ARTICLE 4 - POLICIES RELATED TO PUBLIC WORKS

Section 4.1 - Delegating the Hearing and Approval Process for Municipal Consent to Construct or Alter Utility Lines

Chapter 166, Section 22 of the Massachusetts General Laws requires that the Board of Selectmen provide for a public hearing on petitions to construct or alter utility lines in the Town of Reading.

The Board of Selectmen hereby delegate to the Director of Public Works the responsibility for holding public hearings as required by Chapter 166, Section 22, and for granting or denying any such petitions for line location or alteration.

Adopted 11-3-86, Revised 12-31-94, Revised 1-4-05

Section 4.2 - Acceptance of Private Ways and Establishment of Betterments Therefore

The Town has developed this policy for the acceptance of Private Ways as Public Ways. This is done for several reasons. Two of the more important reasons are:

1. Roads built by Developers may be accepted before they begin to deteriorate, and
2. Full Town services may be legally granted on roads that have been previously private ways.

After a public hearing, the Board of Selectmen will decide whether or not to recommend acceptance to the Town. If the decision is to recommend acceptance, the Board of Selectmen will support a Warrant Article before the next Annual Town Meeting requesting an appropriation of funds for the construction.

Costs of construction are borne 100% by the abutting property owners on a pro rata per front foot basis. Under the provisions of the Betterment Act, the assessment may be apportioned over a period not exceeding twenty years, with annual payments of not less than five dollars, with interest at a rate determined by the Board of Selectmen annually on the unpaid balance. These apportioned payments appear annually on the real estate tax bill.

Corner lots are subject to a corner lot exemption which is computed by a formula adopted by the Board of Selectmen and which is detailed in Section 5.2.2 below.

Street construction is generally completed the same calendar year that the street acceptance is voted at the Annual Town Meeting.

4.2.1 - Process

The Board of Selectmen will consider, based on petitions of residents owning property on a private way**,** based on staff recommendations or based on the Board's own initiative, the acceptance of private ways under the Betterment Act. The process will be:

1. Consideration at a public meeting of the Board of Selectmen, and decision as to whether to go forward with the process.
2. Upon a determination to go forward with consideration, the Board will refer the matter to the Director of Public Works with direction to hold a public hearing in accordance with the Betterment Act within 3 months.
3. The Director of Public Works will hold a public hearing in which all abutters present will be given a copy of the estimated costs of construction of the street and any other

improvements considered, and the estimated costs of construction of the projects. In addition, a copy of this material will be sent to all abutters not present at the hearing. A breakdown will be supplied at the same time of the individual lot frontages, and the costs of the improvements to each property owner based on front footage. Final assessments are based on actual costs but cannot in any event exceed the estimated assessment. The final assessments may be less than the estimate.

4. At the public hearing, which may be continued by the Director to a date certain, an opinion questionnaire will be distributed to all abutters with return request within 10 days of the end of the hearing. The questionnaire will also be mailed to all abutters not present. Based on the testimony at the hearing(s), the Director of Public Works will provide input and make a recommendation to the Board of Selectmen regarding the acceptance and improvement of the private way. The input will include minutes of the hearings, a copy of materials presented at the hearings, and a recommendation as to whether and in what manner acceptance and improvement take place. This input and recommendation will be made within 30 days of the completion of the last date of the hearing.
5. Upon receipt of the recommendation from the Director, the Town Manager will set a date for the review and action by the Board of Selectmen on the Director's report. All abutters will be notified at least 2 weeks before the date of this review and the recommendation. The notice will include a summary of the Director's recommendation.
6. The Board of Selectmen will decide at a public meeting whether they recommend acceptance to the Town.

4.2.2 - Method of Assessing

The usual method of assessing street betterments will be as follows:

1. For each particular street, the total cost of construction shall be divided by the calculated abutting frontage to derive a unit cost per linear foot. The calculated cost per linear foot of frontage shall be arrived at by dividing the total cost of construction by the calculated abutting frontage. The calculated abutting frontage shall be arrived at by deducting from the total abutting frontage the abated frontage as described herein.
2. All lots, except corner lots, shall be assessed at the rate of the derived unit cost described in Section 1. (A corner lot, to qualify for exemptions, must be a lot having one side located on a accepted street.) (Public Way)
3. When street construction improvements are made at different times, corner lots shall be assessed at the rate of the total derived unit cost per linear foot of abutting frontage on the first side constructed, and at a rate of one-quarter the derived unit cost per linear foot for each foot of abutting frontage on the second side constructed or as otherwise determined by the Board.
4. When all street construction improvements are made simultaneously, corner lots shall be assessed at the rate of the total derived unit cost per linear foot of abutting frontage on the longest side or sides constructed, and at a rate of one quarter the derived unit cost per linear foot for each foot of abutting frontage on the shortest side constructed or as otherwise determined by the Board.

5. A corner lot shall be defined as a lot having two or more sides on one or more streets, having an interior angle of 45 degrees or more between two of the sides, or at the tangents thereof; and a total abutting street frontage on two or more sides of 160 feet or more, and the frontage to be assessed shall be derived by adding one-half the length of arc or curve at the intersection of the two streets to either side of the frontage assessed, or as otherwise defined by the Board.
6. A corner lot, in order to be assessed as above, shall not be divisible into two or more lots under the applicable Town Zoning Regulation unless, in the judgment of the Board, the land is unsuitable for division into two more lots. When a corner lot is devisable into two or more lots, the Board shall apportion the abatement at its discretion.

Adopted 1-12-87, Revised 12-13-94, Revised 1-4-05

Section 4.3 - House or Building Moving

No house or building shall be moved within the Town of Reading without prior approval of the Director of Public Works. It is the intent of the Board of Selectmen that:

- All costs associated with such a move be borne by the benefiting party;
- The Town be held harmless from any event arising out of such a move through the posting of appropriate performance bonds and/or insurance certificates;
- Adequate public notice regarding all of the aspects of the move be given to all effected parties along the route of the move.

Adopted 9-28-87, Revised 12-13-94

Section 4.4 - Street Lighting

The Board of Selectmen, acting through the Town Manager or his designee, shall determine the placement, frequency and size of all public street and public parking lot lighting.

The Town Manager or his designee shall review the street lighting scheme with the Reading Municipal Light Department and the Police Department, and advise the Selectmen annually on the quantity and illumination level required. The RMLD will advise the Selectmen on the estimated lighting budget required to provide such lighting.

4.4.1 - Placement; General

Lights shall be placed at curves, intersections and heavily treed areas and at locations of severe topographical changes. Lights will also be considered at locations of high incidence's of accidents, and at locations of high pedestrian activity. Lights will be considered at public parking lots, recreation areas, etc. on the basis of identified public safety needs.

The frequency of lighting fixtures on straight runs of street length shall be at every third pole and shall be on alternate sides of the road where possible.

The type of street, considering width, traffic, zoning and background may affect frequency and size.

In all cases, the Reading Municipal Light Department shall make the final decision within plus or minus 25 feet on the specified physical location subject to field installation conditions.

