

## **READING HOUSING AUTHORITY 2012 ANNUAL REPORT**

It is with great pleasure that we share with you the activities and accomplishments of the Reading Housing Authority over the past year.

The start of the New Year has seen some improvement in our economy; however, we remain cautious during this somewhat unstable time. The pressure on the real estate market has continued to create a critical challenge for poor and lower income families to find, keep and maintain their housing. As the real estate values escalated over the past few years, it was certainly felt most dramatically at the low-income levels. Rental units had been at a greater premium in this area; however, we continue to see an increase in availability. Previously, landlords had been able to ask for and receive higher rents that historically price the poor and lower income families out of the rental market. Again, we are beginning to see a change in the rental market area with increase inquiries from landlords who are experiencing more difficulty renting units.

The Reading Housing Authority (Authority) strives to assist these families to seek and obtain housing that is decent, safe and sanitary. In an effort to ameliorate this impact, the Authority will continue its efforts to develop new units and purchase affordable units when the opportunity arises. The Authority most recently has begun a careful search for a multi-family home in our area with the hope of adding additional family affordable units to our present inventory in the upcoming year. We continue to support private developers and the Town in their efforts to set aside units for low/moderate income families in their proposed developments. We reach out to owners of multi-family units who would like to work with us to serve our clients.

As always, the Authority goes beyond the bricks and mortar and provides assistance to families, elderly and handicapped persons to obtain the services they need. We continue to work closely with Mystic Valley Elder Services and other home care agencies to meet the needs of the elderly residents as they strive to remain independent and age in place. Our local nurse advocate, Dianne Luther, has been someone that elder residents and RHA staff have relied on in greater numbers in order to have seniors remain in their homes. With budget cuts affecting all of us, we strive to maintain our programs, work with other supportive agencies and still offer a safe and decent place for our seniors, disabled and families in need. On behalf of the Board, we want to thank Executive Director, Lyn Whyte and her staff for their continued dedication, commitment and service to the Reading Housing Authority. We look forward to working with them as we meet the new challenges that lie ahead.

### **Organization**

Organized in 1963 to address the housing needs of the Town's low and moderate income residents, the Reading Housing Authority is "a public body politic and corporate" duly organized and authorized by Massachusetts General Laws (MGL), Chapter 121B, s.3. The Authority receives its funds from the State and Federal government to assist our clients with their housing needs. Although the Authority does not receive any local funding, five volunteer Reading residents compose the Board of Commissioners. The Board of Selectmen appoints four of these

board members and one is the Governor's appointee. Each member serves for a 5-year term. The Board is responsible for the overall operation of the Authority. The day to day responsibility is delegated to the Executive Director.

The Board meets regularly and has scheduled their monthly meetings for the first Monday of each month. The Annual Meeting of the Board is currently scheduled for the month after the Selectmen makes their annual appointment of a Board member. Currently, the Board Members and their term of office are as follows:

Timothy J. Kelley 84 Woburn Street	Chair Term expires 6/30/2014
Kevin Mulvey 67 Whittier Road	Vice-Chair Term expires 6/30/2013
Mary Connors 52 Sanborn Street, #103	Treasurer and Tenant Representative Term expires 6/30/2012
Karen L. Flammia 19 Vista Avenue	Asst. Treasurer Term expires 6/30/2015
Diane Cohen 73 Hillcrest Avenue	Member and State Appointment Term expires 5/03/2016
Lyn E. Whyte 41 Shore Road, Saugus	Secretary and Executive Director

### **Administrative Staff**

The Board contracts an Executive Director who manages the day-to-day operations of the Authority. Within State and Federal guidelines and other budgetary limits, the Executive Director hires the supporting staff necessary to achieve the goals and responsibilities of the Authority's programs. The Executive Director, Lyn Whyte, is in a five-year contract that expires August 29, 2015.

### **Administration**

Lyn E. Whyte	Secretary and Executive Director
Catherine Sutherland	Office Manager
Kathleen Rolli	Federal Program Coordinator & Assistant Executive Director
Michelle Hudzik	State Program Coordinator
Katelyn Veglia	Part-time Program Assistant

### **Maintenance**

Frank Veglia	Maintenance Supervisor
Joseph Costello	Maintenance Staff

Kevin Boyle Maintenance Staff

### **Supportive Services Affiliations**

#### **Home Care**

Jacqueline Carson Sanborn Home Care Director  
Daniel J. O'Leary Director, Mystic Valley Elder Services  
Jane Burns Town of Reading Interim Elder/Human Services Administrator

#### **Financial Institutions**

Reading Cooperative Bank  
Eastern Bank  
BankNorth  
Mass. Municipal Depository Trust – Boston, MA

#### **Affiliations**

National Association of Housing and Redevelopment Officials (NAHRO)  
Massachusetts Chapter of National Association of Housing and Redevelopment Officials (MassNAHRO)  
New England Regional Council of National Association of Housing and Redevelopment Officials (NERC/NAHRO)  
Section 8 Administrators Association  
North Shore Housing Executive Directors' Association (NSHEDA)  
Adult Literacy Committee of Reading/Wakefield YMCA

#### **Consultants**

Accountants: Fenton, Ewald & Associates  
Legal: Charles Houghton, Esq. & DHCD Legal Counsel, Lori McBride

#### **Contractors**

Hiltz Waste Disposal	Bennett Construction
Avon Plumbing Supply	John's Sewer & Pipe Cleaning
Hodson S. M. Company, Inc	Powers Plowing Service
Roberto Bros. Landscaping	Atlas Alarm

## **Maintenance**

We do it all – from the beautiful paint job to the new appointments before you move into your new apartment. The maintenance staff meets the challenges on every occasion and has done an excellent job.

With the four seasons here in New England, maintenance has to be ready to take it all in stride. They do the spring clean-up and plantings; the summer mowing, watering, weeding and trimming; the fall leaf pick-up; and winter's snow and ice removal. The maintenance staff works tirelessly to keep our developments looking beautiful.

We have been lucky enough to have the assistance of the Work Release Program from the Middlesex Sheriff's Department. They have been exceptional in the work that they have done with our landscaping and painting projects. These programs are cost effective and have become a critical component to maintaining our properties. During the course of this past year, this program enabled us to maintain the grounds of our properties with a fall and spring clean up. In addition, the Community Room located within our elderly development called Tannerville, was painted. This project changed the look of these properties and it greatly enhanced their appearances. Additionally, with the assistance of this program, we painted a family residence this year. The properties needed a facelift and the Work Release Program afforded us the opportunity to enhance the appearance of those homes.

The Authority is responsible for 108 individual units located on 10 different sites. It is no easy task to keep each one looking in its top form. The maintenance staff is also responsible for the daily work orders and any emergency work that has to be done. The Authority has an extensive preventative maintenance program for all major components and has a cyclical paint schedule for all units.

## **2010 Grants Received**

Each year the Authority applies for several grants to improve our properties and better serve our residents and the community. Included in this year's awards were:

### **Modernization of State Housing**

American Recovery & Reinvestment Act-Weatherization Assistance Program (ARRAWAP) grant of \$55,120 to fund costs related to the heating system replacement at our state family developments was awarded to the RHA in 2010. However, the project was completed in 2011 with additional funding added to the original grant which provided RHA with the opportunity to replace more heating units than originally planned.

The Housing Authority also completed Capital Improvement Plans at various state locations in the Fall 2011 as a result of our state funding award of \$38,651 for fiscal year 2012; Oakland /

Waverly family development had new windows installed, along with new exterior entry doors and storm doors in all units. Our elderly development had 20% of their units fitted with new tub enclosures and our special needs home on Bancroft had new exterior doors and storm doors installed throughout that home. All of these improvements were a benefit to those families that live in our developments.

### **Supportive Services Grant – HUD**

No funding available since we no longer administer an FSS program.

### **Supportive Services Grant – State**

Funding of Resident Service Coordinator to address elderly/non-elderly needs for Frank D. Tanner Drive residents was approved; however, it is now categorized as an administrative expense.

### **Audits**

The Authority has a Single Audit of all programs by an independent auditor each year. Ross and Company of Nashua, NH was engaged to perform the latest review of the Authority's programs for fiscal year end June 2011. The audit was completed in October 11 and final submissions to designated agencies were completed in December 2011. The Authority had no findings or additional recommendations as a result of this latest audit. The Authority's financial position is adequate to meet the needs of the operation and development of the programs and we are fortunate to maintain a retained revenue agency status.

A compliance audit for FYE June 2008 and June 2009 was conducted by the Commonwealth of Massachusetts State Auditors office in February 2010 and completed with no findings. The Commonwealth conducts this audit every two years. Our next compliance audit for FYE June 2010 and June 2011 will not be scheduled until 2012.

### **Management Review**

The Authority has had a current Management Review done of all State programs. The Asset Managers from the State's Department of Housing and Community Development reviewed all the operations of the State programs to insure compliance in the daily operation of the Authority's budget, occupancy, administration, maintenance, services and tenant participation. The Authority received an excellent review with minor comments.

In regard to our federal program, the Authority submitted its annual Section 8 Management Assessment Program (SEMAP) reports for fiscal year end June 2011 to HUD for review and subsequent scoring. The purpose of SEMAP is to measure public housing authority performance in key areas of the Section 8 Housing Choice Voucher Program management. It is a tool used by HUD to effectively monitor and assist PHA's. It is our pleasure to report that the Reading Housing Authority received an overall score of 100 percent for the fiscal year ending June 30,

2011. As a result of this score, HUD designates the Authority as a "high performer" with credit going to Section 8 Program Coordinator, Kathy Rolli for her continued efforts in administering an ever-changing federal program. We will not submit additional SEMAP reports until fiscal year June 2013. These assessments are now performed every two years for an agency of our size per latest HUD changes.

### **State Programs**

The Authority currently manages the three programs under the State's Department of Housing and Community Development: 667 Housing (elderly/handicapped housing); 705 Housing (Family housing); 689 Housing (Special Needs Housing).

Our 667 wait lists are open at the present time; however, we are not accepting applications for our state family program at this time due to an estimated wait of fifteen years. We encourage applicants to apply for our elderly/handicapped (667) housing by contacting the Housing Authority at 781-944-6755 or by accessing the application on the Town of Reading website.

#### Housing for Elderly/Handicapped Persons (667)

80 units	Frank D. Tanner Drive Complex
Eligibility	60 years of age or disabled
Income	1 person - \$45,500 2 persons - \$52,000

#### Housing for Families (705)

6 units	Waverly and Oakland Road (six 3BR units)
4 units	Pleasant and Parker Street (two 2BR units; two 3BR units)
Eligibility	Family of 2 or more depending on Bedroom size
Income	2 persons - \$52,000 3 persons - \$58,500 4 persons - \$65,000 5 persons - \$70,200 6 persons - \$75,400 7 persons - \$80,600 8 persons - \$85,800

### **Federal Programs**

The Authority manages 125 subsidies for persons of very low income under the Federal Section 8 program. Currently, the RHA participates in a centralized waiting list administered by the MASSNAHRO organization. Applications for this wait list are available at the administration office building at 22 Frank D. Tanner Drive, Reading.

#### Section 8 Rental Assistance Income Limits

1 person - \$34,250	2 persons - \$39,150
3 persons - \$44,050	4 persons - \$48,900
5 persons - \$52,850	6 persons - \$56,750

7 persons - \$60,650

8 persons - \$64,550

#### RHA-Owned Properties

The Authority presently owns and manages sixteen family units located in various locations throughout the Town of Reading. We continue to pursue opportunities to expand low income housing units within the Town whenever possible.

### **Applications**

#### Elderly/Handicapped Housing (667)

The Authority manages 80 one-bedroom units of housing for elderly/handicapped persons at our Frank D. Tanner Drive complex in Reading. To qualify for this housing, a single person or couple must meet the eligibility guidelines and be 60 years of age or older or handicapped. The Authority sets aside 13.5% of these units for non-elderly handicapped persons.

The wait list is currently open for all seniors' 60 years of age and older. We encourage Reading residents to apply and are making special outreach efforts to elderly of minority representation. The 13.5% non-elderly handicapped requirement has been fulfilled but applications are still being accepted for our wait list. Non-elderly applicants will be served after the Authority has placed all qualified applicants if the 13.5% requirement has been met. You may obtain an application at the office of the Authority, 22 Frank D. Tanner Drive, Reading, MA 01867 or by accessing one online from the Town of Reading website.

#### Family Housing – State (705)

The Authority operates the State's Family Housing Program with 2 different developments. The first family housing development that was built by the Authority is located at Oakland and Waverly Roads and is called Waverly Oaks. There are six 3-bedroom units. Our second state family development is near the center of Town and is referred to as our Pleasant/Parker location. There are only four units available at this site. Our wait list is currently closed. Wait times for those presently on the list remains quite long.

#### Section 8 Federal Housing Assistance Program

Currently the wait list for our Section 8 Program is open. We now participate in the centralized wait list program initiated in December 2002 and administered by Mass NAHRO. Applications are available at our administrative office or online at [www.mnahro.org](http://www.mnahro.org). An application can be downloaded from that site and submitted to any agency participating in the centralized wait list program. There are currently over 85 member agencies taking part in that joint process. At present there are almost 100,000 families on this waitlist with waiting times for assistance quite long.

The State maintains a wait list for its programs through the Metropolitan Boston Housing Program (MBHP). Anyone seeking an emergency application should contact MBHP at 800-272-0990 to obtain an application. The local area service agency for emergency applicants is Community Service Network. You may contact them at 781-438-1977.

## **Summit Village First Time Homebuyers Program**

The Authority continues to oversee the maintenance of the wait list for qualified and eligible applicants for the affordable units at Summit Village through the First Time Homebuyers Program. We presently have nine potential buyers on our waitlist. During the past year, no affordable unit was made available and subsequently sold at an affordable price to a family on our wait list.

The “affordable” owners must have a fair market appraisal done; the Authority reviews the appraisal and if accepted, provides the owner with the maximum resale price for the affordable unit. If the owner has a friend who would be eligible and income-qualified, then the Authority reviews their qualifications and provides them with an “Eligible Purchaser Certificate”. If the owner wishes to select an applicant from the wait list, the Authority would send the next available and eligible buyer’s name to the owner to negotiate the sale.

Interested applicants may pick up applications packets at the Town Clerk’s office in Town Hall; at the Reference Desk at the Reading Public Library; or at the office of the Reading Housing Authority, 22 Frank D. Tanner Drive. When making an application, a \$10 fee made payable to the “Reading Housing Authority” must be included along with all pertinent documentation. If the family applying for the affordable unit is headed by 2-persons, both parties must execute the application as applicant and co-applicant.

Income from all family members age 18+ is included in family income for eligibility. However, if the income of one of these persons is from a dependent (not spouse) who is a full-time student, then a deduction for out of pocket expenses for books, tuition, fees and/or travel is allowed. Documentation from the school must be provided and verification for employment and expenses must be provided with the application. All persons must sign a “Release of Information” to have their documentation verified by the Authority. Highlights of the program are:

- |                              |  |
|------------------------------|--|
| <b>First Time Homebuyer</b>  | Cannot have owned a home within the last 3 years; divorced persons cannot currently own home but 3 year restriction is excused.  |
| <b>Maximum Family Income</b> | Currently, the maximum family income cannot exceed 80% of FY 2010 Medium Family Income presently set at \$91,800 (effective 5/14/10) for all persons in the family from all sources (wages, interest, dividends, etc.) |
| <b>Family Housing</b>        | The 2 bedroom units must have a minimum family size of 2 persons. The maximum number of persons that can qualify for a 2-bedroom unit would be 4 persons.  |

The 3 bedroom units must have a minimum of 3 persons with 2 being minor children living in the household. The maximum number of persons that would qualify for a 3-bedroom unit would be 6 persons.

**Affordable Price**

The affordable price is based on a 20% discount from the current fair market appraisal of the unit, which must be verified by the Authority.

**Deed Restriction**

Anyone wishing to purchase an "affordable" unit should be aware that a permanent deed restriction would be recorded with their deed. This restriction states that the unit must be sold to a qualified and eligible purchaser at a 20% discount from the fair market value as approved by the Reading Housing Authority.

**Single Persons**

Applications are accepted from single family households but persons on the single person wait list will be chosen only after all the eligible family applicants have been served.

**Local Preference**

Applicants from the Town of Reading are given preference over other applicants if their application is made on the same day. This local preference is given if a person is employed in the Town of Reading; has a business or enterprise in Reading which has been established for one or more years; if they are parents of a school child in Reading; persons who were residents of Reading for 5 or more years.

**Conclusion**

The Reading Housing Authority is proud to provide this information to you. Anyone interested in obtaining an application for any of our housing programs: elderly/handicapped housing, state family or the Federal Section 8 Rental Assistance Program, should contact the authority at 22 Frank D. Tanner Drive or by calling the office at 781-944-6755.

# COMMONWEALTH OF MASSACHUSETTS

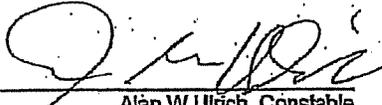
Middlesex, ss. Officer's Return, Reading:

By virtue of this Warrant, I, on March 4, 2011 notified and warned the inhabitants of the Town of Reading, qualified to vote on Town affairs, to meet at the place and at the time specified by posting attested copies of this Town Meeting Warrant in the following public places within the Town of Reading:

Precinct 1	J. Warren Killam School, 333 Charles Street
Precinct 2	Peter Sanborn Place, 50 Bay State Road
Precinct 3	Reading Police Station, 15 Union Street
Precinct 4	Joshua Eaton School, 365 Summer Avenue
Precinct 5	Town Hall, 16 Lowell Street
Precinct 6	Austin Preparatory School, 101 Willow Street
Precinct 7	Reading Library, Local History Room, 64 Middlesex Avenue
Precinct 8	Wood End School, 85 Sunset Rock Lane

The date of posting being not less than fourteen (14) days prior to April 5, 2011, the date set for the Local Election in this Warrant.

I also caused a posting of notice of this Warrant will be published on the Town of Reading website on March 4, 2011.

  
Alan W Ulrich, Constable

A true copy Attest:

  
Laura Gemme, Town Clerk

**TOWN WARRANT  
(SEAL)  
COMMONWEALTH OF MASSACHUSETTS**

Middlesex, ss.

To any of the Constables of the Town of Reading, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Reading, qualified to vote in the Local Elections and Town affairs, to meet in the following place designated for the eight precincts in said Town, namely:

**Precincts 1, 2, 3, 4, 5, 6, 7 and 8**  
**Reading Memorial High School, Hawkes Field House, Oakland Road**

TUESDAY, the FIFTH DAY OF APRIL, A.D., 2011  
from 7:00 a.m. to 8:00 p.m. to act on the following Articles, viz:

**ARTICLE 1** To elect by ballot the following Town Officers:

A Moderator for one year;  
Two members of the Board of Selectmen for three years;  
One member of the Board of Assessors for three years;  
Two members of the Board of Library Trustees for three years;  
One member of the Municipal Light Board for three years;  
Two members of the School Committee for three years; and  
Sixty Eight Town Meeting Members shall be elected to represent each of the following precincts:

Precinct 1 Eight members for three years;  
Precinct 2 Eight members for three years;  
One member two years;  
Precinct 3 Eight members for three years;  
Two members two years;  
Precinct 4 Eight members for three years;  
Precinct 5 Eight members for three years;  
Precinct 6 Eight members for three years;  
One member two years;  
Precinct 7 Eight members for three years; and  
Precinct 8 Eight members for three years.

To vote on the following two questions:

**Question 1:**

Shall the Town of Reading approve the amendments to Article 4 of the Reading Home Rule Charter, proposed by the November 8, 2010 Subsequent Town Meeting, which are summarized below:

**Article 4 – Appointed Boards and Committees**

**Section 4-10 (a)** This section will be deleted to eliminate the Land Bank Committee.

Section 4-10 (b) This section is relettered as Section 4-10 (a).

Section 4-10 (c) This section is relettered as Section 4-10 (b).

Yes \_\_\_\_\_ No \_\_\_\_\_

**Question 2:**

Shall the Town of Reading approve the amendments to Article 2 of the Reading Home Rule Charter, proposed by the November 8, 2010 Subsequent Town Meeting, which are summarized below:

Article 2 – Representative Town Meeting

Section 2-15: Referendum Procedure This amendment clarifies the process for filing a referendum petition to submit an affirmative vote of the Town Meeting to the voters in the form of a ballot question, and establishes the form of the petition to be circulated for signatures. The amendment requires that the ballot question be set forth at the top of each petition form and be identical to the ballot question that will appear on the official ballot. Circulators may make additional copies of the petition form but each copy must be an exact duplicate. The petition form must have language advising voters that it may not be altered in any way, and that no extraneous markings may appear on the petition form or the signatures on that petition form may be invalidated. Extraneous markings do not include signatures and addresses. The petition form must also include language advising that only the signatures of registered voters will be valid, that the petition form should not be signed more than once, and that they may authorize another person to write their name and address on the petition form if they are physically unable to do so. The back of each petition form shall instruct voters to read the signer information on the front before signing. In addition to certifying signatures, the amendment authorizes the Board of Registrar of Voters to examine the petition forms for alterations and extraneous markings.

In addition, the separate paragraphs of Section 2-15 have been given lettered subsections.

Yes \_\_\_\_\_ No \_\_\_\_\_

and to meet at the Reading Memorial High School, 62 Oakland Road, in said Reading on

MONDAY, the TWENTY-FIFTH DAY OF APRIL A.D., 2011

at seven-thirty o'clock in the evening, at which time and place the following Articles are to be acted upon and determined exclusively by Town Meeting Members in accordance with the provisions of the Reading Home Rule Charter.

**ARTICLE 2** To hear and act on the reports of the Board of Selectmen, Town Accountant, Treasurer-Collector, Board of Assessors, Director of Public Works, Town Clerk, Tree Warden, Board of Health, School Committee, Contributory Retirement Board, Library Trustees, Municipal Light Board, Finance Committee, Cemetery Trustees, Community Planning & Development Commission, Town Manager and any other Official, Board or Special Committee.

Board of Selectmen

**ARTICLE 3** To choose all other necessary Town Officers and Special Committees and determine what instructions shall be given Town Officers and Special Committees, and to see what sum the Town will vote to appropriate by borrowing or transfer from available funds, or otherwise, for the purpose of funding Town Officers and Special Committees to carry out the instructions given to them, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 4** To see if the Town will vote to amend the FY 2011 - FY 2020 Capital Improvements Program as provided for in Section 7-7 of the Reading Home Rule Charter and as previously amended, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 5** To see if the Town will vote to amend one or more of the votes taken under Article 12 of the Warrant of the Annual Town Meeting of April 26, 2010 as amended under Article 4 of the warrant of the Subsequent Town Meeting of November 10, 2010; and to see what sum the Town will vote to appropriate by borrowing or transfer from available funds, or otherwise, as the result of any such amended votes for the operation of the Town and its government, or take any other action with respect thereto.

Finance Committee

**ARTICLE 6** To see if the Town will vote to authorize the payment during Fiscal Year 2011 of bills remaining unpaid for previous fiscal years for goods and services actually rendered to the Town, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 7** To see what sum the Town will vote to appropriate by borrowing, whether in anticipation of reimbursement from the State under Chapter 44, Section 6, Massachusetts General Laws, or pursuant to any other enabling authority or from the tax levy, or transfer from available funds, or otherwise, for highway projects in accordance with Chapter 90, Massachusetts General Laws, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 8** To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, permanent and temporary construction easements upon and over a portion of certain properties located at Woburn Street, Sunnyside Avenue, Washington Street, Prescott Street and Fairview Avenue, as shown on a plan entitled "Massachusetts Department of Transportation, Highway Division, Safe Routes to School, Parker Middle School, Woburn Street-Washington Street-Sunnyside Avenue, Preliminary Right of Way in the City of Reading, Middlesex County, 25/75% Submission, November 3, 2010" a copy of which is on file in the Town Clerk's Office, upon such terms and conditions as the Board of Selectmen shall determine to be appropriate, for the purpose of constructing and maintaining sidewalks; and, further, to see if the Town will

vote to raise, appropriate, transfer from available funds, accept gifts or borrow a sum of money for this purpose and any expenses related thereto, and to authorize the Board of Selectmen to enter into all agreements and take all related actions necessary or appropriate to carry out this acquisition, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 9** To see if the Town will vote to accept the following roads as public ways pursuant to M.G.L. c.82, in accordance with the layouts adopted by the Board of Selectmen and on file with the Office of the Town Clerk:

- Pondview Lane

and to authorize the Board of Selectmen to accept deeds of easement and for the fee in said roads; and to authorize the Board of Selectmen to purchase, or take such ways in fee or rights of easement by eminent domain under the provisions of M.G.L. c.79;, or to acquire said lands in fee or rights of easement therein by purchase, gift or otherwise, and to assess betterments therefore pursuant to M.G.L. c.80; and to see what sum the Town will raise by borrowing, or from the tax levy, or transfer from available funds, or otherwise, and appropriate for the acquisition of said lands or easements therein or for payment of any eminent domain damages and for the construction of said ways, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 10** To see if the Town will vote to authorize the Board of Selectmen to sell, or exchange, or dispose of, upon such terms and conditions as they may determine, various items of Town tangible property, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 11** To see if the Town will vote to approve the FY 2012 – FY 2021 Capital Improvements Program as provided for in Section 7-7 of the Reading Home Rule Charter, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 12** To see if the Town will vote to approve the preliminary design for the renovation and expansion of the Reading Public Library design as shown on the architectural schematics included in the background materials, or take any other action with respect thereto.

Library Board of Trustees

**Article 13** To see if the Town will vote to authorize the Board of Selectmen to enter into a lease of the existing indoor ice skating rink known as the Burbank Ice Arena, and the parking areas and accompanying land, all known as 51 Symonds Way, Reading, Massachusetts, and shown as lot 54 and a part of Lot 56' on Reading Assessors' Map 41, to a non-profit organization, organized under the laws of the Commonwealth of Massachusetts, and that has been determined by the Internal Revenue Service to be an organization qualified under Section 501(c)(3) of the Internal Revenue Code, and that has at least ten years of experience in the operation of a skating rink, for the purpose of operating an ice skating rink, with usage preference for the residents of the Town, for an initial term of ten (10)

years, with up to two options to extend the lease term for up to ten years each; with the net income from the rinks operations, after deducting (a) operational, maintenance and repair costs and expenses, and (b) the funding of a cash reserve fund to cover capital replacements and contingencies, to be paid to the Town of Reading, Massachusetts, such rental payments to the Town to be made no less frequently than annually and upon such other lease terms and conditions as the Board of Selectmen deem appropriate; or take any action in relation thereto.

Board of Selectmen

**ARTICLE 14** To see if the Town will vote to authorize revolving funds for certain Town Departments under Massachusetts General Laws, Chapter 44, Section 53E ½ for the fiscal year beginning July 1, 2011 with the receipts, as specified, credited to each fund, the purposes, as listed, for which each fund may be spent, the maximum amount that may be spent from each fund for the fiscal year, and the disposition of the balance of each fund at fiscal year end.

Revolving Account	Spending Authority	Revenue Source	Allowed Expenses	Expenditure Limits	Year End Balance
Conservation Commission Consulting Fees	Conservation Commission	Fees as provided for in Reading General Bylaws Section 5.7, Wetlands Protection	Consulting and engineering services for the review of designs and engineering work for the protection of wetlands.	\$25,000	Available for expenditure next year
Inspection Revolving Fund	Town Manager	Building Plumbing, Wiring, Gas and other permits for the Oaktree, Addison-Wesley/Pearson and Johnson Woods developments	Legal, oversight and inspection, plan review, initial property appraisals and appeals, Community Services general management, curb sidewalks and pedestrian safety improvements, records archiving and other project related costs.	\$200,000	Available for expenditure next year
Public Health Clinics and Services	Board of Health	Clinic Fees and third party reimbursements	Vaccines, materials for screening clinics and clinical supply costs, medical equipment and supplies, immunizations, educational materials	\$25,000	Available for expenditure next year
Library Materials	Library Director and	Charges for lost or damaged Library	Acquire Library materials to replace	\$15,000	Available for expenditure

Replacement	Trustees	materials	lost or damaged items		next year
Mattera Cabin Operating	Recreation Administrator	Rental Fees	Utilities and all other maintenance and operating expenses	\$10,000	Available for expenditure next year

or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 15** To see if the Town will vote pursuant to Massachusetts General Laws Chapter 30B, Section 12 to authorize the School Committee to enter into a contract or contracts including all extensions renewals and options for school bus transportation for a period greater than three years but not exceeding 5 years upon such terms and conditions determined by the School Committee, or take any other action with respect thereto.

School Committee

**ARTICLE 16** To see if the Town will vote to supplement debt authorized under Article 9 of the 2010 Subsequent Town Meeting for the so called "Green Repair" program and if so, to see what sum the Town will raise by borrowing or transfer from available funds, or otherwise, and appropriate for the purpose of making improvements including but not limited to repairing and/or replacing roofs and/or windows at the Killam School and/or Birch Meadow School, including the costs of consulting services, audits, plans, documents, cost estimates, bidding services, and all related expenses incidental thereto and necessary in connection therewith, said sum to be expended by and under the direction of the School Committee and/or the Superintendent of Schools; and to see if the Town will authorize the School Committee, Board of Selectmen, Superintendent of Schools, Town Manager, or any other agency of the Town, to apply for a grant from the Massachusetts School Building Authority or any other source of funding, to be used to defray the cost of all, or any part of such improvements; and to authorize the School Committee and/or the Superintendent of Schools and/or the Town Manager to enter into any and all contracts and agreements as may be necessary to carry out the purposes of this Article, or take any other action with respect thereto.

School Committee

**ARTICLE 17** To see if the Town will vote accept the supplemental annual allowance of \$9,000 for widow(er)s of disability retirees as provided in section 101 of Chapter 32 of the Massachusetts General Laws, or take any other action with respect thereto.

Contributory Retirement Board

**ARTICLE 18** To see if the Town will vote to delete Section 5.15 – Storing or Handling of Crude Petroleum or any Crude Petroleum Products, of the Reading General Bylaw, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 19** To see if the Town will vote to amend Section 5.13 – "Demolition of Structures of Potentially Historical Significance" of the Reading General Bylaw, by deleting

the term "twelve (12) months" from Section 5.13.3.6 thereof, and inserting in its place "six (6) months" so that section reads in its entirety: (note – cross-through represents language to be eliminated and **bold** represents new language)

**5.13.3.6** If the Commission determines that the demolition of the Potentially Significant Structure would be detrimental to the historical or architectural heritage or resources of the Town, such structure shall be considered a Preferably Preserved Historic Structure. The Commission shall so advise the applicant and the Building Inspector, and a Demolition Permit may be delayed up to ~~twelve (12)~~ **six (6)** months after the conclusion of the hearing during which time alternatives to demolition shall be considered. The Commission shall offer the owner information about options other than demolition, such as resources in the preservation field, the Massachusetts Historical Commission, the Town Planner, and other interested parties that General Bylaws 69 Amended through March 2010 might provide assistance in preservation, funding and/or adaptive reuse.

or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 20** To see if the Town will vote to delete in its entirety, Section 5.16 of the Reading General Bylaw, and insert in its place the following new Section 5.16,

**5.16 Outdoor Loudspeakers and Public Address Systems**

No commercial establishment (except for restaurants as noted below) shall install or operate any outdoor loudspeaker or public address system on its premises except for the sole purpose of direct communication with a customer to assist that customer or to conduct a specific business transaction at the commercial establishment, as for example at a drive-up window of a fast food or banking establishment, or at self-service gasoline pumps. Any such loudspeaker or public address system shall be operated only during the regular business hours of the establishment. The owner of the establishment shall at all times ensure that the volume of sound produced outdoors by such loudspeaker or public address system shall be such as not to be audible from any portion of a public way or residential property.

Restaurants, except drive-through food establishments, may provide outdoor loudspeakers for the purpose of providing music for their patrons while dining, provided that such music is not audible from any portion of a public way or abutting property. Any such loudspeaker shall be operated only during the regular business hours of the establishment.

or take any other action with respect thereto:

Board of Selectmen

**ARTICLE 21** To see if the Town will vote to amend the General Bylaws of the Town of Reading by deleting Section 5.2.4, and by adding a new section 5.19 as follows:

**5.19** Snow and Ice Removal

**5.19.1** Residences. The owner or occupant of any residentially zoned land abutting a paved sidewalk that has been designated by the Board of Selectmen as a walking route in the Town shall cause all snow and ice to be removed from said sidewalk by plowing, shoveling, scraping or otherwise so as not to damage such sidewalk, and within eight hours between sunrise and sunset

after such snow and ice have come upon the sidewalk. At a minimum, only so much of said sidewalk that meets the Americans with Disabilities Act (ADA) requirements for a minimum cleared width of thirty six inches (36') shall be required. Violations of this section shall be punishable by a fine of \$25 per day that the snow and ice are not so removed. The provisions of this bylaw may be enforced through the non-criminal disposition method as provided in M.G.L. c. 40, § 21D and Section 5.11 of this Bylaw. For the purpose of non-criminal disposition, the following shall be enforcing persons: Police Officers.

The Board of Selectmen is authorized to exempt citizens from the requirements of this section upon petition showing demonstrable extreme hardship due to a combination of health and financial duress.

5.19.2 Apartments / Condominiums. The owner of any residential property utilized for apartment house or multi unit condominium use that abuts a paved sidewalk in the Town shall cause all snow and ice to be removed from the entire width of such sidewalk by plowing, shoveling, scraping or otherwise so as not to damage such sidewalk, and within the first three hours between sunrise and sunset after such snow and ice have come upon such sidewalk. Violations of this section shall be punishable by a fine of \$25 per day that the snow and ice are not so removed. The provisions of this bylaw may be enforced through the non-criminal disposition method as provided in M.G.L. c. 40, § 21D and Section 5.11 of this Bylaw. For the purpose of non-criminal disposition, the following shall be enforcing persons: Police Officers.

5.19.3 Businesses. The owner or occupant of any land abutting upon a paved sidewalk of a public way in this Town, which said property is zoned or used for business purposes shall cause all snow and ice to be removed from the entire width of such sidewalk. Such snow and ice shall be so removed by plowing, shoveling, scraping or otherwise so as not to damage such sidewalk, and within the first three hours between sunrise and sunset after such snow and ice has come upon such sidewalk. Violations of this section shall be punishable by a fine of \$25 per day that the snow and ice are not so removed. The provisions of this bylaw may be enforced through the non-criminal disposition method as provided in M.G.L. c. 40, § 21D and Section 5.11 of this Bylaw. For the purpose of non-criminal disposition, the following shall be enforcing persons: Police Officers.

5.19.4 In addition to the remedies provided above, the Board of Selectmen may, in its discretion, after due notice to the owner of the real property and an opportunity to be heard, perform or otherwise cause the clearing or treating of snow and/or ice to be performed and recover from said owner the expense therefore which shall not exceed \$500.00 per occurrence. Such expense shall constitute a municipal charge lien against the real property as provided in M.G.L. c. 40, § 58.

5.19.5 No person shall move or remove snow or ice from private lands upon any public street, sidewalk or common land of the Town in such a manner as to obstruct or impede the free passage of vehicular or pedestrian traffic upon the street, sidewalk or common land of the Town, unless he has first obtained a permit therefore issued by the Director of Public Works. No person shall lay, throw, place, or cause to be placed any ice or snow on any portion of any street, sidewalk, or common land within the Town.

or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 22** To see if the Town will vote to amend the Reading Home Rule Charter as follows: (note – ~~cross-through~~ represents language to be eliminated and **bold** represents new language)

by removing "Board of Assessors" in the first paragraph of Section 3.1 so that the paragraph reads as follows:

**Section 3-1: General Provisions**

The offices to be filled by the voters shall be the Board of Selectmen, School Committee, ~~Board of Assessors~~, Board of Library Trustees, Municipal Light Board, Moderator, Vocational School Representative and such members of regional authorities or districts as may be established by statute, interlocal agreement or otherwise,

to re-number Section 3.6 as Section 4-10, and to amend the language in the new Section 4-10 to read as follows:

**Section ~~3-6~~ 4-10: Board of Assessors**

There shall be a Board of Assessors consisting of three (3) members elected **appointed** for three (3) year terms so arranged that one (1) term shall expire each year. **The terms of the members of the Board of Assessors shall expire on the first day of July.**

**Members of the Board of Assessors shall be appointed by an Appointment Committee chaired by the Moderator, consisting of the Moderator who shall have one vote, the Chairman of the Board of Selectmen who shall have one vote, and the Chairman of the Finance Committee who shall have one vote. Any vacancy on the board shall be filled by the Appointment Committee.**

The Board of Assessors ~~may appoint property appraisers and~~ shall have all the powers and duties given to Boards of Assessors by the Law of the Commonwealth not inconsistent with this Charter,

to renumber the present Section 4.10 as Section 4.11,

or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 23** To see if the Town will vote to amend Section 4.3.3 of the Town of Reading Zoning By-Laws as follows: (note – ~~cross-through~~ represents language to be eliminated and **bold** represents new language)

**4.3.3. SITE PLAN REVIEW**

4.3.3.1. Applicability. The following types of activities and uses require site plan review by the CPDC: ***Routine maintenance or replacement in-kind is exempt.***

- a. ***Any exterior construction, or alteration or expansion of more than five hundred (500) gross square feet of an institutional, commercial, industrial, or multi-family structure with four or more dwelling units;***  
~~Construction, exterior alteration or exterior expansion of, or change of use within an institutional, commercial, industrial, or multi-family structure with four or more dwelling units;~~
- ~~b. Construction or expansion of a parking lot for an institutional, commercial, industrial, or multi-family structure or purpose.~~
- b. ***A change of use within an institutional, commercial, industrial, or multi-family structure;***
- c. ***Interior renovations over two thousand (2,000) gross square feet;***
- d. ***Construction or expansion of a parking lot for an institutional, commercial, industrial, or multi-family structure or purpose.***

4.3.3.2. Procedures. Applicants for site plan approval shall submit twelve (12) copies of the site plan to the CPDC for review, and within three (3) days thereafter request a determination from the Town Planner on completeness of application. The Town Planner shall make a determination of completeness within thirty (30) days of receipt of such application. The CPDC shall review and act upon the site plan, with such conditions as may be deemed appropriate, within sixty (60) days of its determination of completeness, and notify the applicant of its decision. The decision of the CPDC approving site plan review, shall be a majority of the commission and shall be in writing. No building permit or certificate of occupancy shall be issued by the Building Inspector without the written approval of the site plan by the CPDC, or unless 60 days lapse from the date of a determination of completeness of the site plan without action by the CPDC.

4.3.3.3. Requirements:

4.3.3.3.1. Where the CPDC serves as the special permit granting authority for proposed work, it shall consolidate its site plan review and special permit procedures.

4.3.3.3.2. The applicant may request, and the CPDC may grant by majority vote, an extension of the time limits set forth herein.

4.3.3.3.3. No deviation from an approved site plan shall be permitted without modification thereof approved by CPDC.

4.3.3.4. Preparation of Plans. Applicants are invited to submit a pre-application sketch of the proposed project to the CPDC and to schedule a comment period at a regular meeting of the CPDC. Site plans shall be submitted on 24-inch by 36-inch sheets, or larger if necessary for clarity. Plans shall be prepared by a registered professional engineer, registered land surveyor, architect or landscape architect, as appropriate. Dimensions and scales shall be adequate to determine that all requirements are met and to make a complete analysis and evaluation of the proposal.

4.3.3.5. Contents of Plan. The contents of the site plan are as follows:

4.3.3.5.1. Five (5) separate plans prepared at a scale of one (1) inch equals twenty (20) feet or forty (40) feet or such suitable scale as may be approved by the CPDC. The plans are as follows:

- a. Site layout, which shall contain the boundaries of the lot(s) in the proposed development, proposed structures, drives, parking, fences, walls, walks, outdoor lighting, loading facilities, and areas for snow storage after plowing. The first sheet in this plan shall be a locus plan, at a scale acceptable to the CPDC, showing the entire project and its relation to existing areas, buildings and roads for a distance of one thousand (1,000) feet from the project boundaries or such other distance as may be approved or required by the staff.
- b. Topography and drainage plan, which shall contain the existing and proposed final topography at two-foot intervals and plans for handling storm water drainage, including resource area delineation.
- c. Utility plan which shall include all facilities for refuse and sewerage disposal or storage of all wastes, the location of all hydrants, fire alarm and fire fighting facilities on and adjacent to the site, all proposed recreational facilities and open space areas, and all wetlands including flood plain areas.
- d. Architectural plans, which shall include the floor plans and architectural elevations of all proposed buildings and a color rendering or photographs of similar structures.
- e. Landscaping plan, showing the limits of work, existing tree lines, and all proposed landscape features and improvements including screening, planting areas with size and type of stock for shrub or tree, and including proposed erosion control measures.

4.3.3.5.2. The site plan shall be accompanied by a written statement indicating the estimated time required to complete the proposed project and any and all phases thereof.

4.3.3.5.3. A written summary of the contemplated projects shall be submitted with the site plan indicating, where appropriate, the number of dwelling units to be built and the acreage in residential use, the evidence of compliance with parking and off-street loading requirements, the forms of ownership contemplated for the property and a summary of the provisions of any ownership or maintenance thereof, identification of all land that will become common or public land, and any other evidence necessary to indicate compliance with this By-Law.

4.3.3.5.4. The site plan shall be accompanied by drainage calculations by a registered professional engineer. Storm drainage design must conform to the Town of Reading subdivision regulations and Department of Environmental Protection storm water regulations.

4.3.3.5.5. The CPDC may require a narrative statement detailing the impact of the proposed use on municipal services and the environment, lighting, traffic,

hazardous materials storage, trash, hours of operation and construction impacts.

- 4.3.3.5.6. Certification that the proposal is in compliance with the provisions, if applicable, of the Americans with Disabilities Act and the Massachusetts Architectural Barriers Board.
- 4.3.3.5.7. All plans submitted shall be in digital format as well as prints as approved by the Town Engineer. Number of prints submitted shall be determined by the Town Planner.
- 4.3.3.6. Approval. Site plan approval shall be granted upon determination by the CPDC that the plan meets the following objectives. The CPDC may impose reasonable conditions at the expense of the applicant, including performance guarantees, to promote these objectives. Any new building construction or other site alteration shall provide adequate access to each structure for fire and service equipment and adequate provision for utilities and storm water drainage consistent with the functional requirements of the CPDC's Subdivision Rules and Regulations. New building construction or other site alteration shall be designed in the site plan, after considering the qualities of the specific location, the proposed land use, the design of building form, the grading, egress points, and other aspects of the development, so as to:
- a. Minimize the volume of cut and fill, the number of removed trees 6" caliper or larger, the length of removed stone walls, the area of wetland vegetation displaced, the extent of storm water flow from the site, soil erosion, and the threat of air and water pollution;
  - b. Maximize pedestrian and vehicular safety both on the site and approach/egression from it;
  - c. Minimize obstruction of scenic views from publicly accessible locations;
  - d. Minimize visual intrusion by controlling the visibility of parking, storage, or other outdoor service areas viewed from public ways or premises residentially used or zoned through the use of landscaping and fencing;
  - e. Minimize glare from headlights and lighting intrusion;
  - f. Minimize unreasonable departure from the character, materials, and scale of buildings in the vicinity, as viewed from public ways and places;
  - g. Minimize contamination of groundwater from on-site wastewater disposal systems or operations on the premises involving the use, storage, handling, or containment of hazardous substances;
  - h. Ensure compliance with the provisions of the Zoning By-Law;
  - i. Maximize property enhancement through use of landscaping and other site amenities;
  - j. Minimize environmental impacts to adjacent properties through hours of operation, deliveries, noise, rubbish removal and storage.

4.3.3.7. Lapse. Site plan approval shall lapse after two (2) years from the grant thereof if a substantial use thereof has not sooner commenced except for good cause. Such approval may, for good cause, be extended in writing by the CPDC upon the written request of the applicant.

4.3.3.8. Regulations. The CPDC may adopt and from time to time amend reasonable regulations for the administration of these site plan guidelines.

4.3.3.9. Fee. The CPDC may adopt reasonable administrative fees and technical review fees for site plan review at levels necessary to cover costs. The CPDC may also require the applicant to fund professional review of the filing.

4.3.3.10. Appeal. The appeal of any decision of the CPDC hereunder shall be made in accordance with the provisions of Mass. Gen. L. Ch. 40A. §17.

4.3.3.11. Exemptions:

~~Site plan review shall not be required for the following:~~

- ~~a. The construction is solely for the maintenance or repair of the existing structure;~~
- ~~b. The construction, expansion or alteration of a building or structure does not exceed three hundred (300) gross square feet, or such alteration involves only interior renovation of less than one thousand (1,000) gross square feet;~~
- ~~c. The construction, expansion or alteration only involves the modification of internal electrical, plumbing or mechanical systems.~~

4.3.3.12.1. Waiver of Site Plan:

**4.3.3.11. Minor Site Plan Review:**

The Community Planning and Development Commission *or the Town Planner by administrative approval* may waive **grant approval for a minor site plan review** with or without conditions **provided the proposed construction, expansion or alteration will not result in any adverse impact in the areas described in Sections 4.3.3.5 or 4.3.3.6 and for any of the following reasons provided however that the property has not been approved for a minor site plan review within the last three (3) years;** the requirement for site plan review for any of the following three reasons:

- a. The construction, expansion or alteration only involves the interior renovation of an existing space **such as plumbing, electrical, furniture, fixtures, mechanical systems, or interior changes to comply with the current building code such as handicap accessibility.** and the proposed changes will not result in an adverse impact in the areas described in Sections 4.3.3.5 or 4.3.3.6.
- b. The proposed change in use is in the same use category and will not result in an adverse impact in the areas described in Sections 4.3.3.5 or 4.3.3.6.
- c. The property has undergone **been developed according to a full** site plan review and approval within the past five years. and the proposed

~~changes will not result in an adverse impact in the areas described in Sections 4.3.3.5 or 4.3.3.6.~~

If the Community Planning and Development Commission or *Town Planner* does not act within ~~60~~ 30 days of receiving a complete *waiver Minor Site Plan Review Project* request, the waiver shall be deemed granted.

4.3.3.12.1. Waiver of Loading Zone Space Requirements:

The Community Planning and Development Commission may waive the requirements of 6.1.1.3 as to the number of loading zone spaces, provided there is no adverse impact in the areas described in Section 4.3.3.6., or take any other action with respect thereto.

4.3.3.12.2. Waiver of Parking, Loading Space and Related Design Requirements in the Business C District.

Upon the applicant's request and submission of supporting documentation, the community Planning and Development Commission may waive or reduce the requirements under Section 6.1.1.3 and Section 6.1.2, provided there is no adverse impact in the areas described in Section 4.3.3.6.

or take any other action with respect thereto.

Community Planning and  
Development Commission

**ARTICLE 24** To see if the Town will vote to approve an Affordable Housing Trust Fund Allocation Plan pursuant to Chapter 140 of the Acts of 2001 entitled "AN ACT AUTHORIZING THE TOWN OF READING TO ESTABLISH AN AFFORDABLE HOUSING TRUST FUND", or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 25** To see if the Town will vote to sell at public auction the southwesterly section of Lot 28-202 (Pearl and Audubon) of the Board of Assessors' map together with the former public way known as Pearl Street, said auction to be held on or before December 31, 2011, or take any other action with respect thereto.

By Petition

**ARTICLE 26** To see if the Town will vote to authorize the Board of Selectmen to sell or dispose of, upon such terms and conditions as they may determine, the following real estate properties as shown on the Board of Assessors' Map, 38-54 Birch Road, 8-11 Fairmount Road, 33-37 Main Street, 23-62 Torre Street, 27-210 Locust Street, 17-215 Green Street, 32-13 off Parkman Road, 23-70 Bay State Road and 21-147 Kingston Street, or take any other action with respect thereto.

By Petition

**ARTICLE 27** To see if the Town will vote to sell at public auction Lot 9-3 (Lothrop Road) of the Board of Assessors' Map, said auction to be held on or before December 31, 2011, or take any other action with respect thereto.

By Petition

**ARTICLE 28** To see if the Town will vote to determine how much money the Town will appropriate by borrowing, or from the tax levy, or transfer from available funds, or otherwise, for the operation of the Town and its government for Fiscal Year 2012- beginning July 1, 2011, or take any other action with respect thereto.

Finance Committee

**ARTICLE 29** To see if the Town will vote to appropriate funds from the tax levy, or transfer from available funds or otherwise to the Employee Sick Leave Buy-back and Vacation Leave Buyback Stabilization Fund, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 30** To see if the Town will vote, pursuant to Section 2-6 of the Reading Home Rule Charter, to declare the seats of certain Town Meeting Members to be vacant and remove certain described persons from their position as Town Meeting Members for failure to take the oath of office within 30 days following the notice of election or for failure to attend one half or more of the Town Meeting sessions during the previous year, or take any other action with respect thereto:

Precinct 2

Lizabeth Ann Malinski  
Gerard McDonald  
John B. Sullivan  
Kim Marie Sullivan  
Richard J. Moore  
Robert R. Morelli  
Brooks E. Rice  
Joseph T. Connearney Sr.  
Wei E. Lam  
George A. Snow

Precinct 3

David A. Craven  
Anthony D'Arezzo

Precinct 5

Susan A. Giacalone

Precinct 6

Jacquelyn A. Mandell  
Allison M. Piper  
Steven L. Cool  
Rick D'Angelo  
Chad R. Smith

Precinct 7

Mario A. Jarrin Hurtado  
Nancy B. Matheson

Precinct 8

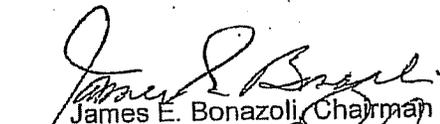
Patricia Beckman  
William O. Finch  
Donald J. Golini  
Robert I. Nordstrand

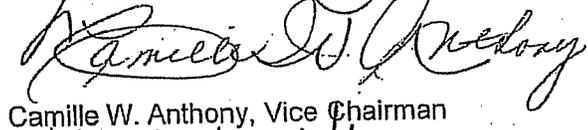
Board of Selectmen

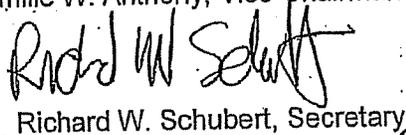
and you are directed to serve this Warrant by posting an attested copy thereof in at least one (1) public place in each precinct of the Town not less than fourteen (14) days prior to April 5, 2011, the date set for the Election in said Warrant, or providing in a manner such as electronic submission, holding for pickup or mailing, an attested copy of said Warrant to each Town Meeting Member.

