ARTICLE 2 – VOLUNTEERS, BOARDS, COMMITTEES AND COMMISSIONS

Adopted/Re-adopted March 30, 2004

Section 2.1 - General Provisions for all Boards, Committees and Commissions

The Board of Selectmen may establish from time to time, standing and/or ad hoc Boards, Committees or Commissions. This section shall apply to any Board, Committee or Commission established as a standing committee by Charter, or established in accordance with Article 4 of the Reading Home Rule Charter, and any applicable Bylaw or State Statute.

The process used will be to establish such a body through the formal process established by Section 4.11 of the Town Bylaws for the development of a policy, rule or regulation.

A Board, Committee or Commission may be established to deal with a short term or an ongoing issue or concern of the Town, and the following conditions shall apply to all such bodies:

1. The Department within which the Board, Committee or Commission falls shall be determined by the policy establishing the body.
2. The number of members of the body shall be established by the policy establishing the body.
3. Every member of each Board, Committee or Commission established and/or appointed by the Board of Selectmen shall physically reside in Reading at the time of his/her appointment and for the duration of his/her term, unless the policy establishing the Board, Committee or Commission specifically waives the residency requirement for one or more members. Every member shall be a registered voter of the Town of Reading, and shall maintain that status during the full term of his/her appointment. The requirement of being a registered voter may be waived by the Board of Selectmen when the Board decides to establish a position and/or appoint an individual to a Board, Committee Commission or Task Force where the individual is or may be less than the legal voting age.
4. In conducting its work, all Boards, Committees and Commissions shall be bound by all of the rules and regulations of the Town of Reading and the Commonwealth of Massachusetts, including but not limited to the Open Public Meetings law.
5. Each Board, Committee and Commission shall report to the Board of Selectmen periodically as required but no less often than once per year.
6. A member who misses three consecutive meetings may be recommended for removal by a majority vote of the Board, Committee or Commission.
7. Members of all Boards, Committees and Commissions are required to act with the highest level of integrity, business ethics and objectivity in all matters. No member of any Board, Committee or Commission may misuse the authority or influence of their position.
8. All members of Boards, Committees and Commissions shall operate in a courteous, respectful, businesslike and efficient manner in all aspects of their duties.
9. All appointed and elected Boards, Committees and Commissions (hereinafter 'public body') are hereby authorized to conduct Remote Participation subject to the requirements of The Massachusetts Open Meeting Law, G.L. c30A, §20(d), 940 CMR 29.10, and the

Additional Regulations listed below. This authorization is on a trial basis and expires on December 31, 2014 if not renewed.

Additional Regulations:

(1) Remote participation is limited to members of a public body and is not available to the general public;

(2) A member of a public body requesting remote participation must notify the Chair or acting Chair in writing and in advance of the meeting, stating the reasons why;

(3) The person chairing the meeting may permit remote participation if he or she determines that one or more of the following factors makes it unreasonably difficult for the member requesting remote participation to physically attend the meeting.

   a. Personal illness;
   b. Personal disability;
   c. Emergency;
   d. Military service; or
   e. Geographic distance.

(4) Remote participation is allowed as audio only. The remote audio must be clearly heard in the public meeting space to all participants;

(5) The Chair or acting Chair shall announce the presence of any remote participants at the start of the meeting;

(6) If technical difficulties arise and persist during a meeting, the remote participant will be declared to have left the meeting and the Chair of the public body may decide to continue with the Agenda if there is a quorum still physically present;

(7) A quorum of the body, including the Chair or, in the Chair's absence, the person authorized to Chair the meeting, shall be physically present at the meeting location, as required by M.G.L. c. 30A, sec 20(d);

(8) All votes must be by roll call if there is a remote public body participant;

(9) All handouts or presentations must be made available to all remote participants in advance. If used during the meeting, such documents shall be part of the official record of the meeting, and shall be listed in the meeting minutes and retained in accordance with M.G.L. c. 30A, sec. 22;

(10) A member participating remotely may participate in an executive session, but shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location, unless presence of that person is approved by a simple majority vote of the public body;

(11) Any costs associated with remote participation are born entirely by the remote participant.

Adopted 12-13-94, Revised 1-2-96, Revised March 30, 2004, Revised November 5, 2013

Section 2.2 - Code of Conduct

Every member of every Board, Committee, or Commission (B/C/C) who has been appointed by the Reading Board of Selectmen to that position is expected to comply with the following Code of Conduct.

Responsibilities

- Realize that his or her function is to follow the mission statement of the B/C/C.
- Realize that he or she is one of a team and without stifling free speech, each member should abide by all decisions of the B/C/C once they are made.
- Be well informed concerning the duties and responsibilities of the B/C/C.
- Remember that he or she represents the entire community at all times.
- Accepting the role of a B/C/C member is a means of unselfish service, not to benefit personally or politically from his or her B/C/C activities.