4.4.2 - Petition(s)

Requests for new or added lights in an already lighted area shall be made to the Town Manager or his designee for action. The Town Manager or his designee shall consult with the

Police Department and shall have thirty (30) working days to respond to the petitioner. A petitioner not satisfied with the Town Manager's decision may appeal to the full Board of Selectmen.

4.4.3 - Subdivision Lighting

The Engineering Division of the Department of Public Works shall review the lighting scheme in review of subdivision plans in accordance with this policy. The Director of Public Works will then advise the Developer and Community Planning and Development Commission of lighting standard locations.

The Town of Reading will not be responsible for subdivision lighting costs until at least 50% of the proposed lots within 300 feet of a planned street light are built and are occupied.

Adopted 6-25-91, Revised 12-13-94,

Section 4.5 - Installation, Construction and Reconstruction of Curbs and Sidewalks

This policy has been developed in order to provide guidance to future Boards of Selectmen in their role as Highway Commissioners, and to provide direction to the Community Planning and Development Commission and the Department of Public Works. Any variance from this policy will require the specific action of the Board of Selectmen.

As the Town has grown, there has developed a disparate pattern of curbing and sidewalks throughout the Town. While recognizing and wanting to preserve the character of different areas of the Town, it is also in the Town's interest to develop and adhere to certain standards of the type of improvements installed either through private initiative or through public action.

4.5.1 - Curbing

Curbing that is installed in all areas of Town shall conform to the following:

- At all intersections, vertical granite curbing will be installed, meeting all requirements as specified in the Subdivision Control Policy of the Town and as specified in applicable State and/or Federal law at the time;
- Along rural roads in locations where vertical granite curbing is unnecessary or where it is inconsistent with the character of the roadway, bituminous “cape cod berm” type of curbing will be permitted;
- Where a new development takes place along a rural road, vertical granite curbing will be used within the new development streets and along the existing rural road for the entirety of its frontage;
- In all other locations, and including "infill" locations along existing streets, vertical granite curbing shall be used;
- The CPDC may, as part of an application for Scenic Road approval and with the recommendation of the Board of Selectmen, approve an alternative form of curbing.

4.5.2 - Sidewalks

It is the intent of the Board of Selectmen that, over time, all areas of Reading will have sidewalks on at least one side of every street, and that on busier streets, sidewalks shall be provided on both sides of the street as follows:

- In areas that have intermittent sidewalks, sidewalks shall be installed of a type (either cement concrete or bituminous) that is predominant in the area;

- In the area generally bounded by Lowell, Salem, John, Washington, Willow, Summer and Prescott Streets, sidewalks shall be constructed of cement concrete;
- In other areas of the community where there is no predominant type of sidewalk, bituminous sidewalk will be permitted;
- Where sidewalks are repaired or replaced, they will be repaired or replaced with the same type as previously existed, unless the previously existing sidewalk is not of the type that predominates in the area;
- As new areas of the community develop and the issue arises as to the need for sidewalks within a development, the Board of Selectmen urges the Community Planning and Development Commission to evaluate the need for sidewalks on both sides of the proposed street(s). In instances where the CPDC feels that the roadway is not a major one, that the road is not subject to further extension, and that the public interest is served by having sidewalks on only one side of the street, the Board of Selectmen urges the CPDC to require the developer to extend an amount of sidewalk equal to that being waived, in a location to be determined by the Town Manager.

4.5.3 - Tree lawns

In most areas of the community, there is a tree lawn consisting of a strip of planted material that exists between the curb or curb line and the sidewalk area. The tree lawn is to be preserved as such, and is not to be used as a parking area or widened sidewalk unless specifically approved by the Board of Selectmen.

Adopted 3-30-93; Revised 12-13-94, August 26, 2008

Section 4.6 –Solid Waste Recycling, Collection and Disposal Rules and Regulations

The Town of Reading manages a comprehensive program for recycling, rubbish collection, and disposal of residential solid waste consistent with State and Federal law and regulations. The recycling, collection and disposal pursuant to these regulations is only from single-family detached residences**,** two and three-family attached residences**,** and condominium complexes in the Town. No recycling, rubbish collection, or disposal will be made from stores, businesses, rooming or boarding houses, apartment houses of more than 3 residences, manufacturing plants**,** professional buildings or other commercial enterprises.

The Town's solid waste and recycling program includes:

- recyclable materials
- household rubbish
- yard waste
- scrap metals
- paper shredding
- bulk waste
- appliances
- hazardous waste
- electronics

.

4.6.1 – Definitions

Appliances include refrigerators, stoves, washers, air conditioners, dryers, freezers, dishwashers, trash compactors, or other similar appliances.

Bulk waste items are defined as any item that is not considered as household rubbish, is not hazardous waste~~r~~, and is not recyclable. Bulk waste items are of such size or weight (over 80 pounds) that one person cannot readily handle it and/or that falls into the following categories which may be picked up as indicated below.

1. Auto parts such as generators, starters, air cleaners, auto seats, wheel rims, small pieces of body metal, etc.
2. Furniture such as couches, chairs, mattresses, box springs, swing sets (dismantled with concrete footings removed), bicycles and other similar items.

Construction debris is defined as asphalt, brick, concrete, metal, earth, stones, tree trunks, wood over 3 feet in length and greater that 60 lb in weight, and like materials as may from time to time be defined by the Director of Public Works**.**

Electronics are defined as televisions (including LCD Televisions, and plasma televisions), computer monitors (CRT's), microwave ovens, and other like items as may from time to time be defined by the Director of Public Works**.**

Hazardous waste is defined as gasoline, motor oil, explosives, compressed gases, explosive chemicals, corrosive chemicals, fluorescent bulbs, compact fluorescent lights (CFL's), tires, automotive and household batteries, and other hazardous materials as defined by the DEP and EPA and other materials that the Director of Public Works may from time to time deem hazardous.

Household rubbish is defined as household refuse, cold ashes, ceramics, light bulbs, plate glass, wood in bundles less than 3 feet in length and weighing not more than 60 lb., and garbage, except as defined elsewhere in these regulations

Recyclable materials are defined as:

1. All glass containers, unbroken and excluding ceramics, light bulbs, and plate glass. All glass containers must be rinsed.
2. Aluminum cans, rinsed.
3. Steel or tin cans**,** rinsed.
4. Newspapers, magazines, paperboard, catalogs, telephone books and 3rd class ("junk") mail, bagged in a Kraft paper bag or tied in bundles
5. Plastics, plastic food containers, rinsed, and marked with Code 1 thru Code 7
6. Corrugated cardboard, flattened or tied – no larger than 4' X 4'
7. Paperboard (cereal boxes etc.) - remove plastic liners
8. Other materials as defined from time to time by the Director of Public Works.

Yard Waste is defined as leaves, grass clippings, branches, brush, Christmas trees wreaths and similar holiday decorations, and other yard waste as defined by the Director of public Works.

