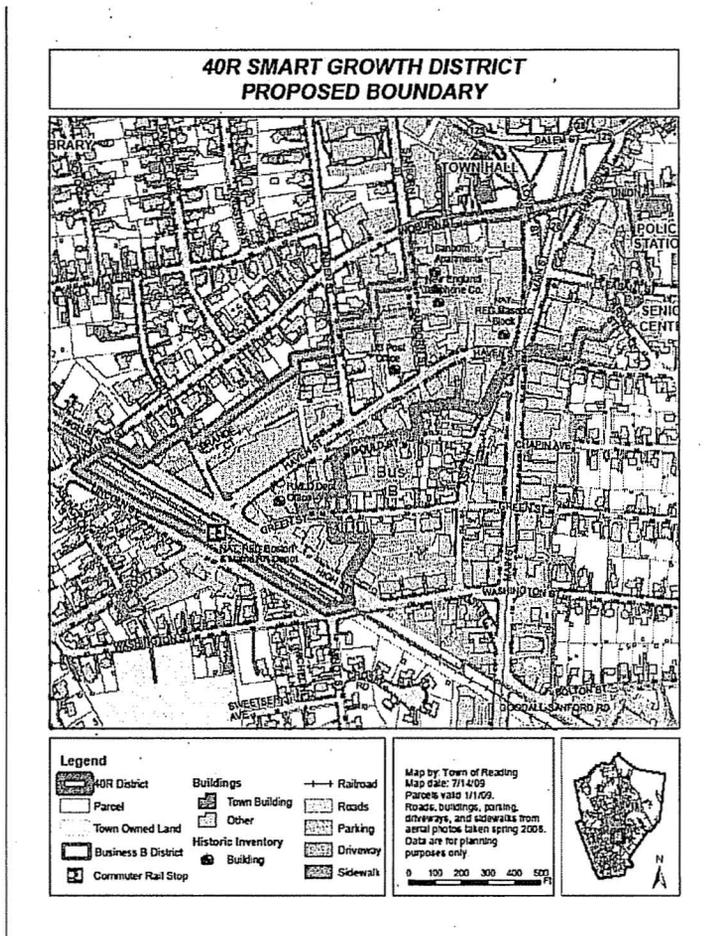
- ◆ North Side Liquors – South Main Street
- ◆ Square Liquors – High Street
- ◆ Wine Shop of Reading – Main Street
- ◆ Busa's Liquors – Main Street
- ◆ Wine Bunker – General Way (near Market Basket)

As part of the redevelopment of the former Atlantic Supermarket site on Haven Street, the developer has requested that an additional license be made available for the retail development on that site.

The Board of Selectmen has determined that redevelopment of that site and implementation of the 40R zoning is key to improvement of the Downtown, and Town Meeting has agreed and previously approved the 40R Downtown Smart Growth zoning for portions of Downtown.

The method to request additional liquor licenses is to file a home rule petition which, if successful, is a special act of the legislature. This home rule petition has been developed in cooperation with Representative Brad Jones' Office.

The additional license would be restricted to the Downtown area as shown on the following map:



**Finance Committee Report:** No report.

**Bylaw Committee Report:** The Bylaw Committee recommends the subject matter of this Article by a vote of 4-0-0. The Committee agrees with the intent of the Article that could result in adding an upscale establishment in the Smart Growth 40R District.

**ARTICLE 14** To see if the Town will vote to amend Section 2.2.6 of the General Bylaws of the Town of Reading by striking the sentence "Chairmen shall serve no more than six consecutive years in that position" so that Section 2.2.6 reads in its entirety:

**"2.2.6** The Town Meeting Members and Town Meeting Members-Elect from each precinct shall hold an Annual Precinct Meeting after the Annual Town Election but before the convening of the business sessions of the Annual Town Meeting. The purpose of the meeting shall be the election of a Chairman and a Clerk and to conduct whatever business may be appropriate. Additional precinct meetings may be called by the Chairman or by a petition of six (6) Town Meeting Members of the precinct."

Or take any other action with respect thereto.

Rules Committee

**Background:** The Rules Committee is made up of the eight Town Meeting Precinct Chairmen. The Rules Committee has recommended an amendment to the General Bylaws that would eliminate the six year term limit of the Precinct Chairmen.

**Finance Committee Report:** No report.

**Bylaw Committee Report:** The Bylaw Committee recommends the subject matter of this Article by a vote of 4-0-0.

**Rules Committee Report:** Ronald Thomas O'Keefe Jr. moved that the Committee offer an amendment to the Town bylaws in Section 2.2.6, striking the sentence "Chairmen shall serve no more than six consecutive years in that position." The intent of his motion is to allow Precinct Chairmen to be elected indefinitely, with no term limit. After a second by Francis Driscoll, the motion carried by a vote of 5-1-0.

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**ARTICLE 15** To see if the Town will vote, pursuant to Section 8-1 of the Reading Home Rule Charter, to amend Section 4-10: Other Committees, to delete Section 4-10 (a) Land Bank Committee, and to re-letter Sections (b) and (c) thereof so that Section 4-10 will read in its entirety as follows:

**Section 4-10: Other Committees**

The Selectmen shall appoint the following committees and determine the number of members and their term of appointment, not to exceed three (3) years:

- (a) Town Forest Committee
- (b) Historical Commission

The Board of Selectmen may establish and appoint standing advisory committees from time to time for a specific purpose. Such committees shall be considered a "multiple-member body" as defined in the Charter, shall be appointed in accordance with the process detailed in Section 8-12, and members shall physically reside in the Town of Reading at the time of their appointment and during their term of office.

Any of the elected boards or committees as listed in Article 3 of the Charter may, from time to time, establish and appoint ad hoc committees which shall serve no longer than 12 months. The term may be extended one time only for up to an additional 12 months. Each ad hoc committee shall be considered a "multiple-member body" as defined in the Charter, and shall be bound by all laws of the Commonwealth of Massachusetts but shall not be required to meet the requirements of Section 8-12 of the Reading Home Rule Charter as to the appointment process.

Or take any other action with respect thereto.

Board of Selectmen

**Background:** This Charter amendment would eliminate the Land Bank Committee. The Land Bank Committee was established by Town Meeting on March 21, 1966. In addition, Article 4-10 of the Reading Home Rule Charter provides for the appointment by the Board of Selectmen of a Land Bank Committee. Its mainstay was the late Ben Nichols who kept voluminous land records in his home. Since Ben retired from the Land Bank Committee, it has been difficult to get members of the Committee. In spite of advertising and recruiting, there is only one remaining member of the Land Bank Committee, and he supports the dissolution of the Committee.

In the policy adopted by the Board of Selectmen detailing the functions of the Land Bank Committee, the following outlines the charge to the Committee:

The Land Bank Committee shall serve as a resource to Town government providing information in its possession on Town owned land. In performing its mission, the Land Bank Committee shall undertake the following tasks with and in cooperation with appropriate Town staff:

- Using the latest technology, catalogue and maintain an ongoing file of information on all land in which the Town has, or in the past has had an ownership or interest, including easements;
- Upon request, or upon knowledge that Town Meeting, the Board of Selectmen, or any other officer or body of the Town has interest in any particular parcel of above described land, the Land Bank Committee shall provide to that body a synopsis of the information on that property that the Land Bank Committee has in its possession;
- As requested, the Land Bank Committee will do research on property that the Town may have an interest in acquiring in deed or easement.
- With staff, organize the periodical perambulation of the boundaries of the Town of Reading.
- Make recommendations to the Board of Selectmen, the Town Manager, and other bodies of the Town on measures appropriate to implement this policy.

With the advent of records management technology, the functions of the Land Bank Committee have become more administrative than policy making, and the need for the Land Bank Committee appears to no longer exist.

If this Article is approved by at least a 2/3 vote of Town Meeting, the proposed amendment will then appear on the ballot at the April 2011 Town Election.

**Finance Committee Report:** No report.

**Bylaw Committee Report:** The Bylaw Committee recommends the subject matter of this Article by a vote of 4-0-0. The Committee agrees that it is time to sunset the Land Bank Committee, and thanks the Land Bank Committee for its work over the years and specifically thanks Ben Nichols.

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**ARTICLE 16** To see if the Town will vote, pursuant to Section 8-1 of the Reading Home Rule Charter, to amend Section 2-15: Referendum Procedures, so that it reads as follows: (~~language with strikethrough shows deletions~~/*words in italics denotes new language.*)

No final affirmative vote of a Town Meeting on any Warrant Article shall be operative until after the expiration of seven (7) days following the dissolution of the Town Meeting except the following: (a) a vote to adjourn or dissolve, (b) votes appropriating money for the payment of notes or bonds of the Town and interest becoming due within the then current fiscal year, (c) votes for the temporary borrowing of money in anticipation of revenue or (d) a vote declared by preamble by a two-thirds vote of Town Meeting to be an emergency measure necessary for the immediate preservation of the peace, health, safety or convenience of the Town. If a referendum petition is not filed within the said seven (7) days, the votes of the Town Meeting shall then become operative.

(a) **Referendum Petition** – If, within said seven (7) days, a ***referendum*** petition signed by not less than three (3) percent of the voters certified by the Registrars of Voters containing their names and addresses is filed with the Board of Selectmen requesting that any ~~question~~ ***affirmative vote of Town Meeting*** be submitted ~~to the voters~~ ***in the form of a ballot question, such ballot question to be in the form required in (b) herein,*** ~~to the voters,~~ then the operation of ***the Town Meeting vote*** shall be further suspended pending its determination as provided below. The Board of Selectmen shall, within ten (10) days after the filing of such ***referendum*** petition, call a Special Election that shall be held within

thirty (30) days or such longer period as may be required by law after issuing the call, for the purpose of presenting to the voters any such **ballot** question.

If, however, a regular or Special Election is to be held not more than sixty (60) days following the date the **referendum** petition is filed, the Board of Selectmen may provide that any such **ballot** question be presented to the voters at that Election.

**(b) Form of Referendum Petition/Ballot Question** - Each **ballot** question so submitted **shall appear at the top of each referendum petition and shall be presented in the following** form of the following question which shall be placed on the official ballot: "Shall the Town vote to approve the action of the representative Town Meeting whereby it was voted **on (insert date of Town Meeting)** to (brief description of the substance **(insert complete language** of the vote in the same language and form in which it was stated when presented by the Moderator to the Town Meeting, **and as it** appears in the records of the Clerk of the meeting)?"

**The form of the referendum petition shall be in conformance with this section.**

**The circulator(s) of the referendum petition may make additional copies of the petition form, but such copies must be an exact duplicate thereof. The petition form may not be altered in any way. No extraneous markings, such as underlines, highlighting, erasures, marking out or insertion of words or other information, are allowed on any area of the petition form. Any such extraneous markings on, or alterations of the petition form, or copies of the petition form that are not exact duplicates, will result in the invalidation of all signatures contained on that petition form. Extraneous markings do not include signatures or addresses.**

**Each petition form shall include language informing voters that additional markings will disqualify the signatures on the petition form; that for their signature to be valid, they must be a registered voter of the Town of Reading; that their signature shall be written as they are registered; that they should not sign the petition more than once; and that if they are prevented by physical disability from writing, that they may authorize some person to write their name and residence in their presence. The back of each petition form where signature lines appear, shall include the following instruction: "ATTENTION VOTERS: Before signing, read signer information on the other side."**

**In addition to the certification of signatures on the petition form, the Board of Registrars of Voters shall examine the petition forms for extraneous markings, and determine whether they are exact copies.**

**(c) Election** - Any **ballot** question so submitted **in accordance with this procedure** shall be determined by a majority vote of the voters voting in said election, but no action of the Town Meeting shall be reversed unless at least twenty percent (20%) of the eligible voters vote in such election,

or take any other action with respect thereto.

