

**Town of
Reading
Massachusetts**



**2015 Subsequent Town Meeting
Report on the Warrant
November 9, 2015**

**SUBSEQUENT TOWN MEETING
NOVEMBER 9, 2015
TABLE OF CONTENTS**

<u>Article</u>	<u>Title</u>	<u>Sponsor</u>	<u>Page #</u>
1	Reports	Board of Selectmen	2
2	Instructions	Board of Selectmen	2
3	Amending the Capital Improvement Program FY2016 – FY2025	Board of Selectmen	3
4	Approve Payment of Prior Year's Bills	Board of Selectmen	5
5	Amend the FY2016 Budget	Finance Committee	6
6	Road Acceptances – Causeway Road, Cory Lane, Dividence Road, Pondview Lane, Roma Lane and Sailor Tom's Way	Board of Selectmen	9
7	Zoning Bylaw Changes – Purpose	CPDC	10
8	Zoning Bylaw Changes – Personal Wireless Service Facility	CPDC	11
9	Zoning Bylaw Changes – Aquifer Protection District	CPDC	19
10	Zoning Bylaw Changes – CPDC and ZBA Associate Members	CPDC	30
11	Bylaw Changes – 3.3.1.4 Removal for Absence	Board of Selectmen	32
12	Settle Potential Litigation	Board of Selectmen	32
13	Cemetery Garage Facility	Board of Cemetery Trustees	33
14	Bylaw Change – Section 8.9.1 Firearms	Board of Selectmen	35
	APPENDIX		
	Capital – blue pages		38
	Conduct of Town Meeting		53
	Town Meeting Handout Guidelines		60

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss. Officer's Return, Reading:

By virtue of this Warrant, I, on September 22 2015 notified and warned the inhabitants of the Town of Reading, qualified to vote in Town elections and 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 Walter S. Parker Middle School, 45 Temple Street
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 9, 2015, 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 September 22, 2015.


Thomas H. Freeman Jr, 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 Town elections and Town affairs, to meet at the Reading Memorial High School Performing Arts Center, 62 Oakland Road, in said Reading, on Monday, November 9, 2015, 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, School Committee, Library Trustees, Municipal Light Board, Finance Committee, Bylaw Committee, Town Manager, Town Accountant and any other Town Official, Board or Committee.

Board of Selectmen

Background: This article appears on the Warrant for all Town Meetings. At this Subsequent Town Meeting, the following reports are anticipated:

- Town Moderator "375th Celebration Committee"
- RMLD General Manager "Annual update"
- Superintendent of Schools and School Committee Chair "State of the Schools"

ARTICLE 2 To choose all other necessary Town Officers and Boards or Committees and determine what instructions shall be given Town Officers and Boards or 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 Boards or 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 2016-26 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 (section 6.1.3) states "... 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 FY2016 – FY2026 CIP (current year plus ten years):

General Fund

FY16: +\$488,250

\$175,000 School & Town technology (\$100,000 shared disaster recovery system; \$60,000 phone project includes new Library; \$15,000 Town data security audit)

\$140,000 DPW Snow blower (supplement to 1999 snow blower)

\$ 60,000 Fac: Generator (Main St Fire station)

\$ 45,000 Fac: Condensate Tank (Coolidge)

\$ 40,000 Fac: Vehicle – Chevy K2500

\$ 30,000 Fac: Masonry (RMHS)

\$ 28,250 DPW Fuel Canopy & Suppression System (costs shared with RMLD)

\$ 25,000 DPW Vehicle – Ford Escape

\$ 15,000 Fac: Masonry (Parker)

-\$ 15,000 Fac: HVAC (Barrows)

-\$ 15,000 Fac: Flooring (Parker)

-\$ 40,000 Fac: Flooring (RMHS)

\$2.0 mil. Cemetery garage as debt & other sources of funding (increased from \$1.5 million and moved up from FY18) – please see Article 13 for a full discussion.

FY17: -\$527,400

\$350,000 Pub Svc Killam Field and parking lot repairs (Field not done in FY15)

\$150,000 DPW Snow Bombardier#1 (1993 moved up from FY18 and increased by \$25k)

\$ 75,000 School Technology biennial network upgrades (moved up from FY18)

+\$60,000 Fac: Fire Alarm panel (Joshua Eaton, total now \$170,000)

\$ 36,000 School Passenger Van

\$ 35,000 DPW Forklift

+\$ 12,600 Add funding for DPW Bobcat Loader 743 (1987; now \$45k)

\$ 10,000 Fac: DPW door repairs (DPW)

+\$ 5,000 Add funding for DPW Dump Truck C3 (now \$65k)

-\$ 20,000 Reduce funding for DPW Aerial Pickup Truck (now \$80k)

-\$ 20,000 Fac: Pleasant Street Center HVAC (defer to FY18)

-\$ 34,000 DPW Eliminate Ford sedan Car#2 (2007) replacement

- \$ 36,500 DPW Eliminate HV3 Ford van (1997) replacement
- \$ 41,500 Public Safety (Fire) Vehicle (defer to FY18)
- \$ 50,000 DPW Yard Improvements (defer to FY18)
- \$ 50,000 DPW Road Improvements
- \$ 60,000 Fac: West Side Fire station roofing (defer to FY19 as debt)
- \$ 60,000 Fac: Flooring (RMHS)
- \$100,000 Town Technology biennial network upgrades (moved up to FY16)
- \$115,000 DPW Truck #10 (defer to FY18 and add \$35k)
- \$120,000 DPW Chipper (defer to FY18)
- \$134,000 Fac: Main Street Fire station roofing (defer to FY19 as debt)
- \$420,000 Fac: Town Hall roofing (defer to FY19 as debt)

FY18+

Various other changes made

Enterprise Funds - Water

FY16: None

FY17: None

FY18+

Various changes made

Enterprise Funds - Sewer

FY16: +\$1,215,000

SCADA for sewer station rehab projects & Sewer station projects for Batchelder and West Street \$1,215,000 (note that \$782,000 of funds previously allocated to these projects were turned back to Sewer Reserves in FY15)

FY17: -\$345,000

- \$ 25,000 Portable generator for Grove St. Sewer station
- \$370,000 Sewer station repairs for Joseph's Way and Small Lane

\$3.0 million debt Charles Street & Sturges sewer station repairs (moved up from FY20 & FY18 and increased from \$1.89 million)

FY18+

Various changes made

Enterprise Funds – Storm Water

FY16: None

FY17: None

FY18+

Various changes made

Finance Committee Report: The Finance Committee recommends the proposed amendments to the FY 2016 – FY 2026 Capital Improvements Program by a vote of 6-0-0 at their meeting on October 14, 2015. Placing items in the Capital Improvement Program is a prerequisite but in itself does not authorize spending funds towards these items. Please see Article 13 for a more complete discussion about the cemetery garage issue.

Bylaw Committee Report: No report.

By Charter, both the Finance Committee and Bylaw Committee are advisory to Town Meeting and their votes must be reported to Town Meeting, preferably in writing in advance when possible. Other volunteer Boards and Committees also vote on Warrant Articles, and when possible those votes are noted herein with an asterisk () next to their name.*

***Board of Selectmen Report:** The Board of Selectmen on October 6, 2015 voted 5-0-0 to support this Article, with one exception. The Board does not support the proposed \$2 million change in the capital plan for the cemetery garage, shown above as debt. For further discussion please see the Board's Report under Article 13.

ARTICLE 4 To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide a sum or sums of money to pay bills remaining unpaid from prior fiscal years for goods and services actually rendered to the Town, or take any other action with respect thereto.

Board of Selectmen

Background: In advance of Annual Town meeting in April 2015 the Town received an estimate for expected legal expenses for the balance of the fiscal year related to the ongoing RMHS construction project litigation. The Town received a June 2015 legal invoice in a timely fashion in the amount of \$40,516.10 which far exceeded the earlier estimate and there were not sufficient funds to make payment.

On September 10, 2015 the Fire department was notified that repairs made in January and February 2015 would not be covered by a warranty as had been expected, and shortly thereafter DPW received an invoice for \$15,763.39 for these repairs. The Fire department appealed the invoice, and on September 30, 2015 they were told a three-way settlement was being negotiated. Therefore this prior year invoice is in the amount of \$5,254.46.

A prior fiscal year bill was discovered by the School department in August 2015 – an invoice for \$837.75 for Addiro Inc. Plumbing for services performed in August 2013 that was never paid. Lastly, a prior fiscal year bill was discovered by the DPW in September 2015 for unpaid May and June 2015 legal ads placed in a local newspaper for \$861.90.

Finance Committee Report: The Finance Committee recommends Article 4 by a vote of 6-0-0 at their meeting on October 14, 2015. Each of these bills is an obligation that should be paid by the Town, with a source of Free Cash. Please note that a 9/10 majority vote by Town Meeting is required to make these payments, which in total are \$47,470.21.

Bylaw Committee Report: No report.

***Board of Selectmen Report:** The Board of Selectmen on October 6, 2015 voted 5-0-0 to support this Article

ARTICLE 5 To see if the Town will vote to amend the Town's Operating Budget for the Fiscal Year commencing July 1, 2015, as adopted under Article 20 of the Annual Town Meeting of April 27, 2015; and to see if the Town will vote to raise and appropriate, borrow or transfer from available funds, or otherwise provide a sum or sums of money to be added to the amounts appropriated under said Article, as amended, for the operation of the Town and its government, or take any other action with respect thereto.

Finance Committee

Background:

General Fund – Wages and Expenses

<u>Account Line</u>	<u>Description</u> # indicates Facilities Department changes PC: moving around pay/class funds	<u>Decrease</u>	<u>Increase</u>
B99 – Benefits Expenses	Retirement (\$50,000) Worker Comp Premiums (\$35,000)	\$ 85,000	
C99 – Capital Expenses	School & Town technology \$175,000 (\$100,000 shared disaster recovery system; \$60,000 phone project includes new Library; \$15,000 Town data security audit) DPW Snow blower \$140,000 Fac: Generator (Main St Fire sta.) \$60,000 Fac: Condensate Tank (Coolidge) \$45,000 Facilities Vehicle – Chevy K2500 \$40,000 Fac: Masonry (RMHS) \$30,000 DPW Fuel Canopy/ Suppression System (costs shared with RMLD) \$28,250 DPW Vehicle – Ford Escape \$25,000 Fac: Masonry (Parker) \$15,000 Fac: HVAC (Barrows) -\$15,000 Fac: Flooring (Parker) -\$15,000 Fac: Flooring (RMHS) -\$40,000		\$488,250
F99 – FINCOM Reserves	Replenish Reserves for Modular classroom expenses \$75,000 Increase Reserves for unforeseen expenses \$75,000		\$150,000
G91 – Administrative Services Wages	PC: Fund all pay & class transfers \$(55,000) PC: Fund pay & class results in this department \$4,700 HR Generalist (shared Town/Schools) \$62,000 #Upgrade Business Analyst position to be a Procurement Agent position (related to the addition of Facilities) \$24,000		\$ 35,700
G92 – Administrative Services Expenses	Legal Services (RMHS litigation) \$75,000 Communication software license \$ 5,000		\$ 80,000
H91 – Public Services Wages	PC: Fund pay & class results \$19,200		\$ 19,200

H92 - Public Services Expenses	*Hazard Mitigation Planning consulting services \$25,000		\$ 25,000
I91 - Finance Wages	PC: Fund pay & class results \$12,010		\$ 12,010
I92 - Finance Expenses	Assessing Full Field Review in preparation for FY17 Revaluation \$88,000		\$ 88,000
J91 - Public Safety Wages	PC: Fund pay & class results \$9,675		\$ 9,675
J92 - Public Safety Expenses	Police: regionalize Animal Control with North Reading		\$ 50,000
K91 - Public Works Wages	PC: Fund pay & class results \$3,950		\$ 3,950
K92 - Public Works Expenses	Road line painting \$30,000 Professional development \$10,000 Fuel (\$50,000)	\$ 10,000	
K94 - Public Works Street Lighting	Street Lighting expenses (\$35,000)	\$ 35,000	
K95 - Public Works Rubbish	Rubbish disposal (\$50,000)	\$ 50,000	
L91 - Library Wages	PC: Fund pay & class results \$5,465		\$ 5,465
M91 - Core Facilities	#Transfers from U99 Schools \$1,948,199 #Transfers from V99 Town Fac \$525,142 #(a) Additions requested \$110,000 #(b) Additions requested \$100,000		\$2,683,341
M92 - Facilities: Town buildings	#Transfers from V99 Town Fac \$252,835 #(a) Additions requested \$ 40,000		\$ 292,835
U99 - School Department	#Transfers to M91 \$1,948,199	\$1,948,199	
V99 - Town Facilities	#Transfers to M91 \$525,142 #Transfers to M92 \$252,835	\$ 777,977	
	Subtotals	\$2,906,176	\$3,943,426
	Net Operating Expenses		\$1,037,250
	* From Permits Revolving Fund	\$ 25,000	
	From New Growth	\$200,000	
	#(b) From Revenues from Rental of School Properties via Free Cash	\$100,000	
	From Free Cash	\$712,250	

Enterprise Funds – Wages and Expenses

<u>Account Line</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
X99 Sewer	Sewer stations projects (Batchelder & West St) and related SCADA for all sewer station rehabs		\$1,215,000
	Subtotals	\$0	\$1,215,000
	Net Operating Expenses		\$1,215,000
	From Sewer Reserves (note +\$433,000 is net request from previous capital plan)		\$1,215,000

Over the summer both the Superintendent of Schools and the Town Manager discussed restructuring the Facilities Department so there was more shared management oversight. School Committee and Board of Selectmen leadership were brought into the discussion to assist in crafting a new structure for the department. The proposed FY16 budget changes shown above in this Article make the financial changes necessary. At a Financial Forum on September 16, 2015, both the School Committee (6-0-0) and Board of Selectmen (3-0-0) voted to approve the restructuring of the Facilities Department consistent with these budget transfers and additions in this Article. Note that the gross budgets for Facilities are requested to increase by \$250,000 but that \$100,000 of that amount is covered by existing revenues that will provide a funding source.

The restructured Facilities Department will be led by the Director of Facilities, and included above is a request to restore the Assistant Facilities Director position that was eliminated a few years ago due to budget cuts. Among other efficiencies this will reduce the need to hire outside project managers, except for large building projects.