Laws and Regulations Governing Action

- Abide by the ethics guidelines established by the State.
- Abide by all applicable state statutes and General Laws, Reading Home Rule Charter, Town Bylaws, and all applicable policies established by the Board of Selectmen, especially the email communications policy.

Decision Making

- Request assistance from Town staff or consultants only through the staff person assigned to the B/C/C. If no staff person is assigned, go through the Town Manager.
- Not make statements or promises of how he or she will vote on matters that will come before the B/C/C until he or she has had an opportunity to hear the pros and cons of the issue during a public meeting of the B/C/C.
- Make decisions only after all facts on a question have been presented and discussed.
- Refrain from communicating the position of the B/C/C (as opposed to the member's personal position) to reporters or state officials unless the full B/C/C has previously agreed on both the position and the language of the position conveying the statement.

Treatment of Public, Staff, and Other Members

- Treat with respect all members of the B/C/C, all applicants to come before the B/C/C, and all staff and consultants working with the B/C/C, despite differences of opinion. Concerns about staff performance should only be made to the Town Manager or the Board of Selectmen liaison to the B/C/C through private conversation.
- Insure that any materials or information provided to a B/C/C member from Town staff should be made available to all B/C/C members.
- If circumstances change so that meeting attendance on a regular basis becomes difficult, the B/C/C member will offer his or her resignation to the Board of Selectmen, so that someone who can regularly attend meetings can be appointed by the Board.

Enforcement

If a B/C/C member's conduct is inconsistent with this code of conduct, the Board of Selectmen will determine whether action needs to be taken. Action may include:

- a discussion with the Chairman of the BCC and/or the Board of Selectmen liaison to try to address the conduct;
- Consideration by the Board of Selectmen relative to reappointment when that consideration comes before the Board of Selectmen.

Adopted by the Board of Selectmen 6/9/09

Section 2.3 - Standing Boards, Committees and Commissions

In addition to the provisions of Section 2.1 of these policies, the following provisions shall apply to all Standing Boards, Committees and Commissions appointed by the Board of Selectmen:

1. For Standing Boards, Committees or Commissions, the Board of Selectmen may appoint a member of the Board of Selectmen as a liaison to the Board, Committee or Commission. The liaison will not be a voting member of the body, and will not be included in the number of members authorized.
2. The terms of regular members shall be for three years, and the initial terms shall be staggered so that, to the extent possible, an even number of terms shall expire on June 30th in each year. The terms of Associate members, if any, shall be for one year.
3. Upon consultation with the Board, Committee or Commission, the Board of Selectmen may appoint Associate members in addition to the regular members. Associate members may fully participate in all of the business of the body but shall not have a vote. It is the intent of the Board of Selectmen in appointing Associate members that the expertise of a greater number of interested citizens may be utilized in the deliberations of the body, and that Associate membership may serve as a training ground for new members.
4. The Chairman of each Board, Committee or Commission shall be elected from the membership annually in the first meeting of each fiscal year.

2.3.1 Human Relations Advisory Committee

There is hereby established by the Board of Selectmen a Human Relations Advisory Committee.

The Human Relations Advisory Committee shall provide advice to the Board of Selectmen on how the community can encourage an environment of tolerance, understanding and harmonious racial, ethnic, religious, cultural and gender relations within the Town and among its citizens, prevent discrimination or the perception of discrimination on the basis of color, age, gender, religion, disability, culture, national origin, ancestry or sexual orientation within the Town or among its inhabitants, and enhance its ability to mediate differences arising from the aforesaid relations.

The Human Relations Advisory Committee shall:

- Engage in out-reach to such groups which may have suffered from or been the object of such discrimination, or may perceive themselves to have been the object of the same;
- Provide a safe place where individuals or groups may air their concerns or complaints as to the existence of such discrimination, or where concerns as to the potential existence of

such discrimination within the Town or community at large or the perception thereof may be discussed;

- Identify perceived problems of such discrimination or human relations conflicts within the Town, and be a resource or referral agency to assist the parties or mediate among the parties so as, to the extent possible, permit the resolution of the same at the local level;
- Promote and encourage understanding, tolerance and diversity and the recognition of human and civil rights in the Town and community, and sponsor educational programs and the celebrations of events for that purpose.

The Human Relations Advisory Committee shall consist of seven (7) members appointed by the Board of Selectmen, unless another means of appointment is indicated. Members shall reside in the Town or have their place of business in the Town. Membership on the Human Relations Advisory Committee shall include the following:

- One member shall be a member of the Board of Selectmen or its designee,
- One member shall be the Chief of Police or his/her designee,
- One member shall be designated by the School Committee,
- The remaining four members shall be appointed by the Board of Selectmen and, to the extent possible, shall be a diverse group which may include representatives from the following fields:
  - A business owner other than the real estate business or a business association;
  - A representative of a real estate business or association;
  - A representative of the Reading Clergy Association.