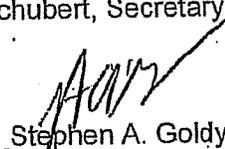
Hereof fail not and make due return of this Warrant with your doings thereon to the Town Clerk at or before the time appointed for said meeting.

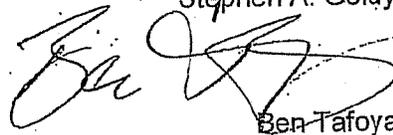
Given under our hands this 1st day of March, 2011.

  
James E. Bonazoli, Chairman

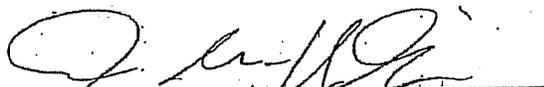
  
Camille W. Anthony, Vice Chairman

  
Richard W. Schubert, Secretary

  
Stephen A. Goldy

  
Ben Tafoya

SELECTMEN OF READING

  
Alan W. Ulrich, Constable

Local Election

April 5, 2011

# Official Certified Results

Pursuant to the Warrant and the Constable's Return thereon, a State Election was held for all eight precincts at the Hawkes Field House, Oakland Road. The Declaration of Polls being according to the Warrant by the Town Clerk, Laura A Gemme. The ballot boxes were examined by the respective Wardens and Police Officer on duty and each found to be empty and registered 000.

The Town Clerk declared the polls open at 7:00 a.m. and closed at 8:00 p.m., with the following results:

2367 Total ballots (14.0%) of registered voters cast as follows:

<b>Board of Library Trustees for three years - Vote for Two</b>									
<i>Candidate</i>	<b>Pr 1</b>	<b>Pr 2</b>	<b>Pr 3</b>	<b>Pr 4</b>	<b>Pr 5</b>	<b>Pr 6</b>	<b>Pr 7</b>	<b>Pr 8</b>	<b>Total</b>
David P Hutchinson*	201	140	144	248	174	200	243	178	1528
Victoria V Yablonsky*	197	139	146	236	172	198	232	176	1496
Other	0	1	2	0	0	0	1	0	4
Blanks	234	148	146	290	218	204	244	222	1706
<b>Total</b>	<b>632</b>	<b>428</b>	<b>438</b>	<b>774</b>	<b>564</b>	<b>602</b>	<b>720</b>	<b>576</b>	<b>4734</b>

\* Elected

<b>Municipal Light Board for three years - Vote for One</b>									
<i>Candidate</i>	<b>Pr 1</b>	<b>Pr 2</b>	<b>Pr 3</b>	<b>Pr 4</b>	<b>Pr 5</b>	<b>Pr 6</b>	<b>Pr 7</b>	<b>Pr 8</b>	<b>Total</b>
Robert H Soli*	200	142	154	239	169	204	217	193	1518
Other	2	2	1	0	0	0	0	0	5
Blanks	114	70	64	148	113	97	143	95	844
<b>Total</b>	<b>316</b>	<b>214</b>	<b>219</b>	<b>387</b>	<b>282</b>	<b>301</b>	<b>360</b>	<b>288</b>	<b>2367</b>

\* Elected

<b>School Committee for three years - Vote for Two</b>									
<i>Candidate</i>	<b>Pr 1</b>	<b>Pr 2</b>	<b>Pr 3</b>	<b>Pr 4</b>	<b>Pr 5</b>	<b>Pr 6</b>	<b>Pr 7</b>	<b>Pr 8</b>	<b>Total</b>
Lisa Gibbs*	198	114	127	205	156	149	231	157	1337
Karen T Janowski*	208	132	120	206	157	192	237	173	1425
Charles R Arthur Jr	120	92	111	208	136	152	130	125	1074
Other	0	0	1	0	0	1	0	1	3
Blanks	106	90	79	155	115	108	122	120	895
<b>Total</b>	<b>632</b>	<b>428</b>	<b>438</b>	<b>774</b>	<b>564</b>	<b>602</b>	<b>720</b>	<b>576</b>	<b>4734</b>

\* Elected

Local Election

April 5, 2011

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The Town Clerk declared the polls open at 7:00 a.m. and closed at 8:00 p.m., with the following results:

2367 Total ballots (14.0%) of registered voters cast as follows:

Moderator for one year - Vote for One									
<i>Candidate</i>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
Alan E. Foulds*	237	155	166	270	201	220	261	222	1732
Other	0	2	1	0	0	3	0	4	10
Blanks	79	57	52	117	81	78	99	62	625
Total	316	214	219	387	282	301	360	288	2367
* Elected									

Board of Selectmen for three years - Vote for Two									
<i>Candidate</i>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
James E Bonazoli*	214	120	124	235	156	182	259	181	1471
Ben Tafoya*	190	108	159	267	164	185	222	160	1455
Kara Fratto	135	112	82	122	117	133	118	139	958
Other	2	1	0	0	0	1	0	1	5
Blanks	91	87	73	150	127	101	121	95	845
Total	632	428	438	774	564	602	720	576	4734
* Elected									

Board of Assessors for three years - Vote for One									
<i>Candidate</i>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
Fred A McGrane*	4	0	0	4	3	6	0	4	21
Other	15	7	12	14	13	14	13	11	99
Blanks	297	207	207	369	266	281	347	273	2247
Total	316	214	219	387	282	301	360	288	2367
* Elected									

Local Election

April 5, 2011

# Official Certified Results

Pursuant to the Warrant and the Constable's Return thereon, a State Election was held for all eight precincts at the Hawkes Field House, Oakland Road. The Declaration of Polls being according to the Warrant by the Town Clerk, Laura A Gemme. The ballot boxes were examined by the respective Wardens and Police Officer on duty and each found to be empty and registered 000.

The Town Clerk declared the polls open at 7:00 a.m. and closed at 8:00 p.m., with the following results:

2367 Total ballots (14.0%) of registered voters cast as follows:

<b>Precinct One - Town Meeting Members for three years - Vote for not more than Eight</b>									
<i>Candidate</i>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
Roy A Benjamin Jr*	208								208
Roger J D'Entremont*	212								212
Mark L Dockser*	219								219
Ellen Mounteer*	199								199
Paula J Perry*	219								219
Elaine L Webb*	229								229
Mark Cardono*	2								2
Keith D'Entremont*	3								3
Other	9								9
Blanks	1228								1228
<b>Total</b>	<b>2528</b>								<b>2528</b>

\* Elected

<b>Precinct Two - Town Meeting Members for three years - Vote for not more than Eight</b>									
<i>Candidate</i>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
Reginald T Peters*		144							144
George A Snow*		137							137
Anthony Bastiani*		3							3
David Wayne Decker*		1							1
David O'Sullivan*		2							2
Other		5							5
Blanks		1420							1420
<b>Total</b>		<b>1712</b>							<b>1712</b>

\* Elected

# Official Certified Results

Pursuant to the Warrant and the Constable's Return thereon, a State Election was held for all eight precincts at the Hawkes Field House, Oakland Road. The Declaration of Polls being according to the Warrant by the Town Clerk, Laura A Gemme. The ballot boxes were examined by the respective Wardens and Police Officer on duty and each found to be empty and registered 000.

The Town Clerk declared the polls open at 7:00 a.m. and closed at 8:00 p.m., with the following results:

2367 Total ballots (14.0%) of registered voters cast as follows:

<b>Precinct Two - Town Meeting Member for two year - Vote for not more than One</b>									
<i>Candidate</i>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
Noah B White*		1							1
Other		9							9
Blanks		204							204
Total		214							214
* Elected									

<b>Precinct Three - Town Meeting Members for three years - Vote for not more than Eight</b>									
<i>Candidate</i>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
Norman W Blanchard*			141						141
Jeanne MacDonald Duran*			145						145
Richard W Eagleston Jr*			141						141
Lawrence A Hurley*			141						141
Sheila C Spinney*			149						149
John D Breslin*			142						142
Margaret M Faulkner*			2						2
Kathleen M Tibbetts*			2						2
Other			11						11
Blanks			878						878
Total			1752						1752
* Elected									

Local Election

April 5, 2011

# Official Certified Results

Pursuant to the Warrant and the Constable's Return thereon, a State Election was held for all eight precincts at the Hawkes Field House, Oakland Road. The Declaration of Polls being according to the Warrant by the Town Clerk, Laura A Gemme. The ballot boxes were examined by the respective Wardens and Police Officer on duty and each found to be empty and registered 000.

The Town Clerk declared the polls open at 7:00 a.m. and closed at 8:00 p.m., with the following results:

2367 Total ballots (14.0%) of registered voters cast as follows:

<b>Precinct Three - Town Meeting Member for two year - Vote for not more than Two</b>									
<i>Candidate</i>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
Anthony D'Arezzo*			162						162
Colleen O'Shaughnessy*			2						2
Other			3						3
Blanks			271						271
Total			438						438
* Elected									

<b>Precinct Four - Town Meeting Members for three years - Vote for not more than Eight</b>									
<i>Candidate</i>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
Marie J Fratto				126					126
Nancy M Graham*				252					252
Russell T Graham*				267					267
Harry M Simmons*				206					206
Ben Tafoya*				243					243
Nancy J Twomey*				254					254
Marsie K West*				216					216
Andrew Kluge*				240					240
David G Mancuso*				191					191
Other				2					2
Blanks				1099					1099
Total				3096					3096
* Elected									

Local Election

April 5, 2011

# Official Certified Results

Pursuant to the Warrant and the Constable's Return thereon, a State Election was held for all eight precincts at the Hawkes Field House, Oakland Road. The Declaration of Polls being according to the Warrant by the Town Clerk, Laura A Gemme. The ballot boxes were examined by the respective Wardens and Police Officer on duty and each found to be empty and registered 000.

The Town Clerk declared the polls open at 7:00 a.m. and closed at 8:00 p.m., with the following results:

2367 Total ballots (14.0%) of registered voters cast as follows:

<b>Precinct Five - Town Meeting Members for three years - Vote for not more than Eight</b>									
<i>Candidate</i>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
Camille W Anthony*					177				177
Angela F Binda*					152				152
Paul C Dustin*					162				162
Timothy J Kelley*					178				178
Gary M Nihan*					178				178
Erin K Calvo-Bacci*					157				157
Laurence F Hayes Jr*					7				7
Gina DiRocco*					16				16
Other					10				10
Blanks					1219				1219
<b>Total</b>					<b>2256</b>				<b>2256</b>
* Elected									

<b>Precinct Six - Town Meeting Members for three years - Vote for not more than Eight</b>									
<i>Candidate</i>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
Ralph A Colorusso*						182			182
Ronald M D'Addario*						191			191
Robert L Mandell*						153			153
John M Miles*						168			168
Gary D Phillips*						133			133
Jeanne M Borawski*						160			160
Mary Ann C Quinn*						198			198
Robert J Quinn*						180			180
Other						8			8
Blanks						1035			1035
<b>Total</b>						<b>2408</b>			<b>2408</b>
* Elected									

Local Election

April 5, 2011

# Official Certified Results

Pursuant to the Warrant and the Constable's Return thereon, a State Election was held for all eight precincts at the Hawkes Field House, Oakland Road. The Declaration of Polls being according to the Warrant by the Town Clerk, Laura A Gemme. The ballot boxes were examined by the respective Wardens and Police Officer on duty and each found to be empty and registered 000.

The Town Clerk declared the polls open at 7:00 a.m. and closed at 8:00 p.m., with the following results:

2367 Total ballots (14.0%) of registered voters cast as follows:

<b>Precinct Six - Town Meeting Member for two year - Vote for not more than One</b>									
<i>Candidate</i>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
Russell D Bond**						1			1
Michael J Borawski**						1			1
Christopher Campbell**						1			1
Leslie L Hadley**						1			1
Jacquelyn A Mandell**						1			1
Fred A McGrane**						1			1
Alexander McRae**						1			1
Other						2			2
Blanks						292			292
Total						301			301
* Elected									
** Tie Breaker to be determined by Precinct at Annual Town Meeting									

<b>Precinct Seven - Town Meeting Members for three years - Vote for not more than Eight</b>									
<i>Candidate</i>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
Carl F Anderson III*							205		205
Christopher Caruso*							230		230
Michele Weber Chiappini*							233		233
C Ellen Commito*							243		243
John Jack K Downing*							219		219
Bryan EJ Walsh*							195		195
John E Carpenter*							234		234
Daniel A Ensminger*							221		221
Other							6		6
Blanks							1094		1094
Total							2880		2880
* Elected									

Local Election

April 5, 2011

# Official Certified Results

Pursuant to the Warrant and the Constable's Return thereon, a State Election was held for all eight precincts at the Hawkes Field House, Oakland Road. The Declaration of Polls being according to the Warrant by the Town Clerk, Laura A Gemme. The ballot boxes were examined by the respective Wardens and Police Officer on duty and each found to be empty and registered 000.

The Town Clerk declared the polls open at 7:00 a.m. and closed at 8:00 p.m., with the following results:

2367 Total ballots (14.0%) of registered voters cast as follows:

<b>Precinct Eight - Town Meeting Members for three years - Vote for not more than Eight</b>									
<i>Candidate</i>	<b>Pr 1</b>	<b>Pr 2</b>	<b>Pr 3</b>	<b>Pr 4</b>	<b>Pr 5</b>	<b>Pr 6</b>	<b>Pr 7</b>	<b>Pr 8</b>	<b>Total</b>
William C Brown*								181	181
Donald J Golini*								169	169
Kathleen E Golini*								168	168
Robert I Nordstrand*								179	179
Kenneth R Tucci*								170	170
Kevin M Sexton*								168	168
Eileen Shine Litterio*								5	5
Frederick Van Magness*								5	5
Other								12	12
Blanks								1247	1247
<b>Total</b>								<b>2304</b>	<b>2304</b>

\* Elected

# Official Certified Results

Pursuant to the Warrant and the Constable's Return thereon, a State Election was held for all eight precincts at the Hawkes Field House, Oakland Road. The Declaration of Polls being according to the Warrant by the Town Clerk, Laura A Gemme. The ballot boxes were examined by the respective Wardens and Police Officer on duty and each found to be empty and registered 000.

The Town Clerk declared the polls open at 7:00 a.m. and closed at 8:00 p.m., with the following results:

2367 Total ballots (14.0%) of registered voters cast as follows:

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## Question 1

Shall the Town of Reading approve the amendments to Article 4 of the Reading Home Rule Charter, proposed by the November 8, 2010 Subsequent Town Meeting, which are summarized below:

### Article 4 – Appointed Boards and Committees

Section 4-10 (a)                      This section will be deleted to eliminate the Land Bank Committee.

Section 4-10 (b)                      This section is relettered as Section 4-10 (a).

Section 4-10 (c)                      This section is relettered as Section 4-10 (b).

Question 1									
	Pr 1	Pr 2	Pr 3	Pr 4	Pr 5	Pr 6	Pr 7	Pr 8	Total
Yes*	187	120	143	232	163	170	206	171	1392
No	59	46	32	49	49	64	41	50	390
Blanks	70	48	44	106	70	67	113	67	585
Total	316	214	219	387	282	301	360	288	2367

# Official Certified Results

Pursuant to the Warrant and the Constable's Return thereon, a State Election was held for all eight precincts at the Hawkes Field House, Oakland Road. The Declaration of Polls being according to the Warrant by the Town Clerk, Laura A Gemme. The ballot boxes were examined by the respective Wardens and Police Officer on duty and each found to be empty and registered 000.

The Town Clerk declared the polls open at 7:00 a.m. and closed at 8:00 p.m., with the following results:

2367 Total ballots (14.0%) of registered voters cast as follows:

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## Question 2

Shall the Town of Reading approve the amendments to Article 2 of the Reading Home Rule Charter, proposed by the November 8, 2010 Subsequent Town Meeting, which are summarized below:

### Article 2 – Representative Town Meeting

Section 2-15: Referendum Procedure This amendment clarifies the process for filing a referendum petition to submit an affirmative vote of the Town Meeting to the voters in the form of a ballot question, and establishes the form of the petition to be circulated for signatures. The amendment requires that the ballot question be set forth at the top of each petition form and be identical to the ballot question that will appear on the official ballot. Circulators may make additional copies of the petition form but each copy must be an exact duplicate. The petition form must have language advising voters that it may not be altered in any way, and that no extraneous markings may appear on the petition form or the signatures on that petition form may be invalidated. Extraneous markings do not include signatures and addresses. The petition form must also include language advising that only the signatures of registered voters will be valid, that the petition form should not be signed more than once, and that they may authorize another person to write their name and address on the petition form if they are physically unable to do so. The back of each petition form shall instruct voters to read the signer information on the front before signing. In addition to certifying signatures, the amendment authorizes the Board of Registrar of Voters to examine the petition forms for alterations and extraneous markings.

In addition, the separate paragraphs of Section 2-15 have been given lettered subsections.

### Section 4-10 (c)

This section is relettered as Section 4-10 (b).

Local Election

April 5, 2011

# Official Certified Results

Pursuant to the Warrant and the Constable's Return thereon, a State Election was held for all eight precincts at the Hawkes Field House, Oakland Road. The Declaration of Polls being according to the Warrant by the Town Clerk, Laura A Gemme. The ballot boxes were examined by the respective Wardens and Police Officer on duty and each found to be empty and registered 000.

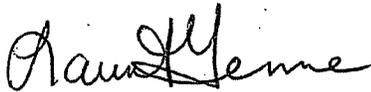
The Town Clerk declared the polls open at 7:00 a.m. and closed at 8:00 p.m., with the following results:

2367 Total ballots (14.0%) of registered voters cast as follows:

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Question 2									
	Pr 1	Pr 2	Pr 3	Pr 4	Pr 5	Pr 6	Pr 7	Pr 8	Total
Yes*	217	143	166	273	202	213	248	195	1657
No	43	38	22	33	32	42	32	47	289
Blanks	56	33	31	81	48	46	80	46	421
Total	316	214	219	387	282	301	360	288	2367

A true copy. Attest:



Laura A Gemme  
Town Clerk

## ANNUAL TOWN MEETING

Reading Memorial High School

April 25, 2011

Town Clerk, Laura Gemme and Moderator, Alan Foulds swore in elected Town Meeting members before their precinct meetings.

**Precinct 2** - Appointed two members to fill current vacancies --- Paul McNeice and William Ryan were appointed with a 17-0 vote with one vacancy remaining.

**Precinct 6** - Voted on a tie-breaker from the April 5, 2011 Local Election --- Christopher R Campbell was elected as a Town Meeting Member.

The meeting was called to order by the Moderator, Alan E. Foulds, at 7:45 PM, there being a quorum present. The meeting was started with the Pledge of Allegiance to the Flag. All newly elected and appointed Town Meeting Members were sworn in by the Moderator.

The Warrant was partially read by the Town Clerk, Laura Gemme, when on motion by James Bonazoli, chair of the Board of Selectmen, it was voted to dispense with further reading of the Warrant except for the Officer's Return, which was read by the Town Clerk.

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### ARTICLE 2

State of the Town given by James Bonazoli, Board of Selectmen - given as a video - text as listed below:

Welcome and congratulations to our newest Town Meeting members. For those of you who are new every Annual Town Meeting in April the Chairman of the Board of Selectmen is to present the State of the Town.

It is my honor to serve as the Chair and tonight I have the opportunity to say a few words on behalf of the Board of Selectmen.

For my six years on the Board I have promoted the use of technology and that the Town needed to keep up with how residents and other communicate. With reverse 911 – Ed-line and the town web site Town staff has done an incredible job meeting my challenge. Heck even Peter is more technically advanced now as he can't be seen anywhere without his iPhone.

So I figured it was time to put my money (or pride) where my mouth is and hope that technology doesn't fail me tonight as I would like to present the State of the Town in the form of a video.

As it is about 14 minutes long I invite Mr. Moderator, Town Clerk and others to move to the chairs in the front row.....

While they do that ... just so you don't think I was overly confident in my re-election and started this before then I didn't and so put the RCTV staff through hell this week. Dawn DiChico and Phil Rushworth of RCTV spent 13 hours on Saturday putting this together with me and as the Board can attest, 4 hours with me is tough let alone 13 - So I want to send a big thank you to Dawn and Phil.

Now if we can turn down the lights I give you the Annual Town Report...

Aristotle once wrote "We are what we repeatedly do. Excellence, then, is not an act, but a habit." As Chairman, I am here to present the Annual Town Report on behalf of the Board of Selectmen and to outline how despite the enormous fiscal and day to day challenges, we have continued to achieve excellence this past year.

As you will hear in this report our achievements are solely due to the people who have come together to serve our community - as paid staff and as volunteers. These creative - hard working people are not just here at Town Hall but within the DPW, Police, Fire, the Library, schools and boards committees and commissions.

So let's start with Public Safety.

For Public Safety in 2010 and the start of this year, sadly, both our fire and police departments have seen an increase in calls for service and an increase in the complexity and severity of the call.

To help address this in December of 2010, the Fire Dept. implemented an ambulance software that allows the Town to remain in compliance with mandated State EMS reporting regulations and also allows them to electronically store reports and data that in the past was all paper copy. But more importantly the program has allowed them to monitor and to continually improve patient care by being able to track the treatments given to our residents by paramedics and evaluate the patient response to the treatments and monitor the type and frequency of calls they respond to.

Through a grant Reading was able to purchase much needed 12 lead defibrillator monitors and replace all our semi automatic defibrillators. The addition of the new defibrillator monitors has allowed the Fire Department to complete their expansion of our Advance Life Support program to all our first line fire apparatus.

One area of public safety that we don't give much attention, that is, until the most recent natural disaster in Japan and that is emergency shelters. Reading has strengthened our ability to provide emergency shelters to our residents in the event of a disaster. Through a grant from the Northeast Homeland Security Council we purchased emergency supplies that will improve the speed and efficiency in which we can move supplies to our shelters. Additionally we had all our shelters surveyed by a member of the Red Cross so we are now able to use Red Cross Staff to assist in the event we need to open a shelter.

Speaking of shelters let's move over to one of our original shelters - the Library.

Not everyone has moved to the Kindle or reading on their iPads. The Reading Public Library continues to grow as circulations for the year topped over a half a million for the first time ever. Now this achievement really isn't all that surprising when you realize the caliber of staff working here. Last year 2 of the library staff were recognized for their achievements. Children's Division Head Corinne Fisher was inducted into the Massachusetts Library Association Hall of Fame for her outstanding leadership in Children's Services in Massachusetts and New England. Allison Sloan was named Paralibrarian of the Year by *Library Journal*, a prestigious national professional magazine, for her advocacy for recognition of Paralibrarians throughout the profession.

Later in the warrant articles we will be talking about how the library hopes to finally turn a school building structure into a library structure and expand with a new wing.

Speaking of construction let's take a look at our economic development.

2010 was a very productive year with many achievements in the Community Services Department. Major accomplishments for the year included rewriting the sign by-law which was adopted by Town Meeting and sign compliance; economic development; and revisions to the non-conforming section of the zoning by-laws.

By Town Meeting adopting the new sign by-law it alleviates a large financial burden for many businesses by bringing their signs into compliance. The changes to the zoning by-law also increased flexibility by allowing businesses to promote themselves and events through A-Frame signs in Downtown through an annual license process.

In 2010 we saw revitalization of stalled projects on prominent vacant properties such as the two 40R Smart Growth Districts of the Atlantic site with Oak Tree and the former Pearson property with Pulty Homes. The actions we have taken around Smart Growth and building a plan in achieving our mandated 10% low income housing has been recognized by the state and has already deterred one unwanted 40B project, a feat most communities have not been able to achieve.

Since much of our attention has been on the down town and Walkers Brook areas for economic development it is nice to see South Main St. picking up as well. I already mentioned Pulty Homes which will bring in 424 housing units to the Pearson property but the former Tambone Property will soon be the new site for Calareso's Farm stand. This will be a nice addition to Sam's Bistro across the street which also opened last year. Additionally the long vacant sites of Bear Rock Café and Linens and Things are now the thriving Oye's Restaurant and newly opened Golf Town.

One of the main ways to get above our 2 ½% tax revenue cap is new growth. We continue to look at ways to simplify and streamline our processes move businesses from planning to revenue producing as quickly as possible, and as the Zoning B-Laws pertaining to Non-Conformities has been a major source of confusion for both applicants and staff the revision has now been clarified and made easier to follow for all. This is a critical aspect of zoning that can now be administered with ease which is important to drive new growth.

DPW.....

Another area of great success was in the DPW – not because of their handling of an overwhelming winter but in all areas of the department. The new Rubbish and Recycling program made Reading a greener community. Recycling has doubled since the onset of the new program, saving thousands of dollars in disposal fees as well as offering residents many additional services at a reduced cost.

In October of 2010, phase I of the renovations for Memorial Park were completed. This phase, the largest part of the planned project, was truly a community effort. The park project was financed by a generous donation from Nelson and Rita Burbank and other gifts such as 37 trees donated by Reading Cooperative Bank, and eight benches from various Reading organizations and families including the Reading Ice Authority, Burbank YMCA and Friends of Reading Tennis. This special project saw the culmination and collaboration of work from the Department of Public Works Engineering, Water and Sewer, Highway, Parks and Forestry and Recreation Divisions all playing a significant role in converting our Master plan into a reality. The newly renovated Memorial Park is now open to the public to enjoy all the amenities including basketball, tennis, skating, walking and other fitness opportunities. The public can also enjoy physical activity at the newly renovated playgrounds at Killiam and Washington Park as well.

Another great combined success for Community Services and DPW is the Mattera Cabin which will be having its Grand Opening this weekend April 30<sup>th</sup>. Mattera has been a long renovation project with help from Scouts, the Trails Committee, donation from REI, Jordan's Furniture, and DiNapoli Painting and countless other contributors. But what I am most impressed with is all the renovation work, all new plumbing, electrical and flooring was done by kids from the vocational school. I hope you will all stop by this Saturday morning to see it. Oh and feel free to make a donation while you're there.

Without question these are great accomplishments; ones that were not made without many challenges and we have even greater ones ahead.

We must continue to provide excellent customer service despite the potential major changes to Community Services as part of budget cutbacks proposed under the FY12 budget. We need to work through efforts to streamline and reduce regulatory requirements while preserving the goals of the regulatory reviews and our overall Master Plan.

In the coming year there will be an increased federal focus on storm water requirements. The Federal II Program requires an enormous amount of time of an already thin staff to complete outfall inspections, sampling, expand public participation programs, and develop detailed mapping of the Town's entire drainage infrastructure.

This past year in the DPW we saw an unusually high turnover of personnel and we need to find better ways to capture the history and knowledge that so often goes unrecorded as employees leave or retire. Succession Planning continues to be the focus as we enter FY12.

As in every year, but at times when finances are the most constrained and overwhelming snow totals, we are challenged with funding our much needed capital expenditures. Our buildings, vehicles, and public works projects continue to compete for limited resources.

Due to budget reduction in past and our current budgets we eliminated funding for training in most departments. One of these reductions was the "training officer" for the fire department. This program was in place for several years and was highly successful in improving consistency and the knowledge base within the Fire Department.

So due to the fiscal situation we are concerned reductions in future fiscal years will negatively impact our ability to provide the same levels of service to the community we are providing currently.

There is no single silver bullet to address these challenges but many can be found in a call to the nation made fifty years ago in the inauguration speech by Massachusetts' own ....

This is a call that Reading has answered ever since then. Last year alone the board filled 237 volunteer positions, on 44 standing Town Boards, Committees and Commissions (not including Town Meeting), which contributing to over 7000 volunteer hours per year or 3.6 person years. Each Board, Committee, or Commission meets on average 30 hours per year – many meet much more. Each volunteer dedicates the equivalent of almost a week of full time work per year

Keep in mind that is 44 "standing" boards and committees – in addition, the Town has had several ad hoc groups dealing with activities such as the Municipal Buildings, the Town Fair, and public site Naming Rights. Add to this the tremendous number of volunteers on behalf of our schools, recreation programs, and cultural offerings this is truly a remarkable story.

I would love to name all our volunteers but that just isn't possible in the time we have but there is one individual I would like to mention and that is Town Meeting member and the Reading North Reading Chamber's Citizen of the Year – Sheila Clarke. Sheila has been an incredible contributor on the Economic Development Committee and as Chair of the Fall Street Fair has made it a tremendous community event that is now recognized around the state.

The economy will continue to be our main concern with energy and gas prices rising – the unknown in health care and more and more need to help our neighbors young and old.

We know what additional things we need to do as a community – we are planning for that. Together our local elected officials, our several Departments, our volunteers, our legislative leaders on a state and national level can and will accomplish more to benefit this entire community.

We have and will achieve excellence it is habit for us now; we know we can achieve what seems to be the impossible. We have some of the best leadership around to guide us through the challenges. We have the financial thought leadership in Bob LeLacheur, Gail LePointe, Mary DeLai and Finance Committee and we are stronger because of the actions taken by you - Town Meeting.

We live in a community where young and old can work together and help each other building a stronger community.

We know what we can do as a community – we have shown that – and it is amazing. Reading is a great town and is truly a Community of Excellence.

**Finance Committee Report - given by Marsie West:** - See Attached

Motion made by James Bonazoli, Board of Selectmen to table subject matter of Article 2

**Motion Carried**

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**ARTICLE 3**

Motion made by James Bonazoli, Board of Selectmen to table subject matter of Article 3

**Motion Carried**

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**ARTICLE 4**

Motion made by Camille Anthony, Board of Selectmen to move that the Town vote to amend the FY 2011 - FY 2020 Capital Improvements Program as provided for in Section 7-7 of the Reading Home Rule Charter and as previously amended by making the following changes:

- Add Library renovation project (Article 12 will detail);
- Add \$100k cemetery garage design study in FY13; \$1.5mil project now financed with debt;
- Street sweeper moved from FY12 to FY11 (Article 5 will detail);
- Several items beyond FY12 were rearranged as capital priorities constantly change.

**Background - given by Peter Hechenbleikner:** This Article is included in every Town Meeting Warrant. Town Bylaws prohibits Town Meeting from approving any Capital Expenditure unless the project is included in the Capital Improvements Program (CIP). Bond ratings agencies also want to ensure that changes to a long-term CIP are adequately described. The following changes are proposed to the 2011-2020 CIP:

- Library renovation/expansion project (described further in Article 12);
- Add \$100k cemetery garage design study (FY13); \$1.5 mil. project (FY14) as debt;
- Street sweeper moved from FY12 to FY11;
- Several items beyond FY12 were advanced or deferred as capital priorities have changed. These are also included in the CIP in Article 11 – the FY 2012-FY 2021 Capital Improvements Program.

**Finance Committee Report - given by Francis Fardy:** The Finance Committee voted 9-0-0 at their March 28, 2011 meeting to recommend the subject matter of this Article. Placing items in the capital improvement program is a prerequisite but does not authorize spending funds towards these items.

**Bylaw Committee Report:** No Report

Presentation given by Bob LeLacheur - See Attached

**Motion Carried**

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**ARTICLE 5**

Motion made by Richard Schubert, Board of Selectmen to move that the Town will vote to amend the votes taken under Article 12 of the Warrant of the Annual Town Meeting of April 26, 2010 as amended under Article 4 of the warrant of the Subsequent Town Meeting of November 10, 2010 as follows, and that the Town vote to appropriate by transfer from available funds, such amended amounts for the operation of the Town and its government:

General Fund – Wages and Expenses

<u>Account Line</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
E99	Vocational Education (Minuteman)		\$27,000
G92	Town Admin Expenses (Legal \$10k; P&C Insurance \$30k)	\$40,000	
K91	Community Services Wages (sick/vacation buyback)		\$10,000
K92	Community Services Expenses (animal disposal \$3k; Veteran's benefits \$20k)		\$23,000
M93	Public Works: Snow & Ice		\$502,000
M95	Public Works: Rubbish	\$125,000	
N91	Public Safety (Fire) Wages		\$100,000
U99	School department (energy)	\$250,000	
	Subtotals	\$415,000	\$662,000
	<b>Net from Operating Transfers and Available Funds (Free Cash)</b>		\$237,000
	<b>From Town Sick/Vacation Stabilization Fund</b>		\$10,000

Enterprise Funds – Wages and Expenses

<u>Account Line</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
Y99	Storm Water – Street Sweeper (capital)		\$142,000
Y99	Storm Water Jet/VAC Truck (capital)	\$21,000	
	General Drainage (capital)	\$55,000	
	Project specific Drainage (capital)	\$40,000	
	Equipment Rental (expenses)	\$1,000	
	Subtotals	\$117,000	\$142,000
	Net Transfer From Storm Water Reserves (3/29 balance \$275,590)		\$25,000

Presentation given by Bob LeLacheur - See Attached

**Finance Committee Report - given by Kevin Leyne:** The Finance Committee voted 9-0-0 at their March 30, 2011 meeting to recommend the subject matter of this Article. Transfers between wage and expense line items and from free cash are necessary to balance the FY11 budget. Note the snow & ice budget is through March 30, 2011 and is more than fully responsible for the need to use general fund reserves this year. In the Storm Water Enterprise Fund, an attractive trade-in allowance for the old Street Sweeper is a high priority, and several drainage projects will be deferred until July 2011 to accommodate the purchase of a new Street Sweeper in FY11 instead of FY12 as previously planned.

**Bylaw Committee Report:** No Report

2/3 Vote required  
Declared unanimous by Moderator  
164 Town Meeting Members in Attendance

**Motion Carried**

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**ARTICLE 6**

Motion made by Ben Tafoya, Board of Selectmen to move that the Town vote to indefinitely postpone the subject matter of Article 6.

**Motion Carried**

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**ARTICLE 7**

Motion made by Stephen Goldy, Board of Selectmen to move that the Town vote to appropriate by borrowing, whether in anticipation of reimbursement from the State under Chapter 44, Section 6, Massachusetts General Laws, or pursuant to any other enabling authority or from the tax levy, or transfer from available funds, or otherwise, the sum of \$597,663 for highway projects in accordance with Chapter 90, Massachusetts General Laws.

Presentation given by George Zambouras - See Attached

**Background - given by Peter Hechenbleikner:** The purpose of this Article is to make Chapter 90 funds for road improvements available to the Town. The Article authorizes expenditures upon receipt of the grant. The FY 2012 Chapter 90 allocation is anticipated to be \$593,943. This amount represents a \$133,637 increase over the previous year's allotment. The expectation is that the State will formally release the amount prior to the April 25 Annual Town Meeting.

**Finance Committee Report - given by Kevin Leyne:** The Finance Committee voted 9-0-0 at their March 28, 2011 meeting to recommend the subject matter of this Article. The FY 2012 Chapter 90 allocation is \$593,943, up nearly 30% when compared to FY 2011 as the State directs more funding to road improvements.

**Bylaw Committee Report:** No Report

**Motion Carried**

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## TOWN MANAGER'S WARRANT REPORT

Peter Hechenbleikner gave the following information:

Because the 2011 Annual Town Meeting Warrant is filled with a number of non-routine issues, I thought it might be helpful to Town Meeting members if I put these articles into some sort of overall context.

The Town is in a difficult position financially, as are most communities across the nation. These circumstances present us with some significant challenges, some unusual opportunities, and some great responsibilities. The Warrant for this Annual Town Meeting has been deliberately crafted to give Town Meeting the opportunity to address many of these.

The major financial challenges are addressed in Article 28 – the FY 2012 budget. There will be much more discussion when that article comes up for discussion, so I won't discuss this in detail at this time except to say that this is a time of difficult decisions, and the budget that will be presented to you is filled with these decisions in an effort to re-size what we as a community can do and at the same time retain our community in a strong and sustainable position.

Even in this difficult financial climate, there are some significant opportunities that present themselves to the Town at this time:

- Article 5 – Amending the FY 2011 budget – to secure an additional \$8,000 value on the trade-in of the street sweeper
- Article 8 – acquiring easements to allow us to move forward with a sidewalk construction project worth over \$300,000 in federal funding
- Article 12 – to approve a much needed Library renovation and modest expansion plan to enable this much valued institution to continue to carry out it's mission
- Article 13 – to allow the Board of Selectmen to bid and negotiate a new lease for the Burbank Arena, keeping this valued asset operating effectively and to the community's benefit, including returning significant funding to the Town of Reading
- Article 16 – increasing the local funding to fund improvements to the Birch Meadow and Killam Schools with 47% project funding from the State
- Article 24 – to provide assistance from the Affordable Housing Trust fund to enable the Oaktree development to move forward to expand the community's tax base and redevelop a vacant site in our 40R Downtown Smart Growth district
- Articles 25-27 – will be indefinitely postponed because they are not correctly drafted as petitioned articles, may be back at future Town Meetings to sell some of these un-needed real estate assets

As we look at what we do as a community, and how we do it, we have a responsibility to address with Town Meeting whether we are "right sized" in some of the services that we provide, and in the regulations that we impose on ourselves and our property owners. This is particularly important as we look at what we as a community have the administrative capacity to manage, and what regulations we impose that might be standing in the way of the community's appropriate efforts at economic development.

- Article 18 – would rescind the "petroleum storage" bylaw – it is redundant with improved state regulations and no longer needed
- Article 19 – would roll back the potential demolition delay from 12 months to 6 months for 300 properties listed in the Town's inventory
- Article 20 – would modify regulations on outdoor loudspeakers to allow them to be used for restaurants with outdoor seating if the sound cannot be heard beyond the property line
- Article 22 – would change the Board of Assessors from an elected body to an appointed one; and
- Article 23 – would simplify site plan review for many local businesses
- In addition to these matters brought before this Town Meeting, I am pleased to announce that the Conservation Commission has agreed, at the Selectmen's request, to conduct a thorough review with the community and stakeholders of the local wetlands bylaw and regulations. Modifications to the wetlands bylaw could be proposed to the 2011 Subsequent Town Meeting.

These are challenging times. The proposed budget and legislative items on this warrant are challenging ideas. Reading has long been a leader in innovation in local government. The community has hired and developed strong, intelligent, hardworking, and creative staff as exemplified by our Department Heads. Reading is known for its hardworking and dedicated volunteers inside and outside of government. We need to harness these assets and move the community forward to a new era in our local government. I believe that this Town is receptive to these changes for the good of the community in the long term. I look forward to working with Town Meeting as these items are presented and reviewed.

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## **ARTICLE 8**

Motion made by James Bonazoli, Board of Selectmen to move that the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, permanent and temporary construction easements upon and over a portion of certain properties located at Woburn Street, Sunnyside Avenue, Washington Street, Prescott Street and Fairview Avenue, as shown on a plan entitled "Massachusetts Department of Transportation, Highway Division, Safe Routes to School, Parker Middle School, Woburn Street-Washington Street-Sunnyside Avenue, Preliminary Right of Way in the City of Reading, Middlesex County, 25 / 75% Submission, November 3, 2010" a copy of which is on file in the Town Clerk's Office, upon such terms and conditions as the Board of Selectmen shall determine to be appropriate, for the purpose of constructing and maintaining sidewalks; and, further, and that the Town will vote to transfer from free cash to the sum of \$40,000 for this purpose and any expenses related thereto, and to authorize the Board of Selectmen to enter into all agreements and take all related actions necessary or appropriate to carry out this acquisition, or take any other action with respect thereto.

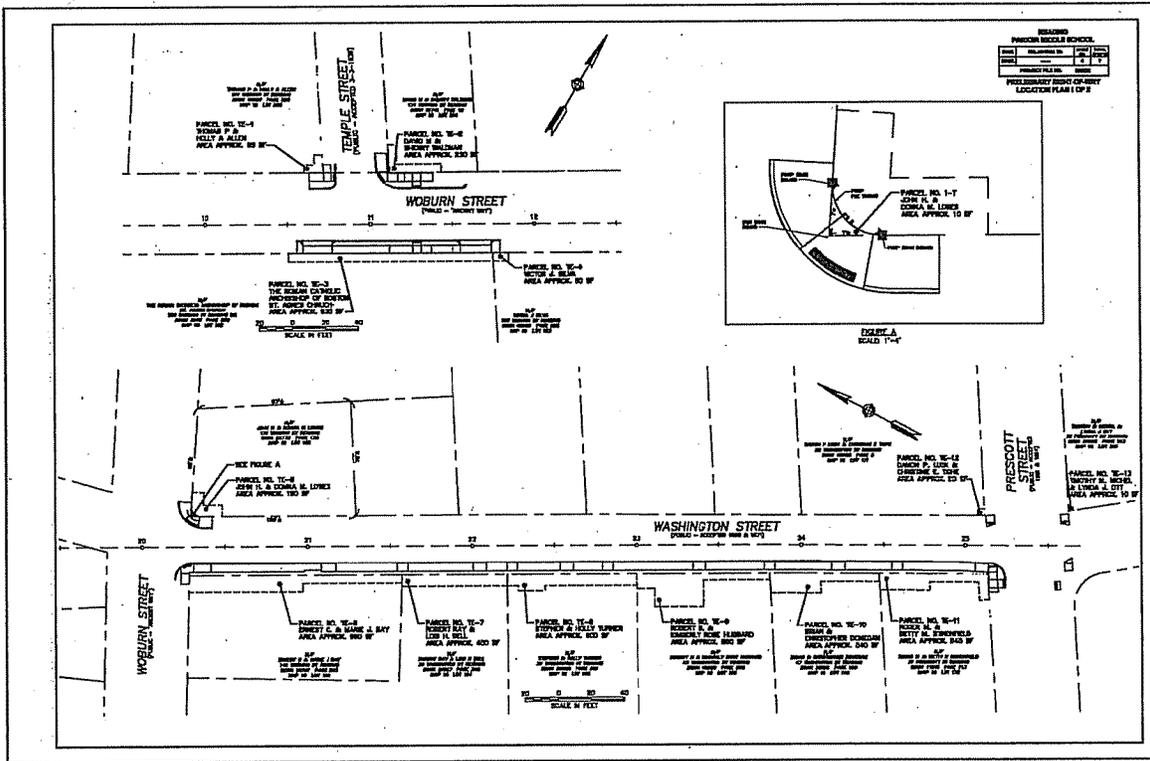
Motion made by Camille Anthony to dispense of further reading

### **Motion to dispense Carried**

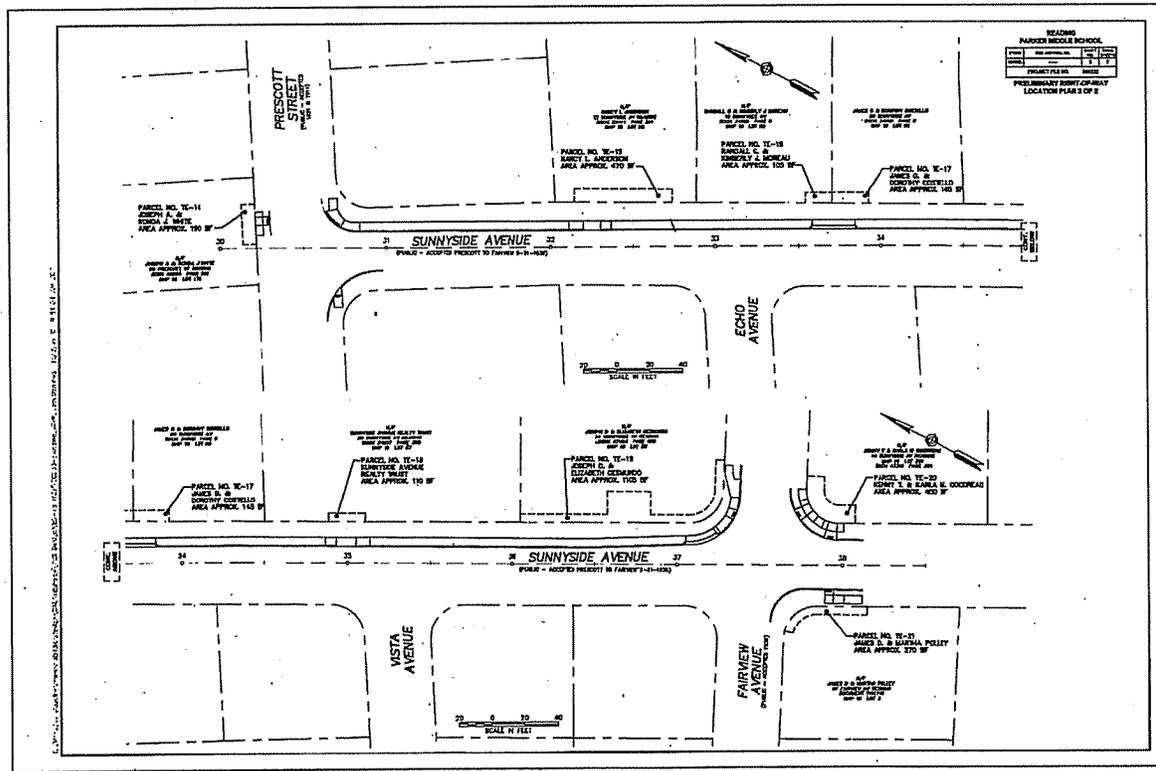
**Background - given by George Zambouras:** The purpose of this Article is to authorize the Board of Selectman to acquire the temporary and permanent easements necessary to construct the Safe Routes to School Infrastructure Program Project (SRTS). The SRTS project is a 100% federally funded infrastructure program with an estimated value of \$350,000, administered through MassRides of the Massachusetts Executive Office of Transportation. The program creates and enhances safety for school pedestrian and bicycle access. The Parker Middle School project received approval in 2008 and includes improvements to:

- the Woburn Street and Temple Street Intersection;
- a new sidewalk and curb along the westerly side of Washington Street from Woburn Street to Prescott Street; and
- a new sidewalk and curb along the easterly side of Sunnyside Avenue from Prescott Street to Fairview Avenue.

The extent of the proposed improvements and the required easements are depicted on the plans below.



Temple / Woburn Street intersection and Washington Street (above) and Sunnyside Ave (below)



To facilitate construction of these improvements it is necessary to acquire temporary easements from 21 property owners along the project; and 1 permanent easement at the intersection of Washington Street and Woburn Street. The temporary easements enable the minor re-grading of driveways, walkways and properties which are necessary to construct the improvements. The permanent easement is necessary to reconstruct the existing sidewalk which is presently located within private property.

A complete listing of the easements is as follows:

**Safe Routes Temporary Easement List**

Address	Name	Parcel Number (ROW)	Square Footage
177 Woburn St.	Thomas P. and Holly A. Allen	TE - 1	85
171 Woburn St.	David M. and Sherry Waldman	TE - 2	220
180 Woburn St.	St. Agnes Roman Catholic Church	TE - 3	620
166 Woburn St.	Victor J. Silva	TE - 4	50
136 Woburn St.	John H. and Donna M. Lowes	TE - 5	190
142 Woburn St.	Ernest C. and Marie J. Bay	TE - 6	990
35 Washington St.	Robert Ray and Lois H. Bell	TE - 7	450
37 Washington St.	Stephen and Holly Turner	TE - 8	600
43 Washington St.	Robert B. and Kimberly Rose Hubbard	TE - 9	860
47 Washington St.	Brian and Christopher Donegan	TE - 10	540
37 Prescott St.	Roger M. and Betty M. Stinchfield	TE - 11	545
52 Washington St.	Damon P. Lusk and Christiner E. Tighe	TE - 12	20
32 Prescott St.	Timothy M. Michel and Lynda J. Ott	TE - 13	10
65 Prescott St.	Joseph A. and Ronda J. White	TE - 14	190
12 Sunnyside Ave.	Nancy L. Anderson	TE - 15	470
16 Sunnyside Ave.	Randall G. and Kimberly J. Moreau	TE - 16	105
20 Sunnyside Ave.	James G. and Dorothy Costello	TE - 17	145
28 Sunnyside Ave.	Sunnyside Avenue Realty	TE - 18	110
34 Sunnyside Ave.	Joseph D. and Elizabeth Gesmundo	TE - 19	1105
44 Sunnyside Ave.	Kenny T. and Karla M. Goodreau	TE - 20	450
57 Fairview Ave.	James D. and Martha Polley	TE - 21	270

**Safe Routes Permanent Easement List**

136 Woburn St.	John H. and Donna M. Lowes	SW- 1	25
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The easements are in the process of being appraised and a complete listing of the acquisition cost is expected to be available prior to the April 25 Annual Town Meeting.

**Finance Committee Report:** The Finance Committee voted 0-0-8 at their March 28, 2011 meeting not to recommend the subject matter of this Article. The Committee was unable to take a position on this article because valuations on properties subject to the easements were not yet available.

Fin Com revisited this Article at its April 13, 2011 meeting voting 7-0-0 to support this Article after receiving a financial update.

Ron Brown, Precinct 8 stated the information of the revote should have been sent to Town Meeting members 5 days before the meeting and he did not believe this was done timely.

**Bylaw Committee Report:** No Report

After discussion with Town Meeting Members

2/3 Vote required  
 147 Voted in the affirmative  
 8 Voted in the negative  
 164 Town Meeting Members in Attendance

**Motion Carried**

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Motion made by Richard Curtis, Library Board of Trustees to take Article 12 out of order

**Motion Carried**

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**ARTICLE 12**

Motion made by Richard Curtis, Library Board of Trustees to move that the Town vote to approve the preliminary design for the renovation and expansion of the Reading Public Library design as shown on the architectural schematics included in the background materials included in the 2011 Annual Town Meeting Warrant Report.