4.6.2– Collection Schedule

Recyclable, household rubbish and bulk waste Items that are eligible for curbside collection will be collected in accordance with the chart attached, and in accordance with a schedule to be published and posted electronically.

1. Items will be collected when set at the edge of the traveled way in approved containers by 6:30 A.M. on regular collection days. Collection personnel are prohibited from entering onto or trespassing on any private property during their collection. If recyclable items, household rubbish, and bulk waste items are not placed on the edge of the traveled

way by 6:30 A.M. on regular collection days, and the collector has already driven by the residence, the recyclable items, household rubbish, and bulk waste items will not be picked up that week and the resident will be responsible for removing the recyclable items, household rubbish, and bulk waste items from the edge of the roadway no later than the end of that day.

2. If there is no recycling at curbside weekly, then rubbish will not be collected that week.
3. No collection will be made on days that the following legal holidays are celebrated: New Year's Day, Martin Luther King Day, President's Day, Patriots Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day. Collections will be one day late during the balance of the week in which the holiday falls. If a holiday falls on a weekday, the fifth day of collection will be Saturday. (As an example, if a holiday falls on Monday, Monday's collection will be made on Tuesday, Tuesday's on Wednesday, etc.)

4.6.3– Approved Rubbish Containers

Household rubbish must be placed in an approved container. Approved containers are:

- "wet strength" 2-ply 50-pound Kraft paper sacks of 30 gallon capacity;
- 1.5-mil thickness plastic bags of 30-gallon capacity; or
- 30 gallon or 45-gallon capacity non-metal barrels with handles. Residents using barrels are cautioned that subzero temperatures and icing will result in the barrel having to be banged on the steel hopper of the truck, which may damage the barrels.

Other types of barrels or other unapproved containers will be treated as a bulk item and disposed of as such.

The Town discourages the use of cardboard barrels or cardboard boxes since once they become wet they lose much of their strength. The Town of Reading and the contractor will not be responsible for any damage to the cardboard barrels.

If any rubbish or recycling container falls apart during collection, any rubbish left will not be picked up by the contractor, and the resident will be responsible for cleaning up all the rubbish.

Not more than (4) 30 gallon rubbish bags or barrels, not more than (3) 45 gallon rubbish bags or barrels will be picked up each week. Any container that because of size, shape, weight (over 80 pounds), or condition of the container cannot be handled by one person will not be collected and will be left curbside. It will be the owner's responsibility to remove the container from the edge of the roadway no later than the end of the day of the regular pickup when containers are left curbside for the above reasons.

4.6.4 – Approved Recycling Containers

At no cost to the homeowner, the Town will supply each household subject to these regulations with 2 plastic bins for recyclable materials. Additional bins may be available upon request to the DPW.

Additionally the Town will supply upon request a sticker or stickers to be placed on 45 gallon or smaller capacity non-metal barrels with handles. These containers may then be used for either paper recycling, or commingled non paper recyclables.

4.6.5 - Appliances

Homeowners may arrange directly with the Town's recycling and rubbish contractor for curbside collection of used appliances. Contact information for the contractor will be supplied to residents by the Town. Collection will be on a weekly schedule, with deadlines for notice of

collection determined by the contractor and approved by the Director of Public Works. The cost will be $20 per appliance.

4.6.6 - Bulk Waste Collection

At no cost to the homeowner, one item of bulk waste may be placed for collection weekly at curbside on the same day and in the same location as scheduled recycling and rubbish collection, in accordance the following regulations:

1. Auto parts such as generators, starters, air cleaners, auto seats, wheel rims, small pieces of body metal, etc. These items will be picked up in accordance with Section 4.6.5 of these regulations except that if in the opinion of the Department of Public Works the quantity of these parts at any one household is unusually great, they will not be collected.
2. Furniture such as couches, chairs, mattresses, box springs, swing sets (dismantled with concrete footings removed), bicycles and other similar items are bulk items.
3. Auto parts such as engine blocks or large pieces of body metal, will **not** be collected.
4. For appliances including refrigerators, stoves, air conditioners, washers, trash compactors, dryers and freezers, see section 4.6.5 of these regulations.
5. Construction and Demolition material such as asphalt, brick, concrete, metal, earth, stones, and tree trunks, will **not** be collected. Wood longer than three (3) feet in length and heavier than 60 pounds will **not** be collected. Wood under 3 feet in length must be bundled and tied in bundles less than 60lb in order to be collected as part of regular weekly household recycling and rubbish collection.
6. Tires and batteries will **not** be collected, and may be taken to the twice yearly household hazardous waste collection.
7. Scrap metals will be separately collected curbside once per year on a schedule determined by the Town.

4.6.7 – Electronics

Homeowners may arrange directly with the Town's recycling and rubbish contractor for curbside collection of used electronics. Contact information for the contractor will be supplied to residents by the Town. Collection will be on a weekly schedule, with deadlines for notice of collection determined by the contractor and approved by the DPW Director. The cost will be $10 per electronic item.

4.6.7 – Hazardous Materials

All hazardous materials as herein defined shall not be collected with the Town's rubbish collection. The Department of Public Works operates free drop-off recycling at its facility on New Crossing Road, during hours to be published and posted electronically for:

- used motor oil
- fluorescent bulbs
- compact fluorescent light (CFL) bulbs.

In cooperation with the Town of Wakefield, the Town also provides two days per year for household hazardous waste drop-off, at which all other household hazardous waste items as defined will be collected. The schedule of these Household Hazardous Waste Collection days will be published and posted electronically.

4.6.8 – Recycling

Every household for which rubbish collection is provided is required to place in designated bin(s) or containers all recyclable materials. Recycling is collected on an every week schedule, on the same day of the week as the rubbish collection.

The recycling bin(s) must be placed at curbside along with other rubbish on the designated collection day and will be collected by the contractor. If there is no recycling at curbside weekly, then rubbish will not be collected that week. If material placed in the bin is not recyclable**,** it will be left in the bin**.**

Annual Community Access (C.A.) sticker is required for use of the Compost Center, and is available 24/7 at the Reading Police Station, 15 Union Street.

Homeowners are required to separate paper for recycling into a separate bin or container from all other materials being recycled. Paper for recycling includes newspapers, magazines, paperboard, catalogs, telephone books and 3rd class ("junk") mail, bagged in a Kraft paper bag or tied in bundles. Additionally paper includes paperboard (cereal boxes etc. - remove plastic liners). Corrugated cardboard is also considered paper for recycling purposes and may be included in paper recycling bins or containers or may be flattened or tied – no larger than 4' by 4'.

4.6.9 - Yard Waste

Leaves and other yard waste (i.e. grass clippings, branches, brush) will not be picked up curbside, except that the Town will provide seasonal curbside pick-up of yard waste 5 times a year on a schedule to be determined by the Director of Public Works.

The Town will operate a compost center available to Town residents only, from April 1 through December 1 at times and on a schedule to be published and posted electronically. Leaves and other yard waste may be taken to the compost center in any container; the container must be removed unless it is a biodegradable Kraft paper bag. Tree trimmings may be a maximum of 8 feet in length and 8 inches in diameter.

