

TOWN OF READING, MASSACHUSETTS

BOARD OF SELECTMEN'S POLICIES

<u>TABLE OF CONTENTS</u>	<u>Page #</u>
PREFACE	1-1
ARTICLE 1 – GENERAL OPERATING PROCEDURES	1-1
Section 1.1 – Board of Selectmen Operating Procedures	1-1
1.1.1 - Organization	1-1
1.1.2 – Chairmanship	1-1
1.1.3 – Responsibilities	1-1
1.1.4 – General Operating Policies	1-3
1.1.5 – Limit of Hours for Regular Meetings	1-3
1.1.6 – Declassifying Confidential Executive Session Minutes	1-4
1.1.7 – Identification of a Person Addressing the Board of Selectmen	1-4
1.1.8 – Continuity of Business	1-4
1.1.9 – Board of Selectmen Communication	1-4
1.1.10 – Appointment of Volunteers to Town of Reading Boards, Committees and Commissions	1-6
Section 1.2 – Acceptance of Gifts to Departments	1-7
Section 1.3 – Solicitation/Acceptance of Donations	1-7
Section 1.4 – Authorization for the Town Manager to Sign Grant Applications and Acceptances	1-9
Section 1.5 – Use of Public Funds for Gifts	1-10
1.5.1 – Retirement/Resignations	1-10
1.5.2 – Sickness/Bereavement	1-10
Section 1.6 – Convention/Seminar Expenses – Spouses and Families	1-10
Section 1.7 – Use of the Town Seal	1-10
Section 1.8 – Access to Public Records	1-10
Section 1.9 – Non-Discrimination – Persons with Disabilities	1-11
Section 1.10 – Americans with Disabilities Act Reasonable Accommodations	1-11

<u>TABLE OF CONTENTS</u>	<u>Page #</u>
Section 1.11 – ADA Section 504 Grievance Policy for the General Public	1-12
Section 1.12 – Policy Prohibiting Fraud and Establishing Procedures to Investigate Allegations of Fraud	1-12
1.12.1 – Definition of Fraud	1-13
1.12.2 – Responsibilities	1-13
1.12.3 – Reporting Suspicion of Fraud	1-14
1.12.4 – Investigation	1-14
1.12.5 – Reporting Results	1-15
Section 1.13 – Policy Providing for the use of Purchasing Cards	1-15
ARTICLE 2 – VOLUNTEER BOARDS/COMMITTEES/COMMISSIONS	2-1
Section 2.1 –General Provisions for all Boards, Committees & Commissions	2-1
Section 2.2 – Code of Conduct	2-3
Section 2.3 – Standing Boards, Committees and Commissions	2-4
2.3.1 – Human Relations Advisory Committee	2-4
2.3.2 – Reading Climate Advisory Committee	2-5
2.3.3 Policy Establishing an Economic Development Committee	2-6
2.3.4 Policy Establishing a Reading Trails Committee (RTC)	2-7
2.3.5 Policy Establishing the Town Forest Committee	2-8
2.3.6 Reading Fall Street Faire Committee	2-9
Section 2.4 – Ad Hoc Committees	2-10
2.4.1 – Ad Hoc Reading/North Suburban Regional Bicycle Path Committee	2-10
2.4.2 – Ad Hoc Birch Meadow Master Plan Committee	2-11
2.4.3 – Ad Hoc Washington Park Planning Committee	2-12
2.4.4 – Ad Hoc Municipal Building Committee	2-13
Section 2.5 – Policy on Volunteers	2-14
2.5.1 – Volunteer Rights	2-14
2.5.2 – Volunteer Utilization	2-14
2.5.3 – Volunteer Responsibilities	2-14
2.5.4 – Staff Involvement	2-15
2.5.5 - Recruitment	2-15
2.5.6 - Screening	2-15
2.5.7 - Interviewing	2-15