**Background - given by David Hutchinson:** The Fall Town Meeting authorized the Library Trustees to apply for a state construction grant through the Massachusetts Board of Library Commissioners to upgrade and make more efficient use of space to serve the needs of a growing patronage. Much has changed in library services over the past 27 years. Since its relocation to the Highland School site in 1984, the Reading Public Library has seen the introduction of computers, DVDs, and numerous other media formats. Interlibrary loan requests have grown exponentially, and the meeting room has been in constant demand. The community's use of the library has doubled in immeasurable ways and skyrocketed in many others. The library trustees have studied current building deficiencies and projected needs, with the goal of serving the community for many years to come. The trustees are committed to preserving as much of the "feel" of the current library as possible while enhancing its accessibility, functionality and flexibility.

Beacon Architectural Associates, working in conjunction with Adams & Smith Architects, has prepared a proposal that calls for rearrangement of existing internal space, major capital improvements to the exterior (such as masonry and window replacements) and a 7,596-square-foot expansion on the hill at the easterly side toward School Street.

This article does not involve financial consideration. Part of the grant process includes acceptance by Town Meeting of a plan that would upgrade and expand the current facility. Funding of any improvements, if a grant is approved, will require separate Town Meeting and voter approval.

**Finance Committee Report:** No Report

**Bylaw Committee Report:** No Report

Presentation given by David Hutchinson, Library Board of Trustees, with the help of the architects involved in the project - Beacon Architectural and Adams & Smith Architects - See Attached

Information presented by Bob LeLacheur as follows:

The Finance Committee encourages a prudent use of debt so as to spread out the cost of large capital assets over a period of time that should not exceed the expected useful life of the asset. If debt service of any new capital project is expected to exceed 0.25% of NAR in any single year, the project should instead be brought forward as debt or capital excluded from the tax levy...

- Projected cost to the Town: \$6.5 million
- Projected financing: 10-year debt (longer is permissible but expensive)
- Today's cost: \$900,700/year (a bit lower than the estimate on page 238)
- FY12 net available revenue (NAR) = \$71.6 million

- Expected debt service is 1.25% of NAR, well above the Finance Committee policy of 0.25%
- Impact on \$400,000 single family home: \$96.60/year for ten years

**Motion Carried**

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**ARTICLE 9**

Motion made by Camille Anthony, Board of Selectmen to indefinitely postpone the subject matter of Article 9.

**Motion Carried**

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**ARTICLE 10**

Motion made by Richard Schubert, Board of Selectmen to move that the Town vote to authorize the Board of Selectmen to sell, or exchange, or dispose of, upon such terms and conditions as they may determine, the following items of Town tangible property,

- 1999 Ford Taurus– Police
- 2007 Ford Crown Victoria– Police
- 1989 Ford Pickup – DPW/Parks 136k miles
- 2000 Ford Explorer – DPW/Engineering 108k miles
- 1997 Ford F350 Pickup – DPW/Water 74k miles
- 2006 Ford F350 Pickup – DPW/Sewer 90k miles
- 2001 Ford F250 Pickup – DPW/Sewer 105k miles
- 2005 Elgin Pelican (John Deere) Sweeper –2658 hours run

**Background - given by Peter Hechenbleikner:** Following is a list of surplus vehicles that are scheduled to be disposed of in FY 2012. Town Meeting approval is required for disposition of tangible property with a value of \$5000 or more. It is unlikely that any of these items have a value that exceeds that amount, but to be safe, Town Meeting approval is requested. Disposition could be through trade in, auction, or other sale.

- Taurus (1999) – Police
- Crown Victoria (2007) – Police
- Ford Pickup (1989) – DPW/Parks 136k miles
- Ford Explorer (2000) – DPW/Engineering 108k miles
- Ford F350 Pickup (1997) – DPW/Water 74k miles
- Ford F350 Pickup (2006) – DPW/Sewer 90k miles
- Ford F250 Pickup (2001) – DPW/Sewer 105k miles
- Elgin Pelican (John Deere) Sweeper (2005) –2658 hours run

Town Meeting members may be interested in how we disposed of tangible personal property that was authorized last year. Last year we disposed of the following vehicles:

- Ford / Horton ambulance (2000) \$4,000 trade-in allowance (Fire ambulance)
- Ford Expedition (1998) \$1,000 trade-in allowance (Police Ford Expedition)
- Ford Econoline Van (1996) \$1,000 trade-in allowance (Police Ford Expedition)
- Ford E250 Cargo Van (2001) \$500 trade-in allowance
- Melrose Bobcat Front End Loader (1987) \$1,500 trade-in allowance
- Warco Motor Grader (1952) – still available!
- International dump truck (1990) \$2,500 trade-in allowance

- Int'l dump truck w/ catch basin cleaner (1998) \$15,000 trade-in allowance

**Finance Committee Report - given by Paula Perry:** The Finance Committee voted 9-0-0 at their March 30, 2011 meeting to recommend the subject matter of this Article. This Article authorizes the disposal of aging vehicles.

**Bylaw Committee Report:** No Report

**Motion Carried**

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## ARTICLE 11

Motion made by Ben Tafoya, Board of Selectmen to move that the Town vote to approve the FY 2012 – FY 2021 Capital Improvements Program as provided for in Section 7-7 of the Reading Home Rule Charter and as detailed on page 230 of the "Report of the Warrant, 2011 Annual Town Meeting".

**Finance Committee Report - given by Harold Torman:** The Finance Committee voted 9-0-0 at their March 30, 2011 meeting to recommend the subject matter of this Article. This Article establishes the Capital Improvements Program, and any projects to be funded must first appear on the CIP before they are eligible to be funded. A ten-year capital plan is a prudent fiscal tool that facilitates long range planning and project prioritization. The plan provides the maximum amount the Town can fund each year and stay within the Finance Committee guide-lined amount.

**Bylaw Committee Report:** No Report

**Motion Carried**

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## ARTICLE 13

Motion made by Steven Goldy, Board of Selectmen to move that the Town vote to authorize the Board of Selectmen to enter into a lease of the existing indoor ice skating rink known as the Burbank Ice Arena, and the parking areas and accompanying land, all known as 51 Symonds Way, Reading, Massachusetts, and shown as lot 54 and a part of Lot 56 on Reading Assessors' Map 41, to a non-profit organization, organized under the laws of the Commonwealth of Massachusetts, and that has been determined by the Internal Revenue Service to be an organization qualified under Section 501(c)(3) of the Internal Revenue Code, and that has at least ten years of experience in the operation of a skating rink, for the purpose of operating an ice skating rink, with usage preference for the residents of the Town, for an initial term of ten (10) years, with up to two options to extend the lease term for up to ten years each; with the net income from the rinks' operations, after deducting (a) operational, maintenance and repair costs and expenses, and (b) the funding of a cash reserve fund to cover capital replacements and contingencies, to be paid to the Town of Reading, Massachusetts, such rental payments to the Town to be made no less frequently than annually and upon such other lease terms and conditions as the Board of Selectmen deem appropriate.

Motion made by Richard Schubert to dispense of further reading

**Motion to dispense Carried**

**Background - given by Peter Hechenbleikner:** The purpose of this article is to authorize the Board of Selectmen, in accordance with State statute, to advertise and bid for a new lease for the Burbank Ice Arena. The current lease expires in 2013, and it will take some time for the Town to properly advertise, accept bids, and negotiate the terms of a new lease. The following information is offered so that Town

Meeting members understand the value of the current operation of the Burbank Ice Arena under the existing lease.

In the early 1990's Nelson Burbank offered to give an indoor ice skating rink to the Town. In 1993 Town Meeting voted to accept such a gift from Mr. Burbank and to lease land on Symonds way for the ice rink. The Town entered into a long-term lease in 1993 with Reading Ice Arena Authority, Inc. (the Authority), a then newly formed non-profit corporation organized by Mr. Burbank, by the terms of which the Authority would construct, maintain and operate an indoor ice skating arena. Since that time it has operated a quality skating rink. The Board of Directors of the Authority is composed of Reading residents who come from various public interest groups. The Board of Selectmen appoints one of the members of the Board.

Over the last 10 years, the Authority has paid to or for the Town over one million, six hundred thousand dollars (\$1,600,000). Some additional contributions of the Authority to the Town and to our community are stated below.

The final term of the original lease expires in 2013.

Reading Ice Arena Authority  
51 Symonds Way, Reading, MA 01867

Check No	Date	Purpose	Amount	Cumulative Totals
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<b>Payment for Reading's contribution to YMCA</b>				
753	1.11.99	For YMCA	\$250,000	
756	8.21.99	For YMCA	\$100,000	
761	1.12.00	For YMCA	\$100,000	
762	4.15.00	For YMCA	<u>\$64,968</u>	
			<b>\$514,968</b>	<b>\$514,968</b>

<b>Payment in Lieu of taxes for land lease</b>				
	1997		\$696	
	1998		\$675	
	1999		\$658	
	2000		\$658	
	2001		\$619	
<b>Payment in Lieu of taxes for land lease (continued)</b>				
	2002		\$512	
	2003		\$481	
	2004		\$512	
	2005		\$526	
	2006		\$505	
	2007		\$505	
	2008		\$527	
	2009		<u>\$553</u>	
			<b>\$7,427</b>	<b>\$522,395</b>

<b>Direct payment to the Town of Reading</b>			
757	11.9.99	Town of Reading	\$50,000
764	4.10.01	Town of Reading	\$130,000
766	4.22.02	Town of Reading	\$204,163
767	4.1.03	Town of Reading	\$116,074
768	4.4.04	Town of Reading	\$107,256
769	4.16.05	Town of Reading	\$110,000
770	4.18.05	Town of Reading	\$10,000
771	4.12.06	Town of Reading	\$120,000
772	4.17.07	Town of Reading	\$120,000
9960	5.22.08	Town of Reading	\$100,000
787	6.18.10	Town of Reading	<u>\$95,000</u>
			<b>\$1,162,493</b>
			<b>\$1,684,888</b>

<b>Improvements made to the \ Burbank Arena</b>			
Costs for major improvements other than general up keep			
	Sound system		\$25,000
	Scoreboard		\$14,470
	Granite counter tops		\$15,005
	Rink dehumidification		\$69,465
	Zamboni		\$60,850
	Monitoring system		\$35,649
	Painting Interior		\$44,500
	Rink lighting replacement		<u>\$38,000</u>
		<b>\$302,939</b>	<b>\$302,939</b>
	Improvements - Locker Room for Girls	\$317,099	\$317,099
<b>Total major improvements and upkeep</b>		<b>\$620,038</b>	<b>\$620,038</b>

**Total payments to Reading plus investment in facility: \$ 2,304,926**

#### **RIAA QUALITATIVE BENEFITS TO TOWN OF READING**

In addition to the direct financial benefits to the Town as enumerated above, the Reading Ice Arena Authority has operated in a manner to maximize non financial benefits to the community and its many non-profit organizations. The following is a summary of some of these activities:

- Provided free Meeting Room Space and Equipment Storage Space to Reading Non-profits Since 1994. Groups Include(d):
  - Reading Youth Hockey
  - Reading Youth Lacrosse
  - Reading Youth Baseball
  - Reading Senior Baseball
  - Reading Youth Soccer
- Host the Reading Lions Club Road Race Annually (at no Charge), Moved Here due to Parking / Traffic Constraints at Memorial Park
- Provided Ice Rentals at No Charge for:

- Reading High School 2008 State Championship Celebration / Fundraiser
- North Shore Skating Club 2009 Skate-a-thon to Benefit Dana Farber Cancer Institute
- Since 2000 have provided a clean, lit parking area & restrooms for Symonds Way Field, which was built without any dedicated parking area. Field Hosts:
  - RHS Freshmen Baseball Games
  - Youth Baseball Games
  - Youth Soccer Games
  - Youth Soccer Clinic which was moved here due to parking Concerns elsewhere in Town
- Since 2002, have been in written agreement with Town of Reading Health Division that the RIAA's Burbank Ice Arena will provide facility and labor for an Emergency Morgue in the event of a large loss of life in town
- Since inception, have lived up to all agreements with Symonds Way / Haverhill St. / Range Road neighbors ... Formerly Maillett & O'Brien. Presently Grimmer, Foley, Donnelly & Reading Rifle & Revolver
- Have provided reasonably priced public skating sessions year-round
- Member in good standing of Reading/No. Reading Chamber of Commerce, Mass. Restaurant Association, Northeast Ice Skating Managers' Association and the Ice Skating Institute
- Provided dedicated locker room space for Reading High School Boys' & Girls Ice Hockey teams
- Hosted annual New Year's Eve Bash for children. For many years the Reading Firefighters Association co-hosted with RIAA
- Host Reading Girls Scouts Martin Luther King Day Skating Event Annually
- Host Reading Special Skates, Saturdays at 12noon for 18 weeks per year
- Provided Cold Storage for flowers (American Cancer Society's Daffodil Days)

**Finance Committee Report - given by Mark Dockser:** The Finance Committee voted 9-0-0 at their March 28, 2011 meeting to recommend the subject matter of this Article. The Ice Arena Authority is achieving its mission of offering valuable services to the Town, not being a financial burden on the Town, and it has been able to provide a regular annual payment to the Town. Authorizing the Board of Selectmen to enter into a new lease agreement will continue these benefits.

**Bylaw Committee Report:** No Report.

2/3 Vote required  
Declared unanimous by Moderator  
164 Town Meeting Members in Attendance

**Motion Carried**

Motion to adjourn made by a Town Meeting Member

69 Voted in the affirmative  
75 Voted in the negative  
164 Town Meeting Members in Attendance

**Motion to adjourn did not Carry**

**ARTICLE 14**

Motion made by James Bonazoli, Board of Selectmen move that the Town vote to authorize revolving funds for certain Town Departments under Massachusetts General Laws, Chapter 44, Section 53E ½ for the fiscal year beginning July 1, 2011 with the receipts, as specified, credited to each fund, the purposes, as listed, for which each fund may be spent, the maximum amount that may be spent from each fund for the fiscal year, and the disposition of the balance of each fund at fiscal year end.

Motion made by Richard Schubert to dispense of further reading

**Motion to dispense Carried**

<b>Revolving Account</b>	<b>Spending Authority</b>	<b>Revenue Source</b>	<b>Allowed Expenses</b>	<b>Expenditure Limits</b>	<b>Year End Balance</b>
Conservation Commission Consulting Fees	Conservation Commission	Fees as provided for in Reading General Bylaws Section 5.7, Wetlands Protection	Consulting and engineering services for the review of designs and engineering work for the protection of wetlands.	\$25,000	Available for expenditure next year
Inspection Revolving Fund	Town Manager	Building Plumbing, Wiring, Gas and other permits for the Oaktree, Addison-Wesley/ Pearson and Johnson Woods developments	Legal, oversight and inspection, plan review, initial property appraisals and appeals, Community Services general management, curb sidewalks and pedestrian safety improvements, records archiving and other project related costs.	\$200,000	Available for expenditure next year
Public Health Clinics and Services	Board of Health	Clinic Fees and third party reimbursements	Vaccines, materials for screening clinics and clinical supply costs, medical equipment and supplies, immunizations, educational materials	\$35,000	Available for expenditure next year
Library Materials Replacement	Library Director and Trustees	Charges for lost or damaged Library materials	Acquire Library materials to replace lost or damaged items	\$15,000	Available for expenditure next year
Mattera Cabin Operating	Recreation Administrator	Rental Fees	Utilities and all other maintenance and operating expenses	\$10,000	Available for expenditure next year

**Background - given by Peter Hechenbleikner:**

- **Conservation Consulting Revolving Fund** - There was no activity in the Conservation Consulting Revolving Fund during Fiscal Year 2011. The balance remains at zero. The Conservation Commission voted unanimously to support Article 8 of the Warrant, re-authorizing the revolving fund in the amount of \$25,000. These funds are used to receive payments from applicants, hire expert consultants where required, and return the balance to the applicant.
- **Inspections Revolving Fund** - Beginning in 2004, Town Meeting approved the Inspections Revolving Funds as a way to deposit building and other permit fees, and to use them directly purposes of plan review, inspections, legal expenses, initial property value appraisal and appeals, and general management of the Community Services operations related to three developments as well as for the construction of curbs, sidewalks and pedestrian safety improvements. The balances available as of March 31, 2010 in these funds are \$6,879.44. The total expenses to be authorized during FY 2010 are expected to be up to \$100,000, assuming that there would be permit fees from the Walkers Brook Crossing, Oaktree, Addison-Wesley/Pearson (now Pulte Homes), and Johnson Woods developments.
- **Health Clinic Revolving Fund** - The Reading Health Division contracts for third party payments for a number of immunizations. The funds are used to augment the influenza vaccine supply from the State Department of Public Health to insure vaccine for the homebound clients and first responders. The Division also uses these funds for materials for cholesterol, glucose and

tuberculosis screening clinics. Clinic client fees are also deposited into this fund to offset vaccine and clinical supply costs. In the coming year the State is cutting back on the free flu vaccine to be distributed to cities and towns, and the Town therefore needs to purchase an extra 800 doses at an estimated cost of \$8000. The necessary amounts used for clinic vaccine, supplies and staff salaries related to the clinics each year directly from the revolving fund is therefore approximately **\$35,000.**

- **Library Materials Replacement Fund** – During the course of a year, the Library recovers funds from patrons who have lost or damaged books or other materials. Previously, those funds went into the Town's General Fund and at the end of the year went into Free Cash. Once this Revolving Fund was adopted (beginning in FY 2010), those funds recovered from patrons for lost or damaged materials were available directly to the Library for expenditure to purchase replacement materials and processing supplies. Through March 10, 2011, the amount recovered was \$7,874.40.
- **Mattera Cabin Operating Fund** – The log cabin on the Mattera conservation land was purchased a couple of years ago. The Town has developed a program of improvements to the cabin, and is working on programming its use. Some of the use is anticipated to be revenue generating, and it is anticipated that over time the site would generate enough funding to pay the operating costs of the cabin – primarily utilities. This Article would allow those revenues to be used directly for the operating expenses of the cabin.

**Finance Committee Report - given by Barry Berman:** The Finance Committee voted 9-0-0 at their March 28, 2011 meeting to recommend the subject matter of this Article. Revolving accounts are an appropriate and well governed mechanism to provide funds directly for a stated ongoing program or purpose. The accounts are self-funded, do not affect the tax levy and are required by Massachusetts General Law to be authorized annually.

**Bylaw Committee Report:** No Report

### **Motion Carried**

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## **ARTICLE 15**

Motion made by Christopher Caruso, School Committee to move that the Town vote pursuant to Massachusetts General Laws Chapter 30B, Section 12 to authorize the School Committee to enter into a contract or contracts including all extensions renewals and options for school bus transportation for a period greater than three years but not exceeding 5 years upon such terms and conditions determined by the School Committee.

**Background - given by Mary DeLai:** The current three-year contract for Student Transportation Services between the Reading School Committee and North Suburban Transportation expires on June 30, 2011. The School Department has issued Invitations to Bid for a subsequent contract pursuant to Chapter 30B. While historically, the contract for transportation services has been for a three year period, recent evidence from other district procurements suggests that vendors may be willing to offer lower rates in return for a longer term contract. To explore that option, the Invitation to Bid was structured to provide an Alternative Bid for a three year contract with the option to extend for two additional one year periods. Should responses for this Alternative Bid result in lower rates, the School Committee would like the authority to exercise this option and enter into a longer term agreement. The contract would be structured such that the additional two one-year renewals would be optional and would be exercised at the discretion of the School Department rather than by mutual agreement or at the discretion of the vendor.

**Finance Committee Report - given by Barry Berman:** The Finance Committee voted 9-0-0 at their March 30, 2011 meeting to recommend the subject matter of this Article. Extending the term of the

contract will make it more feasible for other vendors to bid, driving down rates. By extending the potential contract term, vendors will also be more willing to reduce rates. Giving the School Department two one year options will allow them to lock in reduced rates for a longer term, and allow an out if terms become less favorable.

**Bylaw Committee Report:** No Report.

**Motion Carried**

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**ARTICLE 16**

Motion made by Christopher Caruso, School Committee to move that the Town of Reading appropriate the sum of two hundred and fifty thousand (\$250,000) Dollars for the purpose of making improvements including but not limited to repairing and/or replacing roofs at the Killam School and repairing and/or replacing windows at the Birch Meadow School, including the costs of consulting services, audits, plans, documents, cost estimates, bidding services, and all related expenses incidental thereto and necessary in connection therewith, which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program.], said sum to be expended under the direction of the School Committee, and to meet said appropriation the Treasurer/Collector, is authorized to borrow said sum under M.G.L. Chapter 44, or any other enabling authority; that the Town of Reading] acknowledges that the Massachusetts School Building Authority's ("MSBA") grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the Town of Reading incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town of Reading]; provided further that any grant that the Town of Reading may receive from the MSBA for the Project shall not exceed the lesser of (1) 47.21 percent ( %) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the Town of Reading] and the MSBA.

Motion made by Stephen Goldy to dispense of further reading

**Motion to dispense Carried**

**Background - given by Mary DeLai:** Under Article 9 of the November 8, 2010 Subsequent Town Meeting, Town Meeting voted to authorize debt in an amount not to exceed \$2,000,000 for the purpose of replacing the roof at the Killam Elementary School and windows at the Killam and Birch Meadow Elementary Schools as part of the Massachusetts School Building Authority's "Green Repair" program. The funding amount was based on the best available information and known site conditions at each building. With the necessary approvals from MSBA in place, the School Department entered into an agreement with an Owner's Project Manager and Architect to develop a preliminary schematic design and project scope and budget for submission to the MSBA. The preliminary cost estimate places the total project cost at \$2,900,000. The additional costs include an upgrade to the existing roofing system from an EPDM to a PVC roofing; hazardous materials abatement costs; and other unanticipated site and market conditions. As a result of the greater than anticipated project cost and additional work that would be required if we proceed with the original project scope at Killam (including handicap accessibility upgrades), the scope of work is now being limited to replacement of the Killam roof and the windows at Birch Meadow only. We would, however, recommend installing the PVC rather than the EPDM roofing system at Killam which has a longer life and comes with an additional warranty period of ten years. To do so requires an increase to the original authorization in the amount of \$250,000. The not to exceed amount would now be \$2,250,000 with 47.21% of that cost being eligible for MSBA reimbursement.

If approved, this Article may add a small additional expense to the projected FY12 Debt Service budget that is presented in Article 29. The exact amount of new debt service should be known in time for a budget adjustment – if needed – at the November 2011 Town Meeting.

**Finance Committee Report - given by David Greenfield:** The Finance Committee voted 9-0-0 at their March 30, 2011 meeting to recommend the subject matter of this Article. The repairs are required at some point and the better warranty on the roof proposed for Killam is an attractive option. The State reimbursement of approximate 47% and additional ongoing energy savings make this a cost effective decision. Note that the total figure of \$2.25 million is a maximum and includes a 10% contingency amount which may not be fully expended.

**Bylaw Committee Report:** No Report

A presentation was given by Mary DeLai - See Attached

2/3 Vote required  
Declared unanimous by Moderator  
164 Town Meeting Members in Attendance

### **Motion Carried**

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## **ARTICLE 17**

Motion made by Camille Anthony, Board of Selectmen to move that the Town vote accept the supplemental annual allowance of \$9,000 for widow(er)s of disability retirees as provided in section 101 of Chapter 32 of the Massachusetts General Laws to be effective for July 1, 2012.

**Background:** The Reading Contributory Retirement board voted unanimously to accept the supplemental annual allowance provision of Chapter 32, Section 101. It must be approved by Town Meeting before it can take effect.

This section of the General Laws applies only when a disability retiree dies of a cause unrelated to his disability. When the cause of death is directly related to the retiree's disability the surviving spouse continues to receive the retiree's pension allowance.

Before 1964, there was no provision for a disability retirees to leave a benefit to his spouse when he died of a cause unrelated to his disability:

In 1964, section 101 allowed widows of disabled public employees to be paid an annual allowance of \$1200. It has been amended 3 times in the past

- 1973 increase \$1200 to \$1680 (9 years since inception)
- 1984 increase \$1680 to \$3000 (11 years since previous increase)
- 1995 increase \$3000 to \$6000 (11 years since previous increase)

Accepting this warrant article will make the following change proposed **July 1, 2012 increase \$6000 to \$9000 (17 years since previous increase)**

The Actuarial value of this change is an average increase of \$8400 per year to our Pension Assessment. There is no appropriation required at this time. The Funding schedule for the Pension system is recalculated every other year. It will be revised as of June 30, 2011 and this change will be reflected in the 2012 pension assessment which will be paid by the Town in FY 2013.

This allowance only applies to employees who became Disability Retirees before 1996. We have approximately 25 members in this status (it may be lower and we are checking this now.) The law changed in 1996 to allow a disability retiree to make the choice of taking a lower monthly benefit in order to leave a 2/3's lifetime benefit to the spouse. If they choose the higher benefit, then they have made the choice to leave nothing to the spouse upon their death.

For our 25 disability retirees that were disabled before 1996 and were not given the opportunity to choose a lower monthly benefit, their spouses will only get the small amount allowed by this section of the law.

**Finance Committee Report - given by Mark Dockser:** The Finance Committee voted 9-0-0 at their March 28, 2011 meeting to recommend the subject matter of this Article. This allowance applies to a small number of Disability retirees and despite past adjustments averaging every 11 years, the latest benefit amount has not been adjusted in the last 17 years.

**Bylaw Committee Report:** The Bylaw Committee recommends the subject matter of this article by a vote of 4-0-0.

Presentation given by Gail LaPointe - See Attached

After discussion by Town Meeting Members

**Motion Carried**

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Motion to adjourn made by Bill Brown, Precinct 8

**Motion Carried**

Adjourned with 164 in attendance at 11:04 PM to continue on April 28, 2011 at 7:30 PM

A true copy Attest:



Laura A Gemme  
Town Clerk

## ANNUAL TOWN MEETING

Reading Memorial High School

April 28, 2011

The meeting was called to order by the Moderator, Alan E. Foulds, at 7:34 PM, there being a quorum present. The meeting was started with the Pledge of Allegiance to the Flag.

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### ARTICLE 18

Motion made by Richard Schubert, Board of Selectmen to move that the Town vote to delete Section 5.17 – Storing or Handling of Crude Petroleum or any Crude Petroleum Products, of the Reading General Bylaw.

**Background - given by Peter Hechenbleikner:** Since the Town of Reading enacted General Bylaw 5.17 Storage and Handling of Crude Petroleum or any Crude Petroleum Products on April 26, 2004, there have been significant changes in how underground storage tanks containing these products are regulated in Massachusetts. Major changes are outlined below:

1. As of August 8, 2007, the Massachusetts Fire Prevention Code requires underground storage tanks and related piping to be inspected by a third party inspector once every three years. Third party inspectors must have a level of training that is approved by the State Fire Marshal.
2. As of April 1, 2008, the State Fire Marshal and the local Fire Chief may prohibit delivery of product to an underground tank for a violation of the Fire Prevention Code, including conditions that endanger public health, safety and the environment.
3. As of July 1, 2009, the Massachusetts Underground Storage Tank Program was transferred to the Massachusetts Department of Environmental Protection (MassDEP). MassDEP is now responsible for aspects of the underground storage tank system in areas of environmental concerns and leaks. MassDEP also has rule making authority to promulgate regulations governing underground storage tanks that relate to leak prevention.
4. Beginning on August 8, 2012 the Massachusetts Fire Prevention Code requires operators of underground storage tank systems to be operated by trained personnel. Among other requirements, this regulation will mandate a trained operator to operate underground tank installations and to inspect safety systems and leak detection systems monthly. Trained operators must have completed training that is approved by the State Fire Marshal.

The local Fire Chief is responsible to issue permits for underground tank installations, the product stored, self service fuel stations and the removal of underground storage tanks. The State Fire Marshal and the local Fire Chief has the authority to conduct random inspections of facilities that have been inspected by a third party inspector to ensure the integrity of the system.

Therefore the local bylaw is unnecessary and redundant, and can be rescinded.

**Finance Committee Report:** No Report

**Bylaw Committee Report - report not given on floor:** The Bylaw Committee agrees the Section 5.15 of the General Bylaw is now redundant of State Law and thus no longer needed. The Bylaw Committee recommends the subject matter of this article by a vote of 4-0-0.

Presentation given by Chief Greg Burns - See Attached

After discussion with Town Meeting Members

**Motion Carried**

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### ARTICLE 19

Motion made by Ben Tafoya, Board of Selectmen to move that the Town vote to amend Section 5.13 – “Demolition of Structures of Potentially Historical Significance” of the Reading General Bylaw, by deleting the term “twelve (12) months” from Section 5.13.3.6 thereof, and inserting in its place “six (6) months” so that section reads in its entirety: (note – ~~cross-through~~ represents language to be eliminated and **bold** represents new language)

**5.13.3.6** If the Commission determines that the demolition of the Potentially Significant Structure would be detrimental to the historical or architectural heritage or resources of the Town, such structure shall be considered a Preferably Preserved Historic Structure. The Commission shall so advise the applicant and the Building Inspector, and a Demolition Permit may be delayed up to ~~twelve (12)~~ **six (6)** months after the conclusion of the hearing during which time alternatives to demolition shall be considered. The Commission shall offer the owner information about options other than demolition, such as resources in the preservation field, the Massachusetts Historical Commission, the Town Planner, and other interested parties that might provide assistance in preservation, funding and/or adaptive reuse.

**Background - given by Peter Hechenbleikner:** The portion of the above warrant article in the third to the last and next to the last lines that is shown in bold and says “**General Bylaws 69 Amended through March 2010**” is the footer in the published bylaw and was inadvertently copied into the text when the Article was drafted. This language was discovered by members of the Reading Historical Commission and will be left out of the motion under this article.

In 1996 Town Meeting adopted General Bylaw Section 5.13 “Demolition of Structures of Potentially Historical Significance”. This Bylaw was amended in 2006 and the timeframe for the demolition delay extended from six (6) months to twelve (12) months.

The purpose of the Bylaw is to preserve and protect structures of potentially historical significance. The Bylaw defines potentially historically significant structures as reflecting the architectural, cultural, economic, political, or social history of the Town. A more detailed definition is contained in Section 5.13.2.4 and generally includes structures that are on the National/State Register of Historic Places; included in (or pending being listed in) the Town’s Historical and Architectural Inventory; or by a vote of the Reading Historical Commission (RHC). The Bylaw further states that its goal is to encourage owners of historic structures to find alternatives to demolition. Administration of this Bylaw falls under the authority of the Reading Historical Commission (RHC).

When a permit is filed with the building inspector for demolition of a potentially historical structure, it is forwarded to the RHC for an initial determination of applicability of a demolition delay under this Bylaw. The RHC determines if the structure is potentially historically significant. If the determination is positive then a public hearing is held. If the outcome of the hearing is a determination that the structure is potentially historically significant, then it is considered a Preferably Preserved Historic Structure and demolition is delayed for up to twelve (12) months. Through this demolition delay provision, the RHC works with property owners to seek alternatives to demolition. If after the 12 month demolition delay there is no likelihood that the property owner can find alternatives to demolition or convey the property to another owner who could, the restriction expires. If the RHC and the property owner can come to an agreement on plans for the structure then the demolition delay may be lifted at any time.

Article 19 proposes to modify the regulations under Section 5.13 of the Town’s General Bylaws and reduce the maximum amount of time a demolition delay order can be issued by the RHC from 12 months to 6 months and:

- Allow property owners to make plans for their structures in a more expedited manner;
- Boost economic development;
- Provide a customer service benefit;

Modifying the time frame will still keep the Demolition Delay Bylaw in tact and provide a tool for historic preservation, but will make it less burdensome on the applicant/property owner. The table below shows the history of the use of the bylaw to date, and indicates that, with a very limited sample, the 6 month

delay resulted in 2 "saved" properties, where the 12 month delay has resulted in no "saved" properties, and in 2 demolitions.

Town of Reading - Demolition Delay By-Law  
Re-cap of Activity as of 3/1/11 - per Reading Historical Commission

Regulation	Outline of Issues	Quantity	Date	Residential	Commercial	Mixed	Municipal
<b>6 Month Delay</b>							
1	Town Meeting Adoption		1996				
2	Number of Properties on List - Town-wide	229					
3	Application Activity (# applications)	10					
4	Case Disposition; # Residential; # Commercial	8 - Demo		6	1	1	2
5	Number of Properties on List - West St Historic District	0					
<b>12 Month Delay</b>							
1	Town Meeting Adoption		2006				
2	Number of Properties on List - Town-wide	329	2010				
3	Application Activity (# applications)	2					
4	Case Disposition; No. Residential; No. Commercial	2-Demo		1			1*
5	Number of Properties on List - West St Historic District	12**					

Notes:

\* Reading Housing Authority

\*\*Estimated number per RHC

**Reading Historical Commission Report - given by Angela Binda and Virginia Adams:** The Reading Historical Commission feels that the proposed change to the demolition delay period from 12 months to 6 months will seriously impede its work, and could threaten the Town's most treasured and historic resources. The Reading Historical Commission does not recommend warrant Article 19.

The purpose of the Reading Historical Commission is to document historical assets of the Town and to develop a plan to protect them. Not only is this the legal purpose of the Reading Historical Commission, but it is also a Town goal that has been stated repeatedly, as in the Master Plan objective "to protect buildings of historical significance...as part of the value the Town puts into its architectural heritage and character." The Board of Selectmen reaffirmed this Town priority in their 2008 "Vision, Mission, and Values" Statement which reads, in part, "In support of the Town of Reading Mission, Reading Municipal Government will... uphold the character of Reading by actively encouraging efforts to document and preserve the history of the community, its historic buildings and areas, and prized open spaces." The demolition delay bylaw is the tool by which the Reading Historical Commission can carry out this stated objective.

The demolition delay bylaw was enacted in 1996, with a 6-month delay. The Reading Historical Commission worked with this 6-month delay for 10 years, but found the delay period to be inadequate to find alternatives to demolition. The Reading Historical Commission returned to Town Meeting in 2006 to ask that the delay period be increased to 12 months, and Town Meeting amended the bylaw. The Reading Historical Commission has found the 12-month delay to be a more productive and successful length of time, as it allows a property owner and the Reading Historical Commission more time to fully explore alternatives to demolition, and to concurrently go through other commissions' regulatory procedures and hearing processes (e.g., Conservation, CPDC, and/or ZBA). The Reading Historical Commission does not wish the demolition delay to be overly burdensome for property owners, and is judicious in its application. In fact, a provision for early release ends the delay when a solution has been formulated, or it becomes clear that the building will not be saved. However, the Reading Historical Commission believes that the 12-month delay is sometimes necessary to protect the Town's limited, and diminishing, historical resources. The delay period is truly a time for unforeseen alternatives to be discovered. Ultimately, property owners retain all decision-making authority.

There are currently 130 cities and towns in Massachusetts with a demolition delay bylaw, some with a delay of up to 18 months. Every year, more cities and towns add a similar bylaw to protect their historical assets, and every year several cities and towns increase their length of delay. Since 2006, when Reading increased its delay from 6 to 12 months, no towns or cities have eliminated the bylaw or decreased the length of the delay.

Historic preservation is a vital component to economic development in Reading. Reading has embraced Smart Growth principles, with Town Meeting establishing the Downtown Smart Growth District zoning and with the revitalization of the downtown, both of which the RHC supported. Historic preservation is a major component of the Smart Growth movement; it is sustainable development, it supports mixed land uses, it fosters distinctive and attractive communities with a strong sense of place, it utilizes existing infrastructure, and it promotes a pedestrian friendly environment. Historic buildings are natural incubators of small businesses and provide a variety of rent levels and rental spaces, and often allow for more immediate occupancy. Our historic assets, attractive and historic downtown, and the "Sense of Place" created by those historic buildings are a major draw for business owners wishing to establish themselves in Reading, and for those moving here. Reading often markets its historic assets to attract businesses to town. A Smart Growth approach that does not include historic preservation high on the agenda is missing a valuable economic development strategy. Historic properties create a sense of continuity and rootedness that stabilize the Town's economy and create a sense of community.

The current Demolition Delay Bylaw is an invaluable tool that enables the Town of Reading to protect its historic buildings. The regulation provides an effective measure of control over local historic resources. This is the only tool the RHC can utilize to assure active participation in the formal process when demolitions of historic properties are proposed. Article 19 would significantly weaken this proven and effective tool.

**Finance Committee Report:** No Report

**Economic Development Committee Report - given by Russell Graham:** The EDC recommends to the Board of Selectmen support of Article 19, by a vote of 5-0-0.

**Bylaw Committee Report - given by Philip Pacino:** The Bylaw Committee feels the presently 12 month requirement should stay in place in order to preserve Reading heritage. The Committee does not see an undue burden from leaving the 12 months in place. By a vote of 1-2-0 the Bylaw Committee does not recommend the subject matter of this article. - Report not given on the floor

James Bonazoli, Board of Selectmen wanted Town Meeting to be aware of the split vote among the Board of Selectmen in favor 3-2

See Attached presentation from Historical Commission - given by Angela Binda and Virginia Adams

After extensive discussion a motion was made by Ronald Thomas O'Keefe, Precinct 1 to move the question.

2/3 Vote Required  
94 Voted in the affirmative  
45 Voted in the negative  
159 Town Meeting Members in Attendance

**Motion to Move Question Carried**

75 Voted in the affirmative  
73 Voted in the negative  
159 Town Meeting Members in Attendance

**Motion Carried**

Note: A motion to reconsider was submitted by James Bonazoli and later withdrawn

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**ARTICLE 20**

Motion made by Stephen Goldy, Board of Selectmen to move that the Town vote to delete in its entirety, Section 5.16 of the Reading General Bylaw, and insert in its place the following new Section 5.16,

**5.16 Outdoor Loudspeakers and Public Address Systems**

No commercial establishment (except for restaurants as noted below) shall install or operate any outdoor loudspeaker or public address system on its premises except for the sole purpose of direct communication with a customer to assist that customer or to conduct a specific business transaction at the commercial establishment, as for example at a drive-up window of a fast food or banking establishment, or at self-service gasoline pumps. Any such loudspeaker or public address system shall be operated only during the regular business hours of the establishment. The owner of the establishment shall at all times ensure that the volume of sound produced outdoors by such loudspeaker or public address system shall be such as not to be audible from any portion of a public way or residential property.

Restaurants, except drive-through food establishments, may provide outdoor loudspeakers for the purpose of providing music for their patrons while dining, provided that such music is not audible from any portion of a public way or abutting property. Any such loudspeaker shall be operated only during the regular business hours of the establishment.

Motion made to dispense of further reading

**Motion to dispense Carried**

**Background - given by Peter Hechenbleikner:** Section 5.16 was adopted by Town Meeting on April 30, 1998. At that time virtually every business in Reading directly abutted residential property, and there had been no previous regulation of loudspeakers for drive through restaurants, gasoline service station, banks, and the like. The existing regulations have worked well and there have been no complaints from abutting property owners about noise from speakers from these establishments. However, since the development of the commercial development on Walkers Brook Drive, there are a number of restaurants (7) that have been developed which are isolated from abutting residential development. Several of these businesses have unknowingly installed speaker systems, and they have been directed to turn them off. However, it does not appear that there is any public purpose in not allowing speakers in these locations for the enjoyment of their dining customers; particularly with a requirement "... that such music is not audible from any portion of a public way or abutting property. Any such loudspeaker shall be operated only during the regular business hours of the establishment."

**Finance Committee Report:** No Report

**Bylaw Committee Report - given by Philip Pacino:** The Bylaw Committee recommends the subject matter of this article by a vote of 3-1-0.

**Economic Development Committee Report - report not given on floor:** The EDC recommends to the BOS support of Article 20, by a vote of 5-0-0.

After some discussion by Town Meeting Members a motion was made by John Carpenter, Precinct 7 to lay the Article on the table

**Motion to Table Carried**

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**ARTICLE 21**

Motion made by James Bonazoli, Board of Selectmen to move to indefinitely postpone the subject matter of Article 21.

Comments made by James Bonazoli, Board of Selectmen Chair, Board of Selectmen met on April 19, 2011 in regards to this Article - Sidewalk Plowing and Shoveling - After great input from citizens it was decided to indefinitely postpone.

Ronald D'Addario, Precinct 6 asked if Town Meeting could consider the Article and omit 5.19.1 removing in Residence from the Article.

Camille Anthony, Board of Selectmen stated that we didn't want to do this as there were too many issues that we had no answers for, therefore at this point we don't want to look at it.

**Motion to Indefinitely Postpone Carried**

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**ARTICLE 22**

Motion made by Camille Anthony, Board of Selectmen to move that the Town vote to amend the Reading Home Rule Charter as follows: (note – ~~cross-through~~ represents language to be eliminated and bold represents new language) by removing "Board of Assessors" in the first paragraph of Section 3.1 so that the paragraph reads as follows:

**Section 3-1: General Provisions**

The offices to be filled by the voters shall be the Board of Selectmen, School Committee, ~~Board of Assessors~~, Board of Library Trustees, Municipal Light Board, Moderator, Vocational School Representative and such members of regional authorities or districts as may be established by statute, interlocal agreement or otherwise, to re-number Section 3.6 as Section 4-10, and to amend the language in the new Section 4-10 to read as follows:

**Section ~~3-6~~ 4-10: Board of Assessors**

There shall be a Board of Assessors consisting of three (3) members ~~elected~~ appointed for three (3) year terms so arranged that one (1) term shall expire each year. The terms of the members of the Board of Assessors shall expire on the first day of July.

Members of the Board of Assessors shall be appointed by an Appointment Committee chaired by the Moderator, consisting of the Moderator who shall have one vote, the Chairman of the Board of Selectmen

who shall have one vote, and the Chairman of the Board of Assessors who shall have one vote. Any vacancy on the board shall be filled by the Appointment Committee.

The Board of Assessors ~~may appoint property appraisers and~~ shall have all the powers and duties given to Boards of Assessors by the Law of the Commonwealth not inconsistent with this Charter, to renumber the present Section 4.10 as Section 4.11,

**Background - given by Peter Hechenbleikner:** The Reading Home Rule Charter was developed in 1985 and adopted in April 1986. Members of the Charter Commission from that time have indicated that when it came to the question of the Board of Assessors being elected or appointed, a concern was expressed by 2 of the 3 incumbent members of the Board of Assessors at the time that making the Board of Assessors an appointed Board would have negatively affected their pensions because they were retired State employees. Largely because of this concern, the Board of Assessors was made an elected Board. Those 2 members are no longer on the Board of Assessors.

There are several reasons to consider making the Board of Assessor's an appointed body at this time:

1. In the last 30 years, there have been 5 instances (soon to be 6?) where there was a vacancy on the Board of Assessors that had to be filled by a committee of the whole made up of the remaining members of the Board of Assessors and the full membership of the Board of Selectmen: 1984, 1989, 2000, 2007, and 2009. Additionally there was at least one instance where a vacancy was filled by a write-in vote because there were no candidates on the ballot. Again in 2011 an incumbent on the Board of Assessors has chosen not to run for re-election, and the options are:
  - A write-in candidate with as little as 1 vote could be elected; or
  - If there are no write-in votes the remaining members of the Board of Assessors along with the full membership of the Board of Selectmen would once again appoint a member to the Board of Assessors until the next election.
2. The work of the Board of Assessors is more technical than policy making. The Assessors are similar in operation to the appointed Board of Health or the appointed Community Planning and Development Commission, rather than a policy making body like a Board of Selectmen or a School Committee. This lends itself more to a deliberate search for residents of the community who have expertise and interest in this work. In some instances the qualifications that make a good Assessor might not reside in someone who is interested in running for election.
3. The Town has worked hard over the past several years to develop completely integrated financial systems through the use of technology. It is important that the Assessment function be fully integrated with the remaining financial systems, and that the final decisions on such matters reside centrally within the Town administration.
4. The Board of Selectmen is interested in examining the potential for regionalizing a number of services, and tax assessment is one that lends itself particularly well to a regional structure. Having the Board of Assessors as an appointed Board would facilitate such a process.

One argument sometimes made for having an elected Board of Assessors is that it takes the politics out of the appointment process. To address this issue, the Charter amendment proposes to have an appointment committee process just like that for the Finance Committee and Bylaw Committee. The Appointment Committee would be made up of the Town Moderator along with the Chairman of the Board of Selectmen and the Chairman of the Finance Committee.

A survey of other area communities reveals that a number of comparable communities have appointed Boards of Assessors:

Town	Board of Assessors
Bedford	Elected
Burlington	Elected
Danvers	Appointed
Lexington	Appointed
Melrose	Appointed
North Andover	Appointed
North Reading	Appointed
Stoneham	Elected
Wakefield	Elected
Wilmington	Appointed
Winchester	Elected

The process for amending the Reading Home Rule Charter is spelled out in Article Section 8-1: "This Charter may be replaced, revised or amended ... by a two-thirds vote of the Town Meeting approved by the voters at the next Town Election.", which will be in the spring of 2012.

**Finance Committee Report:** No Report

**Bylaw Committee Report - given by Philip Pacino:** The Bylaw Committee feels that the Appointment Committee as set forth in this proposed Charter change should include the Chairman of the Board of Assessors in place of the Chairman of the Finance Committee. The Chairman of the Board of Assessors would be more familiar with the working of both the Assessment Department and the Board and thus would be the better individual to make a judgment regarding the best person to serve on the Board of Assessors.

The Appointment Committee for both the Finance Committee and the Bylaw Committee on which this proposal was modeled after include the Chairman of each respective Committee as part of the Appointment Committee.

The Bylaw Committee agrees that the Board of Assessors should advance to an appointment process instead of being elected. The lack of candidates in the recent election concerns the Committee.

The Bylaw Committee recommends the subject matter of this Article as amended by a vote of 4-0-0.

2/3 Vote Required  
 7 Voted in the affirmative  
 132 Voted in the negative  
 159 Town Meeting Members in Attendance

**Motion Does Not Carry**

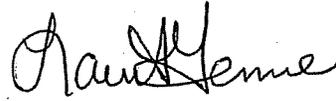
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Motion to adjourn made by Bill Brown, Precinct 8

**Motion Carried**

Adjourned with 159 in attendance at 10:18 PM to continue on May 2, 2011 at 7:30 PM

A true copy Attest:

A handwritten signature in black ink, appearing to read "Laura A Gemme". The signature is written in a cursive style with a large initial "L".

Laura A Gemme  
Town Clerk

## ANNUAL TOWN MEETING

Reading Memorial High School

May 2, 2011

**Precinct 2** - Met under M.G.L. open meeting law and voted on Article 30 - Removal of Town Meeting Members.

**Precinct 6** - Met under M.G.L. open meeting law and voted on Article 30 - Removal of Town Meeting Members.

The meeting was called to order by the Moderator, Alan E. Foulds, at 7:42 PM, there being a quorum present. The meeting was started with the Pledge of Allegiance to the Flag.

The following letter was read by Peter Hechenbleikner from Colonel Jack Hammond thanking the Reading community for the support to the Yankee Brigade.

"I would like to take the opportunity to thank the people of Reading once again for the support you have shown to the Soldiers of the 26th Yankee Brigade. We sincerely appreciate everything that you have done for us this year from the heartfelt send off ceremony to the donations of the "Yankee" Brigade sweatshirts. We have arrived in Afghanistan for our year long mobilization in support of Operation Enduring Freedom. While these deployments are hard on the Soldiers and their loved ones, we take comfort in knowing that our local communities are behind us.

As you can see we are enjoying the sweatshirts that you donated to us here in Kabul. Your patriotism is to be commended. The send-off ceremony that you held for us was beyond our expectations, the sweatshirts are a constant reminder of your support of Soldiers of the "Yankee" Brigade and it makes the task ahead of us that much easier. Please accept my heartfelt appreciation and thanks. We look forward to seeing you when we return home next year."

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Motion made by James Bonazoli to move Article 28 out of order.

### **Motion Carried**

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### **ARTICLE 28**

Motion made by Marsie West, Finance Committee Chair to see if the Town will vote to determine how much money the Town will appropriate by borrowing, or from the tax levy, or transfer from available funds, or otherwise, for the operation of the Town and its government for Fiscal Year 2012 beginning July 1, 2011, or take any other action with respect thereto.

Presentation given by Peter Hechenbleikner, Gail LaPointe and Bob LeLacheur - See Attached

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### **MOTION UNDER ARTICLE 28**

Motion made by Marsie West, Finance Committee to move that the Town raise by borrowing, or from the tax levy, or transfer from available funds, and appropriate the sum of: \$85,973,304 for the operation of the Town and its Government for Fiscal Year 2012, beginning July 1, 2011.