The Town may establish a system of charging for the use of the Compost Center. The Compost Center is available only for use by residents, and commercial vehicles (other than those under contract to or owned by the Town) and commercial landscapers are not eligible to utilize~~d~~ the Compost Center.

The Town makes available to residents at a subsidized rate, home composting bins constructed of recycled materials. Residents may contact the DPW by phone or through the web site for information about availability and cost.

4.6.10 – Enforcement

These rules and regulations are enforceable by the Director of Public Works. Enforcement may consist of refusal to collect rubbish, bulk waste, or other materials that are not disposed of in accordance with these rules and regulations. These rules and regulations are also enforceable in accordance with Section 5 of the General Bylaws providing for a fine of up to $300 for each offense.

Adopted: 6/5/90, Revised 12-13-94, Revised 5/ /99, Revised 1-4-05, revised 1-22-08; Revised 03-25-08 Revised 10/5/10

Town of Reading - Guidelines for Recycling and Rubbish Disposal						
Item (see regulations for detailed definitions)	**Curbside Recycling no cost**	**Curbside Recycling – with "sticker"**	**Curbside Rubbish Collection – no cost**	**Compost Center C.A. sticker required**	**Recycle at DPW or other program**	**Household Hazardous Waste 2X per Year**
Newspaper/Inserts	X					
Magazines/catalogs	X					
Phone Books/junk mail	X					
Confidential documents					Annual paper shredding program – no cost	
Office Paper	X					
Paperboard	X					
Cardboard	X					
Brown Paper Bags	X					
Glass bottles, jars	X					
Aluminum, steel, tin cans and lids	X					
Plastics # 1-7	X					
Plate glass, Pyrex, dishes, ceramics			X			
Aluminum foil			X			
Scrap metal					Annual curbside collection – no cost	
Appliances – Refrigerators, stoves, washers, dryers, dishwashers		$20 – arrange directly with contractor				
Electronics – TV's Computer CPU, microwaves		$10 – arrange directly with contractor				
Leaves, grass, brush 8' in length				X		
Christmas trees	X **or**			X		
Latex Paint - dry paint out first			X			
Motor Oil					X	
Fluorescent light bulbs; CFL's					X	
Cans/bottles containing paint or Haz waste						X
Household hazardous waste						X

Tires, Propane tanks						X
Bulk Waste – chair, table couch, etc.		1 item per week no charge				
Construction debris	Not taken as municipal waste – hire a dumpster & get a dumpster permit from the Health Division at Town Hall					

Annual Community Access (C.A.) sticker is required for use of the Compost Center, and is available 24/7 at the Reading Police Station, 15 Union Street

Section 4.7 - Sanitary Sewer Connection Permit Program

The Sewer Use Regulations of the Town of Reading requires that all persons desiring extensions and connections to, or an increase in the use of an existing connection to the sanitary sewer system be subject to the requirements of the Sewer Connection Permit Program as stated herein.

4.7.1 - Purpose and Authority

These regulations establish the program whereby sewer system extensions, connections and increased usage are regulated and permitted by the Director of Public Works pursuant to the Sewer Use Regulations of the Town. These regulations are adopted to ensure proper operation of the sewer system within the Town.

4.7.2 - Definitions

As used in these regulations, the following words have the following meaning:

1. "Activity" shall mean modification to the sewer system including construction of extensions and connections to the existing Town sewerage system and increased discharge to existing connections.
2. "Director" shall mean the Director of Public Works of the Town of Reading, or his authorized deputy, agent, or representative.
3. "Person" shall mean any individual, firm, company, association, society, corporation, or group.
4. "Public Sewer" shall mean a sewer in which all owners of abutting properties have equal rights, and is controlled by public authority, or sewer laid in any land or way, public or private, open or proposed to be opened for public travel.
5. "Sanitary Sewer" shall mean a sewer designed to convey sewage and to which storm, surface and groundwater are not intentionally admitted or permitted.
6. "Sewage" shall mean a combination of the water-carried wastes from residences, business building, institutions, and industrial establishments, together with such ground, surface and storm waters as may be unintentionally present.
7. "Sewer" shall mean a pipe or conduit for carrying sewage.
8. "Shall" is mandatory; "May" is permissive.
9. "Sewer connection" shall mean the sewer pipe and appurtenant works necessary to connect a building or estate to a sewer system.
10. "Sewer extension" shall mean the addition to a sewer system of a sewer pipe, together with appurtenant works, which when connected to the sewer system becomes the property of, and is operated and maintained by the town.

11. "Wastewater" shall mean sewage, industrial waste, other wastes or any combination of the three.
12. "Storm drain" shall mean street rainfall collection systems whether piped or open trench.

4.7.3 - Activities Requiring A Sewer Connection Permit Program

No person shall construct, effect, modify, or use any sewer system extension or connection, or increase usage to an existing public sewer connection, without a currently valid permit from the Director unless exempted in Section 5.7.4. Any person who proposes to construct, effect, modify or use a sewer system extension or connection may obtain a permit by filing the appropriate form in accordance with these regulations.

4.7.4 - Activities Exempt From Sewer Connection Permit Requirements

1. Activities on property not currently benefiting from a public sewer are exempt in their entirety. Any such property later desiring benefit from a public sewer, by whatever means available, shall become subject to the usual assessment for betterment and shall also be subject to the requirements of the Sewer Connection Permit Program described herein as it applies.
2. Activities on property benefiting from a public sewer and having been assessed a betterment but not yet connected to the sewer system are exempt.

4.7.5 - Requirements of Sewer Connection Permit Program

1. A person, whose activity is not exempted, desiring connection to or an increase in use of an existing connection to the sewer system shall be required to pay the Town a Sewer Connection fee the amount of which is determined as set forth in Section 5.7.5 2. a).
2. The Sewer Connection Fee will be based on the Sewer Connection Fee rate times the number of gallons per day (gpd) of sewage to be discharged into the sewerage system. Such gallonage will be determined in accordance with Section 5.7.9, “Calculation of Flows”.
3. The Sewer Connection Fee rate is hereby established at a rate of $4 per gallon, and may be periodically reviewed and amended by the Board of Selectmen. The sewer connection fee shall be multiplied by the estimated gallons per day to be generated by each use as determined by the table in section 5.7.9, and that sum shall be multiplied by 2 to accomplish the 2:1 Inflow/Infiltration removal as required in this policy.

4.7.6 – Uses of the Sewer Connection Permit Fees

1. The Sewer Connection Fee will be expended by the Town to ensure the proper operation of the sewage system including but not limited to the removal of excessive infiltration and inflow, the reimbursement to private property owners for removal of sump pump or other inflow sources from the sanitary sewer system, and to improve, modify, or extend the Town storm drain system.
2. When the Sewer Connection Permit Fees are used to reimburse private property owners for the cost of eliminating inflow into the sewer system, the Town will reimburse subject to the following conditions:
   a. Up to 100% of the cost of such work but not to exceed $1000.
   b. An itemized bill marked paid by a person licensed to perform such work.

c. Submission of all permits and certificates that the work has been completed and inspected by the Town

d. A statement signed by the property owner and filed with the registrar of deeds that this work has been done and will be maintained in working order.