Board of Selectmen

**Background:** Because of confusion surrounding the June referendum process related to the local option meals tax, the Board of Selectmen asked Town Counsel to draft a Charter amendment that would eliminate any possible future confusion surrounding referendum procedures. Most of the confusion was related to having four different versions of the referendum petition.

Town Counsel has drafted these proposed Charter amendments to mirror the State process, particularly as to changes or extraneous markings on the petition.

If this Article is approved by at least a 2/3 vote of Town Meeting, the proposed amendment will then appear on the ballot at the April 2011 Town Election.

**Finance Committee Report:** No report.

**Bylaw Committee Report:** The Bylaw Committee recommends the subject matter of this Article by a vote of 4-0-0. The Committee recommends this Article which will set a defined form of how a referendum petition should read, and will also set forth a defined handling process for referendum petitions. The Committee feels that this Article will set a clearer process on how referendum processes are to be executed than the present process.

The Bylaw Committee stresses that this Article is changing the referendum process only. It does not change the percentages required for a referendum to go on the ballot, or for a Town Meeting action to be reversed. The Committee requests that if there is a desire to change these percentages that an Instructional Motion be put forth to form a study committee to examine the issue.

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**ARTICLE 17** To see if the Town will vote to authorize the General Manager of the Reading Municipal Light Department, on the recommendation of the RMLD Board of Commissioners, to enter into a five-year contract, including all extensions, renewals, and options, for maintenance of the Supervisory Control and Data Acquisition (SCADA) program at the RMLD, or take any other action with respect thereto.

Reading Municipal Light Board

**Background:** The Reading Municipal Light Department (RMLD) has a Supervisory Control and Data Acquisition (SCADA) Program that provides real-time data on the RMLD's electric distribution system. This program was purchased from Survalent Technologies in 2008, and includes an annual maintenance contract for the Survalent software. Survalent recently offered the RMLD a five-year maintenance contract, which would result in a cost savings compared to signing a contract with a shorter time period.

The cost of the contract is shown below with the relative discount amounts. If the RMLD signs a five-year maintenance contract with Survalent, the RMLD could save \$12,187.50 or 25% of the five-year maintenance cost. The RMLD intends to use this software for the long term, well more than five years. The RMLD's prior SCADA system was installed in the 1980's.

Table 1 shows the contract years, the amount of the contract, and the relative discount.

**TABLE 1**

| Survalent Technologies                               |           |                     |                  |            |
|------------------------------------------------------|-----------|---------------------|------------------|------------|
| Gold Service / Annual Software Support / Maintenance |           |                     |                  |            |
| Year(s)                                              | Cost      | Multi-Year Discount | Discount Savings | Total Cost |
| 1                                                    | 9,750.00  |                     | 0.00             | 9,750.00   |
| 2                                                    | 19,500.00 | 10%                 | -1,950.00        | 17,550.00  |
| 3                                                    | 29,250.00 | 15%                 | -4,387.50        | 24,862.50  |
| 4                                                    | 39,000.00 | 20%                 | -7,800.00        | 31,200.00  |
| 5                                                    | 48,750.00 | 25%                 | -12,187.50       | 36,562.50  |

According to Massachusetts General Laws Chapter 30B, Section 12 (b), municipalities cannot sign contract longer than three years, unless the legislative body (Town Meeting) approves a contract for a longer period of time.

**Finance Committee Report:** No report.

**Reading Municipal Light Board Report:** At the RMLD Board of Commissioners' Meeting held on Wednesday, July 28, 2010, the following vote was taken on the Survalent contract:

Chairman O'Neill made a motion seconded by Ms. Snyder that the RMLD Board of Commissioners place the following Article on the Warrant of the Fall 2010 Town of Reading Subsequent Town Meeting:

To see if the Town will vote to authorize the General Manager of the Reading Municipal Light Department, on the recommendation of the RMLD Board of Commissioners, to enter into a five-year contract, including all extensions, renewals and options, for maintenance of the Supervisory Control and Data Acquisition (SCADA) Program at the RMLD, or to take any other action with respect thereto.

**Motion carried 5:0:0.**

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**ARTICLE 18** To see if the Town will vote to amend Section 6.2 of the Reading Zoning By-Laws by adding an *(l)* after 20 in row # 11 Free-Standing Signs under Side Setback in Table 6.2.3 for Business-A, Business-C and Industrial Zoning Districts. And add *(l)* to the Notes in Table 6.2.3. and add a new Section 6.2.9. "Signs by Special Permit" as follows: (***words in bold italics denotes new language***).

**Table 6.2.3. Signs Permitted According to Zoning District  
Business-A, Business-C and Industrial Zoning Districts:**

| Type              | Permit Required | Max. Sign Area (sq. ft) | Max. Sign Height (ft.) | Front Setback (ft.) | Side Setback (ft.) | Maximum Number |
|-------------------|-----------------|-------------------------|------------------------|---------------------|--------------------|----------------|
| 11. Free-Standing | Y               | 50(D)                   | 20                     | 0                   | 20 <i>(l)</i>      | 1/lot          |

**Note (I): A Special Permit may be granted by the CPDC. See Section 6.2.9. for Special Permit Criteria.**

Add new Section 6.2.9. so that it reads as follows:

**Section 6.2.9. Signs by Special Permit:**

***The CPDC may grant a Special Permit for a free-standing sign within the side setbacks identified in Table 6.2.3 or Section 6.2.6.3. if it finds that the sign complies with the purposes of this by-law, abutting properties are not unreasonably impacted by sign placement, and the sign conforms in all other respects with Section 6.2, with specific attention to Section 6.2.5.a. regarding impact on traffic and pedestrian safety.***

Or take any other action with respect thereto.

Community Planning and Development Commission

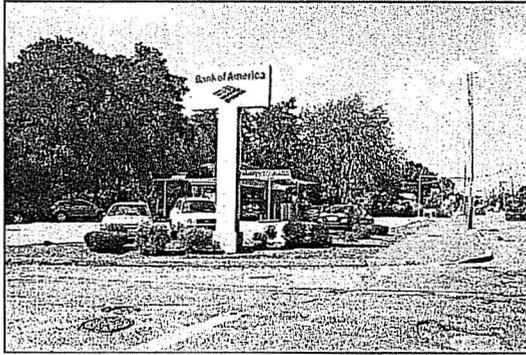
**Background:** In 1993, Signs under the Zoning By-Law was amended. The changes that resulted created non-conformity with regard to signs. A sunset provision was also adopted as part of the zoning changes which allowed businesses to come into compliance over time. The deadline for compliance was July 1, 2010.

An inventory was conducted last Spring which identified numerous non-conforming signs, many of which did not meet the side setback requirements in Table 6.2.3 of the Zoning By-Laws for Business-A, Business-C and Industrial Zoning Districts. The sunset provision is no longer in effect so the non-conformity must be addressed.

As a way to deal with side setback non-conformity, the proposed changes in Article 17 add a Special Permit provision to the side setback requirements. Under the existing zoning ordinance, a 20 foot side setback (an allowance or setback of area from the side of the property line to the sign) is required for free-standing signs. This creates a hardship for many businesses by requiring that the sign be placed in the middle of the parking lot thus interfering with access.

Examples of Free-Standing Signs that do not meet 20 foot setback requirements:





Article 18 provides a way for the CPDC, through a Special Permit process, to allow a free-standing sign within the side setbacks. The criteria for CPDC to use in issuing a Special Permit are:

- Complies with the purposes of this by-law;
- Abutting properties are not unreasonably impacted by sign placement;
- The sign conforms in all other respects with Section 6.2, with specific attention to Section 6.2.5.a. regarding impact on traffic and pedestrian safety.

**Finance Committee Report:** No report.

**Bylaw Committee Report:** The Bylaw Committee recommends the subject matter of this Article by a vote of 3-1-0.

**CPDC Report:** On October 18, 2010, CPDC convened to hold a public hearing on the proposed Section 6.2. All documents were made available on the Town website and at Town Hall. The public hearing was held to provide an opportunity for comment and to determine whether the provisions of the proposed zoning amendments shall be adopted by the Town.

The October 18, 2010 Article 18 was taken up at the public hearing at approximately 7:50 p.m. Any comments received at the hearing were included as part of the record of the hearing. CPDC voted 3-0-0 to recommend Article 18 to Town Meeting.

**ARTICLE 19** To see if the Town will vote to amend Section 6.2. of the Town of Reading Zoning By-Laws by amending Table 6.2.3 and the corresponding Sections in 6.2. as follows: (~~Language to be removed is shown with strikethrough~~ (***words in bold italics denotes new language.***))

**In Table 6.2.3 Signs Permitted According to Zoning District**  
**Business-B Zoning Districts:**

Amend Line #14 under Business-B Zoning Districts as shown in the chart, and add a new Line #17 under to read as follows:

| Type                                      | Permit Required | Max. Sign Area (sq. ft.)   | Max. Sign Height        | Front Setback (ft.) | Side Setback(ft.) | Maximum Number |
|-------------------------------------------|-----------------|----------------------------|-------------------------|---------------------|-------------------|----------------|
| 14. Free-Standing (Service Stations only) | Y               | <del>35</del> <b>50(D)</b> | <del>20</del> <b>14</b> | 0                   | 20                | 1/lot          |
| 17. Free Standing                         | <b>SPP (J)</b>  | 35                         | 10.5                    | 0                   | 20                | 1/lot          |

Add (J) under the Notes in Table 6.2.3 so that it reads as follows:

**Note (J): Free-standing signs shall be permitted only where the principal business entrance is located more than 40 feet from the centerline of the street in front of the lot. See Section 6.2.9.a. for Special Permit Criteria.**

Add "or by special permit" at the end of Section 6.2.5.f. under "Prohibited Signs" so that it reads:

- f. Free-standing signs in a Business-B Zoning District (except as permitted at service stations **or by special permit**).

In Section 6.2.6.4. "Signs in Business-B Zoning Districts" under "Prohibited Signs," add the words "**or by special permit**" at the end of the first bullet so that it reads:

- Free-standing (except as permitted at service stations **or by special permit**).

In the second to last sentence of the first paragraph of Section 6.2.6.4. "Signs in Business-B Zoning District," delete "free-standing" and add "**or by special permit from the CPDC**" to the end of the last sentence so that it reads:

No free-standing, internally illuminated, or Reader Board signs shall be permitted anywhere in a Business-B Zoning District. Free-standing signs will be allowed only for service stations **or by special permit from the CPDC**.

In Section 6.2.6.8. "Signs in Residential Districts," add "**except as allowed by a special permit**" to the end of the second bullet under "Prohibited Signs" so that it reads:

- Free-standing signs (**except as allowed by a special permit**).

Add new Section 6.2.9.a. so that it reads as follows:

**Section 6.2.9.a.**

**The CPDC may grant a Special Permit for a free-standing sign in the Business-B or Residential Zoning Districts if it finds that the sign complies with the purposes of this bylaw, abutting properties are not unreasonably impacted by sign placement, and there is no negative impact on traffic and pedestrian safety. The CPDC may consider the following items when reviewing the Special Permit request, considerations for the character of the surrounding neighborhood, the principal use of the property or business, the location of the parking, landscaping in the front yard setback and other signs on the property.**

Or take any other action with respect thereto.