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### **MOTION UNDER ARTICLE 28**

Motion made by Marsie West, Finance Committee to move that the Town approve and appropriate the proposed FY 2012 Budget as presented for Line Item B99 (Benefits): \$12,845,486 to be provided as follows:

Line B99 – \$863,309 from Free Cash and the balance from property taxes, State aid and non-property tax local receipts

**Finance Committee Report - given by Marsie West:** Voted in support of Line B99 9-0-0 at the March 28, 2011 meeting

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**MOTION UNDER ARTICLE 28**

Motion made by Marsie West, Finance Committee to move that the Town approve and appropriate the proposed FY 2012 Budget as presented for Line Item C99 (Capital): \$948,000 to be provided as follows:

Line C99 – from property taxes, State aid and non-property tax local receipts

**Finance Committee Report - given by Marsie West:** Voted in support of Line C99 9-0-0 at the March 28, 2011 meeting

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**MOTION UNDER ARTICLE 28**

Motion made by Marsie West, Finance Committee to move that the Town approve and appropriate the proposed FY 2012 Budget as presented for Line Item D99 (Debt): \$6,063,446 to be provided as follows:

Line D99 - \$300,000 from Sale of Real Estate Fund and the balance from property taxes, State aid and non-property tax local receipts

**Finance Committee Report - given by Marsie West:** Voted in support of Line D99 9-0-0 at the March 28, 2011 meeting

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**MOTION UNDER ARTICLE 28**

Motion made by Marsie West, Finance Committee to move that the Town approve and appropriate the proposed FY 2012 Budget as presented for Line Item E99 (Vocational Education): \$419,343 to be provided as follows:

Line E99 – from property taxes, State aid and non-property tax local receipts

**Finance Committee Report - given by Marsie West:** Voted in support of Line E99 7-0-0 at April 3, 2011 meeting after receiving additional data - Original vote was at the March 28, 2011 meeting of 9-0-0

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**MOTION UNDER ARTICLE 28**

Motion made by Marsie West, Finance Committee to move that the Town approve and appropriate the proposed FY 2012 Budget as presented for Line Item G91 (Town Administration Wages): \$212,611 and Line Item G92 (Town Administration Expenses): \$468,180 to be provided as follows:

Lines G91 and G92 – from property taxes, State aid and non-property tax local receipts

**Finance Committee Report - given by Marsie West:** Voted in support of Line G91 9-0-0 at the March 28, 2011 meeting and voted in support of Line G92 9-0-0 at the March 28, 2011 meeting

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**MOTION UNDER ARTICLE 28**

Motion made by Marsie West, Finance Committee to move that the Town approve and appropriate the proposed FY 2012 Budget as presented for Line Item H91 (Accounting Wages): \$156,779 and Line Item H92 (Accounting Expenses): \$1,300 to be provided as follows:

Lines H91 and H92 – from property taxes, State aid and non-property tax local receipts

**Finance Committee Report - given by Marsie West:** Voted in support of Line H91 9-0-0 at the March 28, 2011 meeting and voted in support of Line H92 9-0-0 at the March 28, 2011 meeting

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**MOTION UNDER ARTICLE 28**

Motion made by Marsie West, Finance Committee to move that the Town approve and appropriate the proposed FY 2012 Budget as presented for Line Item I91 (Finance Wages): \$1,089,226 and Line Item I92 (Finance Expenses): \$458,200 to be provided as follows:

Lines I91 and I92 – from property taxes, State aid and non-property tax local receipts

**Finance Committee Report - given by Marsie West:** Voted in support of Line I91 9-0-0 at the March 28, 2011 meeting. Voted in support of Line I92 7-0-0 at April 3, 2011 meeting after receiving additional data - Original vote was at the March 28, 2011 meeting of 9-0-0.

Motion made by Bill Brown, Precinct 8 to move to reduce the GIS Coordinator position to \$38,171 - 0.6 FTE

**Motion Does Not Carry**

Motion made by Ralph Colorusso, Precinct 6 to add \$23,000 to keep the part time Associate Appraiser

**Motion Does Not Carry**

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**MOTION UNDER ARTICLE 28**

Motion made by Marsie West, Finance Committee to move that the Town approve and appropriate the proposed FY 2012 Budget as presented for Line Item J92 (Finance Committee Reserve Fund): \$150,000 to be provided as follows:

Line J92 – from property taxes, State aid and non-property tax local receipts

**Finance Committee Report - given by Marsie West:** Voted in support of Line J92 9-0-0 at the March 28, 2011 meeting.

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**MOTION UNDER ARTICLE 28**

Motion made by Marsie West, Finance Committee to move that the Town approve and appropriate the proposed FY 2012 Budget as presented for Line Item K91 (Community Services Wages): \$773,980 and Line Item K92 (Community Services Expenses): \$241,499 to be provided as follows:

Lines K91 and K92 – from property taxes, State aid and non-property tax local receipts

**Finance Committee Report - given by Marsie West:** Voted in support of Line K91 7-0-0 at the April 13, 2011 meeting after receiving additional data - Original vote was at the March 28, 2011 meeting of 7-2-0. Voted in support of Line K92 7-0-0 at April 13, 2011 meeting.

**Conservation Commission Report - given by William Hecht:** - The Commission supports this motion very reluctantly.

**Council on Aging Report - given by Steven Oston:** - The Council does not support regionalization or half time administrator, if position is cut to half time would like to see it returned to full time as soon as possible.

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#### MOTION UNDER ARTICLE 28

Motion made by Marsie West, Finance Committee to move that the Town approve and appropriate the proposed FY 2012 Budget as presented for Line Item L91 (Library Wages): \$987,717 and Line Item L92 (Library Expenses): \$253,813 to be provided as follows:

Lines L91 and L92 – from property taxes, State aid and non-property tax local receipts

**Finance Committee Report - given by Marsie West:** Voted in support of Line L91 9-0-0 at the March 28, 2011 meeting and voted in support of Line L92 9-0-0 at the March 28, 2011 meeting.

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#### MOTION UNDER ARTICLE 28

Motion made by Marsie West, Finance Committee to move that the Town approve and appropriate the proposed FY 2012 Budget as presented for Line Item M91 (Public Works Wages): \$2,289,710 and Line Item M92 (Public Works Expenses): \$836,930 to be provided as follows:

Line M91 – \$100,000 from the Reading Ice Arena to support Recreation wages; Line M92 – \$25,000 from the Sale of Cemetery lots to support Cemetery expenses; and the balance of Lines M91 and M92 from property taxes, State aid and non-property tax local receipts

**Finance Committee Report - given by Marsie West:** Voted in support of Line M91 9-0-0 at the March 28, 2011 meeting. Voted in support of Line M92 7-0-0 at April 13, 2011 meeting after receiving additional data - Original vote was at the March 28, 2011 meeting of 9-0-0

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#### MOTION UNDER ARTICLE 28

Motion made by Marsie West, Finance Committee to move that the Town approve and appropriate the proposed FY 2012 Budget as presented for Line Item M93 (Public Works - Snow & Ice Expenses): \$565,000; Line Item M94 (Public Works – Street Lighting Expenses): \$253,575 and Line Item M95 (Public Works – Rubbish Collection & Disposal Expenses): \$1,472,159 to be provided as follows:

Lines M93, M94 and M95 – from property taxes, State aid and non-property tax local receipts

**Finance Committee Report - given by Marsie West:** Voted in support of Line M93 9-0-0 at March 28, 2011 meeting and voted in support of Line M94 9-0-0 at the March 28, 2011 meeting and voted in support of Line M95 8-1-0 at the March 28, 2011 meeting

**MOTION UNDER ARTICLE 28**

Motion made by Marsie West, Finance Committee to move that the Town approve and appropriate the proposed FY 2012 Budget as presented for Line Item N91 (Public Safety Wages): \$7,595,269 and Line Item N92 (Public Safety Expenses): \$366,014 to be provided as follows:

Lines N91 and N92 – from property taxes, State aid and non-property tax local receipts

**Finance Committee Report - given by Marsie West:** Voted in support of Line N91 9-0-0 at March 28, 2011 meeting and voted in support of Line N92 9-0-0 at the March 28, 2011 meeting

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**MOTION UNDER ARTICLE 28**

Motion made by Marsie West, Finance Committee to move that the Town approve and appropriate the proposed FY 2012 Budget as presented for Line Item U99 (School Department): \$36,005,307 to be provided as follows:

Line U99 – from property taxes, State aid and non-property tax local receipts

**Finance Committee Report - given by Marsie West:** Voted in support of Line U99 7-0-0 at April 13, 2011 meeting after receiving additional data - Original vote was at the March 28, 2011 meeting of 9-0-0

Motion made by Elaine Webb, Precinct 1 to amend Line U99 to add \$50,000 from free cash

**Motion Does Not Carry as Declared by Moderator**

Motion made by David Tuttle, Precinct 3 to amend Line U99 to add \$994,643 from free cash

**Motion Does Not Carry as Declared by Moderator**

Motion made by David Talbot, Precinct 5 to amend Line U99 to add \$55,000 from free cash

**Declared Out of Order by Moderator**

Motion made by a Town Meeting Member to amend Line U99 to add \$150,000 from free cash

62 Voted in the affirmative  
68 Voted in the negative  
147 Town Meeting Members in Attendance

**Motion Does Not Carry**

**Moderator Declared all other Motions out of Order**

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**MOTION UNDER ARTICLE 28**

Motion made by Marsie West, Finance Committee to move that the Town approve and appropriate the proposed FY 2012 Budget as presented for Line Item V99 (Town Facilities): \$699,877 to be provided as follows:

Line V99 – from property taxes, State aid and non-property tax local receipts

**Finance Committee Report - given by Marsie West:** Voted in support of Line V99 9-0-0 at March 28, 2011 meeting

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**MOTION UNDER ARTICLE 28**

Motion made by Marsie West, Finance Committee to move that the Town approve and appropriate the proposed FY 2012 Budget as presented for Line Item W99 (Water Enterprise Fund): \$5,295,343 to be provided as follows:

Lines W99 – \$300,000 from Water Reserves and the balance from user fees and other charges

**Finance Committee Report - given by Marsie West:** Voted in support of Line W99 9-0-0 at March 28, 2011 meeting

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**MOTION UNDER ARTICLE 28**

Motion made by Marsie West, Finance Committee to move that the Town approve and appropriate the proposed FY 2012 Budget as presented for Line Item X99 (Sewer Enterprise Fund): \$5,147,890 to be provided as follows:

Line X99 – from user fees and other charges

**Finance Committee Report - given by Marsie West:** Voted in support of Line X99 9-0-0 at March 28, 2011 meeting

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**MOTION UNDER ARTICLE 28**

Motion made by Marsie West, Finance Committee to move that the Town approve and appropriate the proposed FY 2012 Budget as presented for Line Item Y99 (Storm Water Enterprise Fund): \$376,650 to be provided as follows:

Line Y99 – from user fees and other charges

**Finance Committee Report - given by Marsie West:** Voted in support of Line Y99 9-0-0 at March 28, 2011 meeting

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**MOTION UNDER ARTICLE 28**

Motion made by Marsie West, Finance Committee to move that the Town approve and appropriate the proposed FY 2012 Budget, exclusive of State and county assessments: \$85,973,304 Representing the total of all motions made under ARTICLE 28 as amended Funds are to be provided as set forth in said motions as amended

2/3 Vote Required  
127 Voted in the affirmative  
3 Voted in the negative  
147 Town Meeting Members in Attendance

**Motion Carried**

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Motion to adjourn made by James Bonazoli, Precinct 6

**Motion Carried**

Adjourned with 147 in attendance at 11:11 PM to continue on May 5, 2011 at 7:30 PM

A true copy Attest:

A handwritten signature in cursive script, appearing to read "Laura A Gemme".

Laura A Gemme  
Town Clerk

## ANNUAL TOWN MEETING

Reading Memorial High School

May 5, 2011

The meeting was called to order by the Moderator, Alan E. Foulds, at 7:43 PM, there being a quorum present. The meeting was started with the Pledge of Allegiance to the Flag.

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### ARTICLE 23

Motion made by David Tuttle, Community Planning and Development Commission to move that the Town vote to amend Section 4.3.3 of the Town of Reading Zoning By-Laws as follows: (note – ~~cross-through~~ represents language to be eliminated and bold represents new language)

Motion made by Camille Anthony to dispense of further reading

#### **Motion to dispense Carried**

#### 4.3.3 SITE PLAN REVIEW

Applicability. The following types of activities and uses require site plan review by the CPDC; *Routine maintenance or replacement in-kind is exempt.*

*Any exterior construction, or alteration or expansion of more than five hundred (500) gross square feet of an institutional, commercial, industrial, or multi-family structure with four or more dwelling units;*  
~~Construction, exterior alteration or exterior expansion of, or change of use within an institutional, commercial, industrial, or multi-family structure with four or more dwelling units;~~

~~b. Construction or expansion of a parking lot for an institutional, commercial, industrial, or multi-family structure or purpose.~~

*A change of use within an institutional, commercial, industrial, or multi-family structure;*

*Interior renovations over two thousand (2,000) gross square feet;*

*Construction or expansion of a parking lot for an institutional, commercial, industrial, or multi-family structure or purpose.*

4.3.3.2. Procedures. Applicants for site plan approval shall submit twelve (12) copies of the site plan to the CPDC for review, and within three (3) days thereafter request a determination from the Town Planner on completeness of application. The Town Planner shall make a determination of completeness within thirty (30) days of receipt of such application. The CPDC shall review and act upon the site plan, with such conditions as may be deemed appropriate, within sixty (60) days of its determination of completeness, and notify the applicant of its decision. The decision of the CPDC approving site plan review, shall be a majority of the commission and shall be in writing. No building permit or certificate of occupancy shall be issued by the Building Inspector without the written approval of the site plan by the CPDC, or unless 60 days lapse from the date of a determination of completeness of the site plan without action by the CPDC.

#### 4.3.3.3. Requirements:

4.3.3.3.1. Where the CPDC serves as the special permit granting authority for proposed work, it shall consolidate its site plan review and special permit procedures.

4.3.3.3.2. The applicant may request, and the CPDC may grant by majority vote, an extension of the time limits set forth herein.

4.3.3.3.3. No deviation from an approved site plan shall be permitted without modification thereof approved by CPDC.

Preparation of Plans. Applicants are invited to submit a pre-application sketch of the proposed project to the CPDC and to schedule a comment period at a regular meeting of the CPDC. Site plans shall be submitted on 24-inch by 36-inch sheets, or larger if necessary for clarity. Plans shall be prepared by a registered professional engineer, registered land surveyor, architect or landscape architect, as appropriate. Dimensions and scales shall be adequate to determine that all requirements are met and to make a complete analysis and evaluation of the proposal.

4.3.3.5. Contents of Plan. The contents of the site plan are as follows:

4.3.3.5.1. Five (5) separate plans prepared at a scale of one (1) inch equals twenty (20) feet or forty (40) feet or such suitable scale as may be approved by the CPDC. The plans are as follows:

- a. Site layout, which shall contain the boundaries of the lot(s) in the proposed development, proposed structures, drives, parking, fences, walls, walks, outdoor lighting, loading facilities, and areas for snow storage after plowing. The first sheet in this plan shall be a locus plan, at a scale acceptable to the CPDC, showing the entire project and its relation to existing areas, buildings and roads for a distance of one thousand (1,000) feet from the project boundaries or such other distance as may be approved or required by the staff.
- b. Topography and drainage plan, which shall contain the existing and proposed final topography at two-foot intervals and plans for handling storm water drainage, including resource area delineation.
- c. Utility plan which shall include all facilities for refuse and sewerage disposal or storage of all wastes, the location of all hydrants, fire alarm and fire fighting facilities on and adjacent to the site, all proposed recreational facilities and open space areas, and all wetlands including flood plain areas.
- d. Architectural plans, which shall include the floor plans and architectural elevations of all proposed buildings and a color rendering or photographs of similar structures.
- e. Landscaping plan, showing the limits of work, existing tree lines, and all proposed landscape features and improvements including screening, planting areas with size and type of stock for shrub or tree, and including proposed erosion control measures.

4.3.3.5.2. The site plan shall be accompanied by a written statement indicating the estimated time required to complete the proposed project and any and all phases thereof.

4.3.3.5.3. A written summary of the contemplated projects shall be submitted with the site plan indicating, where appropriate, the number of dwelling units to be built and the acreage in residential use, the evidence of compliance with parking and off-street loading requirements, the forms of ownership contemplated for the property and a summary of the provisions of any ownership or maintenance thereof, identification of all land that will become common or public land, and any other evidence necessary to indicate compliance with this By-Law.

4.3.3.5.4. The site plan shall be accompanied by drainage calculations by a registered professional engineer. Storm drainage design must conform to the Town of Reading subdivision regulations and Department of Environmental Protection storm water regulations.

4.3.3.5.5. The CPDC may require a narrative statement detailing the impact of the proposed use on municipal services and the environment, lighting, traffic, hazardous materials storage, trash, hours of operation and construction impacts.

4.3.3.5.6. Certification that the proposal is in compliance with the provisions, if applicable, of the Americans with Disabilities Act and the Massachusetts Architectural Barriers Board.

4.3.3.5.7. All plans submitted shall be in digital format as well as prints as approved by the Town Engineer. Number of prints submitted shall be determined by the Town Planner.

4.3.3.6. Approval. Site plan approval shall be granted upon determination by the CPDC that the plan meets the following objectives. The CPDC may impose reasonable conditions at the expense of the applicant, including performance guarantees, to promote these objectives. Any new building construction or other site alteration shall provide adequate access to each structure for fire and service equipment and adequate provision for utilities and storm water drainage consistent with the functional requirements of the CPDC's Subdivision Rules and Regulations. New building construction or other site alteration shall be designed in the site plan, after considering the qualities of the specific location, the proposed land use, the design of building form, the grading, egress points, and other aspects of the development, so as to:

Minimize the volume of cut and fill, the number of removed trees 6" caliper or larger, the length of removed stone walls, the area of wetland vegetation displaced, the extent of storm water flow from the site, soil erosion, and the threat of air and water pollution;

Maximize pedestrian and vehicular safety both on the site and approach/egression from it;

c. Minimize obstruction of scenic views from publicly accessible locations;

Minimize visual intrusion by controlling the visibility of parking, storage, or other outdoor service areas viewed from public ways or premises residentially used or zoned through the use of landscaping and fencing;

e. Minimize glare from headlights and lighting intrusion;

f. Minimize unreasonable departure from the character, materials, and scale of buildings in the vicinity, as viewed from public ways and places;

g. Minimize contamination of groundwater from on-site wastewater disposal systems or operations on the premises involving the use, storage, handling, or containment of hazardous substances;

Ensure compliance with the provisions of the Zoning By-Law;

Maximize property enhancement through use of landscaping and other site amenities;

Minimize environmental impacts to adjacent properties through hours of operation, deliveries, noise, rubbish removal and storage.

Lapse. Site plan approval shall lapse after two (2) years from the grant thereof if a substantial use thereof has not sooner commenced except for good cause. Such approval may, for good cause, be extended in writing by the CPDC upon the written request of the applicant.

Regulations. The CPDC may adopt and from time to time amend reasonable regulations for the administration of these site plan guidelines.

Fee. The CPDC may adopt reasonable administrative fees and technical review fees for site plan review at levels necessary to cover costs. The CPDC may also require the applicant to fund professional review of the filing.

4.3.3.10. Appeal. The appeal of any decision of the CPDC hereunder shall be made in accordance with the provisions of Mass. Gen. L. Ch. 40A. §17.

4.3.3.11. ~~Exemptions:~~

~~Site plan review shall not be required for the following:~~

~~a. The construction is solely for the maintenance or repair of the existing structure;~~

~~b. The construction, expansion or alteration of a building or structure does not exceed three hundred (300) gross square feet, or such alteration involves only interior renovation of less than one thousand (1,000) gross square feet;~~

~~c. The construction, expansion or alteration only involves the modification of internal electrical, plumbing or mechanical systems.~~

4.3.3.12.1. Waiver of Site Plan:

4.3.3.11. Minor Site Plan Review:

The Community Planning and Development Commission or the Town Planner by administrative approval may waive grant approval for a minor site plan review with or without conditions provided the proposed construction, expansion or alteration will not result in any adverse impact in the areas described in Sections 4.3.3.5 or 4.3.3.6 and for any of the following reasons provided however that the property has not been approved for a minor site plan review within the last three (3) years; the requirement for site plan review for any of the following three reasons:

a. The construction, expansion or alteration only involves the interior renovation of an existing space such as plumbing, electrical, furniture, fixtures, mechanical systems, or interior changes to comply with the current building code such as handicap accessibility, and the proposed changes will not result in an adverse impact in the areas described in Sections 4.3.3.5 or 4.3.3.6.

b. The proposed change in use is in the same use category and will not result in an adverse impact in the areas described in Sections 4.3.3.5 or 4.3.3.6.

The property has undergone *been developed according to a full* site plan review and approval within the past five years, and the proposed changes will not result in an adverse impact in the areas described in Sections 4.3.3.5 or 4.3.3.6.

If the Community Planning and Development Commission or Town Planner does not act within 60 30 days of receiving a complete *waiver Minor Site Plan Review Project* request, the request shall be deemed granted.

4.3.3.12. Waiver of Loading Zone Space Requirements:

The Community Planning and Development Commission may waive the requirements of 6.1.1.3 as to the number of loading zone spaces, provided there is no adverse impact in the areas described in Section 4.3.3.6., or take any other action with respect thereto.

4.3.3.13. Waiver of Parking, Loading Space and Related Design Requirements in the Business C District.

Upon the applicant's request and submission of supporting documentation, the community Planning and Development Commission may waive or reduce the requirements under Section 6.1.1.3 and Section 6.1.2, provided there is no adverse impact in the areas described in Section 4.3.3.6.

**Background:** The purpose of Article 23 is to promote ease of permitting and improving customer service and thereby promoting economic development.

The Zoning By-Law includes a provision under Section 4.3.3 for Site Plan Review. The purpose of Site Plan Review is to promote development that will be beneficial to the community and that is in keeping

with its character. Site Plan Review allows the Town to manage growth and insure that it is consistent with the Zoning Bylaw and the Reading Master Plan. Site Plan Review is not required for residential construction of less than four (4) dwelling units.

Article 23 seeks to modify (lessen) the threshold requirements for site plan review, omit the waiver requirement, and add a provision for Minor Site Plan Review. Article 23 proposes to change the threshold for exterior construction or alternation from 300 square feet to 500 square feet and for interior construction or alteration from 1,000 square feet to 2,000 square feet.

In an effort to streamline Site Plan Review Article 23 eliminates the requirement for seeking a waiver for projects that currently qualify for site plan review but still are required to appear before the Community Planning and Development Commission (CPDC).

To promote economic development and ease of permitting, Article 23 includes a new provision for Minor Site Plan Review which allows administrative approval by either the CPDC or the Town Planner for projects that meet the stated criteria as follows:

- Construction, expansion, or alteration involving an interior renovation (no exterior work) of an existing space such as plumbing, electrical, furniture, fixtures, mechanical equipment or interior changes to comply with the current building code such as handicap access;
- The proposed change is in the same use category (no change of use);
- The property has been developed according to a full site plan review and approval within the past five years;

In summary, Article 23 supports on-going efforts to streamline regulations, simplify reviews to be more customer friendly, and promote economic development. It should be noted that smaller projects that can be handled through administrative approvals will result in a big benefit to applicants who otherwise have to attend evening CPDC meetings. Public hearings for larger projects sometimes pre-empt the smaller projects as they are scheduled first on the agenda, weeks in advance, due to advertising requirements. This requires smaller projects to be scheduled later on the agenda which can be very late into the evening.

**Finance Committee Report:** No Report

**Bylaw Committee Report -given by Philip Pacino:** The Bylaw Committee recommends the subject matter of this Article by a vote of 4-0-0.

**Economic Development Committee Report -given by Sheila Clarke:** The EDC recommends to the Board of Selectmen support of Article 23, by a vote of 5-0-0.

**Community Planning and Development Commission Report -given by David Tuttle:** The CPDC recommends the subject matter of the Article by a vote of 4-0-0

Motion made by John Carpenter to amend as follows:

*Any exterior construction, or alteration or expansion of more than five hundred (500) gross square feet of an institutional, commercial, industrial, or multi-family structure with four or more dwelling units;*  
~~Construction, exterior alteration or exterior expansion of, or change of use within an institutional, commercial, industrial, or multi-family structure with four or more dwelling units;~~

Change five hundred (500) gross square feet to two thousand (2000) gross square feet....

**Motion Ruled out of Order**

2/3 Vote required

109 Voted in the affirmative  
6 Voted in the negative  
129 Town Meeting Members in Attendance

**Motion Carried**

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**ARTICLE 24**

Motion made by Richard Schubert, Board of Selectmen to move that the Town vote to approve an Affordable Housing Trust Fund Allocation Plan entitled "2011 Town of Reading Affordable Housing Trust Fund Allocation Plan" dated April 26, 2011 pursuant to Chapter 140 of the Acts of 2001 entitled "AN ACT AUTHORIZING THE TOWN OF READING TO ESTABLISH AN AFFORDABLE HOUSING TRUST FUND",

**Background - given by Peter Hechenbleikner:** Chapter 140 of the Acts of 2001 authorized the Town of Reading to establish an Affordable Housing Trust Fund (AHTF). This legislation was done as a Home Rule Petition by the Town. The legislation provides in part "The Town of Reading may establish a separate fund to be known as the Affordable Housing Trust Fund for the purpose of creating or preserving affordable housing by the Town of Reading, the Reading Housing Authority or a housing trust, community development corporation or similar entity created under the laws of the commonwealth for the purpose of creating, maintaining or operating affordable housing." Among the state purposes is to: "develop new or rehabilitate existing dwelling units for purchase or rental by low and moderate income housing purchasers or tenants;"

According to the legislation, "Expenditures shall follow an allocation plan submitted by the Board of Selectmen annually to Town Meeting at the Annual Town Meeting, and approved by Town Meeting." "[a]ll expenditures from the fund, . . . shall be in accordance with the allocation plan and approved by a majority vote of the full combined memberships of the Board of Selectmen and the Reading Housing Authority."

The purpose of this legislation is to provide a framework for the Town to expend funds on affordable housing. The current balance in the Affordable housing Trust Fund is \$458,017.68 which has been accumulated over the years as funds secured for the purpose by the CPDC, and funds deposited in at least one instance when an existing affordable unit was no longer able to be kept affordable after efforts were made to do so. There have been no expenditures to date from this fund, although there have been several attempts at using these funds – in one instance to subsidize a Reading Housing Authority project.

As part of the Oaktree development (the former Atlantic site) a total of 20% of the units will be affordable units, or 11 units of the total of 57 units in the development. The Town has negotiated to provide up to \$400,000 from the Affordable Housing Trust fund to subsidize the development of those 11 affordable units. All of the affordable units will be affordable in perpetuity. All of the 57 units will count on the Town's inventory of affordable housing units because the units will be developed as rental units.

An affordable housing restriction will be required that must be approved by the State Department of Housing and Community Development (DHCD). This request is based on the stated need for the funds to carry out the project and will require a joint agreement between Oaktree, the Board of Selectmen, and the Housing Authority.

As part of the due diligence related to this request, the Town has been working with Oaktree reviewing pro-formas to clarify the finances of this project including the need for our help through the AHTF. The process is on-going and the Town has asked for additional information to clarify what has been provided to date.

In addition to analyzing the pro-forma, the Town has indicated to Oaktree that we would be drafting a set of legal documents with conditions in order to satisfy our requirements. The discussion has included

protecting the Town's investment of funds by use of the following which would be recorded at the Registry of Deeds:

- **Deferred Payment Loan (DPL) Agreement** – this is commonly used in affordable housing projects where the funds are provided as a grant, but with conditions that could trigger repayment of all or some of the funds. For example, if the project were sold as a permitted project to another developer then the terms of the DPL could require repayment in full. or
- **Promissory Note** – another legal document that assures compliance with stated terms. or
- **Mortgage** – just like a bank would place a mortgage on a house, we would do so here.

By taking these steps the Town of Reading will be protected and a viable redevelopment project will be supported. The redevelopment of the former Atlantic Supermarket, 30 Haven Street, is an important project that will be an anchor to both Haven Street and High Street. It will increase foot traffic throughout the downtown and promote Smart Growth. With just under 100,000 square feet of new construction including approximately 20,000 square feet of retail with 57 units of residential above (11 of which will be affordable) this project is consistent with the Master Plan, Housing Plan, and Economic Development efforts. As a rental project under the 40R zoning, the Town of Reading will get credit for all 57 units in its affordable housing inventory maintained by the State. Even if the development were to change to condominiums, the Town would still be credited with 11 affordable units.

**Finance Committee Report - given by Berry Berman:** The Finance Committee voted 0-1-8 at their March 30, 2011 meeting not to recommend the subject matter of this Article. If financial information becomes available to Finance Committee they will review it at their April 13, 2011 meeting and may reconsider their vote. A majority of the Committee is not opposed to using Trust Funds for this project, but felt there was not enough information at the time of the vote to feel comfortable supporting this Article. Members questioned the need for the Town to subsidize the developer for construction costs and urged the Town to drill down further and analyze the project's financial statements. Finance Committee wanted to know what steps the Town would take to protect the investment, including structuring the Trust funds as a loan. The lone member opposing the article felt it was inappropriate for the Town to utilize Trust Fund proceeds to subsidize a private developer for housing units the Town does not own.

**Bylaw Committee Report:** No Report

Information presented by Peter Hechenbleikner:

Pursuant to Article 24 of the 2011 Annual Town Meeting, an Affordable Housing Trust Fund Allocation Plan for the Fiscal Year 2012 in accordance with the provisions of Chapter 140 of the Acts of 2001 is as follows:

Available Balance – <u>Unrestricted Funds</u> :	\$458,017.68
Available Balance – <u>Restricted Funds</u>	\$ 0

a. Unrestricted funds shall be used for the following purposes:

99% for constructing affordable housing (including loan and grant programs); or, for maintaining and improving affordability of existing housing stock; or for the purchase of existing housing stock to add it to or maintain it as a part of the existing affordable housing inventory

1% for administration of the Affordable Housing Trust Fund

b. Restricted funds received into the AHTF for designated purposes from grants, gifts, donations, or the like, shall be allocated at 100% towards the stated purposes.

Motion made by Bill Brown, Precinct 8 to Indefinitely Postpone this Article

**Motion to Postpone does not Carry**

After discussion among Town Meeting Members

**Motion Carries as presented by Peter Hechenbleikner**

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**ARTICLE 25**

2011 Annual Town Meeting

Motion made by Bill Brown, Precinct 8 to move to indefinitely postpone the subject matter of Article 25

**Motion Carries**

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**ARTICLE 26**

Motion made by Bill Brown, Precinct 8 to move to indefinitely postpone the subject matter of Article 26

**Motion Carries**

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**ARTICLE 27**

Motion made by Bill Brown, Precinct 8 to move to indefinitely postpone the subject matter of Article 27

**Motion Carries**

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**ARTICLE 29**

Motion made by James Bonazoli to move that the Town vote to transfer from Free Cash and appropriate the sum of \$25,000 to the Employee Sick Leave Buy-back and Vacation Leave Buyback Stabilization Fund.

**Background - given by Bob LeLacheur:** The 2009 Annual Town Meeting voted to establish a stabilization fund for Town employee sick-leave and/or vacation leave buy-back. This was done because the Town Departments could not accurately forecast 18 months in advance what employees might leave their employment and be eligible for these payments. In most cases, the various Town wage budgets as voted by Town Meeting did not have the capacity to support these unpredictable payments, unless a position remained unfilled for a sufficient period of time.

In FY11 the Town has had several circumstances that required these payments and in most cases we were able to fund the costs through unused wages because a position was unfilled. In Article 5 of this Town Meeting we are requesting a transfer out of \$10,000 for a department that does not have sufficient funds to cover an FY11 obligation.

If this transfer under Article 5 is approved, the remaining balance of the fund would be approximately \$5,400. Article 29 seeks to add \$25,000 from free cash to supplement this amount, to be used in future years by vote of Town Meeting as needed.

The potential for Sick Leave buy-back is diminishing as changes in Personnel Policies and collective bargaining agreements work towards eventual elimination of this benefit. For example, as part of the bargaining process in 2010, all Sick Leave Buy-back for Police Patrol Officers and Police Superior Officers was eliminated – currently and prospectively. All other Town non-union and most other Town unions have given up sick leave buy-back prospectively from a variety of dates. Many non-union employees have never been eligible for this benefit.

Vacation leave buy-back is already severely constrained by limits on vacation leave carryover, and is the smaller amount of the buy-back leave.

**Finance Committee Report - given by Bryan Walsh:** The Finance Committee voted 9-0-0 at their March 30, 2011 meeting to recommend the subject matter of this Article. If a transfer was approved earlier at this Annual Town Meeting under Article 5, then the balance of this stabilization fund is about \$5,420. Increasing that amount will allow the Town to meet future obligations without skewing the individual department budgets; which was the intention when this Fund was created.

**Bylaw Committee Report:** No Report

2/3 Vote required  
Declared unanimous by Moderator  
129 Town Meeting Members in Attendance

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### ARTICLE 30

Move that the Town vote, pursuant to Section 2-6 of the Reading Home Rule Charter, to declare the seats of the following Town Meeting Members to be vacant and remove said persons from their position as Town Meeting Members for failure to attend one half or more of the Town Meeting sessions during the previous year:

Precinct 2

Lizabeth Ann Malinski  
Kim Marie Sullivan  
Richard J. Moore  
Robert R. Morelli  
Brooks E. Rice  
George A. Snow

Precinct 3

Anthony D'Arezzo

Precinct 5

Susan A. Giacalone

Precinct 6

Allison M. Piper  
Chad R. Smith

Precinct 7

Mario A. Jarrin Hurtado  
Nancy B. Matheson

Precinct 8

William O. Finch  
Donald J Golini  
Robert I Nordstrand

**Background - given by Alan Foulds:** The Reading Home Rule Charter provides for the removal by Town Meeting of Town Meeting Members who did not attend at least half of the Town Meeting sessions during the previous year. There are 24 members who meet those criteria, as listed above. This compares to 10 members who were listed in the Town Meeting warrant report in 2010.

The remaining Town Meeting Members from Precincts 2, 3, 5, 6, 7 and 8 will be asked to meet in a caucus before this Article is taken up, and to evaluate the particular circumstances of each of these situations. The affected precincts will then make a recommendation to Town Meeting as to whether the member should be removed.

**Finance Committee Report:** No Report

**Bylaw Committee Report:** No Report

**Precinct 2 Report - given by Precinct Chair, Priscilla Ryan:** Precinct 2 voted to remove the following members:

Lizabeth Ann Malinski  
Brooks E Rice  
Kim Marie Sullivan

**Precinct 3 Report - given by Precinct Chair, Frank Driscoll:** Precinct 3 voted to remove the following members:

None

**Precinct 5 Report - given by Precinct Chair, Janice Jones:** Precinct 5 voted to remove the following members:

None

**Precinct 6 Report - given by Precinct Chair, James Mulvey:** Precinct 6 voted to remove the following members:

Alison M Piper  
Chad R Smith

**Precinct 7 Report - given by Precinct Chair, Daniel Ensminger:** Precinct 7 voted to remove the following members:

None

**Precinct 8 Report - given by Precinct Chair, William Hecht:** Precinct 8 voted to remove the following members:

None

**Motion Carried to Remove the Above Members**

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### ARTICLE 3

To choose all other necessary Town Officers and Special Committees and determine what instructions shall be given Town Officers and Special Committees, and to see what sum the Town will vote to appropriate by borrowing or transfer from available funds, or otherwise, for the purpose of funding Town Officers and Special Committees to carry out the instructions given to them, or take any other action with respect thereto.

The following Instructional Motions were submitted as follows:

**Motion made by Ronald D'Addario, Precinct 6:**

In recognition of May as National Bike month, this motion instructs our selectmen to work with our Walkable Reading Committee and the Reading Climate Committee to provide safe street lanes for bicycles.

**Background:** We have already in place bike racks installed around town at our schools and municipal buildings to our depot. We need to take the next step to make bike riding safer for family outings whether to our downtown or to one of our recreational parks.

Installing bike lanes, whether a separate path or just a white line on the street, provides a margin of safety required by bicyclists especially those with younger children. Presently, moving about town by bike can be hazardous to your health. Let's work to improve this dangerous situation to make Reading a bike friendly town. If Boston can do it, surely, Reading can too. Thank you.

#### **Motion Carried**

#### **Motion made by Russell Graham, Precinct 4:**

Move that the Reading Board of Selectmen appoint a committee for the purpose of studying the Oakland Road property to determine the best use of or disposition of said property. Such committee to include members of Town Meeting and representatives of the Reading School Committee and representatives of the Reading Recreation Committee.

#### **Motion Carried**

#### **Motion made by Marsie West, Finance Committee:**

Move that Town Meeting instruct the Board of Selectmen, Town Manager, and School Committee/School Department to explore the following revenue enhancement ideas recommended by Reading citizens at the Financial Forum held on September 15, 2010 and report back to Town Meeting and Finance Committee by October 2011 with:

- Specific actions taken (organizations consulted, timelines)
- Comments on feasibility of opportunity
- Follow up tasks to achieve additional revenue

The goal of this motion is to include all feasible opportunities in the revenue budget for FY 13. Finance Committee would appreciate interim monthly updates beginning in June 2011 until the ideas are either implemented or the responsible Board/Manager votes to take other action on them.

- 1) Town Manager:
  - a) Additional cell tower opportunities
  - b) Advertising / Billboards (including electronic billboards)
  - c) Expanded rental of space/increased rental fees
- 2) School Committee / School Department:
  - a) Expanded rental of existing space
  - b) Naming rights for buildings and other property
- 3) Board of Selectmen
  - a) Increase parking fees at Depot
  - b) Sponsoring of town trees, benches, lights, etc.
  - c) Sale of Town land (Oakland Road)

**Background:** The Finance Committee sponsored a series of Financial Forums last fall to encourage citizens to bring forth their ideas on revenue enhancement as well as cost reductions. At the September 15, 2010 session, approximately 50 citizens and board members attended and offered their revenue enhancement ideas, then voted their priorities. More than 25 ideas were generated and received votes. Each of the items listed above was among the top voted items (7+ votes for each). Many of the cost reduction opportunities identified at the October 27, 2010 Financial Forum have been incorporated into the FY2011 budget proposal.

The goal of this motion is for the Boards, Town Manager and Schools to actively pursue these opportunities and implement all feasible revenue enhancement measures. Finance Committee would like to be informed of their status on a regular basis using the evaluation criteria on the attachment developed by the Committee to help assess the opportunities. Our goal is to keep these ideas front and center to help provide additional revenues that benefit the Town.

### **Motion Carried**

#### **Motion made by Frederick Van Magness Sr, Precinct 8:**

Move that the Board of Selectmen and the Reading Housing Authority, in implementing any distribution of funds to other than non-profit entities from the Affordable Housing Trust Fund (Trust) per the plan approved under Article 24 of this Town Meeting or any subsequent Town Meeting, be instructed to loan funds for a period not to exceed 10 years, with security and guaranteed repayment of principal to the Trust, instead of providing outright grants.

In addition, to ensure the maximum long term affordable housing benefit to Reading from the use of these Trust funds, the Board of Selectmen and the Reading Housing Authority are instructed to limit distributions to any single entity to not more than 50 % of the available Trust funds.

Motion made by Philip Pacino, Bylaw Committee to change non-profit to qualified tax-exempt entities

### **Motion Accepted**

Motion made by Stephen Crook, Precinct 3 to delete the entire second paragraph

### **Motion to Amend Carried**

#### **Original Motion as Amended does not Carry**

#### **Motion made by Daniel Ensminger, Precinct 7; John Carpenter, Precinct 7; Maryann Quinn, Precinct 6; Erin Calvo-Baci, Precinct 5; David Mancuso, Precinct 4:**

Move that Town Meeting instruct the Town Moderator appoint a five-person review committee comprised of two (2) Reading citizens or businessmen at large, one (1) Historical Committee member, one (1) liaison from the Economic Development Committee and one (1) liaison from the Community Planning and Development Committee to conduct a public review of Reading General Bylaws, Section 5.13, Demolition of Structures of Potential Historical Significance, reporting back to Town Meeting at its Adjourned Meeting approximately November of 2011 with:

- Identification of the sufficiency or deficiency of the aforementioned bylaws relating to the protection of private property owners' legal rights under the 5<sup>th</sup> amendment of the US constitution and the Constitution and laws of the Commonwealth of Massachusetts.
- Draft Bylaw amendment including a public process that complies with US and Commonwealth Constitution and laws and preserves property owners' rights, for (a) adding, revising, and removing specific properties from Reading's list of historically significant buildings; (b) appealing and adjudicating decisions of the Historical Commission regarding such properties; (c) establishing unambiguous and specific criteria for adding, revision, and/or removing specific properties from said list; and (d) provides for public posting of the list of protected properties and periodic notification of subject property owners.
- Identification of areas for improvement in the business processes of the Historical Commission for the selection, notification, and hearing process that ensures owners of properties under consideration for addition to the Demolition Delay list are ensured due process prior to having their property added to the list and throughout the process of renovating, demolishing or selling the property in question.
- Recommendation of other historic preservation processes and functions that represent the best and most public processes of other Historical Commissions in the Commonwealth.
- Specific actions required to revise the aforementioned bylaw to ensure a transparent public process for the preservation of historic properties and the protection of private property owners' rights under the law.

Town Counsel should be made available as a resource to answer written questions from the committee regarding constitutionality. The goal of this motion is establish a clear, concise and equitable bylaw that enables the Town to balance its desire to preserve properties of historic significance while fully respecting

the rights of the individual property owner in a manner that harmonizes relationships between concerned parties.

**Background:** Discussion surrounding the recent 75 to 73 vote to return the Demolition Delay to its original 6 month waiting period graphically depicts the Town's desire to preserve properties of potential historic significance while respecting the rights of private property owners and preventing undue financial or emotion hardship on those property owners. While the vote was in effect, a laudable compromise between views on either side of the issue, it failed to address the substantive question of whether the town needs to revise Section 5.13 of the General Bylaws to ensure the legal protection of private property owners rights. By conducting a formal review of Bylaw 5.13, Reading will ensure a smoother process for protecting historic properties, minimizing possible legal liabilities for the Town and setting a new standard of cooperation within the community.

Motion to make an amendment by Angela Binda, Precinct 5

Committee to evaluate all aspect of the demolition delay bylaw - 7 member committee

2 Historical Commission Members

1 Board of Selectmen Member

2 Members (total) from the following committees which have Regulatory Authority and oversee land use:

CPDC

ZBA

Conservation Commission

1 Member EDC

1 Town Meeting Member (not serving on one of the above named boards)

**Motion to Amend does not Carry**

**Motion as Presented does not Carry**

**Motion made by Ronald D'Addario, Precinct 6:**

The Town Manager and Selectmen are instructed to find a town or village in the tornado ravaged American south who desperately needs help. The Town Manager is instructed to contact the selected town's mayor to determine the needs of the community especially those needs that we could fill. By whatever means possible funds are raised, we load a rental box truck with those provisions and drive them to our sister town.

**Motion does not Carry**

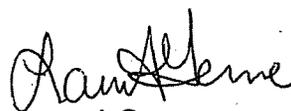
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Motion to adjourn made by a Town Meeting Member

Move to adjourn the 2011 Annual Town Meeting *sine die* at 10:14 PM

**Motion Carried**

A true copy Attest:

  
Laura A Gemme  
Town Clerk

# COMMONWEALTH OF MASSACHUSETTS

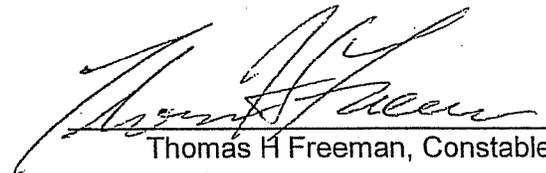
Middlesex, ss. Officer's Return, Reading:

By virtue of this Warrant, I, on September 28, 2011 notified and warned the inhabitants of the Town of Reading, qualified to vote on Town affairs, to meet at the place and at the time specified by posting attested copies of this Town Meeting Warrant in the following public places within the Town of Reading:

- Precinct 1 J. Warren Killam School, 333 Charles Street
- Precinct 2 Peter Sanborn Place, 50 Bay State Road
- Precinct 3 Reading Police Station, 15 Union Street
- Precinct 4 Joshua Eaton School, 365 Summer Avenue
- Precinct 5 Town Hall, 16 Lowell Street
- Precinct 6 Austin Preparatory School, 101 Willow Street
- Precinct 7 Reading Library, Local History Room, 64 Middlesex Avenue
- Precinct 8 Wood End School, 85 Sunset Rock Lane

The date of posting being not less than fourteen (14) days prior to November 14, 2011, the date set for Town Meeting in this Warrant.

I also caused a posting of this Warrant to be published on the Town of Reading website on September 28, 2011.

  
Thomas H Freeman, Constable

A true copy Attest:

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

**TOWN WARRANT  
(SEAL)  
COMMONWEALTH OF MASSACHUSETTS**

Middlesex, ss.

To any of the Constables of the Town of Reading, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Reading, qualified to vote in elections and Town affairs, to meet at the Reading Memorial High School Auditorium, 62 Oakland Road, in said Reading, on Monday, November 14, 2011, at seven-thirty o'clock in the evening, at which time and place the following articles are to be acted upon and determined exclusively by Town Meeting Members in accordance with the provisions of the Reading Home Rule Charter

**ARTICLE 1** To hear and act on the reports of the Board of Selectmen, Town Accountant, Treasurer-Collector, Board of Assessors, Director of Public Works, Town Clerk, Tree Warden, Board of Health, School Committee, Contributory Retirement Board, Library Trustees, Municipal Light Board, Finance Committee, Cemetery Trustees, Community Planning & Development Commission, Town Manager and any other Official, Board or Special Committee.

Board of Selectmen

**ARTICLE 2** To choose all other necessary Town Officers and Special Committees and determine what instructions shall be given Town Officers and Special Committees, and to see what sum the Town will vote to appropriate by borrowing or transfer from available funds, or otherwise, for the purpose of funding Town Officers and Special Committees to carry out the instructions given to them, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 3** To see if the Town will vote to amend the FY 2012 - FY 2021 Capital Improvements Program as provided for in Section 7-7 of the Reading Home Rule Charter and as previously amended, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 4** To see if the Town will vote to appropriate the sum of \$55,470.89 for the purpose of funding the West Street final design project, including all engineering and design costs, and any other associated costs, and that to meet this appropriation:

- ◆ \$7,798.08 shall be transferred from the unexpended proceeds of the town's bonds dated 4-10-08 which were issued for the construction of the Birch Meadow Tennis Courts pursuant to the vote of the town passed 11/13/07 (Article 9);
- ◆ \$46,209.30 be transferred from the unexpended proceeds of the town's bonds dated 11-1-07 which were issued for the construction of the Turf Field Improvements pursuant to the vote of the town passed 4/26/07 (Article 22);
- ◆ \$1,341.51 be transferred from the unexpended proceeds of the town's bonds dated 4-10-08 which were issued for the purchase of a Ladder Truck pursuant to the vote of the town passed 11/13/07 (Article 10); and
- ◆ \$122.00 be transferred from the unexpended proceeds of the town's bonds dated 8-1-09 which were issued for the purchase of a Fire Engine pursuant to the vote of the town passed 11/10/08 (Article 11);

and that the Board of Selectmen is authorized to take any other action necessary to carry out this project; provided, however that no expenditures shall be made hereunder until the Board of Selectmen determines (which determination shall be conclusive) that after the transfer of such unexpended bond proceeds, the remaining amount of unexpended bond proceeds from all of the above referenced bonds is sufficient to complete the project for which the bonds were sold, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 5** To see if the Town will vote to amend one or more of the votes taken under Article 28 of the Warrant of the Annual Town Meeting of April 25, 2011; and to see what sum the Town will vote to appropriate by borrowing or transfer from available funds, or otherwise, as the result of any such amended votes for the operation of the Town and its government, or take any other action with respect thereto.

Finance Committee

**ARTICLE 6** To see if the Town will vote to authorize the payment during Fiscal Year 2011 of bills remaining unpaid for previous fiscal years for goods and services actually rendered to the Town, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 7** To see if the Town will vote to rescind the remaining balances on the following authorized but unsold debt that is no longer needed for the completion of the projects:

- ◆ \$140,000 for Birch Meadow Tennis Courts – April 26, 2007 Annual Town Meeting Article 21;
- ◆ \$275,000 for Turf Field Improvements - April 26, 2007 Annual Town Meeting Article 22;
- ◆ \$65,000 for Sewer improvements Sunnyside/Fairview - April 26, 2007 Annual Town Meeting Article 23;
- ◆ \$50,000 for Ladder Truck – November 13, 2007 Subsequent Town Meeting Article 10

Or take any other action with respect thereto

Board of Selectmen

**ARTICLE 8** To see if the Town will vote to amend the action taken under Article 7 of the Warrant at the November, 2010 Town Meeting, which vote authorized the borrowing of \$2,285,000 to pay costs of water system improvements on Haverhill Street, to permit the expenditure of funds authorized to be borrowed under said Article 7, but which not needed to complete the Haverhill Street project, to pay costs of rehabilitating and repairing water mains on Howard Street, from Summer Ave to County Road, including the costs of engineering services, plans, documents, cost estimates, bidding services and all related expenses, or take any other action relative thereto.

Board of Selectmen

**ARTICLE 9** To see what sum the Town will vote to transfer from the Smart Growth Stabilization Fund tot the Affordable Housing Trust Fund, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 10** To see if the Town will amend the motion under Article 5 at the November 13, 2001 Subsequent Town Meeting by striking the Words "July 1, 2003" and the words "allocated 75% towards perpetual (non expendable) principal and 25% to be available (expendable)" so that the sentence shall read: "Unless otherwise directed by a subsequent donor as to the use of his or her donation made on or after January 1, 2012 shall be available for expenditure (expendable)."  
Or take any other action with respect thereto.

Commissioners of Trust Funds

**ARTICLE 11** To see if the Town will vote to authorize revolving funds for certain Town Departments under Massachusetts General Laws, Chapter 44, Section 53E ½ for the fiscal year beginning July 1, 2011 with the receipts, as specified, credited to each fund, the purposes, as listed, for which each fund may be spent, the maximum amount that may be spent from each fund for the fiscal year, and the disposition of the balance of each fund at fiscal year end.

