

**Town of
Reading
Massachusetts**



**2016 Subsequent Town Meeting
Report on the Warrant
November 14, 2016**

**SPECIAL TOWN MEETING
NOVEMBER 14, 2016
TABLE OF CONTENTS**

Article	<u>Title</u>	<u>Sponsor</u>	<u>Page #</u>
1	Reports	Board of Selectmen	2
2	Instructions	Board of Selectmen	2
3	Amending the Capital Improvement Program FY2017 – FY2027	Board of Selectmen	3
4	Dispose of Surplus	Board of Selectmen	4
5	Rescind Library Debt Authorization – Premium Received	Board of Selectmen	5
6	Rescind Debt Authorization	Board of Selectmen	6
7	Transferring Previous Debt Authorization – General Fund	Board of Selectmen	6
8	Transferring Previous Debt Authorization – Water Enterprise Fund	Board of Selectmen	9
9	Authorize Debt/Grants – Sewer Enterprise Fund	Board of Selectmen	10
10	Increase Library Debt – Cost of Project	Board of Selectmen	12
11	Amend the FY2017 Budget	Finance Committee	12
12	Approve Payment of Prior Year's Bills	Board of Selectmen	14
13	Increase Retirement Cost of Living Base	Retirement Board	15
14	Abandon Drainage Easements – 21 Hunt Street and 26 Lee Street	Board of Selectmen	16

15	Abandon Streets – Oakland Road	Board of Selectmen	18
16	Authorize Sale of Real Estate – Oakland Road	Board of Selectmen	19
17	General Bylaw – Authorize the Town Clerk to make Non-Substantive Corrections to Bylaws (GBL 1.4)	Board of Selectmen	21
18	General Bylaw – Authorize Revolving Funds (new GBL 6.6)	Board of Selectmen	21
19	General Bylaw – Storm Water Management and Erosion Control (new GBL 7.9)	Board of Selectmen	23
20	General Bylaw – Establish Department of Public Works (new GBL 8.5.1, renumber thereafter)	Board of Selectmen	35
21	General Bylaw – Temporary Repairs on Private Ways (new GBL 8.5.3, renumber thereafter)	Board of Selectmen	37
22	General Bylaw – Establish Storm Water Utility (new GBL 8.5.9)	Board of Selectmen	40
23	General Bylaw – Illicit Connections and Discharges to Storm Drain System (new GBL 8.12)	Board of Selectmen	41
24	Zoning Bylaw – Community Planning and Development Commission (ZBL 4.3)	CPDC	47
25	Zoning Bylaw - Site Plan Review (ZBL 4.6)	CPDC	49
26	Zoning Bylaw – Pet Grooming (ZBL 5.3.1 and associated definition)	CPDC	64
27	Zoning Bylaw – Special Home Occupation (ZBL 5.3.2 and 5.6.7 and associated definition)	CPDC	66
28	Zoning Bylaw – Accessory Apartments (ZBL 5.4.7.3(b))	CPDC	70
29	Zoning Bylaw – Accessory Buildings or Structures (ZBL 5.5)	CPDC	73
30	Zoning Bylaw – Lot Shape (ZBL 6.2.1)	CPDC	78
31	Zoning Bylaw – Signs (ZBL 8.0)	CPDC	80

	APPENDIX		
	Capital	Blue pages	130
	Debt	Blue pages	138
	Storm Water	Blue pages	142
	Water	Blue pages	143
	Sewer	Blue pages	145
	Conduct of Town Meeting		146
	Town Meeting Handout Guidelines		153

COMMONWEALTH OF MASSACHUSETTS

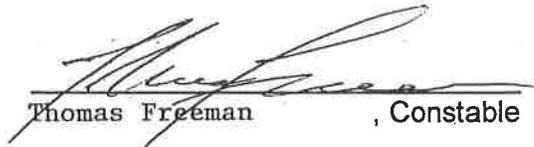
Middlesex, ss. Officer's Return, Reading:

By virtue of this Warrant, I, on September 28 2016 notified and warned the inhabitants of the Town of Reading, qualified to vote in Town elections and Town affairs, to meet at the place and at the time specified by posting attested copies of this Town Meeting Warrant in the following public places within the Town of Reading:

- Precinct 1 J. Warren Killam School, 333 Charles Street
- Precinct 2 Reading Police Station, 15 Union Street
- Precinct 3 Reading Municipal Light Department, 230 Ash Street
- Precinct 4 Joshua Eaton School, 365 Summer Avenue
- Precinct 5 Walter S. Parker Middle School, 45 Temple Street
- Precinct 6 Barrows School, 16 Edgemont Avenue
- Precinct 7 Birch Meadow School, 27 Arthur B Lord Drive
- Precinct 8 Wood End School, 85 Sunset Rock Lane
- Town Hall, 16 Lowell Street

The date of posting being not less than fourteen (14) days prior to November 14, 2016, 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, 2016.


Thomas Freeman, Constable

A true copy Attest:


Laura Gemme, Town Clerk

TOWN WARRANT



COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Reading, qualified to vote in Town elections and Town affairs, to meet at the Reading Memorial High School Performing Arts Center, 62 Oakland Road, in said Reading, on Monday, November 14, 2016, at seven-thirty o'clock in the evening, at which time and place the following articles are to be acted upon and determined exclusively by Town Meeting Members in accordance with the provisions of the Reading Home Rule Charter.

ARTICLE 1 To hear and act on the reports of the Board of Selectmen, School Committee, Library Trustees, Municipal Light Board, Finance Committee, Bylaw Committee, Town Manager, Town Accountant and any other Town Official, Board or Committee.

Board of Selectmen

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

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

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

Board of Selectmen

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

Finance Committee Report: No report.

Bylaw Committee Report: No report.

ARTICLE 3 To see if the Town will vote to amend the FY 2017-27 Capital Improvements Program as provided for in Section 7.7 of the Reading Home Rule Charter and as previously amended, or take any other action with respect thereto.

Board of Selectmen

Background: This Article is included in every Town Meeting Warrant. The Reading General Bylaw (section 6.1.3) states "... *No funds may be appropriated for any capital item unless such item is included in the Capital Improvements Program (CIP), and is scheduled for funding in the Fiscal Year in which the appropriation is to be made.*" Bond ratings agencies also want to ensure that changes to a long-term CIP are adequately described.

The following changes are proposed to the FY2017 – FY2027 CIP (current year plus ten years):

General Fund

FY17: -\$36,000+\$49,000

\$30,000 DPW/Engineering Scanner/Plotter (moved up from FY18)
+ \$19,000 School van (total now \$55,000)
+ \$15,000 West Side Fire roof repair (total now \$90,000)
-\$100,000 Reduce allocation to cemetery space needs evaluation

FY18: -\$215,000

\$135,000 DPW Screener (replace 1994 equipment - moved up from FY20)
- \$350,000 RMHS Boilers (defer to FY20 as part of larger energy efficient review)

FY19+

Various other changes made

Enterprise Funds - Water

FY17: +\$300,000

\$320,000 water main work and related repairs
+\$15,000 unidirectional flushing program (now \$45,000)
- \$35,000 Car #2

Reduce debt service by \$300,000 in Article 11 – no net change in capital + debt; FY17 Debt service further reduced by \$23,947 due to refinancing

FY18: +\$135,000

\$150,000 Replace Truck #6 (move up from FY20 and increase by \$30k)
\$ 60,000 Emerald & Lothrop Booster station design
(\$75,000) SCADA Upgrade – not needed

Reduce debt service by \$499,300, combination of \$18,300 refinancing savings and delaying \$481,000 of debt issuance for water main repair projects

FY19+

Various changes made

Enterprise Funds - Sewer

FY17: None

FY18: None

Reduce debt service by \$488,571 – Charles & Sturges sewer station debt issuance delayed

FY19+

Various changes made

Enterprise Funds – Storm Water

FY17: None

FY18: \$0

Reduce debt service by \$570,917 by delaying debt issuance for \$1.55 million for 3 drainage projects: Sturges (\$0.2mil) /Main (\$0.9mil) / Minot (\$0.45mil)

FY19+

Various changes made

Reading Memorial High School construction litigation

Once the final settlement is reached, the capital plan for the General Fund will be rearranged to accommodate any debt that is required. A draft plan that is thought to be worst case in terms of deferring capital spending has been prepared and will be published as soon as possible. Facilities, Recreation and Public Works Equipment spending are deferred by various time frames.

Finance Committee Report: The Finance Committee recommends the proposed amendments to the FY 2017 – FY 2027 Capital Improvements Program by a vote of 8-0-0 at their meeting on October 4, 2016. Placing items in the Capital Improvement Program is a prerequisite but in itself does not authorize spending funds towards these items.

Bylaw Committee Report: No report.

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

***Board of Selectmen Report:** The Board of Selectmen on October 4, 2016 voted 4-0-0 to support this Article.

ARTICLE 4 To see if the Town will vote to authorize the Board of Selectmen to sell, exchange, or dispose of, various items of Town tangible property, upon such terms and conditions as they may determine; or take any other action with respect thereto.

Board of Selectmen

Background: The following equipment is scheduled for disposal:

Dept.	Item	Est. Value	Disposal Method
DPW	Front End loader	\$15,000	Trade-in
PS/Fire	GMC Horton Ambulance (2006)	\$10,000	Trade-in
PS/Fire	Lucas Device/EMS	\$4,000	Trade-in
DPW(w)	Ford F350-2WD Diesel (2004)	\$2,500	Auction
DPW	Engineering Plotter Cannon iPF810	\$2,000	Trade-in
DPW	Engineering Scanner KIP 7100	\$2,000	Trade-in
DPW	Utility Trailer (1989)	\$1,500	Auction
Schools	Comdial phone system (Coolidge)	\$575	Trade-in

Finance Committee Report: At their meeting on October 4, 2016 the Finance Committee recommends the subject matter of this Article by a vote of 8-0-0.

Bylaw Committee Report: No report.

***Board of Selectmen Report:** The Board of Selectmen on October 4, 2016 voted 4-0-0 to support this Article.

ARTICLE 5 To see if the Town will vote to appropriate the premium paid to the Town upon the sale of bonds issued for the purpose of constructing a new library, and for the payment of all costs incidental and related thereto, which bonds are the subject of a Proposition 2½ debt exclusion, to pay costs of the project being financed by such bonds, and to reduce the amount authorized to be borrowed for such project by the same amount, or take any other action with respect thereto.

Board of Selectmen

Background: This Article is for financial housekeeping only.

Recall that the approximate funding for the Library project is as follows:

\$18.4 million Total as authorized by Town Meeting and then approved by the voters
 \$ 5.1 million State grant from the Board of Library Commissioners
 \$13.3 million Expected local share, as a debt exclusion

On January 15, 2015 and then on June 21, 2016 the town sold a total of \$12.115 million par value of debt at a premium price (therefore with a higher interest cost) that covered the \$13.3 million local share. An Article at the Special Town Meeting in February 2015 made a technical correction for that first sale, and this Article requests the same for the most recent sale.

MA DOR requires that Town Meeting must vote to reduce the original authorization (as amended by Special Town Meeting in February 2015) by the amount of the \$230,000 premium received in June 2016. This is a technical correction only – it has no impact on the amount that taxpayers are being asked to pay.

Finance Committee Report: At their meeting on October 4, 2016 the Finance Committee recommends the subject matter of this Article by a vote of 8-0-0. This article is a financial technical correction only and is required by the auditors.

Bylaw Committee Report: No report.

***Board of Selectmen Report:** The Board of Selectmen on October 4, 2016 voted 4-0-0 to support this Article.

ARTICLE 6 To see if the Town will vote to amend the votes taken under Articles 7 and 9 of the November 8, 2010 Subsequent Town Meeting to reduce the amounts authorized thereby for MWRA Water Bonds by \$235,000 and for the Killam School Remodeling Project by \$3,050 respectively; or take any other action with respect thereto.

Board of Selectmen

Background: This Article is also for financial housekeeping only.

Debt had been authorized for the above projects, and the final costs were known to be less by the amounts stated above before the debt was sold. This Article removes the excess debt authorized.

Finance Committee Report: At their meeting on October 4, 2016 the Finance Committee recommends the subject matter of this Article by a vote of 8-0-0. This article is a financial clean-up only and is suggested by the auditors.

Bylaw Committee Report: No report.

***Board of Selectmen Report:** The Board of Selectmen on October 4, 2016 voted 4-0-0 to support this Article.

ARTICLE 7 To see if the Town will vote to appropriate, in accordance with Chapter 44, Section 10 of the Massachusetts General Laws, the sum of \$141,224.72, to be added to the amounts appropriated under Article 6 of the January 28, 2013 Special Town Meeting and Article 6 of the February 13, 2014 Special Town Meeting for the purpose of renovating and expanding the Reading Public Library located at 64 Middlesex Avenue, including the costs of consulting services, audits, plans, documents, cost estimates, bidding services, temporary relocation and all related expenses incidental thereto and necessary in connection therewith, said sum to be expended by and under the direction of the Town Manager; and to see if the Town will authorize the Board of Library Trustees, Board of Selectmen, Town Manager, or any other agency of the Town, to apply for a grant or grants, to be used to defray the cost of all, or any part of, said improvements; and to authorize the Board of Library Trustees 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 from the following available funds:

- ◆ \$120,360.79 to be transferred from the unexpended proceeds of the Town's bonds, dated June 21, 2016, which were issued for RMHS Retaining Wall pursuant to the vote taken under Article 6 of the April 27, 2015 Special Town Meeting;

- ◆ \$13,130.86 to be transferred from the unexpended proceeds of Town's bonds dated June 21, 2016, which were issued for Modular Classrooms pursuant to the vote taken under Article 5 of the April 27, 2015 Special Town Meeting;
- ◆ \$7,728.07 to be transferred from the unexpended proceeds of the Town's bonds, dated November 1, 2007, which were issued for Downtown Improvements pursuant to the vote taken under Article 18 of the April 23, 2007 Annual Town Meeting; and
- ◆ \$5.00 to be transferred from the unexpended proceeds of the Town's bonds, dated August 1, 2009, which were issued for the purpose of Energy Improvements pursuant to the vote taken under Article 15 of the April 27, 2009 Annual Town Meeting;

and to authorize the Town Manager to take any action necessary or appropriate to carry out this project; provided, however that this vote shall not take effect until the Town Manager determines, in his sole discretion, that sufficient funds have been authorized to complete the project in a satisfactory manner; or take any other action with respect thereto.

Board of Selectmen

Background: This Article is also for financial housekeeping, but will need more discussion.

Debt had been authorized for the above projects, and the final costs were not known before the debt was sold. This Article moves \$141,224.72 in debt already sold for these four projects to the Library project as available additional funding. State finance law limits what projects may receive these types of transfers, and the Library building project is eligible, subject only to this Town Meeting approval.

If this transfer is not approved, by law the town must find another candidate project within the general fund. The West Street roadway project is the only other possibility, but as of this writing the local share is fully funded.

The Library building project as it comes down to the wire will need additional funding, which is described below. If this Article is approved, the project authorization and funding would change from that cited in Article 5 to be as follows:

\$18,541,224.72	Authorized by Town Meeting
<u>\$ 141,224.72</u>	Approved inside the tax levy
\$18,400,000	Approved as debt exclusion by voters
<u>\$ 5,100,000</u>	State grant from the Board of Library Commissioners
\$13,300,000	Debt exclusion, already issued

Library Project – Summary

As of this writing in late September, the project is up to an estimated \$149,000 over budget for known costs. Additionally, in order to keep the project on schedule the Town Manager directed the contractor to do work valued as high as \$100,000 and acknowledged there was a dispute as to who was ultimately responsible for that cost. Thus right now the worst case is a \$250,000 over budget situation, but the final amount is expected to be lower, possibly within the bounds of this additional \$141,224.72 cited above.

Note that this project was established prior to the formation of the Permanent Building Committee (PBC). Instead this project has an ad-hoc Library Building Committee (LBC) which consists of three volunteers involved in design and construction from the community, two Library

Trustees, one Library staff member appointed by the Library Director and one other member appointed by the Town Manager (as revised in June 2014). The LBC is advisory to the Facilities Director, who is in turn advisory along with the hired Owner's Project Manager (OPM) to the Town Manager. Therefore it is the Town Manager that takes full responsibility for any project cost overage.

Please note that two of the LBC community members (who are also fellow Town Meeting members) are part of the five-member PBC, so the ensuing dialogue on the most efficient and effective way to manage a future building project has been robust. The PBC expects to bring suggested General Bylaw changes to Town Meeting in April 2017 based on these discussions. The current bylaw suggests the PBC would serve as the final authority for building projects.

The Library building project had a traditional amount of contingency funds set aside at the beginning, meant to handle unexpected conditions (UC) and change orders (CO).

CO are typically driven by the imperfect coordination of project design and construction, and by the owner deciding on a different course of action as the project unfolds. Each of those types of CO have occurred in this project, resulting in a few months of additional time as well as additional costs. Experts cite this CO part of the project as being handled by the traditional contingency funding.