Community Planning and Development Commission

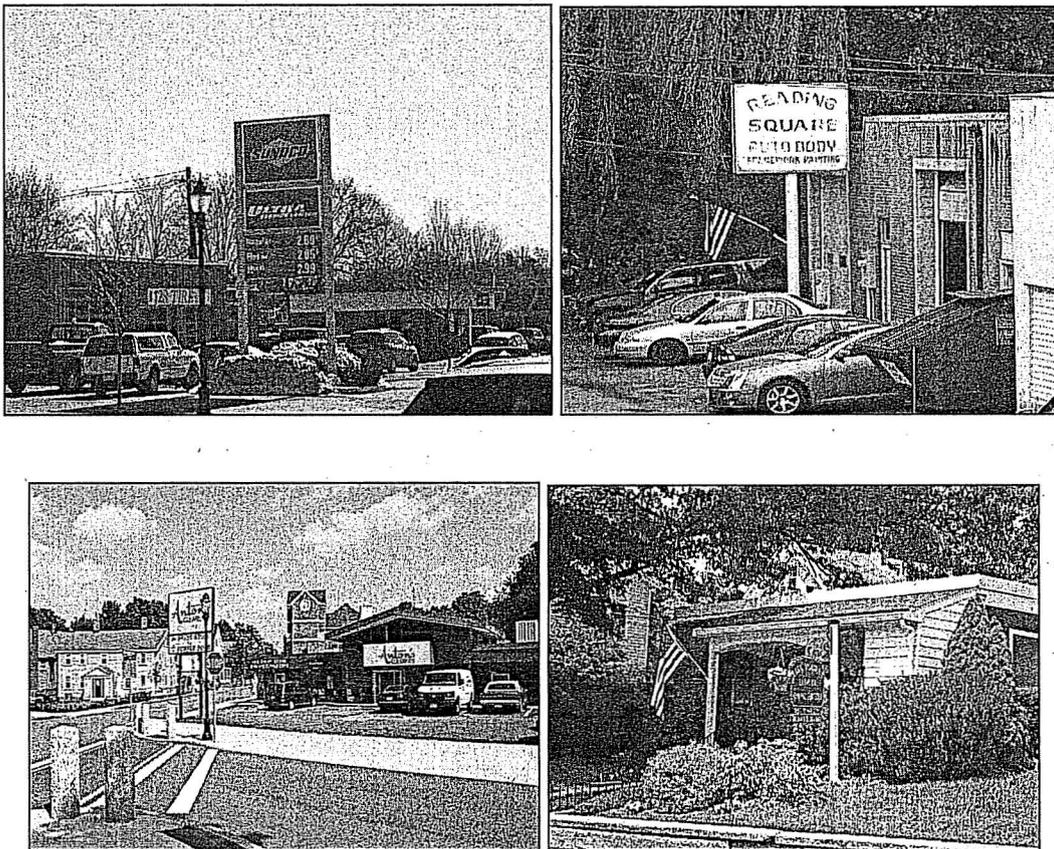
**Background:** In 1993, Signs under the Zoning By-Law was amended. The changes that resulted created non-conformity with regard to signs. A sunset provision was also adopted as part of the zoning changes which allowed businesses to come into compliance over time. The deadline for compliance was July 1, 2010.

An inventory was conducted last Spring which identified numerous non-conforming signs, including free-standing signs in the Business-B or Residential Zoning District. The sunset provision is no longer in effect so the non-conformity must be addressed.

The 2010 Annual Town Meeting adopted zoning changes related to Signs including allowing free-standing signs at service stations in Business-B. Article 19 revises the dimensional requirements for free-standing signs at service stations by reducing the maximum sign area and height to bring those more in line with the provision under Article 19 to allow free-standing signs (beyond just service stations) in Business-B or Residential Zoning District. The maximum sign area for service stations under Article 19 is reduced from fifty (50) feet to thirty five (35) feet, and sign height is reduced from twenty (20) feet to fourteen (14) feet.

Article 19 allows free-standing signs in a Business-B or Residential Zoning District only if it meets the street setback requirements, and is allowed only by Special Permit from the CPDC. The dimensional requirements for free-standing signs in Business-B or Residential Zoning Districts include a maximum sign area of thirty five (35) feet and a maximum sign height of ten and a half (10.5), and shall be permitted only where the principal business entrance is located more than forty (40) feet from the centerline of the street in front of the lot.

Examples of Free-Standing Signs in Business-B or Residential Zoning District:



The addition of Section 6.2.9.a. states that the CPDC may grant a Special Permit for a free-standing sign in the Business-B or Residential Zoning Districts if it finds that the sign meets the following criteria:

- Complies with the purposes of this by-law;
- Abutting properties are not unreasonably impacted by sign placement;
- No negative impact on traffic and pedestrian safety.

In addition, the CPDC may also consider the following when processing requests for Special Permits:

- Character of the surrounding neighborhood;
- Principal use of the property or business;
- Location of the parking;
- Landscaping in the front yard setback and other signs on the property.

**Finance Committee Report:** No report.

**Bylaw Committee Report:** The Bylaw Committee recommends the subject matter of this Article by a vote of 4-0-0.

**CPDC Report:** On October 18, 2010, CPDC convened to hold a public hearing on the proposed changes to Section 6.2. All documents were made available on the Town website and at Town Hall. The public hearing was held to provide an opportunity for comment, and to determine whether the provisions of the proposed zoning amendments shall be adopted by the Town.

On October 18, 2010, Article 19 was taken up at the public hearing at approximately 8:00 p.m. Any comments received at the hearing were included as part of the record of the hearing. CPDC amended the language for Article 19 to be inserted in Note J after the word "lot" as follows:

CPDC may waive the 40' business entrance setback requirement for signs in existence as of the effective date of this amendment.

CPDC voted 3-0-0 to recommend Article 19 as amended above to Town Meeting.

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**ARTICLE 20** To see if the Town will vote to amend the Town of Reading Zoning By-Laws Section 6.2.4.o. "Exempt Signs" and Section 6.2.6.3 "Signs in Business-A Zoning Districts" and Section 6.2.6.4. "Signs in Business-B Zoning Districts" as follows: (~~Language to be removed is shown with strikethrough/~~ (***words in bold italics denotes new language.***))

Add the following language to Section 6.2.4.o. "Exempt Signs:"

- o. Any establishment located in a Business or Industrial Zoning District may display:
  - An "Open" Flag - with dimensional requirements not to exceed four (4) feet by six (6) feet and may contain decorative graphics.
  - A National or State Flag - with emblems of religious, educational, governmental organization or any other federally tax-exempt organization, except when displayed in connection with commercial promotions or advertising. Dimensions shall not exceed four (4) feet by six (6) feet.
  - ***A minimum ground clearance of eight (8) feet shall be provided for flags that hang over walkways, sidewalks and entrances of businesses. Ground clearance shall be defined as the distance between the lowest hanging portion or bottom of the flag and the grade directly below.***

Delete the last sentence in the second paragraph of Section 6.2.6.3. "Signs in Business-A Zoning Districts" so that it reads:

A lot which contains not more than one establishment shall be allowed one free-standing sign or one wall sign or one projecting sign only. ~~The street address number of the property shall be prominently displayed on such sign, and the sign shall in all respects conform to the above requirements.~~

Delete Section 6.2.6.3.d

~~d. Either the allowed free-standing sign or, if no free-standing sign is used, then at least one wall or projecting sign, shall prominently display the street address number of the property.~~

Delete the second paragraph of Section 6.2.6.4. "Signs in Business-B Zoning Districts:"

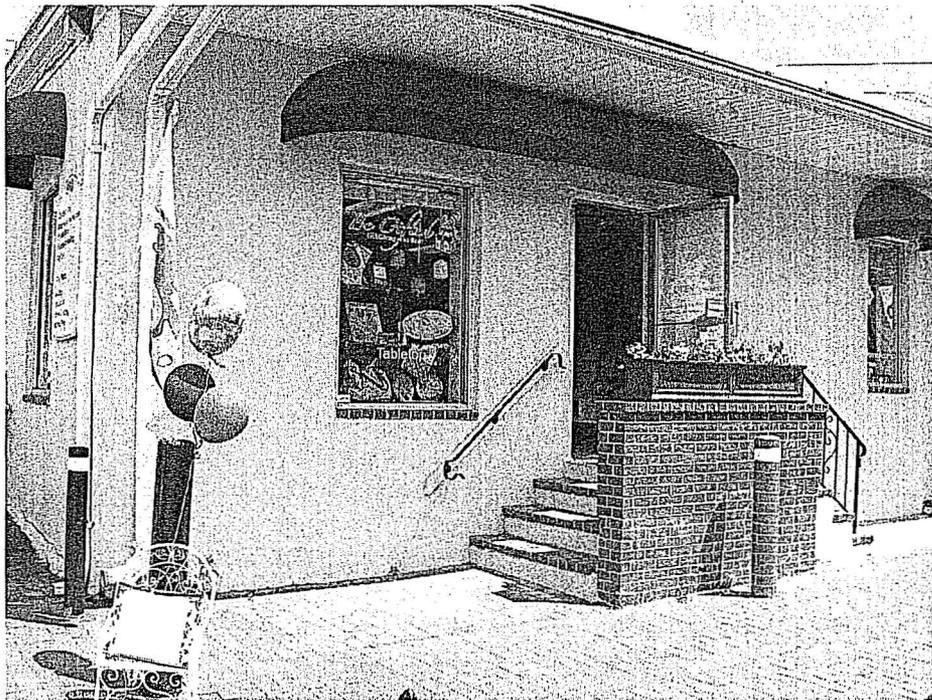
~~All internally illuminated signs shall have a background or signboard that completely blocks illumination or glow such that light is only visible through the letters and graphics. All illuminated signs shall be turned off at the close of business.~~

Or take any other action with respect thereto.

Community Planning and Development Commission

**Background:** The changes being proposed under Article 20 are mostly to clarify not change anything under the Sign portion of the Zoning By-Laws. The clarifications are as follows:

- **Exempt Signs – Flags** (Section 6.2.4.0 of the Zoning By-Laws)  
Adds a provision for a minimum ground clearance of 8 feet for all flags. Ground clearance is defined as the distance between the lowest hanging portion or bottom of the flag and the grade directly below.



- **Signs in Business-A Zoning District** (Section 6.2.6.3 of the Zoning By-Laws)  
Deletes the requirement for placing a street address number of the property on a free-standing sign. Note that signs depicting street address number are allowed under exempt signs in Section 6.2.4.i

- **Signs in Business-B Zoning District** (Section 6.2.6.4 of the Zoning By-Laws)  
Deletes the reference to internally illuminated signs since they are not allowed in the Business-B Zoning District and, therefore, should not be included in this section of the Zoning By-Laws.

**Finance Committee Report:** No report.

**Bylaw Committee Report:** The Bylaw Committee recommends the subject matter of this Article by a vote of 4-0-0.

**CPDC Report:** On October 18, 2010, CPDC convened to hold a public hearing on the proposed Section 6.2. All documents, including maps of the proposed changes, were made available on the Town website and at Town Hall. The public hearing was held to provide an opportunity for comment, and to determine whether the provisions of the proposed zoning amendments shall be adopted by the Town.

On October 18, 2010, Article 20 was taken up at the public hearing at approximately 8:40 p.m. Any comments received at the hearing were included as part of the record of the hearing. CPDC voted 3-0-0 to recommend Article 20 to Town Meeting.

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**ARTICLE 21** To see if the Town will vote to amend the Town of Reading Zoning By-Laws Section 6.2.6.3 "Signs in Business-A Zoning Districts" as follows: (~~Language to be removed is shown with strikethrough/~~ (**words in bold italics denotes new language.**)

To remove the second bullet under Prohibited Signs in Section 6.2.6.3. so that it reads:

Prohibited Signs:

- Banners as permanent signs
- ~~A free-standing and a wall sign for buildings that are not multi-tenant~~

Amend the first sentence in the second paragraph in Section 6.2.6.3. "Signs in Business-A Zoning Districts" so that it reads as follows:

A lot which contains not more than one establishment shall be allowed one free-standing sign or one wall sign or one projecting sign only. **A second sign of a different sign type shall be allowed not to exceed a maximum of eight (8) square feet. The total square footage of the two signs shall not exceed the maximum allowed as specified in Table 6.2.3.**

Or take any other action with respect thereto.

