

**Town of  
Reading  
Massachusetts**



**Subsequent Town Meeting  
Report on the Warrant  
November 12, 2013**

**SUBSEQUENT TOWN MEETING  
NOVEMBER 12, 2013  
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# COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss. Officer's Return, Reading:

By virtue of this Warrant, I, on \_\_\_\_\_, 2013 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 Reading Police Station, 15 Union Street
- Precinct 3 Reading Municipal Light Department, 230 Ash Street
- Precinct 4 Joshua Eaton School, 365 Summer Avenue
- Precinct 5 Reading Library, Local History Room, 64 Middlesex Avenue
- Precinct 6 Barrows School, 16 Edgemont Avenue
- Precinct 7 Birch Meadow School, 27 Arthur B Lord Drive
- Precinct 8 Wood End School, 85 Sunset Rock Lane
- Town Hall, 16 Lowell Street

The date of posting being not less than fourteen (14) days prior to November 12, 2013, the date set for Town Meeting in this Warrant.

I also caused a posting of this Warrant to be published on the Town of Reading website on \_\_\_\_\_, 2013.

\_\_\_\_\_  
, Constable

A true copy Attest:

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

# TOWN WARRANT



## 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 Performing Arts Center, 62 Oakland Road, in said Reading, on Tuesday, November 12, 2013, 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, Town Manager and any other Official, 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 RMLD (Coleen O'Brien & RMLD Board)
- State of the Schools (Dr. John Doherty & School Committee)
- Library Building Project (David Hutchinson, Library Trustees)
- Ad hoc Charter Review Committee (Alan Foulds, Moderator)

**Finance Committee Report:** No report.

**Bylaw Committee Report:** No report.

**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 vote to appropriate by borrowing or transfer from available funds, or otherwise, 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.

**ARTICLE 3** To see if the Town will vote to amend the FY 2014-23 Capital Improvements Program as provided for in Section 7-7 of the Reading Home Rule Charter and as previously amended, or take any other action with respect thereto.

Board of Selectmen

**Background:** This Article is included in every Town Meeting Warrant. The Reading General Bylaw states (section 6.1.3) "... No funds may be appropriated for any capital item unless such item is included in the Capital Improvements Program, and is scheduled for funding in the Fiscal Year in which the appropriation is to be made." Bond ratings agencies also want to ensure that changes to a long-term CIP are adequately described. The following changes are proposed to the 2014-2023 CIP:

### General Fund

#### **FY14: +\$257,500**

\$60,000 Ferguson 46A Roller (moved up from FY18, decreased by \$22k)  
\$55,000 Two Police Speed Trailers (replace one old unit with two new ones)  
\$40,500 Door locking system (3 schools as part of ALICE)  
\$32,000 Ford E350 Econoline Van (Schools/Facilities)  
\$30,000 Memorial Park skating lights (new)  
\$28,000 Masonry repairs (RMHS)  
\$12,000 Furniture (Coolidge Library – carpet being replaced)  
\$0 Playgrounds program – change from Hunt Park to Birch Meadow  
\$0 West Street local share of road improvements – moved up a year and now shown as debt; amount increased from \$579,500 to \$1,00,000 to include easements

#### **FY15: -\$368,900 (-\$315,900 general fund; -\$53,000 40R funds)**

+\$194,500 general road improvements increased to \$350,000  
+\$169,400 Killam Field improvements (moved up from FY16 and increased scope)  
\$145,000 Leboy Pavement Spreader (moved up from FY17, increased by \$15k)  
\$ 30,000 FMC Truck Mount Sprayer (moved up from FY16)  
+\$ 27,700 Increase in cost for TORO gang mower (Parks) to \$98k  
+\$ 15,000 Increase sidewalks to \$90,000  
-\$ 20,000 Birch Meadow batting cage moved out to FY18  
-\$ 38,000 Leboy 300L Roller (moved out to FY16 and increased to \$40,000)  
-\$ 53,000 additional road projects funded by 40R are removed  
- \$339,500 West Street road project (moved to debt)  
- \$500,000 Birch Meadow Pavillion moved out to FY18

**FY16 to FY23:**

Various changes made

**Water Enterprise Fund**

**FY14: +\$750,000**

+\$750,000 Auburn Hill water tank maintenance (previously funded at \$550,000 in FY13)

**FY15: +\$120,000**

+\$120,000 Replace truck #14 (moved up from FY18)

**FY16 to FY23:**

Various changes made

**Finance Committee Report:** The Finance Committee recommends the proposed amendments to the FY 2014-2023 Capital Improvements Program by a vote of 8-0-0 at their meeting on October 16, 2013. Placing items in the Capital Improvement Program is a prerequisite but in itself does not authorize spending funds towards these items.

**Bylaw Committee Report:** No report.

**Board of Selectmen Report:** The Board of Selectmen (BOS) at their meeting on October 22, 2013 voted 3-0-0 to support this Article, and many other Articles hereafter as noted. Traditionally the BOS has not voted in time for the printing of this Warrant. It is important for Town Meeting to understand as early as possible that despite being the sponsors of a given Article, the BOS may not agree with it. They occasionally sponsor an Article for the convenience of other volunteer Boards, Committees or Commissions, or for one or more residents in the community. They do so to allow Town Meeting to make the final decision. While the BOS are not an advisory body to Town Meeting as is the case for both the Finance Committee and the Bylaw Committee, they hope this information is helpful to members as background information.

**ARTICLE 4** To see if the Town will accept the minimum monthly allowance of \$500 for beneficiaries of active members as provided in section 12 (2)(d) of Chapter 32 of the Massachusetts General Laws to be effective for September 14, 2013.

Contributory Retirement Board

**Background:** The Reading Contributory Retirement Board voted unanimously to accept to increase the minimum monthly allowance contained in G.L. c.32, § 12(2)(d) from \$250 to \$500. It must be approved by Town Meeting before it can take effect.

Benefits payable under Chapter 32, § 12(2)(d) are payable to beneficiaries of members who die in service from a non-job related incident or injury. The benefit is equal to what the member would have received had he/she retired at age 55 (or 60 for group 1 members hired on or after April 2, 2012). Beneficiaries who meet certain requirements are eligible for a minimum monthly allowance. In order to be eligible for the 12(2)(d) benefit, must be married for at least 1 year, creditable service for 2 years, and must be a member-in-service at time of death.

The minimum allowance was last changed in 1984 when the amount was increased from \$140 to \$250 per month. If this article is adopted, the new minimum allowance would be increased to \$500 per month. This increase will currently affect 3 surviving beneficiaries that are receiving a monthly benefit of \$493.55.

**Finance Committee Report:** The Finance Committee recommends the subject matter of Article 4 by a vote of 8-0-0 at their meeting on October 16, 2013, driven by the fact the last increase was almost thirty years ago.

**Bylaw Committee Report:** No report.

**ARTICLE 5** To see if the Town will vote to authorize the payment during Fiscal Year 2014 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 are no known prior year's bills and this article will therefore be **indefinitely postponed**

**Finance Committee Report:** No report.

**Bylaw Committee Report:** No report

**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:** Following is a list of surplus vehicles that are scheduled to be disposed of in FY 2014. Town Meeting approval is required for disposition of tangible property with a value of \$5,000 or more. It is unlikely that all of these items have a value that exceeds that amount, but to be safe, Town Meeting approval is requested. Disposition could be through trade in, auction, or other sale:

- 1990 Ford E-250 van mileage 97,474 vin# 1FTFE24N4LHA82799-primary use Town side
- 1997 Chevy 2500 4 wheel drive pickup mileage 68,786 vin#1GBHK34RIVE257836-Primary use School Dept.
- 1988 Ferguson Roller (DPW)

**Finance Committee Report:** The Finance Committee recommends the subject matter of Article 6 by a vote of 8-0-0 at their meeting on October 16, 2013.

**Bylaw Committee Report:** No report.

**Board of Selectmen Report:** The Board of Selectmen at their meeting on October 22, 2013 voted 3-0-0 to support this Article.

**ARTICLE 7** To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, permanent and temporary construction easements upon and over a portion of certain properties located on West Street, Wentworth Road, Countryside Drive, Lewis Street, Scotland Road, Howard Street, Prescott Street, Wescroft Road, Woburn Street, Fremont Street, Winslow Road, King Street, Edgemont Avenue, Palmer Hill Road, Arcadia Avenue in Reading MA and Washington Street in Woburn, MA as shown on a plan entitled "The Commonwealth of Massachusetts Highway Department, Reconstruction of West Street in the Town of Reading, Middlesex County, Preliminary Right of Way, 100% Submission, dated March 6, 2013" a copy of which is on file in the Town Clerk's Office, and as detailed in the appraisal reports prepared by Evergreen Appraisal of Rowley, Massachusetts, copies of which are also on file in the Town Clerk's Office, upon such terms and conditions as the Board of Selectmen shall determine to be appropriate, for the purpose of constructing and maintaining roadway improvements; and, further, to see if the Town will vote to raise, appropriate, transfer from available funds, accept gifts or borrow a sum of money for this purpose and any expenses related thereto, and to authorize the Board of Selectmen to enter into all agreements and take all related actions necessary or appropriate to carry out this acquisition, or take any other action with respect thereto.

Board of Selectmen

**Background:** The West Street Roadway Improvement Project will require 115 temporary construction easements from 102 properties to permit work to occur at the edge of the right of way, to afford protection to trees adjacent to the limits of work and to permit minor grade changes along properties that may result from the project. The minor grade changes typically involve re-grading lawns, driveways and walkways so private properties will blend into the new sidewalk and roadway.

The temporary easements are identified on the project's easement plan entitled "The Commonwealth of Massachusetts Highway Department, Reconstruction of West Street in the Town of Reading, Middlesex County, Preliminary Right of Way, 100% Submission, dated March 6, 2013" and the appraised acquisition value are identified on the individual appraisal reports prepared by the Town's appraiser Mario Leslie d/b/a Evergreen Appraisal. These documents are available for review in the Town Clerks office.

Federal and state regulations require that the easements be acquired prior to the start of construction and all costs associated with acquisition of easements are the responsibility of the Town.

The easements are obtained under the eminent domain provision of MGL which permits property owners to be compensated for the value of the easements. Residents may donate the easements however they would still have up to three (3) years to change their mind and request compensation. Due to this, Town Counsel has recommended the Town formally acquire the easements.

As of this writing, 115 easements have been appraised and the acquisition value of the easements is \$167,510. However due to a design revision in the project up to 5 additional easements may be required. This design revision will bring the total number of easements to 120 and is estimated to have a total acquisition value of \$177,510.

It is expected that the extent of the added easements and the final acquisition costs will be determined prior to Town Meeting.

**Finance Committee Report:** The Finance Committee recommends the subject matter of Article 7 by a vote of 8-0-0 at their meeting on October 16, 2013. Please note that the actual funding for this Article happens in Article 8.

**Bylaw Committee Report:** No report

**Board of Selectmen Report:** The Board of Selectmen at their meeting on October 22, 2013 voted 3-0-0 to support this Article.

**ARTICLE 8** To see what sum the Town will raise by borrowing or transfer from available funds, or otherwise, and appropriate for the purpose of making roadway, pedestrian and similar improvements, including the costs of easements, 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 Town Manager; and to see if the Town will authorize the Board of Selectmen, Town Manager, or any other agency of the Town, to apply for a grant or grants, to be used to defray the cost of all, or any part of, said roadway, pedestrian and similar improvements; and to authorize 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.

Board of Selectmen

**Background:** The West Street Roadway Improvement Project is a roadway safety improvement project on West Street beginning from the Woburn City Line and extending in the northerly direction to just north of its intersection with Willow Street. The project will also include improvements to the intersection of Woburn Street at Summer Avenue which are also included as part of the project.

The project limits along the corridor extend approximately 7,500 feet (1.4 miles) along West Street and an additional 2,500 feet (0.5 miles) along the intersecting side streets for a total project length of approximately 10,000 feet (1.9 miles).

The improvements will consist of roadway reconstruction, geometric improvements, drainage improvements, sidewalk construction, curbing, wheelchair ramps, installation of new traffic signals at three (3) locations and signal upgrades at two (2) intersections, pavement markings and signage. The new traffic signals will include ornamental mast arms similar to those installed within the recent Main Street project. The project was designed by the Town of Reading's consultant Greenman-Pedersen, Inc. (GPI) in accordance with MassDOT construction standards and is bid as a Commonwealth of Massachusetts MassDOT project.

The Town of Reading is responsible for funding all design costs including any design or special engineering services required during bidding and construction. MassDOT in conjunction with the Federal Highway Administration is responsible for the funding of all "Standard" construction costs including construction inspection services presently estimated at \$8.0M. All associated extra costs, i.e. cost over and above MassDOT's standard design item costs, for special non-standard items such as decorative traffic signals, specific stormwater treatment units, landscaping and the signal interconnect conduit are the responsibility of the Town of Reading. These items are classified as non-participating items (i.e. non-participating for funding by MassDOT or Federal Highway Administration).

In addition to engineering and construction costs, the Town is responsible for all easement acquisition costs. The additional Town's share of the project to be authorized under this Article is identified on the following list:

<u>Engineering Services</u>	
100% Design Amendment	\$75,000
Additional Design Services (sidewalk)	\$20,000
PS&E and Construction Services Contract	\$87,000
MWRA Coordination	\$25,000
<u>Construction Costs</u>	
Non-Participating Items*	\$480,000
<u>Easements</u>	
Easement Acquisition**	\$177,510 (Article 7)
<b>Total</b>	<b>\$ 864,510</b>
Contingency (15%)	\$ 129,677
<b>Total Project Cost</b>	<b>\$ 994,187 i.e. \$1 million</b>

Notes:

\*The non-participating item cost is an estimate only. The Town of Reading's cost will be based on actual Bid prices received.

\*\*Easement Acquisition costs include an estimate for additional easements required by the sidewalk design revisions. The final acquisition costs for these easements will be determined prior to Town Meeting.