3. All charges levied or contributions received under this program shall be administered by the Director of Public Works who shall advise the Town Manager and Board of Selectmen how and when these sums should be expended.

4.7.7 - Application for a Permit

1. Duty to apply. Any person required to obtain a permit pursuant to Section 5.7.3 shall complete and submit the application form contained in the appendix to this policy.
2. Who must apply. Any person seeking extension to or connection with the Town sewerage system and any person having an existing connection with and seeking an increase in the rate of discharge prevailing upon adoption of this program. Calculation of flows shall be in accordance with Section 5.7.5.2 of these regulations.
3. Time to apply. Any person required to obtain a permit pursuant to Section 5.7.3 shall submit an application at least 60 days before the date on which the sewer system extension or connection is to be constructed, or increase usage is to be activated, unless permission for a later date has been granted by the Director. Persons proposing a new discharge are encouraged to submit their applications well in advance of the 60 day requirement to avoid delay. All extensions with flow of more than 2000 gallons per day, or over 1200 feet in length require a Sewer Extension Permit from the Massachusetts Department of Environmental Protection, Water Pollution Control Division and may trigger EPA review. Extensions or connections requiring DEP action cannot be acted upon by the Reading Director of Public Works until DEP review is final and acted upon.
4. Completeness. The Director shall not review a permit before receiving a complete application. The permit application shall be supplemented by any plans, specifications, or other information considered pertinent in the judgment of the Director.

4.7.8 - Permit Conditions

1. General conditions. The conditions in Section 5.7.8 apply to every permit issued under this program.
2. Special conditions. In addition to conditions applicable to all permits, the Director shall establish special conditions, as required, on a case-by-case basis, to provide for and assure compliance with all applicable requirements of the State and Federal Acts and regulations adopted thereunder.

4.7.9 - Calculation of Flows

Unless a variance is authorized by the Director in writing, applicants applying for a sewer extension, connection or increase in usage permit shall use the following figures in calculating daily sewage flow in completing the application.

SEWAGE FLOW ESTIMATES	
Type of Establishment	**Gallons Per Day Per Person**
Boarding Schools, Colleges	65
Nursing Home and Rest Home	100
School, without cafeteria, gymnasium or showers	10
School, with cafeteria, but not gymnasium or showers	15
School, with cafeteria, gymnasium or showers	20
Swimming Pool	10
Camp, resident--washroom and toilets	25
Camp, resident--mess hall.	10
Camp, day--washroom and toilets	10
Camp, day--mess hall	3
Camp Ground--showers and toilets-per site	75
Gymnasium--per spectator	3
Gymnasium--per participant	25
Theater, Auditorium	3
Public Park--toilet wastes only	5
Public Park--bathhouse, showers, and flush toilets	10
Factory or Industrial Plant, without cafeteria	15
Factory or Industrial Plant, with cafeteria	20
Work or Construction Camp	50
Single and multiple dwelling units-per bedroom – motels, hotels, boarding houses..	110
Tennis club--per court	250
Bowling Alley--per alley	100
Country Club--dining room--per seat	10
Country Club--snack bar or lunch room-per seat	10
Country Club--locker and showers-per locker	20
Church--per seat	3
Church--vestry/kitchen-per person at capacity	5
Trailer, Dump station--per site or per trailer	50
Mobile Home Park--per site or	.200
Office Building--per 1,000 sq. ft	75
Dry Goods Stores-per 100 sq. ft	5
Drive-in--per stall	5
Non-single family, Automatic Clothes washers per washing machine-	400
Hospital--per bed	200
Service Station, excluding thruway--per island	300
Skating Rink--3,000 gallons per day—plus 5 gallons per seat	300
Dog Rounds-Veterinary Clinics--per pen.	50
Restaurant, food service establishment, lounge, tavern	35
Restaurant, thruway service area	150
Restaurant, kitchen flow	15
Barber Shop/Beauty Salon per chair	100

Estimated sewage flow other than those listed should be considered in relation to actual meter readings of established flows from known or similar installations. Generally, estimated sewage flows will be based on 200 percent of average water meter readings in order to assimilate maximum daily flows.

For purpose of this section, a "bedroom" means any portion of a dwelling which is so designed as to furnish the minimum isolation necessary for use as a sleeping area. Such area shall not include kitchen, bathroom, dining room, halls, or unfinished cellar; but shall include bedroom, den, study, sewing room, or sleeping loft.

The Board of Selectmen reserves the right to add, delete, rescind, modify or otherwise amend the requirements of this Sewer Connection Permit Program.

Section 4.8 - Water Meter Readings, Abatements and Credits

When receiving a complaint on reading:

1. The Department of Public Works verifies reading.
2. If verified, the Department advises consumer of internal leak review and outside use or leakage. If not verified, the Department makes internal adjustment.
3. The Department of Public Works tests meter. If meter checks, Department notifies consumer that policy as established on back of bill is operative or no adjustment will be made. If the meter does not check, the Department makes internal adjustment.

Adopted 3-24-87, Revised 12-13-94

Section 4.9 - Water Conservation Program

Stage 1

Stage 1 provides for mandatory water conservation, subject to penalties in accordance with law for violation of these restrictions.

Water may be used for outdoor purposes only from 4:00 A.M. to 9:00 A.M., and 5:00 P.M. to 8:00 P.M., Monday through Sunday, and only in accordance with the following schedule:

- Even numbered addresses: Outdoor use is permitted on even-numbered days of the month only during the hours specified above.
- Odd-numbered addresses: Outdoor use is permitted on odd-numbered days of the month only during the hours specified above.

There is no restriction on hand held devices.

In addition, the following regulation on filling swimming pools is mandatory: Swimming pools shall be filled in accordance with the above schedule only, unless a waiver is granted by the Town Manager.

Stage 2

Stage 2 is provided for the eventuality that only enough water is available for essential public health and safety purposes. In this event, no outdoor water use of any type is permitted. Water use is restricted to domestic home use only for purposes including normal bathing, laundry, and sanitary uses.

Violation of these regulations is punishable by a $300.00 fine.

Adopted 4-25-89, 11/04, Revised 1-4-05.

Section 4.10 - Abatement of Sewer Charges for Filling of Swimming Pools

When a building, electrical or plumbing permit application is received to construct a new swimming pool, and the owner of that property has not received a prior sewer abatement, then an abatement for the sewer charge will be granted at the sewer rate in effect at the time that the pool was initially constructed.

Adopted 8-2-94, Revised 12-13-94,

Section 4.11 - Second Water Meters

The Board of Selectmen hereby places a moratorium on the installation of any second water meters for residential use.