Currently the department's budgets consists of two voted line items (U99 School Department and V99 Town Facilities), each under control of the Schools. The proposed changes will result in three budget line items. The first two (M91 and M92) will be located in the Town's budget, while U99 remains as the School Department budget.

M91 – Core Facilities: the shared Director and proposed Assistant Director, a department secretary, and three tradesmen (Electrician, Plumber, general laborer); all operational costs associated with utilities and maintenance of all town and school buildings; all capital for all town and school buildings.

M92 – Facilities Town Buildings: all custodial services, supplies and employees associated with the cleaning of town buildings.

U99 – School Department: all custodial services, supplies and employees associated with the cleaning of school buildings.

The Board of Selectmen will vote on lines M91 and M92 annually, while the School Committee will vote on lines M91 and U99. The Town's Administrative Services Department will oversee all procurement activities for M91, so also included in these budget changes is a request to increase by \$24,000 a vacant position to be able to handle this additional responsibility.

The Schools and Town also recently discussed sharing a position in their Human Resources divisions. The HR field grows increasingly complex each year, and each division is significantly understaffed. Town Meeting is requested in line G91 to approve this shared position, which will have office space both at Town Hall and in the School's Central Office.

Finance Committee Report: The Finance Committee recommends this Article by a vote of 6-0-0 at their meeting on October 14, 2015.

Bylaw Committee Report: No report.

***Board of Selectmen Report:** The Board of Selectmen at a joint meeting with the School Committee and Finance Committee on September 16, 2015 voted 3-0-0 to support the proposed restructuring of the Facilities Department as presented in this Article. The Board of Selectmen on October 6, 2015 voted 5-0-0 to support this entire Article.

***School Committee Report:** The School Committee at a joint meeting with the Board of Selectmen and Finance Committee on September 16, 2015 voted 6-0-0 to support the proposed restructuring of the Facilities Department as presented in this Article.

ARTICLE 6 To hear the report of the Board of Selectmen relative to the laying out of the following named streets under the provisions of Chapter 82 of the *Massachusetts General Laws*, and to see if the Town will vote to accept such streets as and for public ways and to authorize the Board of Selectmen to acquire by gift, purchase or eminent domain any land or interest in land necessary for such laying out, and act on all manners relating thereto:

Cory Lane, from Zachary Lane to dead end
Pondview Lane, from Fairchild Drive to dead end
Roma Lane, from Sanborn Lane to dead end
Sailor Tom's Way, from Franklin Street to dead end
Causeway Road, from Lowell Street to dead end
Dividence Road, from Franklin Street to Emerson Street

or take any other action with respect thereto.

Board of Selectmen

Background: In late 2012 residents on Roma Lane filed a petition to have their street accepted as a public way, upon learning a subdivision developer had never completed that work. Rather than bring that one road to Town Meeting, in the summer of 2013 the Town Manager asked planning and engineering staff to begin an exhaustive process of reviewing every private road in town, with many details requiring research that went back several decades.

Approximately 80 private roads/driveways were identified and on February 3, 2015 the Board of Selectmen invited these residents to a community meeting to learn the basics of public and private roads.

Private roads were divided into these categories: (1) roadways that have been completed but the final steps for acceptance as a public road were never requested or completed; (2) roadways that are incomplete where bonds are in place to complete the work. If those bonds are insufficient to complete the work, the Selectmen need to decide if betterments are to be assessed; (3) older roadways where the reasons for non-acceptance cannot be determined; (4) roadways constructed as private but residents may wish to have them become public; (5) roadways constructed as private and the residents wish them to remain that way; (6) roadways within small development complexes (40B, PRD) that were constructed as private but residents may wish to have them become public.

The first two categories of roads were studied further, and the six roads above qualify for inclusion to be accepted without any further cost to the residents. Note that residents of Causeway already had the Town Meeting and betterment processes completed previously but the final paperwork was never completed by the town.

Four of these roads went through the CPDC under Subdivision Control Law, and at their meeting on August 24, 2015 CPDC unanimously recommended that Roma Lane, Sailor Tom's Way, Pondview Lane and Cory Lane had met the necessary conditions and should be accepted

as a public way. The two remaining roads, Dividence Road and Causeway Road, are not part of the subdivision process, so residents sent in petitions requesting that they change to become a public way. At their meeting on September 14, 2015, as a courtesy CPDC unanimously recommended that these two additional roads become public.

No further Town Meeting action on private roads is expected to be requested for at least a year. Remaining private roads are expected to have a cost to the residents to become public, which means each will need to appear in front of the Board of Selectmen to discuss their interest in paying betterments. The Board typically has not voted to accept private roads unless an overwhelming majority of residents are willing to pay those betterments.

Finance Committee Report: No report.

Bylaw Committee Report: No report.

***Board of Selectmen Report:** The Board of Selectmen on October 6, 2015 voted 5-0-0 to support this Article.

ARTICLE 7 To see if the Town will vote to amend Section 1.0 of the Zoning Bylaws as follows (**Bold** represents language to be inserted and crossed-out language is to be deleted):

1.0 PURPOSE

This Bylaw has been adopted to govern uses of land; the size, height, bulk, location and use of structures, buildings and signs; and for all of the other purposes set forth in, but not limited by, Section 2A of Chapter 808 of the Acts of 1975:

~~1.1 The purposes of this Zoning Bylaw include, but are not limited to, the following:~~

- ~~a~~ To promote the health, safety and general welfare of the inhabitants of the Town of Reading;
- ~~b~~ To lessen congestion in the streets;
- ~~c~~ To conserve health;
- ~~d~~ To secure safety from fire, flood panic, congestion and other dangers;
- ~~e~~ To provide adequate light and air;
- ~~f~~ To prevent over-crowding of land;
- ~~g~~ To avoid undue concentration of population;
- ~~h~~ To encourage housing for persons of all income levels;
- ~~i~~ To facilitate the adequate provisions of transportation, water, water supply, drainage, sewerage, schools, parks, open space and other public requirements;
- ~~j~~ To conserve the value of land and buildings, including the conservation of natural resources and the prevention of blight and pollution of the environment;
- ~~k~~ To encourage the most appropriate use of land throughout the Town of Reading, including consideration of the recommendations of comprehensive plans adopted by Town Meeting; and
- ~~l~~ To preserve natural conditions and historic sites and to enhance beauty and amenities.

or take any other action with respect thereto.

Community Planning and Development Commission

Background: Article 7 is an amendment to the Section 1 of the Zoning Bylaw, Purpose. An amended Purpose was the subject of Article 9 of the September, 2014 Town Meeting. Article 9 did not receive the required 2/3 affirmative vote of Town Meeting. It has been further amended and is now being brought back to Town Meeting for another vote. The zoning bylaw approved at the November 2014 Town Meeting included the original language in Section 1, Purpose.

The CPDC revised the Purpose based on the suggestions offered by Town Meeting last September. A simple introductory statement has been added which is modeled after language from the Town of Lexington's Zoning Bylaw. A sentence has been added referencing the State Zoning Act. Sub-bullets follow that are the same as what is in the existing zoning bylaw.

Finance Committee Report: No report.

Bylaw Committee Report: The Bylaw Committee recommends this Article by a vote of 5-0-0 at their meeting on October 13, 2015.

ARTICLE 8 To see if the Town will vote to amend the Zoning Bylaws by

- (1) Deleting Commercial Communication Structures from Section 2.0;
- (2) Adding in appropriate alphabetical order, a new definition to Section 2.0 as follows:

Personal Wireless Service Facility (PWSF)—All equipment, including Repeaters, with which a Personal Wireless Service Provider broadcasts and receives the radio-frequency waves which carry their services, and all equipment, appurtenances and structures, including towers, relating thereto.

- (3) Revising Section 5.3.1 and Section 5.3.2 Table of Uses to allow PWSFs by Special Permit through the CPDC in every zoning district and delete Commercial Communications Structures in Section 5.3.1 and Section 5.3.2 Table of Uses.
- (4) Deleting in its entirety Section 5.6.3 Commercial Communications Structures and replace with a new Section 5.6.3 Personal Wireless Service Facilities, as follows:

Personal Wireless Service Facilities (PWSFs)

5.6.3. Applicability. No PWSF shall be erected, installed or modified except upon issuance of a special permit in compliance with the provisions of this bylaw, whether the PWSF is considered a principal use or an accessory use.

5.6.3.1. Preferences—Siting and Facility Type.

A. PWSF Siting. A PWSF may be permitted within any district by Special Permit, subject to the purposes and standards established in this bylaw. The following list of allowable PWSF Locations is presented in order of preference.

1. First Preference: A site located entirely within an Interstate Highway right-of-way.

2. Second Preference: A site located entirely within an Industrial zoning district.
3. Third Preference: A site located entirely within a Business (Bus A and Bus C) zoning district.
4. Fourth Preference: A site located within the Residential S-15, S-20, S-40, A-40, A-80 or within the Business B zoning districts.

B. PWSF Installation Types: The following list of PWSF Installation Types is presented in order of preference.

1. First Preference: The following PWSF Installation Types are of equal preference to one another:
 - a. PWSF Collocation. A new PWSF may Collocate on any existing PWSF to the extent that such Collocation is found by the CPDC to be consistent with the purposes and standards established in this bylaw.
 - b. PWSF on Existing Electrical Utility Infrastructure. A PWSF may Collocate on existing electrical utility infrastructure such as utility poles or streetlights using unobtrusive architectures such as Distributed Antenna Systems (DAS). With respect to the use of utility poles, Collocation on existing electrical utility poles (and replacements thereof) is preferred above the installation of new electrical utility poles in public/private ways. In neighborhoods with underground electrical utilities, pole-mounted PWSF on existing electrical utility infrastructure are discouraged in favor of less visually obtrusive alternatives, such as placing a small antenna installation on existing electrical utility poles on a nearby street.
 - c. Other Implementations. A PWSF may be located using innovative alternatives that are in keeping with the purpose and intent of this Bylaw and that may become available after the adoption of this Bylaw.
2. Second Preference: PWSF Site Sharing. A new PWSF may share the same parcel with existing PWSFs, to the extent that such site-sharing is found by the CPDC to be consistent with the purposes and standards established in this bylaw.
3. Third Preference: A new PWSF installation on any existing structure, to the extent that such installation is found by the CPDC to be consistent with the purposes and standards established in this bylaw.
4. Fourth Preference: PWSF involving a new antenna tower. PWSFs which require the construction of a new antenna tower are least on the order of preference.
5. Waiver of Preferences. The CPDC may waive the preference orders designated for siting and types of PWSF pursuant to Section 5.6.3.1.A upon a

finding that the siting at a location of lesser preference, or the installation of a PWSF type of lesser preference, would achieve a result more consistent with the purposes and standards established in this bylaw.

5.6.3.2. General Special Permit Requirements.

A. Use. PWSFs shall only be employed for the purpose of delivering wireless services to subscriber devices or supporting public safety communications, and shall not be used for storage, office, manufacturing, repair, or other activities unless separately permitted for such other activities.

B. Demonstration of need.

1. Need for service. The applicant must demonstrate the service objectives in the Town of Reading that the proposed PWSF will address in whole or in part. Such demonstration shall include:

a. Substantial written evidence including technical documentation demonstrating that there is a substantial deficiency in the applicant's provision of service to the Town of Reading which fails to satisfy the service objectives;

b. detailed information about all existing and pending PWSFs regardless of ownership, control or the jurisdiction in which they are located, and associated coverage maps;

c. information about terrain, vegetation and land use within the proposed coverage area;

d. estimates with supporting documentation of the number of mobile and stationary subscribers affected by the claimed substantial deficiency;

e. network performance factors; and

f. other information relevant to the Applicant's service objectives, or as may be required by the CPDC.

2. Need for location. The applicant must provide substantial written evidence including clear documentation showing how the improved service to the Town of Reading that applicant seeks could not be provided by utilizing one or more alternative locations of higher preference as described in Section 5.6.3.1.A or, alternatively, how the proposed PWSF achieves a better result as described in Section 5.6.3.4.C.

3. Availability of alternatives. The CPDC, at its discretion, may require the applicant to consider specific potential alternatives at any level of the hierarchy in Section 5.6.3.1.A, if the CPDC determines that such locations may better achieve the purposes established in this bylaw.

C. Visual Guidelines. The construction, erection, installation and/or placement of all PWSF shall be reviewed by the CPDC within the public hearing process based on the following visual guidelines:

1. Concealment. To the maximum extent practicable, PWSFs shall conceal equipment, cables, and antennas within architectural surfaces that are ordinary and consistent with the context of the PWSF within the Town of Reading environs, such as steeples, concealed-antenna monopoles, flagpoles, smokestacks, faux chimneys and cupolas.

2. Screening, Camouflage and Landscaping. Wherever possible, PWSF shall be sited so as to minimize the visibility of such devices from adjacent property and shall be suitably screened from abutters and residential neighborhoods. Where elements of a PWSF will be visible to residential parcels and public or private ways, PWSFs shall employ screening and/or camouflage methods that are consistent with the context of the surrounding area such as fencing, vegetation, and paint color or patterns to match underlying surfaces in order to mitigate any undesirable visual bulk and distraction. Installation of free-standing PWSF shall minimize the removal of trees and other existing vegetation.

3. Scale. The visual characteristics of a PWSF shall be minimized with respect to being unreasonable in scale, such as a dominant or looming visual experience, disproportion to the site and its surroundings, or undesirable shadowing impacts.

4. Color. Free-standing, wall mounted and roof-mounted devices may be required to be painted or otherwise colored or finished in a manner which aesthetically minimizes the visual bulk of the devices to the surrounding landscape or on the building or structure to which they are attached.

5. Signs. There shall be no advertising permitted on or in the vicinity of PWSF. There shall be a sign not exceeding four square feet in area at each PWSF which shall display a phone number where the responsible party for the maintenance of the PWSF may be reached on a 24 hour basis.

6. Lighting. Outdoor lighting of PWSFs shall be limited to that which is necessary for security and temporary maintenance at the discretion of the CPDC. PWSFs that are required to be marked and lighted for air navigation safety are discouraged.

7. Maintenance. The visual characteristics of a PWSF shall be maintained, repaired and replaced as necessary and as an ongoing condition of compliance to retain the characteristics approved by issuance of a special permit.

8. Prohibitions. The following are specifically prohibited:

a. Lattice style antenna towers and facilities requiring three or more legs and/or guy wires for support; and

b. Fences utilizing razor wire or barbed wire or similar wire types.