**Finance Committee Report:** The Finance Committee recommends the subject matter of Article 8 by a vote of 8-0-0 at their meeting on October 16, 2013. The Town's share is modest when compared to the total cost of the West Street project, and has been planned as part of ongoing capital/debt for many years.

**Bylaw Committee Report:** No report.

**Board of Selectmen Report:** The Board of Selectmen at their meeting on October 22, 2013 voted 3-0-0 to support this Article.

**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 extraordinary repairs and/or replacement of sanitary sewer collection systems, 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 Town Manager; and to see if the Town will authorize the Board of Selectmen, Town Manager, or any other agency of the Town, to apply for a grant or grants, to be used to defray the cost of all, or any part of, said sanitary sewer improvements; and to authorize 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.

Board of Selectmen

**Background:** The MWRA's Infiltration and Inflow (I/I) Local Financial Assistance Program provides support to MWRA member communities to perform sewer rehabilitation to minimize excess flows due to infiltration and inflow into the sewer system.

**MWRA Assistance**

- The assistance is provided through a combination grant and no-interest loan
- Phase 8 Allocation is \$421,000 \$ 189,450 (45%) Grant  
\$ 231,550 (55%) Non-interest loan
- Loan pay back to the MWRA - Equal installments over a Five-Year Period beginning one year after distribution of the funds

Acceptance of the grant/loan offer will enable the Town to continue with its I/I removal program to remove unwanted sewage flows from the sewer system which reduces excess assessments from MWRA and decreases the excess demand on the sewer system. Infiltration occurs when surface water enters sewers through leaks, cracks and faulty joints in pipes and manholes. Inflow is caused from storm water runoff that enters the sewer system through improper connections such as cross connected drains, roof drains and sump pumps.

The Town's I/I removal program consists of:

- House-to-house inspections
  - The house-to-house inspections identify inappropriate direct connections (inflow) to the Town's sewer system with the purpose of assisting residents with identifying methods to remove the connections. The Town also provides limited financial assistance to the homeowner.
- TV inspections, testing and sealing of manholes and sewer mains
  - TV inspections and the testing and sealing of manholes and sewer mains allows the Town to internally inspect sewer mains and manholes to with the purpose of identifying and eliminating points of infiltration into the sewer system.
- Sewer system smoke testing
  - Smoke testing of the sewer system is a method of identifying points of infiltration or inflow into the sewer system where visual or TV inspection access is not possible
- Spot repair, lining and replacement of sewers
  - Spot repairs, lining and replacement of sewers are performed when damage to the sewer system is not repairable or cost effective through internal sealing.
- Flow metering and gauging
  - The Town also performs flow metering and gauging to assist the Town in determining the areas of the sewer system that are experiencing the highest levels infiltration and inflow. Flow metering also assists in determining how affective the Town has been in mitigating I/I for the past several years.

**Finance Committee Report:** The Finance Committee recommends the subject matter of Article 9 by a vote of 8-0-0 at their meeting on October 16, 2013. It is in the best interest of all concerned that sewer inflow & infiltration be minimized, and the MWRA program is financially very attractive.

**Bylaw Committee Report:** No report.

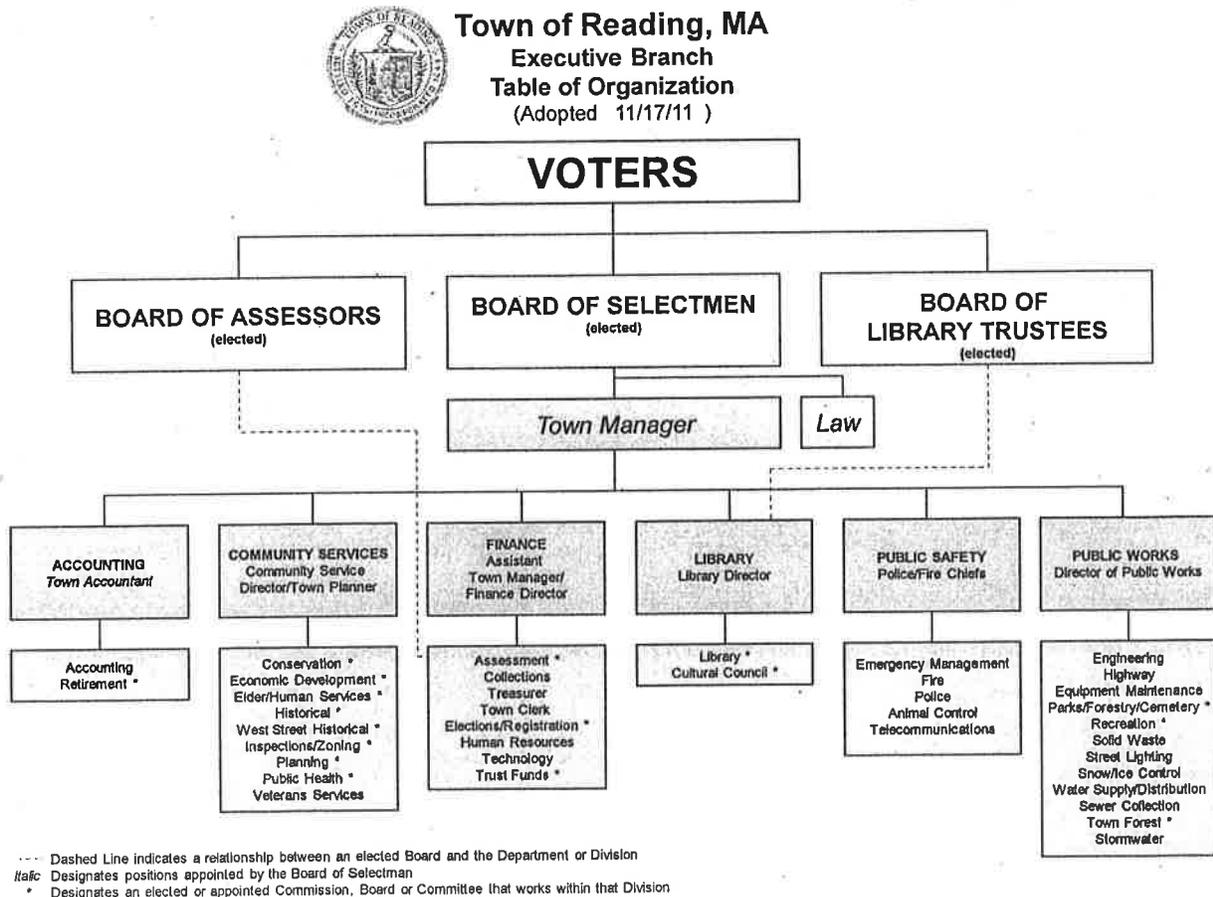
**Board of Selectmen Report:** The Board of Selectmen at their meeting on October 22, 2013 voted 3-0-0 to support this Article.

**ARTICLE 10** To see if the Town will vote to approve an amendment to the Administrative Code pursuant to Section 6-1 of the Reading Home Rule Charter, including renaming the Town Manager Department to Administrative Services, relocating the non-financial divisions from Finance to Administrative Services; relocating Accounting into the Finance department and relocating Recreation from Public Works to Community Services, or take any other action with respect thereto.

Board of Selectmen

**Background:** Over the past 25+ years since Reading adopted the Charter, very few changes have been made to this Table of Organization relative to the amount of changes that have occurred in how local government functions. For example, years ago both Human Resources and Technology meant only payroll processing, which logically belonged in a Finance department. Today, however, both of those functions are involved in a far broader mission. This Article seeks to re-organize some parts of local government to reflect many years of past changes, but it also attempts to look ahead and anticipate future changes.

Below please find the current Table of Organization, last modified two years ago when the Town Clerk division was moved from the Community Services department to the Finance department:



Town government in Reading provides high levels of service to the community, and compared to other local governments is quite integrated and efficient. However, we can do better. The changes proposed to this Table of Organization are designed to help shift your local government over time towards a more proactive than reactive stance in the community. Below is a summary of proposed changes to the Table of Organization:

Current	Proposed
Town Manager	Administrative Services <sup>1</sup>
Community Services	Community Services <sup>2</sup>
Accounting	(does not exist)
Finance	Finance <sup>3</sup>
Public Library	Public Library
Public Works	Public Works <sup>4</sup>
Public Safety	Public Safety <sup>5</sup>

Notes:

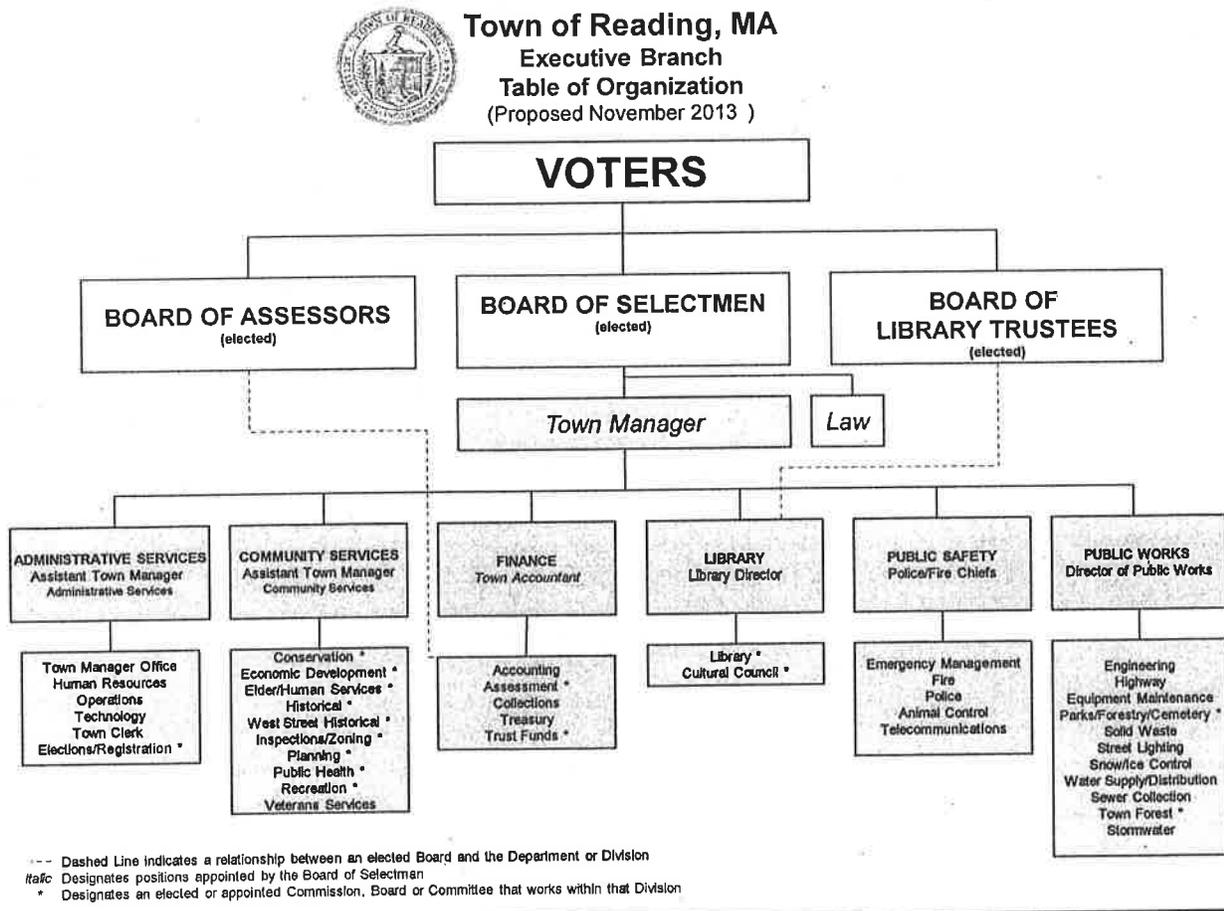
- 1 *Three divisions from Finance are added; some positions from Public Works and Public Safety are added*
- 2 *One division from Public Works is added*
- 3 *Accounting is merged with the remaining Finance divisions*
- 4 *One position is moved to Administrative Services; one division is moved to Community Services*
- 5 *One position is moved to Administrative Services*

The first proposed change is to combine the Treasury, Collections and Assessing portions of the current Finance Department with the small Accounting department. These four groups work very closely together so this does not reflect any real change and these functions are typically grouped together as a Finance department in many other Massachusetts communities. The Town Accountant as the Department Head will gain some increased supervisory responsibilities, but Finance department personnel will have no authority or responsibility within the Accounting function. This will preserve the independent financial oversight by the Selectmen-appointed Town Accountant position. Likewise the elected Board of Assessors will retain all of their authority. **The resulting Finance department will therefore include Accounting, Assessment, Treasury and Collections.**

The organization communicates well internally between departments, especially when compared to other municipalities. However there is room for improvements if more activities are centralized. Portions of the current Finance department as well as both the DPW and Police Business Administrators are proposed to be combined with the small Town Manger department, which will be renamed Administrative Services. This department will become a centralized location for many functions that impact all of Town government, such as procurement, grant writing, budget & financial analysis, professional training & development, labor negotiations and communication. Currently most of these activities are done by the individual Town departments and the organization as a whole inefficiently expends too much time and effort on them. The past few years of careful technology master planning has built a strong foundation, and coupled with this proposed change Town government will be able to more proactively interact with the community. **The resulting Administrative Services department will include the Town Manager's Office, Human Resources, Operations, Technology, Town Clerk and Elections/Registrations.**

Recreation is proposed to move back to Community Services from the Public Works department. This is where that function belongs, as they simply deal with a different age group in the community than do other social service outreaches from that department. One benefit from this change will be an improvement in cross-generational programming. Recreation will continue to participate in field planning activities and improvements with DPW as needed. **The resulting Community Services department will include the community development divisions of Planning, Building & Inspections, Conservation, Historical and Public Health and the social services divisions of Elder/Human, Veterans and Recreation.**

Below please find the proposed Table of Organization:



**Finance Committee Report:** No Report. Please see Article 11 for the financial consequences of this proposed action.

**Bylaw Committee Report:** Please note that the Bylaw Committee has two vacancies as of this writing, and only three current members. Due to a sudden medical situation, the Bylaw Committee was unable to meet as a quorum in time for the printing of this Warrant. If they are able to meet in advance of Town Meeting to consider Warrant Articles 10,12,13,14 and 15 they will verbally make that Report to Town Meeting.