<u>TABLE OF CONTENTS</u>	<u>Page #</u>
Section 2.5 – Policy on Volunteers (Continued)	
2.5.8 – Placement	2-15
2.5.9 – Orientation	2-16
2.5.10 - Training	2-16
2.5.11 – Special Case Volunteers	2-16
2.5.12 – Liability	2-16
2.5.13 – Confidentiality	2-16
2.5.14 - Evaluation	2-17
2.5.15 - Recognition	2-17
2.5.16 – Absenteeism	2-17
2.5.17 – Substitution	2-17
2.5.18 - Termination	2-17
2.5.19 – Transportation Guidelines – Volunteer Programs	2-17
Section 2.6 – Eugene R. Nigro Town Government Volunteer Award	2-18
ARTICLE 3 - LICENSES	3-1
Section 3.1 – General Procedures and Conditions for Issuance of Licenses	3-1
3.1.1 – Application Procedures	3-1
3.1.2 – License Period	3-1
3.1.3 – License Restricted to the Premises for which it is Issued	3-1
3.1.4 – Requirement that Licensees Maintain their Properties and Businesses in accordance with all Conditions, Bylaws, Rules and Regulations of the Town of Reading During the Term of the License	3-1
3.1.5 – Conditions on Licenses	3-2
3.1.6 – Delegation to the Town Manager the Authority to Issue Certain Licenses	3-2
3.1.7 – Suspension, Modification or Revocation of Licenses	3-2
Section 3.2 – Liquor License Policy	3-2
3.2.1 – General Requirement for all Licensed Establishments	3-3
3.2.1.1 – Plan Required	3-3
3.2.1.2 – Deliveries	3-3
3.2.1.3 – Inspection	3-3
3.2.1.4 – Advertisements	3-3
3.2.1.5 – Amusement Devices	3-3
3.2.1.6 – Duty to Perform	3-3

<u>TABLE OF CONTENTS</u>	<u>Page #</u>
Section 3.2 – Liquor License Policy (Continued)	
3.2.1.7 – Establishment of Written Policies	3-4
3.2.1.8 – Alcohol Policy for Staff While Serving	3-4
3.2.1.9 – Alcohol Management or Server Training	3-4
3.2.1.10 – Liquor Liability Insurance Requirement	3-4
3.2.1.11 – Staffing	3-5
3.2.1.12 – Supervision – Presence	3-5
3.2.1.13 – Duty to Keep Order	3-5
3.2.1.14 – Proof of Age	3-5
3.2.1.15 – Minimum Age of Employee or Server	3-5
3.2.1.16 – Prohibition of Bringing Alcohol Beverages onto the Premises	3-5
3.2.1.17 – Information Regarding the Alleged Service of Alcohol Prior to Violation for Driving Under the Influence of Intoxicating Liquors	3-5
3.2.1.18 – Duty to Report an Attempt to Purchase by a Minor	3-6
3.2.1.19 – Liquor License Fees	3-6
3.2.1.20 – Hours of Operation	3-7
3.2.1.21 – Sunday Sales for Package Stores	3-7
3.2.1.22 – Breach of Policy or Conditions	3-7
3.2.2 – Requirements for All	3-8
3.2.2.1 – Advertisement	3-8
3.2.2.2 – Requirements for Service of Food and Drink	3-8
3.2.2.3 – Toilet Facilities Required	3-8
3.2.2.4 – List of Alternative Transportation	3-8
3.2.2.5 – Orderly Closing	3-8
3.2.2.6 – Prohibition of Taking Alcoholic Beverages from the Premises	3-9
3.2.2.7 – Refusal of Service	3-9
3.2.2.8 – Service of Alcohol Beverages Limited to Hours that Food Services is Provided	3-9
3.2.2.9 – Service Bar	3-9
3.2.3 – Requirements for All: Restaurant License to Expose, Keep for Sale and to Sell All Kinds of Alcoholic Beverages to be Drunk on the Premises	3-9
3.2.3.1 – Minimum Seating Requirement	3-9
3.2.4 – Requirements for All: Restaurant License to Expose, Keep for Sale and to Sell Wine and Malt Beverages to be Drunk on the Premises	3-10