D. Height:

1. Height General

Regardless of the type of mount, a PWSF shall be no higher than ten feet above the average height of buildings within 300 feet of the proposed facility. In addition, the height of a PWSF shall not exceed by more than 10 feet the height limitations of the zoning district in which the facility is proposed to be located, unless the facility is completely camouflaged such as within a flagpole, steeple, chimney, or similar structure. Wireless service facilities may locate on a building that is legally non-conforming with respect to height, provided that the facilities do not project above the existing building height.

2. Height, Ground-Mounted Facilities

Ground-mounted wireless service facilities shall not project higher than ten feet above the average building height or, if there are no buildings within 300 feet, these facilities shall not project higher than ten feet above the average tree canopy height, measured from average grade level. If there are no buildings within 300 feet of the proposed site of the facility, all ground-mounted wireless service facilities shall be surrounded by dense tree growth to screen views of the facility in all directions. These trees may exist or may be planted on site.

3. Height, Side-and Roof-Mounted Facilities

Side-and roof-mounted wireless service facilities shall not project more than ten (10) feet above the height of an existing building or structure nor project more than ten (10) feet above the height limit of the zoning district within which the facility is located.

4. Height, Preexistent Structures (Utility)

New antennas located on any of the following structures existing on the effective date of this bylaw shall be exempt from the height restrictions of this bylaw provided that there is no increase in height of the existing structure as a result of the installation of a wireless service facility: Water towers, guyed towers, lattice towers, fire towers and monopoles.

E. Setbacks:

All wireless service facilities and their equipment shelters shall comply with the building setback provisions of the zoning district in which the facility is located. In addition, the following setbacks shall be observed.

1. In order to ensure public safety, the minimum distance from the base of any ground-mounted wireless service facility to any property line, shall be 1.5 times the height of the facility/mount, including any antennas or other appurtenances. This set back is considered the "fall zone".

2. In the event that a preexistent building or structure is proposed as a mount for a wireless service facility, the setback provisions of the zoning district shall apply. In the case of the preexistent non-conforming structures, wireless service facilities and their equipment shelters shall not increase any non-conformity.

3. Additional Required Setbacks. In all districts, PWSFs shall be placed no closer than 3 times the height of the Antenna above grade to an existing school, Child Care Facility, Nursing or Convalescent Home, or an Assisted Living Facility.

5.6.3.3. Application Procedures.

A. Preliminary Review. Applicants are strongly encouraged to contact the Town Planner to initiate a dialogue well before final site selection and detailed application development. The Preliminary Review is intended to:

1. Provide the Applicant with the opportunity to discuss and clarify Zoning Bylaw requirements and CPDC Site Plan Review Guidelines and Regulations (adopted by the CPDC pursuant to Section 4.6.1.2) relevant to the Applicant's prospective PWSF proposal; and

2. To review general concepts related to the PWSF and alternative means of implementation to determine the CPDC's preferences.

B. Special Permit and Site Plan Approval. No PWSF, whether itself a principal use of a lot or as an accessory use to a communication facility, shall be constructed without a Special Permit having been granted by the CPDC. The CPDC may grant a Special Permit in accordance with the provisions of this Section and Section 4.4. Nothing in this section is intended to exempt PWSF from the requirement to receive Site Plan Approval pursuant to Section 4.6.

C. Consultant Review. When considering an application for a PWSF, the CPDC may determine the need for the assistance of a consultant technical expert in matters involving the placement, construction and modification of PWSFs, under the Zoning Bylaw and the Telecommunications Act of 1996, at the Applicant's expense pursuant to G.L. c. 44 s. 53G. To make the most productive use of the limited time authorized by the Federal Communications Commission (FCC) to hear the application, the CPDC may at its discretion engage a consultant immediately upon receipt of an application.

5.6.3.4. Decision.

A. Required Findings. To approve a Special Permit for a PWSF, the CPDC must make the following findings:

1. That the Applicant or co-Applicant has:

a. demonstrated that it is a Personal Wireless Services provider in the Town of Reading area, and has sufficient ownership or leasehold interest in the proposed site to construct the PWSF;

b. provided written assent to the Town that the Applicant will allow Site-Sharing, to the extent reasonably practicable and that is appropriate for the site and surroundings, in a reasonable and nondiscriminatory manner; and

c. demonstrated that the construction, operation and maintenance of the proposed PWSF are consistent with applicable environmental regulations including, but not limited to, National Environmental Policy Act (NEPA) criteria.

2. That the proposed PWSF (with conditions, if applicable):

a. is part of the orderly development of PWSFs in the Town of Reading, and will result in a substantial improvement in the provision of Personal Wireless Service in the Town of Reading;

b. is compatible with the Town of Reading's character and is designed and screened in a manner that is sensitive to the surrounding neighborhood as well as the community at large; protects adjacent properties from unreasonable risks of PWSFs, to the extent permitted by law, including without limitation excessive noise levels, falling objects, fuel spills, and attractive nuisance;

c. if the proposed PWSF will Site-Share with an existing PWSF(s), that such Site Sharing is found by the CPDC to be consistent with the purposes established in this bylaw;

d. conforms with the PWSF Location and PWSF Installation preferences of Section 5.6.3.1.B to the extent necessary to conform with the purposes established in this bylaw;

e. ensures that all radio frequency (RF) emissions shall comply with the FCC requirements codified in 47 CFR § 1.1307 et seq as further interpreted by FCC Office of Engineering and Technology Bulletin 65, Evaluating Compliance with FCC Guidelines for Human Exposure to Radio Frequency Magnetic Fields, or any successor regulation or bulletin, as same may be amended from time to time.

f. if proposed as a new antenna tower, the Applicant has documented that no combination of one or more alternative Collocations and/or Site Sharing can substantially satisfy the Applicant's coverage objectives; and present a substantially less detrimental impact on the Town of Reading.

g. satisfies the Purposes established by the Zoning Bylaw and, without limitation, the specific requirements and guidelines established in this bylaw; and

h. if applicable, that the existing vegetation will be preserved or improved; and

i. where applicable, that disturbance of the existing topography has been minimized or that proposed manipulation of vegetation and disturbance of topography results in a lesser visual impact.

B. Form of Decision. The CPDC shall act on a Special Permit request for the placement of a PWSF in accordance with G.L. c. 40A, §9 and may approve, approve with conditions, or deny an application. The Decision of the CPDC shall be timely, in writing and based upon substantial evidence in the written record.

1. Approval. Any approved Special Permit shall authorize specific PWS provider(s) and specific wireless service(s) to be operated by the Applicant(s) at the Antenna height(s) or positions specified in the application or approval document.

2. Approval with Conditions. The CPDC may impose conditions of approval as necessary to ensure that the purposes of this bylaw are achieved. For any condition that the CPDC establishes with reporting or monitoring requirements, including without limitation noise or radio frequency emissions, the CPDC shall seek the advice of an expert in the relevant field pursuant to Section 5.6.3.3.C to identify the least burdensome protocol that is consistent with a legitimate public purpose identified by the CPDC.

3. Denial. Any denial shall be in writing and supported by substantial evidence contained in the record as required by the Telecommunications Act of 1996.

4. Reconsideration pursuant to Telecommunications Act. If the CPDC fails to find in favor of all elements of Section 5.6.3.4.A, the CPDC shall reconsider the proposed PWSF in the context of the Telecommunications Act of 1996. To approve the Special Permit under this section, the CPDC must make the following findings:

a. That a significant gap exists in the coverage area of the proposed PWSF, which significant gap is not necessarily equivalent to the lack of the Applicant's stated coverage objectives;

b. That there are no viable alternatives involving one or more PWSFs to serve the significant gap;

c. That not granting a Special Permit for the proposed PWSF (including conditions, if any) would effectively prohibit the provision of personal wireless services;

C. Waivers. The CPDC may at its discretion authorize waivers in the Special Permit Approval with respect to the orders of preference in Section 5.6.3.1A and 5.6.3.1.B, and any dimensional or other requirements of Section 6.6.3.2.D and 5.6.3.2.E upon a finding that such waiver will achieve better results consistent with the purposes and standards established in this Section 5.6.3.

5.6.3.5. Removal of abandoned antenna towers and PWSFs. Any PWSF antenna tower, PWSF Communications Device, or PWSF that is not commercially operated for a continuous period of

twelve (12) months shall be considered abandoned, and the owner of such antenna tower, PWSF Communications Device, or PWSF shall remove same within ninety (90) days of receipt of notice from the Town notifying the owner of such abandonment. If such tower or facility is not removed within said ninety (90) days, the Town may cause such tower or facility to be removed at the owner's expense. If there are two or more users of a single tower, the height may be reduced to that required by the remaining user(s). If the permit holder for the tower ceases operation, the remaining users may be required to apply for a new Special Permit.

or take any action with respect thereto.

Community Planning and Development Commission

Background: Article 8 is an amendment to the Section 5.6.3 of the Zoning Bylaw, Personal Wireless Service Facility. When the comprehensive update of the zoning bylaw was completed last fall, the plan was to revisit certain parts of the bylaw for future changes including Personal Wireless Service Facility. The CPDC revised the Personal Wireless Service Facility with the assistance of Town Counsel.

Article 8 amends the existing language in Section 5.6.3 to make it consistent with the requirements of the Federal Telecommunications Act. The existing bylaw does not include facility siting parameters or have a requirement that applicants demonstrate need.

In general, we cannot prohibit these facilities but we can create regulatory requirements that would provide some measure of control over a Personal Wireless Service Facility. Through zoning we can require applicants to prove that there is a gap in coverage or otherwise a need for service that currently doesn't exist. Zoning language can also establish preferences in terms of site locations and installation types (e.g., co-location, site sharing, and towers).

Finance Committee Report: No report.

Bylaw Committee Report: The Bylaw Committee recommends this Article by a vote of 5-0-0 at their meeting on October 13, 2015.

ARTICLE 9 To see if the Town will vote to amend the Zoning Bylaws by:

(1) Inserting, in appropriate alphabetical order, the following definitions into Section 2.0:

Aquifer Protection Overlay District: The zoning district delineated and established by Section 10.3 of the Zoning Bylaw.

Impervious Surface: Material or structure on, above, or below the ground that does not allow precipitation of surface water runoff to penetrate into the soil.

Landfill: Any place where disposal of Solid Waste into or onto the land has been authorized by a permit.

Open Dump: Any place operated or maintained in violation of any applicable federal or state laws, regulations or criteria for Solid Waste disposal.

Underground Storage Tanks: Any storage tank or container with all or any portion of the contents located beneath the surface of the ground.

(2) Deleting the definition of Earth Removal contained in Section 2.0 in its entirety and inserting, in place thereof, the following:

Earth Removal: The removal of sand, loam, sod or gravel on a lot, unrelated to landscaping or authorized construction thereon, to another lot or location.

(3) Inserting, at the end of Section 3.4.1, the words "or to the Aquifer Protection Overlay District boundary lines established by Section 10.3 of the Zoning Bylaw."

(4) Deleting from Section 3.2 "Aquifer Protection Overlay District Map, Town of Reading' dated September, 1985 consisting of 1 panel", and inserting, in place thereof, the following:

"Figure 2 Town of Reading, Massachusetts Zone II and Zone III Areas" prepared by Weston & Sampson Engineers, Inc. resulting from a study for the Town of Reading entitled "100 Acre Wellfield Zone II Study" dated July 1996, which shows certain aquifer protection areas consisting of aquifers or recharge areas.

(5) Deleting Section 10.3 in its entirety and inserting, in place thereof, the following (**Bold** represents language to be inserted and crossed-out language is to be deleted):

10.3 Aquifer Protection District

10.3.1 Establishment and Delineation of Aquifer Protection Overlay District

The Aquifer Protection Overlay District is delineated and established on a map entitled "Figure 2 Town of Reading, Massachusetts Zone II and Zone III Areas" prepared by Weston & Sampson Engineers, Inc. resulting from a study for the Town of Reading Entitled 100 Acre Wellfield Zone II Study dated July 1996 which shows certain aquifer protection areas consisting of aquifers or recharge areas. Such map is hereby made a part of the Town of Reading Zoning Bylaw and is on file in the office of the Town Clerk and the Building Inspector's Office. Aquifer Protection District is an overlay district superimposed on the underlying zoning districts which shall apply to any portion of all new construction, reconstruction, or expansion of existing ~~buildings structures~~ and new or expanded uses ~~which fall, wholly or partially,~~ **that falls** within such Aquifer Protection District. Uses prohibited in the underlying zoning districts shall not be permitted in the Aquifer Protection District.

10.3.24 Purpose of District

The purposes of ~~this the~~ Aquifer Protection Overlay District are ~~is~~-to:

- ~~10.3.1~~ A. **To** promote the health, safety, and general welfare of the community by ensuring adequate quality and quantity of drinking water for the residents, institutions, and businesses of the Town of Reading;

- 10.3.2 B. To preserve and protect existing and potential sources of drinking water supplies;
- 10.3.3 C. To conserve the natural resources of the Town of Reading; and
- 10.3.4 D. To prevent temporary and permanent contamination of the environment.