Adopted 12-13-94, Revised 1-4-05

Section 4.12 – Regulations For Reimbursement for Sewer Backflow Prevention

The Town of Reading is aware that residents may have experienced sewer backup into their homes through no fault of their own, and through no fault of the Town. This type of backup generally occurs in times of heavy rainfall. The Town recognizes that there are methods that homeowners may take to prevent sewer back up in their home, and that these measures are the responsibility of the property owner and take place on private property. The Town also wishes to assist homeowners in protecting their own property from such circumstances. There is hereby established a program of 50% reimbursement for such back flow prevention systems, and these regulations implement that policy.

1. The Town will reimburse, on a one time only basis, 50% of the cost of a sewer back flow prevention system for a one or two family dwelling up to a maximum Town expenditure of $500 per dwelling.
2. With limited funding, priority will be given to locations that have actually had a sewer back up within the past 3 years.
3. The property owner will select the method of sewer back flow prevention. The Town will not recommend, or participate in the choice of system, and will not be responsible for the system.
4. The property owner will be solely responsible for the initial installation, maintenance, operation and replacement of the back flow prevention system as needed.
5. The homeowner will be responsible for securing all building, plumbing, and other permits required to perform the work, and will present proof of the permit and inspection at the time that a request for reimbursement is made. The system must conform to the requirements of Section 2.09 (4) (a-1) of the regulations of the Board of State Examiners of Plumbers and Gas Fitters.
6. The property owner will sign a copy of these regulations acknowledging them, and will pay for the cost of filing this statement with the Register of Deeds and submit a receipted copy to the Department of Public Works for the Town's files.

Adopted – 8-21-01, Revised 1/05

Section 4.13 Street Opening Permit Policy

This policy establishes requirements for performing work within road rights-of-way within the Town of Reading:

4.13.1 - Activities Requiring a Street Opening Permit

No person shall excavate any roadway in the Town of Reading for the purposes of installing or repairing sewer, water, drainage, gas, telephone, cable television or other utilities without first obtaining a Street Opening Permit from the Engineering Division of the Department of Public Works.

In addition, any excavation within the road right-of-way for the installation or replacement of driveway aprons, sidewalk or curb, or occupancy of the sidewalk or street area will require the issuance of a Street Opening Permit.

4.13.2 - Permit Application Submission Requirements

Applications for Street Opening Permits must include the following information:

- A current valid DIG SAFE number;
- A satisfactory Certificate of Insurance naming the Town of Reading as an additional insured;
- A satisfactory Street Opening Bond in the amount of Five Thousand Dollars ($5,000.00) executed to the benefit of the Town of Reading; and
- A sketch of the location and nature of the work to be done.

4.13.3 - Permit Issuance

Permits will be routinely issued between April 1 and November 15. Between November 15 and December 15, and between March 15 and April 1, a permit may be issued at the discretion of the Engineering Division. Between December 15 and March 15, the Director of Public Works may grant a permit under emergency conditions where no other alternative exists.

4.13.4 - Permit Compliance

The applicant must comply with the Street Opening Permit Requirements and Roadway Construction and Repair Standards or Driveway Design Requirements as established by the Department of Public Works.

4.13.5 - Permit Fees

A fee of $25.00 will be charged for Street Opening Permits related to driveways, sidewalk, curb and street occupancy. A fee of $50.00 will be charged for Street Opening Permits related to utility construction or reconstruction.

Section 4.14 - Rules and Regulations Relating to Parks, Playgrounds and Recreation Areas

The Board of Selectmen of the Town of Reading hereby adopts the following Rules and Regulations governing conduct in Public Parks, including the enforcement of the Rules and Regulations and penalties for their violation:

This policy shall be known and may be cited as the "Reading Park Rules and Regulations."

4.14.1 Definitions.

For the purposes of this policy, the following terms, phrases, words, and their derivations shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number, and words in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

1. “Amplified sound” is defined as voice, music or any sound extended above and beyond its normal range by an electronic device or secondary means such as a radio, megaphone or non-electric equipment
2. "Town" is the Town of Reading.
3. "Park" is a park, reservation, playground, recreation center, field, playing court, pool, or any other area in the Town owned and/or used by the Town and devoted to active or passive recreation.
4. "Person" is any person, firm, partnership, association, corporation, company, or organization of any kind.
5. "Vehicle" is any wheeled conveyance, whether motor powered, animal-drawn, or self-propelled. The term shall include any trailer in tow of any size, kind or description. Exception is made for baby carriages, bicycles, wheel chairs, and vehicles in the service of the Town parks.

4.14.2 - General Regulations

1. Facilities under the jurisdiction of the Reading Recreation Committee are for use by Reading residents only unless specifically authorized, in writing by the Recreation Committee or their designee, to the contrary.
2. Industries and businesses using recreation facilities must be located within the Town of Reading unless specifically authorized, in writing by the Recreation Committee or their designee, to the contrary.
3. Other than business and industrial groups, all groups using outdoor facilities must be made up of Reading residents only, except as specified by the Recreation Committee.
4. No person or business may use any public field, tennis court, basketball court or playing area to derive compensation with out the consent from the Recreation Committee or their designee.
5. All Parks and Playgrounds under the jurisdiction of the Recreation Committee shall open at 8:00 a.m. However, no sport or team shall begin **any** activities before noon on Sundays. An exception may be granted one time per year per organization by the Recreation Committee.
6. All Parks and Playgrounds under the jurisdiction of the Recreation Committee shall close at sunset except for the lighted facilities which shall close at 10:00 p.m. However, a game in progress on a lighted facility will be allowed to finish, with no inning, period, or game of tennis starting after 10:00 p.m. No game or match on a lighted facility will be started after 9:00 p.m. A scheduled game in progress will be allowed to be completed past the closing time, and the park must be vacated within ten minutes of the completion of the game. The Board of Selectmen may, from time to time, establish other specific closing hours.
7. Hockey playing is permitted in a public skating area in that section of the public skating area designated by sign for that purpose only.
8. Reservations for outdoor facilities must be requested at the Recreation Division office. Permits for authorized use will be issued by the Recreation Committee or its designee.
9. User fees for outdoor facilities will be charged as listed in current fee schedules. Fees must generally be paid before permits will be issued.
10. The Recreation Committee will rule on situations not specifically covered in the

policy, and the Recreation Committee may amend the policy at any time.

4.14.3 - Rules

RULE 1. No person shall damage or break or cause to be broken any windows, doors or other appurtenances of any buildings or structures on any public park, playground or recreation area, or mark upon deface or disfigure any such buildings appurtenances or structure.

RULE 2. No person shall, in any public park, playground or recreation area in the Town of Reading throw any stone or other missile; or have possession of or discharge any destructive weapon, bow and arrow, firearm, firecracker, torpedo or fireworks; or make a fire; or post, paint, affix or display any sign, notice, placard or advertising device; or engage in business, sell or expose for sale, or give away any goods, wares or circulars; or drop or place and leave in place any piece of paper or other refuse, except in the receptacles designated; except with the written authority of the Recreation Committee or their designee and/or other permit granting authority.