In contrast, UC have occurred at a cost above typical contingency funding levels. The two most significant types of UC involve: 1) site conditions – significant ledge under the rear parking lot, not revealed by early test borings; and 2) existing building conditions – poor quality work on previous construction projects not revealed by testing and only evident upon significant demolition.

Each of these facts has served as a lesson learned for project management and the PBC. Better pre-project initial funding and site exploration should have revealed the ledge condition. Instead, significant efforts to break up what was thought to be 'little bits of ledge' ultimately led instead to a mid-project re-design and relocation of the drainage and stormwater systems.

It is more difficult to determine if the relatively poor condition of the existing building could have been ascertained, but the lesson learned here has been to not repeat that mistake. This Library building project in 2016 could have been kept under budget had shortcuts been chosen, as they clearly had been in the past. However, the project management team consistently ordered that work done on the Library be completed to a 50-year construction standard. For example, significant water-proofing efforts were done and then redone on the foundation – it is clear that for the last significant building renovation that this cost was skipped, resulting in flooding of the basement on a regular occasion.

The Library Building Committee, meeting monthly with the project management team, has been aware of budget overages for several months, although as of this writing none of us know what the final outcome will be. Along the way, some project costs were absorbed outside the project by DPW, Facilities, the Library Trustees, Technology and the Town Manager's Office. Some costs outside the original scope of the project were done as part of it, because labor and materials were handy and comparatively less expensive. For example, repairs to the retaining wall on Deering Street were budgeted, but the condition upon some excavation was far worse than imagined, so the entire wall was rebuilt, as it would need to be eventually.

In summary, given the design and location choice, Town Meeting should be confident that this project was done the right way. The collaboration, communication and cooperation between all the stakeholders has been excellent ... if exhausting at times. Under the design direction of the architect, Library staff and Trustees; the project oversight by the OPM and the Facilities Director; and with the hard work of the general contractor and all of the trades subcontractors, the community will have a building to be proud of for many years.

Finance Committee Report: At their meeting on October 4, 2016 the Finance Committee recommends the subject matter of this Article by a vote of 8-0-0.

Bylaw Committee Report: No report.

***Board of Selectmen Report:** The Board of Selectmen on October 4, 2016 voted 4-0-0 to support this Article.

ARTICLE 8 To see if the Town will vote to appropriate, in accordance with Chapter 44, Section 10 of the Massachusetts General Laws, the sum of \$69,970.09, to be added to the amounts appropriated under Article 7 of the September 29, 2014 Special Town Meeting for the purpose of making water main improvements, including paying the costs of easements, 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 Town Manager; and to see if the Town will authorize the Board of Selectmen, Town Manager, or any other agency of the Town, to apply for a grant or grants, to be used to defray the cost of all, or any part of, said water main improvements; and to authorize the Town Manager to enter into any and all contracts and agreements as may be necessary to carry out the purposes of this Article from the following available funds:

- ◆ \$42,868.89 to be transferred from the unexpended proceeds of the Town's bonds, dated January 1, 2005, which were issued for Water Treatment Plant design pursuant to the vote taken under Article 11 of the November 10, 2003 Subsequent Town Meeting;
- ◆ \$26,707.20 to be transferred from the unexpended proceeds of the Town's bonds, dated February 1, 2009, which were issued for Water Treatment Plant demolition pursuant to the vote taken under Article 9 of the June 30, 2008 Special Town Meeting; and
- ◆ \$394.00 to be transferred from the unexpended proceeds of the Town's bonds, dated November 1, 2007, which were issued for MWRA Buy pursuant to the vote taken under Article 4 of the June 12, 2006 Special Town Meeting;

and to authorize the Town Manager to take any action necessary or appropriate to carry out this project; provided, however that this vote shall not take effect until the Town Manager determines, in his sole discretion, that sufficient funds have been authorized to complete the project in a satisfactory manner; or take any other action with respect thereto.

Board of Selectmen

Background: This Article is also for the financial housekeeping done under Article 7, but for funds in the Water Enterprise Fund.

Debt had been authorized for the above projects, and the final costs were not known before the debt was sold. This Article moves \$69,970.09 in debt already sold for these three projects to the \$3.45 million water main project as available additional funding. The first phase of this work was for the Salem Street project done this summer, for which \$1.115 million in debt has been sold. If approved, this \$69,970.09 in funding will be added to ongoing water main work. The remaining \$2.335 million in debt authorized is expected to be increased in April 2017 to \$3 million and then issued within one year.

Finance Committee Report: At their meeting on October 4, 2016 the Finance Committee recommends the subject matter of this Article by a vote of 8-0-0.

Bylaw Committee Report: No report.

***Board of Selectmen Report:** The Board of Selectmen on October 4, 2016 voted 4-0-0 to support this Article.

ARTICLE 9 To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum or sums of money for the purpose of making extraordinary repairs to or replacement of sanitary sewer collection systems, 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 Town Manager; and to see if the Town will authorize the Board of Selectmen, Town Manager, or any other agency of the Town, to apply for a grant or grants, to be used to defray the cost of all, or any part of, said sanitary sewer improvements; and to authorize the Town Manager to enter into any and all contracts and agreements as may be necessary to carry out the purposes of this Article, or take any other action with respect thereto.

Board of Selectmen

Background: This Article and the Background below are identical to that shown to Annual Town Meeting in April 2015. However the motion approved by that Town Meeting on the floor only referenced the \$422,000 of low-interest loans highlighted below as debt authorization, when in fact it should have also authorized the Town to accept the \$1,266,000 in grant funding from the MWRA. We apologize for that oversight, but are encouraged that before we accepted that grant we have a good system of internal controls that uncovered this discrepancy.

The MWRA's Infiltration and Inflow (I/I) Local Financial Assistance Program provides support to MWRA member communities to perform sewer rehabilitation to minimize excess flows due to infiltration and inflow into the sewer system.

In previous years the Assistance Program provided financial assistance to member communities through a combination of a 45% grant and a 55% low-interest loan. MWRA has revised the program for the current Phase 9 and future Phase 10. The financial assistance for these two phases will be allocated to member communities in the form of a 75% grant and a 25% low-interest loan.

MWRA Assistance

- The assistance is provided through a combination grant and low-interest loan

- Phase 8 Allocation balance \$71,000 (45% grant; 55% low-interest loan)
- Phase 9 Allocation is \$844,000 (**\$633,000 grant; \$211,000 low-interest loan**)
- Phase 10 Allocation is \$844,000 (**\$633,000 grant; \$211,000 low-interest loan**)
- Loan pay back to the MWRA - equal installments up to a ten year period beginning one year after distribution of the funds

Acceptance of the grant/loan offer will enable the Town to continue with its I/I removal program to remove unwanted sewage flows from the sewer system which reduces excess assessments from MWRA and decreases the excess demand on the sewer system. The anticipated project for this Phase will be to perform manhole rehabilitation, spot repairs, lining and replacement of sewers.

Infiltration occurs when surface water enters sewers through leaks, cracks and faulty joints in pipes and manholes. Inflow is caused from storm water runoff that enters the sewer system through improper connections such as cross connected drains, roof drains and sump pumps.

Since the inception of MWRA's Assistance Program the Town's I/I removal program has consisted of the following types of projects:

- House-to-house inspections
 - The house-to-house inspections identify inappropriate direct connections (inflow) to the Town's sewer system with the purpose of assisting residents with identifying methods to remove the connections. The Town also provides limited financial assistance to the homeowner.
- TV inspections, testing and sealing of manholes and sewer mains
 - TV inspections and the testing and sealing of manholes and sewer mains allows the Town to internally inspect sewer mains and manholes to with the purpose of identifying and eliminating points of infiltration into the sewer system.
- Sewer system smoke testing
 - Smoke testing of the sewer system is a method of identifying points of infiltration or inflow into the sewer system where visual or TV inspection access is not possible
- Spot repair, lining and replacement of sewers
 - Spot repairs, lining and replacement of sewers are performed when damage to the sewer system is not repairable or cost effective through internal sealing.
- Flow metering, spot gauging and dye testing
 - Flow metering, gauging and dye testing is performed to assist the Town in determining the areas of the sewer system that are experiencing the highest levels infiltration and inflow. Flow metering also assists in determining how affective the Town has been in mitigating I/I for the past several years.
- Sewer System Data management
 - Project updates the Town's GIS sewer database to incorporate historic closed circuit inspection data and enable future closed circuit inspection sewer system data. The resulting data will be used to assess future capital project needs and to perform asset management of the system.

Finance Committee Report: At their meeting on October 4, 2016 the Finance Committee recommends the subject matter of this Article by a vote of 8-0-0.

Bylaw Committee Report: No report.

***Board of Selectmen Report:** The Board of Selectmen on October 4, 2016 voted 4-0-0 to support this Article.

ARTICLE 10 To see if the Town will raise and appropriate, transfer from available funds, borrow or otherwise provide a sum or sums of money for the purpose of renovating and expanding the Reading Public Library located at 64 Middlesex Avenue, including the costs of consulting services, audits, plans, documents, cost estimates, bidding services, moving, temporary relocation, and all related expenses incidental thereto and necessary in connection therewith, said sum to be expended by and under the direction of the Town Manager and the Board of Library Trustees; and to see if the Town will authorize the Board of Library Trustees, Board of Selectmen, Town Manager, or any other agency of the Town, to apply for a grant or grants to be used to defray the cost of all, or any part of, said improvements; and to authorize the Board of Library Trustees 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. These funds will be additional to the \$14.9 million previously approved by vote of Town Meeting on January 28, 2013 and a majority of the voters at a local election on April 2, 2013, and to the \$3.5 million previously approved by a vote of Town Meeting on February 13, 2014 and a majority of the voters at a local election on April 1, 2014, and by Town Meeting under Article 7 of this Town Meeting, or take any other action with respect thereto.

Board of Selectmen

Background: This Article is included in the event that the Library building project needs additional funds even beyond the \$141,224.72 that Town Meeting was asked to approve under Article 7. As of this writing in late September this Article will likely be tabled and brought back in April 2017 as/if needed. However the project management team is working diligently to wrap up the project financials as quickly as possible, and in the event we can confidently describe the project as complete to November 2016 Town Meeting, then this Article might go forward. If it does, the source of funds is expected to be from Free Cash.

Finance Committee Report: At their meeting on October 4, 2016 the Finance Committee did not vote on this Article as the project is not yet complete. They will take this up and give a recommendation to Town Meeting in the event the project is deemed complete.

Bylaw Committee Report: No report.

***Board of Selectmen Report:** At their meeting on October 4, 2016 the Selectmen did not vote on this Article as the project is not yet complete.

ARTICLE 11 To see if the Town will vote to amend the Town's Operating Budget for the Fiscal Year commencing July 1, 2016, as adopted under Article 12 of the Annual Town Meeting of March 1, 2016; and to see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum or sums of money to be added to the amounts appropriated under said Article, as amended, for the operation of the Town and its government, or take any other action with respect thereto.

Finance Committee

Background:

General Fund – Wages and Expenses

<u>Account Line</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
B99 – Benefits Expenses	Health Insurance Premiums -\$200,000 Worker Comp Premiums +\$20,000 Medicare +\$5,000	\$175,000	
C99 – Capital Expenses	<u>New CIP changes</u> DPW Plotter/Scanner \$30,000 School Van +\$19,000 (now \$55,000) <u>Reduce allocation (cemetery) -\$100,000</u> <u>Approved in September CIP but not funded</u> DPW: Loader JD 624G (2007) \$210,000 FacCORE: reclassify Security Eval \$125,000 <u>FacTown: West Side Fire roofing \$90,000</u> FacSchools: Furniture \$65,000 FacCORE: EMS upgrades to buildings \$50,000 FacCORE: Plumber's Van Ford E350 \$40,000		<u>\$529,000</u> 539,000
F99 – FINCOM Reserves	Replenish Reserves		\$26,000
G91 – Admin Services Wages	Fund pay & class transfers (\$11,200) Pay & class funding \$8,200	\$3,000	
G92 – Admin Services Exp	Police assessment center \$7,500 Technology wireless phones \$4,000		\$11,500
H91 – Public Services Wages	Pay & class funding		\$3,000
J92 – Public Safety Expenses	Uniforms & gear for new firefighters \$10,500 Police ballistic vests and helmets \$9,800 Fire – ambulance billing \$3,000		\$23,300
K95 – Public Works Rubbish	Rubbish disposal		\$100,000
M91 – Core Facilities	reclassify Security Eval. to capital -\$125,000 reduce allocation to cemetery building evaluation -\$100,000	<u>\$125,000</u> 225,000	
M92 – Facilities: Town buildings	Town building cleaning services		\$10,000
U99 – School Department	School building cleaning services		\$40,000
	Subtotals	<u>\$303,000</u> <u>403,000</u>	<u>\$742,800</u> <u>752,800</u>
	Net Operating Expenses		<u>\$439,800</u> <u>349,800</u>
	From State Aid \$140,000 From New Growth \$216,648 From Free Cash \$83,152 TBA		

Enterprise Funds – Wages and Expenses

<u>Account Line</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
W99 Water	Debt Service – water mains	\$300,000	
	Capital spending – water mains \$320,000; +\$15,000 for unidirectional flushing; -\$35,000 for Car #2		\$300,000
	Subtotals		\$0
	Net Operating Expenses		\$0
	From Water Reserves		\$0

The town saved about \$35,000 in FY17 debt service by refinancing the MWRA buy-in. The town also delayed using some debt for water main repairs, thereby avoiding \$265,000 debt service in FY17. The combined \$300,000 reduction would be useful to have as water main repair capital to complete projects this year. There is no net budget impact or change of water rates needed. If these funds are not used, they will close to Water Reserves at fiscal year-end.

Finance Committee Report: At their meeting on October 4, 2016 the Finance Committee recommends the subject matter of this Article by a vote of 8-0-0.

Bylaw Committee Report: No report.

***Board of Selectmen Report:** The Board of Selectmen on October 4, 2016 voted 4-0-0 to support this Article.

ARTICLE 12 To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide a sum or sums of money to pay bills remaining unpaid from prior fiscal years for goods and services actually rendered to the Town, or take any other action with respect thereto.

Board of Selectmen

Background: On May 20, 2016 the town received a demand notice from Direct Energy for \$2,420.68 for FY13 gas services that remained unpaid. Further review into the matter revealed that payments were improperly applied to the wrong school building accounts by Direct Energy, in some cases creating a credit balance on many accounts and an overdue balance on others. When credit balances exceeded the current month charges the bill was not paid and unfortunately not questioned by the secretary processing the bills. The \$2,420.68 represents the total of these unpaid invoices once the payments were properly allocated to the correct accounts.

The town has a licensing agreement with the MBTA to allow the town to cross under the railroad with a water main that was installed between Ash St. and Walker Brook Dr. The contract has been in place since 2004 however the MBTA failed to bill the town the licensing fees for 2010 through 2015. The total of unpaid licensing fees is \$3,578.66

Finance Committee Report: At their meeting on October 4, 2016 the Finance Committee recommends the subject matter of this Article by a vote of 8-0-0.

Bylaw Committee Report: No report.

***Board of Selectmen Report:** The Board of Selectmen on October 4, 2016 voted 4-0-0 to support this Article.

ARTICLE 13 To see if the Town will vote, pursuant to Section 103(j) of Chapter 32 of the Massachusetts General Laws, to accept an increase in the maximum Retirement Cost of Living Base, from \$12,000 to \$14,000, as established by the Reading Retirement Board, such acceptance to be effective as of the date that a certification of the Town Meeting vote is filed with the Public Employee Retirement Administration Commission.

Reading Retirement Board

Background: Chapter 188 of the Acts of 2010, an Act Relative to Municipal Relief, contained a number of provisions pertaining to public pensions. It became effective on July 27, 2010. Pursuant to Section 19 of Chapter 188 of the Acts of 2010, subsection (j) was added to General Laws, Chapter 32, Section 103, which grants retirement systems the discretion, subject to local legislative approval, to increase the maximum base on which the COLA is calculated in multiples of \$1,000. Presently, the amount is \$12,000. If approved, the COLA Base Increase from \$12,000 to \$14,000 would be effective July 1, 2016. The maximum amount of any COLA is 3%, which means if approved the maximum annual COLA could increase from \$360 per year to \$420 per year.

On October 27, 2015, by unanimous vote and with all Board Members present, the Board voted to increase the COLA base from \$12,000 to \$14,000. Acceptance by Town Meeting is deemed to have occurred upon filing of a certification of the vote of the legislative body with PERAC (Public Employee Retirement Administration Commission). A decision to accept a COLA base increase cannot be revoked.