Community Planning and Development Commission

**Background:** The changes being proposed under Article 21 allow single tenant buildings in Business-A to have more than one sign. The Economic Development Committee through their work with the business community identified this need for added signage in the Business-A Zoning Districts. In response, Article 21 was developed to allow additional signage but with limits. A second sign is allowed provided it does not exceed a maximum of eight (8) square feet, and the total square footage of the two signs shall not exceed the maximum allowed in Table 6.2.3 of the Zoning By-Laws.

**Finance Committee Report:** No report.

**Bylaw Committee Report:** The Bylaw Committee recommends the subject matter of this Article by a vote of 4-0-0.

**CPDC Report:** On October 18, 2010, CPDC convened to hold a public hearing on the proposed Section 6.2.6.3. All documents, including maps of the proposed changes, were made available on the Town website and at Town Hall. The public hearing was held to provide an opportunity for comment, and to determine whether the provisions of the proposed zoning amendments shall be adopted by the Town.

The October 18, 2010, Article 21 was taken up at the public hearing at approximately 8:50 p.m. The CPDC Chair read a statement from fellow CPDC Member Nick Safina who could not attend the meeting. Any comments received at the hearing were included as part of the record of the hearing. The public hearing was closed the same evening. CPDC voted 3-0-0 to recommend Article 21 to Town Meeting.

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**ARTICLE 22** To see if the Town will vote to amend Section 6.3.3.1 of the Zoning By-Laws by adding the word "not" in the second line between the words "does" and "or" so that Section 6.3.3.1 reads in its entirety as follows (*words in bold italics denotes new language*):

**6.3.3.1** The Building Inspector may issue a Building Permit for an interior renovation, interior alternation or interior reconstruction of a pre-existing, nonconforming structure that does ***not*** or will not extend the non-conformity or create a new non-conformity.

Or take any other action with respect thereto.

Community Planning and Development Commission

**Background:** Article 22 is simply to correct a typographical error to amendments to the Zoning By-Law that was approved in April 2010.

**Finance Committee Report:** No report.

**Bylaw Committee Report:** The Bylaw Committee recommends the subject matter of this Article by a vote of 4-0-0.

**CPDC Report:** On October 18, 2010, CPDC convened to hold a public hearing on the proposed Section 6.3.3.1. All documents, including maps of the proposed changes, were made available on the Town website and at Town Hall. The public hearing was held to provide an opportunity for comment, and to determine whether the provisions of the proposed zoning amendments shall be adopted by the Town.

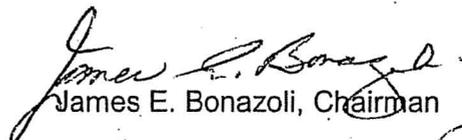
The October 18, 2010 public hearing was opened at approximately 7:30 p.m. Any comments received at the hearing were included as part of the record of the hearing. CPDC voted 3-0-0 to recommend Article 22 to Town Meeting.

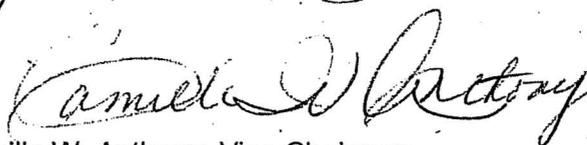
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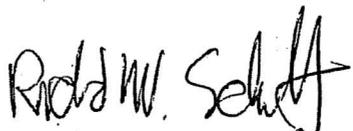
and you are directed to serve this Warrant by posting an attested copy thereof in at least, one (1) public place in each precinct of the Town not less than fourteen (14) days prior to November 8, 2010, the date set for the meeting in said Warrant, and to publish this Warrant in a newspaper published in the Town, or providing in a manner such as electronic submission, holding for pickup or mailing, an attested copy of said Warrant to each Town Meeting Member.

Hereof fail not and make due return of this Warrant with your doings thereon to the Town Clerk at or before the time appointed for said meeting.

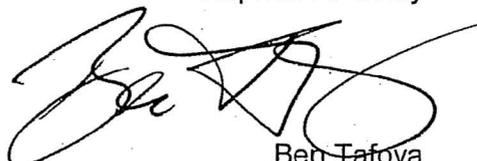
Given under our hands this 21st day of September, 2010.

  
James E. Bonazoli, Chairman

  
Camille W. Anthony, Vice Chairman

  
Richard W. Schubert, Secretary

Stephen A. Goldy

  
Ben Tafoya  
SELECTMEN OF READING

  
John Della Paolera, Constable

**TOWN OF READING**

Office of the Town Manager

**Memo**

**TO:** Town Meeting  
**From:** Peter I. Hechenbleikner, Town Manager  
**Date:** Thursday, October 07, 2010  
**Re:** Church snow plowing

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Pursuant to an instructional motion at the 2010 Annual Town Meeting, the Board of Selectmen and Town staff engaged in discussion with the Reading Clergy Association about the issue of Town plowing of church parking lots. As you may remember Town Meeting was asked to fund continued snow plowing of church parking lots, and that motion was defeated largely upon the advice of Town Counsel that plowing church parking lots violated the state constitution.

Father Steve Rock of St. Agnes Church was designated as the Clergy Association representative on this issue, and a meeting and numerous emails resulted in an agreement that the Town would phase out plowing church parking lots over a 3 winter period, beginning with the winter of 2010/2011. Beginning this winter, any church that opted to enter into an agreement with the Town, would reimburse the Town for actual costs of plowing. This agreement ends with the winter of 2012/13, after which the Town will no longer do the plowing.

As of this date, 3 churches have entered into the agreement: St. Agnes, First Baptist Church of Reading, and the Korean Church of the Nazarene.

# Memo

**To:** Town Meeting Members  
**From:** ad hoc Municipal Building Committee  
**Date:** October 18, 2010  
**Re:** Progress Report on work of ad hoc Municipal Building Committee

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A policy establishing this Committee was approved by the Board of Selectmen on November 24, 2009. Members were appointed and our first meeting was held on March 9, 2010. The Committee met 10 times between March 9 and August 12 operating with 6 of 7 positions filled.

We have visited all Town buildings and 3 schools (selected by the Superintendent) to understand the conditions, major maintenance requirements, and operation of each building. We also invited department heads to share their thoughts regarding expansion and/or renovation to meet future operational needs.

The Committee met with Mary Delai and Joe Huggins from the School Department regarding management and conditions of all Town and School buildings. The Committee also met with a group of private citizens who have expressed interest in developing town owned property on Oakland Road. Several members of the Committee subsequently conducted a site walk of the Oakland Road property.

The Committee received and reviewed copies of the following reports:

- RMLD and Town of Reading "Optimization Study of Fleet Maintenance Activities" 12/00
- DPW Management study - April 2008 – Executive Summary and sections relevant to facilities
- FY 2011 – 2020 Capital Improvements Program
- Draft Cemetery facility report by the Reading DPW
- Reading Public library – Library Building Assessment by Adams and Smith dated 9-15-08

On October 5<sup>th</sup> the ad hoc Municipal Building Committee made a progress report to the Board of Selectmen, sharing an extensive list of findings and seeking input as to how to proceed. We are currently involved in prioritizing our list of findings based on the Board of Selectman's guidance and intend to make a full report by year-end that includes recommendations that take into consideration public and worker safety, frequency of needed repairs, operational efficiency, work that has to be done anyway, benefits to the community, opportunities (such as grants), available funding, advancing community goals, and the current CIP.

Buildings and Sites visited include:

|                     |                       |                  |                |
|---------------------|-----------------------|------------------|----------------|
| DPW                 | Cemetery Garage       | Library          | Police Station |
| Joshua Eaton School | Birch Meadow School   | Killam School    | Fire Stations  |
| Senior Center       | Oakland Road property | Community Center | Town Hall      |

ad hoc Municipal Building Committee members include:

|                  |                                   |
|------------------|-----------------------------------|
| Kathleen Duggan  | resident representative           |
| Andrew Grimes    | resident representative           |
| George Hines     | finance committee representative  |
| David Michaud    | school committee representative   |
| Richard Schubert | board of selectmen representative |
| Vicky Yablonsky  | library board representative      |

| Town of Reading, MA                     | Revised for November 2010 Town Meeting |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  | FY11-20<br>10yr CIP |
|-----------------------------------------|----------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|---------------------|
|                                         | FY-2010                                | FY-2011          | FY-2012          | FY-2013          | FY-2014          | FY-2015          | FY-2016          | FY-2017          | FY-2018          | FY-2019          | FY-2020          |                     |
| NOTE: Projected use of Sale of R/E Fd   | 325,000                                | 300,000          | 275,000          | 250,000          | 200,000          | 150,000          | 100,000          | 50,000           | -                | -                | -                | 1,325,000           |
| Schools - Equipment                     | -                                      | -                | 50,000           | 100,000          | 150,000          | 200,000          | 200,000          | -                | -                | -                | -                | 700,000             |
| Buildings - Schools (non Energy)        | 30,000                                 | 1,020,000        | 60,000           | 59,000           | 109,000          | 399,000          | 444,000          | 130,000          | 25,000           | 750,000          | 600,000          | 3,596,000           |
| Buildings - Schools (Energy)            | -                                      | 1,000,000        | -                | 12,000           | 12,000           | -                | 42,000           | 128,000          | -                | 15,000           | 51,000           | 1,260,000           |
| Buildings - Town (non Energy)           | 15,000                                 | -                | 250,000          | 50,000           | 85,000           | 330,000          | 327,000          | 467,000          | 300,000          | 150,000          | -                | 1,959,000           |
| Buildings - Municipal (Energy)          | -                                      | -                | 215,000          | 145,000          | 50,000           | 50,000           | 50,000           | 50,000           | 45,000           | 30,000           | 30,000           | 665,000             |
| Community Services                      | -                                      | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                   |
| Finance                                 | 75,000                                 | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                   |
| Library                                 | -                                      | -                | 20,000           | 120,000          | 20,000           | 20,000           | -                | -                | -                | -                | -                | 180,000             |
| Public Safety - Fire                    | 31,000                                 | 255,000          | 24,000           | 36,000           | 155,000          | 69,000           | 654,000          | 316,500          | 90,600           | 150,000          | 849,000          | 2,599,100           |
| Public Safety - Police                  | 311,000                                | -                | -                | -                | 35,000           | 211,000          | 10,000           | -                | -                | 35,000           | -                | 291,000             |
| Public Works - Equipment                | 138,600                                | 115,000          | 35,000           | 224,300          | 249,800          | 293,100          | 275,100          | 693,200          | 763,400          | 604,800          | 914,700          | 4,168,400           |
| Public Works - Parks & Cemetery         | 45,000                                 | 45,000           | 75,000           | 95,000           | 748,000          | 335,000          | 170,600          | 575,000          | 685,600          | 1,463,700        | 720,000          | 4,912,900           |
| Public Works - Roads                    | 435,000                                | 558,000          | 475,000          | 500,000          | 525,000          | 550,000          | 575,000          | 650,000          | 700,000          | 750,000          | 800,000          | 6,083,000           |
| <b>TOTAL CAPITAL</b>                    | <b>1,080,600</b>                       | <b>2,993,000</b> | <b>1,204,000</b> | <b>1,341,300</b> | <b>2,138,800</b> | <b>2,457,100</b> | <b>2,747,700</b> | <b>3,009,700</b> | <b>2,609,600</b> | <b>3,948,500</b> | <b>3,964,700</b> | <b>26,414,400</b>   |
| Dedicated to Roads (previous over-ride) | 400,000                                | 425,000          | 450,000          | 475,000          | 500,000          | 525,000          | 550,000          | 600,000          | 650,000          | 700,000          | 750,000          | 5,625,000           |
| Capital Requests above road portion     | 680,600                                | 2,568,000        | 754,000          | 866,300          | 1,638,800        | 1,932,100        | 2,197,700        | 2,409,700        | 1,959,600        | 3,248,500        | 3,214,700        | 20,789,400          |
| Capital Funding to allocate             | 680,685                                | 568,000          | 691,383          | 966,700          | 1,698,083        | 1,884,344        | 2,187,425        | 2,370,714        | 2,774,855        | 3,231,236        | 3,392,029        | 19,764,768          |
| Annual Surplus (Deficit)                |                                        | (2,000,000)      | (62,617)         | 100,400          | 59,283           | (47,756)         | (10,275)         | (38,986)         | 815,255          | (17,264)         | 177,329          |                     |
| Cumulative Surplus (Deficit)            |                                        | (2,000,000)      | (62,617)         | 37,783           | 97,065           | 49,309           | 39,034           | 48               | 815,303          | 798,039          | 975,368          |                     |