Revolving Account	Spending Authority	Revenue Source	Allowed Expenses	Expenditure Limits	Year End Balance
Town Forest	Director of Public Works upon the recommendation of the Town Forest Committee	Sale of timber; fees for use of the Town Forest	Planning and Improvements to the Town Forest	\$10,000	\$0

or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 12** To see if the Town will vote to accept the report of the Board of Selectmen under the provision of law authorizing the assessment of betterments, to install granite curb on Stewart Road and Edgemont Avenue: and to authorize the Board of Selectmen under the provision of law authorizing the assessment of betterments under the provisions of Chapter 80 of the General Laws, as amended, to assess betterments therefore, in accordance with the statutory requirements; and to see what sum the Town will vote to appropriate by borrowing, or from the tax levy, or transfer from available funds, or otherwise, for the installation of curbing, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 13** To see if the Town will vote to discontinue as a public way for all purposes a portion of Grant Street, consisting of approximately 399 square feet of land along the northerly side of Grant Street and 400 square feet of land along the southerly side of Grant Street as shown on a Plan entitled "Grant Street Roadway Discontinued Plan" dated September 27, 2011, a copy of which is on file with the Town Clerk, subject to the reservation of any and all utility and drainage facility easements in said way; and to transfer the care, custody, control and management of said discontinued portion of Pearl Street from the Board of Selectmen for public way purposes, to the Board of Selectmen for the purpose of conveyance, and further, to authorize the Board of Selectmen pursuant to M.G.L. c.40, §3 to convey all of the Town's right title and interest in said discontinued way upon such terms and conditions, and for such consideration as the Board of Selectmen deem to be in the best interest of the Town,

or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 14** To see if the Town will vote to authorize the Board of Selectmen, pursuant to M.G.L. Chapter 40, §3, to convey all of the town's right title and interest in the parcel of land identified on the Assessors Map as Map 28, Lot 202 containing 13,930 square feet of land, upon such terms and conditions, and for such consideration as the Board of Selectmen deem to be in the best interest of the Town, or take any other action relative thereto.

Board of Selectmen

**ARTICLE 15** To see if the Town will vote to discontinue as a public way for all purposes a portion of Old Pearl Street, consisting of approximately 11,351 square feet of land along the westerly side of the 1944 Pearl Street alteration beginning at the private way known as Bunker Avenue and extending in the northerly direction for a distance of approximately 250 linear feet to the side line of Audubon Road as shown on a Plan entitled "Pearl Street Roadway Discontinued Plan" dated September 27, 2011, a copy of which is on file with

the Town Clerk, subject to the reservation of any and all utility and drainage facility easements in said way; and to transfer the care, custody, control and management of said discontinued portion of Pearl Street from the Board of Selectmen for public way purposes, to the Board of Selectmen for the purpose of conveyance, and further, to authorize the Board of Selectmen pursuant to M.G.L. c.40, §3 to convey all of the Town's right title and interest in said discontinued way upon such terms and conditions, and for such consideration as the Board of Selectmen deem to be in the best interest of the Town,

or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 16** To see if the Town will vote, pursuant to M.G.L. Chapter 40, Section 15A, to transfer the care, custody and control of approximately 31,061 square feet of land as shown on Board of Assessor's map 27 lot 405, and map 27 lot 412 from the School Department to the Board of Selectmen for the purpose of conveyance; and; and further, to authorize the Board of Selectmen pursuant to M.G.L. c.40, §3 to convey all of the Town's right title and interest in said property upon such terms and conditions, and for such consideration as the Board of Selectmen deem to be in the best interest of the Town,

or take any other action with respect thereto

School Committee

**ARTICLE 17** To see if the Town will vote to discontinue as public ways for all purposes, the following;

- a portion of Grandview Road, on the west side of the way southerly from the intersection of Cold Spring Road for approximately 358 feet;
- a portion of Cold Spring Road, on the south side of the way westerly for approximately 115 feet from the intersection of Grandview Road and the full width of the way an additional 112 feet westerly to Oakland Road;
- a portion of Oakland Road southerly from the intersection of Cold Spring Road for approximately 330 feet to Chestnut Road; and
- a portion of Tower Road westerly from Grandview Road for approximately 243 feet to Oakland Road,

all as shown as "the Discontinued Sections of Grandview Road, Cold Spring Road, Oakland Road and Tower Road" on a Plan entitled "Roadway Discontinuance Plan" dated September 27, 2011, a copy of which is on file with the Town Clerk, subject to the reservation of any and all utility and drainage facility easements in said ways; to transfer the care, custody, control and management of said discontinued portions of Grandview Road, Cold Spring Road, Oakland Road and Tower Road from the Board of Selectmen for public way purposes to the Board of Selectmen for the purpose of conveyance; and further, to authorize the Board of Selectmen to convey all of the Town's right title and interest in said discontinued ways together with all of the land shown on Board of Assessor's Map 33 Lot 19, Map 33 Lot 31, Map 27 lot 405, and Map 27 lot 412 upon such terms and conditions, and for such consideration as the Board of Selectmen deem to be in the best interest of the Town,

or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 18** To see if the Town will vote, pursuant to M.G.L. Chapter 40, Section 15A, to transfer the care, custody and control of the property shown on Board of Assessor's Map 9, Lot 3, consisting of 31,614 square feet of land, from the Water Department or the Board of Selectmen for water resource and protection purposes, to the Board of Selectmen for the purpose of conveyance; and further, to authorize the Board of Selectmen pursuant to M.G.L. c.40, §3 to convey all of the Town's right title and interest in said parcel of land upon such terms and conditions, and for such consideration as the Board of Selectmen deem to be in the best interest of the Town,

or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 19** To see if the Town will approve the recodification of the Reading General Bylaw pursuant to Section 8.9 of the Reading Home Rule Charter, or take any other action with respect thereto.

Bylaw Committee

**ARTICLE 20** To see if the Town will vote to approve an amendment to the Table of Organization pursuant to Section 6-1 of the Reading Home Rule Charter, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 21** To see if the Town will vote to amend Section 4.8, Aquifer Protection District, of the Town of Reading Zoning By-Laws, in the following respects (note – ~~cross-through~~ represents language to be eliminated and **bold** represents new language):

by amending Section 4.8.3. Definitions: as follows (new language in bold)

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

by deleting Sections 4.8.6.1.9 and 4.8.6.1.10 in their entirety, and inserting in place thereof the following new sections:

**4.8.6.1.9 Land uses that result in the rendering impervious of more than 15% or 2,500 square feet of any lot or parcel, whichever is greater, unless a system of artificial recharge of precipitation is provided;**

**4.8.6.1.10 When artificial recharge is required to meet the limitation established in Section 4.8.6.1.9, a system for the recharge of precipitation shall be provided that will not result in the degradation of groundwater quality. Recharge plans shall comply with the DEP Stormwater Guidelines and shall be submitted to the Town Engineer for review and approval;**

by inserting a new Section 4.8.7 as follows:

**4.8.7. Nonconforming Uses and Structures**

**Non-conforming uses and structures which were lawfully existing, begun or in receipt of a building or special permit, prior to the first publication of notice of public hearing for this bylaw may be continued.**

**If such non-conforming uses and structures are changed, extended or altered, as specified in M.G.L. c. 40A, §6 and Section 6.3 of this bylaw, then the use or structure as changed, extended or altered must comply with this bylaw.**

by inserting a new Section 4.8.8 as follows:

**4.8.8 No Variance Permitted**

**No variances shall be granted from the provisions of this bylaw Section 4.8.**

by inserting a new Section 4.8.9 as follows:

**4.8.9 Administration/Rules and Regulations**

This bylaw shall be administered by the Community Planning and Development Commission which shall also have the authority to adopt rules and regulations governing the design of infiltration systems required herein;

by renumbering the current Section 4.8.7 as 4.8.10,

or to take any other action with respect thereto.

Community Planning and Development Commission

**ARTICLE 22** To see if the Town will vote to amend Section 6.2 (Signs) of the Town of Reading Zoning By-Laws as follows: (note – ~~cross-through~~ represents language to be eliminated and **bold** represents new language)

6.2.2. Definitions

- t. **Temporary Construction/Redevelopment Signs** – A temporary unlit free standing sign or wall sign affixed to a structure or fence identifying the project name, project team, project description or business to be conducted on the premises.

6.2.4. Exempt Signs

- j. ~~Construction Signs, identifying contractors while doing construction work on a property.~~ **Temporary Construction signs shall be allowed during active construction, where a demolition or building permit has been issued and where at least site preparation work has commenced. Temporary Redevelopment signs shall be allowed for sites that have not begun construction, but have been issued a building or demolition permit or have an approved site plan. The maximum size of Temporary Construction/Redevelopment Signs shall not exceed 32 square feet in surface area or 10 feet in any dimension. Temporary Redevelopment signs may be displayed for a period of up to 1 year. Upon written request and approval of the CPDC the display period for a Temporary Redevelopment sign may be extended. Temporary Construction signs shall be removed after the construction, repair or renovation work is completed or within 7 days after the issuance of a final occupancy permit.**

6.2.3. Signs Permitted According to Zoning District

<b>Table 6.2.3 Signs Permitted According to Zoning District</b>						
		Max	Max			
		Sign	Sign	Setbacks:		
	Permit	Area	Height	Front	Side	Maximum
Type	Required	(sq. ft.)	(ft.)	(ft.)	(ft.)	Number
<b>All Zoning Districts:</b>						
1. Personal Message	N	4	6	N/A	20	1/lot
2. Identification (Joint and Area)	N	4	8 (A)	N/A	N/A	1/lot
3. Construction	N	<del>48</del> <b>32</b>	N/A	N/A	20	<del>N/A</del> <b>1</b>
4. Subdivision Sales	(C)	48	N/A	N/A	N/A	1/subdiv.
5. Subdivision	(C)	24	N/A	N/A	N/A	1/subdiv.
6. Real Estate Sales	N	8 (G)	6	N/A	20	1/lot

7. Temp Open House	N	4	N/A	N/A	20	1/agency per lot
8. Garage/Yard Sale	N	4	N/A	N/A	20	1/lot
9. Informational - Directional	N	4	6	N/A	N/A	N/A
Portable A-Frame Regulated by the Board of Selectmen – Annual Permit Required						
10. Temporary Business Signs	Y	16	N/A		(See Section 6.2.6.2.h.)	or 30
<b>Business-A, Business-C and Industrial Zoning Districts:</b>						
11. Free-Standing	Y	50(D)	20	0	20(I)	1/lot
12. Wall	Y	2/4E	(A)	N/A	10	1/business
13. Projecting / Blade	Y	8	(A)(H)	N/A	10	1/business
<b>Business-B Zoning Districts:</b>						
14. Free-standing (Service Stations Only)	Y	35(D)	14	0	20	1/lot
15. Wall	Y	2(F)	(A)	0	0	2/businesses
16. Projecting/ Blade	Y	8	(A)(H)	-4	0	1/business
17. Free-Standing	SPP(J)	35	10.5	0	20	1/lot
<b>NOTES:</b>						
(A) No portion of such sign shall extend higher than the bottom of the sills of the windows of the second floor of a building or higher than the lowest portion of the eaves or, in the case of a gabled wall, no higher than a line equal in height to the lowest portion of the lower eave of any adjoining building wall, whichever of the above is lowest.						
(B) Aggregate sign area of all applicable signs.						
(C) Only as shown in Definitive Subdivision Plans as approved by the Community Planning and Development Commission consistent with Paragraph 6.2.1.1.						
(D) May not be larger than 75 square feet, if more than one business occupies the lot.						
<b>*See Section 6.2.6.4.</b>						
(E) If the minimum distance from the building wall on which the sign is mounted is less than 100 feet from the centerline of the street which the sign faces, the maximum sign area shall be equal to 2 square feet per linear foot of said wall occupied by the establishment to which the sign relates; if such distance is more than 100 feet, maximum sign area shall be equal to 4 square feet per linear foot of said wall so occupied.						
(F) No wall sign for any non-residential establishment shall exceed a sign area equal to 2 square feet per linear footage of length of the front wall of the building occupied by the establishment to which the sign relates.						
(G) Real Estate Signs in the Industrial Zoning Districts are allowed one sign per business with a maximum sign area equal to 2 square feet per linear foot of said wall occupied by the establishment to which the sign relates without a sign permit.						
(H) Projecting/Blade Signs shall be at least eight (8) feet from the ground and may project no more than four (4) feet from the structure.						

(I) A Special Permit may be granted by the CPDC. See Section 6.2.9 for Special Permit Criteria.

(J) Free-standing signs shall be permitted only where the principal business entrance is located more than 40 feet from the centerline of the street in front of the lot. CPDC may waive the 40' business entrance setback requirement for signs in existence as of the effective date of this amendment. See Section 6.2.9.a. for Special Permit Criteria

Or take any other action with respect thereto.

Community Planning and Development Commission

**ARTICLE 23** To see if the Town will vote to amend the Town of Reading General Bylaw by adding a new section as follows:

**8.10 Maintenance of Vacant Buildings and Land**

All vacant structures and vacant land within the Town of Reading shall be maintained in a safe, secure and clean condition so as not to compromise the health, safety and general welfare of the community.

**8.10.1 Definitions:**

For purposes of this bylaw the following definitions shall apply:

**8.10.1.1 Building**

A structure enclosed within exterior walls or firewalls, built, erected, or framed of any materials, and fixed to the ground, having a roof, to form a structure for the shelter of persons, animals or property, or the storage of commercial or industrial personal property. This bylaw shall not apply to buildings or property owned or subject to the control of the Town or any of its governmental bodies.

**8.10.1.2 Owner**

A person, entity, service company, property manager or real estate broker, who alone or severally with others:

- has legal or equitable title to any building, structure or parcel of land, vacant or otherwise; or
- has care, charge or control of any building or structure, parcel of land, vacant or otherwise, in any capacity including but not limited to agent, executor, executrix, administrator, administratrix, trustee or guardian of the estate of the holder of legal title; or
- is a mortgagee in possession of any such property; or
- is an agent trustee or other person appointed by the courts and vested with possession or control; or
- is an officer or trustee of the association of unit owners of a condominium; each such person being bound to comply with the provisions of these minimum standards as if he were the owner; or
- is a trustee who holds, owns or controls mortgage loans for mortgage backed securities transactions and has initiated a foreclosure process.

**8.10.1.3 Vacant**

Buildings or property that are unoccupied for a period greater than one hundred eighty (180) days by a person or persons with legal right to occupancy thereof.

#### 8.10.2 Minimum Maintenance Requirements

Owners of vacant properties must fulfill the following minimum adequate maintenance requirements for any such property they own:

- Maintain vacant properties in accordance with all applicable local and state Sanitary Codes, Building Codes and Fire Codes.
- Secure vacant properties to prevent unauthorized entry and exposure to the elements.
- Maintain vacant properties in a manner that ensures their external/visible maintenance, including but not limited to the maintenance of major systems, the removal of trash and debris, and the upkeep of lawns, shrubbery, and other landscape features.
- Remove graffiti, carvings or markings from all structures, signs, walls and fences.
- Repair or replace broken windows or doors within thirty (30) days. Boarding up any doors or windows is prohibited except as a temporary measure for no longer than thirty (30) days.
- For properties vacant for six months or more, the utilities for which have been shut off, remove or cut and cap such utilities to prevent accidents.
- Maintain free from the storage of any junked, wrecked, or abandoned vehicles.

Compliance with this section shall not relieve the owner of any applicable obligations set forth in any other codes, regulations, covenant conditions or restrictions, and/or homeowner or condominium association rules and regulations.

#### 8.10.3 Notice of Failure to Maintain Property

Upon identifying a property as failing to meet the minimum maintenance requirements set out in section 8.10.2, the Building Inspector may notify the owner in writing at the owner's last known address of maintenance deficiencies. If any maintenance deficiency is not corrected within 30 days of said notice, or if a maintenance plan is not approved by the Building Department within 30 days of said notice, the Town may impose a penalty in accordance with the provisions of this bylaw.

#### 8.10.4 Inspections

The Building Department, the Board of Health, the Chief of the Police Department and the Chief of the Fire Department, or their designees, shall have the authority to periodically inspect any property reasonably understood to be a vacant property for compliance. The Building Department shall have the discretion to determine when and how such inspections are to be made, provided that the time and manner of such inspections are reasonably calculated to ensure that this bylaw is enforced.

#### 8.10.5 Penalties

Violations of this bylaw, including violations of any regulation promulgated hereunder, or failure to comply with a maintenance plan approved by the Building Department, shall be punishable by a fine of one hundred dollars (\$100.00) for each day during which the violation continues. In addition to any other means of enforcement, the provisions of this bylaw may be enforced by non-criminal disposition in accordance with the provisions of Section 1.8 of this bylaw, and M.G.L. Chapter 40, Section 21D. For the purposes of such non-criminal disposition, the "enforcing person" shall mean the Building Inspector, the Health Director, the Police Department, the Fire Department, or their designee.

#### 8.10.6 Enforcement

The Building Department or its designee, the Board of Health, Fire Department and/or the Police Department or their designees(s) shall enforce all provisions of this bylaw; including any regulation promulgated hereunder, and shall institute all necessary administrative or legal action to assure compliance.

#### 8.10.7 Unsafe Buildings

If the Building Inspector determines the building to be unsafe, he may act immediately in accordance with the State Building Code to protect public safety. Furthermore, nothing in this bylaw shall abrogate

the powers and/or duties of municipal officials to act pursuant to any general statutory authority including, without limitation, M.G.L. c.139, §1 et seq. and M.G.L. c.143, §6 et seq.

or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 24** To see if the Town will vote to amend Section 7.1 of the Town of Reading General Bylaw as follows (note – ~~cross-through~~ represents language to be eliminated and **bold** represents new language, and all section numbers are in accord with the proposed recodified General Bylaw):

Delete the last sentence of the second paragraph of Section 7.1.4 and substitute therefore

**"The critical wetland-related terms used in this bylaw and regulations adopted pursuant hereto shall be defined in regulations promulgated under this bylaw"**

and delete Sections 7.1.4.1 through 7.1.4.11, so that Section 7.1.4 reads as follows

#### **7.1.4 Concurrent Notice and Hearings to Meet State Law Requirements**

The same Notice of Intent, plans and specifications required to be filed by an applicant under M.G.L. Chapter 131, Section 40 will be accepted as fulfilling the applicable requirements of this bylaw. The Conservation Commission may adopt and impose project review changes in accordance with regulations adopted pursuant hereto. Town projects are exempt from review fees under Section 7.1.14.

All hearings and public meetings held under M.G.L. Chapter 131, Section 40 when it applies, and under this bylaw shall be held simultaneously, whenever possible. Definitions, time frames and procedures, not inconsistent with this bylaw or the regulations adopted pursuant hereto, set forth in said Section 40, and in the regulations promulgated by the Department of Environmental Protection, as the same may from time to time be amended, are hereby made a part of this bylaw. ~~Notwithstanding any definitions set forth in said Section 40, and in the regulations promulgated by the Department of Environmental Protection, the following definitions are hereby also made a part of this bylaw and shall control whenever there is a conflict between the different definitions:~~ **The critical wetland-related terms used in this bylaw and regulations adopted pursuant hereto shall be defined in regulations promulgated under this bylaw**

##### **7.1.4.1 Activity**

~~Shall also include the installation of any utility conduit system including but not limited to drainage, sewage and water systems; and changing of the chemical, thermal or biological characteristics of land or water.~~

##### **7.1.4.2 Alter**

~~Shall mean to impact by any activity, any area subject to protection under this bylaw.~~

##### **7.1.4.3 Bordering Vegetated Wetland**

~~Shall include any wetland that touches any creek, river, stream, whether permanent or intermittent, pond or lake, or the bank of any of the preceding resource areas.~~

##### **7.1.4.4 Buffer Zone**

~~Shall include land extending one hundred (100) feet horizontally outward from the boundary of any area subject to protection under this bylaw, except land subject to flooding or riverfront area.~~

##### **7.1.4.5 Ditch**

~~Shall mean any man-made trench or furrow that has not altered any creek, river, stream, pond or lake, or the bank of any of the preceding resource areas, or wetland.~~

##### **7.1.4.6 Floodplain**

Shall be synonymous with land subject to flooding.

#### ~~7.1.4.7 Groundwater~~

~~Shall be synonymous with groundwater supply.~~

#### ~~7.1.4.8 Stream~~

~~Shall mean a body of flowing water, whether permanent or intermittent, moving along a hydraulic gradient.~~

#### ~~7.1.4.9 Rare Species~~

~~Shall also include those plant species listed as rare, threatened or endangered by the Massachusetts Division of Fisheries and Wildlife Natural Heritage Program.~~

#### ~~7.1.4.10 Riverfront Area~~

~~Shall be as defined in 310 CMR 10.00, as amended.~~

#### ~~7.1.4.11 Wetlands~~

~~Shall mean lands where the water table is at or near the surface or the land is covered by shallow water. This shall include swamps, wet meadows, bogs and marshes, creeks, rivers, streams, ponds and lakes. Wetlands have one or more of the following three attributes:~~

- ~~• At least periodically the land supports predominantly hydrophytic vegetation;~~
- ~~• The substrate is predominately undrained hydric soil;~~
- ~~• The substrate is saturated with water or covered by shallow water at some time during the growing season of each year.~~

And amend section 7.116 as follows:

#### **7.1.16 Violations**

No person shall remove, fill, dredge or alter any area subject to protection under the provisions of this bylaw without the required authorization, or cause, suffer or allow such activity, or leave in place unauthorized fill, or otherwise fail to restore illegally altered land to its original condition, or fail to comply with an enforcement order issued pursuant to the provisions of this bylaw. Each day such violation continues shall constitute a separate offense except that any person who fails to remove unauthorized fill or otherwise fails to restore illegally altered land to its original condition after giving **given** written notification of said violation **te by** the Conservation Commission shall not be subject to additional penalties under this bylaw, unless said person thereafter fails to comply with an enforcement order or order of conditions.

Or take any other action with respect thereto

Conservation Commission

**ARTICLE 25** To see if the Town will vote to amend the Town of Reading General ByLaw, in the following respects (note – ~~cross through~~ represents language to be eliminated and **bold** represents new language, and all section numbers are in accord with the proposed recodified General Bylaw):

by amending Section 2.1.1 Date of Annual Town Meeting, as follows:

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

Or take any other action with respect thereto

Finance Committee

**ARTICLE 26** To see if the Town will vote to amend the Town of Reading General Bylaw, in the following respects (note – ~~cross through~~ represents language to be eliminated and **bold** represents new language, and all section numbers are in accord with the proposed recodified General Bylaw):

by amending Section 2.2 Conduct of Town Meetings, as follows:

**Rule 3** Prior to debate on each Article in a Warrant involving the expenditure of money, the Finance Committee shall advise the Town Meeting as to its **deliberations**, findings or recommendations and the reasons therefore;

by amending Section 3.3.2, Finance Committee, as follows:

#### 3.3.2.1 Duties

The Finance Committee shall consider all matters of business included within the Articles of any Warrant which involve the expenditure, appropriation and raising or borrowing of money **or which otherwise impact the town finances**;

#### 3.3.2.2 – Recommendations **Report** to Town Meeting

The Finance Committee shall make a written ~~recommendation~~ **report** on all Articles that it has considered, and the Town Clerk shall make said written ~~recommendations~~ **report** available to each Town Meeting Member at least seven (7) days prior to the first adjournment of the Annual Town Meeting, seven (7) days prior to the second Monday in November and four (4) days prior to any Special Town Meeting **as part of the “Report on the Warrant” available to each Town Meeting Member**. ~~The said recommendations should be those of a majority of the entire Committee but recommendations may also be made by a minority of said Committee. The Committee’s report shall also state the total amount of appropriations recommended by it on the entire Warrant and the approximate tax rate based on such recommendations.~~ **When sufficient information has been provided to take a vote, the recommendations should be those of a majority of the entire Committee. However, recommendations may also be made by a minority of said Committee in addition to the majority. The Committee’s recommendation shall include the total amount of appropriations that it recommends on each article within the Warrant.**

by inserting the following new sections:

#### 3.3.2.3 Form of Report

The Finance Committee in making its report upon any subject referred to it shall arrange the report in clear and compact form, and shall divide it into separate propositions whenever in its judgment such divisions may be desirable. The Committee shall attach to each proposition its own recommendations or a summary of deliberations, when applicable.

#### 3.3.2.4 Failure of Finance Committee to Make Recommendation

The failure of the Finance Committee to consider, recommend and/or report on any Article in the Warrant shall not affect the validity of any vote or other action taken at any Town Meeting.

and by renumbering the current Sections 3.3.2.3 and 3.3.2.4, as 3.3.2.5 and 3.3.2.6,

or take any action with respect thereto.

Finance Committee

**ARTICLE 27** To see if the Town will vote to amend Section 7.2, Demolition of Structures of Potentially Historical Significance, of the Reading General Bylaw, as follows (all section numbers are in accord with the proposed recodified General Bylaw):

by inserting the following new sections:

### 7.2.3.7 Appeal

Within seven (7) business days of the Commission's determination that a structure is a Preferably Preserved Historic Structure pursuant to Section 7.2.3.6 hereof, the property owner may appeal the determination to the Board of Selectmen by filing a written request for review with the Board of Selectmen. The request for review shall be received by the Board of Selectmen and the Town Clerk's Office within seven (7) business days of the date of the Commission's determination and a copy of the request shall be provided to the Building Commissioner and the Commission. The Board of Selectmen shall hold a public hearing and issue its determination within forty-five (45) business days from the date of said Commission's determination. Public notice of the time, place and purpose of the hearing shall be posted in a conspicuous place at Town Hall and published in a local newspaper not less than seven (7) business days prior to the date of the scheduled public hearing. Said notice shall identify the street address of the subject Building. A copy of the public hearing notice shall be mailed to the Applicant and record owner if different from the Applicant, the Building Commissioner and Commission;

### 7.2.3.8 Certificate of Hardship

Pursuant to M.G.L. c.40C, §10(c), in the event of an application for a Certificate of Hardship, the Commission shall determine whether, owing to the conditions especially affecting the building or structure involved, but not affecting the District generally, failure to approve an application will result in a substantial hardship, financial or otherwise, to the applicant and whether such application may be approved without substantial detriment to the public welfare and without substantial derogation from the intent and purposes of this bylaw. If the Commission determines that owing to such conditions failure to approve an application will involve substantial hardship to the applicant then approval thereof may be made to authorize the Building Inspector to approve the application for demolition of said property; and

by renumbering the current Sections 7.2.3.7 and 7.2.3.8 as Sections 7.2.3.9 and 7.2.3.10;

or take any other action in respect thereto.

Petition

**ARTICLE 28** To see if the Town will vote, pursuant to Section 8-1 of the Reading Home Rule Charter, to amend Article 5, Town Manager, Section 5-1: Appointment, Qualifications, Term, so that it reads as follows (language with ~~strikethrough~~ shows deletions/words in **bold** denotes new language)

The Board of Selectmen shall appoint a Town Manager ~~without term~~ and **may enter into a contract with the Town Manager not exceeding three (3) years in length**, and shall fix his compensation within the amount annually appropriated for that purpose. The Town Manager shall not be subject to a personnel bylaw, if any. The Town Manager shall be appointed solely on the basis of his executive and administrative qualifications. He shall be a professionally qualified person of proven ability, especially fitted by education, training and previous experience. He shall have had at least five (5) years of full-time paid experience as a City or Town Manager or Assistant City or Town Manager or the equivalent level public or private sector experience.

The terms of the Town Manager's employment shall be the subject of a written **contract** ~~agreement~~ setting forth his **tenure**, compensation, vacation, sick leave, benefits, and such other matters (~~excluding tenure~~) as are customarily included in an employment **contract** ~~agreement~~. While serving as Town Manager he shall devote full time to the office (and except as expressly authorized by the Board of Selectmen) shall not engage in any other business or occupation and (except as expressly provided in the Charter) shall not hold any other public office, elective or appointive, in the Town.

With the approval of the Selectmen, he may serve as the Town's representative to regional boards, commissions and the like but shall not receive additional salary from the Town for such services.

or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 29** To see if the Town will vote, pursuant to Section 8-1 of the Reading Home Rule Charter, to amend Article 7, Finances and Fiscal Procedures, Section 7-2: Submission of Proposed Budget, paragraph 1, so that it reads as follows: (language with strikethrough shows deletion/language in **bold** denotes new language)

At least four (4) months before the start of the fiscal year, **and following consultation with the Board of Selectmen on the Municipal Government portions of the budget**, the Town Manager shall submit to the Finance Committee a proposed budget for the ensuing fiscal year with an accompanying budget message and supporting documents. He shall simultaneously provide for the publication in a local newspaper of a general summary of the proposed budget, and a notice stating the times and places where complete copies of his proposed budget shall be available for examination by the public.

or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 30** To see if the Town will vote pursuant to Section 8-1 of the Reading Home Rule Charter to amend Section 2-12, Establishment of Standing Committees, the third paragraph under Finance Committee, as follows (new language in **bold**):

The Finance Committee shall have all the powers and duties granted to Finance Committees under the laws of the Commonwealth, Town bylaws, Town Meeting vote and other applicable laws. In addition to these powers, the Finance Committee shall have the power to investigate the books, accounts, records and management of any office, board or committee in Town, and may use agents in carrying out such investigations. The Finance Committee shall report **on its deliberations**, findings, approval or disapproval on all Articles that involve the expenditure of funds in the Warrant in writing at least seven (7) days before Town Meeting. Such a report shall not preclude further action or reconsideration by the Finance Committee, or take any other action in respect thereto.

Finance Committee

**ARTICLE 31** Warrant Article Title: Amendment of Section 2-15, Referendum Procedure, of the Reading Home Rule Charter

To see if the Town will vote, pursuant to Section 8-1 of the Reading Home Rule Charter, to amend Section 2-15: Referendum Procedures, subsection (b) Form of Referendum Petition/Ballot Question, so that it reads as follows: (language with strikethrough shows deletions/words in **bold** denotes new language.)

No final affirmative vote of a Town Meeting on any Warrant Article shall be operative until after the expiration of ~~seven (7)~~ **ten (10)** days following the dissolution of the Town Meeting except the following: (a) a vote to adjourn or dissolve, (b) votes appropriating money for the payment of notes or bonds of the Town and interest becoming due within the then current fiscal year, (c) votes for the temporary borrowing of money in anticipation of revenue, or (d) a vote declared by preamble by a two-thirds vote of Town Meeting to be an emergency measure necessary for the immediate preservation of the peace, health, safety or convenience of the Town. If a referendum petition is not filed within the said ~~seven (7)~~ **ten (10)** days, the votes of the Town Meeting shall then become operative.

(a) Referendum Petition – If, within said ~~seven (7)~~ **ten (10)** days, a referendum petition signed by not less than three (3) percent of the voters certified by the Registrars of Voters containing their names and addresses is filed with the Board of Selectmen requesting that any question affirmative vote of Town Meeting be submitted to the voters in the form of a ballot question, such ballot question to be in the form required in (b) herein, to the voters, then the operation of the Town Meeting vote shall be further suspended pending its determination as provided below. The Board of Selectmen shall, within ten (10) days after the filing of such referendum petition, call a Special Election that shall be held within thirty (30) days or such longer period as may be required by law after issuing the call, for the purpose of presenting to the voters any such ballot question.

If, however, a regular or Special Election is to be held not more than sixty (60) days following the date the referendum petition is filed, the Board of Selectmen may provide that any such ballot question be presented to the voters at that Election.

(b) Form of Referendum Petition/Ballot Question - Each ballot question submitted shall appear at the top of each referendum petition and shall be presented in the following form which shall be placed on the official ballot: - "Shall the Town vote to approve the action of the representative Town Meeting whereby it was voted on (insert date of town meeting) to (insert complete language of the vote in the same form in which it was stated when presented by the Moderator to the Town Meeting, and as it appears in the records of the Clerk of the meeting)?"

The form of the referendum petition shall in conformance with this section.

The circulator(s) of the referendum petition may make additional copies of the petition form, but such copies must be an exact duplicate thereof. **Petition forms must be exact duplicates for the signatures to be certified and count toward the three percent of registered voters.** The petition form may not be altered in any way. **Alterations of the petition form will result in the invalidation of all signatures contained on that petition form.**

No extraneous markings, ~~such~~ **defined** as underlines, highlighting, erasures, marking out or insertion of words, **or alteration of the wording or emphasis of the petition question or informational language are allowed.** ~~or other information, are allowed, on any area of the petition form.~~ **Extraneous marks that may result in the invalidation of all signatures contained on that petition form are limited to marks that will fundamentally change the substance, wording or emphasis of the petition or the ability of the Board of Registrars of Voters to verify information on that petition form.** ~~Any such extraneous markings on, or alterations of the petition form, or copies of the petition form that are not exact duplicates, will result in the invalidation of all signatures contained on that petition form.~~ Extraneous markings do not include signatures or addresses.

Each petition form shall include language informing voters that additional markings will disqualify the signatures on the petition form; that for their signature to be valid, they must be a registered voter of the Town of Reading; that their signature shall be written as they are registered; that they should not sign the petition more than once; and that if they are prevented by physical disability from writing, that they may authorize some person to write their name and residence in their presence. The back of each petition form where signature lines appear, shall include the following instruction: "ATTENTION VOTERS: Before signing, read signer information on the other side".

**The Town Clerk shall upon request produce suitable Town referendum petition/ballot question forms, compliant with section b requirements and prepared with the ballot question language as appears in the records of the Clerk of the meeting. At the requester's option, the Clerk shall within 4 business hours following the original request make 5 paper copies available for pickup at the Town Clerk's service window, or shall send an email containing an Adobe PDF document attachment of the form. A referendum petition produced by the Town Clerk shall be deemed compliant with section (b) form conformance requirements in later examinations.**

In addition to the certification of signatures on the petition form, the Board of Registrars of Voters shall examine the petition forms for extraneous markings, and determine whether they are exact copies; or take any other action in respect thereto.

Petition

**ARTICLE 32** To see if the Town will vote pursuant to Section 8-1 of the Reading Home Rule Charter to amend Article 8, General Provisions, by inserting the following new section:

Section 8-16: Term Limits of Appointed Boards, Committees and Commissions

No volunteer member of an appointed board, committee or commission shall serve more than three (3) consecutive three (3) year terms on any individual board, committee or commission. The Chairmanship of all boards, committees and commissions shall rotate among the membership on an annual basis with no person serving two consecutive, one year terms as Chairperson or, more than three years as Chairperson throughout their term of service on that specific board, committee or commission; and

by renumbering the current Sections 8-16 as Section 8-17;

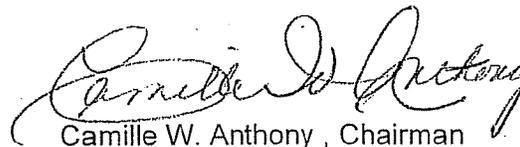
or take any other action in respect thereto.

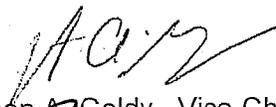
Petition

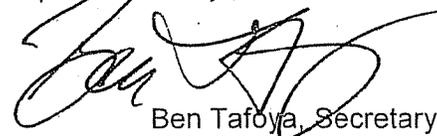
and you are directed to serve this Warrant by posting an attested copy thereof in at least one (1) public place in each precinct of the Town not less than fourteen (14) days prior to November 14, 2011, or providing in a manner such as electronic submission, holding for pickup or mailing, an attested copy of said Warrant to each Town Meeting Member.

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

Given under our hands this 27<sup>th</sup> day of September, 2011.

  
Camille W. Anthony, Chairman

  
Stephen A. Goldy, Vice Chairman

  
Ben Tafoya, Secretary

Richard W. Schubert

  
James Bonazoli

SELECTMEN OF READING

  
Thomas H. Freeman Constable

## SUBSEQUENT TOWN MEETING

Reading Memorial High School

November 14, 2011

**Precinct 2** - Meeting canceled - not having a quorum present.

**Precinct 5** - Appointed one member to fill a current vacancy --- Marie Ferrari was appointed with a 15-0 vote.

**Precinct 6** - Meeting canceled - not having a quorum present.

The meeting was called to order by the Moderator, Alan E. Foulds, at 7:36 PM, there being a quorum present. The Invocation was given by Frances Sansalone, Precinct 7, followed by the Pledge of Allegiance to the Flag. All newly elected and appointed Town Meeting Members were sworn in by the Moderator.

The Warrant was partially read by the Town Clerk, Laura Gemme, when on motion by Camille Anthony, chair of the Board of Selectmen, it was voted to dispense with further reading of the Warrant except for the Officer's Return, which was read by the Town Clerk.

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**ARTICLE 1:** To hear and act on the reports of the Board of Selectmen, Town Accountant, Treasurer-Collector, Board of Assessors, Director of Public Works, Town Clerk, Tree Warden, Board of Health, School Committee, Contributory Retirement Board, Library Trustees, Municipal Light Board, Finance Committee, Cemetery Trustees, Community Planning & Development Commission, Town Manager and any other Official, Board or Special Committee.

Reports given:

- ◆ RMLD Annual Report - Philip Pacino, RMLD Board Member
- ◆ State of the Schools – Karen Janowski, School Committee Member and John Doherty, Superintendent of Schools
- ◆ Status of previous Instructional Motions - Peter Hechenbleikner, Town Manager
- ◆ Town Meeting Rules Committee - Alan Foulds, Moderator

**Board of Selectmen Report:** No report

**Finance Committee Report:** No report

**Bylaw Committee Report:** No report

On motion made by Camille Anthony, Board of Selectmen Article 1 was tabled.

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**ARTICLE 2:** To choose all other necessary Town Officers and Special Committees and determine what instructions shall be given Town Officers and Special Committees, and to see what sum the Town will vote to appropriate by borrowing or transfer from available funds, or otherwise, for the purpose of funding Town Officers and Special Committees to carry out the instructions given to them, or take any other action with respect thereto.

**Background:** This Article appears on the Warrant of all Town Meetings. There are no known Instructional Motions at this time. The Town Moderator requires that all proposed Instructional Motions be submitted to the Town Clerk in advance so that Town Meeting Members may be "warned" as to the subject of an Instructional Motion in advance of the motion being made. Instructional Motions are normally held until the end of all other business at Town Meeting.

**Board of Selectmen Report:** No report

**Finance Committee Report:** No report

**Bylaw Committee Report:** No report

On motion made by Camille Anthony, Board of Selectmen Article 2 was tabled.

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**ARTICLE 3:** Stephen Goldy, Board of Selectmen moved that the Town vote to amend the FY 2012 - FY 2021 Capital Improvements Program as provided for in Section 7-7 of the Reading Home Rule Charter and as previously amended, as follows:

Camille Anthony, Board of Selectmen moved to dispense with the further reading of the motion

**Motion to Dispense Carried**

**General Fund**

**FY12 add new item outside tax levy:**

- ◆ Library renovation & expansion project as debt exclusion;

**FY12 add new or increase items (+\$341,000):**

- ◆ School building study \$50,000;
- ◆ \$10,000 for Dispatch technology;
- ◆ Pedestrian Improvements up from \$25,000 to \$75,000;
- ◆ local share of road improvements up from \$400,000 to \$631,000;

**FY12 items moved from other years (+\$79,500):**

- ◆ \$24,000 carpet/flooring for Birch Meadow (from FY13);
- ◆ \$55,500 to complete West Street design (from FY13).

**FY12 total is +\$420,500 inside the tax levy: \$55,500 (Article 4) and \$365,000 (Article 5).**

**FY13 add new item outside tax levy:**

- ◆ Killam renovation project as debt exclusion {ADA issues, Main Office reconfiguration, Window replacements, fire sprinkler replacement and Gym floor};

**FY13 add new items (+\$422,000):**

- ◆ School modular space \$400,000;
- ◆ \$12,000 for HVAC/energy at Parker for new exhaust fans;
- ◆ \$10,000 for DPW street sign replacements;

**FY13 changed items (-\$256,350):**

**Remove:**

- ◆ \$79,500 items mentioned in FY12 are removed from FY13.
- ◆ \$15,000 Main fire station windows & doors (completed)
- ◆ \$20,000 Town Hall windows and doors (completed);
- ◆ Parker lockers \$12,000;

**Move the following items to FY14**

- ◆ \$10,000 Police station doors,
- ◆ \$10,000 Police station carpet/flooring,
- ◆ \$10,000 Birch Meadow lockers & cubbies,
- ◆ \$25,000 Joshua Eaton tile floor replacements;

**Move the following items to FY15:**

- ◆ \$35,000 Main Fire station boiler replacement,

- ◆ \$30,000 West Side Fire station generator,
- ◆ \$10,000 Town Hall ceiling repairs, \$24,000 Killam tile floor replacements,
- ◆ \$10,000 Coolidge tile floor replacements;

Change:

- ◆ \$20,000 vehicle replacement to \$42,000 for Schools {replace 1999 pickup truck};
- ◆ decrease school technology for large-scale projects from \$100,000 to \$75,000;
- ◆ change \$120,000 DPW snow holder #1 to two smaller snow blowers for \$78,000 and \$66,750;
- ◆ increase DPW 1996 dump truck from \$60,000 to \$63,000;
- ◆ increase Leaf Vac from \$20,000 to \$28,000;
- ◆ increase cemetery mower from \$15,600 to \$17,000;

FY14-FY21:

- ◆ Various items were added, subtracted, changed or moved to different years.

### **Enterprise Funds – Storm Water**

FY13:

- ◆ 1985 Excavator moved up from FY16 to FY13, and cost increased from \$58,500 to \$65,000;

FY14:

- ◆ Saugus River Design & Permitting \$150,000 previously included as part of entire project debt in FY14;

FY15:

- ◆ Aberjona River Design & Permitting \$150,000 previously included as part of entire project debt (FY18);

FY18:

- ◆ Saugus & Aberjona River projects scheduled to begin funded by debt;

FY13 to FY18:

- ◆ Specific drainage projects funding is adjusted to accommodate the changes above and result in a relatively level amount of capital for the next five years.

### **Enterprise Funds – Sewer**

FY19 (-\$250,000):

- ◆ Start of next Meter Replacement program pushed out to 2020

### **Enterprise Funds – Water**

FY12 (+\$250,000):

- ◆ Move Howard Street from County Road to Summer Avenue water main (+\$186,000) up to FY12 from FY16
- ◆ Hydraulic Study increased by \$64,000 to \$94,000;

FY13 (+\$11,000):

- ◆ Tank Maintenance on Auburn estimate increased to \$550,000 from \$475,000;
- ◆ Hydraulic Study decreased by \$64,000 to \$56,000.

FY19 (-\$250,000):

- ◆ Start of next Meter Replacement program pushed out to 2020

or take any other action with respect thereto.

**Background:** The following amendments are proposed to the FY 2012 – FY 2021 Capital Improvements Program (CIP). These amendments need to be included in the CIP in order for Town Meeting to consider funding them under the various Articles at Town Meeting. The full revised CIP is included in the blue pages in the back of this report.

Presentations given by:

- ◆ Bob LeLacheur – See Attached
- ◆ Peter Hechenbleikner – See Attached
- ◆ Mary Delai – See Attached

**Board of Selectmen Report:** No report

**Finance Committee Report** - given by Mark Dockser: The Finance Committee recommends the subject matter of this Article by a vote of 7-0-0 at their October 19, 2011 meeting. This Article allows capital requests to be considered for funding in later Articles that will be discussed and voted on during this Town Meeting. A 10-year balanced capital plan is a prudent fiscal tool that facilitates long range planning and project prioritization. The balanced plan provides the maximum amount the Town can fund each year and stay within the FINCOM guideline amount.

**Bylaw Committee Report:** No report

After some discussion by Town Meeting Members

**Motion Carried**

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**ARTICLE 4:** Ben Tafoya, Board of Selectmen moved that the Town vote to appropriate the sum of \$55,470.89 for the purpose of funding the West Street final design project, including all engineering and design costs, and any other associated costs, and that to meet this appropriation:

Camille Anthony, Board of Selectmen moved to dispense with the further reading of the motion

**Motion to Dispense Carried**

- ◆ \$7,798.08 shall be transferred from the unexpended proceeds of the town's bonds dated 4-10-08 which were issued for the construction of the Birch Meadow Tennis Courts pursuant to the vote of the town passed 11/13/07 (Article 9);
- ◆ \$46,209.30 be transferred from the unexpended proceeds of the town's bonds dated 11-1-07 which were issued for the construction of the Turf Field Improvements pursuant to the vote of the town passed 4/26/07 (Article 22);
- ◆ \$1,341.51 be transferred from the unexpended proceeds of the town's bonds dated 4-10-08 which were issued for the purchase of a Ladder Truck pursuant to the vote of the town passed 11/13/07 (Article 10); and
- ◆ \$122.00 be transferred from the unexpended proceeds of the town's bonds dated 8-1-09 which were issued for the purchase of a Fire Engine pursuant to the vote of the town passed 11/10/08 (Article 11);
- ◆ and that the Board of Selectmen is authorized to take any other action necessary to carry out this project; provided, however that no expenditures shall be made hereunder until the Board of Selectmen determines (which determination shall be conclusive) that after the transfer of such unexpended bond proceeds, the remaining amount of unexpended bond proceeds from all of the above referenced bonds is sufficient to complete the project for which the bonds were sold;
- ◆ or take any other action with respect thereto.

**Background:** All of the above capital projects have been completed as designed - the above debt amounts were issued but there are some surplus funds that are no longer needed for these projects. By law, these unexpended proceeds may be used only for other eligible projects.

Funding the final design of the West Street project is an eligible use of these unexpended bond funds, and the funds required for West Street approximately match the funds available. Using these unexpended proceeds removes this capital request from Article 5.

Once the West Street project is brought up to 100% design, it is immediately 'shovel-ready' if and when state or federal funds become available for the project.

Presentation given by:

- ◆ Bob LeLacheur – See Attached

**Board of Selectmen Report:** No report

**Finance Committee Report** - given by Marie Ferrari: The Finance Committee voted 7-0-0 at their October 19, 2011 meeting to recommend the subject material of this Article. This will authorize the town to appropriate the sum of \$55,470.89 by transferring funds from unexpended proceeds from previously issued debt for Birch Meadow Tennis Courts (4/10/08-\$7,798.08), Parker Turf Field Improvements (11/1/07-\$46,209.30), Ladder Truck purchase (4/10/08-\$1,341.51), and Fire Engine purchase (4/8/08-\$122.00) to meet the appropriation needed for the purpose of funding the West Street final design project, including all engineering and design costs, and any other associated costs.

**Bylaw Committee Report:** No report

2/3 Vote required  
Declared unanimous by Moderator  
135 Town Meeting Members in Attendance

**Motion Carried**

**ARTICLE 5:** Richard Schubert, Board of Selectmen moved that the Town vote to amend the votes taken under Article 28 of the Warrant of the Annual Town Meeting of April 25, 2011; and that the Town vote to appropriate by transfer from available funds, as noted as the result of the following amended votes for the operation of the Town and its government:

Stephen Goldy, Board of Selectmen moved to dispense with the further reading of the motion

**Motion to Dispense Carried**

**General Fund – Wages and Expenses**

Account Line	Description	Decrease	Increase
C99 - Capital	\$50,000 for School Facilities building study \$24,000 for Birch Meadow carpet/flooring \$10,000 for Dispatch communications – local share of grant		\$84,000
J92 – FINCOM Reserves	\$59,000 spent on School facilities – RMHS Veteran's wall \$50,000 spent on Town facilities – Police electrical panel		\$109,000
K91 – Community Services wages	\$7,000 additional for Alternate Building Inspector (\$27,500) from Health Administrator salary (see below)	\$20,500	

K92 – Community Services expenses	\$100,000 for Veterans Benefits \$27,500 for Health Administrator expenses – regional arrangement will shift to quarterly billing instead of payroll		\$127,500
M94 – DPW Street Lights	(\$50,000) due to lower RMLD rates for street lights	\$50,000	
	Subtotals	\$70,500	\$320,500
	Net Operating Expenses		\$250,000
	From Tax Levy, State Aid and Other Local Receipts (One-time state aid refund \$200,000; Meals Tax receipts \$50,000)		\$250,000

**Enterprise Funds – Wages and Expenses**

Account Line	Description	Decrease	Increase
W99 - Water	Increase in capital for additional Hydraulic Study 2nd connection (moved up from FY13)		\$64,000
	Decrease in debt service to repay the MWRA water main loan program. Repayment begins in FY13.	\$228,500	
	Subtotals	\$228,500	\$ 64,000
	Net – from tax levy, state aid, and other non-property tax local receipts		- \$164,500

or take any other action with respect thereto.

**Background:**

**General Fund – Wages and Expenses**

Account Line	Description	Decrease	Increase
C99 - Capital	\$231,000 for DPW Road repairs* \$50,000 for DPW pedestrian improvements* \$50,000 for School Facilities building study \$24,000 for Birch Meadow carpet/flooring \$10,000 for Dispatch communications – local share of grant		\$365,000
J92 – FINCOM Reserves	\$59,000 spent on School facilities – RMHS Veteran's wall \$50,000 spent on Town facilities – Police electrical panel		\$109,000
K91 – Community Services wages	\$7,000 additional for Alternate Building Inspector (\$27,500) from Health Administrator salary (see below)	\$20,500	
K92 – Community Services expenses	\$100,000 for Veterans Benefits \$27,500 for Health Administrator expenses – regional arrangement will shift to quarterly billing instead of payroll		\$127,500
M94 – DPW Street Lights	(\$50,000) due to lower RMLD rates for street lights	\$50,000	
	Subtotals	\$70,500	\$601,500
	Net Operating Expenses		\$531,000
	From Tax Levy, State Aid and Other Local Receipts One-time state aid refund \$200,000 Meals Tax receipts \$50,000  From 40R Stabilization Fund*		\$250,000

			\$ 281,000
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**Enterprise Funds – Wages and Expenses**

Article 8 will be taken out of order since action under Article 8 is required prior to action on the following budget amendments for the Water enterprise funds.