Reading Retirement Board

COLA base amounts for peer communities		
Name	Amount	Year
Andover Retirement Board	\$12,000.00	2010
Belmont Retirement Board	\$12,000.00	2010
Danvers Retirement Board	\$13,000.00	2016
Dedham Retirement Board	\$15,000.00	2016
Milton Retirement Board	\$15,000.00	2012
Natick Retirement Board	\$12,000.00	2010
Shrewsbury Retirement Board	\$12,000.00	2010
Stoneham Retirement Board	\$13,000.00	2012
Wakefield Retirement Board	\$12,000.00	2010
Winchester Retirement Board	\$12,000.00	2010
Middlesex County Retirement Board	\$14,000.00	2013
Bedford		
Burlington		
Tewksbury		
Westford		

Wilmington		
North Reading		
Norfolk County Retirement Board	\$15,000.00	2012
Canton		
Walpole		
Essex Regional Retirement Board	\$13,000.00	2013
Lynnfield		
North Andover		
Bristol County Retirement Board	\$18,000.00	2016
Mansfield		

Finance Committee Report: At their meeting on October 4, 2016 the Finance Committee did not vote on this Article as they wanted to hear directly from the Retirement Board as to the impact of this change.

Bylaw Committee Report: No report.

ARTICLE 14 To hear the report of the Board of Selectmen that a portion of a drainage easement is no longer required for public purposes, and to see if the Town will vote, pursuant to Chapter 40, Section 15 of the *Massachusetts General Laws*, to authorize the Board of Selectmen to make the required declaration to abandon that portion of the drainage easement, crossing 21 Hunt Street, Reading, MA, as described herein, and retaining all rights in the remaining portion of the easement not described herein, without charge for said declaration. The portion of the drainage easement to be abandoned is more fully described as follows:

Beginning at a point on the easterly side line of Hunt Street, said point being at the intersection of the division property line of Lots 43 and 44 with the said easterly side line of Hunt Street;

Thence, N12° 30' 00"W, along said easterly side line of Hunt Street, a distance of 15.00 feet to a point;

Thence, N77° 26' 00"E, through lot 43, a distance of 85.00 feet to a point;

Thence, S12° 30' 00"E, a distance of 15.00 feet to a point on the division property line of Lots 43 and 44;

Thence, S77° 26' 00"W, along the division property line of Lots 43 and 44, a distance of 85.00 feet to the point of beginning of this description.

Said described abandonment being a portion of a taking shown on a plan entitled "Easement through Private Property for Drainage, Water and Sewerage Purposes, Lee Street, dated Sept., 1963, Engineering Division, Philip Welch Superintendent."

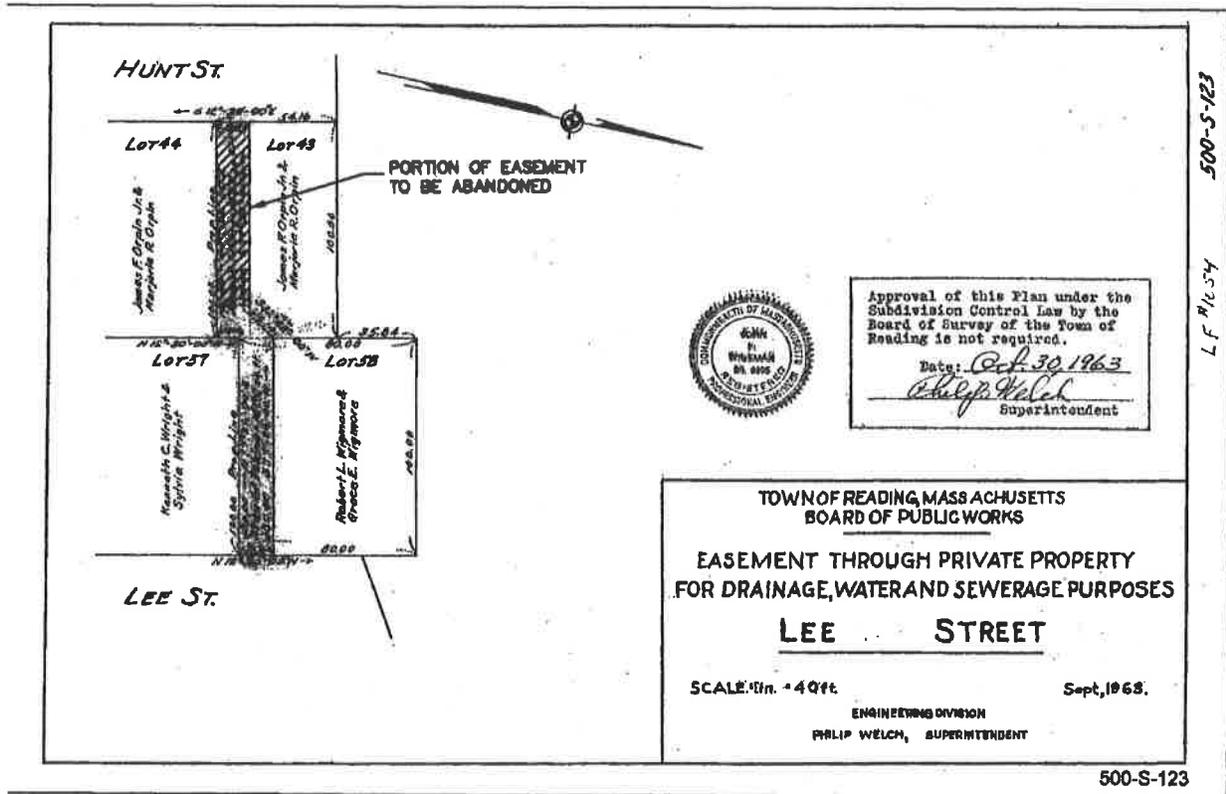
or take any other action with respect thereto.

Background: The Town currently has title and interest in an easement over the property located at 21 Hunt Street, Assessors Map 20, Parcel 253. The residents are proposing a new detached garage that will protrude into the existing easement.

In order for the residents to construct a new detached garage as planned, they have requested the abandonment of a portion of the easement.

The easement is occupied by an existing sewer main only, and if approved, the resulting easement area is of sufficient size to enable the Town to provide proper maintenance or repair of the sewer main. No additional utilities are proposed to occupy this easement in the future.

If approved the Town will release all right, title, and interest to approximately one thousand two hundred and seventy five (1275) square feet of the easement as depicted in the plan below.



Finance Committee Report: No report.

Bylaw Committee Report: No report.

***Board of Selectmen Report:** The Board of Selectmen on October 4, 2016 voted 5-0-0 to support this Article.

ARTICLE 15 To see if the Town will vote, pursuant to Chapter 82, Section 21, of the *Massachusetts General Laws*, to discontinue the following portions of the private ways shown on a Plan of Land entitled "Plan of Chapman Park Situated in Reading Mass." prepared by James A. Bancroft, Surveyor, and dated November 1, 1911, recorded at the Middlesex Registry of Deeds Southern District as Plan 20 in Plan Book 206, to wit:

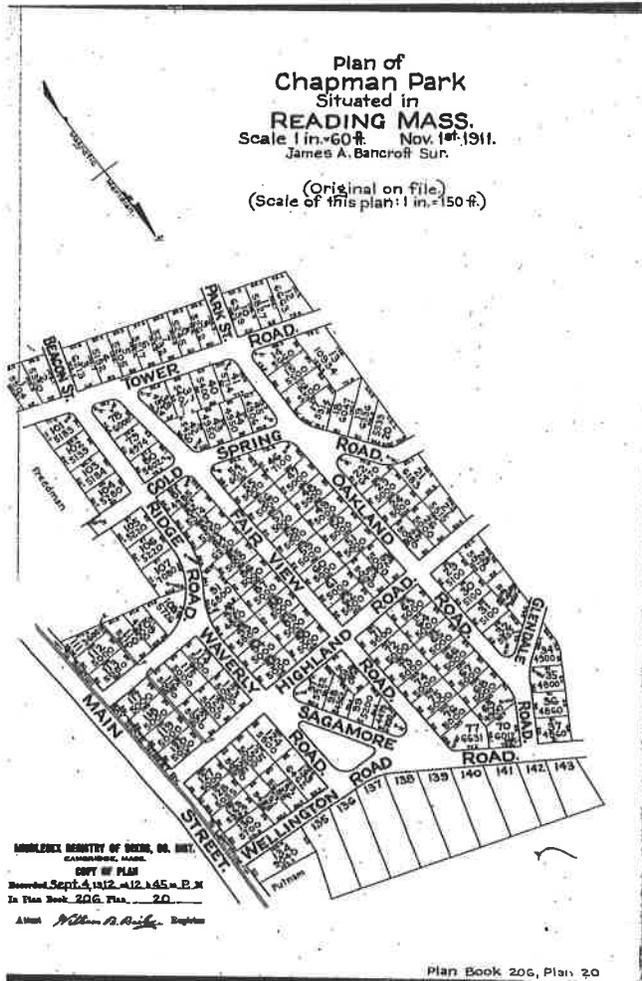
- Cold Spring Road from the easterly boundary line of Lot 46 to its intersection with Oakland Road, as shown on said Plan.
- Tower Road from Fair View Road (currently known as Grandview Road) to its intersection with Oakland Road, as shown on said Plan.
- Park Street from the southerly boundaries of Lots 9 and 10 to Tower Road, as shown on said Plan.
- Oakland Road from its intersection with Tower Road to its intersection with Cold Spring Road, as shown on said Plan.

or take any other action with respect thereto.

Board of Selectmen

Background: This Article is to discontinue portions of private ways which were originally laid out as part of the 1911 "Chapman Park" subdivision. Said portions of private ways have not been developed and the Town has no plan to develop a roadway in the future. Research has shown that the portions of private ways listed in the Article have no retained rights subsequently giving Town Meeting the power to discontinue under Massachusetts General Law. Town will assert ownership of the areas under the private ways upon their discontinuance. The referenced "Plan of Chapman Park" is below.

In November 2011 Town Meeting approved Article 17 with the same general intention by a 94-12 vote. However upon detailed legal review by current Town Counsel, the previous action by Town Meeting was incomplete. This Article will fully complete all steps needed to clear the paper roads from this parcel of land, in preparation for the next Article.



Finance Committee Report: No report.

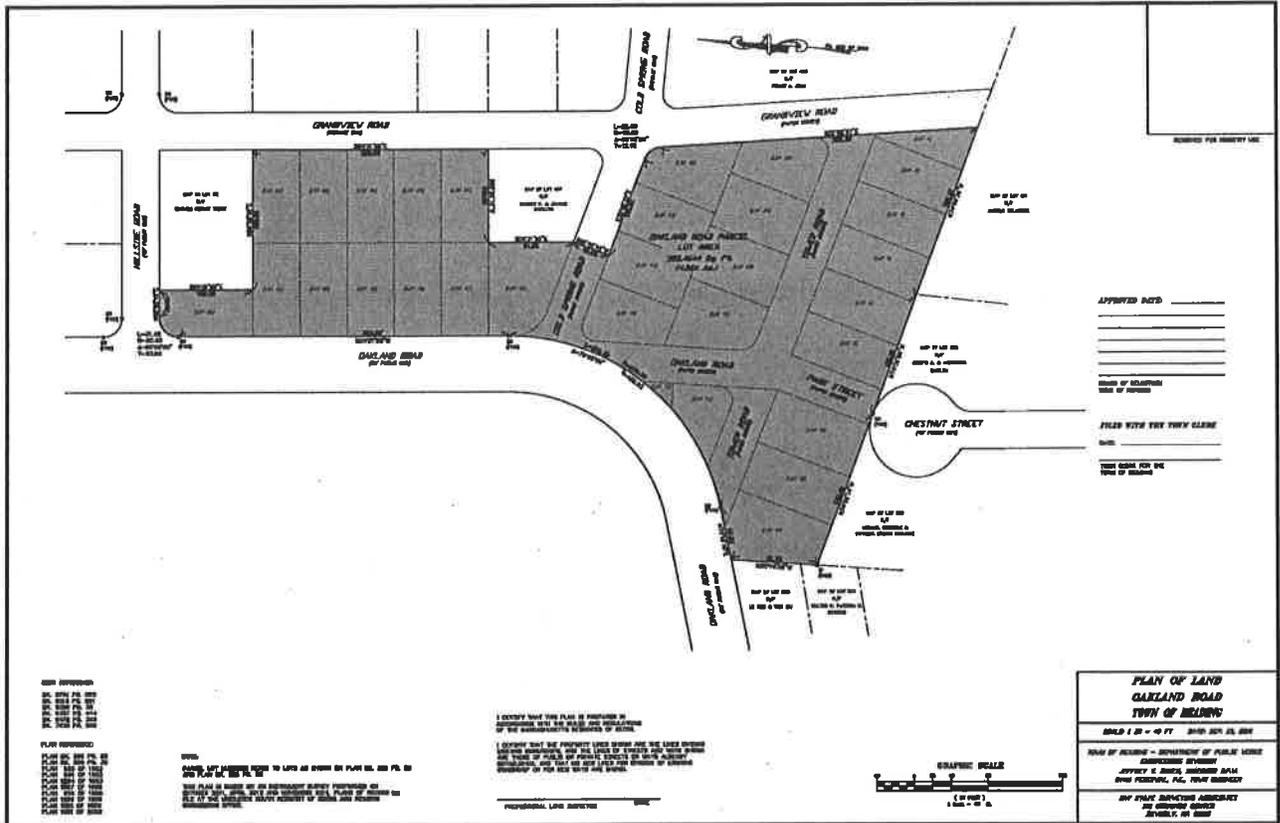
Bylaw Committee Report: No report.

***Board of Selectmen Report:** The Board of Selectmen on October 4, 2016 voted 5-0-0 to support this Article.

ARTICLE 16 To hear the report of the School Committee or any other public body that the real property shown as "Oakland Road Parcel" on a plan of land entitled "Plan of Land Oakland Road Town of Reading," prepared by Town of Reading – Department of Public Works, Engineering Division, Jeffrey T. Zager, Director D.P.W., Ryan Percival, P.E., Town Engineer, dated September 13, 2016, is no longer required for public purposes; to see if the Town will vote, pursuant to Chapter 40, Section 15A, of the *Massachusetts General Laws*, to transfer the care, custody, management and control of said Oakland Road Parcel to the Board of Selectmen; and to see if the Town will vote, pursuant to Chapter 40, Section 3, of the *Massachusetts General Laws*, to authorize the Board of Selectmen, on behalf of the Town, to sell or otherwise dispose of said Oakland Road Parcel, under such terms as it may determine, or take any other action with respect thereto.

Board of Selectmen

Background: This Article will authorize the Board of Selectmen to 'sell or otherwise dispose of' the town owned land on Oakland Road, as shown by the shaded portion of the following map:



In November 2011 Town Meeting approved Article 16 with the same general intention by a vote of 92-17 vote to transfer some of the land shown above from the Schools to the Town and also to authorize the Board of Selectmen to sell the land. Action by the Selectmen was delayed when the Schools indicated some interest in an Early Education facility two years ago, but after that the Selectmen indicated their desire to restart this process. Upon detailed legal review by current Town Counsel, the previous action by Town Meeting was also incomplete. This Article will fully complete all steps needed to allow the Selectmen to 'sell or otherwise dispose of' the land as had been intended five years ago.

The Board will establish a fully public process to allow the abutters, neighbors and other residents to express their views and follow a fully transparent process. Some local organizations have approached the Town Manager with some exciting ideas that may appear in front of the Board and the general public in the next few months.

Finance Committee Report: No report.

Bylaw Committee Report: No report.

***Board of Selectmen Report:** The Board of Selectmen on October 4, 2016 voted 5-0-0 to support this Article.

ARTICLE 17 To see if the Town will vote to amend Article 1 of the General Bylaw by deleting section 1.4 therefrom in its entirety and inserting, in place thereof, the following:

1.4 Non-Substantive Alphanumeric Changes

With the concurrence of the Bylaw Committee, the Town Clerk shall be authorized to make non-substantive alphanumeric changes to the component provisions of this bylaw; provided, however, that each such change shall be identified by a footnote or other convention.

or take any other action with respect thereto.

Board of Selectmen

Background: The Town attempted to make this change in the Charter, but the Attorney General suggested that a general bylaw was the correct solution. This Article inserts the above language in place of existing language shown below, adds the 'alpha' component and removes archaic language referring to 'the Code'.

~~1.4 Renumbering of the General Bylaw~~

~~Non-substantive changes to the numbering of the various bylaws within the Code of the Town of Reading shall be permitted in order that the numbering of amendments thereto and other consequent renumbering changes resulting therefrom be in compliance with the numbering format of said Code.~~

Finance Committee Report: No report.

Bylaw Committee Report: The Bylaw Committee recommends this Article by a vote of 4-0-0 at their meeting on September 14, 2016.