RULE 3. No person shall, on any public park, playground, recreation or other area under the jurisdiction of the Recreation Committee in the Town of Reading, solicit the acquaintance of or annoy another person or utter any profane, threatening abusive or indecent language or loud outcry; or solicit any subscription or contribution; or have possession of, or drink any alcoholic beverages as defined by Chapter 138, Section 1, of the General Laws; or play any game of chance, or have possession of any instrument of gambling; or make an oration or harangue or any political or other canvass; or preach or pray aloud; or do any obscene or indecent act; except by written authority from the Recreation Committee or their designee.

RULE 4. Amplified Sound - Users of public property and abutting residents should have an expectation of quiet enjoyment of the Town's public parks, playgrounds, recreation and other open space areas. This rule recognizes that these properties are the site of some activities which inherently create levels of noise due to customary and usual uses such as fans cheering, referee and coach's whistles, and bands playing during football games. There is also recognition that as a community the public parks, playgrounds, recreation and other open space areas are the site of occasional community events which use amplified sound such as school field days, community fairs, and fireworks displays, etc.

The use of amplified sound in public parks, playgrounds, recreation and other open space areas is not permitted without a permit to be granted by the Recreation Committee or other agency which has jurisdiction over said public property.

When permitted, the use of amplified sound shall be controlled by the permit holder such that the volume, direction, and duration of the sound is the minimum needed to meet the purpose of the use of the sound, and which will minimize the impact of the sound on other users of the park, playground, or other public property and its abutters. Unreasonable sound shall be sound plainly audible at a distance of 100 feet from its source by a person of normal hearing.

The intent of this rule is to allow, with a permit from the Recreation Committee or other agency which has jurisdiction over said public property, reasonable and occasional playing of music or use of amplified sound while considering location, time, duration and frequency such as an annual fair, or once a year all-star sports games. The use of amplified sound is not intended to be a routine for recurring events such as play by play announcements for sporting events and other repeated use of

music and amplified sound. The permitting authority should consider the frequency of amplified permits per park or recreation site and afford significant consideration to the neighbors abutting the permitted areas as regards to their inconvenience created by said permit.

When a permit is granted, a copy of the permit shall be transmitted to the Board of Selectmen at least 3 days before the event at which the music or amplified sound is to be used. Additionally, all permitted dates of amplified sound will be posted in a conspicuous place on the Town's website as well as available by contacting the Recreation Division or head of any other agency having jurisdiction over the public property for which a permit has been granted.

Any variance from this rule will require the permitted applicant to petition the Board of Selectmen for such variance at which time a public hearing will be held on the matter.

RULE 5. TREES, SHRUBBERY, LAWNS

1. Injury and Removal. No person shall, in any public park, damage, cut, carve, transplant or remove any tree or plant or injure the bark, or pick the flowers or seeds, of any tree or plant. Nor shall any person attach any rope, wire, or other contrivance to any tree or plant. A person shall not dig in or otherwise disturb grass areas, or in any other way injure or impair the natural beauty or usefulness of any area.
2. Climbing Trees, etc. No person shall, in any public park, climb any tree, or wall; or stand or sit upon monuments, vases, fountains, railings or fences or upon any other property not designated or customarily used for such purposes.
3. Hitching of Animals. No person shall, on any public park, tie or hitch a horse or other animal to any tree or plant.

RULE 6. No person shall, in any public park, playground or recreation area in the Town of Reading, bathe except in proper costume and at places designated therefor; nor shall any person loiter or run about or lie upon the areas around pools in bathing costume in a manner deemed inappropriate by community standards.

RULE 7. No person in any public park, playground or recreation area in the Town of Reading shall refuse or neglect to obey any reasonable direction of a police officer.

RULE 8. No person shall, in any public park, playground or recreation area in the Town of Reading promote, or engage in any game of ball or other sport; except within the areas especially provided therefor, or by written authority of the Recreation Committee or their designee. No person shall use or exhibit golf clubs in any public park, playground, or recreation area.

RULE 9. No person shall, in any public park, playground or recreation area in the Town of Reading, undress or dress put on or take off a bathing suit, except in buildings designated for such use for the purpose of undressing or dressing or putting on or taking off a bathing suit.

RULE 10. No person shall operate, drive, or ride an animal, vehicle or motor vehicle upon or over any part of a playground recreation area or any public park in the Town of Reading except where specifically allowed.

RULE 11. No person shall, in any public park, playground or recreation area in the Town of Reading stop, stand or park any automobile or other vehicle except in such manner and in such areas as may be designated by signs or by a police officer.

RULE 12. No person shall permit a dog under their control to enter upon an artificial turf field or within any fenced area that includes any artificial turf field within the Town of Reading. Artificial turf fields include: the RMHS stadium, Collins Field at Parker Middle School, and the so called Lacrosse field also known as the practice field at RMHS.

4.14.4 - Enforcement

These regulations shall be enforced by the Reading Police Department who shall cause the immediate termination of any activity that violates these rules and regulations. Violators may be subject to fine, arrest or summons.

Compliance with these rules and regulations as established by the Recreation Committee is a condition for the use of all facilities.

4.14.5 - Penalty

Any person violating any of the above rules shall for each offense be punished by a fine of not more than twenty dollars, as provided in General Laws, Chapter 45, Section 24.

Adopted: 10-8-91, Revised 12-13-94-; revised 1-14-03; revised 2-7-06, revised 11-25-08*, revised 2-28-12*

Section 4.15 - Use, Operation and Maintenance of the Common

The Board of Selectmen recognizes that the Town Common in Reading is a focal point for the community, and a symbol of the very essence of the Town. It is the Board of Selectmen's intent to preserve and enhance the Common at every opportunity.

Recognizing that by Charter the Town Manager has authority over the use, operation and maintenance of the Common, the Board directs the Town Manager to evaluate any changes to the Common in light of the "Guidelines for Evaluating Changes to the Common" submitted by the Reading Historical Commission in May, 1990 and revised January, 1991, as these guidelines included in the Appendix may by changed from time to time; and that any major changes to the Common should be evaluated in terms of this document.

Further, the Board of Selectmen asks that the Town Manager and/or appropriate staff meet periodically with the Historical Commission with regard to issues related to the Common.

Adopted 10-20-92, Revised 12-13-94,

4.16 Policy Establishing Aquifer Protection District Infiltration System Design Guidelines

The Zoning Bylaw of the Town of Reading establishes an Aquifer Protection District and establishes standards whereby infiltration systems must be installed. The bylaw is silent on the design guidelines for such systems, and the exact situation in which a system must be installed. These design guidelines provide details to assist property owners, Town staff, and designers in implementing these required infiltration systems.

4.16.1 - New Construction

Impervious area allowed by right	15 percent
Additional impervious area allowed if infiltration is provided	5 percent
Total impervious area allowed	20 percent

Example: A homeowner wants to build a house (or an addition if the existing house has less than 15 percent impervious cover) that would result in 18 percent impervious cover. A building permit would be issued if an infiltration system were provided that infiltrated an impervious area equivalent to 3 percent of the total lot area.

Any impervious area in excess of 20 percent requires a variance from the Zoning Board of Appeals.