| Town of Reading, MA                      | Revised for November 2010 Town Meeting          |           |         |         |         |         |         |         |         |         |         | FY11-20<br>10yr CIP |
|------------------------------------------|-------------------------------------------------|-----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------------------|
|                                          | FY-2010                                         | FY-2011   | FY-2012 | FY-2013 | FY-2014 | FY-2015 | FY-2016 | FY-2017 | FY-2018 | FY-2019 | FY-2020 |                     |
| <b>Schools - Equipment</b>               | -                                               | -         | 50,000  | 120,000 | 150,000 | 200,000 | 200,000 | -       | -       | -       | -       | 720,000             |
| Technology - Districtwide Infrastructure |                                                 |           |         |         |         |         |         |         |         |         |         | -                   |
| Technology - Instructional Equipment     |                                                 |           | 50,000  | 100,000 | 150,000 | 200,000 | 200,000 |         |         |         |         | 700,000             |
| Vehicles                                 |                                                 |           |         | 20,000  |         |         |         |         |         |         |         | 20,000              |
| <b>Buildings - Schools (Total)</b>       | 30,000                                          | 2,020,000 | 60,000  | 71,000  | 121,000 | 399,000 | 486,000 | 258,000 | 25,000  | 765,000 | 651,000 | 4,856,000           |
| <b>Buildings - Schools (Energy)</b>      | -                                               | 1,000,000 | -       | 12,000  | 12,000  | -       | 42,000  | 128,000 | -       | 15,000  | 51,000  | 1,260,000           |
| <b>Buildings - Schools (non Energy)</b>  | 30,000                                          | 1,020,000 | 60,000  | 59,000  | 109,000 | 399,000 | 444,000 | 130,000 | 25,000  | 750,000 | 600,000 | 3,596,000           |
| <b>Energy (Performance Contracting)</b>  | <i>various items financed by DEBT for 15yrs</i> |           |         |         |         |         |         |         |         |         |         |                     |
| Electrical Systems                       | -                                               | -         | -       | -       | -       | -       | -       | -       | -       | -       | -       | -                   |
| HVAC/Energy Mgmt Systems                 | -                                               | -         | -       | 12,000  | 12,000  | -       | 22,000  | 128,000 | -       | 15,000  | 51,000  | 240,000             |
| Windows & Doors                          | -                                               | 1,000,000 | -       | -       | -       | -       | 20,000  | -       | -       | -       | -       | 1,020,000           |
| Generators                               | -                                               | -         | -       | -       | -       | -       | -       | -       | -       | -       | -       | -                   |
| Technology Infrastructure                | -                                               | -         | -       | -       | -       | -       | -       | -       | -       | -       | -       | -                   |
| Water Heater                             | -                                               | -         | -       | -       | -       | -       | -       | -       | -       | -       | -       | -                   |
| ADA Compliance                           | -                                               | -         | -       | -       | -       | -       | -       | -       | -       | -       | -       | -                   |
| Ceilings                                 | -                                               | -         | -       | -       | -       | -       | -       | -       | -       | -       | -       | -                   |
| Classroom Furniture                      | -                                               | -         | -       | -       | -       | -       | -       | -       | -       | -       | -       | -                   |
| Compressors                              | -                                               | -         | -       | -       | -       | -       | -       | -       | -       | -       | -       | -                   |
| Fire Alarms                              | -                                               | -         | 60,000  | -       | -       | -       | -       | -       | -       | -       | -       | 60,000              |
| Cafeteria Equip. & Furniture             | -                                               | -         | -       | -       | -       | -       | -       | -       | -       | -       | -       | -                   |
| Plumbing                                 | -                                               | -         | -       | -       | -       | -       | -       | -       | -       | -       | -       | -                   |
| Capet/Flooring                           | -                                               | -         | -       | 59,000  | 109,000 | 79,000  | 124,000 | 80,000  | 25,000  | -       | -       | 476,000             |
| Roofing                                  | -                                               | 1,000,000 | -       | -       | -       | 320,000 | 320,000 | -       | -       | 750,000 | 600,000 | 2,990,000           |
| Security System                          | 30,000                                          | 20,000    | -       | -       | -       | -       | -       | -       | -       | -       | -       | 20,000              |
| Fire Supression System                   | -                                               | -         | -       | -       | -       | -       | -       | -       | -       | -       | -       | -                   |
| Other                                    | -                                               | -         | -       | -       | -       | -       | -       | 50,000  | -       | -       | -       | 50,000              |



| <b>Town of Reading, MA</b>             |                | <b>Revised for November 2010 Town Meeting</b> |                |                |                |                |                |                |                |                |                | <b>FY11-20</b>   |
|----------------------------------------|----------------|-----------------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|
|                                        | <b>FY-2010</b> | <b>FY-2011</b>                                | <b>FY-2012</b> | <b>FY-2013</b> | <b>FY-2014</b> | <b>FY-2015</b> | <b>FY-2016</b> | <b>FY-2017</b> | <b>FY-2018</b> | <b>FY-2019</b> | <b>FY-2020</b> | <b>10yr CIP</b>  |
| <b>Library</b>                         | -              | -                                             | 20,000         | 120,000        | 20,000         | 20,000         | -              | -              | -              | -              | -              | 180,000          |
| Furnishings & Shelving                 |                |                                               | 20,000         | 20,000         | 20,000         | 20,000         |                |                |                |                |                | 80,000           |
| Circulation System                     |                |                                               |                | 100,000        |                |                |                |                |                |                |                | 100,000          |
| <b>Public Safety - Fire</b>            | <b>31,000</b>  | <b>255,000</b>                                | <b>24,000</b>  | <b>36,000</b>  | <b>155,000</b> | <b>69,000</b>  | <b>654,000</b> | <b>316,500</b> | <b>90,600</b>  | <b>150,000</b> | <b>849,000</b> | <b>2,599,100</b> |
| Pumper Eng #1(2010-\$525k; next FY30)  |                | <i>Debt</i>                                   | <i>Debt</i>    | <i>Debt</i>    | <i>Debt</i>    | <i>Debt</i>    |                |                |                |                |                | -                |
| Pumper Eng #2(2007-\$410k; next FY2)   | <i>Debt</i>    | <i>Debt</i>                                   | <i>Debt</i>    | <i>Debt</i>    |                |                |                |                |                |                |                | -                |
| Pumper Eng #3(1995: est \$630k FY16)   |                |                                               |                |                |                |                | 630,000        |                |                |                |                | 630,000          |
| Pumper Eng #4(2001: est \$804k FY20)   |                |                                               |                |                |                |                |                |                |                |                | 804,000        | 804,000          |
| Ladder Trk #1(2008: \$800k, next FY27) | <i>Debt</i>    | <i>Debt</i>                                   | <i>Debt</i>    | <i>Debt</i>    | <i>Debt</i>    | <i>Debt</i>    | <i>Debt</i>    | <i>Debt</i>    | <i>Debt</i>    |                |                | -                |
| Ambulance #1 (2000 - 10 yrs)           |                | 230,000                                       |                |                |                |                |                |                |                |                |                | 230,000          |
| Ambulance #2 (2006 - 10yrs)            |                |                                               |                |                |                |                |                | 275,000        |                |                |                | 275,000          |
| Patient Care Reporting System          |                | 25,000                                        |                |                |                |                |                |                |                |                |                | 25,000           |
| Passenger Car#1 (2005 - 10yrs)         |                |                                               |                |                |                |                |                | 41,500         |                |                |                | 41,500           |
| Passenger Car#2 (1997 - 10yrs)         | 31,000         |                                               |                |                |                |                |                |                |                |                |                | -                |
| Pickup Truck #3 (2006 - 12yrs)         |                |                                               |                |                |                |                |                |                | 45,600         |                |                | 45,600           |
| Pickup Truck #4 (1996 - 12yrs)         |                |                                               |                | 36,000         |                |                |                |                |                |                |                | 36,000           |
| Alarm Truck (1994 - 16yrs)             |                |                                               |                |                |                | 69,000         |                |                |                |                |                | 69,000           |
| ALS Defibrillator (2006 - 5yrs)        |                |                                               |                |                |                |                | 24,000         |                |                |                |                | 24,000           |
| BLS-AED (2004 - 8yrs)                  |                |                                               | 10,000         |                |                |                |                |                |                |                |                | 10,000           |
| Rescue Tool(2006 - 12yrs)              |                |                                               |                |                |                |                |                |                | 45,000         |                |                | 45,000           |
| Breathing Air Bottles                  |                |                                               | 14,000         |                |                |                |                |                |                |                |                | 14,000           |
| Thermal Imaging (2010 - 10yrs)         |                |                                               |                |                |                |                |                |                |                |                | 45,000         | 45,000           |
| Fire Hose                              |                |                                               |                |                | 25,000         |                |                |                |                |                |                | 25,000           |
| Turnout Gear (2008 - 5yrs)             |                |                                               |                |                | 130,000        |                |                |                |                | 150,000        |                | 280,000          |
| <b>Public Safety - Police/Disp</b>     | <b>311,000</b> | <b>-</b>                                      | <b>-</b>       | <b>-</b>       | <b>35,000</b>  | <b>211,000</b> | <b>10,000</b>  | <b>-</b>       | <b>-</b>       | <b>35,000</b>  | <b>-</b>       | <b>291,000</b>   |
| Handguns & Associated Leather (Police) |                |                                               |                |                |                |                | 10,000         |                |                |                |                | 10,000           |
| Digital Fingerprint Scanner            |                |                                               |                |                |                | 16,000         |                |                |                |                |                | 16,000           |
| Vehicle Video Integration              |                |                                               |                |                | 35,000         |                |                |                |                | 35,000         |                | 70,000           |
| Radios (Police & Fire 1997 - 10yrs)    | 311,000        |                                               |                |                |                |                |                |                |                |                |                | -                |
| AEDs                                   |                |                                               |                |                |                | 20,000         |                |                |                |                |                | 20,000           |
| Public Safety software (\$175k)        |                |                                               |                |                |                | 175,000        |                |                |                |                |                | 175,000          |