**Board of Selectmen Report:** The Board of Selectmen at their meeting on October 22, 2013 voted 3-0-0 to support this Article.

**ARTICLE 11** To see if the Town will vote to amend one or more of the votes taken under Article 11 of the April 22, 2013 Annual Town Meeting relating to the Fiscal Year 2014 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:** The proposed changes under Article 10 accomplish one important objective of a proposed re-organization of local government. Another objective is to improve the depth of the organization. The department heads of both Administrative Services and Community Services will add the title Assistant Town Manager, adding needed depth to the Town Manager's Office for both the residential and business community - no pay grade changes are required for this organizational change. It is also important to establish clear non-union assistant department head positions. This position already exists in the Library, which will be unchanged. In both the Police and Fire departments there are second-in-command positions as needed, but these should be non-union personnel involved in management decisions. An immediate change in Police is proposed because it is already allowed in existing collective bargaining agreements, but future negotiations will be needed for the Fire department so no funding is requested at this time. New clear number two positions are identified in Administrative Services, Community Services, Finance and Public Works. In order to accomplish this portion of the second objective, at their meeting on October 22, 2013 the Board of Selectmen unanimously (3-0-0) endorsed upgrades in the pay classification for four Town government positions (Library Director, Assistant Library Director, Business Administrator and Community Development Administrator) and they strengthened the depth of the organization by adding an Assistant DPW Director, Deputy Police Chief and Fire Executive Officer. Note that the proposed re-organization also eliminates some vacant positions, so the net change in employment is +1.1 full-time equivalents.

Below lists all of the budget changes needed to accomplish both objectives mentioned, and also other changes that would have been requested regardless of any re-organization of local government. In sum, the re-organization costs are about \$140,000 in total, to be shared among the general fund and both water & sewer funds. Of that total, \$40,000 is set aside for the results of an updated non-union pay & class study, which is also requested at this Town Meeting. If results are not available in time for action by Annual Town Meeting next spring, then this \$40,000 will be returned to free cash on June 30, 2014 and changes will be implemented in FY15. Of the approximate \$100,000 to be utilized immediately, about half is for the Police department and the rest is divided among other departments.

Below also lists about \$45,000 additional services added to this budget, shared by the general fund, permits revolving fund, and the water & sewer funds. These changes include increased hours for the Nurse Advocate, the Plumbing/Gas inspector and the Wiring inspector due to increased demand for services; two new part-time regional positions to improve zoning enforcement efforts and affordable housing outreach; and a clerical position needed for a combination of Veteran's services and the new Administrative Services department.

In total, all the proposed budget changes below are less than the projected or known increases in FY14 revenues, according to the Town Accountant. Therefore there is a decrease by \$75,000 in use of free cash used to balance the FY14 budget is a result.

The entire Town government organization would like to express their appreciation to the School department for their support of this proposed re-organization. Town Meeting members should admire the collaborative working relationship between all aspects of your Town and School departments, as this is not always the case in other communities.

The following budget amendments are proposed for the FY14 budget:

**General Fund – Wages and Expenses**

<u>Account Line</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
B99 - Benefits	Medicare -\$25,000 Worker Comp Insurance -\$25,000	\$50,000	
C99 - Capital	Replace 1988 Ferguson 46A Roller +\$60,000 Police Speed Trailers (2) +\$55,000 Door locking system (3 Schools) +\$40,500 Ford E350 Econoline Van (Schools) +\$32,000 Memorial Parks skating lights +\$30,000 Masonry repairs (Schools) +\$28,000 Furniture (Schools) +\$12,000		\$257,500
D99 - Debt	Cemetery Garage project	\$397,500	
E99 – Vocational Education	Increase in enrollment at Northeast Vocational School		\$30,000
G91 – Town Administration wages	Staffing re-organization +\$19,432 Set aside for Pay/Class Study results +\$40,000 Transfer from Finance dept. +\$669,650 Transfer from Public Works dept. +\$65,286 Transfer from Public Safety dept. +\$72,092		\$866,460
G92 – Town Administration expenses	Property & Casualty Insurance +\$20,000 Legal expenses +\$25,000 Postage +\$10,000 Peer Community Pay/Class study +\$25,000 Transfer from Finance dept. +\$473,900		\$553,900
H91 – Accounting wages	Transfer to Finance dept. -\$158,630	\$158,630	
H92 – Accounting expenses	Transfer to Finance dept. -\$2,300	\$2,300	
I91 – Finance Wages	Staffing re-organization +\$10,590 Transfer from Accounting Dept. +\$158,630 Transfer to Admin Services Dept. -\$669,650	\$500,430	
I92 – Finance expenses	Transfer from Accounting Dept. +\$2,300 Transfer to Admin Services Dept. -\$473,900	\$471,600	
J92 – FINCOM Reserves	Replenish after transfer to Accounting wages in July to secure services of backup during staff medical leave		\$20,000

K91 – Community Services wages	Staffing re-organization +\$23,679 Transfer from Public Works dept. for Recreation division +\$154,257		\$177,936
K92 – Community Services expenses	Veteran's Assistance -\$25,000	\$25,000	
L91 – Library wages	Staffing re-organization +\$5,896		\$5,896
M91 – Public Works wages	Staffing re-organization +\$29,591 Transfer to Admin. Services dept. -\$65,286 Transfer to Comm. Services dept. -\$154,257 Sick leave buyback* +\$43,864	\$146,088	
N91 – Public Safety wages	Staffing re-organization +\$53,800 Transfer to Admin. Services dept. -\$72,092	\$18,282	
	<b>Subtotals</b>	<b>\$1,769,830</b>	<b>\$1,911,692</b>
	<b>Net Operating Expenses</b>		<b>\$141,862</b>
	<b>From Tax Levy, State Aid and Other Local Receipts</b>		<b>\$172,998</b>
	Net State Aid           +\$91,474 Local Receipts         +\$81,524		
	<b>From Free Cash (usage declines from \$1.05 million to \$975,000)</b>	<b>\$75,000</b>	
	<b>*From Sick Leave Buyback Fund (balance declines from \$55,412.50 to \$11,548.50)</b>		<b>\$43,864</b>

**Enterprise Funds – Wages and Expenses**

<u>Account Line</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
W99 – Water Enterprise Fund	Water Tank repairs \$750,000 Offset charges for general fund \$14,625		\$764,625
X99 – Sewer Enterprise Fund	Offset charges for general fund		\$9,611
	<b>Subtotals</b>		<b>\$774,236</b>
	<b>Net Operating Expenses</b>		
	<b>From Water Reserves (balance declines from \$2,478,653 to \$1,714,028 which is well above FINCOM minimum suggested target)</b>		<b>\$764,625</b>
	<b>From Sewer Reserves (balance declines from \$2,203,974 to \$2,194,363 which is well above FINCOM minimum suggested target)</b>		<b>\$9,611</b>

**Finance Committee Report:** The Finance Committee reviewed draft material for Article 11 presented at their meeting on October 16, 2013 and voiced unanimous support. They delayed a final vote until the Town government re-organization plan was reviewed by the Board of Selectmen on October 22<sup>nd</sup>. The FINCOM will formally vote this Article at their meeting on October 30<sup>th</sup>, but those results will not be available in time for the printed Warrant Report for Town Meeting.

**Bylaw Committee Report:** No report.

**Board of Selectmen Report:** The Board of Selectmen at their meeting on October 22, 2013 voted 3-0-0 to support this Article.

**ARTICLE 12** To see if the Town will vote to amend Section 6.2 (Signs) of the Town of Reading Zoning By-Laws as follows: (note – cross-through represents language to be eliminated and **bold** represents new language)

#### 6.2.2 Definitions

*{Remove all paragraph reference letters from the definition terms, a. through t., to avoid further problems with additions or modifications. Reference letters are not used anywhere within the Bylaw text}*

*{Add a definition of 'Animated Sign' at the top of the list:}*

**Animated Sign:** A sign or portion thereof with characters, letters or illustrations that change or are rearranged without altering the face or surface of the sign or signboard, on a continuous or periodic basis, more than eight times per day.

*{Add a definition of 'Electronic Sign' following 'Commercial Message':}*

**Electronic Sign:** A sign that changes its message or copy at intervals by digital, electronic or mechanical processes, by remote control or other programming device. A sign on which the only copy that changes is an electronic or mechanical indication of time or temperature shall be considered a "Time and Temperature" portion of a sign and not an Electronic Sign or Reader Board.

*{Replace the definition for Off-Premises Sign:}*

~~**Off-Premises Sign:** Any sign which directs attention to a business, commodity, service, entertainment, attraction or other commercial activity which is sold, offered or existing elsewhere than upon the same lot on which such sign is located, including any outdoor advertising sign ("billboard") on which space is leased or rented for the purpose of conveying a commercial or non-commercial message.~~

**Off-Premises Sign:** Any sign conveying a commercial or non-commercial message which directs attention to an off-site business, commodity, service, entertainment venue, attraction or other commercial or non-commercial activity, including any outdoor advertising billboard, Animated Sign or Electronic Sign on which display space may or may not be leased or rented.

*{Modify the definition for Reader Board:}*

**Reader Board:** A sign or portion thereof with characters, letters or illustrations that can be changed or rearranged without altering the face or surface of the sign or signboard. A sign on

which the message changes more than eight times per day shall be considered an **Animated or Electronic** sign, and not a reader board sign. A sign on which the only copy that changes is an electronic or mechanical indication of time or temperature shall be considered a "time and temperature" portion of a sign and not a reader board sign.

or take any other action with respect thereto.

Community Planning and Development Commission

**Additional Information:** Some additional material included in the formal CPDC Hearing process and included in the Public Hearing Notice, but inadvertently left out of the Warrant text above, is included below. This additional text will be included in the motion put to a vote by Town Meeting, on the advice of Town Counsel:  
*{Clean up Table 6.2.3 and Notes to appear as follows:}*

6.2.3. Signs Permitted According to Zoning District

<b>Table 6.2.3 Signs Permitted According to Zoning District</b>						
Type	Permit Required	Max. Sign Area (sq. ft.)	Max. Sign Height (ft.)	Setbacks:		Maximum Number
				Front (ft.)	Side (ft.)	
<b>All Zoning Districts:</b>						
1. Personal Message	N	4	6	N/A	20	1/lot
2. Identification (Joint and or Area)	N	4	8 (A)	N/A	N/A	1/lot
3. Construction	N	36 (B)	10	N/A	20	1/lot
4. Subdivision Sales	(C)	48	N/A	N/A	N/A	1/subdiv.
5. Subdivision	(C)	24	N/A	N/A	N/A	1/subdiv.
6. Real Estate Sales	N	8 (G)	6	N/A	20	1/lot
7. Temp Open House	N	4	N/A	N/A	20	1/agency, per lot
8. Garage/Yard Sale	N	4	N/A	N/A	20	1/lot
9. Informational - Directional	N	4	6	N/A	N/A	-
10. Temporary Business	Y	16-30	(See Section 6.2.6.2.h.)			
11. Portable A-Frame	Y	Regulated by the Board of Selectmen – Annual Permit				
<b>Business-A, Business-C and Industrial Zoning Districts:</b>						
12. Free-Standing	Y	50 (D)	20	0	20 (I)	1/lot
13. Wall	Y	2x/4x (E)	(A)	N/A	10	1/business
14. Projecting / Blade	Y	8	(A)(H)	N/A	10	1/business

<b>Business-B Zoning Districts:</b>						
15. Wall	Y	2 (F)	(A)	0	0	2/business
16. Projecting / Blade	Y	8	(A)(H)	-4	0	1/business
17. Free-standing (Service Stations Only)	Y	35	14	0	20	1/lot
18. Free-Standing	SPP(J)	35 (D)	10.5	0	20	1/lot

**NOTES:**

- (A) No portion of such sign shall extend higher than the bottom of the sills of the windows of the second floor of a building, or higher than the lowest portion of the eaves or, in the case of a gabled wall, no higher than a line equal in height to the lowest portion of the lower eave of any adjoining building wall, whichever of the above is lowest.
- (B) Aggregate sign area of all applicable signs.
- (C) Only as shown in Definitive Subdivision Plans as approved by the Community Planning and Development Commission, consistent with Paragraph 6.2.1.1.
- (D) May be up to 75 square feet if more than one business occupies the lot. See Section 6.2.6.4
- (E) If the minimum distance from the building wall on which the sign is mounted is less than 100 feet from the centerline of the street which the sign faces, the maximum sign area shall be equal to 2 square feet per linear foot of said wall occupied by the establishment to which the sign relates; if such distance is more than 100 feet, maximum sign area shall be equal to 4 square feet per linear foot of said wall so occupied.
- (F) No wall sign for any non-residential establishment shall exceed a sign area equal to 2 square feet per linear footage of length of the front wall of the building occupied by the establishment to which the sign relates.
- (G) Real Estate Signs in the Industrial Zoning Districts are allowed one sign per business with a maximum sign area equal to 2 square feet per linear foot of said wall occupied by the establishment to which the sign relates without a sign permit.
- (H) Projecting/Blade Signs shall be at least eight (8) feet from the ground and may project no more than four (4) feet from the structure.
- (I) A Special Permit may be granted by the CPDC for free-standing signs with reduced side setback, consistent with criteria in Section 6.2.9.
- (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. CPDC may waive the 40' business entrance setback requirement for signs in existence as of the effective date of this amendment. See Section 6.2.9.a. for Special Permit Criteria

*{Remove Section 6.2.6.3.1 in its entirety, add Off-Premises Signs to the list of Prohibited Signs in Section 6.2.5}*

~~6.2.6.3.1 Off-Premises Signs: The Board of Appeals may grant a Special Permit for an Off-Premises Sign including an outdoor advertising sign ("billboard") in a Business A zoning district under the following conditions:~~

- ~~a. The proposed sign shall be in a Business A district immediately abutting an Interstate Highway, and within 25 feet of the main right of way of such highway excluding on and off ramps;~~
- ~~b. The placement of the proposed sign shall be conditioned upon the elimination of no less than three non-conforming Off-Premises signs elsewhere in the Town of Reading;~~
- ~~c. There shall be no more than one Off-Premises sign on any one lot that existed as a separate lot at the time of adoption of this section;~~
- ~~d. The sign may be double-sided with no greater than a 30-degree angle of separation between the two faces;~~
- ~~e. Illumination of the sign shall be by external illumination only and illumination shall be limited to the hours of 6:00 p.m. to 10:00 p.m.;~~
- ~~f. The sign shall not exceed 675 square feet on each of the two permitted faces;~~
- ~~g. The maximum height of any Off-Premises sign shall be 95 feet from the ground level upon which the sign is installed to the highest point of the structure;~~
- ~~h. The nearest part of any Off-Premises sign shall be no closer than 20 feet from an abutting property, and no less than 10 feet from the highway right of way;~~
- ~~i. The proposed use shall not be detrimental to the public good.~~

#### **6.2.5.m Off-Premises Signs**

**Background:** The 2010 Financial Forum identified potential revenue sources for the Town to pursue. The Finance Committee and others recommended that the Town pursue the possibility of renting Town owned property for siting of billboards. After some study, it was determined that there was no location in the Town of Reading where the Outdoor Advertising Board regulations would permit such billboards on Town land.