***Board of Selectmen Report:** The Board of Selectmen on October 4, 2016 voted 5-0-0 to support this Article.

ARTICLE 18 To see if the Town will vote to amend Article 6 of the General Bylaw by inserting a new Section 6.6 as follows:

6.6 Establishment of Revolving Funds

Pursuant to MGL Chapter 44 Section 53E1/2, the following individual revolving funds shall be authorized:

6.6.1 Conservation Commission Consulting Fee Revolving Fund

Funds held in the Conservation Commission Consulting Fee Revolving Fund shall be used for consulting and engineering services for the review of designs and engineering work for the protection of wetlands and shall be expended by the Conservation Commission. Receipts credited to this fund shall include fees collected pursuant to Section 7.1.14 of this Bylaw.

6.6.2 Inspection Revolving Fund

Funds held in the Inspection Revolving Fund shall be used for legal costs, oversight and inspection, plan review, property appraisals and appeals, public services general management, pedestrian safety improvements, records archiving, and other costs related to building, plumbing, wiring, gas and other permits required for large construction projects and shall be expended by the Town Manager. Receipts credited to this fund shall include building, plumbing, wiring, and gas fees.

6.6.3 Public Health Clinics and Services Revolving Fund

Funds held in the Public Health Clinics and Services Revolving Fund shall be used for materials and costs associated with clinics and public health programs and shall be expended by the Board of Health. Receipts credited to this fund shall include clinic fees, charges and third party reimbursements received from the operation of such public health clinics and services.

6.6.4 Library Materials Replacement Revolving Fund

Funds held in the Library Materials Replacement Revolving Fund shall be used for the acquisition of library materials to replace lost and damaged materials and shall be expended by the Library Director under the supervision of the Library Trustees. Receipts credited to this fund shall include charges for lost and damaged library materials.

6.6.5 Mattera Cabin Revolving Fund

Funds held in the Matera Cabin Revolving Fund shall be used for utilities, maintenance and operate expenses for the Mattera Cabin and shall be expended by the Public Services department head. Receipts credited to this fund shall include rental fees received from the operation of the Mattera Cabin.

6.6.6 Town Forest Revolving Fund

Funds held in the Town Forest Revolving Fund shall be used for planning and improvements to the Town Forest and shall be expended by the Director of Public Works upon the recommendation of the Town Forest Committee. Receipts credited to this fund shall include fees for use of the Town Forest and income from the sale of timber.

or take any other action with respect thereto.

Board of Selectmen

Background: On August 9, 2016 Governor Charlie Baker signed the "municipal modernization" bill into law. Last winter, the Baker Administration had proposed a wide-ranging set of changes which received broad support from state cities and towns. The Legislature eventually passed a compromise bill that retained many of the beneficial components in the final 253 sections of the legislation.

Under this legislation, the town is obliged to create a general bylaw that cites the revolving funds established under MGL Chapter 44 Section 53E1/2 as shown above. Town Meeting members

may be familiar with this list as the Town has previously requested re-approval annually for these funds, their spending purposes, limits and authority.

This portion of the legislation appears to be neither beneficial nor modern, as Town Meeting in April 2017 and annually thereafter will still need to grant such approval.

Finance Committee Report: No report.

Bylaw Committee Report: The Bylaw Committee recommends this Article by a vote of 4-0-0 at their meeting on September 14, 2016.

***Board of Selectmen Report:** The Board of Selectmen on October 4, 2016 voted 5-0-0 to support this Article.

ARTICLE 19 To see if the Town will vote to amend the General Bylaw by:

(1) Inserting a new row into the table in Section 1.8, to read as follows:

Bylaw Section:	7.9
Bylaw Title:	Stormwater Management and Erosion Control
Enforcing Person:	Planning Division Building Inspector
Penalty – First Offense:	\$100
Penalty – Second Offense:	\$300
Penalty – Additional Offenses:	\$300

and

(2) Inserting a new Section 7.9 into Article 7, to read as follows:

7.9 Stormwater Management and Erosion Control

7.9.1 Purpose

The harmful impacts of soil erosion and sedimentation include impairment of water quality and flow in lakes, ponds, streams, rivers, wetlands and groundwater; contamination of drinking water supplies; alteration or destruction of aquatic and wildlife habitat; and overloading or clogging of municipal catch basins and storm drainage systems. Stormwater runoff from developed land uses can have these harmful impacts; it can also increase flooding and decrease groundwater recharge. The purpose of Section 7.9 is to provide for the health, safety and welfare of the citizens of the Town of Reading through the regulation of stormwater runoff from land disturbance and developed and redeveloped land uses.

The provisions of Section 7.9 shall be administered so as to:

- Require practices that reduce soil erosion and sedimentation, and control the volume and rate of stormwater runoff, resulting from land disturbance activities and developed land uses;
- Promote infiltration and the recharge of groundwater;

- Ensure that adequate soil erosion and sedimentation control measures and stormwater runoff control practices are incorporated into the site planning and design process and are implemented and maintained;
- Require practices to control waste associated with construction activities, such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary wastes;
- Ensure adequate long-term operation and maintenance of stormwater management structures;
- Comply with the requirements of the Town of Reading's National Pollutant Discharge Elimination System (NPDES) permit for discharges from the municipal storm drain system; and
- Ensure compliance through inspection, monitoring, and enforcement.

7.9.2 Definitions

Unless the context clearly indicates otherwise, the following words and terms, as used in Section 7.9, shall have the following meanings:

7.9.2.1 Applicant

Any person requesting a Stormwater Permit.

7.9.2.2 Best Management Practice (BMP)

An activity, procedure, restraint, or structural improvement that helps to reduce the quantity or improve the quality of stormwater runoff.

7.9.2.3 Common Plan of Development (or Common Plan)

Any announcement or documentation (including a contract, public notice or hearing, advertisement, drawing, plan, or permit application) or physical demarcation (including boundary signs, lot stakes, survey or marking) indicating imminent or future plans to disturb earth, regardless of how long the plans will take to complete.

7.9.2.4 Construction and Waste Materials

Excess or discarded building or site materials at a construction site, including concrete truck washout, chemicals, litter and sanitary waste, that may adversely impact water quality.

7.9.2.5 Erosion

The wearing away of the land surface by natural or artificial forces such as wind, water, ice, gravity, or vehicle traffic and the subsequent detachment and transportation of soil particles.

7.9.2.6 Erosion and Sedimentation Control Plan

A document prepared by a qualified professional engineer or a Certified Professional in Erosion and Sedimentation Control, that

specifies best management practices designed to control surface runoff, erosion and sedimentation during land-disturbing activities prior to or during construction.

- 7.9.2.7 Grading**
Changing the level or shape of the ground surface.
- 7.9.2.8 Impervious Surface**
Any man-made material or structure on or above the ground that prevents water from infiltrating the underlying soil. Impervious Surfaces may include roads, paved parking lots, sidewalks, and rooftops.
- 7.9.2.9 Land-Disturbing Activity (or Disturbance of Land)**
Any activity that causes a change in the position or location of soil, sand, rock, gravel, or similar earth material.
- 7.9.2.10 Massachusetts Stormwater Management Standards**
The Stormwater Management Standards issued by the Massachusetts Department of Environmental Protection, aimed at encouraging recharge and preventing stormwater discharges from causing or contributing to the pollution of the surface waters or groundwater of the Commonwealth.
- 7.9.2.11 Municipal Storm Drain System (or Storm Drain System)**
The system of conveyances owned by the Town (including roads, catch basins, curbs, gutters, ditches, man-made channels, pipes, and outfalls) by which stormwater is collected or conveyed.
- 7.9.2.12 New Development**
Any construction activities or land alteration that disturbs one or more acres of land, on an area that does not contain Impervious Surfaces.
- 7.9.2.13 Operation and Maintenance Plan (O&M Plan)**
A plan establishing the functional, financial and organizational mechanisms for the ongoing operation and maintenance of a Stormwater Management System.
- 7.9.2.14 Owner**
A Person with a legal or equitable interest in property.
- 7.9.2.15 Pollutant**
Dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials (except those regulated under the Atomic Energy Act of 1954, as amended (42 U.S.C.

2011 et seq.)), heat, wrecked or discarded equipment, rock, sand, cellar dirt, industrial, municipal, and agricultural waste, and any other material that may cause or contribute to exceedance of water quality standards in the waters to which the Storm Drain System discharges.

7.9.2.16 Redevelopment

Any construction, land alteration or improvement of Impervious Surfaces that disturbs one or more acres of land, on an area that already contains Impervious Surfaces.

7.9.2.17 Runoff

Rainfall, snowmelt, or irrigation water flowing over the ground surface.

7.9.2.18 Sediment

Mineral or organic soil material that is transported, by wind or water, from its origin to another location.

7.9.2.19 Sedimentation

The process or act of deposition of sediment.

7.9.2.20 Site

Any parcel of land or area of property where land-disturbing activities are, were, or will be performed.

7.9.2.21 Soil

Any earth, sand, loam, clay, rock, gravel, or similar material.

7.9.2.22 Stabilization

The use, singly or in combination, of mechanical, structural, or vegetative methods, to prevent, reduce or slow erosion.

7.9.2.23 Stormwater

Any surface flow, runoff or drainage resulting entirely from any form of natural precipitation.

7.9.2.24 Stormwater Management Plan

A document containing sufficient information for the CPDC to evaluate the environmental impact, effectiveness and acceptability of the measures proposed by the applicant for reducing adverse post-construction impacts from stormwater, including controlling stormwater runoff and promoting infiltration.

7.9.3 Responsibility for Administration

The Community Planning and Development Commission (CPDC) shall administer, implement and enforce Section 7.9, with assistance from the Building Inspector. Any powers granted to or duties imposed upon the

CPDC, except the power to hear appeals, may be delegated in writing by the CPDC to other employees or agents of the Town.

7.9.3.1 Rules and Regulations

The CPDC may adopt, and periodically amend, rules and regulations to effectuate the purposes of Section 7.9 or to implement any post-construction design requirements of the Town's NPDES stormwater discharge permit. Failure by the CPDC to promulgate such rules and regulations shall not have the effect of suspending or invalidating the requirements of Section 7.9.

7.9.3.2 Waiver

The CPDC may waive strict compliance with any requirement of Section 7.9 or the rules and regulations promulgated hereunder, where such action is in the public interest and is not inconsistent with the purpose and intent of Section 7.9. In making this determination, the CPDC shall consider whether:

- The public health, safety, and the environment will be protected;
- Strict application of the requirement to be waived would undermine the public interest;
- Specific substitute requirements can be adopted that will result in the substantial protection of the Municipal Storm Drain System, and the rights of persons affected by the waiver; and
- The action made possible by the waiver will not violate the provisions of federal or state law, other applicable provisions of local bylaws or regulations, or the Town's NPDES stormwater discharge permit.

7.9.4 Applicability

7.9.4.1 Regulated Activities

Except as authorized by the CPDC in a stormwater permit or as provided in Section 7.9.4.2, no person shall perform any activity that results in disturbance of one or more acres of land or is part of a larger Common Plan of Development or sale that will ultimately disturb one or more acres of land.

7.9.4.2 Exempt Activities

The following activities are exempt from the requirements of Section 7.9:

- Normal maintenance and improvement of land in agricultural or aquacultural use, as defined by MGL Chapter 131 Section 40 and 310 CMR 10.04;
- Normal maintenance of lawns and landscaping; and
- Activities that are subject to the jurisdiction of the Conservation Commission under Section 7.1 or MGL

Chapter 131 Section 40 and its implementing regulations; demonstrate compliance with the Massachusetts Stormwater Management Standards, as reflected in an Order of Conditions; and are in compliance with the requirements of that Order of Conditions.

7.9.5 Permits and Procedure

7.9.5.1 Stormwater Permit Application

Prior to the commencement of any activity regulated by Section 7.9, a stormwater permit application shall be filed with the CPDC, including:

- A completed stormwater permit application Form with original signatures of all owners;
- An Erosion and Sediment Control Plan satisfying the requirements of Section 7.9.6;
- A Stormwater Management Plan satisfying the requirements of Section 7.9.7;
- An Operation and Maintenance Plan satisfying the requirements of Section 7.9.8; and
- Payment of any application fee established by the CPDC pursuant to Section 7.9.5.6.

7.9.5.2 Entry

Filing a stormwater permit application shall be deemed to grant the CPDC or its agent permission to enter the site to verify the information contained in the application.

7.9.5.3 Public Hearing

The CPDC shall hold a public hearing on each stormwater permit application that satisfies the requirements of Section 7.9.5.1. The hearing may be combined with the hearing for any other permit or approval for the same project that is within the jurisdiction of the CPDC. The CPDC shall accept comments on the application submitted by any person in writing or at the public hearing.

7.9.5.4 Information Requests

At any time after submission of the stormwater permit application, the CPDC or its designee may request additional information from the Applicant on the proposed activity. The CPDC shall not be required to act on the stormwater permit application until the requested information has been provided.

7.9.5.5 Action by the CPDC

After the close of the public hearing on the application, the CPDC may:

- Approve the stormwater permit application and issue a permit if it finds that the proposed activity will protect water resources and meet the objectives and requirements of Section 7.9;

- Approve the stormwater permit application and issue a permit with conditions, modifications or restrictions that the CPDC determines are required to ensure that the proposed activity will protect water resources and meet the objectives and requirements of Section 7.9; or
- Disapprove the stormwater permit application and deny the permit if it finds that the proposed activity will not protect water resources or will fail to meet the objectives and requirements of Section 7.9.
- Require the permittee to post, before the start of land disturbance activity, a surety bond, irrevocable letter of credit, cash, or other acceptable form of security. The bond shall be in a form acceptable to Town Counsel, and shall be in an amount deemed sufficient by the CPDC to ensure that the work will be completed in accordance with the permit.

7.9.5.6 Fee Structure

Each stormwater permit application shall be accompanied by the appropriate application fee established by the CPDC. In addition, the CPDC may retain a Registered Professional Engineer or other professional consultant to advise it on any aspects of the stormwater permit application. The CPDC may require the applicant to pay the reasonable costs of such engineer or consultant pursuant to rules promulgated by the CPDC pursuant to Section 7.9.3.1 and MGL Chapter 44 Section 53G. The CPDC shall not be required to act on the stormwater permit application until the costs of such engineer or consultant have been paid.

7.9.5.7 Project Changes

The permittee, or the permittee's agent, shall notify the CPDC in writing prior to any change or alteration of an activity authorized in a stormwater permit. If the CPDC determines that the change or alteration is significant, the permittee shall obtain an amended stormwater permit prior to implementation of the change or alteration.

7.9.6 Erosion and Sediment Control Plan

The Erosion and Sediment Control Plan shall contain sufficient information to describe the nature and purpose of the proposed activity, pertinent conditions of the site and adjacent areas, proposed erosion and sedimentation controls, and any other proposed pollution prevention measures.

7.9.6.1 Design Standards

The erosion and sediment control and pollution prevention measures set forth in the Erosion and Sediment Control Plan shall be designed to meet Standard 8 of the Massachusetts Stormwater Management Standards, minimize the total area of disturbance, and properly manage construction and waste materials.

7.9.6.2 Site Plan

The Erosion and Sediment Control Plan shall include a site plan, stamped and certified by a qualified Professional Engineer registered in Massachusetts or a Certified Professional in Erosion and Sediment Control, containing the following information:

- The names, addresses, and telephone numbers of the owner, the applicant, and the persons or firms who prepared the plan;
- Title, date, north arrow, scale, legend, and locus map;
- Locations of watercourses and water bodies;
- Lines of existing abutting streets showing drainage (including catch basins), driveway locations and curb cuts;
- Property lines showing the size of the entire site, and a delineation and number of square feet of the land area to be disturbed;
- Drainage patterns and approximate slopes anticipated after major grading activities (construction phase grading plans);
- The location and details of erosion and sediment control measures, including both structural and non-structural measures, interim grading, and material stockpiling areas;
- The location and description of and implementation schedule for temporary and permanent seeding, vegetative controls, and other stabilization measures; and
- Such other information as is required by the CPDC.

7.9.7 Stormwater Management Plan

The Stormwater Management Plan shall contain sufficient information for the CPDC to evaluate the environmental impact, effectiveness, and acceptability of the measures proposed by the applicant for reducing adverse post-construction impacts from stormwater. The Stormwater Management Plan shall fully describe the proposed activity in drawings and narrative.

7.9.7.1 Design Standards

The stormwater management measures set forth in the Stormwater Management Plan shall be designed to meet Standards 1-6 (for New Development) or Standard 7 (for Redevelopment) of the Massachusetts Stormwater Management Standards, as well as any post-construction design requirements adopted under Section 7.9.3.1.

7.9.7.2 Site Plan

The Stormwater Management Plan shall include a site plan, stamped and certified by a qualified Professional Engineer registered in Massachusetts, containing the following information:

- The names, addresses, and telephone numbers of the owner, the applicant, and the persons or firms who prepared the plan;
- Title, date, north arrow, scale, legend, and locus map;

- The site's existing and proposed topography with contours at 2-foot intervals;
- Existing site hydrology, including any existing stormwater conveyances or impoundments;
- Estimated seasonal high groundwater elevation (November to April) in areas to be used for stormwater retention, detention, or infiltration;
- The existing and proposed vegetation and ground surfaces with runoff coefficient for each;
- A drainage area map showing pre- and post-construction watershed boundaries, drainage area and stormwater flow paths;
- Drawings of all components of the proposed drainage system; and
- Such other information as is required by the CPDC.