The Committee may invite to serve as non-voting members such voluntary consultants in the field of human relations or human rights as it may choose from time to time. The Town Manager may assign a staff liaison representative to the Human Relations Advisory Committee and arrange for staff support.

The Committee shall be advisory to the Board of Selectmen and shall report at least annually to the Board of Selectmen on policy issues. The Committee shall administratively fall within the Police Department.

This Committee shall sunset on June 30, 2015 unless renewed by the Board of Selectmen.
Adopted 2-13-01, Revised 7-22-0, Revised 12/14/04, Revised4/10/12

2.3.2 Reading Climate Advisory Committee

The International Council for Local Environmental Initiatives (ICLEI) has established a "Cities for Climate Protection" program, which works with cities, towns, and counties to reduce the pollution that causes global warming.

There is hereby established a five (5) member Reading Climate Advisory Committee to advise the Board of Selectmen on implementation of the Program. The purpose of the Committee is to:

- Advise the Board of Selectmen on matters of policy related but not limited to the "Cities for Climate Protection" Program for use within the Town of Reading. In doing this work, the Committee will:
  - Conduct a local emissions inventory of greenhouse gas emission.
  - Recommend an emissions reduction target.
  - Identify local actions that achieve the target.

- Develop a proposed implementation action plan identifying policies and actions.
- Quantify and report benefits created.

- Make recommendations to the Board of Selectmen, the Town Manager, and other bodies of the Town on measures appropriate to implement such a program.

The Committee will be made up of five (5) members appointed for 3 year terms, so appointed that as even a number of terms shall expire in each year. In selecting the Committee membership of 5 members, the Board of Selectmen shall appoint all members and shall give consideration to members representing the following interests within the community:

- Residents of the community who have expertise or interest in conservation, environmental affairs, energy, or other areas of expertise which, in the opinion of the Board would be helpful in meeting the Committee's mission.

Subcommittees may be created by a vote of the Committee. Members of Subcommittees do not necessarily have to be members of the Committee.

The Committee shall be advisory in all matters. Decisions as to whether or not to implement measures shall rest with the Town Manager, the Board of Selectmen, or other body having jurisdiction in the matter.

This Committee shall administratively fall within the Department of Community Services. Staff as available will be assigned by the Town Manager to work with the Committee.

This committee shall sunset on June 30, 2015 unless renewed by the Board of Selectmen.

Adopted 11-22-05, Revised 4/10/12

2.3.3 Policy Establishing an Economic Development Committee

There is hereby established a five (5) member Economic Development (Committee) to advise the Community Planning and Development Commission (CPDC) and the Board of Selectmen on matters related to current and future economic development in the community. The purposes of the Committee are to advise the Board of Selectmen, the CPDC, and the Town Manager on matters of policy related but not limited to:

- Develop a work program including the frequency of reporting to the Board of Selectmen and the CPDC;
- Develop an Economic Development Strategy consistent with the Master Plan and goals and objectives established periodically by the Board of Selectmen;
- Within the Economic Development Strategy, work with staff to obtain additional State and Federal economic developmental grants;
- Explore the need for and legality of forming a "property based" and/or "business based" Business Improvement District(s) funded by assessments on all businesses within the individual district(s);
- To the extent feasible, encourage commercial development and office leases of downtown space consistent with the traditional atmosphere of a New England Village Center;
- Advise the Board of Selectmen, CPDC, and any other Town agency or official as appropriate, on matters related to economic development in the community;
- Maintain an ongoing dialogue with business owners and owners of major properties on a pro-active basis to understand how the Town can work with them to achieve their plans;

- In order to achieve the above, review options to funding economic development activities in cooperation with other civic organizations.

The Committee will be made up of five (5) members appointed for 3 year terms, so appointed that as even a number of terms shall expire in each year. In selecting the Committee membership of 5 members, the Board of Selectmen shall appoint all members and shall give consideration to members representing the following interests within the community:

- Member or designee of the Reading/North Reading Chamber of Commerce;
- Member or designee from the utilities serving the community, including electric, gas, internet access, cable TV, or others;
- Merchants or businesses from the downtown area of Reading;
- Residents of the community who do not represent the above groups, and who have expertise in planning, economic development, finance, business management, construction, training and education, marketing, or other areas of expertise and experience which would assist the community in attracting appropriate businesses to the community and otherwise carrying out the mission of the Committee.

Subcommittees may be created by a vote of the Committee. Members of Subcommittees do not necessarily have to be members of the Committee.

The Committee shall be advisory in all matters. Decisions as to whether or not to implement measures shall rest as appropriate with the Town Manager, the Board of Selectmen, the CPDC, or other body having jurisdiction in the matter.

This Committee shall administratively fall within the Department of Community Services. Staff as available will be assigned by the Town Manager to work with the Committee.

This committee shall sunset on June 30, 2015 unless renewed by the Board of Selectmen.