Account Line	Description	Decrease	Increase
W99 - Water	Increase in capital for additional Hydraulic Study 2nd connection (moved up from FY13)		\$64,000
	Increase in capital for water main repair project for Howard Street from County Road to Summer Avenue (moved up from FY16).		\$414,500
	Decrease in debt service to repay the MWRA water main loan program. Repayment begins in FY13.	\$228,500	
	Subtotals	\$228,500	\$478,500
	From Operating Transfers and Available Funds (Water Reserves):		\$250,000

Presentation given by:

- ◆ Bob LeLacheur – See Attached

**Board of Selectmen Report:** No report

**Finance Committee Report** - given by Barry Berman: The Finance Committee recommends by a vote of 7-0-0 at its October 19, 2011 meeting the general fund items paid for by the \$250k increased revenues and \$50k decrease in the cost for street lights. These items are \$50k school facilities study; \$24k Birch Meadow carpeting; \$10k Dispatch equipment; \$109k for FINCOM Reserve fund; \$7k for additional hours for Alternate Building Inspector; \$100k for additional Veteran's benefits.

The Finance Committee does not recommend by a vote of 0-7-0-at its October 19, 2011 meeting the items paid for by the \$281,000 use of 40R stabilization fund because technically the Town does not have access to those funds until the projects pull a building permit. While that is imminent, it had not taken place at the time of the vote. The items included in this vote are \$50k pedestrian improvements and \$231k roadway repair.

The Finance Committee by a vote of 7-0-0 at its meeting on October 19, 2011 recommended the enterprise funds additional water main project for \$250k funded by water reserves. The availability of an MWRA interest free loan on the Haverhill Street project (which came in under budget) allowed us to move the Howard Street project up and take advantage of the interest free financing. This allows us to get the project done more quickly and at less cost

**Bylaw Committee Report:** No report

After some discussion by Town Meeting Members

**Motion Carried**

**ARTICLE 6:** James Bonazoli, Board of Selectmen moved that the Town vote to authorize the payment during Fiscal Year 2012 of the following bills remaining unpaid for previous fiscal years for goods and services actually rendered to the Town: to be paid from the tax levy, State aid and other local receipts:

- ◆ \$1,704.05 Highway salaries - Union grievance settlement for out of grade work

- ◆ \$121.38 Finance expense - mileage reimbursement for an employee's travel, submitted after fiscal years was closed
- ◆ \$14,150.69 Massachusetts Emergency Management Agency;
- ◆ or take any other action with respect thereto.

**Background:** Mass General Law does not allow the Town to pay for last year's expenses with this year's budget money. The fiscal year closed June 30, 2011 and departments had until July 15 to inform the Town Accountant of any commitments that were made with the Fiscal Year 2011 budgeted funds.

The Assessors submitted job-related mileage reimbursement requests for the months of April, May and June of 2011 totaling \$121.38. This request was submitted in late August 2011 which was past the end of the closing of the fiscal year so we need to appropriate funds in this fiscal year to pay for last fiscal years bills.

In addition, on October 6, 2011 the Town was notified by the Massachusetts Emergency Management Agency (MEMA) that a \$14,150.69 refund was owed to the state. On June 28, 2010 a heavy rainstorm forced the Town to incur over \$50,000 in emergency expenses. Since that time paperwork has wound its way through MEMA, the Federal Emergency Management Agency (FEMA) and the Town's insurance carrier (MIIA). The refund is due to the fact that these three agencies have combined to overpay the Town for the allowable emergency expenses.

Presentation given by:

- ◆ Gail LaPointe – See Attached

**Board of Selectmen Report:** No report

**Finance Committee Report** – given by Marie Ferrari: The Finance Committee voted 8-0-0 at their October 14, 2011 meeting to recommend the subject material of this Article. This will authorize the payment of previous fiscal years' bills for goods and services rendered to the Town of Reading, to include reimbursement of \$121.26 for the job-related FY2011 mileage expense of the Assessors for the months of April, May and June 2011 and reimbursement of \$14,150.69 to the Massachusetts Emergency Management Agency for overpayment from past damages incurred between March 12 and April 26, 2010, since the Town's insurance ultimately covered that amount.

**Bylaw Committee Report:** No report

9/10 Vote required  
Declared unanimous by Moderator  
135 Town Meeting Members in Attendance

**Motion Carried**

**ARTICLE 7:** Camille Anthony, Board of Selectmen moved that the Town vote to rescind the remaining balances on the following authorized but unsold debt that is no longer needed for the completion of the projects:

- ◆ \$140,000 for Birch Meadow Tennis Courts – April 26, 2007 Annual Town Meeting Article 21;
- ◆ \$275,000 for Turf Field Improvements - April 26, 2007 Annual Town Meeting Article 22;
- ◆ \$65,000 for Sewer improvements Sunnyside/Fairview - April 26, 2007 Annual Town Meeting Article 23;
- ◆ \$50,000 for Ladder Truck – November 13, 2007 Subsequent Town Meeting Article 10;
- ◆ or take any other action with respect thereto.

**Background:** All of the above capital projects have been completed as designed, and the above debt authorizations are no longer required. The amount of debt listed for each project was never issued. There

is a combination of factors responsible for requiring less debt than approved by Town Meeting. In the case of both the Birch Meadow Tennis Courts and Parker Turf Field Improvements there were private donations and grant funds considered integral to these projects. The authorization of the full amount of project debt was a required legal formality even though the Town never intended to sell all of the authorized debt. In the case of the Sunnyside/Fairview Sewer improvements, due to the timing of the debt issuance an initial budgeted debt payment was instead paid directly from funds available. For the Ladder Truck, the final price of the equipment was less than anticipated.

Presentation given by:

- ◆ Bob LeLacheur – See Attached

**Board of Selectmen Report:** No report

**Finance Committee Report** – given by John Arena: The Finance Committee recommended the subject matter of Article 7 by a vote of 7-0-0 taken at their October 19, 2011 meeting. There is no financial impact from this Article.

**Bylaw Committee Report:** No report

**Motion Carried**

**ARTICLE 8:** Stephen Goldy, Board of Selectmen moved that the Town vote to amend the action taken under Article 7 of the Warrant at the November, 2010 Town Meeting, which vote authorized the borrowing of \$2,285,000 to pay costs of water system improvements on Haverhill Street, so as to permit the expenditure of funds authorized to be borrowed under said Article 7, but which is not needed to complete the Haverhill Street project, to pay costs of rehabilitating and repairing water mains on Howard Street, from Summer Ave to County Road; and that the Town vote to appropriate from water reserves the sum of \$250,000 and from the tax levy, State aid and other non-property tax local receipts the sum of \$164,500 for said projects including the costs of engineering services, plans, documents, cost estimates, bidding services and all related expenses, or take any other action with respect thereto.

**Background:** The Haverhill Street water main project bids came in below budget by almost \$700,000, and work is currently underway. It is being financed by a no-interest 10-yr loan from the MWRA. The MWRA has made the unused funds from that project available to the Town for another water main project that meets eligibility criteria as a no interest loan. Construction on that project must begin before June 30, 2012.

The \$1.1 million water main project for Howard Street from County Road to Summer Avenue meets the eligibility criteria and was scheduled for FY16, but can now be done sooner. This Article authorizes the Howard Street water main project to be added in to the previous \$2,285,000 debt authorization from a prior Town Meeting. However, the Town needs to fund an additional \$414,500 in order to complete this work. The first \$228,500 of funds will be from unused FY12 debt service, made possible because the Town did not draw down the Haverhill Street MWRA loan until after July 1, 2011 and the first debt repayment now begins in FY13. This leaves an additional \$186,000 needed, which will be requested under Article 5.

See the Table below for the changes to previously projected capital and debt costs in the water enterprise fund. Note that for additional funding in FY12 and FY22, less funding will be needed during the 5-year period from FY15-FY19, for a net savings of almost \$800,000 over the next several years.

	FY12	FY15	FY16	FY17	FY18	FY19	FY22	Total
Changes	\$186,000	(\$268,180)	(\$255,024)	(\$241,868)	(\$228,712)	(\$215,556)	\$228,500	(\$794,840)

Presentation given by:

- ◆ Bob LeLacheur – See Attached

**Board of Selectmen Report:** No report

**Finance Committee Report:** - given by Paula Perry: The Finance Committee voted 7-0-0 at their October 19, 2011 meeting to recommend the subject matter of this article. The combination of the MWRA interest free loan program and the Haverhill Street water main project coming in below budget provides an opportunity for financial gain and early project completion of the Howard Street water main project. Although it requires expending additional funds in FY12 of \$186K from the water reserves funds, it provides a long term savings of almost \$800K due to the low bids on Haverhill St. combined with interest not being paid on Howard St. The Finance Committee is comfortable that spending \$186K from water reserves still leaves the fund at a healthy level. – Finance Committee voted again on November 14, 2011 with more information 8-0-0

**Bylaw Committee Report:** No report

After some discussion by Town Meeting Members

2/3 Vote required  
Declared unanimous by Moderator  
135 Town Meeting Members in Attendance

**Motion Carried**

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**ARTICLE 9:** Ben Tafoya, Board of Selectmen moved to indefinitely postpone the subject matter of Article 9.

**Board of Selectmen Report** – given by Ben Tafoya: It has been pointed out during the warrant review process that, while there is interest in maintaining the AHTF at appropriate (previous) levels, the \$200,000 allocated to the Oaktree project may not be needed in whole or in part by the developer, and that we will know for certain by next fall how much if any of the funds were utilized by Oaktree. Any money allocated for Oaktree but not used goes back to the AHTF. Therefore waiting until fall 2012 to replenish the AHTF from one-time revenues will accomplish the goal of this article and the Board of Selectmen therefore recommends indefinite postponement of the article.

**Motion to Postpone Carried**

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**ARTICLE 10:** Bill Brown, Precinct 8 moved that the Town vote to amend the motion under Article 5 at the November 13, 2001 Subsequent Town Meeting by striking the Words "July 1, 2003" and the words "allocated 75% towards perpetual (non-expendable) principal and 25% to be available (expendable)" so that the sentence shall read:

"Unless otherwise directed by a subsequent donor as to the use of his or her donation made on or after January 1, 2012, donated funds shall be available for expenditure (expendable)."

or take any other action with respect thereto.

**Background:** The Veteran's Memorial Fund was set up in 2001 to provide flowers each Memorial Day for deceased Veterans interned in Reading's cemeteries. While steps have been taken to contain the costs, the members of the Trust Fund Committee are concerned that given the present interest rates the time may come when there may not be sufficient funds to provide the flowers. This proposed amendment will allow all donations made after January 1, 2012, unless otherwise specified by the donor, to be used

immediately together with the interest on the principal to sustain the fund. The principal on donations made prior to 1-1-12 cannot and will not be used.

Presentation given by:

- ◆ Bill Brown – See Attached

**Board of Selectmen Report:** No report

**Finance Committee Report:** - given by Paula Perry: The Finance Committee voted 7-0-0 at their October 19, 2011 meeting to recommend the subject matter of this article. Due to the low interest-rate environment, the Finance Committee agreed the amendment requested to allow future donations for flowers for the Veteran’s graves be available for expenditure both principal and interest is reasonable and prudent.

**Bylaw Committee Report:** No report

After some discussion by Town Meeting Members

**Motion Carried**

**ARTICLE 11:** Richard Schubert, Board of Selectmen moved that the Town vote to authorize a revolving fund for the Town Forest under Massachusetts General Laws, Chapter 44, Section 53E ½ for the fiscal year beginning July 1, 2011 with the receipts, as specified, for the fund, the purposes as listed, for which the fund may be spent, the maximum amount that may be spent from the fund for the fiscal year, and the disposition of the balance of the fund at fiscal year-end.

Camille Anthony moved to dispense with the further reading of the motion

**Motion to Dispense Carried**

<b>Revolving Account</b>	<b>Spending Authority</b>	<b>Revenue Source</b>	<b>Allowed Expenses</b>	<b>Expenditure Limits</b>	<b>Year End Balance</b>
Town Forest	Director of Public Works upon the recommendation of the Town Forest Committee	Sale of timber; fees for use of the Town Forest	Planning and Improvements to the Town Forest	\$10,000	\$0

or take any other action with respect thereto.

**Background:** Town Meeting annually approves several revolving funds for specific purposes. The Town Forest Committee has requested the creation of a Town Forest revolving Fund as follows:

Town Forest Revolving Fund - The Town Forest Committee received a grant last year to evaluate the Town Forest timberland and to make recommendations as to any measures that should be taken to improve the quality of the woodland on the Town Forest and adjacent Town owned properties. The recommendations include selected harvesting of timber over a number of years, and replanting these harvested areas in some cases with more desirable plantings. It is expected that the harvesting of the timber will yield some level of payment to the Town, and the Town Forest Committee would like any such funds made available directly to the Town Forest Committee for improvements to the Town Forest, including for their current master planning efforts. The Town Forest Committee does not presently receive any Town funding.

Presentation given by:

- ◆ Peter Hechenbleikner for the Town Forest Committee – See Attached

**Board of Selectmen Report:** No report

**Finance Committee Report:** - given by Harold Torman: The Finance Committee recommends the subject matter of this Article by a vote of 7-0-0 at their October 19, 2011 meeting. Revolving funds are the appropriate fiduciary vehicle for collecting and spending funds for a specific ongoing purpose. The \$10k limit was thought to be a reasonable starting point and it will be monitored for necessary adjustments. Barring any changes to the fund's authorized limit, funds collected in excess of \$10k, will go to the general fund.

**Bylaw Committee Report:** No report

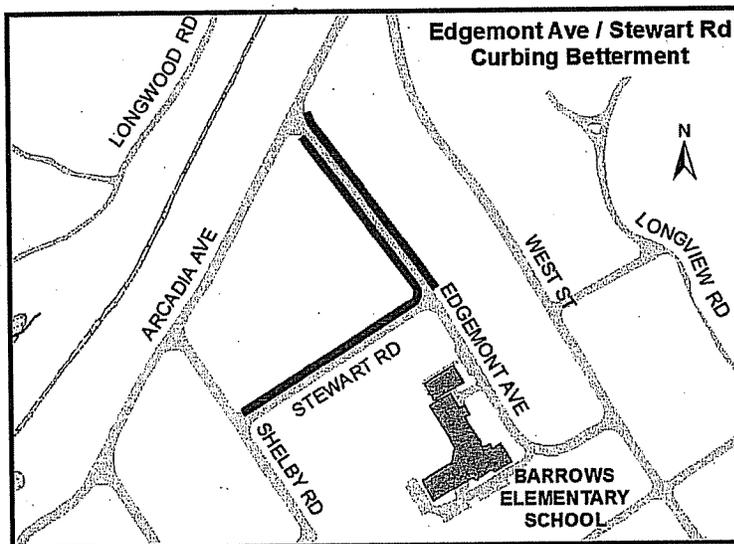
After some discussion by Town Meeting Members

**Motion Carried**

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**ARTICLE 12:** James Bonazoli, Board of Selectmen moved that the Town vote to accept the report of the Board of Selectmen under the provision of law authorizing the assessment of betterments, to install granite curb on Stewart Road and portions of Edgemont Avenue, and to authorize the Board of Selectmen under the provision of law authorizing the assessment of betterments under the provisions of Chapter 80 of the General Laws, as amended, to assess betterments in accordance with the statutory requirements; and that the Town vote to appropriate the sum of fifty six thousand seventy six dollars (\$56,076) from free cash for the installation of curbing, or take any other action with respect thereto.

**Background:** The Town has been petitioned by residents of Stewart Road and Edgemont Avenue to install granite curbing along the northerly side of Stewart Road from Shelby Road to Edgemont Avenue; and along both sides of Edgemont Avenue from Stewart Road to Arcadia Avenue. The cost of the improvements is estimated at \$56,076.



The cost of constructing the improvements is borne 100% by the abutting property owners on a pro rata per foot basis. Under the provisions of the Betterment Act, the assessment may be repaid to the Town 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.

Presentation given by:

- ◆ George Zambouras – See Attached

**Board of Selectmen Report:** No report

**Finance Committee Report:** - given by David Greenfield: The Finance Committee voted in favor of this Article by a vote of 7-0-0 at the meeting on October 19, 2011.

**Bylaw Committee Report:** No report

After some discussion by Town Meeting Members

**Motion Carried**

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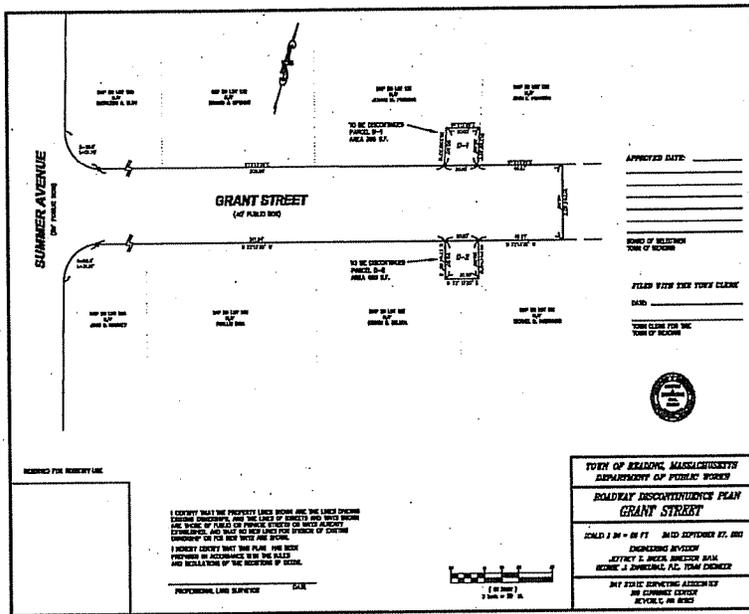
**ARTICLE 13:** Stephen Goldy, Board of Selectmen moved that the Town vote to discontinue as a public way for all purposes a portion of Grant Street, consisting of approximately 399 square feet of land along the northerly side of Grant Street and 400 square feet of land along the southerly side of Grant Street as shown on a Plan entitled "Grant Street Roadway Discontinued Plan" dated September 27, 2011, a copy of which is on file with the Town Clerk, subject to the reservation of any and all utility and drainage facility easements in said way; and that the Town vote to transfer the care, custody, control and management of said discontinued portion of Grant Street from the Board of Selectmen for public way purposes, to the Board of Selectmen for the purpose of conveyance, and that the Town further authorize the Board of Selectmen pursuant to M.G.L. c.40, §3 to convey all of the Town's right title and interest in said discontinued way upon such terms and conditions, and for such consideration as the Board of Selectmen deem to be in the best interest of the Town or take any other action with respect thereto.

**Background:** It has been pointed out that the Article inadvertently named Pearl Street instead of Grant Street in a portion of the Article cited below. This reflects some of the hazards of "cutting and pasting" information in today's electronic age. "dated September 27, 2011, a copy of which is on file with the Town Clerk, subject to the reservation of any and all utility and drainage facility easements in said way; and to transfer the care, custody, control and management of said discontinued portion of Pearl Street from the Board of Selectmen for public way purposes, to the Board of Selectmen for the purpose of conveyance" Town Counsel has ruled that this is not a fatal flaw in the article – that the article is clear as to what is intended, and the motion that is presented will correct this "typo".

Grant Street is a short street off of Summer Avenue. The right of way goes from Summer Avenue to Hancock Street, but due to ledge and differences in elevation, the street will never be constructed to connect Summer with Hancock.

On March 12, 1956 the former Board of Public Works accepted Grant Street which was constructed with a 20' by 20' area on each side of the roadway. These areas were to provide for a turnaround at the end of Grant Street. Since Grant Street is a short dead end street, there was never any need for the turn around, and the paved areas became locations for off street parking to the abutting properties.

The property owner from whom the land was taken is interested in having the turnaround discontinued by the Town and re-attached to her lot so she would have unencumbered access to the off-street parking. The DPW has no objections to this action.



Presentation given by:

- ◆ Peter Hechenbleikner – See Attached

**Board of Selectmen Report:** No report

**Finance Committee Report:** No report

**Bylaw Committee Report:** No report

2/3 Vote required  
 Declared unanimous by Moderator  
 135 Town Meeting Members in Attendance

**Motion Carried**

**ARTICLE 14:** Stephen Goldy, Board of Selectmen moved that the Town vote to authorize the Board of Selectmen, pursuant to M.G.L. Chapter 40, §3, to convey all of the town's right title and interest in the parcel of land being a portion of Assessors Map 28, Lot 202 and containing 13,930 square feet of land, upon such terms and conditions, and for such consideration as the Board of Selectmen deem to be in the best interest of the Town or take any other action relative thereto.

**Background:** At the 2011 Annual Town Meeting, an instructional motion was approved directing the Board of Selectmen to "explore the following revenue enhancement ideas recommended by Reading citizens at the Financial Forum held on September 15, 2010: Sale of Town land". Articles 14 through 18 address the instructional motion. The Board of Selectmen reviewed over a dozen Town owned properties to determine whether or not they should be sold. The Board focused on the following 3 parcels:

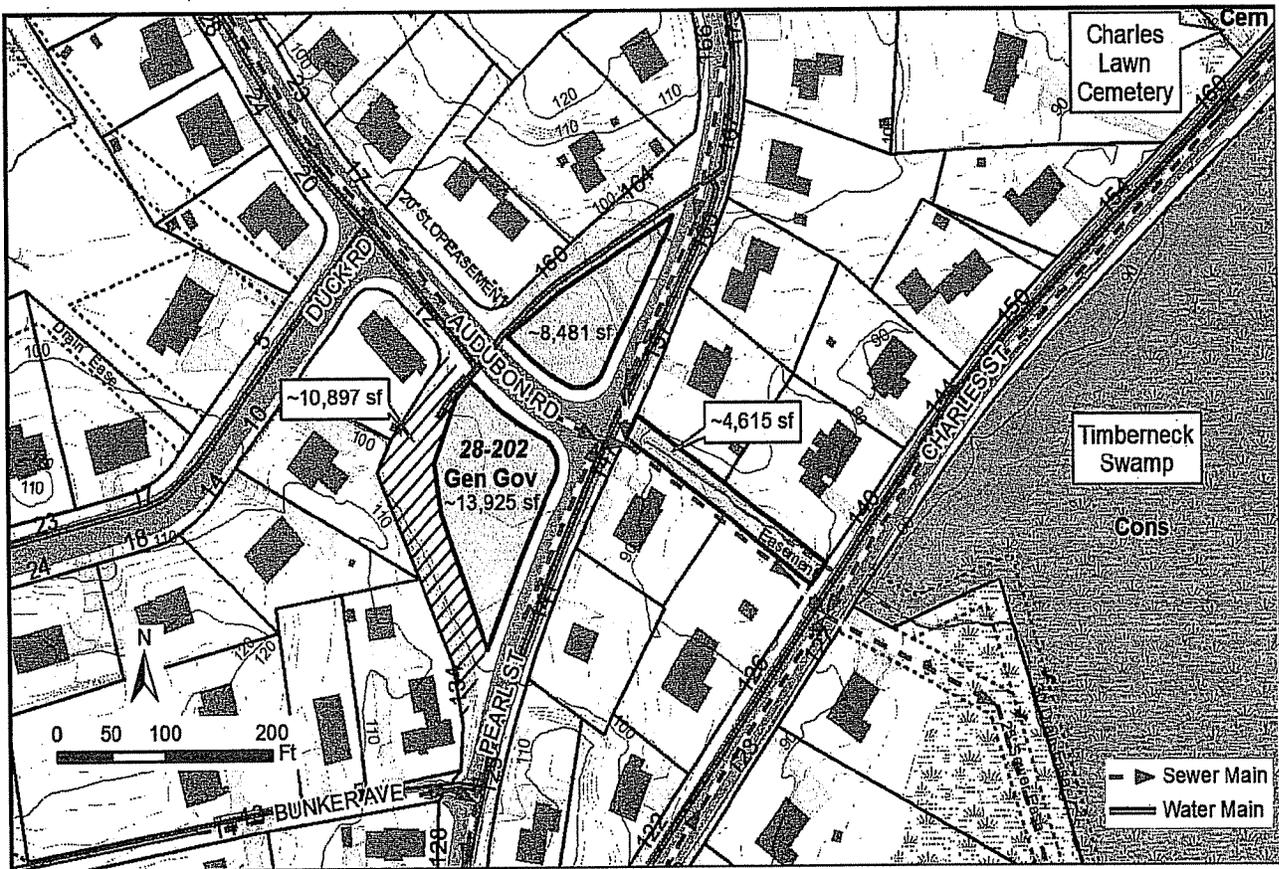
- ◆ Audubon Road and Pearl Street – Articles 14 and 15
- ◆ Oakland Road – Articles 16 and 17
- ◆ Lothrop Road – Article 18

The Board of Selectmen limited the focus to these three parcels because they are the only three that could be utilized as house lots or other stand-alone uses, and therefore they have the greatest potential value (sale price) of all of the lots. Many of the other properties considered could carry a higher cost to sell the lots than the likely proceeds from the sale.

Conveyance of public property requires a public bid process in accordance with State statute. For some/all of these lots additional work will need to be done particularly where discontinuance of streets is concerned.

Article 14 would authorize the sale of the Town owned portion of map 28 lot 202 which is at the south-west corner of Pearl Street and Audubon Road. **Only that 13,925 square foot portion of that lot is proposed for sale (plus the portion of "old Pearl Street" proposed to be discontinued under Article 15).** The remainder of lot 202 at the north-west corner of the intersection would be retained since it is substandard in size for the creation of a lot conforming to zoning, and abandonment of the abutting portion of "old Pearl Street" would land-lock the abutting property.

The conveyance of this parcel plus the abandoned "old Pearl Street" under Article 15, would create a lot of approximately 25,280 square feet, more than enough to meet the minimum lot size under zoning for a single residential lot, but not enough land to create 2 conforming 15,000 sf lots. At least one abutting property owner has expressed interest in acquiring a portion of the discontinued "old Pearl Street" and adding it to their property. If these articles are approved the Board of Selectmen could consider this as part of the bidding the sale of the property.



Presentation given by:

- ◆ Peter Hechenbleikner – See Attached

**Board of Selectmen Report:** - given by Stephen Goldy: The Board of Selectmen has placed warrant articles 14 through 18 on the warrant to allow Town Meeting to consider selling 3 parcels of Town owned land. The Board of Selectmen evaluated a number of other parcels, all of them smaller than the 3 parcels in question. The Board felt that many of the parcels would cost more to sell than the proceeds from the sale, but that the parcels of land at Pearl Street / Audubon Road, at Oakland Road, and on Lothrop Road were worthy of consideration. Each of these 3 parcels of land is zoned for residential use, and each would be usable for one or more residential building lots under existing zoning. Proceeds from any such land sales would go to the Sale of Real Estate fund and can only be used for capital projects, debt service, and unfunded pension liability. The process of selling land is dictated by Chapter 30B of the state statutes. It requires public bidding, following the appraisal of the property. For purposes of consideration an individual building lot (particularly like the ones at Pearl and Audubon and on Lothrop Road that need no new streets or infrastructure) should be considered as having a value of \$250,000 or more.

The Board of Selectmen held 2 meetings in September to which it invited abutters of the 3 parcels in question. At those meetings the Town Manager presented a fact sheet on each property prepared by staff and Town Counsel, and the Board heard questions and input from those in attendance.

With regard to Articles 14 and 15, 2 articles are needed in order for the Town to offer for sale a conforming building lot. The first (Article 14) is to authorize Town Meeting to convey a 13,926 square foot portion of the Town owned land lying at the SW corner of the intersection of Pearl and Audubon. Since a conforming lot is 15,000 sf, additional property is required to meet zoning. The Board proposes under Article 15 to discontinue the old part of Pearl Street between Audubon and Pearl which abuts the 13,986 square foot parcel. The discontinued portion of Pearl Street is 10,897 square feet, and when combined with the abutting parcel, is adequate in size to create one conforming residential lot. There is a water main in this part of old Pearl Street and the area of the water main would be retained by the Town as an easement.

As a result of the informational discussion with the neighborhood, the Town has been approached by 2 abutters about acquiring portions of the parcel/old Pearl Street property, and if these articles are approved, the Board of Selectmen is amenable to such a sale so long as it does not make the remainder of the property unusable.

**Finance Committee Report:** No report

**Bylaw Committee Report:** No report

After some discussion by Town Meeting Members

2/3 Vote required  
81 Voted in the affirmative  
33 Voted in the negative  
135 Town Meeting Members in Attendance

**Motion Carried**

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**ARTICLE 15:** Stephen Goldy, Board of Selectmen moved that the Town vote to discontinue as a public way for all purposes a portion of Old Pearl Street, consisting of approximately 11,505 square feet of land along the westerly side of the 1944 Pearl Street alteration beginning at the private way known as Bunker Avenue and extending in the northerly direction for a distance of approximately 250 linear feet to the southerly side line of Audubon Road as shown on a Plan entitled "Pearl Street Roadway Discontinued Plan" dated September 27, 2011, a copy of which is on file with the Town Clerk, subject to the reservation of any and all utility and drainage facility easements in said way; and that the Town vote to transfer the care, custody, control and management of said discontinued portion of Pearl Street from the Board of Selectmen for public way purposes, to the Board of Selectmen for the purpose of conveyance, and further, to that the Town vote to authorize the Board of Selectmen pursuant to M.G.L. c.40, §3 to convey

all of the Town's right title and interest in said discontinued way upon such terms and conditions, and for such consideration as the Board of Selectmen deem to be in the best interest of the Town, or take any other action with respect thereto.

**Background:** See the background and map for Article 14

Presentation given by:

- ◆ Peter Hechenbleikner – See Attached

**Board of Selectmen Report:** No report

**Finance Committee Report:** No report

**Bylaw Committee Report:** No report

After some discussion by Town Meeting Members

2/3 Vote required  
94 Voted in the affirmative  
12 Voted in the negative  
135 Town Meeting Members in Attendance

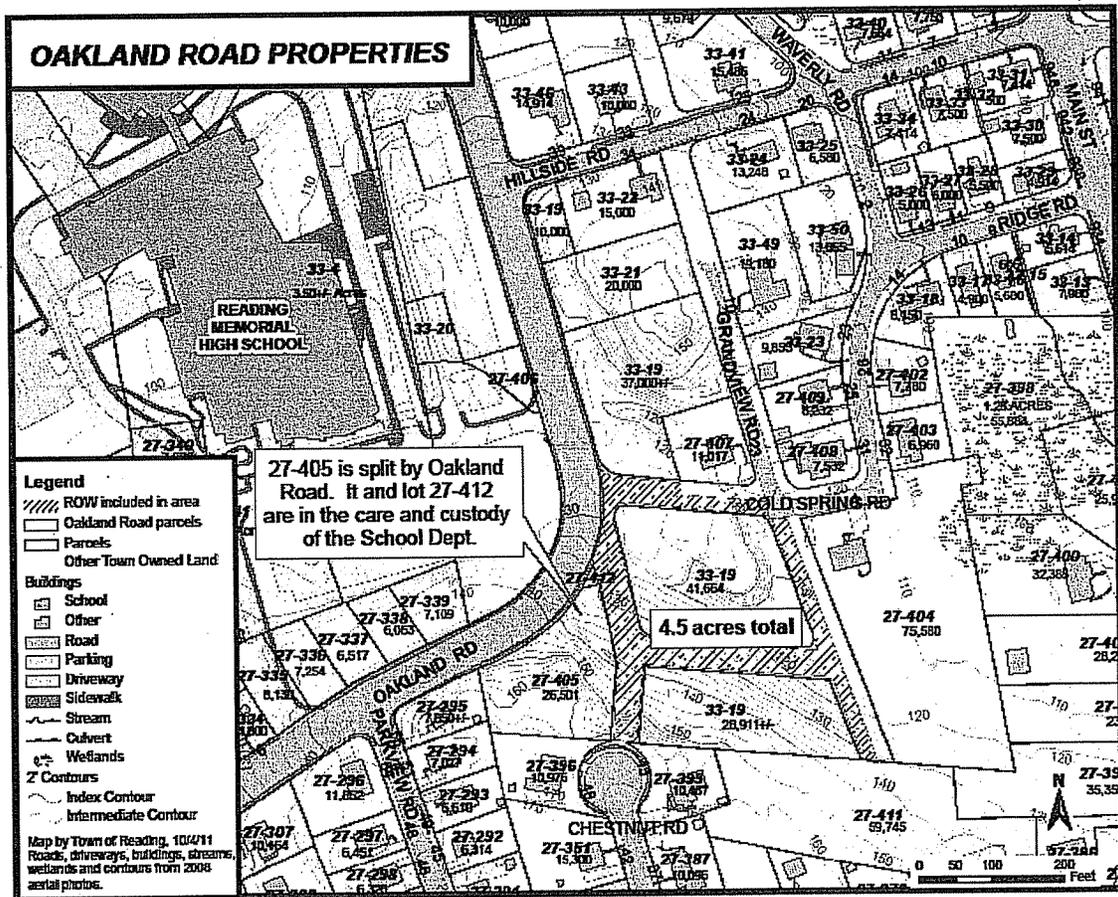
**Motion Carried**

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**ARTICLE 16:** Ben Tafoya, Board of Selectmen moved that the Town vote, pursuant to M.G.L. Chapter 40, Section 15A, to transfer the care, custody and control of approximately 27,284 square feet of land as shown on Board of Assessor's map 27 lot 405, and map 27 lot 412 from the School Department to the Board of Selectmen for the purpose of conveyance; and; and further, that the Town vote to authorize the Board of Selectmen pursuant to M.G.L. c.40, §3 to convey all of the Town's right title and interest in said property upon such terms and conditions, and for such consideration as the Board of Selectmen deem to be in the best interest of the Town, or take any other action with respect thereto.

**Background:** See the background and map for Article 14

The Oakland Road property across from RMHS is in small parcel of land (26,501 square feet) owned in the name of the School Department, but the majority of the abutting property is owned by the Town as Tax Title land and is under the care, custody and control of the Board of Selectmen. The property is divided by a number of "paper" streets which limit its use for any future use by the Town or for a buyer.



Article 16 transfers the care, custody, and control of the property from the School Department to the Board of Selectmen. The School Committee voted in September 2011 that the property is surplus to its needs and that it should be transferred.

Presentation given by:

- ◆ Peter Hechenbleikner – See Attached

**Board of Selectmen Report:** - given by Ben Tafoya: The general background given for the Pearl Street / Audubon Road applies to this property.

Article 16 transfers property from the School Department to the Board of Selectmen. The School Committee voted in September that this 26,501 square foot parcel was surplus to their needs.

Article 17 discontinues whole pieces of streets, as well as ½ pieces of streets that are wholly within or abutting the parcels of land owned by the Town. This action is required in the Board's opinion, in order to use this parcel for either Town use or to sell it. Discontinuing the streets will take, in addition to Town Meeting action, further action of the Land Court.

The final action proposed in Article 17, is to transfer the discontinued streets to the Board of Selectmen, and to authorize the conveyance of the discontinued streets as well as the Town owned parcels.

The majority of the Board of Selectmen supports this article including the conveyance (sale) of the property. The Land Court process will take a number of months to complete, and the Board has

committed to undertake an extensive process with the neighborhood and the community in planning for the conveyance of the property, if Town Meeting approves the conveyance.

If Town Meeting does not approve the conveyance, they should approve the other aspects of these articles.

**Finance Committee Report:** No report

**Bylaw Committee Report:** No report

After some discussion by Town Meeting Members

2/3 Vote required  
92 Voted in the affirmative  
17 Voted in the negative  
135 Town Meeting Members in Attendance

**Motion Carried**

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**ARTICLE 17:** Ben Tafoya, Board of Selectmen moved that the Town vote to discontinue as public ways for all purposes, the following;

- ◆ a portion of Grandview Road, on the west side of the way southerly from the intersection of Cold Spring Road for approximately 358 feet;
- ◆ a portion of Cold Spring Road, on the south side of the way westerly for approximately 115 feet from the intersection of Grandview Road and the full width of the way an additional 112 feet westerly to Oakland Road;
- ◆ a portion of Oakland Road southerly from the intersection of Cold Spring Road for approximately 152 feet to Tower Road
- ◆ a portion of Park Street from Tower Road to Chestnut Road for approximately 106 feet; and
- ◆ a portion of Tower Road westerly from Grandview Road for approximately 416 feet to Oakland Road,

all as shown as "the Discontinued Sections of Grandview Road, Cold Spring Road, Oakland Road and Tower Road" on a Plan entitled "Roadway Discontinuance Plan" dated September 27, 2011, a copy of which is on file with the Town Clerk, subject to the reservation of any and all utility and drainage facility easements in said ways; and that the Town vote to transfer the care, custody, control and management of said discontinued portions of Grandview Road, Cold Spring Road, Oakland Road and Tower Road from the Board of Selectmen for public way purposes to the Board of Selectmen for the purpose of conveyance; and that the Town further vote to authorize the Board of Selectmen to convey all of the Town's right title and interest in said discontinued ways together with all of the land shown on Board of Assessor's Map 33 Lot 19, Map 33 Lot 31, Map 27 lot 405, and Map 27 lot 412 upon such terms and conditions, and for such consideration as the Board of Selectmen deem to be in the best interest of the Town, or take any other action with respect thereto.

**Background:** See the background and map for Article 14

If Town Meeting approves Article 16 (and even if Town Meeting does not approve it), Article 17 would do two things:

- ◆ It would authorize the Board of Selectmen to move forward to discontinue the various paper streets that lie within the Town owned land areas. Certification of the Town's ownership rights through Land Court in addition Town Meeting approval will be required, but this is an important action regardless of whether the property is to be retained by the Town or sold for other use. The process of discontinuing the paper streets will take a matter of months.

- ◆ The article would authorize the Board of Selectmen to bid the sale of the property including the area of the paper streets that would be discontinued, as well as the portions of the property that would be transferred from the School Department under Article 16.

On October 11, 2011 the Board of Selectmen hosted a meeting of all abutters within 300 feet to solicit their comments and questions with regard to the future of this property.

Presentation given by:

- ◆ Peter Hechenbleikner – See Attached

**Board of Selectmen Report:** No report

**Finance Committee Report:** No report

**Bylaw Committee Report:** No report

After some discussion by Town Meeting Members

2/3 Vote required  
88 Voted in the affirmative  
8 Voted in the negative  
135 Town Meeting Members in Attendance

**Motion Carried**

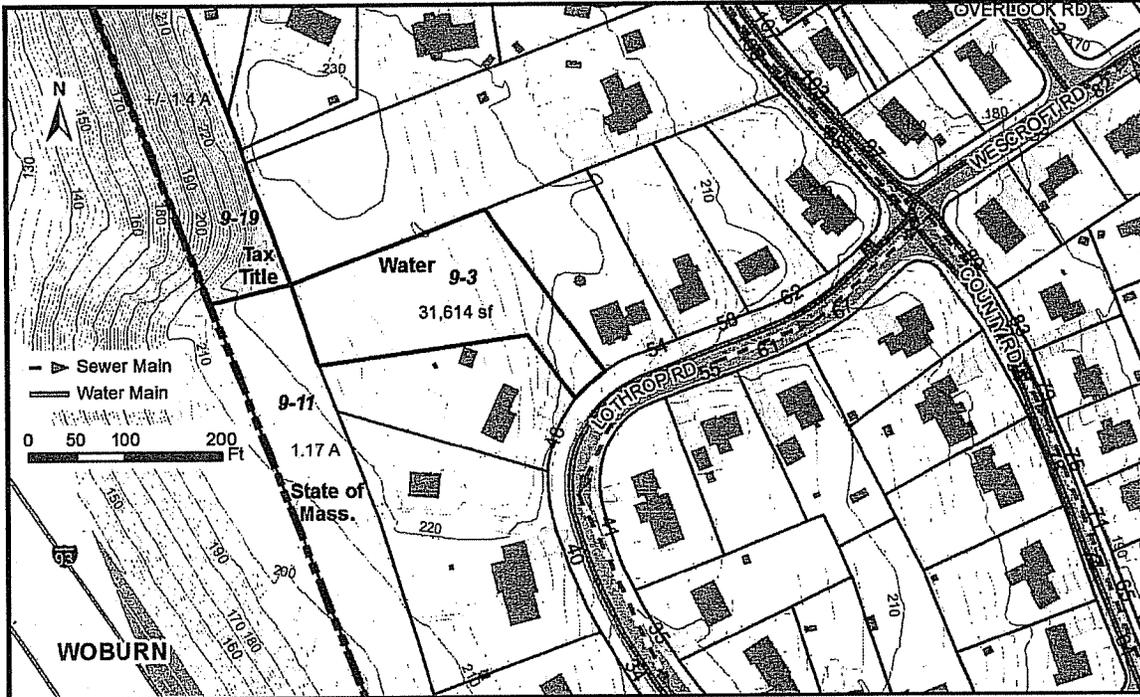
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**ARTICLE 18:** Richard Schubert, Board of Selectmen moved Move that the Town vote, pursuant to M.G.L. Chapter 40, Section 15A, to transfer the care, custody and control of the property shown on Board of Assessor's Map 9, Lot 3, consisting of 31,614 square feet of land, from the Water Department or the Board of Selectmen for water resource and protection purposes, to the Board of Selectmen for the purpose of conveyance; and that the Town further vote to authorize the Board of Selectmen pursuant to M.G.L. c.40, §3 to convey all of the Town's right title and interest in said parcel of land upon such terms and conditions, and for such consideration as the Board of Selectmen deem to be in the best interest of the Town, or take any other action with respect thereto.

**Background:** See the background and map for Article 14

Map 9 lot 3 is owned by the Town in the name of the Water Department and was purchased to build a water tower. The water pressure in this area of Town is currently adequate because the Town operates booster pumps to make sure that it is adequate. Therefore the need for water storage in that location is no longer present. The MWRA has expressed interest in purchasing the property and building a water storage facility, but to build one of the size that they would want they would also have to acquire additional property.

The property is adequate in size (31,614 square feet) to meet lot minimum size requirement of 20,000 square feet for one single family home under zoning. The lot width is substandard – 40 feet of frontage rather than the required 120 feet, so any buyer would have to seek a variance.



Presentation given by:

- ◆ Peter Hechenbleikner – See Attached

**Board of Selectmen Report** – given by James Bonazoli: The Town owns a 31,614 square foot parcel of land on Lothrop Road. The parcel was originally acquired in the 1950's to house a water tower, but due to pumping of water to address pressure issues on this high parcel of land, a water tower was never built. In recent memory the Town considered building a water tower on the property, and the neighborhood was very opposed to the idea. The Town now purchases water from the MWRA, and while the MWRA would very much like to put a water tower on the property, the site is not large enough to house a 3 MG tower (the Bear Hill standpipe, for example, is 1 MG).

This article would transfer the property from the Town for water purposes to the Board of Selectmen for purposes of conveyance, and would authorize the conveyance of the property.

**Finance Committee Report:** No report

**Bylaw Committee Report:** No report

2/3 Vote required  
Declared unanimous by Moderator  
135 Town Meeting Members in Attendance

**Motion Carried**

Motion to adjourn made by Bill Brown, Precinct 8

**Motion Carried**

Adjourned with 135 in attendance at 10:45 PM to continue on November 17, 2011 at 7:30 PM

A true copy Attest:

A handwritten signature in black ink, appearing to read "Laura A Gemme". The signature is written in a cursive style with a large initial "L".

Laura A Gemme  
Town Clerk

## SUBSEQUENT TOWN MEETING

Reading Memorial High School

November 17, 2011

The meeting was called to order by the Moderator, Alan E. Foulds, at 7:39 PM, there being a quorum present. Meeting started with the Pledge of Allegiance to the Flag.

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David Mancuso, Precinct 4 moves to take Article 27 out of order.

### **Motion to Take Article 27 Out of Order Carried**

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**ARTICLE 27:** David Mancuso, Precinct 4 moved that the Town vote to amend Section 7.2, Demolition of Structures of Potentially Historical Significance, of the Reading General Bylaw, as follows (all section numbers are in accord with the proposed recodified General Bylaw):

by inserting the following new sections:

Stephen Goldy moved to dispense with the further reading of the motion

### **Motion to Dispense Carried**

#### **7.2.3.7 Appeal**

Within seven (7) business days of the Commission's determination that a structure is a Preferably Preserved Historic Structure pursuant to Section 7.2.3.6 hereof, the property owner may appeal the determination to the Board of Selectmen by filing a written request for review with the Board of Selectmen. The request for review shall be received by the Board of Selectmen and the Town Clerk's Office within seven (7) business days of the date of the Commission's determination and a copy of the request shall be provided to the Building Commissioner and the Commission. The Board of Selectmen shall hold a public hearing and issue its determination within forty-five (45) business days from the date of said Commission's determination. Public notice of the time, place and purpose of the hearing shall be posted in a conspicuous place at Town Hall and published in a local newspaper not less than seven (7) business days prior to the date of the scheduled public hearing. Said notice shall identify the street address of the subject Building. A copy of the public hearing notice shall be mailed to the Applicant and record owner if different from the Applicant, the Building Commissioner and Commission;

#### **7.2.3.8 Certificate of Hardship**

In the event of an application for a Certificate of Hardship, the Commission shall determine whether, owing to the conditions especially affecting the building or structure involved, failure to approve an application will result in a substantial hardship, financial or otherwise, to the applicant and whether such application may be approved without substantial detriment to the public welfare and without substantial derogation from the intent and purposes of this bylaw. If the Commission determines that owing to such conditions failure to approve an application will involve substantial hardship to the applicant then approval thereof may be made to authorize the Building Inspector to approve the application for demolition of said property; and by renumbering the current Sections 7.2.3.7 as Section 7.2.3.9, or take any other action in respect thereto.

**Background:** The sponsors of this Article support the desire by the town to preserve the historical character of its older structures balanced against the rights of private property owners to maintain and improve their buildings to meet their needs.

The Reading Historical Commission Bylaws currently do not allow private property owners a means to appeal property assignments to the list of Structures of Potentially Historical Significance as other

Commonwealth communities provide. This Article proposes changes to the Reading Bylaw that reconcile the Town's desire to encourage preservation with the acknowledgement of property owner fundamental rights to due process and appeal.

Where land use dispute / appeals are properly addressed by the Board of Appeals, the review of appeals revolving around private property rights vs. Town interests support a senior appeals path to the elected Board of Selectmen, providing objective interpretation of community standards.

This Article also adds the existing State language entitling property owners to pursue exemptions from property inclusion on the list of Structures of Potentially Historical Significance due to personal hardship, financial or otherwise. (M.G.L c.40C, sec. 10(c) of the Historical District Act). The addition of this language into Town bylaws is intended to make citizens aware of these pre-existing rights.

Town Counsel has advised that the motion under this article should omit the language in proposed section 7.2.3.8 that references MGL c 40 S 10(s), and the language regarding affecting the District generally so that that paragraph reads as follows:

#### 7.2.3.8 Certificate of Hardship

Pursuant to M.G.L. c.40C, §10(c), in the event of an application for a Certificate of Hardship, the Commission shall determine whether, owing to the conditions especially affecting the building or structure involved, but not affecting the District generally, failure to approve an application will result in a substantial hardship, financial or otherwise, to the applicant and whether such application may be approved without substantial detriment to the public welfare and without substantial derogation from the intent and purposes of this bylaw. If the Commission determines that owing to such conditions failure to approve an application will involve substantial hardship to the applicant then approval thereof may be made to authorize the Building Inspector to approve the application for demolition of said property; and

Presentation given by:

- ◆ David Mancuso
- ◆ Mark Cardono – See Attached

**Board of Selectmen Report:** No report

**Finance Committee Report:** No report

**Bylaw Committee Report** - given by Philip Pacino: The Bylaw Committee feels that the changes to the Historical Demolition Bylaw as set forth in this Article are flawed. The Bylaw Committee feels that the stated intent of the petitioners has not been met by the proposed wording of the article.

The Bylaw Committee strongly states that the intent and the wording of the Article should be deferred by Town Meeting at this time and that the intent should be reworked. The Bylaw Committee further strongly suggests that any reworking of this article be done in conjunction with all interested parties particularly the Historical Commission. The Bylaw Committee does not recommend this Article by a vote of 0-5-0.

After discussion by Town Meeting Members

Motion made by Russ Graham, Precinct 4 to move the question

2/3 Vote required  
89 Voted in the affirmative  
18 Voted in the negative  
123 Town Meeting Members in Attendance

**Motion to Move Question Carried**

Motion made by Mark Cardono, Historical Commission to indefinitely postpone

## **Motion to Indefinitely Postpone Carried**

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**ARTICLE 19:** Philip Pacino, Bylaw Committee moved that the Town vote to approve the recodification of the Reading General Bylaw dated July 6, 2011 pursuant to Section 8.9 of the Reading Home Rule Charter, or take any other action with respect thereto.

**Background:** Section 8-9 of the Reading Home Rule Charter, requires that the Bylaw Committee present to Town Meeting not less than every 10 years, proposed revisions or recodification of the bylaws of the Town. A public Hearing on the bylaw recodification was held on July 6, 2011, and the following report of the Bylaw Committee was presented at that time.

### Section 8-9 (Reading Home Rule Charter): Reenactment and Publication of Bylaws

Within one (1) year of the adoption of this Charter and at intervals of not more than ten (10) years thereafter, proposed revisions or recodification of the bylaws of the Town shall be presented to Town Meeting by the Bylaw Committee.

At least four (4) months prior to the Town Meeting at which action under this section is to be taken, the Committee shall cause to be published in a local newspaper: (a) a report summarizing its recommendations and noting the times and places within the Town where complete copies of the report shall be available for inspection by the public, and (b) the date, time and place not less than two weeks following such publication when a public hearing shall be held by the committee on the preliminary report.

The General Bylaw of the Town was last re-codified in 1988, shortly after the Reading Home Rule Charter was adopted.

The intent of recodification is not to make substantive changes to the General Bylaw, but to make sure that the General Bylaw is simple to read and understand, and internally consistent and accurate.

Since the winter of November 2010, the Bylaw Committee (together with Town Counsel, the Town Clerk, and the Town Manager) met 8 times and developed a new, easier to read, standardized version of the General Bylaw. The details of this draft are available in hard copy at the Library and Town Clerk's office, and electronically on the Town's web site at [www.readingma.gov](http://www.readingma.gov).