The Outdoor Advertising Board regulations were updated to permit and regulate electronic signs. An article was presented in January of 2013 to allow electronic billboards. The CPDC voted unanimously to not recommend this zoning article and it was subsequently withdrawn. A subsequent instructional motion was made to prohibit ALL billboard signs (off premises signs per zoning).

Article 12 effectively eliminates ANY off-premises signs (or billboards) and adds Off Premises Signs (or billboards) to the list of prohibited signs in any zoning district. The definitions related to Off Premises Signs in Section 6.2.2 have been updated also as part of Article 12.

**Finance Committee Report:** No report

**Bylaw Committee Report:** Unable to meet due to lack of quorum.

**ARTICLE 13** To see if the Town will vote to amend the Reading Zoning Map dated April 8, 2013, as referenced in Section 3.2 of the Reading Zoning Bylaws Reading Zoning Bylaw, and to amend Section 4.9.2 Planned Unit Development- Residential (PUD-R), as follows:  
(**Bold** represents new language)

To amend the Reading Zoning Map, dated April 8, 2013, as previously amended, as referenced in Section 3.2 of the Reading Zoning By-laws, to include within the Planned Unit Development-Residential Corona District Overlay (PUD-R-C), a certain parcel of land containing 26,019 square feet, more or less, which parcel is situated northwesterly of Longwood Road and abuts the southeasterly boundary of the PUD-R, such parcel being bounded and described as follows:

Northwesterly by land now or formerly of Johnson Woods Realty Corporation, 346.72 feet;  
Easterly by land now or formerly of Emerson, Crupi and Bergen, 180.32 feet;  
Southeasterly by land now or formerly of Trojer, 202.92 feet; and  
Southwesterly by land now or formerly of Canuso, 85.99 feet.

Being the same premises shown as Lot A on the plan entitled "Plan of Land in Reading, Mass.; Hayes Engineering, Inc; Date: July 25, 2011; Revised September 22, 2011", recorded at the Middlesex South District Registry of Deeds as Plan No. 678 of 2011, copies of which plan are on file with the Reading Town Engineer and the Community Planning and Development Commission.

To insert the following paragraph after the first two paragraphs in section 4.9.2.

**The Planned Unit Development Residential Corona District (PUD-R-C) is an overlay district in a residential zone that abuts a PUD-R Overlay District and is intended to serve solely as a vegetated buffer and offset area to satisfy dimensional requirements in the PUD-R Overlay District.**

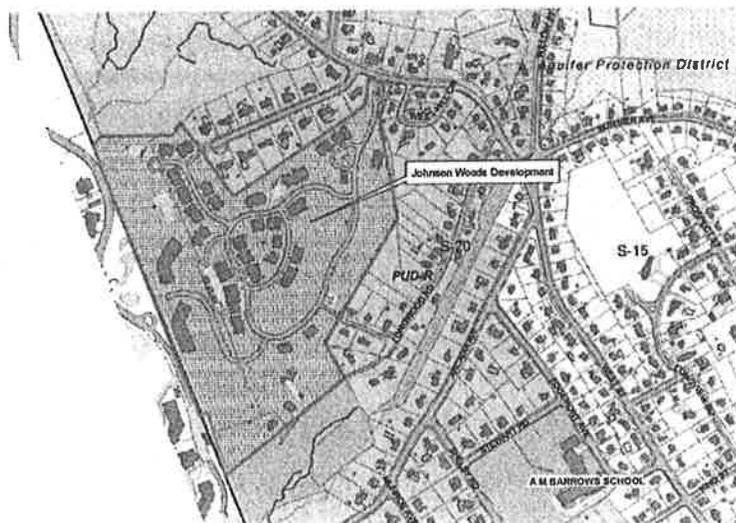
To insert the following sentence at the end of paragraph (d) Residential Setbacks in Section 4.9.6.4.2:

**The CPDC may allow the required 20 foot residential setback strip for dwellings in a PUD-R parcel to be measured from the outer boundary of an abutting parcel in the PUD-R-C District provided that there are no buildings on that PUD-R-C parcel.**

or take any other action with respect thereto.

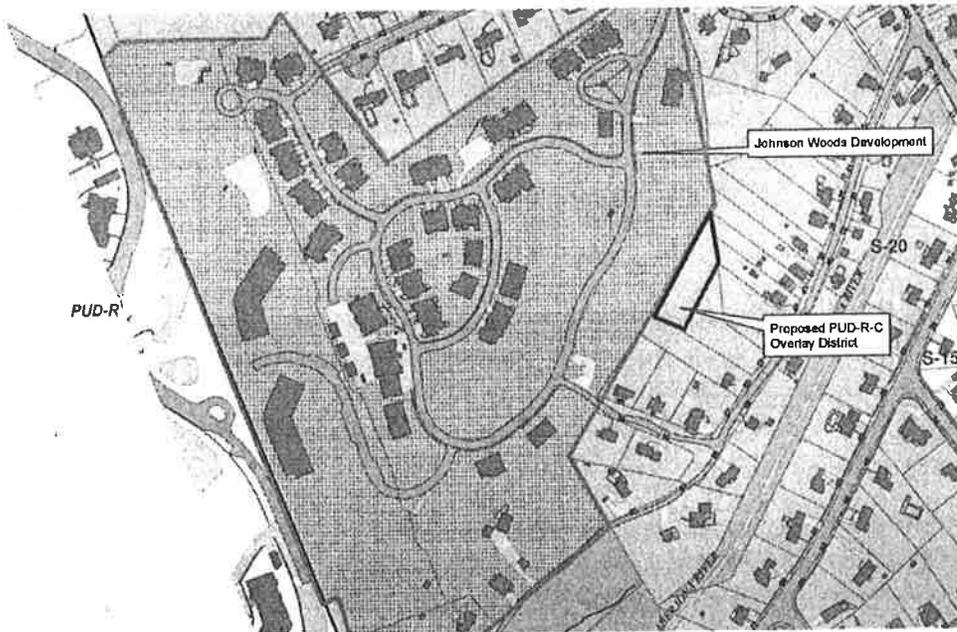
Community Planning and Development Commission

**Background:** Johnson Woods, located off of West Street, is a 193 unit phased residential development comprised of townhouses and garden style condominiums. This approximately



40 acre site was permitted under the Planned Unit Development – Residential (PUD-R) Overlay District, Section 4.9.6 of the Reading Zoning Bylaw. The PUD-R Overlay District allows greater flexibility under zoning than the underlying zoning which in this case is a S-20 residential zone. A developer may choose to conform to the underlying zoning or conform to the zoning requirements of the overlay district.

Article 13 would amend the Reading Zoning Map by adding an adjacent 26,019 square foot parcel of land to the Johnson Woods Development. The additional land area would be designated as an overlay district with its use restricted to a vegetated buffer with no buildings. The overlay district is a Planned Unit Development – Residential Corona (PUD-R-C) District. The map below depicts how this will be added.



Article 13 further defines this overlay district by inserting a new paragraph in Section 4.9.2 of the Zoning Bylaw. The language identifies the purpose of the proposed PUD-R-C Overlay District which is to create an additional vegetated buffer zone and offset area for the Johnson Woods Development in the PUD-R Overlay District. This proposed change will allow the Community Planning and Development Commission (CPDC) to approve a setback of 20-feet from the outer boundary of the PUD-R-C parcel for the dwellings within the PUD-R Overlay District (Johnson Woods Development). However, NO buildings will be allowed on the PUD-R-C parcel itself.

**Finance Committee Report:** No report

**Bylaw Committee Report:** Unable to meet due to lack of quorum.

**ARTICLE 14** To see if the Town will vote to amend the Town of Reading Zoning Bylaw Section 4.2.2 Table of Uses, Section 6.1.1.3 the Table of Off-Street Parking and Loading/Unloading Requirements and Section 5.1.2 Table of Dimensional Controls to establish reasonable regulations for Exempt Uses under Massachusetts General Law (MGL) Chapter 40A Section 3 as follows:

(**Bold** represents new language, ~~Strikethrough~~ represents deleted language)

Section 4.2.2 Table of Uses

PRINCIPAL USES	Res S-15 S-20 S-40	RES A-40	RES A-80	BUS A	BUS B	BUS C	IND
School <sup>1</sup>	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Church <sup>1</sup>	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Section 6.1.1.3 Table of Off-Street Parking and Loading/Unloading Requirements

Principal Use	Minimum Number of Off-Street Parking Spaces Required	Minimum Number of Off-Street Loading and Unloading Spaces Required
School	<p><b>Nursery/ Kindergarten/ Elementary/Middle Schools: 1 space per each employee on the largest shift plus 1 space per 7 students</b></p> <p><b>High Schools: 1 space per each employee plus one space per each 3 students.</b></p>	None.
Church	One space for each three hundred (300) square feet of gross floor area or fraction thereof.	None.

5.1.2 Table of Dimensional Controls

5.1.2 Table of Dimensional Controls (in feet unless otherwise noted)								
Minimum Lot Minimum Yds. Maximum								
	Minimum Lot			Setback Requirement Minimum			Maximum Lot	Maximum Building
	Lot Width Circle Diameter Feet	Area Square Feet Sq. Feet	Frontage Feet	Yard Front Feet	Yard Side Feet	Side Yard Rear	Coverage (% of Lot)	Height Feet
One or Two Family Dwelling								
In S-15 District	60	15,000	100	20	15	20	25	35
In S-20 Districts	80	20,000	120	20	15	20	25	35
In S-40 Districts	80	40,000	200	20	15	20	25	35

<sup>1</sup> Uses as Defined in MGL Chapter 40A, Section 3, these uses shall be permitted by-right in all districts and subject to “reasonable regulations” as defined therein.

In A-40 Districts	10,000	80	20	15	20	25	40
In BUS-A Districts	NA	NA	15	10	20	25	45
Apartment	80,000	N.A.	N.A.	30	30	N.A.	60
In A-40 Districts	40,000	80	30	30	30	25	40
In A-80 Districts	80,000	NA	60	60	60	12.5	60
In BUS-A Districts	40,000	NA	15	30	30	25	40
In S-15 Districts	100,000+	100	20	15	20	25	35
In S-20 Districts	100,000+	120	20	15	20	25	35
In S-40 Districts	100,000+	200	20	15	20	25	35
In A-40 Districts	100,000+	80	20	15	20	25	40
In A-80 Districts	100,000+	NA	20	NA	NA	NA	60
Hotel or Motel							
In Bus-A Districts	NA	NA	50	10	20	60	45
In Bus-B Districts	NA	NA	NA	NA	20	85	45
In Bus-C Districts	NA	NA	10	10	10	60	55**
In Ind Districts	NA	NA	50	20	20	25	60*
Other Permitted Principal Use							
In S-15 Districts	15,000	100	20	15	20	25	35
In S-20 Districts	20,000	120	20	15	20	25	35
In S-40 Districts	40,000	200	20	15	20	25	35
In A-40 Districts	10,000	80	20	NA	NA	NA	40
In A-80 Districts	80,000	NA	20	NA	NA	NA	60
In BUS-A Districts	NA	NA	15	10	20	60	45
In BUS-B Districts	NA	NA	NA	NA	20	85	45
In BUS-C Districts	NA	NA	10	10	10	60	55**
In Ind Districts	NA	NA	50	20	20	60	60*
Exempt Uses – School and Church							
In S-15 Districts	15,000	100	15	30	30	25	35
In S-20 Districts	20,000	120	15	30	30	25	35
In S-40 Districts	40,000	200	15	30	30	25	35
In A-40 Districts	10,000	80	N.A.	30	30	N.A.	40
In A-80 Districts	80,000	N.A.	N.A.	30	30	N.A.	60
In BUS- A Districts	N.A.	N.A.	10	30	30	60	45
In BUS-B Districts	N.A.	N.A.	N.A.	30	30	85	45
In BUS-C Districts	N.A.	N.A.	10	30	30	60	55
In Ind Districts	N.A.	N.A.	50	30	30	60	60

\*Except as provided in Section 5.2.5.3.