Adopted 3-7-06, Revised 4/10/12

2.3.4 Policy Establishing a Reading Trails Committee (RTC)

Based on the recommendation of the Northern Area Greenway Committee, there is hereby established a five (5) member Reading Trail Committee (RTC) which will assume the responsibilities of planning, developing, and maintaining present and future trails in the Town of Reading. The goal is for the Town to create and maintain a connected, well coordinated system of trails to serve the residents of the community. The RTC will undertake the following responsibilities.

- Make recommendations to the Conservation Commission, Town Forest Committee, and Recreation Committee regarding development, operation, use, and maintenance of trails crossing lands under the jurisdiction of these bodies. The RTC shall have no rule-making authority itself.
- Act as a liaison between the Town of Reading and the Reading Open Land Trust, Friends of Reading Recreation, Walkable Reading, Scout groups, and other youth and community groups with respect to development, operation, use, and maintenance of trails.
- Coordinate and manage an Adopt-a-Trail program, if appropriate, for the maintenance of trails or portions there-of.
- Set trail construction, maintenance, use, accessibility, and signage standards.
- Oversee production of trail maps and guides.
- Provide advice and recommendations on the development of the Ipswich River Greenway and other trail initiatives arising from Town reports and studies.

- Approve volunteer trail projects before the volunteers seek approval for projects from the Conservation Commission, Town Forest Committee, or other Town or other cooperating organizations.
- Organize training, hikes, trail maintenance days, and trail construction projects.
- Foster working relationships with DPW, Police, Fire, Schools, or other agencies to carry out the mission of the RTC.
- Encourage cooperation and address problems and conflicts in trail areas.
- Identify grant opportunities to support trail initiatives.
- Make recommendations to the Board of Selectmen, the Town Manager, and other bodies of the Town on measures necessary and appropriate to implement the trails program.

The Committee will be made up of five (5) members appointed for 3 year terms, so appointed that as even a number of terms shall expire in each year. Associate members may also be appointed. In selecting the Committee membership of 5 members, the Board of Selectmen shall appoint all members and shall give consideration to members representing the following interests within the community:

- Recommendation of the Conservation Commission;
- Recommendation of the Town Forest Committee;
- Recommendation of the Recreation Committee;
- one or more residents of the community who do not represent the above groups, and who has expertise in, conservation, environmental affairs, trails operation and maintenance, or other areas of expertise which, in the opinion of the Board would be helpful in meeting the Committee's mission.

Subcommittees may be created by a vote of the Committee. Members of Subcommittee members do not necessarily have to be members of the Committee.

This Committee shall administratively fall within the Department of Community Services. Staff as available will be assigned by the Town Manager to work with the Committee.

This Committee shall sunset on June 30, 2015 unless renewed by the Board of Selectmen.

Adopted 3-25-08, Revised 4/10/12

2.3.5 – Town Forest Committee

Town Meeting in 1930 established the "Committee on Re-forestation" which we now refer to as the Town Forest Committee. Article 4-10 of the Reading Home Rule Charter provides for the appointment by the Board of Selectmen of a Town Forest Committee. The purpose of this policy is to establish the structure and purpose of the Town Forest Committee.

There is hereby established a 5 member Town Forest committee whose members shall be appointed for three (3) year terms, so appointed that as close as possible to an even number of terms shall expire each year. The Board of Selectmen shall give consideration to applicants with the following credentials when selecting and appointing members of the Town Forest Committee:

- Knowledge of the community
- Familiarity with and interest in the Town Forest
- Experience with open space preservation and/or land use management
- Interest and knowledge in protection of wildlife habitats, forest ecosystems, wetlands, trails, outdoor recreation, and soil and water resources.

The Town Forest Committee shall serve as the stewards of the Town owned lands owned as the Town Forest land. As stewards of the Town Forest, the Town Forest Committee shall undertake the following tasks with and in cooperation with appropriate Town staff:

- With staff and input by the community, coordinate the development of a Town Forest Stewardship Plan and a Town Forest Master Plan which will act as guides in future decision making.
- Maintain ongoing files of information pertaining to the Town Forest, using the most current available technology.
- Develop and adopt rules and regulations for the Town Forest.
- Coordinate scheduling as appropriate for the use of all or a portion of the Town Forest by various community groups

The Town Forest Committee shall administratively fall under the Department of Public Works. Staff as available shall be assigned by the Town Manager to work with the Town Forest Committee.

Adopted 6/22/10, Revised April 23, 2013

2.3.6 Reading Fall Street Faire Committee

There is hereby created as a standing committee of the Town pursuant to Section 2.3 of the Board of Selectmen policies, the Reading Fall Street Faire Committee, herein called "the Committee." The expectation is that, by creating a standing committee, the leadership and workload in carrying out the Fall Street Faire may be spread among a number of individuals, and that the leadership of this event will rotate among members of the Committee.