~~10.3.2 Scope of Authority [MOVED INTO SECTION 10.3.1 ABOVE]~~

~~The Aquifer Protection District is an overlay district superimposed on the underlying zoning districts which shall apply to all new construction, reconstruction, or expansion of existing buildings and new or expanded uses which fall, wholly or partially, within such Aquifer Protection District. Uses prohibited in the underlying zoning districts shall not be permitted in the Aquifer Protection District.~~

~~10.3.3 Definitions~~

~~For the purposes of this Section, the following terms are defined below:~~

~~Aquifer: Geologic formation composed of rock, sand or gravel that contains significant amounts of potentially recoverable water. [ALREADY IN SECTION 2.0 DEFINITIONS]~~

~~Aquifer Protection District: The zoning district delineated and established by Section 10.3 of the Zoning Bylaw, defined to overlay other zoning districts in the Town of Reading. The aquifer protection district may include specifically designated recharge areas. [TO BE MOVED TO SECTION 2.0 DEFINITIONS]~~

~~Impervious Surface: Material or structure on, above, or below the ground that does not allow precipitation of surface water runoff to penetrate directly into the soil. Impervious surfaces shall include all roofs, decks, driveways, parking areas, roadways and walkways, regardless of the proposed surface material. Excluded from this definition are decks that are constructed with open joints between the floorboards, and where the surface underneath the deck is not impervious. [TO BE MOVED TO SECTION 2.0 DEFINITIONS]~~

~~Mining: The removal or relocation of geologic materials such as topsoil, sand, gravel, metallic ores, or bedrock. [TO BE COMPLETELY DELETED FROM ZONING BYLAW]~~

~~Potential Drinking Water Sources 2: Areas which could provide significant potable water in the future. [TO BE COMPLETELY DELETED FROM ZONING BYLAW]~~

~~Recharge Areas: Areas that collect precipitation or surface water and carry it to aquifers. Recharge areas may include areas designated as Zone II and Zone III. [TO BE COMPLETELY DELETED FROM ZONING BYLAW]~~

~~Toxic or Hazardous Material: Any substance or mixture of physical, chemical, or infectious characteristics posing a significant, actual, or potential hazard to water supplies or other hazards to human health if such substance or mixture were discharged to land or water in the Town of Reading. Toxic or hazardous materials include, without limitation; synthetic organic chemicals, petroleum products, heavy metals, radioactive or infectious wastes, acids and alkalis, and all substances defined as Toxic or Hazardous under Massachusetts General Law Chapter (c.) 21C and 21E and 310 CMR 30.00, and also include such products as solvents and thinners in quantities greater than normal household use. [ALREADY IN 2.0 DEFINITIONS (UNDER HAZARDOUS MATERIAL)]~~

~~10.3.4 Establishment and Delineation of Aquifer Protection District [MOVE TO SECTION 10.3.1]~~

~~The Aquifer Protection District is delineated and established on a map entitled "Figure 2 Town of Reading, Massachusetts Zone II and Zone III Areas" prepared by Weston & Sampson Engineers, Inc. resulting from a study for the Town of Reading Entitled 100 Acre Wellfield Zone II Study dated July 1996 which shows certain aquifer protection areas consisting of aquifers or recharge areas. Such map is hereby made a part of the Town of Reading Zoning Bylaw and is on file in the office of the Town Clerk and the Building Inspector's Office.~~

~~10.3.5 Boundary Disputes~~

~~If the location of the District boundary in relation to a particular parcel is disputed, resolution shall be accomplished by the owner(s) filing a Special Permit application with the Special Permit Granting Authority (SPGA), the Reading Zoning Board of Appeals. Any application for a special permit for this purpose shall be accompanied by adequate documentation. The burden of proof shall be upon the owner(s) of the land to show where the boundaries should be located. At the request of the owner(s), the Town may engage a professional engineer, hydrologist, geologist, or soil scientist to determine more accurately the boundaries of the districts with respect to individual parcels of land and review the documentation presented by the owner(s). The SPGA may charge the owner(s) for the cost of such investigation.~~

10.3.3.6 Use Regulations

In the Aquifer Protection Overlay District, the following regulations shall apply:

10.3.3.6-1. Permitted Uses

The following uses are permitted within the Aquifer Protection Overlay District, provided that all necessary permits, orders, or approvals required by local, State or Federal laws are also obtained:

- ~~10.3.6.1.1~~ A. Conservation of soil, water, plants and wildlife;
- ~~10.3.6.1.2~~ B. Outdoor recreation, nature study, boating, fishing, and hunting where otherwise legally permitted;
- ~~10.3.6.1.3~~ C. Foot, bicycle and/or horse paths and bridges;
- ~~10.3.6.1.4~~ D. Normal operation and maintenance of existing water bodies and dams, splash boards, and other water control, supply and conservation devices;
- ~~10.3.6.1.5~~ E. Maintenance, repair, and enlargement of any existing structure, except as prohibited by subject to Section 10.3.3.2/10.3.6.2 of the Zoning Bylaw;
- ~~10.3.6.1.6~~ F. Residential development, except as prohibited by subject to Section 10.3.2 of the Zoning Bylaw 10.3.6.2;

~~10.3.6.1.7~~ G. Farming, gardening, nursery, conservation, forestry, harvesting and grazing, ~~except as restricted by subject to Section 10.3.2. 10.3.6.2;~~

~~10.3.6.1.8~~ H. Construction, maintenance, repair, and enlargement of ~~drinking water supply related facilities such as, but not limited to,~~ wells, pipelines, aqueducts and tunnels and other facilities related to drinking water supply;

~~10.3.6.1.9~~ I. Land uses that alter a lot such that the total amount of Impervious Surface on the lot within the district would not exceed ~~result in the rendering impervious of more than 15% of 2,500 square feet or 15% of any that portion of the lot located within the District,~~ whichever is greater, unless a system of artificial recharge of precipitation is designed with the applicable design standards established by the Massachusetts Department of Environmental Protection Stormwater Regulations and approved by the Town Engineer is provided;

~~10.3.6.1.10~~ When artificial recharge is required to meet the limitation established in ~~Section 10.3.6.1.9,~~ a system for the recharge of precipitation shall be provided that will not result in the degradation of groundwater quality. Recharge plans shall comply ~~with the DEP Stormwater Guidelines and shall be submitted to the Town Engineer for review and approval;~~

J. Underground storage tanks containing liquid propane products for normal household use, that are installed and used in accordance with all applicable local, state and federal laws and regulations;

K. Storage of liquid hazardous materials or liquid petroleum products, if such storage is either: (1) In a container or tank within a building and situated upon or above an impervious surface with all sides accessible and visible; or (2) Outdoors in covered a container or above-ground tank in an area that has a containment system designed and operated to hold either 10% of the total possible storage capacity of all such containers or tanks, or 110% of the storage capacity of the largest of such containers or tanks, whichever is greater; provided, however, that these storage requirements shall not apply to the replacement of existing containers or tanks or systems for the keeping, dispensing or storing of gasoline if the replacement is performed in a manner consistent with state and local requirements .

10.3.36.2 Prohibited Uses
The following uses are prohibited:

~~10.3.6.2.1~~ A. Landfills and open dumps. ~~as defined in 310 CMR 19.006;~~

- 10.3.6.2.2 ~~B. Automobile graveyards and junkyards, as defined in Massachusetts General Law c. 140B, Section 4;~~
- 10.3.6.2.3 ~~C. Landfills receiving only wastewater residuals and/or septage residuals including those approved by the Department of Environmental Protection pursuant to Sections Massachusetts General Law c. 21, Section 26 through 53 of Chapter 21, ; Massachusetts General Law c. 114, Section 17 of Chapter 111; or Section ; Massachusetts General Law c. 83, Section 6 and 7 of Chapter 83 of the Massachusetts General Laws, and regulations promulgated thereunder;~~
- 10.3.6.2.4 ~~D. Facilities that generate, treat, store, or dispose of hazardous waste that are subject to Chapter Massachusetts General Law c. 21C of the Massachusetts General Laws and 310 CMR 30.00, except for the following:~~
- 10.3.6.2.4.1 ~~1. Very small quantity generators as defined under 310 CMR 30.000;~~
- 10.3.6.2.4.2 ~~2. Household hazardous waste centers and events under 310 CMR 30.390;~~
- 10.3.6.2.4.3 ~~3. Waste oil retention facilities required by Massachusetts General Law c. 21, Section 52A of Chapter 21 of the Massachusetts General Laws, and;~~
- 10.3.6.2.4.4 ~~4. Water remediation treatment works approved by MassDEP for the treatment of contaminated ground or surface waters;~~
- 10.3.6.2.4.5 ~~E. Petroleum, fuel oils, and heating oil bulk stations and terminals including, but not limited to, those listed under Standard Industrial Classification (SIC) Codes 5171 and 5983;~~
- 10.3.6.2.4.6 ~~F. Storage of liquid hazardous Toxic or Hazardous Materials materials or as defined in Section 10.3.3 and liquid petroleum products, with the exception of liquid propane products for normal household use, allowed and used in accordance with all local, state and federal laws and regulations; unless such storage is permitted by Section 10.3.3.1(K).
~~a above ground level; and
b on an impervious surface; and
c either
i in container(s) or above ground container(s) within a building; or;
ii outdoors in covered container(s) or above ground tank(s) in an area that has a containment system designed to hold either; 10% of the total possible storage capacity of all containers, or 110% of the largest container's storage capacity, whichever is greater;~~~~
- 10.3.6.2.4.7 ~~G. Storage of sludge and septage, unless such storage is in compliance with 310 CMR 32.30 and 310 CMR 32.31;~~

- 10.3.6.2.4.8 H. Storage of deicing chemicals unless such storage, including loading areas, is within a structure designed to prevent the generation and escape of contaminated runoff or leachate;
- 10.3.6.2.4.9 ~~I. Storage of animal manure unless covered or contained in accordance with the specifications of the Natural Resource Conservation Service; within a structure designed to prevent the generation and escape of contaminated runoff or leachate.~~
- J. Storage of commercial fertilizers, as defined in Massachusetts General Law Chapter 128, Section 64, unless such storage is within a structure designated designed to prevent the generation and escape of contaminated runoff or leachate;
- K. Stockpiling and disposal of snow and ice containing deicing chemicals if brought in from outside the district;
- 10.3.6.2.4.10 L. Earth removal, except for excavations for building foundations, roads utility works or wetlands restoration work conducted in accordance with a valid Order of Conditions Issued pursuant to Section 40 of Chapter 131 of the Massachusetts General Laws; consisting of the removal of soil, loam, sand, gravel, or any other earth material (including mining activities) to within 4 feet of historical high groundwater as determined from monitoring wells and historical water table fluctuation data compiled by the United States Geological Survey, except for excavations for building foundations, roads, or utility works;
- 10.3.6.2.4.11 ~~M. Treatment or disposal works subject to 314 CMR 5.00, for non-sanitary wastewater, including those activities listed under 310 CMR 15.004(6), except for: discharge to the ground of non-sanitary waste water including industrial and commercial process waste water, except:~~
- ~~a the replacement or repair of an existing treatment works that will not result in a design capacity greater than the design capacity of the existing treatment works;~~
 - ~~b1. Treatment works approved by MassDEP the Department of Environmental Protection designed for the treatment of contaminated ground or surface water and operating in compliance with 314 CMR 5.05(3) or 5.05(13); and~~
 - ~~c 2. Publicly owned treatment works.~~
- 10.3.6.2.4.12 ~~stockpiling and disposal of snow and ice containing deicing chemicals if brought in from outside the district; [MOVED TO K ABOVE]~~
- 10.3.6.2.4.13 ~~storage of commercial fertilizers, as defined in Massachusetts General Law Chapter 128, Section 64, unless such storage is within a structure designated to prevent the generation and escape of contaminated runoff or leachate; [MOVED TO J ABOVE]~~

~~10.3.6.2.4.14~~ N. Underground storage tanks containing Toxic and Hazardous Materials as defined in Section 10.3.3 except as permitted by Section 10.3.3.1.J or Section 10.3.3.1.K. related to activities in Section 10.3.6.1 except for liquid propane products for normal household use installed and used in accordance with all local, state and federal laws and regulations.

~~10.3.7 Nonconforming Uses and Structures~~

~~Non-conforming uses and structures which were lawfully existing, begun or in receipt of a building or special permit, prior to the first publication of notice of public hearing for this bylaw may be continued. If such non-conforming uses and structures are changed, extended or altered, as specified in Massachusetts General Law c. 40A, Section 6 and Section 7.0 of this bylaw, then the use or structure as changed, extended or altered must comply with this bylaw only if the change, extension, or alteration increases the impervious footprint.~~

10.3.48 Administration Rules and Regulations

Section 10.3 of the Zoning Bylaw This bylaw shall be administered by the Community Planning and Development Commission, which shall also have the authority to adopt rules and regulations to implement its provisions governing the design of infiltration systems required herein;

~~10.3.9 Violation Notice~~

~~Written notice of any violations of this Section shall be given by the Building Inspector to the property owner as soon as possible after detection of a violation or a continuing violation. Such notice shall specify the requirement or restriction violated and the nature of the violation, and may also identify the actions necessary to remove or remedy the violations and preventative measures required for avoiding future violations and a schedule of compliance. A copy of such notice shall be submitted to the Building Inspector, the Board of Health, Conservation Commission, Town Engineer/Department of Public Works, and Water Department. The cost of containment, clean-up, or other action of compliance shall be borne by the owner of the premises.~~

or take any other action with respect thereto.

Community Planning and Development Commission

Background: Article 9 is an amendment to the Section 10.3 of the Zoning Bylaw, Aquifer Protection District. When the comprehensive update of the zoning bylaw was completed last Fall, the plan was to revisit certain parts of the bylaw for future changes including Aquifer Protection District. The CPDC revised the Aquifer Protection District with the assistance of Town Counsel and with input from the Department of Environmental Protection (DEP), the State office that regulates this requirement.

The Aquifer Protection District needs to be in compliance with the DEP water withdrawal permit program and drinking water regulations. The amended zoning will simplify, clarify, and make it easier for property owners in the Aquifer Protection District for several reasons, including:

1. Definitions are now consolidated into Section 2.0 with all of the other Definitions;

2. Artificial recharge systems are no longer required for residential redevelopment that would result in exceeding the impervious area threshold. For example, an addition to a single family home that increases the lot coverage and would exceed the impervious area threshold could address drainage through developing rain gardens, swales, and other easier and typically less expensive improvements;
3. The DEP has agreed that we can relax the requirements and still meet the State's regulations.

Following is a view of the clean text for your background:

10.3 Aquifer Protection District

10.3.1 Establishment and Delineation of Aquifer Protection Overlay District

The Aquifer Protection Overlay District is delineated and established on a map entitled "Figure 2 Town of Reading, Massachusetts Zone II and Zone III Areas" prepared by Weston & Sampson Engineers, Inc. resulting from a study for the Town of Reading Entitled 100 Acre Wellfield Zone II Study dated July 1996 which shows certain aquifer protection areas consisting of aquifers or recharge areas. Such map is hereby made a part of the Town of Reading Zoning Bylaw and is on file in the office of the Town Clerk and the Building Inspector's Office. Aquifer Protection District is an overlay district superimposed on the underlying zoning districts which shall apply to any portion of new construction, reconstruction, or expansion of existing structures and new or expanded uses, that falls within such Aquifer Protection District. Uses prohibited in the underlying zoning districts shall not be permitted in the Aquifer Protection District.