4.16.2 - Pre-Existing Non-Conforming lots having more than 15% and less than 20% impervious cover.

Any proposed addition to impervious area that does not exceed 20 percent requires full compliance with the aquifer protection district requirements. That means that any impervious area between 15 and 20 percent must be infiltrated, including existing impervious area.

Example: A homeowner wants to put an addition on a house that would increase the impervious cover from 17 percent to 19 percent. A building permit would be issued if an infiltration system were provided that infiltrated an impervious area equivalent to 4 percent of the total lot area.

Any proposed impervious area in excess of 20 percent requires a variance from the Zoning Board of Appeals.

4.16.3 - Pre-Existing Non-Conforming Structures in Excess of 20% impervious cover

The Building Inspector may permit additions to pre-existing non-conforming structures as long as the total impervious area is not increased and an infiltration system is provided to improve existing conditions.

The goal of providing an infiltration system is to bring the lot into compliance with the aquifer protection district requirements <u>if possible</u>. In designing an infiltration system, the engineer should determine the feasibility of providing full infiltration (i.e., reducing the effective impervious area to 15 percent) given the site constraints such as lot size, depth to groundwater, and suitability of soils. The adequacy of the infiltration system will be reviewed on a case by case basis. If full infiltration is not proposed, the engineer shall submit justification for a reduced level of infiltration in the application to the Town.

Example: A homeowner wants to put on an addition where the existing impervious cover is 22 percent. By removing an existing garage and a portion of the driveway, they are able to maintain the total impervious cover at 22 percent. A building permit would be issued for this lot if an infiltration system were provided that improves the existing condition (with the goal being to reduce the effective impervious area to 15 percent, i.e., infiltrate an impervious area equivalent to 7 percent of the lot area).

Any increase in impervious area over existing conditions requires a variance from the Zoning Board of Appeals.

4.16.4 - Infiltration System Design

Please note: Section 4.8.3 of the Zoning By-law states that impervious surfaces shall include all roofs, driveways, parking areas, roadways and walkways***, regardless of the proposed surface***

material. This means that replacing a paved driveway with gravel or crushed stone does not reduce the calculated impervious area. Decks that are constructed with open joints between the floorboards, and are not impervious underneath do not have to be included in the impervious calculation.

The following are the Town of Reading guidelines for the design of infiltration systems.

1. It is preferable to infiltrate roof runoff wherever possible.
2. If other impervious areas (such as driveways) are proposed to be infiltrated, some type of pre-treatment device should be used (e.g., deep sump catch basin).
3. A licensed soil evaluator must conduct soil tests and a report from the evaluator must be submitted with the design. The soil tests must show the seasonal high groundwater table, depth to bedrock, soil texture, and the percolation rate of the soil. The Town reserves the right to observe the soil tests and must be notified at least 48 hours in advance of the test.
4. Infiltration systems should maintain at least a two-foot separation between the bottom of the system and seasonal high groundwater or bedrock.
5. Systems should be designed using TR-55 or TR-20 and should be sized to infiltrate at least a 2-year, 24 Hour Type III rainfall event (3.1 inches). Other methods may be acceptable if approved by the Town Engineer. An overflow mechanism should be provided to release larger storm flows.
6. The infiltration rate of the soil should be taken into consideration in the design to minimize the size of the system.
7. Three copies of the design report must be submitted to the Building Inspector for review and approval prior to the issuance of a Building Permit.

4.17 Custodian of Soldiers' and Sailors' Graves

Pursuant to Chapter 279 of the Acts of the Commonwealth of Massachusetts 1996, the term of the Custodian of Soldiers' and Sailors' Graves, also known as the Veterans' Graves Officer, is hereby established as a three (3) year term to begin on July 1st and expire June 30th of the appropriate year.

Adopted 6-10-97

Section 4.18 - Appeals

Where authority to hold hearings and consider appeals on issues addressed within this Article is delegated, the decision of the Director of Public Works may be appealed by the utility company or an abutter within seven (7) days of the date of the decision.

Such appeal shall be made to the Town Manager. Appeal of the decision of the Town Manager on such an issue may be taken to the Board of Selectmen within 14 days of the Manager's decision.

The decision of the Director of Public Works, and of the Town Manager when an appeal at Town Manager level is involved, will be transmitted to the Board of Selectmen at least monthly.

Adopted 1-4-05

Section 4.19 - Consideration of Multi-way Stop Intersections

This policy establishes the process for consideration by the Board of Selectmen of multi-way stop intersections in the Town of Reading. This process shall be used whether by citizen request, staff request, or on the initiative of the Board of Selectmen.

To consider multi-way stop regulations to improve the safety of intersections, there are 2 possible scenarios:

1. The proposed regulation meets state standards and warrants as outlined in the Manual for Uniform Traffic Control Devices (MUTCD) for multi-way stops. Or:
2. The proposed location does not meet the above state standards and warrants as outlined in the MUTCD, and an engineering study is needed.

Upon a request for a multi-way stop, the Town Engineer in conjunction with other staff including the Police Department will determine whether the location meets the standard for a multi-way stop under the state and MUTCD (item 1 above).

If it does meet the standards for a multi-way stop under the state and MUTCD, the Town Engineer will forward to the Board of Selectmen a memo outlining which standards and/or warrants have been satisfied, and the Board of Selectmen may then schedule a hearing on the establishment of the multi-way stop regulation.

If the location does not meet the standards and warrants for a multi-way stop under the state and MUTCD, the Town Engineer shall forward to the Board of Selectmen a memo outlining that fact, and the Board of Selectmen at a public meeting, shall determine whether it wishes to move forward with an engineering study to determine the relevant facts with regard to the intersection and whether based on the engineering study the Board of Selectmen would consider the imposition of multi-way stop regulations.

The Engineering study shall, at a minimum include data and information on:

- Number and severity of reported accidents
- Speed study
- Traffic Counts including turning movements
- Adverse roadway geometry
- Sight distances based on speed limit (and actual speeds)
- Volumes of pedestrian traffic
- Whether the location is on the “Suggested Routes to School”
- Traffic operational characteristics of the intersection
- Other data relevant to the location

Following an engineering study the following issues may determine the applicability of a multi-way stop:

- The need to control left turn conflicts;
- The need to control vehicle/pedestrian conflicts near intersections with high pedestrian volumes;
- Locations where a road user, after stopping, cannot see conflicting traffic and is not able to safely negotiate the intersection unless cross traffic is required to stop; and

- an intersection of two residential neighborhood collector streets of similar design where multi-way stops would improve traffic operational characteristics of the intersection

The Town Engineer shall forward a copy of the engineering study to the Board of Selectmen along with an analysis of whether the use of traffic calming devices such as speed tables, or other actions such as removing vision obstructions, would address the issues identified in the engineering study.

If the Board of Selectmen feels that, after receiving the above material the multi-way stop has merit, then the Board of Selectmen will schedule a hearing on the establishment of the multi-way stop regulation at that location.

Adopted April 15, 2008