7.9.8 Operation and Maintenance Plan

Each parcel shall have its own O&M Plan, setting forth operation and maintenance measures designed to ensure that all aspects of the stormwater management system operate as designed throughout the life of the system. The O&M Plan shall remain on file with the CPDC and shall be an ongoing requirement, enforceable against the owner of the parcel to which it applies, pursuant to the provisions of Section 7.9.11.

7.9.8.1 Contents

The O&M Plan shall include:

- The name of each owner of the parcel for which the O&M Plan is being submitted;
- Maintenance specifications, including a schedule, for all drainage structures, including swales and ponds, and any other component of the stormwater system that requires maintenance; and
- The signature of each owner.

7.9.8.2 BMPs Serving More Than One Lot

In the case of stormwater BMPs that are serving more than one parcel, the applicant shall include a mechanism to ensure that those BMPs are properly operated and maintained. The applicant shall identify the lots or units that will be serviced by the proposed stormwater BMPs. The applicant shall also provide a copy of the legal instrument (deed, declaration of trust, articles of incorporation, etc.) that establishes the terms of and legal responsibility for the operation and maintenance of stormwater BMPs. In the event that the stormwater BMPs will be operated and maintained by an entity or person other than the sole owner of the lot upon which the BMPs are placed, the applicant shall provide a plan and easement deed that provides a right of access for the entity or person to be able to perform said operation and maintenance functions.

7.9.8.3 Recording

The CPDC shall, as a condition of any Stormwater Permit, require that notice of the associated O&M Plan be recorded with the Registry of Deeds (for recorded land) or filed with the Registry District of the Land Court (for registered land).

7.9.8.4 Annual Report

The CPDC may, as a condition of any Stormwater Permit, require that the property owner submit an annual report documenting maintenance activities.

7.9.8.5 Changes to Operation and Maintenance Plans

7.9.8.5.1 The owner of a parcel to which an O&M Plan applies shall notify the CPDC prior to any proposed change in ownership of the parcel.

7.9.8.5.2 In the case of a stormwater BMP that serves more than one lot, the owners of the parcels served by the BMP must obtain CPDC approval for any change to the entity or person operating or maintaining the BMP or the legal instrument that establishes terms and legal responsibility for the operation and maintenance of the BMP.

7.9.8.5.3 The O&M Plan may be amended to achieve the purposes of Section 7.9 by mutual agreement of the CPDC and the parcel owners; provided, however, that all such amendments shall be in writing and signed by all owners and the CPDC.

7.9.9 Inspections, As-Built Plan and Access

7.9.9.1 CPDC Inspection

The CPDC or its designated agent may make inspections to assess compliance with the Stormwater Permit. The CPDC may require the applicant to notify the CPDC before significant site milestones, such as installation of erosion and sediment control measures or completion of site clearing.

7.9.9.2 Permittee Inspections

The CPDC may require the permittee or an agent thereof to conduct and document periodic inspections of all control measures before, during or after construction and to submit reports of the results of such inspections to the CPDC.

7.9.9.3 As-Built Plan

After the stormwater management system has been constructed and before the surety has been released, the applicant must submit to the CPDC a record plan detailing the actual stormwater management system as installed.

7.9.10 Surety

Upon receipt of an As-Built Plan demonstrating compliance with the terms and conditions of the stormwater permit, the CPDC may release any surety required pursuant to Section 7.9.5.5. If the project is phased, the CPDC may release part of such surety as each phase is completed in compliance with the stormwater permit.

7.9.11 Enforcement

It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of Section 7.9. The CPDC and its authorized agents shall enforce Section 7.9 and may pursue all civil and criminal remedies for violations.

7.9.11.1 Enforcement Orders

If any person violates or fails to comply with any of the requirements of Section 7.9, the CPDC may order compliance by written notice to the responsible person via certified mail or hand delivery. The order shall include the name and address of the alleged violator, the address at which the violation is occurring or has occurred, a statement specifying the nature of the violation, a description of the actions needed to resolve the violation and come into compliance, the deadline within which such actions must be completed, and a statement that, if the violator fails to come into compliance by the specified deadline, the Town may do the work necessary to resolve the violation at the expense of the violator. In addition, said order may require:

- Cessation of regulated activity until compliance is achieved;
- Maintenance, installation or performance of additional erosion and sediment control measures;
- Repair, maintenance or replacement of the stormwater management system or portions thereof in accordance with the stormwater permit and/or the O&M Plan;
- Monitoring, analyses, and reporting; and
- Remediation of erosion, sedimentation, or any other adverse impact resulting directly or indirectly from failure to comply with the Erosion and Sediment Control Plan, the Stormwater Management Plan, the O&M Plan, or any other terms or conditions of a stormwater permit or Section 7.9.

7.9.11.2 Appeals

Any person aggrieved by an enforcement order issued pursuant to Section 7.9.11.1 may request a hearing before the CPDC by submitting to the CPDC, within 30 days of such order, a letter explaining why the order was not justified. The CPDC shall thereupon schedule and hold a hearing regarding such request and, upon the close of such hearing, may uphold, modify or rescind the order as the facts and applicable law may require. The CPDC's decision shall be deemed its final action with respect

to the matters determined, and any further appeal shall be to a court of competent jurisdiction.

7.9.11.3 Action by the Town to Remedy a Violation

If a violator fails to come into compliance by the deadline specified in an enforcement order, the CPDC may undertake the work necessary to resolve the violation at the joint and several expense of the violator and property owner. For situations involving an immediate threat, the CPDC may immediately take such action as is necessary to protect public health, safety or the environment, without first issuing an enforcement order. Written notice of any remediation action undertaken by the CPDC shall be provided to the property owner within 24 hours of the commencement thereof.

7.9.11.4 Recovery of Costs

If the CPDC undertakes remediation work pursuant to Section 7.9.11.3, it shall, within 30 days after completing the work, notify the violator and the property owner in writing of the costs incurred by the Town, including administrative costs, associated with that work. The violator and the property owner shall be jointly and severally liable to repay the Town for those costs within 30 days of receipt of that notice; provided, however, that the violator or the property owner may file a written protest objecting to the amount or basis of costs with the CPDC within such 30 days. The CPDC shall schedule and hold a hearing regarding such protests and, upon the close of such hearing, may uphold, modify or rescind the costs required to be repaid, as the facts and applicable law may require.

If the amount due is not received by the Town by the expiration of the time in which to file such a protest, or within 60 after the final decision of the CPDC or, if appealed to court, a court of competent jurisdiction resolving that protest, the amount of the Town's costs shall constitute a lien on the property pursuant to MGL Chapter 40 Section 58. Interest shall accrue on any unpaid costs at the statutory rate, as provided in MGL Chapter 59 Section 57.

7.9.11.5 Civil Relief

If a person violates any provision of Section 7.9 or an order issued thereunder, the Board of Selectmen may seek injunctive relief in a court of competent jurisdiction restraining the person from activities that would create further violations or compelling the person to abate or remedy the violation.

7.9.11.6 Criminal Penalty

Any person who violates any provision of Section 7.9 or any order issued thereunder may be punished by a fine of not more than \$300.00. Each day or part thereof that such violation occurs or continues shall constitute a separate offense. A criminal

complaint may be filed by the CPDC, with the authorization of the Board of Selectmen.

7.9.11.7 Non-Criminal Disposition (Ticketing)

As an alternative to criminal prosecution, the employees of the Planning Division or the Building Inspector may elect to utilize the non-criminal disposition procedure set forth in Section 1.8. The penalty for the first violation shall be \$100.00. The penalty for each subsequent violation shall be \$300.00. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

7.9.11.8 Entry to Perform Duties Under this Bylaw

To the extent permitted by state law, or if authorized by the owner or other party in control of the property, the Town and its agents, officers and employees may enter privately owned property for the purpose of performing their duties under this Bylaw and may make or cause to be made such examinations, surveys, sampling, or remedial activities as the Town deems reasonably necessary.

7.9.11.9 Remedies Not Exclusive

The remedies listed in Section 7.9 are not exclusive of any other remedies available under any applicable federal, state or local law.

or take any other action with respect thereto.

Board of Selectmen

Background: CPDC at their meeting on October 17, 2016 will discuss this Article, and decide if they wish to request a postponement to Annual Town Meeting in April 2017. Taking up this Article at that Town Meeting will allow the Town to be in compliance with an important September 2017 federal deadline.

Finance Committee Report: No report.

Bylaw Committee Report: Action pending.

***Board of Selectmen Report:** The Board of Selectmen on October 4, 2016 declined to vote on this Article because CPDC has not yet reviewed it. Town Counsel has suggested that in order to comply with federal regulations, the Town needs to take action before September 2017, so this article may be tabled and brought back to 2017 Annual Town Meeting next spring.

ARTICLE 20 To see if the Town will vote to amend Article 8 of the General Bylaw by inserting a new Section 8.5.1 as follows:

8.5.1 Department of Public Works

There shall be a Department of Public Works responsible for the performance of all public works activities of the Town placed under its control by statute, bylaw, or otherwise, including the protection of natural resources, water supply and

distribution, sanitary sewers and sewerage systems, stormwater drains and sewers, streets and roads, public off-street parking facilities as well as parking lots for municipal buildings, parks and playgrounds, refuse collection and disposal, forestry services, and cemetery services.

8.5.1.1 Director of Public Works

The Department of Public Works shall be under the direct control of a Director of Public Works, who shall be appointed by, and directly responsible to the Town Manager. The Director of Public Works shall serve at the pleasure of the Town Manager and shall be a professionally qualified person of proven ability, especially fitted by education, training, and previous experience to perform the duties of the office. The Director of Public Works shall be responsible for the supervision and coordination of all divisions within the Department of Public Works.

8.5.1.2 Policy Formation

The Board of Selectmen, acting through the Town Manager, shall be responsible for the establishment of policies and priorities to govern the operation of the Department of Public Works. The Board of Selectmen may adopt rules and regulations setting fees and establishing procedures for the performance of public works activities, as it deems necessary or appropriate.

and by renumbering subsequent provisions of Section 8.5 accordingly; or take any other action with respect thereto.

Board of Selectmen

Background: As part of the recent Charter changes, the town removed historic references to the Public Works department, which was the only town department explicitly mentioned in the document. This reference had served as a transition from the former Board of Survey from what is now almost 30 years ago.

The former Charter language, which is shown below in italics, has been modernized but otherwise closely replicated as the suggested general bylaw in this Article.

6-3 Department of Public Works

- (a) ***Establishment and Scope*** – *There shall be a Department of Public Works responsible for the performance of all public works activities of the Town placed under its control by the Charter, by bylaw, by administrative code or otherwise including, but not limited to, protection of natural resources, maintenance of all municipal buildings and grounds except those of the School and Municipal Light Departments, water supply and distribution, sewers and sewerage systems, streets and roads, parks and playgrounds, refuse collection and disposal, forestry services, and cemetery services.*

The Department of Public Works shall assume all of the duties and responsibilities in the performance of public works functions including, but not limited to, those performed prior to the adoption of the Charter by or under the authority of the Department of Public Works.

(b) **Director of Public Works** – The Department of Public Works shall be under the direct control of a Director of Public Works who shall be appointed by and who shall be directly responsible to the Town Manager. The Director of Public Works shall serve at the pleasure of the Town Manager. He shall be a person especially fitted by education, training and previous experience to perform the duties of the office.

The Director of Public Works shall be responsible for the supervision and coordination of all divisions within the department in accordance with State statutes, Town bylaws, administrative code and directives of the Town Manager.

(c) **Policy Formulation** – The Board of Selectmen, acting through the Town Manager, shall be responsible for the overall supervision of the Department of Public Works and for the establishment of policies and priorities to govern the operation of the department.

The Board of Selectmen shall have the same power to adopt rules and regulations and grant licenses previously given by law to the Department of Public Works and its predecessor water, sewer and park commissions.

[Amended November 15, 2004 - Article 16 and approved by vote of the Town on April 5, 2005]

Finance Committee Report: No report.

Bylaw Committee Report: The Bylaw Committee recommends this Article by a vote of 4-0-0 at their meeting on September 14, 2016.

***Board of Selectmen Report:** The Board of Selectmen on October 4, 2016 voted 5-0-0 to support this Article.

ARTICLE 21 To see if the Town will vote to amend Article 8 of the General Bylaw by inserting a new Section 8.5.3 as follows:

8.5.3 Temporary Repairs on Private Ways

The Town may make temporary repairs to private ways that have been open to the public for at least the previous ten years, as required for the public health or safety, the protection of the environment, or the public convenience and necessity. As used in Section 8.5.3, the term "private way" shall not include driveways, common driveways, parking lots, and ways to which the public does not have access.

8.5.3.1 Type and Extent of Repair

Temporary repairs made pursuant to Section 8.5.3 may include

- Filling or patching of potholes or cracks;
- Grading and leveling of surfaces;
- Oiling and tarring of road surfaces and the covering of the oil or tar with sand or gravel;
- Installation of guardrails or other infrastructure;
- Installation of stormwater drainage infrastructure;
- Cleaning of catch basins and drainage structures;
- Skimcoating or armor coating of road surfaces;
- Reconstructing a way, including the removal of roadway surface and the regrading and installation of fill and roadway surface materials, including asphalt and concrete; and

- Any other temporary repair deemed necessary to protect public safety.

8.5.3.2 Minor Repairs

The Department of Public Works may make minor temporary repairs to eligible private ways; provided, however, that all minor repairs made to a single private way shall be subject to prior approval of the Town Manager.

8.5.3.3 Petition

Except as provided in Section 8.5.3.2, the Town may make temporary repairs to eligible private ways only if:

- CPDC or the Director of Public Works petitions the Board of Selectmen to make repairs, and the record owners of at least two-thirds of the lots abutting the portion of the private way to be repaired have assented in writing to the repairs; or
- The record owners of at least two-thirds of the lots abutting the portion of the private way to be repaired petition the Board of Selectmen to make repairs.

Upon receipt of a petition submitted pursuant to Section 8.5.3.3, the Board of Selectmen shall request that the Director of Public Works make an investigation of the condition of the private way and report the results of that investigation to the Board of Selectmen.

8.5.3.4 Hearing

Upon receipt of the report of the Director of Public Works pursuant to Section 8.5.3.3, the Board of Selectmen shall hold a public hearing on the petition. The record owners of all lots abutting the portion of the private way to be repaired shall be given written notice of the hearing not less than seven days prior thereto.

8.5.3.5 Public Convenience and Necessity

Following the public hearing held pursuant to Section 8.5.3.4, the Board of Selectmen may authorize temporary repairs to an eligible private way upon a finding that the requested repairs are required for the public health or safety, the protection of the environment, or the public convenience and necessity. In making this determination the Board shall consider:

- The accessibility of the properties abutting the private way to emergency vehicles such as police, fire, ambulance, or other rescue vehicles;
- The volume of traffic that utilizes the private way;
- Any other factors deemed appropriate by the Board.

8.5.3.6 Repair Costs

The Board of Selectmen may authorize repairs pursuant to Section 8.5.3.5 only if the necessary funds therefor have been appropriated or otherwise made available to the Town. If a Town Meeting has made an appropriation specifically for temporary repairs of a specified private way, the Town shall assess betterments pursuant to MGL Chapter 80 to recover the entire direct and indirect costs of such repairs from the record owners of all lots abutting the portion of the private way to be repaired,

with all such owners sharing equally. Payment of said betterment may be made in not more than 20 equal annual installments.

8.5.3.7 Easements

If any easement is necessary for the completion of temporary repairs authorized pursuant to Section 8.5.3.6, the record owners of all lots abutting the portion of the private way to be repaired and the owners of any land or interest in land upon which such easement would be required, shall be jointly and severally responsible for the cost of the preparation and the grant of such easement to the Town.

8.5.3.8 Standard of Work and Maintenance

All temporary repairs to private ways made pursuant to Section 8.5.3 shall be performed in accordance with standards established by the Department of Public Works. No such temporary repair shall be deemed to impose a duty or obligation on the Town to maintain or further repair the private way thereafter.

8.5.3.9 Acceptance of Private Ways

No temporary repair to a private way made pursuant to Section 8.5.3 shall be deemed to constitute an acceptance by the Town of the way as a public way.

8.5.3.10 Liability of Town

There shall be a \$500 limitation per occurrence on the Town's liability for any damages arising from any negligent repair of a private way pursuant to Section 8.5.3.

and by renumbering subsequent provisions of Section 8.5 accordingly; or take any other action with respect thereto.