The purpose of the Committee is to:

- Plan, organize, and carry out an annual celebration known as the Reading Fall Street Faire, on a date annually to be recommended by the Committee and approved by the Board of Selectmen
- Expend funds allocated by the EDC from the Downtown Improvement and Events Trust (DIET) and from other sources as available, to operate a high quality Faire; and return funds remaining at the completion of the Faire to the DIET. Accounting of all funds for the event will go through the Town's accounting system. A report will be submitted to the EDC monthly, or more frequently if needed, detailing the expenditures from the DIET for the Fall Street Faire.
- Immediately following the event, solicit feedback from participants and attendees and utilize that feedback in planning the next year's event.
- Not later than December 31 of each year, report to the Board of Selectmen on the activities, evaluation, and finances of the event for that year.

The Committee will be made up of five (5) members. If possible, at least one member will be a Selectman or designee and one member will represent the interests of the Reading business community.

Subcommittees may be created by a vote of the Committee. Members of Subcommittees do not necessarily have to be members of the Committee.

The Committee shall meet as needed, with meetings of the Committee and Subcommittee(s) held in accordance with the Open Meeting Law.

The Committee shall administratively fall within the Department of Community Services. Staff support for the direct work of the Committee, and for the Reading Fall Street Faire, shall be assigned by the Town Manager as needs and available resources dictate.

This Committee shall sunset on June 30, 2015 unless renewed by the Board of Selectmen.
Adopted 2-15-201, Revised 4/10/12

Section 2.4 – Ad Hoc Committees

The Board of Selectmen may, from time to time, appoint ad hoc Committees. In addition to the provisions of Section 2.1 of these policies, the following provisions shall apply to all ad hoc Committees appointed by the Board of Selectmen:

1. The Board of Selectmen may appoint one of their members as a full voting member of the Board, Committee or Commission.
2. The Board of Selectmen may select the Chairman of the Committee if the policy establishing the Committee so provides.
3. The ad hoc Committee shall have a term of not longer than one year, unless extended by the Board of Selectmen.

2.4.1 Ad Hoc Reading/North Suburban Regional Bicycle Path Committee

There is hereby created an ad hoc Reading/North Suburban Regional Bicycle Path Committee (RBPC).

The ad hoc Reading/North Suburban Regional Bicycle Path Committee shall:

- Participate with staff in the North Suburban Regional Bicycle Path planning process.
- Advise the Board of Selectmen on issues related to the development and implementation of a plan for the creation of a bicycle path system in the North Suburban region, and the interface of such a regional system with local bicycle path needs within the Town of Reading.
- Work with the Reading Police Department on issues of bicycle safety and education.
- Make periodic reports to the Selectmen as to their recommendations.
- Develop with staff a program of public participation in the drafting and implementation of the plan as it affects the Town of Reading.

The ad hoc Reading/North Suburban Regional Bicycle Path Committee shall consist of the following members to be appointed by the Board of Selectmen:

- One member from the Recreation Committee recommended by the Recreation Committee;
- One member from Community Planning and Development Commission recommended by the CPDC;
- One member from Conservation Commission recommended by the Conservation Commission;

- One member of the Board of Selectmen;
- Two members at large who are not members of any of the above Boards/Committees/Commissions.

The Board of Selectmen shall appoint a Chairman.

The Committee shall be established, and the members shall be appointed for a term that shall expire December 31, 2004, or at such earlier date as the North Suburban Regional Bicycle Path Plan shall be completed, and local hearings and adoption of the plan shall have taken place, whichever date is earlier. The Board of Selectmen may extend the term of the ad hoc committee if it feels that it is in the best interest to do so.

The ad hoc Reading/North Suburban Regional Bicycle Path Committee shall be within the Department of Community Development, and the Town Manager shall assign staff to work with the Committee upon request and as resources permit.

Adopted 12-18-01

2.4.2 Ad Hoc Birch Meadow Master Plan Committee

It is the desire of the Board of Selectmen to reach consensus among all "stakeholders" of the Birch Meadow area on a community vision and master plan for recreation and open space uses, so that the community can enjoy and use this valuable resource. "Birch Meadow is defined as the RMHS school site, the parks and playground surrounding the RMHS site, the Coolidge Middle School site, the so called "Higgins Property" on the northerly and westerly side of Birch Meadow Drive, and the property extending along the Aberjona River to and including town owned property on Grove Street (see map).

Therefore, there is hereby created an ad hoc Birch Meadow Master Plan Committee, which shall exist until December 31, 2007, or until such earlier date the Birch Meadow Master Plan Committee may have completed its work.

The Birch Meadow Master Plan Committee shall consist of nine (9) residents of Reading for terms expiring December 31, 2007, or such earlier date that may be determined. In selecting the membership, the Board of Selectmen shall attempt to fill the membership as follows:

1. One member recommended by the Recreation Committee and appointed by the Board of Selectmen;
2. One member recommended by the Conservation Commission and appointed by the Board of Selectmen;
3. Two members from youth sports and/or athletic organizations in Reading appointed by the Board of Selectmen;
4. One member of the Board of Selectmen;
5. One representative of the School Department appointed by the Superintendent of Schools;
6. Three residents at large who do not fill the requirements of any of the other categories listed above, appointed by the Board of Selectmen.