<u>TABLE OF CONTENTS</u>	<u>Page #</u>
Section 3.2 – Liquor License Policy (Continued)	
3.2.4.1 – Purpose and Intent	3-10
3.2.4.2 – Maximum Seats	3-10
3.2.4.3 – Service Bar	3-10
3.2.4.4 – Seating Requirement	3-10
3.2.5 – Requirements for Club License to Expose, Keep for Sale and to Sell all Kinds of Alcoholic Beverages to be Drunk on the Premises	3-10
3.2.5.1 – Minimum Seating Requirement	3-10
3.2.5.2 – Advertisements	3-10
3.2.5.3 – Requirements for Service of Food and Drink	3-11
3.2.5.4 – Toilet Facilities Required	3-11
3.2.5.5 – List of Alternative Transportation	3-11
3.2.5.6 – Orderly Closing	3-11
3.2.5.7 – Prohibition of Taking Alcoholic Beverages from the Premises	3-11
3.2.5.8 – Refusal of Service	3-11
3.2.5.9 – Service Bar	3-11
3.2.6 – Requirements for Special Licenses under Section 14	3-11
3.2.6.5 – Limitations	3-12
3.2.6.6 – Exceptions	3-12
3.2.7 – Enforcement	3-12
3.2.7.2 – Access to Premises by Police and Agents	3-13
3.2.7.3 – Posting of Notice	3-13
3.2.7.4 – Agents of the Licensing Authority	3-13
3.2.7.5 – Compliance Operations	3-13
Section 3.3 – Issuance of Peddler’s Licenses	3-14
Section 3.4 – Issuance of Class I, II and III Motor Vehicle Licenses	3-14
Section 3.5 – Issuance of Taxi and Vehicle for Hire Licenses	3-16
3.5.1 – Applicability of Rules and Orders	3-16
3.5.1.2 – Definition of Livery	3-16
3.5.2 – License	3-16
3.5.2.1 – License Required	3-16
3.5.2.2 – Application	3-16
3.5.2.3 – Review by Chief of Police	3-16
3.5.2.4 – Grant or Denial	3-17
3.5.2.5 – Term and Fee	3-17

<u>TABLE OF CONTENTS</u>	<u>Page #</u>
3.5.2.6 – Notification as to Vehicle	3-17
3.5.2.7 – Insurance	3-17
Section 3.5 – Issuance of Taxi and Vehicle for Hire Licenses (Continued)	
3.5.2.8 – Liability	3-17
3.5.2.9 – Suspension or Revocation	3-17
3.5.2.10 – Assignment or Transfer Prohibited	3-17
3.5.3 – Permit	3-18
3.5.3.1 – Required	3-18
3.5.3.2 – Minors	3-18
3.5.3.3 – Application	3-18
3.5.3.4 – Review by Chief of Police	3-18
3.5.3.5 – Issuance or Denial	3-18
3.5.3.6 – Term and Fee	3-19
3.5.3.7 – Picture Identification Card	3-19
3.5.3.8 – Liability	3-19
3.5.3.9 – Suspension or Revocation	3-19
3.5.4 – Operation	3-19
3.5.4.1 – Duty to Transport	3-19
3.5.4.2 – Sharing a Ride	3-19
3.5.4.3 – Taxi Stands – Parking – Standing	3-19
3.5.4.4 – Maintenance of Vehicles	3-20
3.5.4.5 – Inspection	3-20
3.5.4.6 – Smoking	3-20
3.5.4.7 – Appearance of Operator	3-20
3.5.4.8 – Display of License, Picture Identification Card and Rates of Fare	3-20
3.5.4.9 – Lettering on Taxicabs	3-20
3.5.4.10 – Copy of Regulations	3-20
3.5.5 – Fares	3-20
3.5.5.1 – Taxicabs	3-20
3.5.5.2 – Separate Fares	3-20
3.5.5.3 – Senior Citizen Discount	3-21
3.5.5.4 – No Fares in Excess of Established Rates	3-21
3.5.5.5 – Livery Rates	3-21
3.5.6 – Information Update and Penalties	3-21