10.3.2 Purpose of District

The purposes of the Aquifer Protection Overlay District are:

- A. To promote the health, safety, and general welfare of the community by ensuring adequate quality and quantity of drinking water for the residents, institutions, and businesses of the Town of Reading;
- B. To preserve and protect existing and potential sources of drinking water supplies;
- C. To conserve the natural resources of the Town of Reading; and
- D. To prevent temporary and permanent contamination of the environment.

10.3.3 Use Regulations

In the Aquifer Protection Overlay District, the following regulations shall apply:

10.3.3.1.

Permitted Uses

The following uses are permitted within the Aquifer Protection Overlay District, provided that all necessary permits, orders, or approvals required by local, State or Federal laws are also obtained:

- A. Conservation of soil, water, plants and wildlife;
- B. Outdoor recreation, nature study, boating, fishing, and hunting where otherwise legally permitted;
- C. Foot, bicycle and/or horse paths and bridges;

- D. Normal operation and maintenance of existing water bodies and dams, splash boards, and other water control, supply and conservation devices;
- E. Maintenance, repair, and enlargement of any existing structure, except as prohibited by Section 10.3.3.2 of the Zoning Bylaw;
- F. Residential development, except as prohibited by Section 10.3.3.2 of the Zoning Bylaw;
- G. Farming, gardening, nursery, conservation, forestry, harvesting and grazing, except as restricted by Section 10.3.3.2;
- H. Construction, maintenance, repair, and enlargement of wells, pipelines, aqueducts and tunnels and other facilities related to drinking water supply;
- I. Land uses that alter a lot such that the total amount of Impervious Surface on the lot within the district would not exceed 2,500 square feet or 15% of that portion of the lot located within the District, whichever is greater, unless a system of artificial recharge of precipitation is designed with the applicable design standards established by the Massachusetts Department of Environmental Protection Stormwater Regulations and approved by the Town Engineer is provided;
- J. Underground storage tanks containing liquid propane products for normal household use, that are installed and used in accordance with all applicable local, state and federal laws and regulations;
- K. Storage of liquid hazardous materials or liquid petroleum products, if such storage is either: (1) In a container or tank within a building and situated upon or above an impervious surface with all sides accessible and visible; or (2) Outdoors in covered a container or above-ground tank in an area that has a containment system designed and operated to hold either 10% of the total possible storage capacity of all such containers or tanks, or 110% of the storage capacity of the largest of such containers or tanks, whichever is greater; provided, however, that these storage requirements shall not apply to the replacement of existing containers or tanks or systems for the keeping, dispensing or storing of gasoline if the replacement is performed in a manner consistent with state and local requirements.

10.3.3.2

Prohibited Uses

The following uses are prohibited:

A. Landfills and open dumps;

B. Auto graveyards and junkyards;

C. Landfills receiving only wastewater residuals and/or septage including those approved by the Department of Environmental Protection pursuant to Sections 26 through 53 of Chapter 21; Section 17 of Chapter 111; or Section 6 and 7 of Chapter 83 of the Massachusetts General Laws, and regulations promulgated thereunder;

D. Facilities that generate, treat, store, or dispose of hazardous waste that are subject to Chapter 21C of the Massachusetts General Laws and 310 CMR 30.00, except for:

1. Very small quantity generators as defined under 310 CMR 30.000;
2. Household hazardous waste centers and events under 310 CMR 30.390;
3. Waste oil retention facilities required by Section 52A of Chapter 21 of the Massachusetts General Laws, and;
4. Water remediation treatment works approved by MassDEP for the treatment of contaminated waters;

E. Petroleum, fuel oils, and heating oil bulk stations and terminals including, but not limited to, those listed under Standard Industrial Classification (SIC) Codes 5171 and 5983;

F. Storage of liquid hazardous liquid petroleum products unless such storage is permitted by Section 10.3.3.1.K;

G. Storage of sludge and septage, unless such storage is in compliance with 310 CMR 32.30 and 310 CMR 32.31;

H. Storage of deicing chemicals unless such storage, including loading areas, is within a structure designed to prevent the generation and escape of contaminated runoff or leachate;

I. Storage of animal manure unless contained within a structure designed to prevent the generation and escape of contaminated runoff or leachate;

J. Storage of commercial fertilizers unless such storage is within a structure designed to prevent the generation and escape of contaminated runoff or leachate;

K. Stockpiling and disposal of snow and ice containing deicing chemicals brought in from outside the district;

L. Earth removal, except for excavations for building foundations, roads utility works or wetlands restoration work conducted in accordance with a valid Order of Conditions Issued pursuant to Section 40 of Chapter 131 of the Massachusetts General Laws;

M. Treatment or disposal works subject to 314 CMR 5.00, for non-sanitary wastewater, including those activities listed under 310 CMR 15.004(6), except for:

1. Treatment works approved by designed for the treatment of contaminated ground or surface water and operating in compliance with 314 CMR 5.05(3) or 5.05(13); and
2. Publicly owned treatment works.

N. Underground storage tanks containing Hazardous Materials except as permitted by Section 10.3.3.1.J or Section 10.3.3.1.K.

10.3.4 Administration Rules and Regulations

Section 10.3 of the Zoning Bylaw shall be administered by the Community Planning and Development Commission, which shall also have the authority to adopt rules and regulations to implement its provisions

Finance Committee Report: No report.

Bylaw Committee Report: The Bylaw Committee recommends this Article by a vote of 5-0-0 at their meeting on October 13, 2015.

ARTICLE 10 To see if the Town will vote to amend the Zoning Bylaw to provide for associate members on the Community Planning and Development Commission and Zoning Board of Appeals by:

(a) Adding a new Section 4.3.3 as follows:

4.3.3 The CPDC may have one (1) Associate Member appointed by the Board of Selectmen for a two (2) year term. Except as otherwise provided by law, if any regular member is absent from a meeting, disqualified from acting, or otherwise unable to deliberate, the chair of the CPDC may designate an Associate Member to deliberate and vote on any matter before the CPDC. An Associate Member so designated shall be entitled to continue to participate in the matter as necessary and to remain qualified to vote thereon.

(b) Adding a new Section 4.5.3 as follows:

4.5.3 The Zoning Board of Appeals shall have two (2) Associate Members appointed by the Board of Selectmen for three (3) year terms. If any regular member is absent from a meeting, disqualified from acting, or otherwise unable to deliberate on a particular matter that comes before the Zoning Board of Appeals, the chair of the Zoning Board of Appeals may designate one or more Associate Members to deliberate and vote on any matter before the Zoning Board of Appeals. If more than one Associate Member is available to fill a temporary vacancy, the chair shall designate the Associate Member having the greatest tenure on the Zoning Board of Appeals; provided, however, that any Associate Member so designated shall be entitled to continue to participate in the matter as necessary and to remain qualified to vote thereon.

or take any other action with respect thereto.

Community Planning and Development Commission

Background: The Charter Review Committee discussed the topic of Associate members at length during their review process. As many Town Meeting members will recall, during the January 2015 Special Town Meeting it was decided to leave only broad language in the Charter on this issue, and to request a change to the General Bylaws that would contain further details. That way, future changes needed would go through the comparatively easier process of changing the General Bylaws.

Such a bylaw was passed by April 2015 Town Meeting. In late August 2015 the Attorney General ruled that neither the Community Planning and Development Commission nor the Zoning Board of Appeals were allowed Associate members under the general bylaw: "We approve the new Section 3.3.1.6, but the Town cannot apply it to the Zoning Board of Appeals (ZBA) or

the Planning Board. It would be inconsistent with G.L. c. 40A, §§ 9 and 12, to create an associate member position on the ZBA or the Planning Board by way of a general by-law. General Laws Chapter 40A, Sections 9 and 12 authorizes the appointment of associate members to the ZBA and the Planning Board only by way of a zoning by-law, adopted in accordance with the requirements of G.L. c. 40A, § 5. If the Town wishes to provide for appointment of associate members to the ZBA or the Planning Board, it will have to amend its zoning by-laws."

This Article proposes to change the zoning bylaws and accomplish the original intent of April 2015 Town Meeting. Note one change to that intent - the state's Zoning Act allows Planning Boards to have only one associate member, who can vote on Special Permits.

Below are the relevant sections described above, first the new section from the Charter describing Associate Members broadly, followed by the new General Bylaw with more details:

CHARTER 4.15 Associate Membership

All appointed boards or committees authorized by Article 4 may have associate members if specified in the Charter, Town Bylaw or Massachusetts General Laws. Associate members shall be appointed in the same manner as other members of the board or committee. All rules and regulations relating to associate membership on appointed boards or committees shall be set forth in the Bylaw or Charter provision defining the conduct of such bodies.

Associate members may not vote on any issue to be decided by the board or committee to which the individual is appointed as an associate member except as allowed by the Charter, Town Bylaw or the Massachusetts General Laws. Associates members of boards or committees serving as of the effective date of this Section 4.15 shall be allowed to serve until the end of their term or until June 30, 2015, whichever comes first.

GENERAL BYLAW 3.3.1.6 Appointment of Associate Members

All boards and committees appointed by the Board of Selectmen may have Associate Members. The provisions of this section shall be applicable to all Associate Members of such bodies except as otherwise provided.

The number of Associate Members on a board or committee shall not exceed two-thirds (2/3) of the number of regular members on that board or committee. Associate Members shall serve for a two (2) years term, so arranged that as nearly an equal number of terms as possible shall expire each year. Associate Members shall be appointed by the Board of Selectmen.

If any regular member is absent from a meeting, disqualified from acting, or otherwise unable to deliberate on a particular matter that comes before a board or committee, the chair of such board or committee may designate one or more Associate Members to deliberate and vote on any matter before the board or committee. If more than one Associate Member is available to fill a temporary vacancy, the chair shall designate the Associate Member having the greatest tenure on the board or committee; provided, however, that any Associate Member so designated shall be entitled to continue to participate in the matter as necessary and to remain qualified to vote thereon.

Finance Committee Report: No report.

Bylaw Committee Report: The Bylaw Committee recommends this Article by a vote of 5-0-0 at their meeting on October 13, 2015.

***Board of Selectmen Report:** The Board of Selectmen on October 6, 2015 voted 5-0-0 to support this Article.

ARTICLE 11 To see if the Town will vote to amend Section 3.3.1.4 Removal for Absence as follows (**Bold** represents language to be inserted and crossed-out language is to be deleted):

3.3.1.4 Removal for Absence

If any member of any board, committee or commission is absent from three (3) or more successive meetings of the board, committee or commission, the other members of said board, committee or commission may by an affirmative vote of its majority request the appointing authority to remove such absenting member from his membership, ~~and the appointing authority may thereafter so remove such member and shall notify him by mail of such removal~~ in accordance with the provisions of Section 8.12 of the Reading Home Rule Charter.

or take any other action with respect thereto.

Board of Selectmen

Background: A new section in the Charter (8.12 Removal of an Appointed Board or Committee Member) clarifies and offers more structure to the process of removing a volunteer. The change suggested to the general bylaw in this Article reflects the change made to the Charter.

Finance Committee Report: No report.

Bylaw Committee Report: The Bylaw Committee recommends this Article by a vote of 5-0-0 at their meeting on October 13, 2015.

***Board of Selectmen Report:** The Board of Selectmen on October 6, 2015 voted 5-0-0 to support this Article.

ARTICLE 12 To see if the Town will vote, pursuant to Section 5.2 of the General Bylaws, to approve and authorize the Board of Selectmen to settle litigation arising out of the Sutton Brook Disposal Area Superfund Site, involving payment of a sum of more than fifty thousand dollars (\$50,000.00), and to raise and appropriate, borrow, transfer from available funds, or otherwise provide a sum of one hundred twenty five thousand dollars (\$125,000.00) for the purpose of such settlement; or take any other action with respect thereto.

Board of Selectmen

Background: This Article has been brought to Town Meeting twice before, and tabled each time as we had no definitive legal settlement to complete. As of the closing of the Warrant for November Town Meeting we expect to have a comprehensive settlement as the legal negotiations are nearly complete.

At the Special Town Meeting in January 2015 we provided this background: *A late-breaking litigation matter was brought to the Town's attention in early December 2014. This included a proposed a settlement to be paid in late December 2014 in order to avoid litigation. Town Counsel was able to secure an extension for any possible settlement to allow for action by the January 2015 Special Town Meeting. If such a settlement is advisable, Town Counsel will explain the issue to Town Meeting on the floor, otherwise this Article will be tabled.*

At the Special Town Meeting in April 2015 we provided this update: *The Town may be named as defendant in a suit seeking contribution towards the cost of cleanup of the Sutton Brook Disposal Area Superfund Site, formerly known as Rocco's Landfill. The Town has received a preemptive offer of settlement, to be paid in exchange for avoiding litigation. Town Counsel has been looking into both the chances such a suit will actually be brought as well as the legitimacy of any claims the Town would face. Town Counsel and the Board of Selectmen will meet in Executive Session on April 14, 2015 in order to recommend a course of action. This Article is placed on this Warrant as a placeholder in the event that there is need for Town Meeting to approve the payment of a settlement.*

Finance Committee Report: The Finance Committee recommends Article 12 by a vote of 6-0-0 at their meeting on October 14, 2015.

Bylaw Committee Report: No report.

***Board of Selectmen Report:** The Board of Selectmen on October 6, 2015 voted 5-0-0 to support this Article.

ARTICLE 13 To see if the Town will vote to appropriate, by borrowing a sum of one million two hundred thousand dollars (\$1,200,000.00), to transfer from the Sale of Real Estate Fund seven hundred thousand dollars (\$700,000.00), and to transfer from the Cemetery Sale of Lots Fund one hundred thousand dollars (\$100,000.00) for a total of two million dollars (\$2 million) for the purpose of constructing a Cemetery garage and related facilities, including site preparation, construction, architectural, engineering and construction services, inspection and costs of financing, and for the purpose of equipping and furnishing said facilities and other costs incidental thereto; 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 to take any other action with respect thereto.

Board of Cemetery Trustees

Background: In April 2015 the Board of Cemetery Trustees presented a similar article to Town Meeting that did not receive the needed support. Town Meeting requested that the matter be referred to the new Permanent Building Committee, and further that the Facilities department take over maintenance of the building.

Since that time, the Town Manager ordered formal inspections of the facility by the Town's property & casualty insurer, followed by the Town's Building Inspector and Fire department. All inspections pointed to a structurally sound building that had been seriously neglected, and cited several operating improvements needed. Of particular note was the unsafe wood stove used in the colder months as noted by both the Fire department and the Building Inspector.