The ad hoc Birch Meadow Master Plan Committee shall perform the following activities related to developing the Master Plan for Birch Meadow:

1. Review and understand the scope of the charge to the committee, and develop a suggested work plan and schedule;
2. Review and document the current uses and development of the Birch Meadow area;

3. Solicit input from the community at large as to what uses can/should be included for the area;
4. Reach out to the current users of Birch Meadow for their comments and input;
5. Reach out to Town Departments and Boards/Committees/Commissions that may be affected by the current or changed uses of Birch Meadow. Particular attention will be given to the Departments responsible for maintaining park facilities, and those responsible for issuing permits for use of these sites;
6. Prepare a preliminary Master Plan on their findings including potential uses and draft drawings by September 30, 2007;
7. Submit the preliminary Master Plan to the Board of Selectmen for their review and comment;
8. Conduct a public hearing on the results of the preliminary Master Plan;
9. With staff, develop a final Master Plan;
10. Report to the Board of Selectmen and get feedback at key milestones in this process, including prior to the development of the Preliminary Master Plan.

Staff and Town Counsel will be assigned to work with the ad hoc Birch Meadow Master Plan Committee through the Town Manager. The ad hoc Birch Meadow Master Plan Committee will be considered to be part of the Department of Public Works for administrative purposes.

Adopted 5-22-05

2.4.3 ad hoc Washington Park Planning Committee

There is hereby created an ad hoc Washington Park Planning Committee, which shall exist until September 30, 2008 or until such earlier date the ad hoc Washington Park Planning Committee may have completed its work.

The ad hoc Washington Park Planning Committee shall consist of nine (9) residents of Reading for terms expiring September 30, 2008, or such earlier date that may be determined. In selecting the membership, an attempt will be made to fill the membership as follows:

- 1 Member appointed by the Recreation Committee
- 1 Member from Friends of Reading Recreation
- 3 Residents at Large that do not fulfill any other requirements of the other categories, and who are residents of the surrounding neighborhood representing different portions of the neighborhood
- 1 Member Representing Reading Babe Ruth Baseball
- 1 Member of the Police Department
- 1 Member of RCASA
- 1 Member of the Board of Selectmen

The ad hoc Washington Park Planning Committee shall perform the following activities related to developing the Master Plan for Washington Park:

2. Review and understand the scope of the charge to the committee, and develop a suggested work plan and schedule;
3. Review and document the current uses and development of Washington Park;
4. Solicit input from the community at large as to what uses can/should be included for the park;
5. Reach out to the current users of Washington Park for their comments and input;

6. Reach out to Town Departments and Boards/Committees/Commissions that may be affected by the current or changed uses of Washington Park. Particular attention will be given to the Departments responsible for maintaining park facilities, and those responsible for issuing permits for use of these sites;
7. Prepare a preliminary Master Plan on their findings including potential uses and draft drawings by June 30, 2008;
8. Submit the preliminary Master Plan to the Board of Selectmen for their review and comment;
9. With staff, develop a final Master Plan;
10. Report to the Board of Selectmen and get feedback at key milestones in this process, including prior to the development of the Preliminary Master Plan.

Staff and Town Counsel will be assigned to work with the ad hoc Washington Park Planning Committee through the Town Manager. The ad hoc Washington Park Planning Committee will be considered to be part of the Department of Public Works for administrative purposes.

Adopted 3-25-08

2.4.4 ad hoc Municipal Building Committee

"Municipal" Buildings shall include Town and School Department buildings.

There is hereby created an ad hoc Municipal Building Committee, which shall exist until December 31, 2010 or until such earlier date the ad hoc Committee may have completed its work. The ad hoc committee and its member's terms may be extended by the Board of Selectmen for up to an additional 12 months.

The ad hoc Municipal Building Committee shall consist of seven (7) residents of Reading for terms expiring December 31, 2010. In selecting the membership, an attempt will be made to fill the membership as follows:

- 1 Member appointed by the School Committee
- 1 Member appointed by the Board of Library Trustees
- 1 Member appointed by the Finance Committee
- 1 Member of the Board of Selectmen appointed by the Board of Selectmen
- 3 Residents at Large that do not fulfill any other requirements of the other categories. The Board of Selectmen will attempt to include in those members some members who have experience and expertise in building design and construction. It is the intent of the Board of Selectmen that staff members should serve as a resource to the ad hoc committee, but not serve as members of the committee.