| <b>Town of Reading, MA</b>                    | <b>Revised for November 2010 Town Meeting</b> |                |                |                |                |                |                |                |                |                |                | <b>FY11-20</b>  |
|-----------------------------------------------|-----------------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|
|                                               | <b>FY-2010</b>                                | <b>FY-2011</b> | <b>FY-2012</b> | <b>FY-2013</b> | <b>FY-2014</b> | <b>FY-2015</b> | <b>FY-2016</b> | <b>FY-2017</b> | <b>FY-2018</b> | <b>FY-2019</b> | <b>FY-2020</b> | <b>10yr CIP</b> |
| <b>Specialty Equipment - Heavy Duty</b>       | -                                             | -              | -              | 168,700        | -              | -              | -              | 255,000        | 217,000        | 135,000        | 111,000        | 886,700         |
| Tractor Ford 445 (Parks)                      |                                               |                |                | 48,700         |                |                |                |                |                |                |                | 48,700          |
| Roller - Ferguson 46A (1988)                  |                                               |                |                |                |                |                |                |                | 82,000         |                |                | 82,000          |
| Screener (1994)                               |                                               |                |                |                |                |                |                |                | 135,000        |                |                | 135,000         |
| Pavement Leeboy Sprd (1998)                   |                                               |                |                |                |                |                |                | 130,000        |                |                |                | 130,000         |
| Sidewalk Snow Plow #3(2008)                   |                                               |                |                |                |                |                |                |                |                |                | 111,000        | 111,000         |
| Snow - Holder #1 C6000 (1995)                 |                                               |                |                | 120,000        |                |                |                |                |                |                |                | 120,000         |
| Snow - Holder #2 C9700 (1997)                 |                                               |                |                |                |                |                |                |                |                | 135,000        |                | 135,000         |
| Snow - Bombardier #1 (1993)                   |                                               |                |                |                |                |                |                | 125,000        |                |                |                | 125,000         |
| <b>Specialty Equipment - Light Duty</b>       | -                                             | -              | -              | 20,000         | 37,800         | 26,800         | 30,000         | 43,000         | 81,500         | 89,600         | 66,500         | 395,200         |
| HW Comp2 INT Compr (1996)                     |                                               |                |                |                |                | 26,800         |                |                |                |                |                | 26,800          |
| 300L Lebot (Roller) (1998)                    |                                               |                |                |                |                |                |                | 21,000         |                |                |                | 21,000          |
| Eager Beaver Trailer (1985)                   |                                               |                |                |                | 37,800         |                |                |                |                |                |                | 37,800          |
| 1CH Woodsman Chipper (2004)                   |                                               |                |                |                |                |                |                |                |                |                | 66,500         | 66,500          |
| 1GV Leaf Vac (1999)                           |                                               |                |                |                |                |                |                |                | 39,500         |                |                | 39,500          |
| 2CH Mobark (1989)                             |                                               |                |                |                |                |                |                |                |                | 46,000         |                | 46,000          |
| 2GV Leaf Vac (2000)                           |                                               |                |                |                |                |                |                |                |                | 43,600         |                | 43,600          |
| SmithCo 60 Leaf Vac (1999)                    |                                               |                |                |                |                |                |                |                | 42,000         |                |                | 42,000          |
| Toro 48" LeafVac (1993)                       |                                               |                |                | 20,000         |                |                |                |                |                |                |                | 20,000          |
| FMC Truck Mount Sprayer 500gal                |                                               |                |                |                |                |                | 30,000         |                |                |                |                | 30,000          |
| SmithCo 13-550 Infield (1994)                 |                                               |                |                |                |                |                |                | 22,000         |                |                |                | 22,000          |
| 750 John Deere Farm Tractor                   |                                               |                |                |                |                |                |                |                |                |                |                | -               |
| <b>Lawnmowers</b>                             | -                                             | -              | -              | 15,600         | -              | 70,300         | 35,000         | 36,400         | 18,200         | 82,200         | 96,200         | 353,900         |
| Mower (Cem.) SKAG 72" (1998)                  |                                               |                |                |                |                |                | 17,500         |                |                |                |                | 17,500          |
| Mower (Cem.) SKAG 61" (1999)                  |                                               |                |                |                |                |                |                | 18,200         |                |                |                | 18,200          |
| Mower (Parks) TORO Gang (1996)                |                                               |                |                |                |                | 70,300         |                |                |                |                | 96,200         | 166,500         |
| Mower (Cem.) SKAG 52" (1995)                  |                                               |                |                | 15,600         |                |                |                |                | 18,200         |                |                | 33,800          |
| Mower (Parks) SKAG 52" (1998)                 |                                               |                |                |                |                |                | 17,500         |                |                |                |                | 17,500          |
| Mower - TORO Gang (2008)                      |                                               |                |                |                |                |                |                |                |                | 82,200         |                | 82,200          |
| 912F#2 John Deere Mower (1989)                |                                               |                |                |                |                |                |                | 18,200         |                |                |                | 18,200          |
| <b>Engineering Equipment/Services</b>         | -                                             | -              | -              | 20,000         | 12,000         | -              | -              | -              | -              | -              | -              | 32,000          |
| Survey Equipment/Plan Plotter                 |                                               |                |                | 20,000         | 12,000         |                |                |                |                |                |                | 32,000          |
| <b>Fuel Management System</b>                 | -                                             | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -               |
| Fuel system replacement                       |                                               |                |                |                |                |                |                |                |                |                |                | -               |
| <b>Public Works - Parks &amp; C</b>           | 45,000                                        | 45,000         | 75,000         | 95,000         | 748,000        | 335,000        | 170,600        | 575,000        | 685,600        | 1,463,700      | 720,000        | 4,912,900       |
| <b>Public Works - Cemetery</b>                | -                                             | -              | -              | -              | -              | -              | -              | -              | -              | -              | -              | -               |
| Construction Maintenance Building \$1mil/5yrs |                                               |                |                | <i>Debt</i>    | <i>Debt</i>    | <i>Debt</i>    | <i>Debt</i>    | <i>Debt</i>    |                |                |                | -               |
| <b>Public Works - Grounds</b>                 | -                                             | -              | 30,000         | 50,000         | 20,000         | 50,000         | 20,000         | 50,000         | 20,000         | 50,000         | 20,000         | 310,000         |
| Fence Replacement                             |                                               |                | 30,000         |                | 20,000         |                | 20,000         |                | 20,000         |                | 20,000         | 110,000         |
| Parking Lot Pavement                          |                                               |                |                | 50,000         |                | 50,000         |                | 50,000         |                | 50,000         |                | 200,000         |

| <b>Town of Reading, MA</b>                |                | <b>Revised for November 2010 Town Meeting</b> |                |                |                |                |                |                |                |                |                | <b>FY11-20</b>  |
|-------------------------------------------|----------------|-----------------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|
|                                           | <b>FY-2010</b> | <b>FY-2011</b>                                | <b>FY-2012</b> | <b>FY-2013</b> | <b>FY-2014</b> | <b>FY-2015</b> | <b>FY-2016</b> | <b>FY-2017</b> | <b>FY-2018</b> | <b>FY-2019</b> | <b>FY-2020</b> | <b>10yr CIP</b> |
| <b>Public Works - Parks</b>               | 45,000         | 45,000                                        | 45,000         | 45,000         | 728,000        | 285,000        | 150,600        | 525,000        | 665,600        | 1,413,700      | 700,000        | 4,602,900       |
| Tennis Courts - Bancroft Ave. \$485k      | <i>Debt</i>    | <i>Debt</i>                                   | <i>Debt</i>    | <i>Debt</i>    |                |                |                |                |                |                |                | -               |
| Artificial Turf@Parker MS \$736k          | <i>Debt</i>    | <i>Debt</i>                                   | <i>Debt</i>    | <i>Debt</i>    |                |                |                |                |                |                | 150,000        | 150,000         |
| Coolidge MS field upgrade (grass)         |                |                                               |                |                |                |                |                | 250,000        |                |                |                | 250,000         |
| Reconstruct Playgrounds Program           | 30,000         | 30,000                                        | 30,000         | 30,000         | 30,000         | 30,000         | 10,000         | 10,000         | 10,000         | 10,000         | 10,000         | 200,000         |
|                                           | Wash Park      | Killam                                        | Josh Eaton     | Sturges        | Wood End up    | Hunt Pk        | BM Tot lot     | Wood End dn    | Mem Park       | B Meadow       | Barrows        | -               |
| Playground safety surface                 | 15,000         | 15,000                                        | 15,000         | 15,000         | 15,000         | 25,000         | 15,000         | 15,000         |                |                |                | 115,000         |
| <b>Memorial Park \$650k grant in FY10</b> |                |                                               |                |                |                |                |                |                |                |                |                |                 |
| <b>Washington Park \$625k</b>             |                |                                               |                |                | 129,000        |                |                |                | 233,000        |                | 100,000        | 462,000         |
| (also playground in FY10)                 |                |                                               |                |                | tennis ct      |                |                |                | backstop       |                | paths          | -               |
|                                           |                |                                               |                |                | 124,000        |                |                |                | & shift field  |                |                | 124,000         |
|                                           |                |                                               |                |                | basketball ct  |                |                |                |                |                |                | -               |
| <b>Birch Meadow Complex = \$2.116 mil</b> |                |                                               |                |                |                | 230,000        |                | 110,000        | 150,000        | 1,100,000      | 38,000         | 1,628,000       |
| (also playgrounds in FY16&FY19)           |                |                                               |                |                |                | BB courts      |                | Mtrn bkstop    | softball light | fields & paths | st. backstop   | -               |
|                                           |                |                                               |                |                |                | Multi-Purp cts |                | dugouts        | 20,000         |                | 38,000         | 58,000          |
| Playground \$430k (Imagination Station)   |                |                                               |                |                | 430,000        |                |                | bleachers      | batting cage   |                | lot backstop   | 430,000         |
| <b>Barrows \$298k</b>                     |                |                                               |                |                |                |                | 95,000         |                | 124,500        |                |                | 219,500         |
| (also playground in FY09)                 |                |                                               |                |                |                |                | backstop       |                | tennis ct      |                |                | -               |
|                                           |                |                                               |                |                |                |                | & infield      |                | 78,100         |                |                | 78,100          |
|                                           |                |                                               |                |                |                |                |                |                | basketball ct  |                |                | -               |
| <b>Killam \$30.6k</b>                     |                |                                               |                |                |                |                | 30,600         |                |                |                |                | 30,600          |
| (also playground in FY11)                 |                |                                               |                |                |                |                | backstop       |                |                |                |                | -               |
| <b>Joshua Eaton \$179k</b>                |                |                                               |                |                |                |                |                | 140,000        |                |                | 39,000         | 179,000         |
|                                           |                |                                               |                |                |                |                |                | backstop       |                |                | backstop       | -               |
| (also playground in FY12)                 |                |                                               |                |                |                |                |                | & infield      |                |                |                | -               |
| <b>Symonds Way \$50k</b>                  |                |                                               |                |                |                |                |                |                | 50,000         |                |                | 50,000          |
|                                           |                |                                               |                |                |                |                |                |                | backstop       |                |                | -               |
| <b>Hunt Park \$125k</b>                   |                |                                               |                |                |                |                |                |                |                | 125,000        |                | 125,000         |
| (also playground in FY15)                 |                |                                               |                |                |                |                |                |                |                | backstop       |                | -               |
| <b>Sturges Park \$178.7k</b>              |                |                                               |                |                |                |                |                |                |                | 63,800         |                | 63,800          |
| (also playground in FY13)                 |                |                                               |                |                |                |                |                |                |                | tennis ct      |                | -               |
|                                           |                |                                               |                |                |                |                |                |                |                | 80,000         |                | 80,000          |
|                                           |                |                                               |                |                |                |                |                |                |                | basketball ct  |                | -               |
|                                           |                |                                               |                |                |                |                |                |                |                | 34,900         |                | 34,900          |
|                                           |                |                                               |                |                |                |                |                |                |                | backstop       |                | -               |
| <b>Wood End \$325k</b>                    |                |                                               |                |                |                |                |                |                |                |                | 325,000        | 325,000         |
|                                           |                |                                               |                |                |                |                |                |                |                |                | field          | -               |