<u>TABLE OF CONTENTS</u>	<u>Page #</u>
3.5.6.1 – Information Update	3-21
3.5.6.2 – Penalties	3-21
Section 3.6 – Innholders and Common Victualler’s Licenses	3-21
Section 3.7 – Entertainment Licenses	3-22
Section 3.8 – Licenses for Automatic Amusement Devices	3-23
Section 3.9 – Waiver of Retail Sales before 6:00 a.m.	3-24
Section 3.10 – Licenses for Utilizing Public Sidewalks for Outdoor Dining	3-25
Section 3.11 – Permit/License for Portable A-Frame/Sandwich Board Signs	3-28
3.11.1 – Purpose and Intent	3-28
3.11.2 – Requirements and Rules – Portable A-Frame/Sandwich Board Signs	3-28
ARTICLE 4 – PUBLIC WORKS RELATED POLICIES	4-1
Section 4.1 – Delegating the Hearing and Approved Process for Municipal Consent to Construct or Alter Utility Lines	4-1
Section 4.2 – Acceptance of Private Ways and Establishment of Betterments Therefore	4-1
4.2.1 – Process	4-1
4.2.2 – Method of Assessing	4-2
Section 4.3 – House or Building Moving	4-3
Section 4.4 – Street Lighting	4-3
4.4.1 – Placement; General	4-3
4.4.2 – Petition(s)	4-3
4.4.3 – Subdivision Lighting	4-4
Section 4.5 – Installation, Construction and Reconstruction of Curbs and Sidewalks	4-4
4.5.1 – Curbing	4-4
4.5.2 - Sidewalks	4-4
4.5.3 – Tree Lawns	4-5
Section 4.6 – Solid Waste Recycling, Collection and Disposal Rules and Regulations	4-5
4.6.1 – Definitions	4-6
4.6.2 – Collection Schedule	4-6
4.6.3 – Approved Containers	4-7

<u>TABLE OF CONTENTS</u>	<u>Page #</u>
4.6.4 – Appliances	4-7
4.6.5 – Bulk Waste Collection	4-8
4.6.6 - Electronics	4-8
4.6.7 – Hazardous Materials	4-8
4.6.8 - Recycling	4-9
4.6.9 – Yard Waste	4-9
4.6.10 – Enforcement	4-9
Guidelines for Recycling and Rubbish Disposal	4-10
Section 4.7 – Sanitary Sewer Connection Permit Program	4-11
4.7.1 – Purpose and Authority	4-11
4.7.2 – Definitions	4-11
4.7.3 – Activities Requiring a Sewer Connection Permit Program	4-12
4.7.4 – Activities Exempt from Sewer Connection Permit Requirements	4-12
4.7.5 – Requirements of Sewer Connection Permit Program	4-12
4.7.6 – Uses of the Sewer Connection Permit Fees	4-12
4.7.7 – Application for a Permit	4-13
4.7.8 – Permit Conditions	4-13
4.7.9 – Calculation of Flows	4-13
Sewer Flow Estimates	4-14
Section 4.8 – Water Meter Readings, Abatements and Credits	4-15
Section 4.9 – Water Conservation Program	4-15
Section 4.10 – Abatement of Sewer Charges for Filling of Swimming Pools	4-16
Section 4.11 – Second Water Meters	4-16
Section 4.12 – Regulations for Reimbursement for Sewer Backflow Prevention	4-16
Section 4.13 – Street Opening Permit Policy	4-16
4.13.1 – Activities Requiring a Street Opening Permit	4-17
4.13.2 – Permit Application Submission Requirements	4-17
4.13.3 – Permit Issuance	4-17
4.13.4 – Permit Compliance	4-17
4.13.5 – Permit Fees	4-17
Section 4.14 – Rules and Regulations Relating to Parks, Playgrounds and Recreation Areas	4-17