Board of Selectmen

Background: At a recent Town Meeting, some private ways were accepted as public roads. In doing the research needed for this relatively straightforward action by Town Meeting, Town Counsel discovered that the town had never adopted a general bylaw to allow it to make repairs to private roads, as it has for hundreds of years. In general, these repairs done previously allowed safe access by emergency vehicles, such as ambulance, police and fire equipment.

Minor repairs require approval by the Town Manager, and their costs may be absorbed by the existing annual budget of the DPW. More extensive repairs have a process described beginning in Section 8.5.3.3. The betterment process cited is similar as is currently used by the Board of Selectmen to accept a private road as public, after making improvements. However in this case, the betterments will only make the road safe for emergency vehicle passage, and the road will remain private.

Finance Committee Report: No report.

Bylaw Committee Report: The Bylaw Committee recommends this Article by a vote of 4-0-0 at their meeting on September 14, 2016.

***Board of Selectmen Report:** The Board of Selectmen on October 4, 2016 voted 4-0-1 to support this Article. The vote to abstain was from a member on the Board living on a private road.

ARTICLE 22 To see if the Town will vote to amend Article 8 of the General Bylaw by inserting a new Section 8.5.9 as follows:

8.5.9 Stormwater Utility

Pursuant to MGL Chapter 83 Section 16, the Board of Selectmen shall establish annual stormwater utility fees for the use of main drains and related stormwater facilities.

8.5.9.1 Establishing the Stormwater Utility Fee

The Board of Selectmen shall, from time to time, establish procedures for the calculation of the stormwater utility fee, which shall be calculated to supplement other available funds as may be necessary to plan, construct, operate and maintain stormwater facilities and to conduct stormwater programs. The Board of Selectmen may also establish a grant credit program for those property owners who maintain on-site functioning retention and detention basins or other filtration structures. Any stormwater utility fee shall be assessed in a fair and equitable manner.

8.5.9.2 Stormwater Enterprise Fund

All stormwater utility fees received shall be deposited into a Stormwater Enterprise Fund, and may be applied to the payment of the cost of maintenance and repairs of such main drains and related stormwater facilities or of any debt contracted for such facilities.

or take any other action with respect thereto.

Board of Selectmen

Background: This general bylaw adds language that exactly describes the current practices used under the existing Storm Water Enterprise Fund (SWEF), and indeed no changes to those practices are anticipated. Those practices are exactly as described to Town Meeting when the SWEF was established.

Other communities that have since adopted SWEFs use a wide variety of fee calculations. Codifying the town's current practices into a general bylaw seemed appropriate, whereas previously they had only been described to Town Meeting when the SWEF was formed,

Finance Committee Report: No report.

Bylaw Committee Report: The Bylaw Committee recommends this Article by a vote of 4-0-0 at their meeting on September 14, 2016.

***Board of Selectmen Report:** The Board of Selectmen on October 4, 2016 voted 5-0-0 to support this Article.

ARTICLE 23 To see if the Town will vote to amend the General Bylaw by:

(1) Inserting a new row into the table in Section 1.8 of Article 1, to read as follows:

Bylaw Section:	8.12
Bylaw Title:	Illicit Connections and Discharges into Municipal Storm Drain System
Enforcing Person:	Department of Public Works Board of Selectmen
Penalty – First Offense:	\$100
Penalty – Second Offense:	\$300
Penalty – Additional Offenses:	\$300

and

(2) Inserting a new Section 8.12 in Article 8, to read as follows:

8.12 Illicit Connections and Discharges into Municipal Storm Drain System

8.12.1 Purpose

Non-stormwater discharges into the Municipal Storm Drain System can harm water quality and create public health hazards. The purpose of Section 8.12 is to provide for the health, safety, and welfare of the citizens of the Town of Reading through the regulation of non-stormwater discharges into the Municipal Storm Drain System.

The provisions of Section 8.12 shall be administered so as to:

- Prevent pollutants from entering the Municipal Storm Drain System;
- Prohibit illicit connections and illicit discharges into the storm drain system;
- Comply with the requirements of the Town's National Pollutant Discharge Elimination System (NPDES) permit for discharges from the municipal storm drain system; and
- Ensure compliance through inspection, monitoring, and enforcement.

8.12.2 Definitions

Unless the context clearly indicates otherwise, the following words and terms, as used in Section 8.12, shall have the following meanings:

8.12.2.1 Hazardous Material

Any solid or liquid substance or combination of substances, including any liquid petroleum products that, because of quantity, concentration or physical, chemical or infectious characteristics, poses a significant present or potential hazard to water supplies or to human health if disposed of into or on any land or water. Any substance deemed to be a "hazardous waste" pursuant to MGL

Chapter 21C, or deemed to be a toxic or hazardous substance pursuant to MGL Chapter 94B shall be deemed to be a hazardous material.

8.12.2.2 Illicit Connection

Any drain or conveyance, whether on the surface or subsurface, that allows an Illicit Discharge into enter the Municipal Storm Drain System, regardless of whether the drain or connection was previously allowed, permitted or approved before the effective date of Section 8.12. An Illicit Connection shall include:

- Any conveyance that allows sewage, process wastewater, wash water or other non-stormwater discharge into the Storm Drain System; and
- Any connection to the Storm Drain System from indoor drains and sinks.

8.12.2.3 Illicit Discharge

Any direct or indirect non-stormwater discharge, including dumping, into the Municipal Storm Drain System. The following non-stormwater discharges shall not be considered Illicit Discharges:

- Water line flushing; landscape irrigation; diverted stream flows; rising ground waters; uncontaminated groundwater infiltration (as defined by 40 CFR 35.2005(20)); uncontaminated pumped groundwater; discharges from potable water sources; foundation drains; air conditioning condensation; irrigation water; springs; water from crawl space pumps; footing drains; lawn watering; individual resident car washing; flows from riparian habitats and wetlands; dechlorinated swimming pool discharges; street wash water; residential building wash waters without detergents; and discharges or flow from firefighting; unless the DPW or the Board of Selectmen determines that the discharge is a significant contributor of pollutants to the Municipal Storm Drain System;
- Discharges associated with dye testing, provided, however, that the discharger shall notify the DPW before any such test; and
- Discharges permitted under an NPDES permit, waiver, or waste discharge order issued to the discharger under the authority of the U.S. Environmental Protection Agency, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and that written approval has been granted by the DPW for any discharge to the Municipal Storm Drain System.

8.12.2.4 Municipal Storm Drain System (or Storm Drain System)
The system of conveyances owned by the Town (including roads, catch basins, curbs, gutters, ditches, man-made channels, pipes, and outfalls) by which stormwater is collected or conveyed.

8.12.2.6 Pollutant
Dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials (except those regulated under the Atomic Energy Act of 1954, as amended (42 U.S.C. §§2011 *et seq.*), heat, wrecked or discarded equipment, rock, sand, cellar dirt, industrial, municipal, and agricultural waste, and any other material that may cause or contribute to exceedance of water quality standards in the waters to which the Storm Drain System discharges.

8.12.2.7 Stormwater
Any surface flow, runoff or drainage resulting entirely from any form of natural precipitation.

8.12.3 Responsibility for Administration
The Department of Public Works (DPW) and Board of Selectmen shall administer, implement, and enforce the provisions of Section 8.12. Any powers granted to the DPW or the Board of Selectmen, except the power to hear appeals, may be delegated in writing in writing by (respectively) the DPW Director or the Board of Selectmen to other employees or agents of the Town.

8.12.4 Prohibitions

8.12.4.1 Prohibition of Illicit Discharges
No person shall commence, allow, conduct or continue any Illicit Discharge.

8.12.4.2 Prohibition of Illicit Connections
No person shall construct, use, allow, maintain or continue any Illicit Connection, regardless of whether the connection was permissible under applicable law, regulation or custom at the time of connection.

8.12.4.3 Prohibition of Obstruction of Municipal Storm Drain System
No person shall obstruct or interfere with the normal flow of stormwater into or out of the Municipal Storm Drain System without prior written approval from the DPW.

8.12.5 Notification of Releases
Any person responsible for a facility or operation, or responsible for emergency response for a facility or operation, who has information of

any known or suspected release of materials at that facility or operation that are resulting or may result in Illicit Discharges shall take all necessary steps to ensure the discovery, containment and cleanup of such release. In the event of a release of Hazardous Material, that person shall immediately notify the Reading Fire Department and shall notify the DPW within two hours. In the event of a release not involving Hazardous Material, that person shall notify the DPW no later than the next business day. For all releases, the initial notification shall be confirmed by written notice addressed and mailed to the DPW within two business days.

8.12.6 Enforcement

It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of Section 8.12. The DPW, the Board of Selectmen, and their authorized agents, shall enforce Section 8.12 and may pursue all civil and criminal remedies for violations.

8.12.6.1 Enforcement Orders

If any person violates or fails to comply with any of the requirements of Section 78.12, the CPDC may order compliance by written notice to the responsible person via certified mail or hand delivery. The order shall include the name and address of the alleged violator, the address at which the violation is occurring or has occurred, a statement specifying the nature of the violation, a description of the actions needed to resolve the violation and come into compliance, the deadline within which such actions must be completed, and a statement that, if the violator fails to come into compliance by the specified deadline, the Town may do the work necessary to resolve the violation at the expense of the violator. In addition, said order may require:

- Elimination of Illicit Connections or Illicit Discharges;
- Performance of monitoring, analyses and reporting;
- Remediation of contamination caused by the Illicit Connection or Illicit Discharge; and
- The implementation of source control or treatment measures.

8.12.6.2 Appeals

Any person aggrieved by an enforcement order issued pursuant to Section 8.12.6.1 may request a hearing before the Board of Selectmen by submitting to the DPW and Board of Selectmen, within 30 days of such order, a letter explaining why the order was not justified. The Board of Selectmen shall thereupon schedule and hold a hearing regarding such request and, upon the close of such hearing, may uphold, modify or rescind the order as the facts and applicable law may require. The Board of Selectmen's decision shall be deemed its final action with respect to the matters determined, and any further appeal shall be to a court of competent jurisdiction.

8.12.6.3 Action by the Town to Remedy a Violation

If a violator fails to come into compliance by the deadline specified in an enforcement order, the DPW may do the work necessary to resolve the violation at the joint and several expense of the violator and property owner. For situations involving an immediate threat, the DPW may remove an Illicit Connection immediately and take such other action as is necessary to protect public health, safety or the environment. Written notice of any remediation action undertaken by the DPW shall be provided to the property owner by hand within 48 hours of the commencement thereof or by certified mail postmarked no later than the next business day.

8.12.6.4 Recovery of Costs

If the DPW undertakes remediation work pursuant to Section 8.12.6.3, it shall, within 30 days after completing the work, notify the violator and the property owner in writing of the costs incurred by the Town, including administrative costs, associated with that work. The violator and the property owner shall be jointly and severally liable to repay the Town for those costs within 30 days of receipt of that notice; provided, however, that the violator or the property owner may file a written protest objecting to the amount or basis of costs with the DPW and Board of Selectmen within such 30 days. The Board of Selectmen shall schedule and hold a hearing regarding such protests and, upon the close of such hearing, may uphold, modify or rescind the costs required to be repaid, as the facts and applicable law may require.

If the amount due is not received by the Town by the expiration of the time in which to file such a protest, or within 60 after the final decision of the Board of Selectmen or, if appealed to court, a court of competent jurisdiction resolving that protest, the amount of the Town's costs shall constitute a lien on the property pursuant to MGL Chapter 40 Section 58. Interest shall accrue on any unpaid costs at the statutory rate, as provided in MGL Chapter 59 Section 57.

8.12.6.5 Civil Relief

If a person violates any provision of Section 8.12 or an order issued thereunder, the Board of Selectmen may seek injunctive relief in a court of competent jurisdiction restraining the person from activities that would create further violations or compelling the person to abate or remedy the violation.

8.12.6.6 Criminal Penalty

Any person who violates any provision of Section 8.12 or any order issued thereunder may be punished by a fine of not more than \$300.00. Each day or part thereof that such violation occurs or continues shall constitute a separate offense. A criminal complaint may be filed by the DPW or Board of Selectmen, with the authorization of the Board of Selectmen.

8.12.6.7 Non-Criminal Disposition (Ticketing)

As an alternative to criminal prosecution, the DPW or Board of Selectmen may elect to utilize the non-criminal disposition procedure set forth in Section 1.8. The penalty for the first violation shall be \$100.00. The penalty for each subsequent violation shall be \$300.00. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

8.12.6.8 Entry to Perform Duties Under this Bylaw

To the extent permitted by law, or if authorized by the owner or other party in control of the property, the Town and its agents, officers and employees may enter privately owned property for the purpose of performing their duties under Section 8.12 and may make or cause to be made such examinations, surveys, sampling, or remedial activities as the Town deems reasonably necessary.

8.12.6.9 Remedies Not Exclusive

The remedies listed in Section 8.12 are not exclusive of any other remedies available under any applicable federal, state or local law; and

or take any other action with respect thereto.

Board of Selectmen

Background: This Article will adopt a by-law prohibiting any illicit discharges to the Town's storm drain system other than stormwater (runoff from rainwater or snowmelt). An illicit discharge is any discharge to the municipal storm drain system that is not entirely composed of stormwater. This excludes discharges pursuant to the National Pollutant Discharge Elimination System (NPDES) permit, including but not limited to uncontaminated ground water from sump pumps and discharges from foundation drains. Adoption of this bylaw is required by the federal NPDES permit which allows the Town to discharge stormwater from its storm drain system into local water bodies. This bylaw will allow the Town to eliminate and prevent pollution from entering the Town's storm drain system. It will give the Town a necessary tool to use to protect the water quality of local rivers, streams and all other water bodies promoting cleaner drinking water and thereby protecting the health and safety of the residents. The bylaw will be enforced by the Department of Public Works and the Board of Selectmen. Violation of this bylaw may result in a fine of up to \$300.

Finance Committee Report: No report.

Bylaw Committee Report: Action pending.

***Board of Selectmen Report:** The Board of Selectmen on October 4, 2016 voted 5-0-0 to support this Article.

The following chart describes the remaining eight proposed Zoning Articles:

STM 2016 Zoning Articles - Summary 9/26/2016

Article	Change Type	Zoning Bylaw Section	Sub Section	Description
24	Numbering Correction	Section 4 - Administration	4.3 - CPDC Powers	This is a change to correct a numbering error
25	Delete Old, Insert New		4.6 - Site Plan Review	A new Site Plan Review Section, clarify, streamline
26	New Def., New Use	Section 5 - Use Regulations; Section 2 - Definitions	5.3.1 Pet Grooming (new Definition in 2.0)	A new Definition and Use, Pet Grooming to simplify
27	New Def., New Use	Section 5 - Use Regulations; Section 2 - Definitions	5.3.2 and 5.6.7 Special Home Occupation (new Definition in 2.0)	A new Definition and Use, Special Home Occupation to simplify
28	Amend existing language	Section 5 - Use Regulations; Section 2 - Definitions	5.4.7.3.(b) - Accessory Apartments	Modification to one paragraph on Performance Standards to clarify
29	Amend existing language	Section 5 - Use Regulations	5.5 - Accessory Buildings or Structures	Modify for added clarity, separate accessory structures by type
30	Amend existing language	Section 6.0 - Intensity Regulations	6.2.1 - Lot Shape	Modify for added clarify, eliminate formula
31	Delete Old, Insert New	Section 8.0 - Signs	n.a.	Modify to meet recent Supreme Court Decision (Reed) Does not overhaul the sign bylaw except to make changes that will conform to Reed and not regulate for content The sign bylaw is expected to be overhauled at a future date

ARTICLE 24 To see if the Town will vote to amend Section 4.3.1 of the Zoning Bylaw by renumbering Sections 4.3.2.2 through 4.3.2.6 thereof as Sections 4.3.1.2 through 4.3.1.6 respectively, and renumbering Section 4.3.3 as Section 4.3.2; or take any other action with respect thereto.

Community Planning and Development Commission

Background: Article 24 is an amendment to correct a numbering error in Section 4.3 of the Zoning Bylaw. Section 4.3 *Community Planning and Development Commission* is a subparagraph of *Administration* (Section 4) that outlines the powers and responsibilities of the Community Planning and Development Commission.

Finance Committee Report: No report.

Bylaw Committee Report: No report.

The following bold and cross out version further illustrates the changes under Article 24.