| Town of Reading, MA                       | Revised for November 2010 Town Meeting |                  |                  |                |                |                  |                  |                  |                  |                  |                  | FY11-20<br>10yr CIP |
|-------------------------------------------|----------------------------------------|------------------|------------------|----------------|----------------|------------------|------------------|------------------|------------------|------------------|------------------|---------------------|
|                                           | FY-2010                                | FY-2011          | FY-2012          | FY-2013        | FY-2014        | FY-2015          | FY-2016          | FY-2017          | FY-2018          | FY-2019          | FY-2020          |                     |
| Over-ride local share (previous schedule) | 347,270                                | 355,952          | 364,851          | 373,972        | 383,321        | 392,904          | 402,727          | 412,795          | 423,115          | 433,693          | 444,535          | 3,987,863           |
|                                           | +25k/yr ==>                            |                  |                  |                |                |                  |                  | +50k/yr ==>      |                  |                  |                  |                     |
| Over-ride local share (new schedule)      | 400,000                                | 425,000          | 450,000          | 475,000        | 500,000        | 525,000          | 550,000          | 600,000          | 650,000          | 700,000          | 750,000          | 5,625,000           |
|                                           |                                        |                  |                  |                |                |                  |                  |                  |                  |                  |                  |                     |
| <b>Public Works - Roads</b>               | <b>435,000</b>                         | <b>558,000</b>   | <b>475,000</b>   | <b>500,000</b> | <b>525,000</b> | <b>550,000</b>   | <b>575,000</b>   | <b>650,000</b>   | <b>700,000</b>   | <b>750,000</b>   | <b>800,000</b>   | <b>6,083,000</b>    |
| Sidewalk/Curb/Ped. SA                     | 25,000                                 | 40,000           | 25,000           | 25,000         | 25,000         | 25,000           | 25,000           | 50,000           | 50,000           | 50,000           | 50,000           | 365,000             |
| Street Signs                              | 10,000                                 | 10,000           |                  |                |                |                  |                  |                  |                  |                  |                  | 10,000              |
| Downtown Improve (\$650k 10yr bond)       | <i>Debt</i>                            | <i>Debt</i>      | <i>Debt</i>      | <i>Debt</i>    | <i>Debt</i>    | <i>Debt</i>      | <i>Debt</i>      | <i>Debt</i>      | <i>Debt</i>      | <i>Debt</i>      |                  |                     |
| Reconstruction: West Street               |                                        |                  | 7,500,000        |                |                |                  |                  |                  |                  |                  |                  | 7,500,000           |
| Skim Coating & Crack Seal Patch           | 50,000                                 | 50,000           | 50,000           | 50,000         | 50,000         | 50,000           | 50,000           | 50,000           | 50,000           | 50,000           | 50,000           | 500,000             |
| Various Streets/local fund                | 350,000                                | 375,000          | 245,000          | 185,000        | 210,000        | 475,000          | 500,000          | 550,000          | 600,000          | 650,000          | 700,000          | 4,490,000           |
| Repair Killam parking lot                 |                                        | 83,000           |                  |                |                |                  |                  |                  |                  |                  |                  | 83,000              |
| West Street design (\$155k)               |                                        |                  | 155,000          |                |                |                  |                  |                  |                  |                  |                  | 155,000             |
| West Street - Local share (\$480k)        |                                        |                  |                  | 240,000        | 240,000        |                  |                  |                  |                  |                  |                  | 480,000             |
| Various Streets/Ch. 90 fund or grants     | 450,000                                | 450,000          | 450,000          | 450,000        | 450,000        | 450,000          | 450,000          | 450,000          | 450,000          | 450,000          | 450,000          | 4,500,000           |
| <b>Total Cost</b>                         | <b>885,000</b>                         | <b>1,008,000</b> | <b>8,425,000</b> | <b>950,000</b> | <b>975,000</b> | <b>1,000,000</b> | <b>1,025,000</b> | <b>1,100,000</b> | <b>1,150,000</b> | <b>1,200,000</b> | <b>1,250,000</b> | <b>18,083,000</b>   |
| Chapter 90 or Grants                      | 450,000                                | 450,000          | 7,950,000        | 450,000        | 450,000        | 450,000          | 450,000          | 450,000          | 450,000          | 450,000          | 450,000          | 12,000,000          |
| <b>General Fund Cost</b>                  | <b>435,000</b>                         | <b>558,000</b>   | <b>475,000</b>   | <b>500,000</b> | <b>525,000</b> | <b>550,000</b>   | <b>575,000</b>   | <b>650,000</b>   | <b>700,000</b>   | <b>750,000</b>   | <b>800,000</b>   | <b>6,083,000</b>    |

## CONDUCT OF TOWN MEETING

Reading's Town Meeting is conducted in accordance with the rules set down in Article 2 of the Charter and the General Bylaws. Although Town Meeting Time Third Edition is the basic source, a Town Meeting Member need only be familiar with what is contained in the Charter. These notes are intended to outline the major points all Town Meeting Members should know, and which by knowing will make Town Meeting more understandable.

### ORGANIZATION

- ◆ Town Meeting consists of 192 elected members, of which 97 constitute a quorum.
- ◆ There are two required sessions: The Annual Meeting in Spring which is primarily for fiscal matters and acceptance of the annual budget, and the Subsequent Meeting in November. Special Town Meetings may be called at any time that the need arises.
- ◆ There are three main committees which review certain Articles and advise Town Meeting of their recommendations:

Finance for all expenditures of funds, Bylaw for all bylaw changes, and the Community Planning and Development Commission for all zoning changes.

Their reports are given prior to discussing the motion.

### GENERAL RULES OF PROCEDURE

- ◆ The Meeting is conducted through the Warrant Articles which are presented (moved) as motions. Only one motion may be on the floor at a time; however, the motion may be amended. Often two or more Articles which address the same

subject may be discussed together; however, only one is formally on the floor, and each when moved is acted upon individually. Note that the vote on one may influence the others.

- ◆ Members who wish to speak shall rise, state their name and precinct in order to be recognized.
- ◆ A Member may speak for ten (10) minutes but permission must be asked to exceed this limit.
- ◆ Seven (7) Members can question a vote and call for a standing count, and twenty (20) can ask for a roll call vote; however, a roll call vote is seldom used because of the time it takes.

### PRINCIPAL MOTION ENCOUNTERED AT TOWN MEETING

The following motions are the principal ones used in most cases by Town Meeting to conduct its business. Experience shows that the Members should be familiar with these.

- ◆ **Adjourn:** Ends the sessions, can be moved at any time.
- ◆ **Recess:** Stops business for a short time, generally to resolve a procedural question or to obtain information.

- ◆ **Lay on the Table:** Stops debate with the intention generally of bringing the subject up again later. May also be used to defer action on an Article for which procedurally a negative vote is undesirable. Note that tabled motions die with adjournment.
- ◆ **Move the Previous Question:** Upon acceptance by a two-thirds (2/3) vote, stops all debate and brings the subject to a vote. This is generally the main motion, or
- ◆ The most recent amendment, unless qualified by the mover. The reason for this as provided in Robert's Rules of Order is to allow for other amendments should they wish to be presented.
- ◆ **Amend:** Offers changes to the main motion. Must be in accordance with the motion and may not substantially alter the intent of the motion. In accordance with Robert's Rules of Order, only one primary and one secondary motion will be allowed on the floor at one time, unless specifically accepted by the Moderator.
- ◆ **Indefinitely Postpone:** Disposes of the Article without a yes or no vote.
- ◆ **Take from the Table:** Brings back a motion which was previously laid on the table.
- ◆ **Main Motion:** The means by which a subject is brought before the Meeting.

**THE FOLLOWING MOTIONS MAY BE USED BY A MEMBER FOR THE PURPOSE NOTED:**

- ◆ **Question of Privilege:** Sometimes used to offer a resolution. Should not be used to "steal" the floor.
- ◆ **Point of Order:** To raise a question concerning the conduct of the Meeting.
- ◆ **Point of Information:** To ask for information relevant to the business at hand.

**MULTIPLE MOTIONS**  
**SUBSEQUENT (MULTIPLE) MOTIONS**

If the subsequent motion to be offered, as distinct from an amendment made during debate, includes material which has previously been put to a vote and defeated, it will be viewed by the Moderator as reconsideration and will not be accepted. If the subsequent motion contains distinctly new material which is within the scope of the Warrant Article, then it will be accepted. An example of this latter situation is successive line items of an omnibus budget moved as a block.

**SUBJECT TO THE FOLLOWING**  
**CONSIDERATIONS**

- ◆ The maker of any proposed multiple motion shall make their intent known, and the content of the motion to be offered shall be conveyed to the Moderator - prior to the initial calling of the Warrant Article.
- ◆ Once an affirmative vote has been taken on the motion then on the floor - no further subsequent alternative motions will be accepted. (Obviously does not apply to the budget, for example.)

- ◆ Also - There can only be one motion on the floor at any one time. You have the ability to offer amendments to the motion that is on the floor. You also have the ability to move for reconsideration.

## **TOWN OF READING BYLAWS** **ARTICLE 2: TOWN MEETINGS**

### **2.1 General**

#### **Section 2.1.1**

The Annual Town Meeting shall be held on the third Tuesday preceding the second Monday in April of each year for the election of Town Officers and for other such matters as required by law to be determined by ballot. Notwithstanding the foregoing, in any year in which presidential electors are to be elected, the Board of Selectmen may schedule the commencement of the Annual Town Meeting for the same date designated as the date to hold the Presidential Primary.

#### **Section 2.1.2**

The polls for the Annual Town Meeting shall be opened at 7:00 a.m. and shall remain open until 8:00 p.m.

#### **Section 2.1.3**

All business of the Annual Town Meeting, except the election of such Town officers and the determination of such matters as required by law to be elected or determined by ballot, shall be considered at an adjournment of such meeting to be held at 7:30 p.m. on the second Monday in April, except if this day shall fall on a legal holiday, in which case the Meeting shall be held on the following day or at a further adjournment thereof.

#### **Section 2.1.4**

A Special Town Meeting called the Subsequent Town Meeting shall be held on the second Monday in November,

except if this day shall fall on a legal holiday, in which case the Meeting shall be held on the following day.

The Subsequent Town Meeting shall consider and act on all business as may properly come before it except the adoption of the annual operating budget.

#### **Section 2.1.5**

Adjourned sessions of every Annual Town Meeting after the first such adjourned session provided for in Section 2.1.3 of this Article and all sessions of every Subsequent Town Meeting, shall be held on the following Thursday at 7:30 p.m. and then on the following Monday at 7:30 p.m. and on consecutive Mondays and Thursdays, unless a resolution to adjourn to another time is adopted by a majority vote of the Town Meeting Members present and voting.

#### **Section 2.1.6**

The Board of Selectmen shall give notice of the Annual, Subsequent or any Special Town Meeting at least fourteen (14) days prior to the time of holding said Meeting by causing an attested copy of the Warrant calling the same to be posted in one (1) or more public places in each precinct of the Town, and either causing such attested copy to be published in a local newspaper or providing in a manner such as electronic submission, holding for pickup, or mailing, an attested copy of said Warrant to each Town Meeting Member.

#### **Section 2.1.7**

All Articles for the Annual Town Meeting shall be submitted to the Board of Selectmen not later than 8:00 p.m. on the fifth Tuesday preceding the date of election of Town officers unless this day is a holiday in which case the following day shall be substituted.