\*\* Fifty-five (55) feet, except ninety-five (95) feet if the structure is located within four hundred (400) feet of the property line adjacent to Route 128, as it exists on May 1, 2000, including ramps, and south of Jacob Way and excluding areas within two hundred (200) feet of the residential zoning district to the west, all as more specifically shown on a plan entitled: "Plan Showing Height Limitation and Setback Areas, Business C District in Reading, Mass.," dated March 27, 2000, Scale 1" = 60', by Hayes Engineering, Inc., on file with the Reading Town Clerk.

or take any other action with respect thereto.

Community Planning and Development Commission

**Background:** Massachusetts General Law (MGL), Chapter 40A Section 3 stipulates that certain uses, including non-profit, educational and religious uses cannot be prohibited from any zoning district, but that those uses may be subject to "reasonable regulations". These uses, commonly known as Dover Amendment Uses, have been regulated under limited site plan review but lack further definition under the dimensional controls.

Article 14 provides dimensional controls for Dover Amendment Uses to clarify zoning requirements and to simplify the regulations for both staff and applicants. Schools and churches are defined per MGL Chapter 40A, Section 3 in the Table of Uses, Section 4.2.2 and are allowed in all zoning districts. Article 14 amends the Table of Off-Street Parking and Loading/Unloading Requirements, Section 6.1.1.3 to including parking requirements for schools and churches. This Article also include changes to the Section 5.1.2, the Table of Dimensional controls to establish a minimum lot size, minimum setback requirements, lot coverage maximum and max building heights for these types of uses.

In determining the reasonable parking requirements for educational uses, several existing schools were surveyed for current parking conditions, in addition to gathering best practices for Dover Amendment Uses. Article 14 contains parking standards for schools that were developed using survey information and best practices..

In determining parking requirements for religious uses (churches), the Community Planning and Development Commission (CPDC) proposed to use the formula currently being used by the Building Inspector which is comparable to existing conditions for parking at several churches in Reading.

Article 14 simplifies and streamlines zoning requirements for Dover Amendment Uses. This is part of the overall Comprehensive Zoning Bylaw Update.

**Finance Committee Report:** No report.

**Bylaw Committee Report:** Unable to meet due to lack of quorum.

**ARTICLE 15** To see if the Town will vote to add a new Section 4.13 "Temporary Moratorium On Medical Marijuana Treatment Centers/Registered Marijuana Dispensaries" and amend Section 2.0 "Definitions" to include Medical Marijuana Treatment Centers/Registered Marijuana Dispensaries of the Town of Reading Zoning By-Law as follows: (note: **bold** represents new language)

Section 2.0 Definitions:

**2.2.21.2 Medical Marijuana Treatment Center/Registered Marijuana Dispensary:** "a not-for-profit entity, as defined by Massachusetts law only, registered by the Department of Public Health (DPH) as a Registered Marijuana Dispensary, that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers."

**2.2.21.3 - Mixed Use:** The combining of retail/commercial and/or service uses with residential or office use in the same building or on the same site. (Note: this change is a result of renumbering)

#### **Section 4.13 Temporary Moratorium on Medical Marijuana Treatment Centers/ Registered Marijuana Dispensaries**

##### **4.13.1 Purpose**

By vote at the State election on November 6, 2012, the voters of the Commonwealth approved a law regulating the cultivation, distribution, possession and use of marijuana for medical purposes. The law provides that it is effective on January 1, 2013. On May 8, 2013 the State Department of Public Health (DPH) promulgated regulations that are effective on May 24, 2013. The regulations promulgated by the State Department of Public Health provide guidance in regulating medical marijuana, including Medical Marijuana Treatment Centers/Registered marijuana Dispensaries (see Section 2.2.21.2 for definition). The Town needs time to study and consider the regulation of Medical Marijuana Treatment Centers/Registered Marijuana Dispensaries. This includes issues related to planning, public health and public safety, as well as to evaluate the potential impact of the State regulation on local zoning. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Medical Marijuana Treatment Centers/Registered Marijuana Dispensaries so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to enact bylaws in a manner consistent with sound land use planning goals and objectives.

##### **4.13.2. Temporary Moratorium on Medial Marijuana Treatment Centers/Registered Marijuana Dispensaries**

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Medical Marijuana Treatment Center/Registered Marijuana Dispensary. The moratorium shall be in effect through November 10, 2014. During the moratorium period, the use of land or structures for a Medical Marijuana Treatment Center/Registered Marijuana Dispensary shall be prohibited.

Nothing contained in this Article shall be construed to permit or authorize to be permitted, the use of land or structures for any activity involving marijuana, other than as a Medical Marijuana Treatment Center/Registered marijuana Dispensary.

##### **4.13.3. Planning Process**

During the temporary moratorium established in Section 4.13 – 4.13.2, the Town shall undertake a planning process to address the potential effects of Medical Marijuana Treatment Centers/Registered Marijuana Dispensaries and other land uses and structures related to the use of marijuana for medical purpose. In doing so, the Town shall consider the DPH regulations and shall make recommendations regarding the adoption of new Zoning Bylaw provisions governing the location, operation and effects of Medical Marijuana Treatment Centers/Registered Marijuana Dispensaries and other land uses and structures related to the use of marijuana for medical purposes. This process shall coincide with a comprehensive update of the Zoning Bylaw and be part of a larger planning process for consideration at Subsequent Town Meeting in November of 2014,

or to act in any other manner in relation thereto.

### Community Planning and Development Commission

**Background:** Chapter 369 of the Acts of 2012, "An Act for the Humanitarian Medical Use of Marijuana" (enacted as Question 3 on the November 2012 state ballot), to allow qualifying patients, who have been diagnosed with a debilitating medical condition, reasonable access to Medical Marijuana Treatment Centers/Registered Marijuana Dispensaries. In November of 2012 Town Meeting approved an article to prohibit Medical Marijuana Treatment Centers/Registered Marijuana Dispensaries from being sited in all zoning classifications in the Town of Reading. Subsequently, the State Attorney General's Office determined that such a ban would conflict with the Act and the zoning article was disapproved.

These businesses are allowed to acquire, possess, cultivate, manufacture, deliver, and transport marijuana, including in food form. Data from the experiences of California, Colorado, and other states have shown an increase in criminal activity attributed to Medical Marijuana Treatment Centers/Registered Marijuana Dispensaries. The data reflects higher criminal activity attributable to the presence of valuable marijuana crops and large amounts of cash. Likewise, these States have seen an increase in traffic accidents and driving under the influence arrests in which marijuana is implicated. Also, there has been a loss of other commercial businesses that have relocated away from marijuana dispensaries.

Last Spring the State developed regulations governing how it will permit Medical Marijuana Treatment Centers. Further study is needed to develop zoning consistent with State regulations as well as the land use goals of the Town of Reading.

This article establishes a temporary moratorium through November 10, 2014, on Medical Marijuana Treatment Centers/Registered Marijuana Dispensaries. During this moratorium period the use of land or structures for a Medical Marijuana Treatment Center/Registered Marijuana Dispensaries is prohibited.

The purpose of the temporary moratorium will allow sufficient time for the Town to undertake a planning process to address the impacts of Medical Marijuana Treatment Centers/Registered Marijuana Dispensaries. This planning process will be used to develop zoning language as part of a comprehensive update of the Reading Zoning Bylaw which is scheduled to be completed over the same time period.

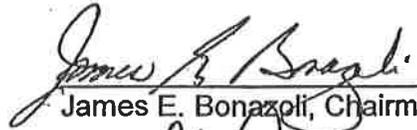
**Finance Committee Report:** No report.

**Bylaw Committee Report:** Unable to meet due to lack of quorum.

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 12, 2013, 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 21<sup>th</sup> day of September, 2013.

  
James E. Bonazoli, Chairman

  
John Arena, Vice Chairman

  
Ben Tafoya, Secretary

  
Daniel Ensminger

  
Marsie K. West

SELECTMEN OF READING

\_\_\_\_\_  
, Constable

# FY14-23 Capital Improvement Program

10/23/2013

	FY-2013	FY-2014	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY14-23
<b>Summary</b>												
Schools - General	667,000	32,000	-	75,000	-	-	75,000	-	-	75,000	-	257,000
Buildings - Schools	89,500	210,500	588,000	608,000	407,000	78,000	1,534,000	710,000	26,000	60,000	-	4,221,500
Buildings - Municipal	242,000	112,000	75,000	434,000	422,000	241,000	280,000	-	-	135,000	-	1,699,000
Finance/Technology	-	105,000	60,000	-	40,000	40,000	-	40,000	40,000	-	-	325,000
Library	-	-	-	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000	70,000
Public Safety - Fire	36,000	156,000	69,000	698,500	285,000	90,600	201,000	849,000	339,000	-	-	2,688,100
Public Safety - Police	-	110,000	-	35,000	20,000	-	10,000	-	35,000	-	400,000	610,000
Public Works - Equipment	311,700	420,000	388,000	536,900	261,700	706,000	308,200	345,000	344,600	181,000	96,200	3,587,600
Public Works - Parks & Cemetery	75,000	378,000	240,000	795,000	842,000	1,020,600	915,000	440,800	1,640,000	568,000	200,000	7,039,400
Public Works - Roads	818,000	832,000	540,000	600,000	650,000	750,000	800,000	850,000	900,000	950,000	1,000,000	7,872,000
<b>TOTAL CAPITAL REQUESTS</b>	<b>2,239,200</b>	<b>2,355,500</b>	<b>1,960,000</b>	<b>3,782,400</b>	<b>2,937,700</b>	<b>2,936,200</b>	<b>4,133,200</b>	<b>3,244,800</b>	<b>3,334,600</b>	<b>1,979,000</b>	<b>1,706,200</b>	<b>28,369,600</b>
<b>FINCOM policy: debt + capital</b>	<b>3,688,427</b>	<b>3,844,506</b>	<b>3,957,478</b>	<b>4,074,624</b>	<b>4,182,024</b>	<b>4,293,986</b>	<b>4,401,336</b>	<b>4,511,369</b>	<b>4,624,153</b>	<b>4,739,757</b>	<b>4,858,251</b>	<b>43,487,484</b>
+ Allowance for energy savings	300,000	200,000										200,000
- Net Included Debt	2,279,765	1,640,427	1,904,928	2,523,192	2,416,394	1,955,276	1,587,544	1,520,875	848,594	820,119	691,025	15,908,374
<b>FINCOM Target Capital Funding</b>	<b>1,708,662</b>	<b>2,404,079</b>	<b>2,052,550</b>	<b>1,551,432</b>	<b>1,765,630</b>	<b>2,338,710</b>	<b>2,813,792</b>	<b>2,990,494</b>	<b>3,775,560</b>	<b>3,919,638</b>	<b>4,167,226</b>	<b>27,779,111</b>
Original Funding Voted or Proposed	1,569,700	1,841,000	1,960,000	1,500,000	1,700,000	2,300,000	2,800,000	2,900,000	3,700,000	3,900,000	4,100,000	26,701,000
Additional Funding Nov TM	74,000	257,500										257,500
Additional Funding Jan TM	77,500											-
Additional Funding April TM												-
Additional Funding	368,000	257,000	1,960,000	3,782,400	2,937,700	2,936,200	4,133,200	3,244,800	3,334,600	1,979,000	1,706,200	257,000
<b>TOTAL CAPITAL REQUESTS</b>	<b>2,239,200</b>	<b>2,355,500</b>	<b>1,960,000</b>	<b>3,782,400</b>	<b>2,937,700</b>	<b>2,936,200</b>	<b>4,133,200</b>	<b>3,244,800</b>	<b>3,334,600</b>	<b>1,979,000</b>	<b>1,706,200</b>	<b>28,369,600</b>
Annual Surplus (Deficit)				(2,282,400)	(1,237,700)	(636,200)	(1,333,200)	(344,800)	365,400	1,921,000	2,393,800	
Cumulative Surplus (Deficit)				(2,282,400)	(3,520,100)	(4,156,300)	(5,489,500)	(5,834,300)	(5,468,900)	(3,547,900)	(1,154,100)	

# FY14-23 Capital Improvement Program

	FY-2013	FY-2014	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY14-23
Schools - General	667,000	32,000	-	75,000	-	-	75,000	-	-	75,000	-	257,000
Modular Classrooms	400,000	-	-	-	-	-	-	-	-	-	-	-
School space needs - feasibility	400,000	-	-	-	-	-	-	-	-	-	-	-
School space needs - feasibility	150,000	-	-	-	-	-	-	-	-	-	-	-
Killiam Renovation (NEW- TBA)	-	-	-	-	-	-	-	-	-	-	-	-
Webster Street School (NEW- TBA)	-	-	-	-	-	-	-	-	-	-	-	-
Technology-large scale projects	75,000	-	-	75,000	-	-	75,000	-	-	75,000	-	225,000
Ford E350 Econoline van	-	32,000	-	-	-	-	-	-	-	-	-	-
Vehicles-1999 Chevy pickup	42,000	-	-	-	-	-	-	-	-	-	-	-
Buildings - Schools (Total)	89,500	210,500	588,000	608,000	407,000	78,000	1,534,000	710,000	26,000	60,000	-	4,221,500
Buildings - Schools (Energy)	12,000	67,500	52,000	52,000	158,000	-	15,000	25,000	26,000	60,000	-	455,500
Buildings - Schools (non Energy)	77,500	143,000	536,000	556,000	249,000	78,000	1,519,000	685,000	-	-	-	3,766,000
Energy (Performance Contracting)	Sch	various items financed by DEBT for 15yrs	-	-	-	-	-	-	-	-	-	-
Electrical Systems	Sch	15,000	-	-	-	-	-	-	-	20,000	-	35,000
HVAC/Energy Mgmt Systems	Sch	12,000	12,000	22,000	158,000	-	15,000	25,000	26,000	-	-	270,000
Windows & Doors	Sch	-	-	30,000	-	-	-	-	-	-	-	70,500
Generators	Sch	-	-	-	-	-	-	-	-	-	-	-
Technology Infrastructure	Sch	-	-	-	-	-	-	-	-	-	-	-
Water Heater	Sch	-	40,000	-	-	-	-	-	-	40,000	-	80,000
ADA Compliance	Sch	-	-	-	-	-	-	-	-	-	-	-
Ceilings	Sch	-	-	-	-	-	-	-	-	-	-	-
Classroom Furniture	Sch	25,000	-	-	-	14,000	-	-	-	-	-	26,000
Compressors	Sch	-	-	-	-	-	-	-	-	-	-	-
Fire Alarms	Sch	-	-	-	90,000	-	-	-	-	-	-	90,000
Cafeteria Equip. & Furniture	Sch	-	-	-	-	-	-	-	-	-	-	18,000
Plumbing	Sch	-	-	-	-	-	-	-	-	-	-	-
Capex/Flooring	Sch	-	65,000	164,000	119,000	64,000	15,000	-	-	-	-	553,000
Roofing	Sch	-	-	392,000	-	-	1,504,000	685,000	-	-	-	2,973,000
Security System	Sch	27,500	-	-	-	-	-	-	-	-	-	-
Fire Suppression System	Sch	-	-	-	-	-	-	-	-	-	-	-
Other	Sch	25,000	48,000	18,000	40,000	-	-	-	-	-	-	106,000