The newly restructured Facilities department has since stepped in to make life-safety and other improvements, and expect the building to be able to function safely for the near term. In addition DPW has instituted improved operational procedures at the facility. However, there is no question a more permanent solution is needed.

While volunteer applications for the new PBC arrived slowly over the summer months, an outstanding group has been selected that should well serve the long term interests of the town. As of this writing, the PBC has already met twice to discuss this issue. For all the reasons stated last April, the Town prefers to have the PBC take control of both a cemetery garage and the full DPW garage facility decisions. The Town would certainly support a funding request at November 2015 Town Meeting for design studies if the PBC desires.

Finance Committee Report: The Finance Committee recommends Article 13 by a vote of 0-6-0 at their meeting on October 14, 2015. Instead the Finance Committee would like to see the issue assigned to the Permanent Building Committee (PBC) for review. Further, the Finance Committee would like to be involved in studying any economic development prospects as well as operational costs of the siting decisions for DPW building needs, including the Cemetery division. Finally, the Committee would encourage the PBC to request funds in order to obtain high quality information for this discussion.

Bylaw Committee Report: No report.

***The Board of Cemetery Trustees Report:** The Board of Cemetery Trustees is asking Town Meeting to approve \$ 2,000,000 for a new building to replace a ninety plus year old building. The proposed financing is different from the Article presented last spring, \$ 1,200,000 from debt (\$240,000 a year for five years) \$700,000 from sale of real estate fund and \$ 100,000 from sale of cemetery lots.

While there is no location specified in Article 13, based on a report of several locations done in May of 2010 by the town's engineering division the Trustees strongly feel that a 20,000 sq ft plus lot in the southwest section of Forest Glen will provide an efficient central location for the building and space enough to serve the department for many years to come.

Last spring there was a question as to validity of the sq. ft. price of the proposed building. The Town of Medfield just built a 38,000 sq ft steel framed 12 "masonry block wrapped DPW facility for \$ 9,000,000 or \$ 236 per sq ft. The Cemetery Board feels strongly that the proposed 3,500 to 4,000 sq ft building can be built within the funds requested including a roof and we ask you to vote to approve the funds.

The Town of Wakefield Municipal Light and Gas department built a 33,000 sq ft building for just under \$ 5,000,000 or \$ 151 per sq ft for a brick faced.

***Permanent Building Committee:** Action Pending.

***Board of Selectmen Report:** On October 6, 2015 the Board of Selectmen voted 0-5-0 to support the subject matter of Article 13. The Board acknowledges that the cemetery garage is in need of renovation or replacement. Following last spring's instructional motion from Town Meeting, the reorganized Facilities department worked with the our Property & Casualty insurer, the Building Inspector and the Fire department in order to determine first that the building is structurally sound. After that fact was confirmed, they have made necessary short-term safety

improvements in the facility, and suggested changes in operational use of the facility to further the objective of safety.

It is the Board's belief that Article 13 should be referred to the newly created Permanent Building Committee (PBC) for action. The PBC may have an alternative recommendation for action to be taken on the cemetery garage under either Article 5 or Article 13, namely, the seeking of design funds as also suggested at Annual Town Meeting last spring.

ARTICLE 14 To see if the Town will vote to amend the General Bylaws by deleting Section 8.9.1 in its entirety and inserting, in place thereof, the following:

8.9.1 Firearms

8.9.1.1. Definitions

As used in Section 8.9.1, the following terms shall have the following definitions:

- "Firearm" shall mean a pistol, revolver, rifle, shotgun or other weapon of any description, from which a bullet or shot can be discharged using a propellant powder.

8.9.1.2. Discharges Prohibited

Except as provided in Section 8.9.1.3, no person shall fire or discharge any Firearm of any kind:

- On, over or onto of any street, highway, park or other public property; or
- Within 1,000 feet from a dwelling or other building in use, or 300 feet from a public way; or
- On, over or onto any private property except by the owner or legal occupant thereof, or a person carrying the written consent of such owner, which shall be valid for no more than one year from its issuance, and which shall be available for review upon the request of any law enforcement officer.

8.9.1.3. Authorized Discharges

The prohibition set forth in Section 8.9.1.2 shall not apply to

- The use of such weapons in the lawful defense of any person, family or property; or
- Any law enforcement officer or member of the armed forces acting within the scope of lawfully authorized duties; or
- The use of such weapons on any lawfully permitted target, trap or skeet range.

or take any other action with respect thereto.

Board of Selectmen

Background: This warrant article is the result of an instructional motion that was put forward at the Special Town Meeting of January 2015. Town Meeting Members voted to ask the Board of Selectmen and the Town Manager to:

- Look into how and why General Bylaw 8.9.1 was amended in 2011 and report back to Annual Town Meeting;
- Investigate the history of the Timberneck Swamp and how it was designated conservation land with an island of private land in the middle of it and report back to Town Meeting at Annual Town Meeting;
- Determine and implement strategies that will, in the immediate future, improve the safety of nearby residents and travelers through the neighborhood of the Timberneck Swamp by, for example, clearly and visibly delineating the boundaries of this conservation land, posting "no hunting" signs on all parcels of town land, etc.;
- Investigate the legality of transporting any type of firearm or explosives across town land for the purposes of hunting, sporting, etc., and report back to Annual Town Meeting;
- Appoint a working group to draft a revision to General Bylaw 8.9.1 that protects the rights and interests of all town citizens.

In order to complete this last request, in May of 2015 the Board of Selectmen's Volunteer Appointment Sub-Committee interviewed several candidates and the Board appointed a Firearm Ad Hoc Committee comprised of (2) Board of Selectmen, the Deputy Police Chief and four residents of the Town of Reading, including at least one Town Meeting member.

The Ad hoc Committee met five times over this summer to discuss General Bylaw 8.9.1 and with the help of Town Counsel, determined that our current bylaw was not well written or easy to follow. Below is the full text of the current bylaw that is suggested to be deleted in its entirety:

8.9.1 FIREARMS

No person shall fire or discharge any fireworks, firearms, cannon or explosives of any kind on or within the limits of any street, highway, park or other public property except with the written permission of the Board of Selectmen or its designee, or on any private property except with the written consent of the owner or legal occupant thereof and the written permission of the Board of Selectmen or its designee; provided, however, that this bylaw shall not apply to the lawful defense of life or property, nor to any law enforcement officer acting in the discharge of his duties, nor to the use of such weapon at any military exercises or any established rifle range, nor to the rights and privileges of an owner or lessee of land as set forth in MGL Chapter 131 relative to hunting and sporting.

The Ad Hoc Committee instructed Town Counsel to write a total of five new versions of General Bylaw 8.9.1 for the committee to discuss, representing several different viewpoints. After significant discussion and compromise, the proposed General Bylaw 8.9.1 before you represents the version the committee voted to present to Town Meeting.

Finance Committee Report: No report.

Bylaw Committee Report: The Bylaw Committee recommends this Article by a vote of 5-0-0 at their meeting on October 13, 2015.

***Board of Selectmen Report:** The Board of Selectmen on October 6, 2015 voted 5-0-0 to support this Article.

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 9, 2015, 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.

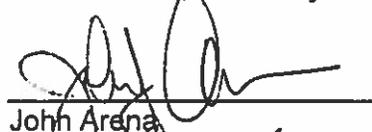
Hereof fail not and make due return of this Warrant with your doings thereon to the Town Clerk at or before the time appointed for said meeting.

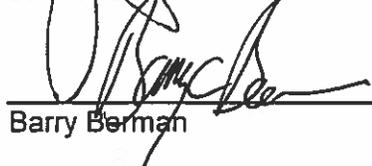
Given under our hands this 15th day of September, 2015.


Daniel Ensminger, Chairman

John R. Halsey, Vice Chairman


Kevin Sexton, Secretary


John Arena


Barry Berman


Thomas H Freeman, Jr. Constable

SELECTMEN OF READING

	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY16-25
Summary													
Schools - General	75,000	-	111,000	-	75,000	-	75,000	-	75,000	-	75,000	-	411,000
Buildings - Schools	1,165,000	306,000	271,000	98,000	50,000	45,000	26,000	60,000	-	-	-	-	856,000
Buildings - Municipal	211,000	300,000	10,000	159,000	10,000	10,000	-	75,000	-	-	-	-	564,000
Administrative Services	132,000	247,000	-	100,000	-	100,000	-	100,000	-	100,000	-	100,000	647,000
Public Services	269,000	52,000	395,000	217,600	873,000	735,000	895,800	665,000	350,000	25,000	25,000	25,000	4,233,400
Public Safety - Fire	23,000	657,000	275,000	205,600	201,000	795,000	324,000	45,000	-	210,000	900,000	30,000	3,612,600
Public Safety - Police	15,000	-	55,000	35,000	10,000	37,500	-	35,000	440,000	-	-	42,500	612,500
Public Works - Equipment	714,000	527,250	462,200	741,800	272,000	205,000	415,700	190,000	361,000	340,000	230,000	100,000	3,744,950
Public Works - Parks & Cemetery	25,000	50,000	25,000	100,000	25,000	50,000	25,000	50,000	25,000	50,000	25,000	50,000	425,000
Public Works - Roads	540,000	550,000	550,000	550,000	575,000	575,000	650,000	650,000	675,000	675,000	700,000	700,000	6,150,000
Public Library	11,000	-	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	80,000
TOTAL CAPITAL REQUESTS	3,180,000	2,689,250	2,154,200	2,217,000	2,101,000	2,562,500	2,421,500	1,880,000	1,936,000	1,410,000	1,965,000	1,057,500	21,336,450
FINCOM policy: debt + capital	3,958,083	4,109,863	4,237,136	4,365,195	4,498,784	4,611,254	4,726,535	4,844,698	4,965,816	5,089,961	5,217,210	5,347,640	46,666,452
- Net Included Debt	1,551,595	1,568,818	2,061,368	1,978,233	1,903,951	1,860,732	1,807,176	1,658,644	1,517,851	1,468,844	1,006,388	527,500	16,832,005
- Temp shift to Oper budgets	(205,493)	(205,493)	(211,957)										(417,350)
FINCOM Target Capital Funding	2,406,488	2,335,552	1,963,911	2,386,962	2,594,833	2,750,522	2,919,359	3,186,054	3,447,965	3,621,117	4,210,822	4,820,140	29,417,097
Original Funding Voted or Proposed	2,042,000	2,201,000	1,900,000	2,350,000	2,550,000	2,700,000	2,900,000	3,150,000	3,400,000	3,600,000	4,200,000	4,800,000	28,951,000
Additional Funding Sept TM	266,000												
Additional Funding Nov TM	724,000	488,250											488,250
Additional Funding Jan TM	51,000												
Additional Funding Feb TM	1,240,000												
Feb Funding reversed by debt	(1,200,000)												
Additional Funding April TM	57,000												
TOTAL CAPITAL REQUESTS	3,180,000	2,689,250	2,154,200	2,217,000	2,101,000	2,562,500	2,421,500	1,880,000	1,936,000	1,410,000	1,965,000	1,057,500	21,336,450
Annual Surplus (Deficit)	-	-	(254,200)	133,000	449,000	137,500	478,500	1,270,000	1,464,000	2,190,000	2,235,000	3,742,500	
Cumulative Surplus (Deficit)	-	-	(254,200)	(121,200)	327,800	465,300	943,800	2,213,800	3,677,800	5,867,800	8,102,800	11,845,300	

	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY16-25
Schools - General	75,000		111,000		75,000		75,000		75,000		75,000		411,000
Mod. Classrooms \$1.2m debt	BANS		Debt										
15-Passenger Van			36,000										
Technology-large scale projects	75,000		75,000		75,000		75,000		75,000		75,000		375,000
Buildings - Schools (Total)	1,165,000	306,000	271,000	98,000	50,000	45,000	26,000	60,000					856,000
Buildings - Schools (Energy)	66,000	45,000	42,000		15,000	25,000	26,000	60,000					213,000
Buildings - Schools (non Energy)	1,099,000	261,000	229,000	98,000	35,000	20,000							643,000
Energy (Performance Contracting)	Debt												
Electrical Systems								20,000					20,000
HVAC/Energy Mgmt Systems	12,000	35,000	42,000		15,000	25,000	26,000						143,000
Windows & Doors		10,000											10,000
Water Heater	54,000							40,000					40,000
Classroom Furniture				14,000									14,000
Fire Alarms			170,000										170,000
Capet/Flooring	126,000	109,000	59,000	84,000	35,000	20,000							307,000
Roofing \$2.1 mil. Debt	925,000												
Other	48,000	152,000											152,000
TOTAL for School	AB			25,000		10,000							35,000
HVAC/Energy Mgmt Systems	AB					10,000							10,000
Capet/Flooring	AB			25,000									25,000
TOTAL for School	BM	45,000											45,000
HVAC/Energy Mgmt Systems	BM	20,000											20,000
Windows & Doors	BM	10,000											10,000
Capet/Flooring	BM	35,000											15,000
Roofing	BM												
TOTAL for School	JE	845,000	170,000				14,000						184,000
HVAC/Energy Mgmt Systems	JE						14,000						14,000
Ere Alarms	JE		170,000										170,000
Capet/Flooring	JE	20,000											
Roofing	JE	825,000											
TOTAL for School	K	24,000	36,000	24,000									99,000
HVAC/Energy Mgmt Systems	K	15,000	12,000										27,000
Capet/Flooring	K	24,000	24,000	24,000									72,000
Other - \$5 million renovation (debt exclusion)													
TOTAL for School	WE		30,000				12,000	20,000					92,000
Electrical Systems	WE							20,000					20,000
HVAC/Energy Mgmt Systems	WE		30,000				12,000						42,000
Capet/Flooring	WE												30,000

10/13/2016 13:39

	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY16-25
TOTAL for School	10,000	125,000	-	-	15,000	15,000	-	-	-	-	-	-	155,000
HVAC/Energy Mgmt Systems					15,000	15,000							30,000
Capet/Flooring	10,000	40,000			15,000	15,000							40,000
Other (add \$45k Cond. Tank)		85,000											85,000
TOTAL for School	149,000	15,000	15,000	29,000	15,000	-	-	-	-	-	-	-	74,000
HVAC/Energy Mgmt Systems	12,000												-
Classroom Furniture			15,000	14,000									14,000
Capet/Flooring	37,000		15,000	15,000	15,000								45,000
Roofing	100,000												-
Security System													-
Fire Suppression System													-
Other - masonry		15,000											-
TOTAL for School	102,000	52,000	20,000	20,000	20,000	20,000	20,000	40,000	40,000				15,000
Water Heater													172,000
Capet/Flooring	54,000		20,000	20,000	20,000	20,000							40,000
Other add \$30k masonry	48,000	52,000	20,000	20,000	20,000	20,000							80,000
													52,000