All Articles for the Subsequent Town Meeting shall be submitted to the Board of Selectmen not later than 8:00 p.m. on the fifth Tuesday preceding the Subsequent Town Meeting in which action is to be taken, unless this day is a holiday, in which case the following day shall be substituted.

### **Section 2.1.8**

The Board of Selectmen, after drawing a Warrant for a Town Meeting, shall immediately deliver a copy of such Warrant to each Member of the Finance Committee, the Community Planning and Development Commission, the Bylaw Committee and the Moderator.

## **2.2 Conduct of Town Meetings**

### **Section 2.2.1**

In the conduct of all Town Meetings, the following rules shall be observed:

**Rule 1:** A majority of the Town Meeting Members shall constitute a quorum for doing business.

**Rule 2:** All Articles on the Warrant shall be taken up in the order of their arrangement in the Warrant, unless otherwise decided by a majority vote of the Members present and voting.

**Rule 3:** Prior to debate on each Article in a Warrant involving the expenditure of money, the Finance Committee shall advise the Town Meeting as to its recommendations and the reasons therefore.

**Rule 4:** Prior to a debate on each Article in a Warrant involving changes in the Bylaw or Charter, petitions for a special act, or local acceptance by Town Meeting of a State statute, the Bylaw Committee shall advise the Town Meeting as to its recommendations and reasons therefore.

**Rule 5:** Every person shall stand when speaking, shall respectfully address the Moderator, shall not speak until recognized by the Moderator, shall state his name and precinct, shall confine himself to the question under debate and shall avoid all personalities.

**Rule 6:** No person shall be privileged to speak or make a motion until after he has been recognized by the Moderator.

**Rule 7:** No Town Meeting Member or other person shall speak on any question more than ten (10) minutes without first obtaining the permission of the Meeting.

**Rule 8:** Any non-Town Meeting Member may speak at a Town Meeting having first identified himself to the Moderator. A proponent of an Article may speak on such Article only after first identifying himself to the Moderator and obtaining permission of Town Meeting to speak. No non-Town Meeting Member shall speak on any question more than five (5) minutes without first obtaining the permission of the Meeting. Non-Town Meeting Members shall be given the privilege of speaking at Town Meetings only after all Town Meeting Members who desire to speak upon the question under consideration have first been given an opportunity to do so.

**Rule 9:** Members of official bodies who are not Town Meeting Members shall have the same right to speak, but not to vote, as Town Meeting Members on all matters relating to their official bodies.

**Rule 10:** No speaker at a Town Meeting shall be interrupted except by a Member making a point of order or privileged motion or by the Moderator.

**Rule 11:** Any person having a monetary or equitable interest in any matter under discussion at a Town Meeting and any person employed by another having such an interest, shall disclose the fact of his interest or his employer's interest before speaking thereon.

**Rule 12:** The Moderator shall decide all questions of order subject to appeal to the meeting, the question on which appeal shall be taken before any other.

**Rule 13:** When a question is put, the vote on all matters shall be taken by a show of hands, and the Moderator shall declare the vote as it appears to him. If the Moderator is unable to decide the vote by the show of hands, or if his decision is immediately questioned by seven (7) or more members, he shall determine the question by ordering a standing vote and he shall appoint tellers to make and return the count directly to him. On request of not less than twenty (20) members, a vote shall be taken by roll call.

**Rule 14:** All original main motions having to do with the expenditure of money shall be presented in writing, and all other motions shall be in writing if so directed by the Moderator.

**Rule 15:** No motion shall be received and put until it is seconded. No motion made and seconded shall be withdrawn if any Member objects. No amendment not relevant to the subject of the original motion shall be entertained.

**Rule 16:** When a question is under debate, no motion shall be in order except (1) to adjourn, (2) to lay on the table or pass over, (3) to postpone for a certain time, (4) to commit, (5) to amend, (6) to postpone indefinitely or (7) to fix a time for terminating debate and putting the question, and the afore-

said several motions shall have precedence in the order in which they stand arranged in this Rule.

**Rule 17:** Motions to adjourn (except when balloting for offices and when votes are being taken) shall always be first in order. Motions to adjourn, to move the question, to lay on the table and to take from the table shall be decided without debate.

**Rule 18:** The previous question shall be put in the following form or in some other form having the same meaning:

"Shall the main question now be put?," and until this question is decided all debate on the main question shall be suspended. If the previous question be adopted, the sense of the meeting shall immediately be taken upon any pending amendments in the order inverse to that in which they were moved except that the largest sum or the longest time shall be put first, and finally upon the main question.

**Rule 19:** The duties of the Moderator and the conduct and method of proceeding at all Town Meetings, not prescribed by law or by rules set forth in this Article, shall be determined by rules of practice set forth in Town Meeting Time Third Edition except that to lay on the table shall require a majority vote.

### **Section 2.2.2**

It shall be the duty of every official body, by a Member thereof, to be in attendance at all Town Meetings for the information thereof while any subject matter is under consideration affecting such official body.

### **Section 2.2.3**

All committees authorized by Town Meeting shall be appointed by the Moderator unless otherwise ordered by a vote of the Members present and

voting. All committees shall report as directed by the Town Meeting. If no report is made within a year after the appointment, the committee shall be discharged unless, in the meantime, the Town Meeting grants an extension of time. When the final report of a committee is placed in the hands of the Moderator, it shall be deemed to be received, and a vote to accept the same shall discharge the committee but shall not be equivalent to a vote to adopt it.

#### **Section 2.2.4 Motion to Reconsider**

2.2.4.1 A motion to reconsider any vote must be made before the final adjournment of the Meeting at which the vote was passed but such motion to reconsider shall not be made at an adjourned meeting unless the mover has given notice of his intention to make such a motion, either at the session of the meeting at which the vote was passed or by written notice to the Town Clerk within twenty-four (24) hours after the adjournment of such session.

When such motion is made at the session of the meeting at which the vote was passed, said motion shall be accepted by the Moderator but consideration thereof shall be postponed to become the first item to be considered at the next session unless all remaining Articles have been disposed of, in which case reconsideration shall be considered before final adjournment. There can be no reconsideration of a vote once reconsidered or after a vote not to reconsider. Reconsideration may be ordered by a vote of two-thirds (2/3) of the votes present.

Arguments for or against reconsideration may include discussion of the motion being reconsidered providing such discussion consists only of relevant facts or arguments not previously presented by any speaker.

2.2.4.2 The foregoing provisions relating to motions to reconsider shall not apply to any such motion made by the Board of Selectmen and authorized by the Moderator as necessary for the reconsideration of actions previously taken by Town Meeting by reason of State or Federal action or inaction or other circumstances not within the control of the Town or Town Meeting.

In the event such a motion to reconsider is made and authorized, said motion may be made at any time before the final adjournment of the Meeting at which the vote was passed, said motion may be made even if the vote was already reconsidered, or was the subject of a vote not to reconsider and reconsideration may be ordered by a vote of two-thirds (2/3) of the votes present.

2.2.4.3 Notice of every vote to be reconsidered at an adjourned Town Meeting shall be posted by the Town Clerk in one (1) or more public places in each precinct of the Town as soon as possible after adjournment, and he shall, if practicable, at least one (1) day before the time of the next following session of said Adjourned Meeting, publish such notice in some newspaper published in the Town.

Said notice shall include the vote to be reconsidered and the place and time of the next following session of said Adjourned Meeting. The foregoing notice provisions shall not apply when a motion to reconsider any Town Meeting action is made publicly at Town Meeting before the adjournment of any session of any Adjourned Town Meeting.

#### **Section 2.2.5**

The Selectmen shall, at each Annual Town Meeting, give to the Members information of the State of the Town.

**Section 2.2.6**

The Town Meeting Members and Town Meeting Members-Elect from each precinct shall hold an annual precinct meeting after the Annual Town Election but before the convening of the business sessions of the Annual Town Meeting.

The purpose of the meeting shall be the election of a Chairman and a Clerk and to conduct whatever business may be appropriate. Chairman shall serve no more than six (6) consecutive years in that position. Additional precinct meetings may be called by the Chairman or by a petition of six (6) Town Meeting Members of the precinct.

**Section 2.2.7**     **Removal of Town Meeting Members**

2.2.7.1 The Town Clerk shall mail, within thirty (30) days after the adjournment sine die of a Town Meeting, to every Town Meeting Member who has attended less than one half (1/2) of the Town Meeting sessions since the most recent Annual Town Election, a record of his attendance and a copy of Section 2-6 of the Charter.

2.2.7.2 Town Meeting Members of each precinct shall consider at a precinct meeting to be conducted in accordance with Section 2.2.6 of these Bylaws and Section 2-6 of the Charter, preceding the consideration of the Article placed upon the Annual Town Meeting Warrant in accordance with Section 2-6 of the Charter, the names of Town Meeting Members in that precinct appearing on said Warrant Article and adopt recommendations to Town Meeting as to what action should be taken regarding each such Member. The Chairman of each precinct or his designee shall make such recommendations along with supporting evidence and rationale to Town Meeting.

2.2.7.3 The names of the Members subject to removal in accordance with Section 2-6 of the Charter shall be grouped by precinct in the Warrant Article required by said Section.

**Section 2.2.8**     **Meetings During Town Meeting**

No appointed or elected board, commission, committee or other entity of Town Government shall schedule or conduct any hearing, meeting or other function during any hours in which an Annual, Subsequent or Special Town Meeting is in session or is scheduled to be in session.

Any such board, commission or committee which schedules or holds a meeting or hearing on the same calendar day but at a time prior to a session of Town Meeting shall adjourn or recess not less than five (5) minutes prior to the scheduled session of Town Meeting.

Any Board, Commission or Committee may, at the opening of any session of Town Meeting, present to that Town Meeting an instructional motion requesting an exemption from this Bylaw and asking that Town Meeting permit it to meet at a date and hour at which a future session of Town Meeting is scheduled and may present reasons for Town Meeting to give such permission.

Notwithstanding the foregoing, any board, commission or committee which meets the requirements of Section 23B of Chapter 39 of the General Laws concerning emergency meetings may, upon meeting such requirements, conduct such a meeting or hearing at a time scheduled for a Town Meeting.



**Town of Reading**  
**16 Lowell Street**  
**Reading, MA 01867-2685**

**FAX: (781) 942-9070**  
**Website: [www.readingma.gov](http://www.readingma.gov)**

**TOWN CLERK**  
**(781) 942-9050**

## **Town Meeting Handout Guidelines**

To ensure that all Town Meeting members have access to the same information, distributed in the same manner, please follow the below listed guidelines for handout materials:

Materials that are prepared by a Town Board / Committee / Town Department must include the following:

- Article name and number
- Name of Town Board / Committee / Commission or Town Department
- Date the document was created
- Contact Information
- Approval of Town Clerk's Office

Materials that are prepared by petitioners or other voters must include the following:

- Article name and number
- Contact information of person who created handout
- Date the document was created
- Approval of Town Clerk's Office

All handouts:

- Must contain facts only unless specifically stating "This is the opinion of \_\_\_\_"
- Should be on white paper only
- Should be double-sided copies if more than one page
- May be distributed only by giving adequate copies for all Town Meeting members (192) to the Town Clerk or designee by 6:30 PM on the night in which the subject article will be discussed
- All handouts not approved will be removed and recycled
- All handouts not distributed must be picked up at the end of each night or they will be recycled at the end of each night.

All PowerPoint Presentations:

- Must consult with the Town Clerk before the meeting
- Provide a copy before the meeting
- All presentations will be given using the Town of Reading laptop computer

March of 2010