# FY14-23 Capital Improvement Program

	FY-2013	FY-2014	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY14-23
Buildings - Municipal	242,000	112,000	75,000	434,000	422,000	241,000	280,000	-	-	135,000	-	1,699,000
Buildings - Muni (Energy)	10,000	22,000	35,000	40,000	20,000	39,000	-	-	-	135,000	-	291,000
Buildings - Muni (non Energy)	232,000	90,000	40,000	394,000	402,000	202,000	280,000	-	-	-	-	1,408,000
<i>various items financed by DEBT for 15yrs</i>												
Energy (Performance Contracting)	-	-	-	-	-	-	-	-	-	-	-	-
Electrical Systems	-	-	35,000	20,000	20,000	15,000	-	-	-	-	-	90,000
HVAC/Energy Mgmt Systems	-	-	-	-	-	24,000	-	-	-	-	-	46,000
Windows & Doors	10,000	22,000	-	20,000	-	-	-	-	-	120,000	-	140,000
Generator	-	-	-	-	-	-	-	-	-	-	-	-
Technology Infrastructure	-	-	-	-	-	-	-	-	-	15,000	-	15,000
Water Heater	-	-	-	-	-	-	-	-	-	-	-	-
ADA Compliance	-	-	-	-	-	-	-	-	-	-	-	-
Ceiling	-	-	10,000	-	-	-	-	-	-	-	-	10,000
Furniture	-	15,000	-	-	-	-	-	-	-	-	-	15,000
Compressor	-	-	-	-	-	-	-	-	-	-	-	-
Fire Alarm	-	-	-	-	-	-	-	-	-	-	-	-
Kitchen/Cafeteria	32,000	-	-	-	-	-	-	-	-	-	-	-
Plumbing	-	-	-	-	-	-	-	-	-	-	-	-
Capet/Flooring	58,000	10,000	30,000	-	-	-	-	-	-	-	-	40,000
Roofing	-	-	-	394,000	402,000	202,000	280,000	-	-	-	-	1,278,000
Security System	-	-	-	-	-	-	-	-	-	-	-	-
Fire Suppression System	-	-	-	-	-	-	-	-	-	-	-	-
Other (lighting & Cem design '13)	142,000	65,000	-	-	-	-	-	-	-	-	-	65,000

# FY14-23 Capital Improvement Program

	FY-2013	FY-2014	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY14-23
Finance	-	105,000	60,000	-	40,000	40,000	-	40,000	40,000	-	-	325,000
Technology - GIS regional Flyover Project		45,000										45,000
Technology - large scale projects		60,000	60,000		40,000	40,000		40,000	40,000		40,000	320,000
Library		-	-	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000	70,000
Equipment (defer for renovation decision)					10,000	10,000	10,000	10,000	10,000	10,000	10,000	70,000
Renovation (\$14.9mil project \$9.8m debt exclusion)		Debt Excl	-									
Public Safety - Fire	36,000	156,000	69,000	698,500	285,000	90,600	201,000	849,000	339,000	-	-	2,688,100
Pumper Eng #1(2010-\$525k; next FY30)	Debt	Debt										-
Pumper Eng #2(2007-\$410k; next FY25)	Debt			630,000								630,000
Pumper Eng #3(1995; est \$630k FY16)								804,000				804,000
Pumper Eng #4(2001; est \$804k FY20)												-
Ladder Tk #1(2008; \$800k; next FY27)	Debt	Debt										-
Ambulance #1 (2010- 10 yrs)					Debt				294,000			294,000
Ambulance #2 (2006 - 10yrs)						275,000						275,000
Passenger Car#1 (2005 - 10yrs)				41,500								41,500
Passenger Car#2 (1997 - 10yrs)									45,000			45,000
Pickup Truck #3 (2006 - 12yrs)						45,600						45,600
Pickup Truck #4 (1996 - 12yrs)												-
Alarm Truck (1994 - 16yrs)	36,000		69,000									69,000
ALS Defibrillator (2006 - 5yrs)				27,000						21,000		27,000
BLS-AED (2004 - 8yrs)												21,000
Rescue Tool(2006 - 12yrs)												45,000
Breathing Air Bottles					10,000							10,000
Thermal Imaging (2010 - 10yrs)												45,000
Fire Hose		20,000										20,000
Turnout Gear (2008 - 5yrs)		136,000										136,000
Public Safety - Police/Dispatch		110,000		35,000	20,000		10,000		35,000		400,000	610,000
Handguns & Associated Leather (Police)							10,000					10,000
DVR video technology (Dispatch)		30,000										30,000
PEO/ACO multipurpose van		25,000										25,000
Vehicle Video Integration		55,000		35,000					35,000			70,000
Speed Trailers (radar & message)												400,000
Radios (Police & Fire 2010 - 12yrs)												-
Dispatch local share					20,000							20,000
AEDs												-

# FY14-23 Capital Improvement Program

	FY-2013	FY-2014	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY14-23
Public Works - Equipment	311,700	420,000	388,000	536,900	261,700	706,000	308,200	345,000	344,600	181,000	96,200	3,587,600
Large Trucks	63,000	115,000	115,000	179,000	60,000	292,000	-	-	140,000	136,000	-	1,037,000
Truck #4 - Sander (2001)	15	115,000										115,000
Truck #8 - 10 wheeler (2000)	15					220,000						220,000
Truck #9 - Sander (2004)	15									136,000		136,000
Truck #16 - Sander (1990)	15											-
Truck #18 - Sander (2006)	15											-
Truck #19 - Sander (1987)	15								140,000			140,000
Truck #3 - Sander (1995)	15											-
Truck #11 (2008)	15											-
Truck #5 (2008)	15											-
Dump Truck C2 (1996)	10	63,000										-
Dump Truck C3 (1999)	10				60,000							60,000
Truck #10 (1996)	15		115,000		115,000							115,000
Truck #22												-
Dump truck #12 Parks (1997)	15				64,000							64,000
Dump truck #24 Parks (2000)	15				81,200	36,500	133,700	45,000	50,000	45,000	-	72,000
Pick-ups/Cars/Vans		105,000				39,500						535,900
Pickup Ford Utility #H11 (1997)	10		50,000									50,000
Pickup Chevy #9 Parks (1986)	10											-
Pickup Ford Utility #C1 (1997)	10		55,000									55,000
Pickup Ford #2 Parks (1997)	10											-
Pickup Chevy Utility #1 (2008)	10						85,000					85,000
Pickup Ford Utility #4 (1997)	10								50,000			50,000
Pickup Ford Utility #7 (1997)	10											-
HV3 Ford Van (1995)	10				36,500							36,500
HV4 Ford Van (1995)	10					39,500						39,500
HV5 Ford Van COA (2003)	10						48,700					48,700
Survey #1 Ford Explorer (2000)	10											-
Car #2 Ford Sedan (2007)	10							45,000				45,000
Car #3 Ford Escape HYBRID (2008)	10									45,000		45,000
Cem. #4 Ford Sedan (1993)	10											-
Backhoes/Loaders/Heavy Equipment												31,200
Backhoe Loader (Cem.) (2008)	10				32,400	200,000	96,000	180,000				508,400
Loader JD 624G (2007)	10					200,000	96,000					96,000
Loader JD433 (2009)	10							180,000				200,000
Backhoe DYN #490 (2008)	10											180,000
Bobcat Loader 743 (1987)	10											-
CAT Bulldozer 951 (1971)	10											32,400

# FY14-23 Capital Improvement Program

	FY-2013	FY-2014	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY14-23
Specialty Equipment - Heavy Duty	183,700	200,000	145,000	-	125,000	135,000	-	-	111,000	-	-	716,000
Rack Spray Truck #23 (2008)	15											-
Tractor JD4250 (Parts)	15	48,700										-
Bucket Truck (2009)	15		60,000									60,000
Roller - Ferguson 46A (1988)	15					135,000						135,000
Screener (1994)	15			145,000								145,000
Pavement Leeboy Sprd (1998)	10								111,000			111,000
Sidewalk Snow Plow #3(2008)	10											140,000
Snow Plow (2012)	10	135,000	140,000		125,000							140,000
Snow Plow #2 CS700 (1997)	10											125,000
Snow - Bombardier #1 (1993)	10											403,900
Specialty Equipment - Light Duty	28,000	-	30,000	226,800	22,000	39,500	42,000	-	43,600	-	-	26,800
HW Comp2 INT Compr (1996)	10			26,800								40,000
300L Lebot (Roller) (1998)	10			40,000								120,000
1CH Woodsman Chipper (2004)	10			120,000		39,500						40,000
1GV Leaf Vac (1999)	10											43,600
2CH Mobark (1989)	10			40,000			42,000					42,000
2GV Leaf Vac (2000)	10											30,000
SmithCo 60" Sweeper (1999)	10											22,000
SmithCo 48" Sweeper (2012)	10	28,000	30,000									30,000
FMC Truck Mount Sprayer 500gal	7											22,000
SmithCo 13-550 Infield (1994)	7											386,400
750 John Deere Farm Tractor	10	17,000	98,000	17,500	18,200	-	36,500	120,000	-	-	96,200	17,500
Lawnmowers												18,200
Mower (Cem.) SKAG 72" (1998)	4						17,500					194,200
Mower (Cem.) SKAG 61" (1999)	4				18,200						96,200	19,000
Mower (Parks) TORO Gang (1996)	8		98,000				19,000					17,500
Mower (Cem.) SKAG 52" (1995)	4											120,000
Mower (Parks) SKAG 52" (1998)	4	17,000		17,500								-
Mower - TORO Gang (2008)	6							120,000				-
912F#2 John Deere Mower (1989)	7											-
Engineering Equipment/Services		20,000										-
Survey Equipment		20,000										-
DPW: Other & Parks/Rec'tn		75,000	378,000	795,000	842,000	1,020,600	915,000	440,800	1,840,000	568,000	200,000	7,039,400
Public Works - Grounds		30,000	50,000	50,000	25,000	50,000	25,000	50,000	25,000	-	25,000	325,000
Fence Replacement		30,000	50,000	50,000	25,000	25,000	25,000	50,000	25,000	50,000	25,000	125,000
Parking Lot Improvements			50,000	50,000						50,000		250,000
Cold storage building - design \$50k (in Town Facilities FY14)												-
Cold storage building - \$1.5mil (debt FY16-20)												-

FY14-23 Capital Improvement Program

	FY-2013	FY-2014	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY14-23
Public Works - Cemetery												
Cem garage - design \$100k (in Town Facilities FY13)												
Cem garage - \$1.5mil (debt FY16-20)												
Public Works - Recreation	45,000	328,000	215,000	745,000	817,000	970,600	890,000	390,800	1,615,000	568,000	175,000	6,714,400
Tennis Courts - Bancroft Ave. \$485k	Debt											
Artificial Turf @RMHS (replace)	Debt			500,000	500,000				500,000			1,000,000
Artificial Turf@Parker MS \$736k	Debt											500,000
Artificial Turf @Coolidge MS												600,000
Reconstruct Playgrounds Program	45,000	45,000	15,000	15,000	45,000	15,000	15,000	15,000	15,000	15,000	25,000	220,000
Playground safety surface												
Memorial Park \$650k grant in FY10		30,000										30,000
Birch Meadow Complex = \$2.188 mil (also school playground in FY17)				230,000	110,000	500,000	150,000		1,100,000	78,000	150,000	2,318,000
Playground (Imagination Station)				BB&multi-P courts	Mornn bisp dug+blchrs	Pavillion	tennis lights		field&path	st. & lot backstops	softball light	20,000
Washington Park \$586k (also playground in FY10&FY19)		129,000				20,000			paths			462,000
Symonds Way \$50k		124,000				233,000			backstop			124,000
Hunt Park \$125k (also playground in FY14)									backstop	150,000		150,000
Sturges Park \$180.8k (also playground in FY13&FY22)									125,000			125,000
regrade drainage issues									backstop			
Killam \$30.6k (also playground in FY11&FY20)				200,000					field improvements/drainage			200,000
Joshua Eaton \$37k (also playground in FY12&FY21)									37,000	backstop		37,000
Barrows \$297.6k (also playground in FY09&FY18)									124,500	tennis ct	95,000	219,500
Wood End \$325k (also playgrounds in FY15 & FY16)									78,100	backstop & infield	325,000	78,100
										field		325,000

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# FY14-23 Capital Improvement Program