(note: ~~cross-out~~ represents language to be eliminated and **bold** represents new language)

4.3 Community Planning and Development Commission

4.3.1 Powers

The Community Planning and Development Commission (CPDC) shall act on all matters within its jurisdiction under the Zoning Bylaw in the manner prescribed in Chapter 40A of the Massachusetts General Laws. It shall have the power:

- 4.3.1.1 To hear and decide applications for Special Permits in accordance with Section 9 of Chapter 40A of the Massachusetts General Laws and Section 4.3 of the Zoning Bylaw.
- 4.3.21.2 To conduct Site Plan Reviews in accordance with Section 4.6 of the Zoning Bylaw.
- 4.3.21.3 To propose, review, hold hearings and make recommendations on text or map changes to the Zoning Bylaw in accordance with Section 5 of Chapter 40A of the Massachusetts General Laws.
- 4.3.21.4 To review and act on preliminary and definitive subdivision plans in accordance with Sections 81K-81GG of Chapter 41 of the Massachusetts General Laws.
- 4.3.21.5 To review applications for endorsement of plans as "Approval Not Required" in accordance with Section 81P of Chapter 41 of the Massachusetts General Laws.
- 4.3.21.6 To prepare a comprehensive/master plan in accordance with Section 81D of Chapter 41 of the Massachusetts General Laws.

4.3.32 Associate Member

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

ARTICLE 25 To see if the Town will vote to amend the Zoning Bylaw by deleting Section 4.6 thereof in its entirety and inserting, in place thereof, the following:

4.6 Site Plan Review

4.6.1 Purpose and Authority

4.6.1.1 Site Plan Review is a means of protecting the public interest through evaluating impacts of new development and redevelopment of land and structures within the Town of Reading. Site plan review is designed to manage aesthetics, minimize the potential for conflicts among uses and limit the impacts, through imposition of reasonable conditions, of uses that are otherwise permitted in the applicable district.

The CPDC administers the Site Plan Review process for the following purposes:

- a** To protect and promote the health, safety, convenience, and general welfare of the inhabitants of the Town of Reading, and to ensure the integrity of its neighborhoods;
- b** To oversee acceptable site planning practices and to promote desirable architectural design within the Town of Reading;
- c** To address development issues comprehensively while ensuring a streamlined and efficient development review process;
- d** To provide for appropriate mitigation measures as a result of increased impacts to municipal services and infrastructure;
- e** To ensure consistency in the application of development standards and guidelines, and;
- f** To ensure proper monitoring and enforcement of Reading zoning and development regulations.

4.6.1.2 Guidelines, Regulations and Standards

- a** The CPDC may adopt reasonable Guidelines, Regulations and Standards governing procedures to be used for the administration of Site Plan Review.
- b** The proposed Guidelines, Regulations and Standards shall be submitted to all CPDC members at least 48 hours prior to any vote on their adoption, provided, however, that the CPDC may make such amendments to the proposed Guidelines or Regulations as it deems appropriate at said meeting.
- c** Upon adoption of any Guidelines, Regulations and Standards by the CPDC, a copy thereof shall be filed with the Town Clerk.

4.6.2 Applicability

4.6.2.1 Single-family and two-family structures are exempt from Site Plan Review. Routine maintenance, and in-kind replacement of lighting, mechanical systems and landscape features are exempt from Site Plan Review.

4.6.2.2 Except as otherwise specified in Section 4.6.2.1, Site Plan Review is required if the proposed construction or site alteration involves any of the following:

- a An increase in gross floor area of 500 square feet or more; or
- b A change of use (from one use category to another) within an existing institutional, commercial, or multi-family structure, or that requires the addition of 2 or more parking spaces, a change to the layout or location of 2 or more parking spaces, an increase in pavement of more than 300 square feet, or the alteration of any driveway.

4.6.2.3 Except as otherwise specified in Section 4.6.2.1 or Section 4.6.2.2, Minor Site Plan Review is required if the proposed construction or site alteration involves any of the following:

- a Exterior alteration of 500 square feet or more of horizontal or vertical area that is limited to doors, paint, awnings, railings, step replacement, handicapped ramps or building code compliance measures, for a site within the Business B Zoning District;
- b Redevelopment or alteration of a site, or the interior of a building, in such a manner that the proposed site or building function is anticipated to generate unreasonable visual or auditory impacts to abutters.
- c An existing site that becomes a nuisance to public health, safety or welfare (i.e. due to routine traffic spillover, excessive noise, site illumination beyond the hours of operation, etc.) as evidenced by substantiated complaints to the Police Department and/or Public Services Office.

4.6.2.4 Coordination with Special Permit

- a Where proposed construction or site alterations require both site plan review and one or more Special Permits, the CPDC shall be the SPGA.
- b Where both a Special Permit and Site Plan Review are required, the applicant shall seek both forms of relief simultaneously, and the CPDC shall generally conduct its review of both applications contemporaneously.

4.6.3 Minor Site Plan Review

4.6.3.1 The CPDC, through regulation, may authorize the Community Development Director to grant Administrative Approval for a Minor Site Plan Review with or without conditions provided the proposed construction, expansion or alteration is not anticipated to result in any adverse impact on surrounding areas.

4.6.3.2 Minor Site Plan Review Procedures

The Applicant shall submit to the CPDC through the Community Development Director, one electronic copy and six (6) sets of plans showing the following:

- 1 A written narrative explaining the proposed changes;
- 2 Photographs of the existing site or area to be altered; and
- 3 A rendering, site plan, plot plan or sketch.

For Minor Site Plan Review by the CPDC, the Applicant shall also submit one (1) set of stamped addressed envelopes in order for the Community Development Director to mail notification of the Minor Site Plan Review to abutters.

The Minor Site Plan Review shall not be considered complete, and a building permit shall not be issued, until a written approval is issued by the CPDC.

4.6.3.3 Waiver of Loading Zone Space Requirements

Upon the applicant's request and submission of supporting documentation, the Community Planning and Development Commission may waive the requirements of Section 9.1 of the Zoning Bylaw as to the number of loading zone spaces upon a finding that there will be no adverse impact on surrounding areas.

4.6.3.4 Waiver of Parking, Loading Space and Related Design Requirements in the Business Districts

Upon the Applicant's request and submission of supporting documentation, the Community Planning and Development Commission may waive or reduce the requirements of Section 9.1 for a site located in the Business Districts upon a finding that there will be no adverse impact on surrounding areas.

4.6.4 Site Plan Review

4.6.4.1 Procedures

- a** An Applicant shall submit to the CPDC through the Community Development Director, for review and decision in accordance with the provisions of Section 4.6, the following:
 - Five (5) full size (24x36) copies of the site plan & architectural drawings;
 - Six (6) half size (11x17) copies of the site plan & architectural drawings;
 - Ten (10) copies of the application, narrative & supporting materials;
 - Four (4) drainage reports; and
 - One (1) electronic version of everything submitted.
- b** The contents of the application shall be as specified in the CPDC Site Plan Review Guidelines, Regulations and Standards. The CPDC may, at its discretion, waive the requirement to submit any required materials that it determines are not needed.
- c** Within ten (10) business days of submitting an application for a Site Plan Review, the Community Development Director shall notify the Applicant of any issues related to the completeness of the application. If all required materials have been submitted, the application shall be date stamped by the Community Development Director. If all required materials have not been submitted, the Applicant shall be issued a written notice identifying which specific items are outstanding. No hearing date shall be scheduled until the Community Development Director deems the application to be complete.
- d** Within five (5) days of the date stamp, the Community Development Director shall transmit one (1) copy of the application and plan to the Building Inspector, Director of Public Works, Fire Chief, Police Chief, and any other Town official whose review is requested. Such officials may, at their discretion, investigate the application and report their recommendations in writing to the CPDC.
- e** The CPDC shall schedule a public hearing for all Site Plan Review applications to be held within forty-five (45) days of the date stamp. This

public hearing shall be advertised in the local newspaper once in each of two successive weeks prior to the meeting and a notice shall be sent to property owners within 300 feet of the subject property. Within forty-five (45) days of conclusion of the public hearing, the CPDC shall, approve, approve with conditions, or deny the Site Plan Review application and file a written decision with the Town Clerk.

- f** The Applicant may request, and the CPDC may grant, an extension of the time limits set forth herein.
- g** The Applicant shall satisfy or comply with all of the conditions of a Site Plan Approval prior to the issuance of a building permit except for those conditions that, by their terms, are intended to be satisfied during construction or later. The building permit application shall be accompanied by one (1) paper copy and one (1) electronic copy, in a format acceptable to the Building Inspector, of the plan that received Site Plan Approval, as well as a letter issued by a registered professional engineer, registered architect or registered landscape architect certifying, under pains and penalties of perjury, that such plan is consistent in all respects with the plan approved by the CPDC, and that all required conditions of Site Plan Approval have been satisfied.
- h** The Applicant shall satisfy or comply with all of the conditions of a Site Plan Approval prior to the issuance of a final certificate of occupancy unless otherwise specifically stated in the Site Plan Approval.

4.6.5 Review Criteria

4.6.5.1 All construction and site alterations subject to Site Plan Review shall be designed, after considering the qualities of the specific location, the proposed land use, the design of building form, grading, egress points, and other aspects of the proposed construction and/or alteration, so as to:

- a** Minimize the volume of cut and fill, the number of removed trees six inch (6") caliper or larger, the length of removed stone walls, the area of wetland vegetation displaced, the extent of stormwater flow increase from the site, the amount of soil erosion, and the threat of air and water pollution;
- b** Maximize pedestrian, bicycle and vehicular access and safety, both on the site and entering and exiting the site;
- 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 from residential properties;
- e** Minimize glare from headlights and light pollution emitted from on-site lighting fixtures;
- f** Minimize unreasonable departure from the character, materials, and scale of buildings in the vicinity, as viewed from public ways and places;
- g** Ensure compliance with applicable regulations governing on-site wastewater disposal systems;
- h** Minimize contamination of groundwater from operations on the premises involving the use, storage, handling, or containment of hazardous substances;
- i** Provide appropriate landscaping and other site amenities so as to enhance the visual character of the property;

- j** Minimize environmental and other impacts to adjacent properties through appropriate restrictions of hours of operation, deliveries, noise, rubbish removal and storage, or by other appropriate means.
- k** Provide adequate access to each structure for fire, public safety and emergency service equipment;
- l** Provide adequate utilities and water and sewer service;
- m** Provide stormwater drainage and roadway and driveway layouts consistent with the functional requirements of the Town of Reading's Subdivision Rules and Regulations, any applicable federal, state and local regulations, and the standards of the Department of Public Works;
- n** Minimize impacts to abutting residential development; and
- o** Otherwise demonstrate compliance with the Zoning Bylaw.

4.6.5.2 The CPDC shall apply the criteria set forth in Section 4.6.5.1 to determine whether an application for Site Plan Review should be approved, approved with conditions or denied.

4.6.6 Lapse

A Site Plan Approval shall lapse two (2) years after the date of its issuance if construction pursuant thereto has not begun; provided however, that the CPDC may grant an extension of the two (2) year period, for a maximum of one (1) year, upon a finding of good cause, including the need to obtain other local, state, and federal permits duly applied for, at the written request of the applicant, if submitted to the CPDC at least thirty (30) days prior to the expiration of the two (2) year period.

4.6.7 Approval, Conditions, & Continuation of Site Plan Review

The CPDC shall file a written decision with the Town Clerk stating that the application is approved as submitted, approved with conditions, or denied in accordance with Section 4.6.4.1 (e). The CPDC may impose conditions on any Site Plan Approval that it deems necessary or desirable.

4.6.8 Advertising, Consultant Fees and Reports

In addition to any application or advertisement fees required by the CPDC's Guidelines, Regulations and Standards, the CPDC is authorized, at any point during the hearing or deliberations prior to a final decision, to require an Applicant to pay a consultant fee upon a finding that additional information, available only through an expert consultant, is necessary prior to making a decision.

Any Applicant aggrieved by the CPDC's selection of an outside consultant may appeal such selection to the Board of Selectmen; provided, however, that the grounds for such an appeal shall be limited to claims that the consultant selected has a conflict of interest or does not possess either an educational degree in or related to the field at issue or three or more years of practice in the field at issue or a related field.

Any unused portion of the consultant fee shall be returned to the applicant unless the CPDC decides at a public meeting that additional services will be required.

The CPDC may, at its own discretion, waive any application or filing fee or consultant fee if the application is submitted by a government agency, including the Town and all its departments.

4.6.9 Modifications to Approved Site Plan

4.6.9.1 Major Modification

If, at any time before or during development, it becomes necessary or desirable for an Applicant to make modifications to a Site Plan, the Applicant shall appear at a regular meeting of the CPDC and submit, if required by the CPDC, plans showing the modification. Modification requests shall be processed in accordance with the rules governing Site Plan Review unless, upon review and determination by the Community Development Director, the proposed changes qualify as a Minor Modification pursuant to Section 4.6.9.2.

The following changes shall be deemed to qualify as a Major Modification:

- a** Any relocation or shifting of structures or parking areas;
- b** Any increase in the gross floor area of structures or any changes to the building envelope;
- c** Any change that requires additional water or sewer usage or the relocation of water and sewer utilities;
- d** Any increase in impervious areas, either by changes to structures or paved parking areas;
- e** Substantial changes to the approved architectural drawings, including changes in building materials and color.
- f** A meeting with the Community Development Director prior to filing a modification request is recommended.

4.6.9.2 Minor Modification

At the discretion of the Community Development Director, Minor Modifications may require that the Applicant appear at a regular meeting of the CPDC, or may be granted through an Administrative Approval.

A proposed change may qualify for Administrative Approval as a Minor Modification if it would not substantially alter the concept of the approved Plan in terms of the qualities of the specific location, the proposed land use, the design of building form and approved building details and materials, site grading or egress points, and minor changes in site layout, topography, architectural plans, landscaping plan, traffic circulation, parking, lighting plan, signage or open space.

Upon approval of a Site Plan Modification, the Applicant shall submit one (1) paper copy and one (1) electronic copy, in a format acceptable to the Building Inspector, of the modified plan, as well as a letter issued by a registered professional engineer, registered architect or registered landscape architect certifying, under pains and penalties of perjury, that the modified plan is consistent in all aspects with the approved modification and that all conditions of approval have been satisfied.

4.6.10 Appeal

Any person aggrieved by a decision of the CPDC pursuant to Section 4.6 may appeal such decision to the Zoning Board of Appeals within twenty (20) days of the date filed with the Town Clerk.

or take any other action with respect thereto.

Community Planning and Development Commission

Background: Article 25 is an amendment to Section 4.6 of the Zoning Bylaw, *Site Plan Review* whereby the current 4.6 is deleted in its entirety and a new 4.6 is inserted. *Site Plan Review* is a subparagraph of *Administration* (Section 4). *Site Plan Review*, administered by the CPDC, is used to manage the impacts of new development and redevelopment of land and structures. Article 25 clarifies sections of *Site Plan Review* to make this easier for staff to administer and for applicants to understand.

Minimizing conflicts among uses and limiting impacts is a major goal of *Site Plan Review*. The Public Services Department has received complaints related to recent redevelopment as well as older developments that generate noise, traffic, and other impacts, that were not subject to *Site Plan Review*. The modifications in Article 25 are designed to fine tune the application of *Site Plan Review* to reduce conflict.

Some uses and proposed alterations are exempt from *Site Plan Review*, but, the exemptions related to replacement and routine maintenance needed to be clarified. The current *Site Plan Review* exemption in Section 4.6.2, Single Family and Two Family structures, remains unchanged. The other exemption, routine maintenance and in-kind replacement, is modified under Article 25 to clarify. Article 25 has new language explaining that "routine maintenance and in-kind replacement" shall include work related to lighting, mechanical systems, and landscape features.

This article also clarifies the triggers for *Minor Site Plan Review*. Article 25 streamlines reviews in Business B (Downtown, REI) permitting smaller projects such as new doors and railings to be administered under *Minor Site Plan Review* (see Section 4.6.2.3).

Article 25 seeks to modify *Minor Site Plan Review* to regulate any development or redevelopment project that could pose an auditory or visual impact but that otherwise falls below the stated thresholds for *Site Plan Review* (Section 4.6.2.3). It also allows the CPDC to regulate any nuisance impacts related to a development or redevelopment project, even after it is constructed, under *Minor Site Plan Review*.

Article 25 clarifies *Minor Site Plan Review* including the process for staff review. Modifications to an approved site plan are clarified including what constitutes a *Major Modification* which is important as it is referenced in the *Site Plan Review* decisions issued by CPDC.

Finance Committee Report: No report.

Bylaw Committee Report: No report.

The following bold and cross out version further illustrates the changes under Article 25

(note: ~~cross-out~~ represents language to be eliminated and **bold** represents new language)

4.6 Site Plan Review

4.6.1 Purpose and Authority

4.6.1.1 Site Plan Review is a means of protecting the public interest through evaluating impacts of new development and redevelopment of land and structures within the Town of Reading. Site plan review is designed to manage aesthetics, minimize the potential for conflicts among uses and limit the impacts, through imposition of reasonable conditions, of uses that are otherwise permitted in the applicable district.

The CPDC administers the Site Plan Review process for the following purposes

- a To protect and promote the health, safety, convenience, and general welfare of the inhabitants of the Town of Reading, and to ensure the integrity of its neighborhoods;
- b To oversee acceptable site planning practices and to promote desirable architectural design within the Town of Reading;
- c To address development issues comprehensively while ensuring a streamlined and efficient development review process;
- d To provide for appropriate mitigation measures as a result of increased impacts to municipal services and infrastructure;
- e To ensure consistency in the application of development standards and guidelines, and;
- f To ensure proper monitoring and enforcement of Reading zoning and development regulations.