In proceeding with this recodification, the Bylaw Committee had several specific goals in mind:

- ◆ Improve the organization of the General Bylaw - It is clear that the existing bylaws have been amended in sequential order without any particular attention to organizing the sections by subject matter. The "Public Order" article seems to eclipse the others.
- ◆ Improve the formatting - Make the General Bylaw more user friendly; easier to read; simpler (there are too many subsections in some portions of the bylaw); more compact (narrower margins mean less paper is used); add a robust index (not part of the adopted bylaw, but as a useful tool); and keep the chronology (also not part of the adopted bylaw, but as an additional tool).
- ◆ Standardize terms within the General Bylaw to the extent practical. The Bylaw Committee has had some definite ideas as to how to spell and reference certain terms. Town Counsel has reviewed those to ensure conformance with standard practice. Examples of now standardized terms include: the spelling and capitalization of "bylaw", references to the state statutes as "M.G.L.", and the consistent use of other common terms. In addition, there are a number of sections with common language, and some sections where the language is similar. The Bylaw Committee has attempted to organize the bylaw so that that the common language is standardized, and included only once in the bylaw.
- ◆ Review the bylaw for content. Each of the bylaw sections was reviewed in an effort to determine what, if any, changes are needed. The following are examples of some of those changes:
  - ◆ What can be "re-codified" as is - (Wetlands)

- ◆ What needs to be modified – (Personnel)
- ◆ What needs to be removed – (Building Code)
- ◆ What needs to be added – (table in section 1.7 that shows who enforces non-criminal disposition and what the fines are)

The following is a summary of the detailed work included in the proposed recodification:

**Organization:**

Following its review of best practices in the Commonwealth, the Bylaw Committee recommends reorganizing the General Bylaw into 8 Articles:

- ◆ General Provisions
- ◆ Town Meeting
- ◆ Town Offices and Town Officers
- ◆ Personnel
- ◆ Conduct of Town Business
- ◆ Financial Procedures
- ◆ Regulation on the Use of Land
- ◆ Public Order

**Inclusion of all previous sections:**

The Bylaw Committee retained all of the previous sections of the General Bylaw (but reorganized many of the provisions into new sections), except for the following sections which have been deleted:

- ◆ Laundromat Licenses – staff has determined that there is no reason for such a license
- ◆ Underground Petroleum Storage License – This bylaw was rescinded by Town Meeting at the 2011 Annual Town Meeting
- ◆ Gas Inspector section – not necessary – no other such positions are included in the bylaw
- ◆ Building Code – not necessary – there is a state building code and the Town may not vary from that
- ◆ Municipal Data Processing Center – no longer needed – this was required in pre-Charter days
- ◆ Conflict of Interest section - eliminated because the state statute, M.G.L. c.268A, applies

**Summary of Changes:**

Article 1: General Provisions

- ◆ Added some definitions from the detailed bylaw sections to create a general definition section
- ◆ Standardized the non-criminal disposition section as section 1.7 from different language in various sections of the bylaw, and inserted a chart that contains the bylaw section, enforcing agent, and fines (fines are specified in accordance with state statute)

Article 2: Town Meeting

- ◆ No substantive changes

Article 3: Town Offices and Town Officers

- ◆ Eliminated the section on the Gas Inspector – not necessary
- ◆ Standardized the section on the general standards for Appointed Boards, Committees, and Commissions
- ◆ Eliminated Municipal Data Processing Center – no longer needed – this was required in pre-Charter days
- ◆ Eliminated the Conflict of Interest section because M.G.L. will apply

Article 4: Personnel

- ◆ No substantive changes

Article 5: Conduct of Town Business

- ◆ Removed a number of sections and put them in another section of the bylaw
- ◆ Modified the sections on Rules and Regulations to reflect current practice

Article 6: Financial Procedures

- ◆ No substantive changes

Article 7: Regulation on the Use of Land

- ◆ This is a new article compiled of sections from various other sections of the previous bylaw
- ◆ Removed details of non-criminal disposition from individual sections and inserted them in the first article
- ◆ Eliminated underground petroleum storage licensing article
- ◆ Eliminated laundromat licensing and reference to the Gas Inspector position – not necessary – no other such positions are indicated
- ◆ Eliminated reference to the Building Code – not necessary – there is a state building code and the Town may not vary from that

**Article 8: Public Order**

- ◆ Rewrote the section on Anti-Litter to simplify it but retained the intent of the existing bylaw
- ◆ Rewrote the section on News Racks but retained the intent of the existing bylaw

Presentation given by:

- ◆ Peter Hechenbleikner – See Attached

**Board of Selectmen Report:** No report

**Finance Committee Report:** No report

**Bylaw Committee Report** -given by Philip Pacino: The Bylaw Committee over the last year has spent considerable time and effort to recodify the General Bylaws in conjunction with the Town Manager, Town Clerk and Town Counsel. The details and specific goals are detailed above under the background.

It is the feeling of the Bylaw Committee that the recodified General Bylaw project resulted in a set of General Bylaws that should be easier to work with by Town officials, Town staff and other users of this Bylaw. The Bylaw Committee recommends this Article by a vote of 3-0-0.

**Motion Carried**

**ARTICLE 20:** Stephen Goldy, Board of Selectmen moved that the Town vote to approve an amendment to the Table of Organization dated September 20, 2011 pursuant to Section 6-1 of the Reading Home Rule Charter, or take any other action with respect thereto.

**Background:** The following information in italics is the portion of the Reading home Rule Charter that addresses the creation of the Administrative Code (Table of Organization) for the municipal government. The current Table of Organization was approved in April 2002. A copy of it is enclosed in the appendix to this report. Since that time the community has gone through many changes and has had to modify the way it is organized to do business in order to remain as efficient and effective as possible.

On September 20, 2011 the Board of Selectmen held a public hearing on the proposed amendments to the Table of Organization and adopted it. The new Table of Organization (it is included in the appendix to this report) reflects the organization of the functions of municipal government in Reading as they have been modified over recent years. There are no new departments, nor are any eliminated. The divisions are merely rearranged for maximum efficiency.

Town Meeting may vote only to disapprove the Table of Organization as it is presented – they may not modify it.

**Section 6-1: Creation of Departments, Agencies and Offices**

The organization of the Town into operating agencies shall be accomplished through the establishment of an Administrative Code, either by adoption of a bylaw or by the adoption of a Table of Organization, both as provided in this section:

(a) Bylaws - Subject only to express prohibitions in the Constitution, the General Laws or the Charter, the Town Meeting may, by bylaw, approve the reorganization, consolidation, or abolishment of any Town agencies, in whole or in part, and the establishment of such new Town agencies as it deems necessary or advisable. It may prescribe the functions of any Town agency.

(b) Table of Organization – Subject only to express prohibitions in the Constitution, the General Laws or the Charter, the Board of Selectmen, after consultation with the Town Manager, may from time to time, prepare and submit to the Town Meeting for approval a table of organization or reorganization, or amendments to any existing table of organization for the orderly, efficient or convenient conduct of the business of the Town.

The administrative code may reorganize, consolidate or abolish any Town agencies in whole or in part and establish such new Town agencies as it deems necessary or advisable. It may prescribe the functions of any Town agency and, for such purpose, transfer the powers and duties and, so far as is consistent with the use, for which the funds were voted by the Town, transfer the appropriations of one Town agency to another. However, no function assigned by the Charter to a particular Town agency may be discontinued, or unless the Charter specifically so provides, assigned to any other.

Whenever the Board of Selectmen prepares such a bylaw or table, the Board shall hold one or more public hearings on the proposal giving notice by publication in a local newspaper not less than seven (7) days in advance, which notice shall describe the scope of the proposal and the time and place at which the hearing shall be held. Following such public hearing the Board of Selectmen shall submit to the Town Meeting, by Warrant Article, its proposed Administrative Code which it may have modified subsequent to the public hearing.

An administrative code shall become effective at the expiration of ninety (90) days following the date of the Town Meeting at which the proposal is submitted, unless the Town Meeting shall, by a majority vote within that time, vote to disapprove the code.

The Town Meeting may vote only to approve or disapprove the administrative code and may not vote to amend or alter it, except that a substitute motion may be moved by a majority of the Board of Selectmen.

#### Section 6-2: Publication of Administrative Code and Table of Organization

For the convenience of the public, the administrative code, if adopted as a Table of Organization, shall be printed as an appendix to, but not an integral part of, the bylaws of the Town. The Table of Organization shall also be published annually in the Town Report.

Presentation given by:

- ◆ Peter Hechenbleikner – See Attached

**Board of Selectmen Report** – given by Stephen Goldy: The Board of Selectmen held a hearing on the proposed amendments to the Table of Organization on September 20, 2011, and approved the Table of Organization as presented by the Town Manager. The previous Table of Organization was approved in April 2002, and there have been a number of organizational changes since then. The new Table of Organization reflects the way the Executive Branch of Town Government is currently organized, and much of this is based on budgets approved by Town Meeting.

**Finance Committee Report:** No report

**Bylaw Committee Report** - given by Philip Pacino: The Bylaw Committee recommends the Table of Organization be adopted so as to reflect the current operating structure of the Town. The Bylaw Committee recommends this Article by a vote of 3-0-0.

After discussion by Town Meeting Members

**Motion Carried**

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**ARTICLE 21:** James Bonizoli, Board of Selectmen moved that the Town vote to amend Section 4.8, Aquifer Protection District, of the Town of Reading Zoning By-Laws, in the following respects (note – ~~cross-through~~ represents language to be eliminated and **bold** represents new language):

by amending Section 4.8.3. Definitions: as follows:

Stephen Goldy moved to dispense with the further reading of the motion

#### **Motion to Dispense Carried**

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

by deleting Sections 4.8.6.1.9 and 4.8.6.1.10 in their entirety, and inserting in place thereof the following new sections:

**4.8.6.1.9 Land uses that result in the rendering impervious of more than 15% or 2,500 square feet of any lot or parcel, whichever is greater, unless a system of artificial recharge of precipitation is provided;**

**4.8.6.1.10 When artificial recharge is required to meet the limitation established in Section 4.8.6.1.9, a system for the recharge of precipitation shall be provided that will not result in the degradation of groundwater quality. Recharge plans shall comply with the DEP Stormwater Guidelines and shall be submitted to the Town Engineer for review and approval;**

by inserting a new Section 4.8.7 as follows:

#### **4.8.7. Nonconforming Uses and Structures**

**Non-conforming uses and structures which were lawfully existing, begun or in receipt of a building or special permit, prior to the first publication of notice of public hearing for this bylaw may be continued.**

**If such non-conforming uses and structures are changed, extended or altered, as specified in M.G.L. c. 40A, §6 and Section 6.3 of this bylaw, then the use or structure as changed, extended or altered must comply with this bylaw.**

by inserting a new Section 4.8.8 as follows:

**4.8.8 No Variance Permitted**  
**No variances shall be granted from the provisions of this bylaw Section 4.8.**

by inserting a new Section 4.8.9 as follows:

#### **4.8.9 Administration/Rules and Regulations**

**This bylaw shall be administered by the Community Planning and Development Commission which shall also have the authority to adopt rules and regulations governing the design of infiltration systems required herein;**

by renumbering the current Section 4.8.7 as 4.8.10, or to take any other action with respect thereto.

**Background:** In submitting the FY 2012 Budget, the Town Manager proposed additional actions that would "simplify and/or reduce regulation, make shared or regional efforts more feasible, and advance efficiency and effectiveness of Town government as a customer driven organization."

One such area that is recommended is to simplify the Aquifer Protection District (APD) section of the Zoning bylaw, making it simpler for property owners to make improvements to their property while at the same time protecting the quality and quantity of ground water recharge in this area of the Community.

The existing APD

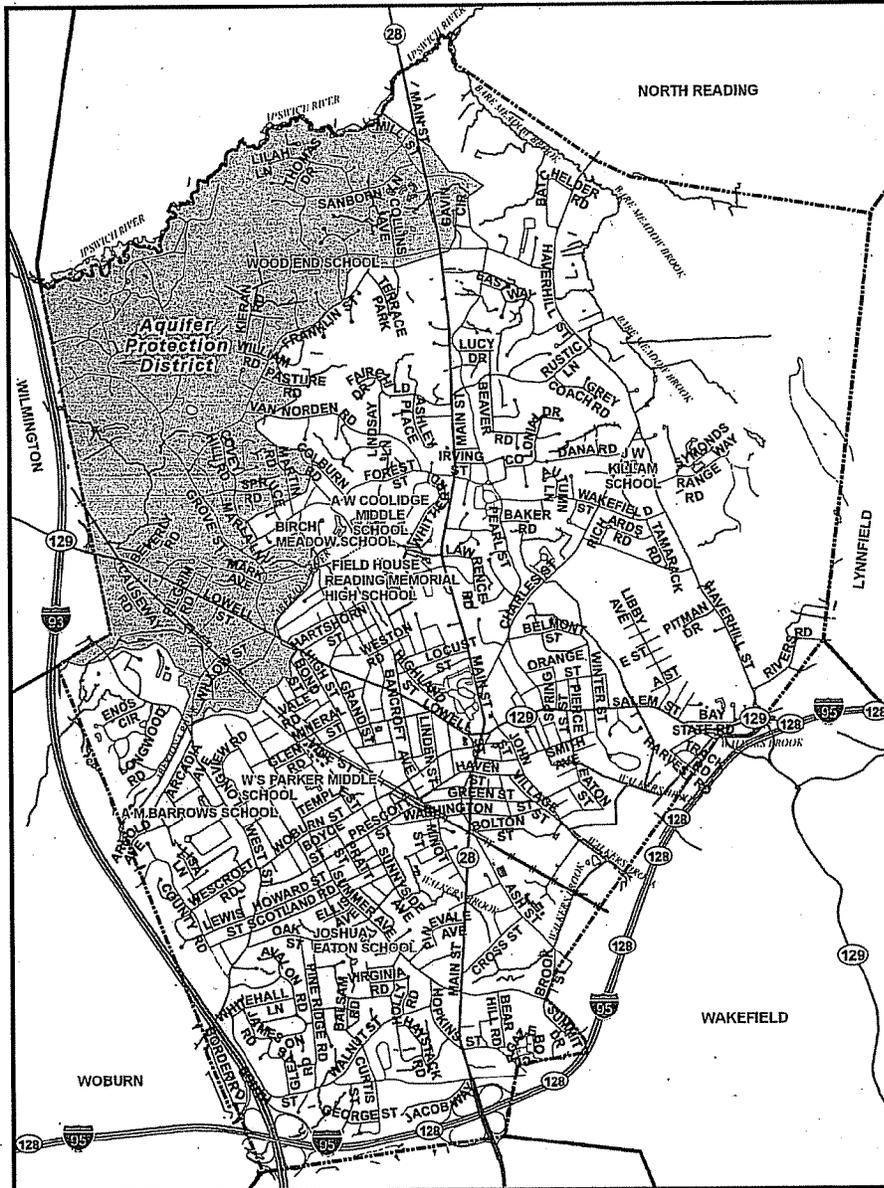
- ◆ limits the impervious portions of a lot to 15% of the total lot area,
- ◆ with ground water recharge, the percentage of impervious cover could increase up to 20%.
- ◆ These standards exceed the state standards in one very important way – under the state standards, there is no limit of the maximum percentage of lot coverage as long as the increase in coverage is supported by ground water recharge improvements.

Simply stated, this bylaw amendment will:

- ◆ Simplify the regulations by clarifying the by-law;
- ◆ Provide added flexibility by changing the threshold requirement for a recharge system to the State regulations (either 15% coverage or 2500 square feet). Currently Reading's By-Law does not include the 2500 square feet provision;
- ◆ Utilize the CPDC to administer the by-law and adopt rules and regulations related to design of infiltration systems;

Under the proposed amendments to the APD bylaw, the base level of impervious surface remains the same, but there is no upper limit other than whatever an engineering study determines that a recharge system could support. Therefore there is no need to grant a variance from this section of the Zoning Bylaw.

The portions of the Town included in the APD are shown on the map below:



The Town, by the terms of the buy-in to the MWRA for water supply, must retain APD regulations that are no less stringent than the state standards.

Presentation given by:

- ◆ Peter Hechenbleikner – See Attached

**Board of Selectman Report:** - given by James Bonazoli: The Board of Selectmen has engaged with Town staff in a process of "right sizing" regulations in the community, trying to ensure that the regulations in fact accomplish what they are intended to do and that the purpose is still important to the Town.

The Aquifer Protection section of the Zoning Bylaw establishes restrictions on impervious cover (buildings, driveways, walks, pools, decks, etc.) in the Aquifer Protection District. The base level permits no more than 15% of the lot can be covered with impervious surface, and with approval of groundwater recharge improvements, up to 20% coverage is permitted.

The state regulations are not as stringent as the local Zoning Bylaw. Under State regulations one can have impervious surface of 15% or 2500 square feet, whichever is greater. Additionally, there is no maximum if greater coverage by impervious surface can be supported by engineered ground water recharge.

With the Town's change to the MWRA the Town is no longer relying on its well fields. However, the health of the Ipswich River and its environs requires that a reasonable amount of ground water recharge take place. While many may want to do away with the APD regulations altogether that is not permitted under the terms of the Town's MWRA buy-in.

**Finance Committee Report:** No report

**Bylaw Committee Report:** - given by Philip Pacino: The Bylaw Committee recommends this Article by a vote of 3-0-0.

**CPDC Report** – given by Charlie Adams: At a meeting on September 12, 2011, on a motion made by Mr. Tuttle, seconded by Mr. Safina the CPDC approved modifications for Article 20 (Aquifer Protection District) be recommended to be on the Warrant for Subsequent Town Meeting by a vote of 4-0-0.

Motion made by Karen Gately Henrick, Precinct 8 to amend section 4.8.7 by adding "only if the change, extension, or alteration increases the impervious footprint"

**Motion to Amend Carried**

Motion made by Daniel Ensminger, Precinct 7 to strike section 4.8.8 entirely and to renumber subsequent sections.

**Motion to Amend Carried**

2/3 Vote required  
110 Voted in the affirmative  
3 Voted in the negative  
123 Town Meeting Members in Attendance

**Motion Carried as Amended**

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**ARTICLE 22:** Charlie Adams, CPDC Member moved to see if the Town will vote to amend Section 6.2 (Signs) of the Town of Reading Zoning By-Laws as follows: (note – ~~cross-through~~ represents language to be eliminated and **bold** represents new language)

6.2.2. Definitions

- t. **Temporary Construction/Redevelopment Signs – A temporary unlit free standing sign or wall sign affixed to a structure or fence identifying the project name, project team, project description or business to be conducted on the premises.**

Moved to dispense with the further reading of the motion

**Motion to Dispense Carried**

6.2.4. Exempt Signs

- j. ~~Construction Signs, identifying contractors while doing construction work on a property.~~  
**Temporary Construction signs shall be allowed during active construction, where a demolition or building permit has been issued and where at least site preparation work**

has commenced. Temporary Redevelopment signs shall be allowed for sites that have not begun construction, but have been issued a building or demolition permit or have an approved site plan. The maximum size of Temporary Construction/Redevelopment Signs shall not exceed 32 square feet in surface area or 10 feet in any dimension. Temporary Redevelopment signs may be displayed for a period of up to 1 year. Upon written request and approval of the CPDC the display period for a Temporary Redevelopment sign may be extended. Temporary Construction signs shall be removed after the construction, repair or renovation work is completed or within 7 days after the issuance of a final occupancy permit.

**6.2.3. Signs Permitted According to Zoning District**

<b>Table 6.2.3 Signs Permitted According to Zoning District</b>						
		<b>Max</b>	<b>Max</b>	<b>Setbacks:</b>		
	<b>Permit</b>	<b>Area</b>	<b>Height</b>	<b>Front</b>	<b>Side</b>	<b>Maximum</b>
<b>Type</b>	<b>Required</b>	<b>(sq. ft.)</b>	<b>(ft.)</b>	<b>(ft.)</b>	<b>(ft.)</b>	<b>Number</b>
<b>All Zoning Districts:</b>						
1. Personal Message	N	4	6	N/A	20	1/lot
2. Identification (Joint and Area)	N	4	8 (A)	N/A	N/A	1/lot
3. Construction	N	46 32	N/A	N/A	20	N/A 1
4. Subdivision Sales	(C)	48	N/A	N/A	N/A	1/subdiv.
5. Subdivision	(C)	24	N/A	N/A	N/A	1/subdiv.
6. Real Estate Sales	N	8 (G)	6	N/A	20	1/lot
7. Temp Open House	N	4	N/A	N/A	20	1/agency per lot
8. Garage/Yard Sale	N	4	N/A	N/A	20	1/lot
9. Informational - Directional	N	4	6	N/A	N/A	N/A
Portable A-Frame Regulated by the Board of Selectmen – Annual Permit Required						
10. Temporary Signs	Y	16 or 30	N/A	(See Section 6.2.6.2.h.) Business		
<b>Business-A, Business-C and Industrial Zoning Districts:</b>						
11. Free-Standing	Y	50(D)	20	0	20(I)	1/lot
12. Wall	Y	2/4E	(A)	N/A	10	1/business
13. Projecting / Blade	Y	8	(A)(H)	N/A	10	1/business
<b>Business-B Zoning Districts:</b>						
14. Free-standing (Service Stations Only)	Y	35(D)	14	0	20	1/lot
15. Wall	Y	2(F)	(A)	0	0	2/businesses
16. Projecting/ Blade	Y	8	(A)(H)	-4	0	1/business
17. Free-Standing	SPP(J)	35	10.5	0	20	1/lot

**NOTES:**

- (A) No portion of such sign shall extend higher than the bottom of the sills of the windows of the second floor of a building or higher than the lowest portion of the eaves or, in the case of a gabled wall, no higher than a line equal in height to the lowest portion of the lower eave of any adjoining building wall, whichever of the above is lowest.
- (B) Aggregate sign area of all applicable signs.
- (C) Only as shown in Definitive Subdivision Plans as approved by the Community Planning and Development Commission consistent with Paragraph 6.2.1.1.
- (D) May not be larger than 75 square feet, if more than one business occupies the lot. See **Section 6.2.6.4.**
- (E) If the minimum distance from the building wall on which the sign is mounted is less than 100 feet from the centerline of the street which the sign faces, the maximum sign area shall be equal to 2 square feet per linear foot of said wall occupied by the establishment to which the sign relates; if such distance is more than 100 feet, maximum sign area shall be equal to 4 square feet per linear foot of said wall so occupied.
- (F) No wall sign for any non-residential establishment shall exceed a sign area equal to 2 square feet per linear footage of length of the front wall of the building occupied by the establishment to which the sign relates.
- (G) Real Estate Signs in the Industrial Zoning Districts are allowed one sign per business with a maximum sign area equal to 2 square feet per linear foot of said wall occupied by the establishment to which the sign relates without a sign permit.
- (H) Projecting/Blade Signs shall be at least eight (8) feet from the ground and may project no more than four (4) feet from the structure.
- (I) A Special Permit may be granted by the CPDC. See Section 6.2.9 for Special Permit Criteria.
- (J) Free-standing signs shall be permitted only where the principal business entrance is located more than 40 feet from the centerline of the street in front of the lot. CPDC may waive the 40' business entrance setback requirement for signs in existence as of the effective date of this amendment. See Section 6.2.9.a. for Special Permit Criteria

**Background:** The changes being proposed under Article 22 will allow larger temporary signs for construction and redevelopment sites as an exempt use which does not require a permit. The change was initiated by the Economic Development Committee through their work with the business community. This work identified the need for increasing the dimensional allowance for this type of exempt signage.

Article 22 proposes increasing the maximum sign area for temporary construction/redevelopment signs from 16 square feet to 32 square feet or 10 feet in any dimension. The number of temporary construction/redevelopment signs allowed is limited to one.

Presentation given by:

- ◆ Jean Delios – See Attached

**Board of Selectmen Report:** No report

**Finance Committee Report:** No report

**Bylaw Committee Report** – given by Philip Pacino: The Bylaw Committee recommends this Article by a vote of 3-0-0.

**CPDC Report** - given by Charles Adams: At a meeting on September 12, 2011, on a motion made by Mr. Tuttle, seconded by Mr. Safina, the CPDC approved Article 21 (Signs) as modified be recommended to be on the Warrant for Subsequent Town Meeting by a vote of 4-0-0.

**EDC Report** – given by Jack Russell: EDC strongly recommends this Article.

Motion to amend made by Mary Ellen O'Neill, Precinct 6 to add to Table 6.2.3 #3 construction - Add (K) to Area Column with Note to follow at end of Notes: so that it reads "construction signs in residential districts S-15, S-20, S-40, A-40 and A-80 are limited to 16 square feet"

**Motion to Amend Did Not Carry**

Motion made by John Carpenter, Precinct 2 to amend Section 6.2.2 by adding words "and/or" after the word description as follows:

- t. **Temporary Construction/Redevelopment Signs – A temporary unlit free standing sign or wall sign affixed to a structure or fence identifying the project name, project team, project description and/or business to be conducted on the premises.**

**Motion to Amend Carried**

Before vote was taken on above motions Stephen Goldy, Board of Selectmen questioned quorum was present.

Count of 97 – Quorum Present

Motion made by Ronald Thomas O'Keefe, Precinct 1 to move question

2/3 Vote required  
32 Voted in the affirmative  
58 Voted in the negative  
97 Town Meeting Members in Attendance

**Motion to Move Question Did Not Carry**

Motion made by James Bonazoli, Precinct 6 to table question

**Motion to Table Did Not Carry**

After discussion by Town Meeting Members

2/3 Vote required  
86 Voted in the affirmative  
8 Voted in the negative  
97 Town Meeting Members in Attendance

**Motion Carried as Amended**

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Motion to adjourn made by James Bonazoli, Precinct 6

**Motion Carried**

Adjourned with 123 in attendance at 10:41 PM to continue on November 21, 2011 at 7:30 PM

A true copy Attest:

A handwritten signature in cursive script, appearing to read "Laura A Gemme".

Laura A Gemme  
Town Clerk

## SUBSEQUENT TOWN MEETING

Reading Memorial High School

November 21, 2011

The meeting was called to order by the Moderator, Alan E. Foulds, at 7:46 PM, there being a quorum present. Meeting started with the Pledge of Allegiance to the Flag.

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**ARTICLE 23:** Camille Anthony, Board of Selectmen moved that the Town vote to amend the Town of Reading General Bylaw by adding a new section as follows:

### **8.10 Maintenance of Vacant Buildings and Land**

All vacant structures and vacant land within the Town of Reading shall be maintained in a safe, secure and clean condition so as not to compromise the health, safety and general welfare of the community.

James Bonazoli , Board of Selectmen moved to dispense with the further reading of the motion

### **Motion to Dispense Carried**

#### **8.10.1 Definitions:**

For purposes of this bylaw the following definitions shall apply:

##### **8.10.1.1 Building**

A structure enclosed within exterior walls or firewalls, built, erected, or framed of any materials, and fixed to the ground, having a roof, to form a structure for the shelter of persons, animals or property, or the storage of commercial or industrial personal property.

##### **8.10.1.2 Owner**

A person, entity, service company, property manager or real estate broker, who alone or severally with others:

- ◆ has legal or equitable title to any building, structure or parcel of land, vacant or otherwise; or
- ◆ has care, charge or control of any building or structure, parcel of land, vacant or otherwise, in any capacity including but not limited to agent, executor, executrix, administrator, administratrix, trustee or guardian of the estate of the holder of legal title; or
- ◆ is a mortgagee in possession of any such property; or
- ◆ is an agent trustee or other person appointed by the courts and vested with possession or control; or
- ◆ is an officer or trustee of the association of unit owners of a condominium; each such person being bound to comply with the provisions of these minimum standards as if he were the owner; or
- ◆ is a trustee who holds, owns or controls mortgage loans for mortgage backed securities transactions and has initiated a foreclosure process.

##### **8.10.1.3 Vacant**

Buildings or property that are unoccupied for a period greater than one hundred eighty (180) days by a person or persons with legal right to occupancy thereof.

#### **8.10.2 Minimum Maintenance Requirements**

Owners of vacant properties must fulfill the following minimum adequate maintenance requirements for any such property they own:

- ◆ Maintain vacant properties in accordance with all applicable local and state Sanitary Codes, Building Codes and Fire Codes.
- ◆ Secure vacant properties to prevent unauthorized entry and exposure to the elements.
- ◆ Maintain vacant properties in a manner that ensures their external/visible maintenance, including but not limited to the maintenance of major systems, the removal of trash and debris, and the upkeep of lawns, shrubbery, and other landscape features.
- ◆ Remove graffiti, carvings or markings from all structures, signs, walls and fences.
- ◆ Repair or replace broken windows or doors within thirty (30) days. Boarding up any doors or windows is prohibited except as a temporary measure for no longer than thirty (30) days.
- ◆ For properties vacant for six months or more, the utilities for which have been shut off, remove or cut and cap such utilities to prevent accidents.
- ◆ Maintain free from the storage of any junked, wrecked, or abandoned vehicles.

Compliance with this section shall not relieve the owner of any applicable obligations set forth in any other codes, regulations, covenant conditions or restrictions, and/or homeowner or condominium association rules and regulations.

### **8.10.3 Notice of Failure to Maintain Property**

Upon identifying a property as failing to meet the minimum maintenance requirements set out in section 8.10.2, the Building Inspector may notify the owner in writing at the owner's last known address of maintenance deficiencies. If any maintenance deficiency is not corrected within 30 days of said notice, or if a maintenance plan is not approved by the Building Department within 30 days of said notice, the Town may impose a penalty in accordance with the provisions of this bylaw.

### **8.10.4 Inspections**

The Building Department, the Board of Health, the Chief of the Police Department and the Chief of the Fire Department, or their designees, shall have the authority to periodically inspect any property reasonably understood to be a vacant property for compliance. The Building Department shall have the discretion to determine when and how such inspections are to be made, provided that the time and manner of such inspections are reasonably calculated to ensure that this bylaw is enforced.

### **8.10.5 Penalties**

Violations of this bylaw, including violations of any regulation promulgated hereunder, or failure to comply with a maintenance plan approved by the Building Department, shall be punishable by a fine of one hundred dollars (\$100.00) for each day during which the violation continues. In addition to any other means of enforcement, the provisions of this bylaw may be enforced by non-criminal disposition in accordance with the provisions of Section 1.8 of this bylaw, and M.G.L. Chapter 40, Section 21D. For the purposes of such non-criminal disposition, the "enforcing person" shall mean the Building Inspector, the Health Director, the Police Department, the Fire Department, or their designee.

### **8.10.6 Enforcement**

The Building Department or its designee, the Board of Health, Fire Department and/or the Police Department or their designees(s) shall enforce all provisions of this bylaw; including any regulation promulgated hereunder, and shall institute all necessary administrative or legal action to assure compliance.

### **8.10.7 Unsafe Buildings**

If the Building Inspector determines the building to be unsafe, he may act immediately in accordance with the State Building Code to protect public safety. Furthermore, nothing in this bylaw shall abrogate the powers and/or duties of municipal officials to act pursuant to any general

statutory authority including, without limitation, M.G.L. c.139, §1 et seq. and M.G.L. c.143, §6 et seq.

or take any other action with respect thereto.

**Background:** The Town is faced with a significant number of sometimes very visible incidences of inadequately maintained property, in some cases related to the poor economy and foreclosures. There is currently no legal authority or ability of the Town to require appropriate maintenance of property under Town bylaws or state statute. Increasingly communities are turning to property maintenance bylaws or ordinances to address this concern.

The Town receives a growing number of complaints from other property owners about the condition of some of these properties, and it is frustrating to Town employees and residents when the Town cannot take any action to remedy these situations.

The "minimum maintenance requirements" as detailed in section 8.10.2 are not onerous and are the minimum levels of property maintenance that any abutting property owner would expect of the maintenance of their neighbor's property.

Presentation given by:

- ◆ Peter Hechenbleikner – See Attached

**Board of Selectmen Report** – given by Camille Anthony: The previous presentation shows a number of situations in Reading where lack of property maintenance has a blighting influence on neighboring communities and abutters. The Board of Assessor's recently had an Appellate Tax Board case where the board upheld an abutter's complaint that abandoned and poorly kept property had a negative effect on property values.

The proposed bylaw is simple to understand and relatively simple to enforce. It establishes a minimum level of upkeep of property that anyone in this community would expect of neighboring property.

Without this bylaw the Town has no tools to require property owners of vacant property to meet even minimum expected standards of maintenance.

**Finance Committee Report:** No report

**Bylaw Committee Report** – given by Philip Pacino: The Bylaw Committee concurs with the intent of this Article to deal with inadequately maintained properties. After review, we further concur that the Article would not impose an undue burden on property owners to meet "minimum maintenance requirements". The Bylaw Committee recommends this Article by a vote of 3-0-0.

Motion to amend made by Bill Brown, Precinct 8 as follows:

Change 8.10.2

From

- ◆ Repair or replace broken windows or doors within thirty (30) days. Boarding up any doors or windows is prohibited except as a temporary measure for no longer than thirty (30) days.

To

- ◆ Repair or replace broken windows or doors within thirty (30) days. Boarding up any doors or windows is prohibited except as a temporary measure for no longer than thirty (30) days, except Building under Demo Delay order.

**Motion to Amend Did Not Carry**

Motion to amend made by Fred Van Magness, Precinct 8 as follows:

Change 8.10.2

From

- ◆ Repair or replace broken windows or doors within thirty (30) days. Boarding up any doors or windows is prohibited except as a temporary measure for no longer than thirty (30) days.

To

- ◆ Repair or replace broken windows or doors within thirty (30) days. Boarding up any doors or windows is prohibited except as a temporary measure for no longer than thirty (30) days, unless an extension is approved by the Building Inspector.

**Motion to Amend Carried**

After discussion by Town Meeting Members

**Motion Carried as Amended**

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**ARTICLE 24:** William Hecht, Conservation Commission moved that the Town vote to amend Section 7.1 of the Town of Reading General Bylaw as follows (note – ~~cross through~~ represents language to be eliminated and **bold** represents new language, and all section numbers are in accord with the proposed recodified General Bylaw):

Stephen Goldy, Board of Selectmen moved to dispense with the further reading of the motion

**Motion to Dispense Carried**

Delete the last sentence of the second paragraph of Section 7.1.4 and substitute therefore

**"The critical wetland-related terms used in this bylaw and regulations adopted pursuant hereto shall be defined in regulations promulgated under this bylaw"**

and delete Sections 7.1.4.1 through 7.1.4.11, so that Section 7.1.4 reads as follows

**7.1.4 Concurrent Notice and Hearings to Meet State Law Requirements**

The same Notice of Intent, plans and specifications required to be filed by an applicant under M.G.L. Chapter 131, Section 40 will be accepted as fulfilling the applicable requirements of this bylaw. The Conservation Commission may adopt and impose project review changes in accordance with regulations adopted pursuant hereto. Town projects are exempt from review fees under Section 7.1.14.

All hearings and public meetings held under M.G.L. Chapter 131, Section 40 when it applies, and under this bylaw shall be held simultaneously, whenever possible. Definitions, time frames and procedures, not inconsistent with this bylaw or the regulations adopted pursuant hereto, set forth in said Section 40, and in the regulations promulgated by the Department of Environmental Protection, as the same may from time to time be amended, are hereby made a part of this bylaw. ~~Notwithstanding any definitions set forth in said Section 40, and in the regulations promulgated by the Department of Environmental Protection, the following definitions are hereby also made a part of this bylaw and shall control whenever there is a conflict between the different definitions:~~ **The critical wetland-related terms used in this bylaw and regulations adopted pursuant hereto shall be defined in regulations promulgated under this bylaw**

**7.1.4.1 Activity**

~~Shall also include the installation of any utility conduit system including but not limited to drainage, sewage and water systems; and changing of the chemical, thermal or biological characteristics of land or water.~~

**7.1.4.2 Alter**

~~Shall mean to impact by any activity, any area subject to protection under this bylaw.~~

#### **7.1.4.3 Bordering Vegetated Wetland**

~~Shall include any wetland that touches any creek, river, stream, whether permanent or intermittent, pond or lake, or the bank of any of the preceding resource areas.~~

#### **7.1.4.4 Buffer Zone**

~~Shall include land extending one hundred (100) feet horizontally outward from the boundary of any area subject to protection under this bylaw, except land subject to flooding or riverfront area.~~

#### **7.1.4.5 Ditch**

~~Shall mean any man-made trench or furrow that has not altered any creek, river, stream, pond or lake, or the bank of any of the preceding resource areas, or wetland.~~

#### **7.1.4.6 Floodplain**

~~Shall be synonymous with land subject to flooding.~~

#### **7.1.4.7 Groundwater**

~~Shall be synonymous with groundwater supply.~~

#### **7.1.4.8 Stream**

~~Shall mean a body of flowing water, whether permanent or intermittent, moving along a hydraulic gradient.~~

#### **7.1.4.9 Rare Species**

~~Shall also include those plant species listed as rare, threatened or endangered by the Massachusetts Division of Fisheries and Wildlife Natural Heritage Program.~~

#### **7.1.4.10 Riverfront Area**

~~Shall be as defined in 310 CMR 10.00, as amended.~~

#### **7.1.4.11 Wetlands**

~~Shall mean lands where the water table is at or near the surface or the land is covered by shallow water. This shall include swamps, wet meadows, bogs and marshes, creeks, rivers, streams, ponds and lakes. Wetlands have one or more of the following three attributes:~~

- ~~• At least periodically the land supports predominantly hydrophytic vegetation;~~
- ~~• The substrate is predominately undrained hydric soil;~~
- ~~• The substrate is saturated with water or covered by shallow water at some time during the growing season of each year.~~

And amend section 7.1.16 as follows:

#### **7.1.16 Violations**

No person shall remove, fill, dredge or alter any area subject to protection under the provisions of this bylaw without the required authorization, or cause, suffer or allow such activity, or leave in place unauthorized fill, or otherwise fail to restore illegally altered land to its original condition, or fail to comply with an enforcement order issued pursuant to the provisions of this bylaw. Each day such violation continues shall constitute a separate offense except that any person who fails to remove unauthorized fill or otherwise fails to restore illegally altered land to its original condition after giving **given** written notification of said violation ~~to~~ **by** the Conservation Commission shall not be subject to additional penalties under this bylaw, unless said person thereafter fails to comply with an enforcement order or order of conditions.

or take any other action with respect thereto

**Background:** In the Winter of 2011, as part of a comprehensive review of financial and administrative and operational changes needed to address the gloomy financial outlook for the Town, the Town Manager proposed the elimination of the local wetland bylaw in order to simplify that area of Town

government for staff, customers, and the Conservation Commission. The Conservation Commission asked that this matter be postponed in order to give the Conservation Commission time to conduct a comprehensive review of the local Wetland Bylaw, and the Wetland Regulations.

During the spring and summer of 2011 the Conservation Commission's subcommittee conducted this evaluation and submitted a report to the Board of Selectmen proposing modest revisions to the Bylaw and more extensive revisions to the Regulations. The Conservation Commission's proposed Bylaw revisions are included in this article. The amendments to the Rules and Regulations are subject to a revision process by the Commission this fall and winter.

In Section 7.1.5 of the Bylaw, a lengthy list of definitions of wetland-related terms could be presented. These definitions are also in the Wetland Regulations which have been developed under the mandate in the bylaws. One of the Conservation Commission goals is to make the Reading Wetland Bylaws consistent with the State regulations unless there is a specific and good reason for inconsistency. The State revises their definitions periodically based on new scientific information, review of cases, changes in the state program and similar reasons. By locking definitions into the bylaws when the State makes a change in definitions, an inconsistency can be created. It is preferable to the Conservation Commission and several wetland permit applicants that these terms be defined in the Regulations only, so that if a change is necessary based on State changes, new science or technology, or other reasons, the Conservation Commission can facilitate changes in the Regulations, in a simpler, more straightforward, and more technically based process than going before Town Meeting for a bylaw change. Thus, Conservation Commission proposes to delete the last sentence of the first paragraph in Section 7.1.5 and the entire list of definitions and have the definitions only in the Wetland Regulations. The Conservation Commission is currently revising several of the definition in response to stakeholder input and to make them more consistent with the state definitions.

The other recommended bylaw change is much simpler. In Section 5.7.17, there is an apparent typo in the seventh line: "...after given (sic giving) written notification...". The Conservation Commission proposes to correct this typo by substituting the word giving for given.

Presentation given by:

- ◆ James Maughan – See Attached
- ◆ John Arena – See Attached

**Board of Selectmen Report:** No report

**Finance Committee Report:** No report

**Bylaw Committee Report:** - given by Philip Pacino: The Bylaw Committee commends the work done by the Wetland Regulations Ad Hoc Committee. The Bylaw Committee agrees with the intent that adoption of this Article will achieve the Conservation Committee goal to make the Town Wetland Bylaw consistent with the State Regulations. The Bylaw Committee recommends this Article by a vote of 5-0-0.

Motion made by John Arena, Precinct 1 to indefinitely postpone

**Motion to Indefinitely Postpone Did Not Carry**

After discussion by Town Meeting Members

**Motion Carried**

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**ARTICLE 25:** Marsie West, Finance Committee moved that the Town vote to amend the Town of Reading General Bylaw, in the following respects (note – ~~cross through~~ represents language to be eliminated and **bold** represents new language, and all section numbers are in accord with the proposed recodified General Bylaw):

by amending Section 2.1.1 Date of Annual Town Meeting, as follows:

Camille Anthony, Board of Selectmen moved to dispense with the further reading of the motion

**Motion to Dispense Carried**

The Annual Town Meeting shall be held on the third Tuesday preceding the fourth Monday in April of each year for the election of Town Officers and for such other matters as required by law to be determined by ballot. Notwithstanding the foregoing, ~~in any year in which the presidential electors are to be elected,~~ the Board of Selectmen may schedule the commencement of the Annual Town Meeting for the same date designated as the date to hold ~~the Presidential Primary~~ **any Federal or State election**, or take any other action with respect thereto.

**Background:** This amendment allows additional flexibility for the Board of Selectmen to schedule a local election concurrently with a Federal or State election. This provides the option to save some election expenses while also increasing local turnout when the election can be scheduled on the same date.

Presentation given by:

- ◆ Marsie West – See Attached

**Board of Selectmen Report:** No report

**Finance Committee Report** – given by Marsie West: The Finance Committee voted in favor of submitting this Article by a vote of 7-0-1 at their meeting on September 14, 2011.

**Bylaw Committee Report** – given by Philip Pacino: The Bylaw Committee agrees that the flexibility set forth in this Article with regard to scheduling of the election dates should save the Town funds. The Bylaw Committee sets forth that the Article is worded properly. The Bylaw Committee recommends this Article by a vote of 3-0-0.

After discussion by Town Meeting Members

**Motion Carried**

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Motion made by Marsie West, Board of Selectmen to take Article 30 Out of Order

**Motion to Take Out of Order Carried**

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**ARTICLE 30:** Marsie West, Board of Selectmen moved that the Town vote pursuant to Section 8-1 of the Reading Home Rule Charter to amend Section 2-12, Establishment of Standing Committees, the third paragraph under Finance Committee, as follows (new language in **bold**):

The Finance Committee shall have all the powers and duties granted to Finance Committees under the laws of the Commonwealth, Town bylaws, Town Meeting vote and other applicable laws. In addition to these powers, the Finance Committee shall have the power to investigate the books, accounts, records and management of any office, board or committee in Town, and may use agents in carrying out such investigations. The Finance Committee shall report **on its deliberations**, findings, approval or disapproval on all Articles that involve the expenditure of funds in the Warrant in writing at least seven (7) days before Town Meeting. Such a report shall not preclude further action or reconsideration by the Finance Committee.

or take any other action in respect thereto.

**Background:** Currently the charter does not allow the Finance Committee to provide a report in the Warrant without first taking a vote to approve or disapprove the article. Occasionally, all financial details are not available at the time that the article is initially discussed and it is impossible to provide approval or disapproval without these key details.

The Finance Committee would like to report to Town Meeting as to their deliberations and discussion related to the article but does not wish to vote against an article purely due to the lack of details, as this may be misleading to Town Meeting. This change will allow Finance Committee to report on article discussions in the Warrant without voting to approve or disapprove an amendment when additional details are pending.

Presentation given by:

- ◆ Marsie West – See Attached

**Board of Selectmen Report:** No report

**Finance Committee Report** – given by Marsie West: The Finance Committee voted in favor of submitting this Article by a vote of 7-0-1 at their meeting on September 14, 2011.

**Bylaw Committee Report** – given by Philip Pacino: The Bylaw Committee feels this Article is formally putting in place the current practice of reporting to Town Meeting by the Finance Committee. The Bylaw Committee recommends this Article by a vote of 5-0-0.

After discussion by Town Meeting Members

2/3 Vote required  
38 Voted in the affirmative  
66 Voted in the negative  
116 Town Meeting Members in Attendance

### **Motion Did Not Carry**

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**ARTICLE 26:** Marsie West, Finance Committee moved that the Town vote to amend the Town of Reading General Bylaw, in the following respects (note – ~~cross-through~~ represents language to be eliminated and **bold** represents new language, and all section numbers are in accord with the proposed recodified General Bylaw):

by amending Section 2.2 Conduct of Town Meetings, as follows:

Camille Anthony, Board of Selectmen moved to dispense with the further reading of the motion

### **Motion to Dispense Carried**

**Rule 3** Prior to debate on each Article in a Warrant involving the expenditure of money, the Finance Committee shall advise the Town Meeting as to its **deliberations**, findings or recommendations and the reasons therefore;

by amending Section 3.3.2, Finance Committee, as follows:

#### **3.3.2.1 Duties**

The Finance Committee shall consider all matters of business included within the Articles of any Warrant which involve the expenditure, appropriation and raising or borrowing of money **or which otherwise impact the town finances;**

### **3.3.2.2 – Recommendations Report to Town Meeting**

The Finance Committee shall make a written recommendation report on all Articles that it has considered, and the Town Clerk shall make said written recommendations report available to each Town Meeting Member at least seven (7) days prior to the first adjournment of the Annual Town Meeting, seven (7) days prior to the second Monday in November and four (4) days prior to any Special Town Meeting as part of the "Report on the Warrant" available to each Town Meeting Member. The said recommendations should be those of a majority of the entire Committee but recommendations may also be made by a minority of said Committee. The Committee's report shall also state the total amount of appropriations recommended by it on the entire Warrant and the approximate tax rate based on such recommendations. **When sufficient information has been provided to take a vote, the recommendations should be those of a majority of the entire Committee. However, recommendations may also be made by a minority of said Committee in addition to the majority. The Committee's recommendation shall include the total amount of appropriations that it recommends on each article within the Warrant.**

by inserting the following new section:

### **3.3.2.3 Form of Report**

The Finance Committee in making its report upon any subject referred to it shall arrange the report in clear and compact form, and shall divide it into separate propositions whenever in its judgment such divisions may be desirable. The Committee shall attach to each proposition its own recommendations or a summary of deliberations, when applicable.

and by renumbering the current Sections 3.3.2.3 and 3.3.2.4, as 3.3.2.4 and 3.3.2.5,

or take any action with respect thereto.

**Background:** Currently the bylaws require that the Finance Committee takes a vote to approve or disapprove an article in order to provide a report to Town Meeting. Occasionally, all financial details are not available at the time that the article is initially discussed and it is impossible to provide approval or disapproval without these key details.

The Finance Committee would like to report to Town Meeting as to their deliberations and discussion related to the article but does not wish to vote against an article purely due to the lack of details as this may be misleading to Town Meeting. This change will allow Finance Committee to report on article discussions in the Warrant without voting to approve or disapprove an amendment when additional details are pending.

This article also amends the bylaws to reflect the current reporting practices of detailing the expenditures for each Warrant article individually.

After the Warrant was closed, subsequent discussions with Town Counsel identified a paragraph (noted below) that was in conflict with the current charter. Additionally, the committee removed a proposed new section related to Lack of Finance Committee Report since the goal of this article is to provide additional background to Town Meeting rather than limit reporting.

FINCOM planned to add the paragraph below to this bylaw in section 3.3.2.2. However, Town Counsel ruled that this was in conflict with the current Charter. FINCOM plans to move to amend the bylaw at the Spring Town Meeting if the Charter changes proposed at this Town Meeting are approved and voted. Additional language removed:

When in the opinion of the Committee there is insufficient information for a vote to be taken on an Article, the Committee shall instead provide a written report in the Report on the Warrant summarizing their deliberations on the Article. The Committee may vote their recommendation on the Article when such information becomes available and provide a verbal report at Town Meeting.

Presentation given by:

- ◆ Marsie West – See Attached

**Board of Selectmen Report:** No report

**Finance Committee Report** – given by Marsie West: The Finance Committee voted in favor of submitting this Article by a vote of 7-0-1 at their meeting on September 14, 2011. The Finance Committee discussed the updated article and voted to recommend the revised version (striking paragraph 3.3.2.4) by a vote of 7-0-0 at their meeting on October 19, 2011.

**Bylaw Committee Report** – given by Philip Pacino: The Bylaw Committee feels this Article is formally putting in place the current practice of reporting to Town Meeting by the Finance Committee. The Bylaw Committee recommends this Article by a vote of 5-0-0.

After discussion by Town Meeting Members

**Motion Did Not Carry**

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**ARTICLE 28:** James Bonizoli, Board of Selectmen moved that the Town vote, pursuant to Section 8-1 of the Reading Home Rule Charter, to amend Article 5, Town Manager, Section 5-1: Appointment, Qualifications, Term, so that it reads as follows (language with ~~strike through~~ shows deletions, words in **bold** denotes new language)

The Board of Selectmen shall appoint a Town Manager ~~without term~~ **and may enter into a contract with the Town Manager not exceeding three (3) years in length, and shall** fix his compensation within the amount annually appropriated for that purpose. The Town Manager shall not be subject to a personnel bylaw, if any. The Town Manager shall be appointed solely on the basis of his executive and administrative qualifications. He shall be a professionally qualified person of proven ability, especially fitted by education, training and previous experience. He shall have had at least five (5) years of full-time paid experience as a City or Town Manager or Assistant City or Town Manager or the equivalent level public or private sector experience.