The ad hoc Committee shall perform the following activities related to developing conceptual plans and programs for Municipal Building projects over the next 10 years:

11. Review and understand the scope of the charge to the ad hoc committee, and develop a suggested work plan and schedule;
12. Reach out to Town Departments and Boards/Committees/Commissions that may have building space needs within the next 10 years (2020) for their information and ideas;
13. Understand the resources available to potentially address Municipal Building needs, including Town owned property on Oakland Road which is currently under the care, custody, and control of the Board of Selectmen;

14. Prepare a preliminary report on the scope of foreseeable Municipal Building needs through the 2020;
15. Submit the preliminary to the Board of Selectmen for their review and comment;
16. Based on Board of Selectmen review, advance priority projects forward to a point where Town Meeting authorization for funds to design and build the individual or collective facilities may be sought;
17. Report to the appropriate Board/Committee/Commission and get feedback at key milestones in this process, including prior to the development of the final report..

In conducting its work, the Municipal Building Committee shall place a priority on the issue of need, scope, and siting of garage and related space for the DPW Cemetery Division.

Staff and Town Counsel will be assigned to work with the ad hoc Municipal Building Committee through the Town Manager and Superintendent of Schools as appropriate. The ad hoc Municipal Building Committee will be considered to be part of the Town Managers Office for administrative purposes.

Adopted 11/24-/09

Section 2.5 - Policy On Volunteers

This policy is established by the Board of Selectmen of the Town of Reading to govern the recruitment and use of volunteers as a vital resource to the operations of the Town and its local government. The value of volunteers is long recognized in Reading, and the policy is established to provide clear guidelines to the volunteers and to the staff that interact with them.

2.5.1 - Volunteer Rights

1. Volunteers are viewed as a valuable resource. They shall be extended the right to be given meaningful assignments, the right to appropriate training, the right to effective supervision, the right to full involvement and participation, and the right to recognition for work done.
2. Volunteers are to be treated as equals to the paid staff in terms of respect and dignity. They are to be valued for their input and called upon for their opinions.
3. Volunteers have the right to have access to all information relevant to and necessary for the satisfactory performance of their assignment.

2.5.2 - Volunteer Utilization

1. Volunteers will enhance the work of paid staff. Volunteer service will extend the work of the Town of Reading into areas that otherwise could not be considered due to fiscal or time constraint.
2. Volunteer positions will be sufficiently flexible, if appropriate, to allow the best fit with the talents, skills, gifts and limitations of each volunteer.
3. The work in all volunteer positions should be meaningful and significant to program participants, staff and volunteers.

2.5.3 - Volunteer Responsibilities

1. Volunteers shall agree to actively perform their duties to the best of their abilities, and to remain loyal to the goals and procedures of the Department.

2. Volunteers are responsible for presenting a good image to the citizens of the community. Volunteers shall dress appropriately for the conditions and performance of their duties.
3. Volunteers will notify the coordinating staff member of any changes in conditions, or any other concerns so that possible adjustments can be considered.
4. Individual volunteers are responsible for the accurate completion and timely submission of any and all record keeping if directed by staff members.

2.5.4 - Staff Involvement

1. Every volunteer will have a clearly identified supervisor who will be responsible for day-to-day consultation, support and direction.
2. It is important that all volunteers have back up from staff members in the event that they encounter difficulties in the course of their volunteer duties.

2.5.5 - Recruitment

1. Volunteers shall be recruited with the intent of strengthening volunteer programs, either for a specific function or for general interest to be matched at a later time.
2. The sole qualifications for volunteer recruitment will be ability and suitability to perform an assignment.

2.5.6 - Screening

1. Volunteers may be required to submit personal and/or professional references prior to acceptance as a volunteer. Individuals who refuse to comply with this request may not be accepted as volunteers.
2. Volunteers may be required to submit to a criminal record/police/reference/check prior to acceptance as a volunteer. Individuals who refuse to comply with this request may not be accepted as volunteers.

2.5.7 - Interviewing

1. The interview will offer the prospective volunteer the opportunity to learn about the organization, its mission and available volunteer positions.
2. All volunteers will be interviewed to ascertain their suitability for and interest in a position. Interviews should determine the qualifications of volunteers, their commitment as well as any limitations to fulfill the requirements of the position, and should answer any questions that the volunteers might have about the position.
3. Volunteers will be fully and honestly informed of the expectations and responsibilities of their volunteer position along with any risk or liability that the position might entail.

2.5.8 – Placement

In determining suitable placements for volunteers, equal attention will be given to the interests and goals of the volunteers, and to the requirements of the Department and of the position in question.

2.5.9 - Orientation

The supervisor or appointed designee will introduce the volunteer to operations and personnel of the Department and related Town functions. Appropriate policies and procedures documents, including the Volunteer Manual and relevant job descriptions, will be provided.

2.5.10 - Training

1. The supervisor or appointed designee will outline the job performance expectations to the volunteer.
2. Volunteer training may include description, demonstration, on-the-job training or a combination.

2.5.11 - Special Case Volunteers

The Town of Reading accepts as volunteer applicants those participating in student community service activities, student intern projects, youth community service projects, alternative sentencing or diversion programs and other volunteer referral programs. Assignment must be confined to candidates with appropriate records and experience.