	FY-2013	FY-2014	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY14-23
<b>Public Works - Roads</b>												
Sidewalk/Curb/Ped. Safety	25,000	70,000	90,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	760,000
Additional Curb/Sidewalk	63,000	50,000										50,000
Additional Curb/Sidewalk												
Skim Coating & Crack Seal Patch	50,000	50,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	725,000
Downtown Improve I (\$650k 10yr bond)	Debt	Debt	Debt	Debt	Debt	Debt						
Downtown Improve II (\$3.35mil TBA)												
West Street design												
West Street - Local share (\$900k 3yr debt)	450,000	455,000	375,000	450,000	500,000	600,000	650,000	700,000	750,000	800,000	850,000	6,130,000
General Fund - various roads	230,000	207,000										207,000
Additional Street projects	818,000	832,000	540,000	600,000	650,000	750,000	800,000	850,000	900,000	950,000	1,000,000	7,872,000
<b>TOTAL GENERAL FUND VOTED</b>	603,012	606,342	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	6,006,342
Grants - various roads		7,500,000										7,500,000
Grants - West Street												
<b>TOTAL ROAD CAPITAL</b>	1,421,012	8,938,342	1,140,000	1,200,000	1,250,000	1,350,000	1,400,000	1,450,000	1,500,000	1,550,000	1,600,000	21,378,342
<b>4</b>												
Note: previous pace (over-ride)	373,972	383,321	392,904	402,727	412,795	423,115	433,693	444,535	455,648	467,040	478,716	4,294,493
New schedule (excludes one-time)	525,000	575,000	600,000	650,000	700,000	750,000	800,000	850,000	900,000	950,000	1,000,000	7,775,000
Increase	151,028	191,679	207,096	247,273	287,205	326,885	366,307	405,465	444,352	482,960	521,284	3,480,507
	40%	50%	53%	61%	70%	77%	84%	91%	98%	103%	109%	81%
<b>5</b>												
<b>Funding Sources Summary</b>												
*General Fund Budget - various roads	525,000	575,000	600,000	650,000	700,000	750,000	800,000	850,000	900,000	950,000	1,000,000	7,775,000
Additional Funding Voted	293,000	257,000										257,000
Chapter 90 Grants - various roads	603,012	606,342	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	6,006,342
Grants - specific roads	1,421,012	8,938,342	1,200,000	1,250,000	1,300,000	1,350,000	1,400,000	1,450,000	1,500,000	1,550,000	1,600,000	7,500,000
<b>TOTAL ROAD BUDGET</b>	1,421,012	8,938,342	1,200,000	1,250,000	1,300,000	1,350,000	1,400,000	1,450,000	1,500,000	1,550,000	1,600,000	21,538,342

Town of Reading Debt Service Schedule 10/11/13 10:23 AM	Approved FY - 2013	Requested FY - 2014	Projected FY - 2015	Projected FY - 2016	Projected FY - 2017	Projected FY - 2018	Projected FY - 2019	Projected FY - 2020	Projected FY - 2021	Projected FY - 2022	Projected FY - 2023	Projected FY - 2024	Projected FY - 2025
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>General Fund:</b>	4,539,575	3,970,500	3,381,063	3,976,790	3,847,292	3,377,274	3,009,091	2,939,473	2,251,731	2,205,794	2,057,230	2,036,111	336,188
<b>PREVIOUS</b>	4,539,575	4,368,000	3,763,230	3,544,957	3,435,459	3,318,774	2,650,591	2,300,473	2,251,731	2,205,794	2,057,230	2,036,111	336,188
Principal	3,535,000	3,010,000	2,468,333	2,963,333	2,978,333	2,655,000	2,410,000	2,460,000	1,895,000	1,935,000	1,875,000	1,940,000	330,000
Within Levy Limit	1,870,000	1,285,000	1,528,333	2,008,333	1,998,333	1,635,000	1,340,000	1,340,000	735,000	735,000	635,000	635,000	330,000
Debt Exclusion	1,665,000	1,725,000	940,000	955,000	980,000	1,020,000	1,070,000	1,120,000	1,160,000	1,200,000	1,240,000	1,305,000	0
Interest	1,004,575	960,500	912,730	1,013,457	868,959	722,274	599,091	479,473	356,731	270,794	182,230	96,111	6,188
Within Levy Limit	409,765	355,427	376,595	514,859	418,061	320,276	247,544	180,875	113,594	85,119	56,025	31,381	6,188
Debt Exclusion	594,810	605,073	536,136	498,598	450,898	401,998	351,548	298,598	243,138	185,675	126,205	64,730	0
<b>Total Within Levy Limit:</b>	2,279,765	1,640,427	1,904,928	2,523,192	2,416,394	1,955,276	1,587,544	1,520,875	848,594	820,119	691,025	666,381	336,188
Issued	2,279,765	1,640,427	1,511,595	1,354,859	1,307,061	1,238,276	909,544	881,875	848,594	820,119	691,025	666,381	336,188
Approved not issued	0	0	0	0	0	0	0	0	0	0	0	0	0
Not approved	0	0	393,333	1,168,333	1,109,333	717,000	678,000	639,000	0	0	0	0	0
MSBA share(Coolidge)													
<b>Net Included Debt</b>	2,279,765	1,640,427	1,904,928	2,523,192	2,416,394	1,955,276	1,587,544	1,520,875	848,594	820,119	691,025	666,381	336,188
<b>PREVIOUS</b>	2,279,765	2,037,927	2,287,095	2,091,359	2,004,561	1,896,776	1,229,044	881,875	848,594	820,119	691,025	666,381	336,188
<b>Total Debt Exclusion:</b>	2,259,810	2,330,073	1,476,136	1,453,598	1,430,898	1,421,998	1,421,548	1,418,598	1,403,138	1,385,675	1,366,205	1,369,730	0
Issued	2,259,810	2,330,073	1,476,136	1,453,598	1,430,898	1,421,998	1,421,548	1,418,598	1,403,138	1,385,675	1,366,205	1,369,730	0
MSBA share (est.)	215,828	817,305	0	0	0	0	0	0	0	0	0	0	0
<b>Net Excluded Debt</b>	2,043,982	1,512,768	1,476,136	1,453,598	1,430,898	1,421,998	1,421,548	1,418,598	1,403,138	1,385,675	1,366,205	1,369,730	0
<b>Excluded (outside of Prop 2-1/2) Debt Summary</b>													
Current: RMHS, Wd End	2,043,982	1,512,768	1,476,136	1,453,598	1,430,898	1,421,998	1,421,548	1,418,598	1,403,138	1,385,675	1,366,205	1,369,730	147
Est for Library - local \$9.8mil of \$15mil	219	162	158	156	153	152	152	152	150	148	146	146	147
		146	146	146	146	146	146	146	146	146	146	146	146

Town of Reading Debt Service Schedule 10/11/13 10:23 AM	Approved	Requested	Projected										
	FY - 2013	FY - 2014	FY - 2015	FY - 2016	FY - 2017	FY - 2018	FY - 2019	FY - 2020	FY - 2021	FY - 2022	FY - 2023	FY - 2024	FY - 2025
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Principal + Interest													
Within Levy Limit	2,279,765	1,640,427	1,904,928	2,523,192	2,416,394	1,955,276	1,587,544	1,520,875	848,594	820,119	691,025	666,381	336,188
Issued	2,279,765	1,640,427	1,511,595	1,354,859	1,307,061	1,238,276	909,544	881,875	848,594	820,119	691,025	666,381	336,188
Approved not issued	0	0	0	0	0	0	0	0	0	0	0	0	0
Not approved	0	0	393,333	1,168,333	1,109,333	717,000	678,000	639,000	0	0	0	0	0
premium(RMHS)	13,300	0	0	0	0	0	0	0	0	0	0	0	0
Energy Improvements	459,750	453,050	446,350	439,231	431,275	420,388	408,663	398,194	382,388	371,456	360,113	348,356	336,188
Killam Green Repair	92,879	95,140	93,130	90,450	87,100	83,750	80,400	77,050	73,700	70,350	0	0	0
Birch Mdw Green Repair	45,747	46,860	45,870	44,550	42,900	41,250	39,600	37,950	36,300	34,650	0	0	0
Barrows/Wd End(\$522k)	44,775	43,650	42,525	41,400	39,900	38,400	37,200	36,000	34,800	33,600	32,400	31,200	0
Wood End	225,263	219,713	212,963	206,213	199,463	193,463	187,463	181,463	175,313	169,125	162,825	156,450	0
Barrows	192,904	183,094	177,469	171,844	166,219	161,219	156,219	151,219	146,094	140,938	135,688	130,375	0
Coolidge®	104,678	77,450	5,200	0	0	0	0	0	0	0	0	0	0
Parker®	246,491	230,086	218,910	202,963	187,320	152,288	0	0	0	0	0	0	0
Joshua Eaton®	25,839	15,229	0	0	0	0	0	0	0	0	0	0	0
Birch Meadow®	10,153	0	0	0	0	0	0	0	0	0	0	0	0
Parker Turf (\$375k)	76,406	0	0	0	0	0	0	0	0	0	0	0	0
Tennis Courts (\$485k)	96,449	0	0	0	0	0	0	0	0	0	0	0	0
Downtown Impr I (\$650k)	79,463	77,025	74,588	72,109	69,225	66,300	0	0	0	0	0	0	0
West Street Improvements			393,333	373,333	353,333								
Ladder truck (\$800k)	93,420	90,980	88,540	86,100	83,660	81,220	0	0	0	0	0	0	0
Pumper Eng#2 (\$410k)	81,500	0	0	0	0	0	0	0	0	0	0	0	0
Financial Sys (\$1.1mil)	280,500	0	0	0	0	0	0	0	0	0	0	0	0
Pumper Eng#1 (\$525k)	110,250	108,150	106,050	0	0	0	0	0	0	0	0	0	0
Cem. Garage (\$1.5m)	0	0	0	397,500	378,000	358,500	339,000	319,500	0	0	0	0	0
DPW Yard(\$1.5m)	0	0	0	397,500	378,000	358,500	339,000	319,500	0	0	0	0	0
Debt Exclusion	2,259,810	2,330,073	1,476,136	1,453,598	1,430,898	1,421,998	1,421,548	1,418,598	1,403,138	1,385,675	1,366,205	1,369,730	0
Barrows/Wd End(\$787k)	67,163	65,475	63,788	62,100	59,850	57,600	55,800	54,000	52,200	50,400	48,600	46,800	0
RMHS®	2,177,629	2,249,950	1,398,150	1,377,750	1,357,750	1,351,500	1,353,250	1,352,500	1,339,250	1,324,000	1,306,750	1,312,500	0
Wood End	15,018	14,648	14,198	13,748	13,298	12,898	12,498	12,098	11,688	11,275	10,855	10,430	0

# Water Enterprise Fund Capital + Debt

Annual change to water capital+debt	33.4%		20.3%		0.7%		4.3%		1.8%		10.8%		6.1%		10.3%		3.9%		0.6%		33.7%	
	Approved	Requested	Projected ==>	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	Legend: Debt (Issued) and Debt (not yet approved)	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	Debt	Debt	Debt
Water Ent. Fund Capital & Debt	800,000	800,000	300,000	170,000	305,000	50,000	425,000	325,000	362,000	321,000	234,000	100,000										
Water Capital	783,500	1,825,786	1,793,221	1,938,725	1,894,729	2,190,339	2,057,369	2,005,619	1,728,869	1,688,369	1,787,869	1,240,369										
Water Debt	1,785,591	2,625,786	2,093,221	2,108,725	2,199,729	2,482,369	2,330,619	2,090,869	2,009,369	2,021,869	1,340,369											
Total Capital & Debt	2,569,091	4,451,572	3,886,442	4,047,450	4,094,458	4,682,708	4,387,988	4,101,488	3,758,238	3,710,238	3,028,238											
Water CAPITAL	783,500	800,000	300,000	170,000	305,000	50,000	425,000	325,000	362,000	321,000	234,000	100,000										
Water Supply																						
Treatment Plant Design	1	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt										
MWRA (\$3.18mil partial join)	2	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt										
MWRA (\$7.8mil full join)	3	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt										
WTP demo & chlorine (\$800k)	4	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt										
WTP demo & chlorine (\$450k)	5	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt										
Wells Upgrade																						
Well Abandonment																						
Hydraulic Study - 2nd Connect		94,000																				
Replace Pickup Truck #3 (2003)		37,000																				
Water Distribution																						
Various Water Mains (\$2.471mil)	6	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt										
WM:Haverhill&Howard (\$2.285m)	7a	Debt mwra	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt										
WM: Howard-County-Summer		414,500																				
WM: MWRA loan to be used	7b	Debt mwra	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt										
WM Repl/Abnd R#1 \$5.0mil/10yr	8	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt										
WM Repl/Abnd R#2 \$1.125mil/5yr	9	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt										
WM Repl/Abnd MWRA \$3.0m																						
WM Repl/Abnd R#3 \$1.35mil/5yr	10	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt										
WM Repl/Abnd R#4 \$4.1mil/10yr	11	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt										
WM Repl/Abnd B \$7mil FY24																						
WM Repl/Abnd C \$17.5mil FY24																						
WM: Larch Lane																						
WM Lining Program																						
Meter Replacement																						
Water System Hydraulic Model																						
Tank Inspect & Design: Auburn (FY12)		70,000																				
Tank Maintenance: Auburn																						
Bear Hill Storage Tank (\$1.4mil) - remove pending MWRA 2nd connection																						
Booster Station SCADA																						
SCADA Upgrade (every 5 yrs)																						
Replace Bob Cat loader																						
Replace Pickup Truck #12 (1997)		40,000																				
Replace Van #2																						
Replace Truck#5																						
Replace Truck#14																						
Replace Backhoe #420E																						
Replace Utility Truck #5																						
Replace Crane Truck #12																						
Replace Pickup #15																						