The terms of the Town Manager's employment shall be the subject of a written **contract agreement** setting forth his **tenure**, compensation, vacation, sick leave, benefits, and such other matters (~~excluding tenure~~) as are customarily included in an employment **contract agreement**. While serving as Town Manager he shall devote full time to the office (and except as expressly authorized by the Board of Selectmen) shall not engage in any other business or occupation and (except as expressly provided in the Charter) shall not hold any other public office, elective or appointive, in the Town.

With the approval of the Selectmen, he may serve as the Town's representative to regional boards, commissions and the like but shall not receive additional salary from the Town for such services.

or take any other action with respect thereto.

**Background:** The Reading Home Rule Charter does not currently permit the Board of Selectmen to enter into an employment contract with the Town Manager. The incumbent Town Manager, who is the first person to serve as Town Manager under the Charter, has an employment agreement with the Town which specifies the conditions of his employment, but the employment agreement does not specify the tenure or term of employment. This provision in Reading's Charter is unique in Massachusetts, and is highly unusual in the profession.

Most senior management personnel in organizations including Towns have a contract which includes the term of the employment. In Reading, for example, the Superintendent of Schools has a 3 year employment contract, and the General Manager of the Reading Municipal Light Department has a 1 year contract that also renews automatically for a one year period unless the Board gives notice not to renew.

While this has not been an issue with the incumbent Town Manager, the lack of the ability to enter into an employment contract with a specific term may hinder recruitment efforts when the incumbent Town Manager retires. The proposed Charter amendment would permit the Board of Selectmen to enter into an employment contract of up to 3 years, which is standard practice in the profession.

This Charter amendment would not affect the current Town Manager – he is not seeking an employment contract with the Town.

Presentation given by:

- ◆ Peter Hechenbleikner – See Attached

**Board of Selectmen Report** – given by James Bonazoli: The Board of Selectmen recommends this Article. There is no intent to apply this to the current Town Manager, but having permissive language allowing a contract up to 3 years may be essential to attracting the best talent to Reading when our current Town Manager retires. Employment contracts are standard in this and similar professions including our own Superintendent of Schools and RMLD General Manager.

**Finance Committee Report:** No report

**Bylaw Committee Report** - given by Philip Pacino: The Bylaw Committee agrees with the intent of this Article and states it is worded properly. The Bylaw Committee recommends this Article by a vote of 3-0-0.

After discussion by Town Meeting Members

2/3 Vote required  
101 Voted in the affirmative  
0 Voted in the negative  
116 Town Meeting Members in Attendance

### **Motion Carried**

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**ARTICLE 29:** Camille Anthony, Board of Selectmen moved that the Town vote, pursuant to Section 8-1 of the Reading Home Rule Charter, to amend Article 7, Finances and Fiscal Procedures, Section 7-2: Submission of Proposed Budget, paragraph 1, so that it reads as follows: (language with ~~strikethrough~~ shows deletion, language in **bold** denotes new language)

Moved to dispense with the further reading of the motion

### **Motion to Dispense Carried**

At least four (4) months before the start of the fiscal year, **and following consultation with the Board of Selectmen on the Municipal Government portions of the budget**, the Town Manager shall submit to the Finance Committee a proposed budget for the ensuing fiscal year with an accompanying budget message and supporting documents. He shall simultaneously provide for the publication in a local newspaper of a general summary of the proposed budget, and a notice stating the times and places where complete copies of his proposed budget shall be available for examination by the public, or take any other action with respect thereto.

**Background:** The Reading Home Rule Charter does not currently contain language that outlines any role for the Board of Selectmen in the budget process. Over the 25 years since the Charter went into effect, a budget process has evolved whereby the Town Manager, who is responsible for the development and submission of the entire Town Budget, consults with the Board of Selectmen on the municipal portions of the budget prior to finalizing and submitting the budget to the Finance Committee. This Charter amendment memorializes that process.

Presentation given by:

- ◆ Peter Hechenbleikner – See Attached

**Board of Selectmen Report** – given by Camille Anthony: The Charter currently has no role for the Board of Selectmen in the budget process, although practice as it has evolved over the past 25 years has carved out a role for the Board of Selectmen. This Charter amendment merely recognizes that the Board of Selectmen has a role, but it retains the essential Charter intent that the Budget as it is developed and presented to the Finance Committee is the Town Manager's budget.

**Finance Committee Report** – given by Marsie West: This Article formalizes a process that is in general practice. It is a prudent policy to include a formal role for our elected officials in the Charter related to the creation of the annual budget. The Finance Committee voted in favor of this Article by a vote of 6-0-1 at the meeting on October 19, 2011.

**Bylaw Committee Report** – given by Philip Pacino: The Bylaw Committee agrees with the intent of this Article and states it is worded properly. The Bylaw Committee recommends this Article by a vote of 3-0-0.

After discussion by Town Meeting Members

2/3 Vote required  
Declared unanimous by Moderator  
116 Town Meeting Members in Attendance

**Motion Carried**

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**ARTICLE 31:** John Arena, Precinct 1 moved that the Town vote, pursuant to Section 8-1 of the Reading Home Rule Charter, to amend Section 2-15: Referendum Procedures, subsection (b) Form of Referendum Petition/Ballot Question, so that it reads as follows: (language with ~~strikethrough~~ shows deletions, words in **bold** denotes new language.)

No final affirmative vote of a Town Meeting on any Warrant Article shall be operative until after the expiration of seven (7) days following the dissolution of the Town Meeting except the following: (a) a vote to adjourn or dissolve, (b) votes appropriating money for the payment of notes or bonds of the Town and interest becoming due within the then current fiscal year, (c) votes for the temporary borrowing of money in anticipation of revenue, or (d) a vote declared by preamble by a two-thirds vote of Town Meeting to be an emergency measure necessary for the immediate preservation of the peace, health, safety or convenience of the Town. If a referendum petition is not filed within the said seven (7) days the votes of the Town Meeting shall then become operative. **In computing time for the 7 day interval above, only days when the Town Hall is open for business shall be counted.**

Moved to dispense with the further reading of the motion

**Motion to Dispense Carried**

(a) Referendum Petition – If, within said seven (7) days, a referendum petition signed by not less than three (3) percent of the voters certified by the Registrars of Voters containing their names and addresses is filed with the Board of Selectmen requesting that any question affirmative vote of Town Meeting be submitted to the voters in the form of a ballot question, such ballot question to be in the form required in (b) herein, to the voters, then the operation of the Town Meeting vote shall be further suspended pending its determination as provided below. The Board of Selectmen shall, within ten (10) days after the filing of such referendum petition, call a Special Election that shall be held within thirty (30) days or such longer period as may be required by law after issuing the call, for the purpose of presenting to the voters any such ballot question.

If, however, a regular or Special Election is to be held not more than sixty (60) days following the date the referendum petition is filed, the Board of Selectmen may provide that any such ballot question be presented to the voters at that Election.

(b) Form of Referendum Petition/Ballot Question - Each ballot question submitted shall appear at the top of each referendum petition and shall be presented in the following form which shall be placed on the official ballot: - "Shall the Town vote to approve the action of the representative Town Meeting whereby it was voted on (insert date of town meeting) to (insert complete language of the vote in the same form in which it was stated when presented by the Moderator to the Town Meeting, and as it appears in the records of the Clerk of the meeting)?"

The form of the referendum petition shall in conformance with this section.

The circulator(s) of the referendum petition may make additional copies of the petition form, but such copies must be an exact duplicate thereof. **Petition forms must be exact duplicates for the signatures to be certified and count toward the three percent of registered voters.** The petition form may not be altered in any way. **Alterations of the petition form will result in the invalidation of all signatures contained on that petition form.**

No extraneous markings, such ~~defined~~ as underlines, highlighting, erasures, marking out or insertion of words, ~~or alteration of the wording or emphasis of the petition question or informational language are allowed.~~ or other information, are allowed on any area of the petition form. **Extraneous marks that may result in the invalidation of all signatures contained on that petition form are limited to marks that will fundamentally change the substance, wording or emphasis of the petition or the ability of the Board of Registrars of Voters to verify information on that petition form.** Any such extraneous markings on, or alterations of the petition form, or copies of the petition form that are not exact duplicates, will result in the invalidation of all signatures contained on that petition form. Extraneous markings do not include signatures or addresses.

Each petition form shall include language informing voters that additional markings will disqualify the signatures on the petition form; that for their signature to be valid, they must be a registered voter of the Town of Reading; that their signature shall be written as they are registered; that they should not sign the petition more than once; and that if they are prevented by physical disability from writing, that they may authorize some person to write their name and residence in their presence. The back of each petition form where signature lines appear, shall include the following instruction: "ATTENTION VOTERS: Before signing, read signer information on the other side".

**The Town Clerk shall upon request produce suitable Town referendum petition/ballot question forms, compliant with section b requirements and prepared with the ballot question language as appears in the records of the Clerk of the meeting. At the requester's option, the Clerk shall within 4 business hours following the original request make 5 paper copies available for pickup at the Town Clerk's service window, or shall send an email containing an attachment of the referendum petition in a suitable format. A referendum petition produced by the Town Clerk shall be deemed compliant with section (b) form conformance requirements in later examinations.**

In addition to the certification of signatures on the petition form, the Board of Registrars of Voters shall examine the petition forms for extraneous markings, and determine whether they are exact copies.

**Background:** The Reading Home Rule Charter requires that referendum petitions submitted be free of 'extraneous marks', be identical in appearance, be produced with specific marking, language and construction, and be returned within 7 business days following dissolution of Town Meeting, otherwise the petition and/ or its signatures are considered invalid.

The sponsors of this article support compliant, clear and timely petitions. To avoid petition and petitioner disqualification from potential differences in document appearance and marking, and to clarify the interpretation of dates, the sponsors of this article propose a set of clarifications.

This article will strengthen existing referendum petition conduct by minimizing undesirable or unintentional sources of error, simplify the process of citizens obtaining a proper petition, and amend the section language to bring Town petition practices more aligned with State practices.

Presentation given by:

- ◆ John Arena – See Attached

**Board of Selectmen Report** – given by Stephen Goldy: The Board of Selectmen is opposed to the Charter amendment regarding referenda. The Board feels that the previous amendments are adequate and appropriate to address the issues that surfaced in the last referendum on Town Meeting action. The Board is concerned that the changes proposed, although addressed partially in the modifications reflected in the motion, are unnecessary and could lead to litigation, particularly with regard to the language intended to further define "extraneous markings". Currently the Town will rely on definitions for such matters as are embodied in state statute and case law.

**Finance Committee Report:** No report

**Bylaw Committee Report:** - given by Philip Pacino: The Bylaw Committee feels the adoption of this Article will make the referendum procedures stronger and thus it will be clearer and easier to follow the requirements. The Bylaw Committee recommends this Article by a vote of 3-0-0.

After discussion by Town Meeting Members

2/3 Vote required  
57 Voted in the affirmative  
39 Voted in the negative  
116 Town Meeting Members in Attendance

**Motion Did Not Carry**

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**ARTICLE 32:** David Mancuso, Precinct 4 moved that the Town vote pursuant to Section 8-1 of the Reading Home Rule Charter to amend Article 8, General Provisions, by inserting the following new section:

**Section 8-16: Term Limits of Appointed Boards, Committees and Commissions**

No volunteer member of an appointed board, committee or commission shall serve more than three (3) consecutive three (3) year terms on any individual board, committee or commission. The Chairmanship of all boards, committees and commissions shall rotate among the membership on an annual basis with no person serving two consecutive, one year terms as Chairperson or more than three years as Chairperson throughout their term of service on that specific board, committee or commission; and by renumbering the current Sections 8-16 as Section 8-17; or take any other action in respect thereto.

**Background:** Currently there are not consistent term limits for Reading volunteer Boards, Committees and Commissions. Some organizations have term limits defined but many do not have any direction regarding the length of time an individual may serve. It is in the best interest of the town to have dynamic, vibrant organizations made up of individuals with an interest in serving the community and a passion for their area of interest. At the same time, it is beneficial to the town for these groups to periodically refresh membership to experience new ideas and revitalize the mission of the organization. Rotating chair responsibilities ensures that each Board, Committee or Commission can accommodate changes over time.

There is concern that there will not be enough volunteers if current long standing members are not allowed to continue on their Committees indefinitely. Today it can be a challenge to serve on certain Committees due to a lack of membership turnover. This can be discouraging for volunteers and may

serve to dissuade them from seeking alternative appointments. If Board members are aware that there is a limit to their service for an organization they are passionate about, they will recruit individuals with similar interest to replace them over time.

Boards, Committees or Commissions that are not fully staffed and show a recurring lack of interest should be assessed periodically to see if their mission is still critical to town operations. There may be an opportunity to change the mission of the group or to consolidate responsibilities with other organizations that retain ongoing volunteer interest.

Presentation given by:

- ◆ David Mancuso – See Attached

**Board of Selectmen Report** – given by Ben Tafoya: The Board of Selectmen is opposed to this Charter amendment. As the appointing authority for many of the Boards, Committees, and Commissions that would be affected by this Charter amendment, the Board is only too aware of the difficulty in getting an adequate number of people to serve on the many Boards Committees and Commissions.

The proponents suggest that perhaps the Town needs to eliminate some of the 30 volunteers BCC appointed by the Board of Selectmen.

- ◆ Many of these are required by statute – Planning Commission, ZBA, Board of Health, etc.;
- ◆ others are required by Charter – Commissioners of Trust Funds, Town Forest Committee, etc.;
- ◆ still others have been created by this body – Audit Committee, Celebration Committee.
- ◆ That leaves a very few (actually 4) “discretionary” Boards, Committees, and Commissions – Economic Development Committee, Advisory Committee on Cities for Climate Change, Human Relations Advisory Committee, and the Trails Committee.

As the appointing authority for most of the BCC, the Board of Selectmen seldom does not find an appointment for anyone who wants to volunteer, and the Board of Selectmen often has to recruit residents to fill vacant positions. At any one time, in spite of best efforts to advertise and recruit to fill vacancies, there are a number of vacant positions on the various BCC.

Finally, as to the requirement to rotate the Chairmanship, the Board of Selectmen encourages this and models this behavior. However the fact of the matter is that not every member of every BCC wants to chair meetings. They may be very good members, but not want to chair. That should be ok, if they are a contributing member of the BCC in every other way.

**Finance Committee Report:** No report

**Bylaw Committee Report** – given by Philip Pacino: Town of Reading Board and Committees are staffed by volunteers who dedicate their time and energies to making the Committee process work. Boards and Committees are the backbone of our local government. Appointed Committee members are subject to reappointment every three years or less.

At present there are 31 members of appointed Committees who have served more than 9 years, which would exceed the term limit set forth if this Article is adopted. These 31 members bring a great deal of experience and expertise to their service on Committees. Many of these members are in leadership positions. In many cases, newer members of appointed Committees look to these members for guidance. The Bylaw Committee feels that if term limits were adopted many of these more experienced members could choose to end their service to the Town.

The petitioners state that the intent of the Article is to foster greater volunteerism to the appointed Boards and Committees. The Bylaw Committee does not agree that the intent of the petitioners will be achieved by adopting this Article. There are a great many more work and family pressures on individuals today. Volunteerism is down across many spectrums in this State and country. The Bylaw Committee feels that if this Article is adopted that the result will be less people available to serve, not more.

The Bylaw Committee is further concerned that the adoption of this Article could exclude members from serving who bring specific skills, expertise and knowledge on subjects related to specific needs of the Committees they serve on.

With regard to the rotation of the Committee Chair, the petitioners state the intent is so that one member of an appointed Committee does not dominate the Committee. The Bylaw Committee feels the reappointment process plus actions of the other members of the particular committee involved should be used to address any dominance if this is a problem. The Bylaw Committee does not recommend this Article by a vote of 0-5-0.

After discussion by Town Meeting Members

2/3 Vote required  
10 Voted in the affirmative  
87 Voted in the negative  
116 Town Meeting Members in Attendance

**Motion Did Not Carry**

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Camille Anthony moves to take Article 2 off the table

**Motion Carried**

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**ARTICLE 2:** To choose all other necessary Town Officers and Special Committees and determine what instructions shall be given Town Officers and Special Committees, and to see what sum the Town will vote to appropriate by borrowing or transfer from available funds, or otherwise, for the purpose of funding Town Officers and Special Committees to carry out the instructions given to them, or take any other action with respect thereto.

**Background:** This Article appears on the Warrant of all Town Meetings. There are no known Instructional Motions at this time. The Town Moderator requires that all proposed Instructional Motions be submitted to the Town Clerk in advance so that Town Meeting Members may be "warned" as to the subject of an Instructional Motion in advance of the motion being made. Instructional Motions are normally held until the end of all other business at Town Meeting.

**Instructional Motion 1:**

Gina Snyder, Precinct 5 moves that the Board of Selectmen be instructed to work with such boards, committees and volunteers as necessary to develop a program to demonstrate the benefits of rain gardens in Reading, including consideration of the installation of a demonstration rain garden on town property; with a report on progress to Annual Town Meeting in spring 2012.

**Background:** Rain gardens are shallow depressions in the landscape that typically include plants and a mulch layer or ground cover. Rain Gardens provide increased groundwater recharge, and pollutant treatment in rain gardens has been attributed to adsorption, decomposition, ion exchange, and volatilization. Rain gardens can be used in residential settings to accept runoff from a roof or other impervious surface. In a commercial setting, bio-retention areas are similar to rain gardens, but are often larger, and usually have an engineered design.

The Nonpoint Education for Municipal Officials, or NEMO, program has offered training on rain garden installation in many municipalities in New England.

Town Meeting Articles on the Aquifer Protection District and the Wetlands conservation programs indicate that our community in Reading would benefit from a better understanding of the benefits of recharge to our water resources. A program on rain gardens would not only help with recharging our water resources, it would beautify Reading and provide added storm water control.

**Motion Carried**

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**Instructional Motion 2**

Erin Calvo-Bacci, Precinct 5 moves that the Town Meeting instruct the Board of Selectmen to direct the Reading Historical Commission to draft a clear, concise process for property owners to appeal the addition of their property to the list of historically significant structures subject to the demolition delay bylaw.

A draft of this appeal process shall be created in an open and transparent process, including one or more opportunities for public comment, and shall result in a bylaw amendment article for debate and consideration by Town Meeting members during the Spring Town Meeting in 2012.

Town Council should be made available as a resource to answer written questions from the committee regarding constitutionality.

The goal of this motion is to establish a clear, concise and equitable bylaw that enables the Town to balance its desire to preserve properties of historic significance while fully respecting the rights of the individual property owner in a manner that harmonizes relationships between concerned parties.

After discussion by Town Meeting Members – There was a Question of Quorum made by Ronald Thomas O’Keefe, Precinct 1

Quorum Count 81 – No Quorum Present

**No Vote Taken**

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**Instructional Motion 3**

Philip Pacino, Precinct 5 moves to instruct the Rules Committee of Reading Town Meeting to review the process of how the Town of Reading Town Meeting promulgating Zoning Bylaws with emphasis on how Articles related to Town of Reading proposed Zoning Bylaw changes are amended on the floor of Town Meeting and to report back at the Annual Town Meeting.

**Not Presented to Town Meeting Members – No Vote Taken**

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On motion by Camille Antony, Board of Selectmen Chair it was voted that this Subsequent Town Meeting stand adjourned (sine die).

Meeting adjourned at 11:23 PM with 116 Town Meeting Members in Attendance.

**Motion Carried**

A true copy Attest:



Laura A Gemme  
Town Clerk

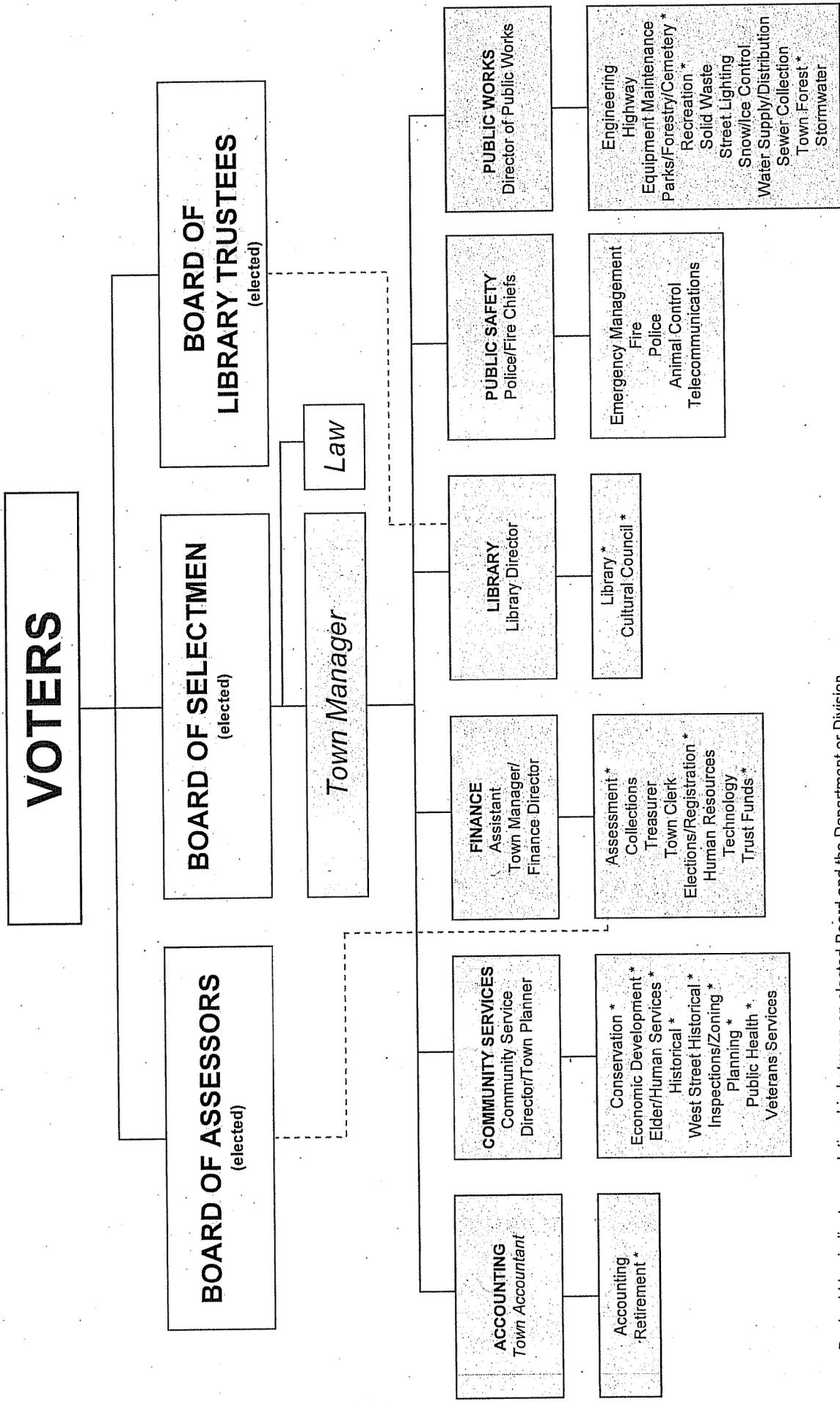


# Town of Reading, MA

## Executive Branch

### Table of Organization

(Adopted 11/17/11 )



--- Dashed Line indicates a relationship between an elected Board and the Department or Division  
*Italic* Designates positions appointed by the Board of Selectman  
 \* Designates an elected or appointed Commission, Board or Committee that works within that Division

## 2011 ANNUAL REPORT READING PUBLIC LIBRARY

### **PART ONE: LIBRARY SERVICES AND PROGRAMS**

The vision described in the 2009 – 2014 Plan of Service *Creating New Ways to Connect & Explore – Engage & Inspire - Learn & Grow* drives library services and programs. Every year the Trustees and staff develop and update an Action Plan to establish annual benchmarks and correlate objectives with changes in the community and the larger environment, and to take advantage of new opportunities in partnerships or grants that may have arisen. In 2011, during the third year of implementing activities to achieve the long-term goals of the Plan of Service, dramatic global changes transformed concepts of literacy, education, technology, and the world of books and reading. The library continued to pursue its vision, holding fast to its mission, while adapting to an increasingly fast-paced, online, and mobile environment

#### **Goal 1: Create New Ways to Connect & Explore**

Beginning in the summer of 2011, the library offered high school reading materials on eReaders in various brands/formats as a pilot program. Students and families appreciated the ability to quickly borrow multiple titles from required summer reading lists and the ease and mobility of the new eReaders. With the clear success of the pilot program, the library made Kindle and Nook Color eBook readers available for circulation later in the fall, allowing patrons the opportunity to try out these newer formats.

The library began in-house development of a mobile website. Library Face book fans and Twitter followers both increased in 2011.

As part of the NOBLE system the library offered increased access to downloadable eBooks and audio books this year. In January of 2011 we offered an eReader group session and continued throughout the year to offer one-on-one assistance to users with iPads, Kindles, Nooks and more. Reading residents checked out a total of 3,654 items in 2011 including audio books and eBooks.

The Children's Division increased online offerings this year by adding over 150 children's eBooks to the NOBLE collection as well as subscribing to the online book database, Tumblebooks. In the first six months, 200 books have been viewed on that site.

In a move to provide increased information access to users, the library began offering Text-a-Librarian service in December. Users simply text the word "rplinfo" to the number 66746 and ask their questions! Reference librarians answer questions during all open hours.

In 2011, the library implemented "Pay to Print" system for public computers that enhances people's ability to use library equipment and facilitates people's use of private laptops for wireless printing.

Also in 2011, in response to increasing numbers of student's group projects and an upsurge in interest in video storytelling and graphic design, the library purchased two MacBook Pro computers to improve graphical, audio, and video capabilities for all patrons, and especially for students.

The Library offered access to an online language learning database called Mango Languages. Reading patrons had 496 sessions and 15 iPhone sessions through a newly-introduced app in the first year of access.

## **Goal 2: Create New Messages to Connect New Audiences**

Library staff coordinated our first library Snapshot Day. Statistics show that in one day in April we had:

- 793 visits
- 1,284 checkouts
- 175 general questions answered
- 125 computer/internet users
- 98 program attendees

A team developed a new brief library services PowerPoint, highlighting student services that librarians presented at several PTO meetings. Outreach efforts generally have been solid and well-supported, including School Blue Ribbon presence, Olde Reading Faire, Farmer's Market/Depot, and Friends & Family Day. We're consistently partnering with other town organizations and entities any time we can - for example, RMLD, Walkable Reading, and Cities for Climate Protection were all invited to record a YouTube video with our Green Grant Project Director.

Also in 2011, a team developed a new library services brochure "Did You Know" and a packet for new residents and the Children's department sent packages to all new parents. Teen & Children's Librarians represented the library at the School department Blue Ribbon conference with a "Plug It In and Power Up @ Your Library" campaign. "New This Week/Month" book marks drew attention to the latest books and helped people locate them quickly and simply when they visit. Spot displays and staff picks livened up offerings in-house and proved popular, especially as people began to identify with individual staff member's tastes in books, movies, and music.

The library presented a well-attended "Reading in the Civil War" program and cemetery walk in December 2011. Other multi-generational programs that were presented during the year included nature walks at Bare Meadow and the Town Forest, and an end-of-the summer concert on the Town Hall lawn with the Woburn City Band. In fact, some programs that were started to bring generations together have been so successful that they now have a life of their own and continued for the third year, including the Sit-n-Knit, which found a new location outside the library, and the Rewind Film discussions.

### **Goal 3: Create New Ways to Engage & Inspire**

Programming is both a service to the community, part of our lifelong education mission, and also a means to introduce new services, bring attention to collections, draw people together around common themes of cultural or educational interest, and build community and have fun. When we plan our programming, we strive for a balance of interests, audiences, local strengths, volunteer contributions, and new directions to stretch, grow, and explore. We seek local partnerships whenever possible, incorporate multi-generational and culturally-diverse themes, and aim for new audiences/new demographics to reach ALL ages while striving to provide high-quality, excellent programs for current audiences.

In 2011, the Library offered 21 LiveWires programs, with an average attendance of forty people. This popular programming series, designed for persons in midlife and beyond, offers speakers, films, and author talks to entertain and inform.

Additional program highlights included the annual Book Group Night where guest speaker, Ann Hood, captivated an audience of 65 book lovers.

The Not Your Grandmothers Emily Dickinson program featured local celeb Harold Bond, marking National Poetry Month in April, and drawing 44 attendees.

The Holiday Craft Night offered by the staff was attended by 45 patrons.

Several library staff members presented their picks n' pans in the popular Summer Sizzlers speed-dating-style book reviews to kick off the summer season.

The library coordinated a new round of the Great Decisions series thanks to a local volunteer facilitator. The program once again filled quickly with 26 people who registered to participate in an 8-part discussion series on U.S. Foreign policy.

Students welcomed a new teen "Crafternoon" series with librarians offering materials and instruction on projects including Vintage Valentines and Snowflake crafts.

The Teen Advisory group grew to twenty members. This active group of students in grades six through twelve volunteered throughout the year writing book reviews, decorating, shifting books and hosting several children's events.

#### **Local History & Genealogy**

In June, the library began offering access to the very popular Ancestry.com. Our product, Ancestry Library Edition, is available on all library computers. Through 2011 patrons have used this product to conduct 4,412 searches and retrieve 1,861 records.

The library has succeeded in getting several unique Reading historical items into the national Internet Archive through membership in Digital Commonwealth.

The Library successfully worked with the Historical Commission on developing schematics for building expansion design.

The library now has the Historical Commission's database and their Architectural Inventory, an Obituary Index for the Reading Chronicle, the Library's Vertical File on People, the Street List numbering change in 1936, and an index to *Vignettes of Reading History*. All files are accessible using our Local History Room PC.

#### **Goal 4: Create Young Readers: Early Literacy**

The Library presented two early-literacy programs for the public, Best Books of 2011 and Library Services and Resources for Daycare providers. For the 2011 Summer Reading Program, a new "Babies on Board" component was created to include youngest readers in the summer fun.

As part of the Summer Reading Program, we provided literacy activities "Babies on Board" for young parents to share with their children under 2 years of age.

Mother Goose Lapsits (for under 2 years of age and parents/caregivers) continued in popularity with a total of 51 lapsits and 803 attendees. We offered 1 evening and 1 daytime program each month.

Also In 2011: We issued 17 new library cards to children under 2 years of age; provided fliers and brochures at distribution points around town; updated the Parent/Teacher collection; and coordinated 20 Baby Playgroups twice monthly in the Meeting Room, with a total of 356 attendees.

A Reading Public Library Children's Librarian presented research at a Department of Education Convention on the developing brains of children from birth to 8 years of age and public library literacy initiatives to serve these children and their parents/caretakers.

Children's Librarians presented a program about library resources and storytelling to the Independent Day Care Providers Network of Reading.

#### **Goal 5: Grow Young Readers – and Goal 6: Support Independent Readers**

The 2011 Summer Reading program, "All Over the Map" drew 1,049 children who read for 15,143 hours. This was also the second year of online participation, which is becoming popular.

Teen librarians visited twelve sixth-grade classrooms to promote the Joker's Wild Teen Summer Reading Program at Reading Public Library. 172 teens joined the program and submitted a total of 654 books. Over the summer, teens also enjoyed card crafts, "house of cards" building, card games, a movie fest and an end of summer Tricks and Treats event. Eighteen teens completed 221 volunteer hours over the summer.

The Library completed the LSTA (Federal) Autism Grant with a display of new materials for Autism Awareness Month and a new Saturday series of popular Sensory Storytimes, especially

for children on the Spectrum and their peers and caregivers. This is a result of the information we gathered during our participation on the Autism Grant. Reaching this new audience has been very successful and our efforts are really appreciated.

A volunteer offered a series of Italian for Kids classes that quickly filled up in winter 2011. This enrichment series was met with great excitement. It generated family communication and multi-cultural interest and appreciation.

### **Storytellers & Authors**

The Friends sponsored Tony Toledo for Halloween stories and author Laurie Isop introduced her new award-winning picture book. These activities are a great way to grow and support independent readers.

Teen librarians coordinated two Middle School author visits with Parker and Coolidge media specialists. They hosted author David Greenberg in the spring and author Ji-li Jiang in the fall. Each author presented workshops at both middle schools as well as offering an evening program at RPL.

Teen librarians worked with Children's Room librarians to conduct 14 sixth grade library tours for over 300 students. Students learned about library services and collections and went home with a library bag, guide to student services, and a scavenger hunt form to entice them back to the library!

Through multiple meetings, RPL librarians reached out to school media specialists to discuss current library services and look at ways that the library's collection can continue to meet student needs.

Teen librarians created over 20 new teen booklists in print and online, many with QR codes linking to more titles.

### **Goal 7: Create New Ways to Grow & Learn – The Family Experience**

We extended the schedule of Babytime Playgroups and Evening Lapsits into the summer to meet the needs of parents with children less than two years of age.

Many summer/fall programs targeted the entire family with Drop-In LEGO, Otha Day Drum Circles, Writing Contest Author Party, "Wear in the World" international celebration, parent/child Tea Party and Chapter Book Chat, and Super Science Sunday.

In reaching out to other community groups, we worked with Creative Arts, Colonial Chorus, and the Coolidge Science Olympiad Team to present programming for families.

Two new interactive displays in the Children's Room have added value to family visits: the "Where Do You Live?" giant map with dots for family to indicate their homes and "Stop for Science" display/quiz which focuses monthly on a different STEM principles.

## **Goal 8: Be a Lifelong Education Center**

The library created a new tutoring area in the basement that has proven to be a very popular area year-round, with adult students and tutors using the tables and desks during the day and heavy use from tutors and students after school and evenings.

A strong series of programs on employment, and a grant-funded series on Environmental Literacy and resources, have shown us that people seek real answers to real questions through the library's resources and services.

The Library purchased full licensing for Microsoft Office 2010 for staff and public computers to maintain necessary upgrades in software applications. The major benefit in this edition is the improvement in providing access to users documents and notes from anywhere through the Web browser, computer, or Smartphone.

The library completed implementation of the "Change Makes a Difference" environmental literacy grant. This federal grant administered by the Massachusetts Board of Library Commissioners funded nine community environmental programs. Surveys indicated that 90 to 100% of attendees per program increased their environmental literacy and awareness of library environmental resources. The grant also included development of a new environmental webpage with green tips, links to local resources, green websites, library created tutorials, and an ongoing environmental newsletter. Increase in community partnerships included sharing programming with the School Department, Reading Municipal Light Department, Cities for Climate Protection, Walkable Reading, and the Town Water Quality and Supply Division. The grant also resulted in an over 100% increase in usage of environmental collections and online resources.

## **PART TWO: SUMMARY & STATUS REPORT ON LIBRARY BUILDING PROJECT**

The 116-year-old Highland School building that has served as the Library's home since 1984 needs a major overhaul if it is to continue to serve the community in any capacity. It needs more than a facelift – it needs major structural and crucial infrastructure repairs and upgrades if it is going to survive. Everything from the building envelope, attic to basement, windows, HVAC, drainage, roof, electricity, networking capacity, stairs, stacks, and program spaces need to be addressed.

The Trustees reviewed the facility and evaluated its condition with professionals and considered several options:

- give up the Highland School
- look for a new site and construct a new building
- look for another building in Reading that could be adapted for library use
- raze the building and start over on the current site
- renovate and expand the current building.

They sought the most cost-effective, efficient, responsible and community-responsive solution to an urgent and complex problem. The Trustees firmly believe that a majority of people in town

wish to keep the current building for library use. There are many arguments to be made for and against this direction, and countless constraints and challenges to surmount, but there was unanimous consent that the community wishes to see the local landmark preserved and the community wishes the library to continue to be at the center of community life.

The Building Plan was developed based on a needs assessment and long range planning process conducted over several years. The Building Plan calls for a complete renovation of the current library building and a 7,596 square foot addition on the east side. The Trustees commissioned two architectural firms to develop schematic drawings that preserve the historical character of the Highland School and keep its charm and warmth while transforming it for current and future needs at a reasonable cost.

The design addresses structural and infrastructural problems and inadequacies. Within the constraints of budget, site, neighborhood, and National Historic Register requirements, the design seeks to provide space for community meetings, silent study, small group use, personal computing, and children's programs and services. The Building Plan is an integrated approach to solving multiple problems associated with adapting a 115 year old facility designed as a 19<sup>th</sup> Century school to the needs of a 21<sup>st</sup> Century library. The building Plan does not call for any dramatic growth in library collections but addresses local needs for shared learning spaces, quiet reading, independent research and study, and children's pre-school, summer, and after-school programs and learning.

During this time of active review and planning by the Library Trustees, the Board of Selectmen charged an Ad Hoc Municipal Building Committee in November 2009 to examine capital needs throughout Town and School buildings. The Committee's Final Report presented in January 2011 places the Library as the number one priority project, giving it a rating of 24 out of possible 27 points based on a set of criteria developed by the Committee.

In January 2011, with schematic drawings completed, the library applied to the state for a Public Library Construction Grant to provide up to 50% of the renovation/expansion cost. The Massachusetts Board of Library Commissioners awarded \$27.4 million to eight Massachusetts libraries in July, 2011. Reading, with an approved grant for \$5,105,114, was placed second on a wait list of fifteen libraries.

According to the Massachusetts Board of Library Commissioners "Wait-listed libraries will receive their grants as funds become available through the state's five-year capital plan or if a grant recipient is unable to move forward with a project." The State Library Construction Bond Bill was authorized for \$100 million. We hope that the Governor will release additional funding in Fiscal Year 2013 so that the Reading project can begin. As soon as State Construction Grant funding becomes available, the Town has six months to approve local funding.

The Library Trustees and staff conducted several informational sessions and tours in 2011 to share information and address questions or concerns that people may have. Questions and suggestions and ideas from the community have been shared with the architects for future design development. Trustees are hopeful that the library will receive notice from the Massachusetts

Board of Library Commissioners in 2012 that State Capital funds are available for the library project.

This constitutes my seventh annual report on services, activities, and programs of the Reading Public Library. It is a constant pleasure and honor to serve the people of Reading as Library Director in this engaged, involved, active, and supportive community. I am continuously struck by the depth of this community's commitment to its children, education, and its civic life and I am grateful for the many kindnesses and great generosity of its people. In addition to thanking the people of Reading for their loyal support of the library through thick and thin, I'd like to thank once again the many volunteers, friends, neighbors, trustees, governing boards, town administration, and colleagues who make it such a delight to be here, and most of all, I am grateful to the Staff of the Reading Public Library who make it all happen with intelligence, joy, and devotion.

Respectfully submitted,

Ruth S. Urell,  
Director

### **PART THREE: SERVICE STATISTICS 2011**

<b>Circulation</b>	506,594
<b>Visitors</b>	204,460
<b>Volunteer Service Hours</b>	2,068
<b>LIBRARY HOLDINGS (Total)</b>	127,063
<b>Books</b>	104,949
<b>Video, DVDs, CDs</b>	18,966
<b>Electronic Content (Ebooks, Downloadable, etc.)</b>	2,834
<b>Magazine subscriptions</b>	291
<b>Electronic Subscriptions</b>	23
<b>Meeting Room Bookings</b>	1,191
<b>Reference Consultations</b>	67,644
<b>Program Attendance:</b>	
Adults & Young Adults	5,203
Children's	13,245
<b>Museum Passes Borrowed</b>	1,691

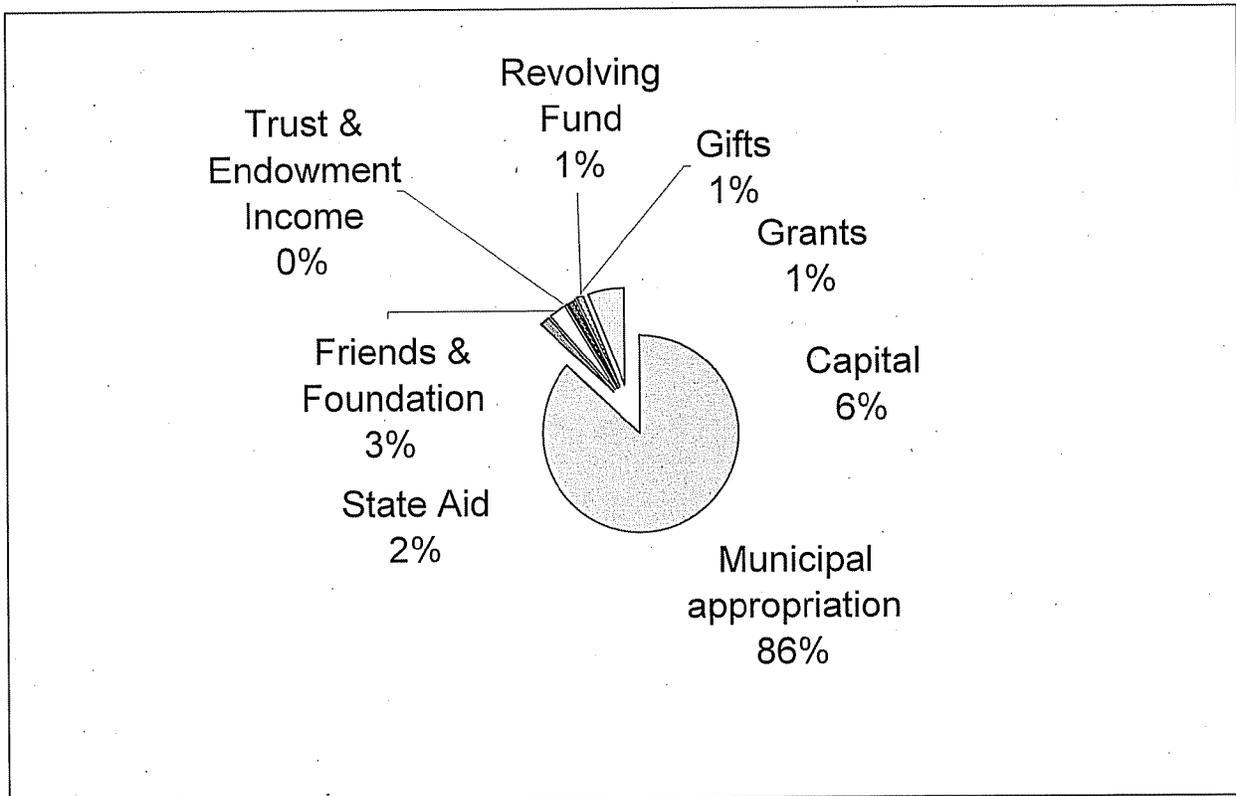
### **PART FOUR: FINANCIALS**

State Aid, Gifts, Friends & Foundation, trust income, grants, and other sources of outside support for the library comprised 7% of the library budget in Fiscal Year 2011. The Library's Municipal Appropriation, Revolving Fund, and Capital Funding (Building Study) comprised 93%. The Library is constantly grateful for the support it receives from the community and the countless in-kind gifts that are given throughout the year to enhance core services and programs.

**Library Revenue FY2011**

<b>Municipal Appropriation</b>	\$1,234,823
<b>State Aid</b>	\$24,439
<b>Friends &amp; Foundation</b>	\$39,900
<b>Trust &amp; Endowment Income</b>	\$404
<b>Gifts</b>	\$13,053
<b>Grants</b>	\$10,500
<b>Revolving Fund</b>	\$11,871
<b>Capital (Building Study)</b>	\$85,000
<b>Total</b>	<b>\$1,419,990</b>

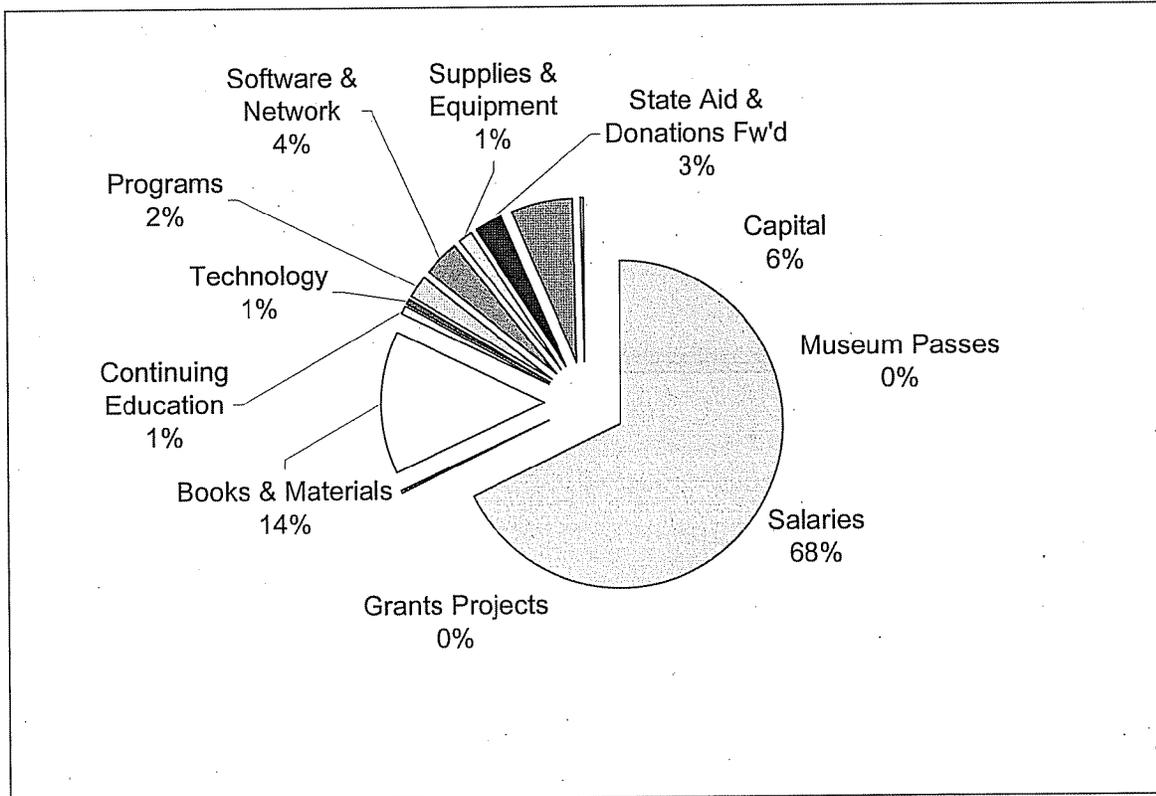
**Library Revenue**



## Library Expenditures FY2011

<b>Salaries</b>	\$963,006
<b>Grants Projects</b>	\$5,313
<b>Books &amp; Materials</b>	\$198,809
<b>Continuing Education</b>	\$10,285
<b>Technology</b>	\$9,103
<b>Programs</b>	\$31,500
<b>Software &amp; Network</b>	\$51,349
<b>Supplies &amp; Equipment</b>	\$19,990
<b>State Aid &amp; Donations Fw'd</b>	\$41,008
<b>Capital</b>	\$83,887
<b>Museum Passes</b>	\$5,740
<b>Total</b>	<b>\$1,419,990</b>

## Library Expenditures



## **PART FIVE: BOARD OF TRUSTEES, FOUNDATION & FRIENDS**

### **READING PUBLIC LIBRARY BOARD OF TRUSTEES**

Richard H. Curtis, Vice Chairman  
Cherrie Dubois  
David P. Hutchinson, Chairman  
Karyn A. Storti, Secretary  
Victoria Yablonsky

### **FRIENDS OF READING PUBLIC LIBRARY OFFICERS**

President – Susan Axelson  
Vice President – Beth Klepeis  
Treasurer – Cathy Hoodlet  
Assistant Treasurer – Beth Klepeis  
Recording Secretary- Jean Clark  
Membership – Anne Schofield  
At-Large Members – Eleanor Delaney, Lynne Freeman, Joanne Swanson

### **READING PUBLIC LIBRARY FOUNDATION BOARD OF DIRECTORS**

Bill Hecht, President  
Bob Nordstrand, Vice President  
Bruce Austin, Secretary  
Amy Coumounduros, Treasurer  
John Brzezinski  
Lynne Cameron  
Neil Cohen  
Dick Curtis  
Jerry Fiore  
Russ Graham  
Barbara Mulvey  
Maria Silvaggi

## **PART SIX: READING PUBLIC LIBRARY – PERSONNEL**

**Director** – Ruth S. Urell  
**Assistant Director** – Dorota Socha  
**Administrative Assistant** – Kathryn Melesciuc

### **Reference Division**

Division Head – Lorraine Barry  
Adult & Elder Services Librarian – Nancy Aberman  
Local History Librarian – Rachel Baumgartner  
Young Adult Librarians – Susan Beauregard, Amy Lannon

Promotional Services Librarian – Kathleen Miksis  
Reference Librarians – Eileen Barrett, Danielle Kimerer

**Technical Services**

Division Head – Jamie Penney  
Senior Library Associate – Allison DaSilva  
Senior Technician – Dawn Colford  
Page – Judy A. Newton

**Circulation Division**

Division Head – Michelle A. Filleul  
Senior Library Associate – Patrice A. O'Donnell  
Technicians – Donna Beaulieu  
Dawn Didham Colford  
Maureen Conwell  
Mary Ellen Downey  
Susan R. Haggerty  
Louise Hetherington  
Meaghan F. Kinton  
Carol Macomber  
Joanne H. Penta  
Christine Rutigliano  
Danielle Kimerer  
Pages – Neftali Gonzalez Molly O'Donnell  
Nancy Hunt Lisa Li

**Children's Room**

Division Head – Corinne Fisher  
Children's Librarians – Brenda Wettergreen, Rachel Baumgartner, Ashley Waring,  
Kathryn Geoffrion Scannell, Megan White  
Library Associate – Mary McIntire  
Pages – Meaghan Coughlin  
Jacquelyn Saunders  
Dennis Smith  
Theresa Teixeira

**Custodian** – John Davis