	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY16-25
Buildings - Municipal	211,000	300,000	10,000	159,000	10,000	10,000	-	75,000	-	-	-	-	564,000
Buildings - Muni (Energy)	121,000	180,000	10,000	69,000	10,000	10,000	-	75,000	-	-	-	-	354,000
Buildings - Muni (non Energy)	90,000	120,000	-	90,000	-	-	-	-	-	-	-	-	210,000
Energy (Performance Contracting)	Debt												
HVAC/Energy Mgmt Systems	71,000	20,000		35,000	-	-	-	-	-	-	-	-	55,000
Windows & Doors	-	-	10,000	34,000	10,000	10,000	-	-	-	-	-	-	64,000
Generator	50,000	60,000	-	-	-	-	-	60,000	-	-	-	-	120,000
Technology Infrastructure	-	100,000	-	-	-	-	-	-	-	-	-	-	100,000
Water Heater	-	-	-	-	-	-	-	15,000	-	-	-	-	15,000
Ceiling	10,000	-	-	-	-	-	-	-	-	-	-	-	-
Roofing \$800K debt	-	80,000	-	-	debt	-	-	-	-	-	-	-	80,000
Other (FAC Chevy K2500)	80,000	40,000	-	90,000	-	-	-	-	-	-	-	-	130,000
TOTAL for Municipal Bldg	TH	80,000	-	-	-	-	-	-	-	-	-	-	80,000
Generator	TH	50,000	-	-	-	-	-	-	-	-	-	-	-
Ceiling	TH	10,000	-	-	-	-	-	-	-	-	-	-	-
Roofing	TH	80,000	-	-	debt	-	-	-	-	-	-	-	80,000
Other	TH	80,000	-	-	-	-	-	-	-	-	-	-	-
TOTAL for Municipal Bldg	Pol	36,000	-	-	-	-	-	15,000	-	-	-	-	15,000
HVAC/Energy Mgmt Systems	Pol	36,000	-	-	-	-	-	15,000	-	-	-	-	15,000
Water Heater	Pol	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL for Municipal Bldg	WSF	-	-	24,000	-	-	-	-	-	-	-	-	24,000
Windows & Doors	WSF	-	-	24,000	-	-	-	-	-	-	-	-	24,000
Roofing	WSF	-	-	24,000	-	-	-	-	-	-	-	-	24,000
TOTAL for Municipal Bldg	Fire	35,000	160,000	-	-	-	-	60,000	-	-	-	-	220,000
HVAC/Energy Mgmt Systems	Fire	35,000	-	-	-	-	-	-	-	-	-	-	-
Generator	Fire	60,000	60,000	-	-	-	-	60,000	-	-	-	-	120,000
Technology Infrastructure	Fire	100,000	100,000	-	-	-	-	-	-	-	-	-	100,000
Roofing	Fire	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL for Municipal Bldg	SrC	20,000	20,000	35,000	-	-	-	-	-	-	-	-	55,000
HVAC/Energy Mgmt Systems	Sr Ctr	20,000	20,000	35,000	-	-	-	-	-	-	-	-	55,000
TOTAL for Municipal Bldg	Lib	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL for Municipal Bldg	DPW	-	-	10,000	100,000	10,000	10,000	10,000	-	-	-	-	130,000
Windows & Doors	DPW	-	-	10,000	10,000	10,000	10,000	10,000	-	-	-	-	40,000
Other (kitchen upgrade)	DPW	-	-	90,000	90,000	-	-	-	-	-	-	-	90,000

	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY16-25
Administrative Services	132,000	247,000	-	100,000	-	100,000	-	100,000	-	100,000	-	100,000	647,000
Election equipment		72,000											72,000
Technology - large scale projects	132,000	175,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	575,000
Public Services	269,000	52,000	395,000	217,600	873,000	735,000	895,800	665,000	350,000	25,000	25,000	25,000	4,233,400
Elder/Human Services van	14,000												
Recreation	255,000	52,000	395,000	217,600	873,000	735,000	895,800	665,000	350,000	25,000	25,000	25,000	4,233,400
Artificial Turf @RMHS (replace)					500,000	500,000	600,000	600,000					1,900,000
Artificial Turf@Parker MS (replace)													500,000
Artificial Turf @Coolidge MS (new)													600,000
Reconstruct Playgrounds Program Birch Meadow	15,000	15,000	45,000	15,000	15,000	15,000	15,000	15,000	25,000	25,000	25,000	25,000	210,000
Birch Meadow Complex \$1.5 mil	40,000												
BM Field lighting \$1.0 mil.	BANS	BANS											
Washington Park \$586k (also playground in FY10&FY19)					233,000	backstop	100,000	paths					333,000
Symonds Way \$150k					backstop & shift field								
Hunt Park \$125k (also playground in FY14)						125,000	backstop	150,000					150,000
Sturges Park \$180.8k (also playground in FY13&FY22) regrade drainage issues							63,800	tennis ct					63,800
							80,000	basketball ct					80,000
							37,000	backstop					162,000
Killam Field & parking lot	200,000												350,000
Joshua Eaton \$37k		37,000	backstop										37,000
Barrows \$297.6k (also playground in FY09&FY16)				124,500	tennis ct	95,000	backstop						219,500
				76,100	basketball ct		& infield						76,100
Wood End \$325k (also playgrounds in FY15 & FY16)									325,000	field			325,000

	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY16-25
Public Safety - Fire	23,000	657,000	275,000	205,600	201,000	795,000	324,000	45,000	.	210,000	900,000	30,000	3,612,600
Pumper Eng #1 (2010-\$525k; next FY30)	Debt												
Pumper Eng #2 (2007-\$410k; next FY25)											900,000		900,000
Pumper Eng #3 (1995; est \$630k FY16)		630,000											630,000
Pumper Eng #4 (2001; est \$800k FY20)						760,000							750,000
Ladder Trk #1 (2008; \$800k, next FY27)	Debt	Debt	Debt										
Ambulance #1 (2010 - 10 yrs)			275,000				294,000						294,000
Ambulance #2 (2006 - 10yrs)				45,000									275,000
Passenger Car#1 (2005 - 10yrs)													45,000
Passenger Car#2 (1997 - 10yrs)				45,600				45,000					45,000
Pickup Truck #3 (2006 - 12yrs)				70,000									45,600
Alarm Truck (1994 - 16yrs)													70,000
ALS Defibrillator (2011 - 5yrs)		27,000					30,000						57,000
BLS-AED (2004 - 8yrs)					21,000								21,000
Rescue Tool(2006 - 12yrs)				45,000									45,000
Breathing Air Bottles	23,000											30,000	
Thermal Imaging (2010 - 10yrs)						45,000							45,000
Fire Hose					30,000					35,000			65,000
Turnout Gear (2008 - 5yrs)					150,000					175,000			325,000
Public Safety - Police/Dispatch	15,000	.	55,000	35,000	10,000	37,500	.	35,000	440,000	.	.	42,500	612,500
Handguns & Associated Leather (Police)					10,000								10,000
Police Admin Vehicle			35,000			37,500			40,000			42,500	112,500
Vehicle Video Integration				35,000				35,000					70,000
Speed Trailers (radar & message)	15,000												
Radios (Police & Fire 2010 - 12yrs)									400,000				400,000
AEDs			20,000										20,000

	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY16-25
Public Works - Equipment	714,000	527,250	462,200	741,800	272,000	205,000	415,700	190,000	361,000	340,000	230,000	100,000	3,744,950
Large Trucks	127,000	284,000	145,000	214,000				140,000	136,000				919,000
Truck #8 - 10 wheeler (2000)	15	220,000											220,000
Truck #9 - Sander (2004)	15								136,000				136,000
Truck #19 - Sander (1987)	15							140,000					140,000
Dump Truck #3 (1999)	10		65,000										65,000
Truck #10 (1996)	15			150,000									150,000
Truck #22		127,000											
Dump truck #12 Parks (1997)	15	64,000											64,000
Aerial Backup Truck #14 (1994)			80,000										80,000
Dump truck #24 Parks (2000)	15			64,000									64,000
Pick-ups/Cars/Vans	84,000	25,000		73,500		85,000	81,100	50,000	45,000	50,000	50,000	100,000	459,600
Pickup Chevy #9 Parks (1986)	10									50,000			50,000
Pickup Ford #2 Parks (1997)	10	50,000											
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										50,000		50,000
HV3 Ford Van (1995)	10												
HV4 Ford Van (1995)	10			39,500									39,500
HV5 Ford Van COA (2003)	10						48,700						48,700
Car#2 Ford Sedan (2007)	10												
Car#3 Ford Escape HYBRID (2008)	10								45,000				45,000
Car. #4 Ford Sedan (1993)	10						32,400						32,400
Car#5 Chevy Blazer (2000)	10												
New DPW Administration Vehicle		25,000											25,000
Engineering Vehicle (new)				34,000									34,000
Backhoes/Loaders/Heavy Equipment			80,000	200,000	96,000		180,000						556,000
Bobcat			35,000										35,000
Backhoe Loader (Cem.) (2008)	10				96,000								96,000
Loader JB 624G (2007)	10		200,000										200,000
Loader JDA33 (2009)	10						180,000						180,000
Bobcat Loader 743 (1987)	10		45,000										45,000

	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY16-25
Specialty Equipment - Heavy Duty	295,000	140,000	150,000	.	135,000	.	111,000	.	180,000	180,000	180,000	.	1,076,000
Screener (1994)	15				135,000								135,000
Pavement Leeboy Sprd (1998)	10	145,000					111,000						111,000
Sidewalk Snow Plow #3(2008)	10								180,000	180,000	180,000		180,000
Snow Holder #1 c480 (2012)													180,000
Snow Holder #2 c480 (2013)											180,000		180,000
Snow Holder #3 c242 (2008)													180,000
Sicard HD Snowblower (1999)													180,000
Snowblower (new)		140,000											
Snow - Bombardier #1 (1993)	10		150,000										150,000
Specialty Equipment - Light Duty	30,000	.	69,000	236,800	.	.	43,600	349,400
HW Comp2 INT Compr (1996)	10			26,800									26,800
300L Lebot (Roller) (1996)	10			40,000									40,000
IGH Woodsmen Chipper(2004)	10			170,000									170,000
1GV Leaf Vac (1999)	10		12,000										12,000
2GV Leaf Vac (2000)	10						43,600						43,600
SmithCo 60" Sweeper (1996)	10		35,000										35,000
FMC Truck Mount Sprayer 500gal			22,000										22,000
SmithCo 13-550 Infield (1994)	7												22,000
Lawnmowers	98,000	.	18,200	17,500	41,000	120,000	.	.	.	110,000	.	.	306,700
Mower (Cem.) SKAG 72" (1998)	4				22,000								22,000
Mower (Cem.) SKAG 61" (1999)	4		18,200										18,200
Mower (Parks) TORO Gang (1996)	8									110,000			110,000
Mower (Cem.) SKAG 52" (1995)	4				19,000								19,000
Mower (Parks) SKAG 52" (2008)	4			17,500									17,500
Mower - TORO Gang (2008)	6					120,000							120,000

	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY16-25
Engineering Equipment/Services	80,000	76,250											78,250
Traffic Controls		50,000											50,000
Fuel Management System	80,000	28,250											28,250
DPW: Parks & Cemetery	25,000	50,000	25,000	100,000	25,000	50,000	25,000	50,000	25,000	50,000	25,000	50,000	425,000
Fence Replacement	25,000		25,000		25,000		25,000		25,000		25,000		125,000
DPW Yard Improvements				60,000									50,000
Parking Lot Improvements		50,000		50,000		50,000		50,000		50,000		50,000	250,000
DPW site TBA													
Gen garage - \$2.0 mil, Bids & other sources													
DPW: Roads													
Sidewalk/Curb/Ped. Safety	90,000	75,000	75,000	75,000	75,000	75,000	100,000	100,000	100,000	100,000	100,000	100,000	875,000
Skim Coating & Crack Seal Patch	75,000	75,000	75,000	75,000	75,000	75,000	100,000	100,000	100,000	100,000	100,000	100,000	875,000
Downtown Improve I (\$650k 10yr bond)	Debt												
West Street - Local shr (\$1.3mil debt + surplus debt)		Debt											
General Fund - various debts	375,000	400,000	400,000	425,000	425,000	425,000	450,000	450,000	475,000	475,000	500,000	500,000	4,400,000
TOTAL GENERAL FUND VOTED	540,000	550,000	550,000	575,000	575,000	575,000	650,000	650,000	675,000	675,000	700,000	700,000	6,150,000
Grants - various roads	900,000	588,893	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	5,998,893
Grants - West Street													
TOTAL ROAD CAPITAL	1,440,000	1,148,893	1,150,000	1,175,000	1,175,000	1,175,000	1,250,000	1,250,000	1,275,000	1,275,000	1,300,000	1,300,000	12,148,893
Library	11,000			10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	90,000
Equipment													
Renovation (\$18.4mil project \$13.3m debt exclusion)	11,000	Debt Excl	80,000										