<u>TABLE OF CONTENTS</u>	<u>Page #</u>
4.14.1 – Definitions	4-17
4.14.2 – General Regulations	4-18
4.14.3 – Rules	4-19
4.14.4 – Enforcement	4-21
4.14.5 –Penalty	4-21
Section 4.15 – Use, Operation and Maintenance of the Common	4-21
Section 4.16 – Policy Establishing Aquifer Protection District Infiltration System Design Guidelines	4-21
4.16.1 – New Construction	4-21
4.16.2 – Pre-Existing Non-Conforming Lots having more than 15% and less than 20% Impervious Cover	4-22
4.16.3 – Pre-Existing Non-Conforming Structures in excess of 20% Impervious Cover	4-22
4.16.4 – Infiltration System Design	4-22
Section 4.17 – Custodian of Soldiers’ and Sailors’ Graves	4-23
Section 4.18 – Appeals	4-23
Section 4.19 – Consideration of Multi-Way Stop Intersections	4-24
ARTICLE 5 – COMMUNITY SERVICES POLICIES	5-1
Section 5.1 – Community Services Revolving Funds	5-1
5.1.1 – Creation	5-1
5.1.2 – Purpose	5-1
5.1.3 – Procedures	5-1
Section 5.2 – Local Initiative Program (LIP) Regulations	5-2
5.2.1 – Purpose	5-2
5.2.2 – Review Process	5-2
5.2.3 – No Waiver	5-4
5.2.4 – Owner Occupancy Requirements	5-4
5.2.5 – Affordable Unit Design, Location, Access, Timing	5-4
5.2.6 – Local Preference	5-4
Section 5.3 – Local Preference for Affordable Housing	5-4

ARTICLE 6 – PERSONNEL RELATED POLICIES	6-1
Section 6.1 – Policy on Customer Service	6-1
Section 6.2 – Evaluation of the Town Manager	6-4
6.2.1 – Goals	6-4
6.2.2 – Annual Evaluation	6-4
Section 6.3 – Before-Tax Health Care Premium Payment Plan for Employees Paid By-Weekly	6-5
6.3.1 – Definitions	6-5
6.3.2 – Eligibility and Participation	6-5
6.3.3 – Benefits – Payment of Premium	6-6
6.3.4 – Administration of Plan	6-6
6.3.5 – Claims Procedures	6-7
6.3.6 – Miscellaneous	6-8
Section 6.4 - Selection Process – Town Accountant	6-8
ARTICLE 7 – PUBLIC SAFETY	7-1
Section 7.1 – Petroleum Storage Regulations	7-1
7.1.1 – General Provisions	7-1
7.1.1.1 - Definitions	7-1
7.1.1.2 – Findings and Purpose	7-2
7.1.1.3 – Authority and Effective Date	7-3
7.1.2 – Petroleum Registration	7-3
7.1.2.1 - Registration	7-3
7.1.3 – Petroleum Permit Requirement	7-3
7.1.3.1 – Permit Required	7-3
7.1.3.2 – Permit Application and Contingency Plan	7-4
7.1.3.3 – Renewal of Permit	7-5
7.1.3.4 – Amended Permit	7-5
7.1.3.5 – Fees	7-6
7.1.3.6 – Abandonment of Use	7-6
7.1.4 – Administration	7-6
7.1.4.1 – Prohibitions	7-6
7.1.4.2 – Enforcement	7-7

7.1.4.3 – Violation Notices and Orders	7-7
7.1.4.4 – Penalties	7-8