A special agreement must be in effect with the organization, school or program from whom the special case volunteers originate. Division of supervisory responsibility between the organization and the Town Department must be identified as part of this agreement.

2.5.12- Liability

1. Volunteers are considered as Town employees for "bodily injury" or "property damage" caused to third parties while performing duties for the Town. Volunteers are not covered by the Town for "bodily injury" or "personal injury" that they themselves sustain while performing duties for the Town.
2. Volunteers are not covered by the Town's insurance under Workers' Compensation coverage, and need to make sure that they are covered for injuries to themselves under their own health insurance coverage.
3. Volunteers are required to maintain their own insurance while using their own personal motor vehicle while acting as a volunteer driver for the Town. The Town shall require evidence of such coverage where appropriate, and will also require proof that the volunteer has a valid driver's license.
4. Volunteers are encouraged to consult with their own insurance agents regarding the extension of their personal insurance to include community volunteer work.
5. Volunteers will be required to inform their own insurance company of their volunteer driving activity to ensure continuance of protection.

2.5.13 - Confidentiality

1. Records should be maintained on volunteers including dates of service, positions held, duties performed, evaluation of work. Volunteer personnel records shall be accorded the same confidentiality as staff personnel records.
2. Volunteers shall hold in strictest confidence, all information -- verbal, written or computerized -- concerning users of Town services, to be shared only with staff

members in order to offer appropriate assistance. Failure to maintain confidentiality may result in termination of services or other corrective action.

2.5.14 - Evaluation

Each Department has the right to regularly monitor and evaluate the work performance of all volunteers.

2.5.15 - Recognition

1. All staff and volunteers responsible for volunteer supervision are encouraged to undertake ongoing methods of recognition of volunteer service on a regular basis throughout the year. These methods of informal recognition range from verbal and/or written "Thank You" to a concerted effort to include volunteers as full participants in program decision making and implementation.
2. An annual volunteer recognition event may be conducted to highlight and reward the contribution of volunteers.

2.5.16 – Absenteeism

Volunteers are expected to perform their duties on an agreed-upon schedule and on a timely basis. If expecting to be absent from a scheduled duty, volunteers should inform their staff coordinator as far in advance as possible so that alternative arrangements may be made.

2.5.17 - Substitution

Volunteers may be directed by the staff coordinator to find a substitute for any upcoming absences. Substitutes may only be obtained from volunteers currently enrolled in that program.

2.5.18 - Termination

1. Volunteers may resign from their volunteer service at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.
2. Volunteers who do not adhere to the rules and procedures of the Department, or who fail to satisfactorily perform their volunteer assignment are subject to dismissal.

Adopted 3-18-97

2.5.19 – Transportation Guidelines – Volunteer Programs

Employees of the Town of Reading, and volunteers involved in transportation of persons participating in programs sponsored by the Town of Reading, shall be guided by the following policy.

It shall be the policy that the number of people being transported must not exceed the number the vehicle is allowed by Massachusetts General Law, Chapter 90, Section 1A.

It shall further be considered the policy that no person, when operating a motor vehicle, shall permit to be on or in the vehicle or on or about his person, anything which may interfere with or impede the proper operation of the vehicle or any equipment by

which the vehicle is operated or controlled, as stated by Massachusetts General Law, Chapter 90, Section 13.

It shall further be the policy that the operator shall be properly licensed, and the vehicle legally registered and insured and inspected yearly; that all passengers and the driver have available, and will be required to use seatbelts when the motor vehicle is in operation, and that the operator shall obey all the rules, regulations and laws of the road.
Adopted 2-9-87, Revised 12-13-94

Section 2.6 - Eugene R. Nigro Town Government Volunteer Award

There is hereby established the Eugene R. Nigro Town Government Volunteer Award in recognition of the years rendered by Mr. Nigro in service to his community.

An award will be presented annually to honor the service of Eugene R. Nigro by recognizing the service of a current appointed or elected volunteer.

Eligibility: Any Town Government volunteer who has served at least one term in their particular office or function. This could include anyone from a Selectman to a Meals on Wheels Volunteer to a PTA official.

Criteria: A volunteer who has demonstrated outstanding dedication to Town Government activities, serving with honesty, integrity, sensitivity, fairness and a spirit of cooperation.

Process: A Screening Committee is hereby established consisting of the Chairman and Vice Chairman of the Board of Selectmen or their designees, the Chairman of the School Committee or his/her designee, the Town Moderator or his/her designee, and the Chairman of the Library Board of Trustees or his/her designee.

The Screening Committee will establish the procedures and develop forms for the implementation of the Award Program.

The Screening Committee will review nominations submitted by December 1st of each year, and will select the award winner for presentation at the next Annual Town Meeting. The Committee will screen nominations and select a final list. Nominations will be accepted from any source.

Form of Award: The Award will include a plaque for presentation to the honoree and a master plaque to be displayed at Town Hall with each year's honoree added.

Adopted 12-13-94