Water Enterprise Fund
Capital + Debt

Water Ent. Fund Capital & Debt	FY-2029	FY-2030	FY-2031	FY-2032	FY-2033	FY15-33 TOTAL
Total Capital & Debt	458,333	458,333	458,333	125,000	125,000	24,278,563
Water CAPITAL	458,333	458,333	458,333	125,000	125,000	4,496,999
Water Supply						
Treatment Plant Design	1					-
MWRA (\$3.18mil partial join)	2					-
MWRA (\$7.6mil full join)	3					-
WTP demo & chlorine (\$800k)	4					-
Well Abandonment	5					225,000
Replace Pickup Truck #3 (2003)	6					39,000
Water Distribution						
WM-Haverhill&Howard (\$2.285m)	7a					-
WM- MWRA loan to be used	7b					-
WM Phase 1 R#1 \$4.012mil/10yr	8a					-
WM Phase 1 R#2 \$3.5mil/10yr	8b					-
WM Reading Phase 2 \$5.0mil/10yr						-
WM Reading Phase 3 \$7.5mil/7BA						-
WM Reading Phase 4 \$15mil/7BA						-
WM- Larch Lane	9					120,000
WM Lining Program	10	125,000	125,000	125,000	125,000	1,700,000
Meter Replacement	11	333,333	333,333	333,333		1,749,999
Tank Inspect & Design: Auburn	12					24,000
Tank Maintenance: Auburn	13					-
Bear Hill Storage Tank (\$1.4mil) - remov						-
Booster Station SCADA	14					130,000
SCADA Upgrade (every 5 yrs)	15					25,000
Replace Pickup Truck #12 (1997)	16					42,000
Replace Van #2	17					30,000
Replace Truck#6	18					120,000
Replace Truck#14	19					-
Replace Backhoe #420E	20					100,000
Replace Utility Truck #5	21					150,000
Replace Pickup #15	22					42,000

Water Enterprise Fund Capital + Debt

Water Ent. Fund Capital & Debt	Approved		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	FY-2025	FY-2026	FY-2027	FY-2028
Water DEBT	1,275,786	1,649,421	1,588,675	1,935,429	1,899,289	1,785,569	1,753,069	1,720,569	1,688,069	1,450,569	1,418,069	984,075	941,375	569,598	397,800
Water Treatment Plant Design	109,000	104,500													
Join MWRA (partial \$3.18m)	252,656	246,656	237,719	229,719	224,069	217,669	211,269	204,869	198,469	192,069	185,669	178,975	162,375	156,188	
Join MWRA (full \$7.8m)	618,150	603,525	588,656	571,350	553,800	538,200	522,800	507,000	491,400	475,800	460,200	444,600	429,000	413,400	397,800
Demo WTP/chlorinate(\$0.8m)	90,980	88,540	86,100	83,660	81,220										
WM: Haverhill & Howard (\$2.285m)	185,000	185,000	185,000	185,000	185,000	185,000	185,000	185,000	185,000	185,000	185,000	185,000	185,000	185,000	185,000
WM: MWRA loan to be used	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
WM Phase 1 R#1 \$4.012m/10yr	401,200	401,200	401,200	401,200	401,200	401,200	401,200	401,200	401,200	401,200	401,200	401,200	401,200	401,200	401,200
WM Phase 1 R#2 \$3.5m/10yr		70,000	70,000	444,500	434,000	423,500	413,000	402,500	392,000	381,500	371,000	360,500			
WM Reading Phase 2 \$5.0m/10yr															
WM Reading Phase 3 \$7.5m/10yr															
WM Reading Phase 4 \$15m/10yr															
Repayment of Principal:	935,000	1,336,200	1,236,200	1,586,200	1,586,200	1,586,200	1,586,200	1,586,200	1,586,200	1,307,200	1,307,200	900,000	890,000	540,000	390,000
Water Treatment Plant Design	100,000	100,000													
Join MWRA (partial \$3.18m)	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000
Join MWRA (full \$7.8m)	390,000	390,000	390,000	390,000	390,000	390,000	390,000	390,000	390,000	390,000	390,000	390,000	390,000	390,000	390,000
Demo WTP/chlorinate(\$0.8m)	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000
WM: Haverhill & Howard (\$2.285m)	185,000	185,000	185,000	185,000	185,000	185,000	185,000	185,000	185,000	185,000	185,000	185,000	185,000	185,000	185,000
WM: MWRA loan to be used	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
WM Phase 1 R#1 \$4.012m/10yr	401,200	401,200	401,200	401,200	401,200	401,200	401,200	401,200	401,200	401,200	401,200	401,200	401,200	401,200	401,200
WM Phase 1 R#2 \$3.5m/10yr		350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000
WM Reading Phase 2 \$5.0m/10yr															
WM Reading Phase 3 \$7.5m/10yr															
WM Reading Phase 4 \$15m/10yr															
Interest on Long Term Debt:	340,786	313,221	352,475	349,229	313,089	279,369	246,869	214,369	181,869	149,369	116,869	84,075	51,375	29,588	7,800
Water Treatment Plant Design	9,000	4,500													
Join MWRA (partial \$3.18m)	92,656	86,656	77,719	69,719	64,069	57,669	51,269	44,869	38,469	32,069	25,669	18,975	12,375	6,188	
Join MWRA (full \$7.8m)	228,150	213,525	198,656	181,350	163,800	148,200	132,600	117,000	101,400	85,800	70,200	54,600	39,000	23,400	7,800
Demo WTP/chlorinate(\$0.8m)	10,980	8,540	6,100	3,660	1,220										
WM: Haverhill & Howard (\$2.285m)															
WM: MWRA loan to be used															
WM Phase 1 R#1 \$4.012m/10yr															
WM Phase 1 R#2 \$3.5m/10yr															
WM Reading Phase 2 \$5.0m/10yr															
WM Reading Phase 3 \$7.5m/10yr															
WM Reading Phase 4 \$15m/10yr															

Water Enterprise Fund
Capital + Debt

	FY-2029	FY-2030	FY-2031	FY-2032	FY-2033	FY15-33 TOTAL
Water Ent. Fund Capital & Debt						19,781,564
Water DEBT						
Water Treatment Plant Design						104,500
Join MWRA (partial \$3.18m)						2,645,713
Join MWRA (full \$7.8m)						6,997,331
Demo WTP (chlorinate) (\$0.8m)						339,520
WM: Haverhill & Howard (\$2.285m)						1,480,000
WM: MWRA loan to be used						160,000
WM Phase 1 R#1 \$4.012m/10yr						4,012,000
WM Phase 1 R#2 \$3.5m/10yr						
WM Reading Phase 2 \$5.0m/10yr						
WM Reading Phase 3 \$7.5m/10yr						
WM Reading Phase 4 \$15m/10yr						
Repayment of Principal:						17,092,000
Water Treatment Plant Design						100,000
Join MWRA (partial \$3.18m)						2,060,000
Join MWRA (full \$7.8m)						5,460,000
Demo WTP (chlorinate) (\$0.8m)						320,000
WM: Haverhill & Howard (\$2.285m)						1,480,000
WM: MWRA loan to be used						160,000
WM Phase 1 R#1 \$4.012m/10yr						4,012,000
WM Phase 1 R#2 \$3.5m/10yr						
WM Reading Phase 2 \$5.0m/10yr						
WM Reading Phase 3 \$7.5m/10yr						
WM Reading Phase 4 \$15m/10yr						
Interest on Long Term Debt:						2,689,564
Water Treatment Plant Design						4,500
Join MWRA (partial \$3.18m)						585,713
Join MWRA (full \$7.8m)						1,537,331
Demo WTP (chlorinate) (\$0.8m)						19,520
WM: Haverhill & Howard (\$2.285m)						
WM: MWRA loan to be used						
WM Phase 1 R#1 \$4.012m/10yr						
WM Phase 1 R#2 \$3.5m/10yr						
WM Reading Phase 2 \$5.0m/10yr						
WM Reading Phase 3 \$7.5m/10yr						
WM Reading Phase 4 \$15m/10yr						

Sewer Enterprise Fund
Capital + Debt

Annual change to water capital+debt	47.4%	49.0%	32.5%	-59.5%	8.0%	-0.8%	-14.5%	45.2%	3.9%	-5.5%	-45.1%	-8.0%	-3.2%	FY16-26 TOTAL
	Approved	Requested	Requested	Projected =	Legend: Debt (Issued) and Debt (not yet approved)									
	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	FY-2026
Sewer Ent. Fund Capital & Debt														
Sewer Capital	330,000	520,000	168,000	1,305,000	75,000	85,000	92,000	50,000	300,000	342,000	400,000	75,000	50,000	50,000
Sewer Debt	115,800	136,934	166,934	126,940	502,940	539,340	527,340	476,840	464,840	452,840	348,000	336,000	324,000	312,000
Total Capital & Debt	445,800	656,934	334,934	1,431,940	577,940	624,340	619,340	526,840	764,840	794,840	748,000	411,000	374,000	362,000
Sewer CAPITAL	330,000	520,000	168,000	1,305,000	75,000	85,000	92,000	50,000	300,000	342,000	400,000	75,000	50,000	50,000
Main: Poet's Corner (\$350k)	200,000													
Sewer Main Lewis: Charles; Howard		350,000												
Sewer Main projects		50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Station projects SCADA			not done											
Station projects design:			118,000											
Station: West St			not done											
Station: Batchelder Rd			not done											
Stations: West & Batchelder				1,215,000										1,215,000
Station: Charles St \$1.9mil debt	2				debt	debt	debt	debt	debt	debt	debt	debt	debt	debt
Station: Shurges \$1.1 mil debt	2				debt	debt	debt	debt	debt	debt	debt	debt	debt	debt
Station: Joseph's Way \$450k	3													
Station: Small Lane \$175k	3													
Station: Grove St \$450k	3													
Portable Gen'er - Grove					25,000									25,000
Station: Strout Ave. \$475k	3													
Station: Brewer Lane \$400k	3													
Station: Collins Ave. \$650k	3										25,000			
Portable Gen'er - Collins														25,000
Station: Longwood Rd. \$450k	3													
Station: Pitman Drive \$250k	3								250,000	250,000	250,000			750,000
Meter Replacements										100,000				100,000
Backhoe 4300														100,000
Pickup #8 (2004)				40,000										40,000
Truck #17 (2001)														
Car #1 (2005)														35,000
Pickup #6 (2011)														42,000
Pickup #11 (2011)							42,000							42,000
Sewer DEBT	115,800	136,934	166,934	126,940	502,940	539,340	527,340	476,840	464,840	452,840	348,000	336,000	324,000	312,000
MWRA Inflow & Infiltration	1	115,800	136,934	166,934	82,940	131,340	131,340	92,840	92,840	92,840				751,080
Sewer Stations \$3.0mil	2				420,000	408,000	396,000	384,000	372,000	360,000	348,000	336,000	324,000	312,000
Sewer Stations \$3.3mil	3													
Repayment of Principal:		115,800	136,934	166,934	382,940	431,340	431,340	392,840	392,840	392,840	300,000	300,000	300,000	300,000
MWRA Inflow & Infiltration	1a	32,934	32,934											
MWRA Inflow & Infiltration	1b	8,866												
MWRA Inflow & Infiltration	1c	44,000	44,000	44,000										44,000
MWRA Inflow & Infiltration P7		30,000	30,000	44,440										88,880
MWRA Inflow & Infiltration P8		30,000	30,000	38,500	38,500	38,500	38,500	36,500	36,500	36,500	300,000	300,000	300,000	154,000
MWRA Inflow & Infiltration P9		30,000	30,000	30,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	464,200
Sewer Stations \$3.0mil	2				300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
Sewer Stations \$3.3mil	3													3,000,000
Interest on Long Term Debt:					120,000	108,000	96,000	84,000	72,000	60,000	48,000	36,000	24,000	12,000
MWRA Inflow & Infiltration	no interest													
Sewer Stations \$3.0mil	2				120,000	108,000	96,000	84,000	72,000	60,000	48,000	36,000	24,000	12,000
Sewer Stations \$3.3mil	3													660,000

**Storm Water Enterprise Fund
Capital + Debt**

	Approved		Requested		Projected		FY-2019	FY-2018	FY-2017	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY15-29 TOTAL
	FY-2015	FY-2016	FY-2016	FY-2017	FY-2017	FY-2018													
Storm Water Ent. Fund Capital &																			
Storm Water Capital	165,000	150,000	150,000	150,000	150,000	425,000	150,000	150,000	150,000	325,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	2,715,000
Storm Water Debt	-	-	-	-	-	-	-	-	-	899,000	868,000	837,000	806,000	775,000	744,000	713,000	682,000	651,000	7,905,000
Total Capital & Debt	165,000	150,000	150,000	150,000	150,000	425,000	150,000	150,000	150,000	1,224,000	1,018,000	987,000	956,000	925,000	894,000	863,000	832,000	801,000	10,620,000
Storm Water CAPITAL	165,000	150,000	150,000	150,000	150,000	425,000	150,000	150,000	150,000	325,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	2,715,000
Drainage Improvements (projects)	140,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	2,165,000
MS4 Permit: Consult & Lab test	25,000	25,000	25,000	25,000	25,000	150,000													75,000
Saugus River Design/Permit						150,000				Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	150,000
Saugus River Improv. (I) \$2mil										Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	-
Saugus River Improv. (II) \$2mil										Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	-
Aberjona River Design/Permit						150,000													150,000
Aberjona River Improv. \$2.2mil										Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	-
Sweeper: Elgin Pelican										175,000									175,000
Bump-Fraek (new)																			-
Storm Water DEBT	-	930,000	899,000	868,000	837,000	806,000	775,000	744,000	713,000	682,000	651,000	7,905,000							
Saugus River Improv. (I)									300,000	290,000	280,000	270,000	260,000	250,000	240,000	230,000	220,000	210,000	2,550,000
Saugus River Improv. (II)									300,000	290,000	280,000	270,000	260,000	250,000	240,000	230,000	220,000	210,000	2,550,000
Aberjona River Improv.									330,000	319,000	308,000	297,000	286,000	275,000	264,000	253,000	242,000	231,000	2,805,000
Repayment of Principal:																			
Saugus River Improv. (I)									620,000	620,000	620,000	620,000	620,000	620,000	620,000	620,000	620,000	620,000	6,200,000
Saugus River Improv. (II)									200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	2,000,000
Saugus River Improv. (II)									200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	2,000,000
Aberjona River Improv.									220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	2,200,000
Interest on Long Term Debt:																			
Saugus River Improv. (I)									310,000	279,000	248,000	217,000	186,000	155,000	124,000	93,000	62,000	31,000	1,705,000
Saugus River Improv. (II)									100,000	90,000	80,000	70,000	60,000	50,000	40,000	30,000	20,000	10,000	550,000
Saugus River Improv. (II)									100,000	90,000	80,000	70,000	60,000	50,000	40,000	30,000	20,000	10,000	550,000
Aberjona River Improv.									110,000	99,000	88,000	77,000	66,000	55,000	44,000	33,000	22,000	11,000	605,000

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 (5th) 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 (7th) 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**

**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:

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

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

- o Article name and number
- o Contact information of person who created handout
- o Date the document was created
- o 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