# Water Enterprise Fund Capital + Debt

		33.4%	20.3%	18%	10.8%	6.1%	10.3%	3.9%	0.6%	33.7%				
		Requested	Projected	Legend: Debt (Issued) and Debt (not yet approved)										
		FY-2014	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024		
		Approved	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Approved		
		FY-2012	FY-2013	FY-2014	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024
		3.0% Inflation rate per Weston Samson 10/9/12												
		Estimated Project Cost												
Phase	Current*													
Reading Phase #1 \$5.0mil/10yr	4,985,510	5,000,000	5,000,000											
Reading Phase #2 \$1.05 mil/5yr	1,059,500	1,125,000	1,091,800	1,124,554										
MWRA Phase \$3.0mil	2,985,558	-	None - MWRA pay as part of negotiations											
Reading Phase #3 \$1.35mil/5yr	1,202,360	1,350,000	1,200,000	1,273,080	1,311,272	1,350,611								
Reading Phase #4 \$4.1mil/10yr	3,135,008	4,100,000	3,135,000	3,229,050	3,325,922	3,425,699	3,634,324	3,743,354	3,855,655	3,971,324	4,090,464			
Reading Phase B \$7mil in FY24	5,190,251		5,200,000	5,356,000	5,516,680	5,682,180	5,852,646	6,028,225	6,209,072	6,395,344	6,587,204	6,784,821	6,988,365	
Reading Phase C \$17.5mil FY24	13,000,000		13,000,000	13,390,000	13,791,700	14,205,451	14,631,615	15,070,563	15,522,680	15,988,360	16,466,011	16,962,051	17,470,913	
*includes pavement allowance (phase A, B & C estimated at +30%)														
Estimated Debt service - total														
Reading Phase #1 \$5.0mil/10yr	A1+B	550,000	545,000	540,000	535,000	530,000	525,000	520,000	515,000	510,000	505,000			
Reading Phase #2 \$1.05 mil/5yr	A1A			281,250	270,000	258,750	247,500	236,250						
MWRA Phase \$3.0mil														
Reading Phase #3 \$1.35mil/5yr	A2					337,500	324,000	310,500	297,000	283,500				
Reading Phase #4 \$4.1mil/10yr	A2													
Reading Phase B \$7mil in FY24														
Reading Phase C \$17.5mil FY24														
TOTAL		550,000	545,000	821,250	805,000	1,126,250	1,096,500	1,066,750	812,000	793,500	1,120,000	1,182,000	1,652,500	594,500
		PREV.	680,000	650,000	620,000	590,000	1,030,500	1,281,000	1,231,500	1,182,000	1,852,500			
Estimated Debt service - principal														
Reading Phase #1 \$5.0mil/10yr	10	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000			
Reading Phase #2 \$1.05 mil/5yr	5			225,000	225,000	225,000	225,000	225,000						
MWRA Phase \$3.0mil														
Reading Phase #3 \$1.35mil/5yr	5													
Reading Phase #4 \$4.1mil/10yr	10													
Reading Phase B \$7mil in FY24														
Reading Phase C \$17.5mil FY24														
TOTAL		500,000	500,000	725,000	725,000	725,000	725,000	995,000	995,000	770,000	910,000	410,000	410,000	
Estimated Debt service - interest														
Reading Phase #1 \$5.0mil/10yr		50,000	45,000	40,000	35,000	30,000	25,000	20,000	15,000	10,000	5,000			
Reading Phase #2 \$1.05 mil/5yr				56,250	45,000	33,750	22,500	11,250						
MWRA Phase \$3.0mil														
Reading Phase #3 \$1.35mil/5yr														
Reading Phase #4 \$4.1mil/10yr														
Reading Phase B \$7mil in FY24														
Reading Phase C \$17.5mil FY24														
TOTAL		50,000	45,000	96,250	80,000	131,250	101,500	71,750	42,000	23,500	210,000	184,500	184,500	



## Water Enterprise Fund Capital + Debt

	3.2%		4.1%		3.4%		6.0%		5.9%		2.2%		
	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	FY-2031	FY-2032	FY-2033	FY-2034	FY-2035	FY-2036	FY13-32 TOTAL
Water Ent. Fund Capital & Debt	1,197,575	1,144,875	1,102,588	910,300	492,000	471,500	451,000						27,247,151
Water DEBT													326,200
Water Treatment Plant Design													
Join MWRA (partial \$3.18m)	178,975	162,375	156,188										3,157,025
Join MWRA (full \$7.8m)	444,600	429,000	413,400	397,800									8,248,256
Demo WTP/chlorinate(\$0.8m)													523,920
Demo WTP/chlorinate (\$450k)													-
Water Mains(\$2.471m)													1,893,500
WM:Haverhill&Howard (\$2.285m)													-
WM: MWRA loan to be used													5,275,000
WM Repl/Abnd R#1 \$5.0mil/10yr													1,293,750
WM Repl/Abnd R#2 \$1.125mil/5yr													-
WM Repl/Abnd MWRA \$3.0m													1,552,500
WM Repl/Abnd R#3 \$1.35mil/5yr													5,227,500
WM Repl/Abnd R#4 \$4.1mil/10yr	574,000	553,500	533,000	512,500	492,000	471,500	451,000	430,500					-
WM Repl/Abnd B \$7mil FY24													-
WM Repl/Abnd C \$17.5mil FY24													-
Repayment of Principal:	960,000	950,000	950,000	800,000	410,000	410,000	410,000	410,000	410,000	410,000	410,000	410,000	21,408,500
Water Treatment Plant Design													300,000
Join MWRA (partial \$3.18m)	160,000	150,000	150,000										2,380,000
Join MWRA (full \$7.8m)	390,000	390,000	390,000	390,000									6,240,000
Demo WTP/chlorinate(\$0.8m)													480,000
Demo WTP/chlorinate (\$450k)													-
Water Mains(\$2.471m)													-
WM:Haverhill&Howard (\$2.285m)													1,893,500
WM: MWRA loan to be used													180,000
WM Repl/Abnd R#1 \$5.0mil/10yr													5,000,000
WM Repl/Abnd R#2 \$1.125mil/5yr													1,125,000
WM Repl/Abnd MWRA \$3.0m													-
WM Repl/Abnd R#3 \$1.35mil/5yr													1,350,000
WM Repl/Abnd R#4 \$4.1mil/10yr	410,000	410,000	410,000	410,000	410,000	410,000	410,000	410,000	410,000	410,000	410,000	410,000	4,100,000
WM Repl/Abnd B \$7mil FY24													-
WM Repl/Abnd C \$17.5mil FY24													-
Interest on Long Term Debt:	237,575	194,875	152,588	110,300	82,000	61,500	41,000	20,500					4,629,151
Water Treatment Plant Design													26,200
Join MWRA (partial \$3.18m)	18,975	12,375	6,188										777,025
Join MWRA (full \$7.8m)	54,600	39,000	23,400	7,800									2,008,256
Demo WTP/chlorinate(\$0.8m)													43,920
Demo WTP/chlorinate (\$450k)													-
Water Mains(\$2.471m)													-
WM:Haverhill&Howard (\$2.285m)													-
WM: MWRA loan to be used													-
WM Repl/Abnd R#1 \$5.0mil/10yr													275,000
WM Repl/Abnd R#2 \$1.125mil/5yr													188,750
WM Repl/Abnd MWRA \$3.0m													-
WM Repl/Abnd R#3 \$1.35mil/5yr													202,500
WM Repl/Abnd R#4 \$4.1mil/10yr	164,000	143,500	123,000	102,500	82,000	61,500	41,000	20,500					922,500
WM Repl/Abnd B \$7mil FY24													-
WM Repl/Abnd C \$17.5mil FY24													-

## Water Enterprise Fund Capital + Debt

		3.2%	4.1%	3.4%	16.0%	5.9%	2.2%	FY13-32		
Annual change to water capital+debt								TOTAL		
Water Ent. Fund Capital & Debt	Phase	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	FY-2031	FY-2032	TOTAL
Reading Phase #1 \$5.0mil/10yr	A1+B									
Reading Phase #2 \$1.05 mil/5yr	A1A									
MWRA Phase \$3.0mil										
Reading Phase #3 \$1.35mil/5yr	A2									
Reading Phase #4 \$4.1mil/10yr	A2									
Reading Phase B \$7mil in FY24										
Reading Phase C \$17.5mil FY24										
*includes pe										
<b>Estimated Debt service - total</b>										
Reading Phase #1 \$5.0mil/10yr	A1+B	-	-	-	-	-	-	-	-	-
Reading Phase #2 \$1.05 mil/5yr	A1A									
MWRA Phase \$3.0mil										
Reading Phase #3 \$1.35mil/5yr	A2									
Reading Phase #4 \$4.1mil/10yr	A2	574,000	553,500	533,000	512,500	492,000	471,500	451,000	430,500	13,348,750
Reading Phase B \$7mil in FY24		-	-	-	-	-	-	-	-	-
Reading Phase C \$17.5mil FY24		-	-	-	-	-	-	-	-	-
<b>TOTAL</b>		574,000	553,500	533,000	512,500	492,000	471,500	451,000	430,500	13,348,750
		1,699,500	1,623,000	1,546,500	1,145,000	1,088,000	531,000	504,000	477,000	
<b>Estimated Debt service - principal</b>										
Reading Phase #1 \$5.0mil/10yr	10									
Reading Phase #2 \$1.05 mil/5yr	5									
MWRA Phase \$3.0mil										
Reading Phase #3 \$1.35mil/5yr	5									
Reading Phase #4 \$4.1mil/10yr	10	410,000	410,000	410,000	410,000	410,000	410,000	410,000	410,000	410,000
Reading Phase B \$7mil in FY24										
Reading Phase C \$17.5mil FY24										
<b>TOTAL</b>		410,000	410,000	410,000	410,000	410,000	410,000	410,000	410,000	11,575,000
<b>Estimated Debt service - interest</b>										
Reading Phase #1 \$5.0mil/10yr										
Reading Phase #2 \$1.05 mil/5yr										
MWRA Phase \$3.0mil										
Reading Phase #3 \$1.35mil/5yr										
Reading Phase #4 \$4.1mil/10yr		164,000	143,500	123,000	102,500	82,000	61,500	41,000	20,500	
Reading Phase B \$7mil in FY24										
Reading Phase C \$17.5mil FY24										
<b>TOTAL</b>		164,000	143,500	123,000	102,500	82,000	61,500	41,000	20,500	1,773,750

## 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 Bylaw - Article 2 Town Meeting**

##### **2.1 General**

###### **2.1.1 Date of Annual Town Election**

The Annual Town Meeting shall be held on the third Tuesday preceding the fourth Monday in April of each year for the election of Town Officers and for such other matters as required by law to be determined by ballot. Notwithstanding the foregoing, the Board of Selectmen may schedule the commencement of the Annual Town Meeting for the same date designated as the date to hold any Federal or State election.

###### **2.1.2 Hours of Election**

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

**2.1.3 Annual Town Meeting Business Sessions**

All business of the Annual Town Meeting, except the election of such Town officers and the determination of such matters are 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 PM on the fourth 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.

**2.1.4 Subsequent Town Meeting**

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.

**2.1.5 Adjourned Town Meeting Sessions**

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 PM and then on the following Monday at 7:30 PM, and on consecutive Mondays and Thursdays unless a resolution to adjourn to another time is adopted by a majority vote of Town Meeting Members present and voting.

**2.1.6 Posting of the Warrant**

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.

**2.1.7 Closing of the Warrant**

All Articles for the Annual Town Meeting shall be submitted to the Board of Selectmen not later than 8:00 PM on the fifth (5<sup>th</sup>) 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 PM on the seventh (7<sup>th</sup>) 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.

**2.1.8 Delivery of the Warrant**

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 Meeting**

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

**Rule 1** A majority of 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 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 Town Meeting as to its recommendations and reasons therefore.
- Rule 5** Every person shall stand when speaking as they are able, 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 Meeting 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 and Town officials 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, or if the Moderator determines that a counted vote is required such as for a debt issue or Home Rule Petition, 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:

- to adjourn,
- to lay on the table or pass over,
- to postpone for a certain time,
- to commit,
- to amend,
- to postpone indefinitely, or
- to fix a time for terminating debate and putting the question, and the aforesaid 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 is 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.

#### **2.2.2 Attendance by Officials**

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.

#### **2.2.3 Appointment of Committees**

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 Town Meeting. If no report is made within a year after the appointment, the committee shall be discharged unless, in the meantime, 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.

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

**2.2.4.1 Notice to Reconsider**

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 members 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 Federal or State Law Affecting Reconsideration**

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 Members present.

**2.2.4.3 Posting and Advertising**

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 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.

**2.2.5 State of the Town**

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

**2.2.6 Annual Precinct Meeting**

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. Chairmen 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.

## **2.2.7 Removal of Town Meeting Members**

### **2.2.7.1 Notice of Attendance**

The Town Clerk shall mail, within thirty (30) days after the adjournment *sine die* of the Annual Town Meeting, to every Town Meeting Member who has attended less than one-half of 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 Precinct Recommendation**

All Precinct meeting held prior to consideration by Town Meeting of the warrant article pursuant to Section 2-6 of the Charter. Town Meeting Members of each precinct shall adopt a recommendation to Town Meeting on whether each member from the precinct listed in the warrant per Section 2-6 of the Charter should be removed from Town Meeting. 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 Grouped by Precinct**

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.

## **2.2.8 Meetings During Town Meeting**

No appointed or elected board, committee, commission 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, committee or commission 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, committee or commission 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, committee or commission which meets the requirements of M.G.L. Chapter 39, Section 23B concerning emergency meetings may, upon meeting such requirements, conduct such a meeting or hearing at a time scheduled for a Town Meeting.

## **2.2.9 Rules Committee**

The members of the Rules Committee, established under Section 2-12 of the Charter, shall hold an annual meeting within thirty (30) days after the adjournment of the Annual Town Meeting for the purpose of electing a Chairman and a Clerk and to conduct whatever business may be appropriate. Additional Rules Committee meetings may be called by the Chairman.

In the absence of a Chairman, the Moderator shall convene a meeting of the Rules Committee within sixty (60) days after a vacancy for the purpose of electing a new Chairman.



**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

February of 2010