4.6.1.2 Guidelines, Regulations and Standards

- a The CPDC may adopt reasonable Guidelines, Regulations and Standards governing procedures to be used for the administration of Site Plan Review.
- b The proposed Guidelines, Regulations and Standards shall be submitted to all CPDC members at least 48 hours prior to any vote on their adoption, provided, however, that the CPDC may make such amendments to the proposed Guidelines or Regulations as it deems appropriate at said meeting.
- c Upon adoption of any Guidelines, Regulations and Standards by the CPDC, a copy thereof shall be filed with the Town Clerk.

4.6.2 Applicability

- 4.6.2.1 ~~Single-Family~~**family** and ~~Two-Family dwellings,~~ **two-family** structures ~~and routine are exempt from Site Plan Review. Routine~~ maintenance ~~or,~~ and in-kind replacement of ~~buildings~~ **lighting, mechanical systems and landscape features** are exempt from Site Plan Review.
- 4.6.2.2 Except as otherwise specified in Section 4.6.2.1, Site Plan Review is required if the proposed construction or site alteration involves any of the following:
- ~~a Exterior Alteration~~ **An increase in gross floor area of 500 square feet of horizontal or vertical area or more; or**
 - ~~b Construction or expansion of a Parking Lot involving 15 spaces or more; or~~
A change of use requiring (from one use category to another) within an existing institutional, commercial, or multi-family structure, or that requires the addition of 2 or more parking spaces, a change to the layout or location of 2 or more parking spaces, an increase in pavement of more than 300 square feet, or the alteration of any driveway.
 - ~~c New Construction or a change of use requiring the creation or addition of 15 or more parking spaces.~~
- 4.6.2.3 Except as otherwise specified in Section 4.6.2.1 or Section 4.6.2.2, Minor Site Plan Review is required if the proposed construction or site alteration involves any of the following:
- ~~a Interior Alteration of 2,000 square feet of floor area or more;~~
 - ~~b a Minor~~**Exterior Alteration alteration** of 500 square feet or more of horizontal or vertical area ~~or more~~ that is limited to doors, paint, awnings, railings, step replacement, handicapped ramps or building code compliance measures, **for a site within the Business B Zoning District;**
 - ~~c New construction or a change of use requiring the creation or addition of fewer than 15 parking spaces; or~~
 - ~~d New construction or a change of use to an existing institutional, commercial, or multi-family structure.~~
 - b Redevelopment or alteration of a site, or the interior of a building, in such a manner that the proposed site or building function is anticipated to generate unreasonable visual or auditory impacts to abutters.**
 - c An existing site that becomes a nuisance to public health, safety or welfare (i.e. due to routine traffic spillover, excessive noise, site illumination beyond the hours of operation, etc.) as evidenced by substantiated complaints to the Police Department and/or Public Services Office.**
- 4.6.2.4 Coordination with Special Permit
- a Where proposed construction, or site alterations require both site plan

review and one or more Special Permits, the CPDC shall be the SPGA.

- b Where both a Special Permit and Site Plan Review are required, the applicant shall seek both forms of relief simultaneously, and the CPDC shall generally conduct its review of both applications contemporaneously.

4.6.3 Minor Site Plan Review

4.6.3.1 The CPDC, through regulation, may authorize the ~~Town Planner~~ **Community Development Director** to grant ~~administrative approval~~ **Administrative Approval** for a Minor Site Plan Review with or without conditions provided the proposed construction, expansion or alteration ~~will~~ **is not anticipated to** result in any adverse impact on surrounding areas.

4.6.3.2 Minor Site Plan Review Procedures

The Applicant shall submit to the CPDC through the ~~Town Planner's office~~ **Community Development Director**, one electronic copy and ~~eight (8)~~ **six (6)** sets of plans showing the following:

- 1 A written narrative explaining the proposed changes;
- 2 Photographs of the existing site or area to be altered; and
- 3 A rendering, site plan, plot plan or sketch.

For Minor Site Plan Review by the CPDC, the Applicant shall also submit **one (1) set of** stamped addressed envelopes **in order** for the ~~abutter~~ **Community Development Director to mail** notification of the. ~~The Application and abutter envelopes are due at least two (2) weeks prior to of the scheduled meeting.~~ **Minor Site Plan Review to abutters.**

The Minor Site Plan Review shall not be considered complete, and a building permit shall not be issued, until a written approval is issued by the CPDC.

~~Projects subject to a Minor Site Plan Review may be eligible for administrative approval and may bypass CPDC review if the Town Planner in accordance with Sections 4.6 determines, pursuant to regulations issued in accordance with Section 4.6.3.1, that the proposed construction, expansion or alteration will not result in any adverse impact on surrounding areas.~~

4.6.3.3 Waiver of Loading Zone Space Requirements

Upon the applicant's request and submission of supporting documentation, the Community Planning and Development Commission may waive the requirements of Section 9.1 of the Zoning Bylaw as to the number of loading zone spaces upon a finding that there will be no adverse impact on surrounding areas.

4.6.3.4 Waiver of Parking, Loading Space and Related Design Requirements in the Business ~~C-District~~ Districts

Upon the ~~applicant's~~ **Applicant's** request and submission of supporting documentation, the Community Planning and Development Commission may waive or reduce the requirements of Section 9.1 for a site located in the Business ~~C-District~~ Districts upon a finding that there will be no adverse impact on surrounding areas.

4.6.4 Site Plan Review

4.6.4.1 ~~Procedure~~ Procedures

a ~~An application for Site Plan Review Applicant shall be submitted~~ **submit** to the CPDC through the ~~Town Planner's office~~ **Community Development Director**, for review and decision in accordance with the provisions of Section 4.6, ~~the following:~~

- **Five (5) full size (24x36) copies of the site plan & architectural drawings;**
- **Six (6) half size (11x17) copies of the site plan & architectural drawings;**
- **Ten (10) copies of the application, narrative & supporting materials;**
- **Four (4) drainage reports; and**
- **One (1) electronic version of everything submitted.**

~~b The contents of the application shall be as specified in the CPDC Site Plan Review Guidelines, Regulations and Standards. All such applications shall include twelve (12) copies and one (1) electronic copy of the required materials; provided, however, that the~~ **The** CPDC may, at its discretion, waive the requirement to submit any required materials that it determines are not needed.

b c Within ten (10) business days of submitting an application for a Site Plan Review, the **Community Development Director shall notify the Applicant** ~~shall initiate discussions with the Town Planner concerning~~ **of** any issues related to the completeness of the application. If ~~this review discloses that~~ all required materials have been submitted, the application shall be date stamped by the ~~Town Planner~~ **Community Development Director**. If ~~this review discloses that~~ all required materials have not been submitted, the Applicant shall be issued a written notice identifying which specific items are outstanding. No hearing date shall be scheduled until the ~~Town Planner~~ **Community Development Director** deems the application to be complete.

- c ~~d~~ Within five (5) days of the date stamp, the ~~Town Planner~~ **Community Development Director** shall transmit one (1) copy of the application and plan to the Building Inspector, Director of Public Works, Fire Chief, Police Chief, and any other Town official whose review is requested. Such officials may, at their discretion, investigate the application and report their recommendations in writing to the CPDC. ~~The CPDC shall not take final action on such application until it has received reports from such officials, or until thirty (30) days from the date of the transmittal, whichever is sooner.~~
- d ~~e~~ The CPDC shall schedule a public hearing for all Site Plan Review applications to be held within forty-five (45) days of the date stamp. This public hearing shall be advertised in the local newspaper once in each of two successive weeks prior to the meeting and a notice ~~will~~ **shall** be sent to property owners within 300 feet of the ~~affected lot~~ **subject property**. Within forty-five (45) days ~~after~~ **of** conclusion of the public hearing, the CPDC shall, approve, approve with conditions, or deny the Site Plan Review application and file a written decision with the TownClerk.
- e ~~f~~ The ~~applicant~~ **Applicant** may request, and the CPDC may grant, an extension of the time limits set forth herein.
- f ~~g~~ The Applicant shall satisfy or comply with all of the conditions of a Site Plan Approval prior to the issuance of a building permit except for those conditions that, by their terms, are intended to be satisfied during construction or later. The building permit application shall be accompanied by one (1) paper copy and one (1) electronic copy, in a format acceptable to the Building Inspector, of the plan that received Site Plan Approval, as well as a letter issued by a registered professional engineer, registered architect or registered landscape architect certifying, under pains and penalties of perjury, that such plan is consistent in all respects with the plan approved by the CPDC, and that all required conditions of Site Plan Approval have been satisfied.
- g ~~h~~ The Applicant shall satisfy or comply with all of the conditions of a Site Plan Approval prior to the issuance of a final certificate of occupancy unless otherwise specifically stated in the Site Plan Approval.

4.6.5 Review Criteria

- 4.6.5.1 All construction and site alterations subject to Site Plan Review shall be designed, after considering the qualities of the specific location, the proposed land use, the design of building form, grading, egress points, and other aspects of the proposed construction and/or alteration, so as to:

- a Minimize the volume of cut and fill, the number of removed trees six inch (6") caliper or larger, the length of removed stone walls, the area of wetland vegetation displaced, the extent of stormwater flow increase from the site, **the amount of** soil erosion, and **the** threat of air and water pollution;
- b Maximize pedestrian, bicycle and vehicular access and safety, both on the site and entering and exiting the site;
- 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 from residential properties;
- e Minimize glare from headlights and light pollution emitted from on-site lighting fixtures;
- f Minimize unreasonable departure from the character, materials, and scale of buildings in the vicinity, as viewed from public ways and places;
- g Ensure compliance with applicable regulations governing on-site waste-water disposal systems;
- h Minimize contamination of groundwater from operations on the premises involving the use, storage, handling, or containment of hazardous substances;
- i Provide appropriate landscaping and other site amenities so as to enhance the visual character of the property;
- j Minimize environmental and other impacts to adjacent properties through appropriate restrictions of hours of operation, deliveries, noise, rubbish removal and storage, or by other appropriate means.
- k Provide adequate access to each structure for fire, public safety and **emergency** service equipment;
- l Provide adequate utilities and water and sewer service;
- m Provide stormwater drainage and roadway and driveway layouts consistent with the functional requirements of the Town of Reading's Subdivision Rules and Regulations, any applicable federal, state and local regulations, and the standards of the Department of Public Works;
- n Minimize impacts to abutting residential development; and
- o Otherwise demonstrate compliance with the Zoning Bylaw.

4.6.5.2 The CPDC shall apply the criteria set forth in Section 4.6.5.1 to determine whether an application for Site Plan Review should be approved, approved with conditions or denied.

4.6.6 Lapse

A Site Plan Approval shall lapse two (2) years after **the date of** its issuance if construction pursuant thereto has not begun; provided however, that the CPDC may grant an extension of the two (2) year period, for a maximum of one (1) year, upon a finding of good cause, including the need to obtain other local, state, and federal permits duly applied for, at the written request of the applicant, if submitted to the CPDC at least thirty (30) days prior to the expiration of the two (2) year period.

4.6.7 Approval, Conditions, & Continuation of Site Plan Review

The CPDC shall file a written decision with the Town Clerk stating that the application is approved as submitted, approved with conditions, or denied in accordance with Section 4.6.4.1 (~~de~~). The CPDC may impose conditions on any Site Plan Approval that it deems necessary or desirable.

4.6.8 Advertising, Consultant Fees and Reports

In addition to any application or advertisement fees required by the CPDC's Guidelines, Regulations and Standards, the CPDC is authorized, at any point during the hearing or deliberations prior to a final decision, to require an Applicant to pay a consultant fee upon a finding that additional information, available only through an expert consultant, is necessary prior to making a decision.

Any ~~applicant~~ **Applicant** aggrieved by the CPDC's selection of an outside consultant may appeal such selection to the Board of Selectmen; provided, however, that the grounds for such an appeal shall be limited to claims that the consultant selected has a conflict of interest or does not possess either an educational degree in or related to the field at issue or three or more years of practice in the field at issue or a related field.

Any unused portion of the consultant fee shall be returned to the applicant unless the CPDC decides at a public meeting that additional services will be required.

The CPDC may, at its own discretion, waive any application or filing fee or consultant fee if the application is submitted by a government agency, including the Town and all its departments.

4.6.9 Modifications to Approved Site Plan

4.6.9.1 Major Modification

If, at any time before or during development, it becomes necessary or desirable for an **Applicant** to make ⁶² modifications to a Site Plan, the Applicant

shall appear at a regular meeting of the CPDC and submit, if required by the CPDC, plans showing the modification. Modification requests shall be processed in accordance with the rules governing Site Plan Review unless, upon review and determination by the ~~Town Planner~~ **Community Development Director**, that the proposed changes qualify as a Minor Modification pursuant to Section 4.6.9.2. ~~may be granted administrative approval; provided, however, that the following changes shall not be deemed to qualify as a Minor Modification:~~

The following changes shall be deemed to qualify as a Major Modification:

- a Any relocation or shifting of structures or parking areas;
- b Any increase in the gross floor area of structures or any changes to the building envelope;
- c Any change that requires additional water or sewer usage or the relocation of water and sewer utilities;
- d Any increase in impervious areas, either by changes to structures or paved parking areas;
- e Substantial changes to the approved architectural drawings, including changes in building materials and color.
- f A meeting with the ~~Town Planner~~ **Community Development Director** prior to filing a modification request is recommended.

4.6.9.2 Minor Modification

At the discretion of the Community Development Director, Minor Modifications may require that the Applicant appear at a regular meeting of the CPDC, or may be granted through an Administrative Approval.

~~4.6.9.2~~ A proposed change may qualify for ~~administrative approval~~ **Administrative Approval** as a Minor Modification if it would not substantially alter the concept of the approved Plan in terms of the qualities of the specific location, the proposed land use, the design of building form and approved building details and materials, site grading or egress points, and minor changes in site layout, topography, architectural plans, landscaping plan, traffic circulation, parking, lighting plan, signage or openspace.

~~4.6.9.3~~ Upon approval of a Site Plan Modification, the ~~applicant~~ **Applicant** shall submit one (1) paper copy and one (1) electronic copy, in a format acceptable to the Building Inspector, of the modified plan, as well as a letter issued by a registered professional engineer, registered architect or registered landscape architect certifying, under pains and penalties of perjury, that the modified plan is consistent in all aspects with the approved modification and that all conditions of approval have been satisfied.

4.6.10 Appeal

Any person aggrieved by a decision of the CPDC pursuant to Section 4.6 may appeal such decision to the Zoning Board of Appeals within twenty (20) days of the date filed with the Town Clerk.

ARTICLE 26

To see if the Town will vote to amend the Zoning Bylaw by:

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

Pet Grooming: the hygienic care and cleaning of any domesticated, non-exotic pet.

and

- (2) Inserting into the Table of Uses for Business and Industrial Districts, set forth in Section 5.3.1, after the entries for "Animal Kennel," the following:

PRINCIPAL USES	BUS A	BUS B	BUS C	IND	PUD-B Overlay	PUD-I Overlay
Pet Grooming	Yes	Yes	Yes	Yes	Yes	Yes

or take any other action with respect thereto.

Community Planning and Development Commission

Background: Article 26 is an amendment to Section 2.0 of the Zoning Bylaw, *Definitions*, and Section 5.3.1 of the Zoning Bylaw, *Table of Uses for Business and Industrial Districts*. The purpose of the amendment is to create a new and separate definition for Pet Grooming and allow the Pet Grooming Use in the Business Districts (e.g., Downtown, South Main Street) and in the Industrial Districts (e.g., behind RMLD) "by-right" (meaning no need for a Special Permit). When the zoning bylaw was recodified in 2014 by the Zoning Advisory Committee (ZAC) Town Meeting adopted a new Animal Kennel definition that included pet grooming. The Animal Kennel use was only allowed by Special Permit in Business A, Industrial, and PUD-B, and PUD-I. This resulted in pet grooming businesses having to go an extra step and seek a Special Permit.

Article 26 simplifies the zoning related to Pet Grooming. It creates a separate definition for Pet Grooming and streamlines the permitting of Pet Grooming by allowing it "by-right" in Business and Industrial Districts through amending the Table of Uses.

Finance Committee Report: No report.

Bylaw Committee Report: No report.

The following bold and cross out version further illustrates the changes under Article 26.

(note: ~~cross-out~~ represents language to be eliminated and **bold** represents new language)

Add to Section 2.0 Definitions – in alphabetical order:

Pet Grooming: the hygienic care and cleaning of any domesticated, non-exotic pet.

Add to Section 5.3.1 Table of Uses for Business and Industrial Districts, under Business and Service Uses – between 'Animal Kennel' and 'Self-Service Storage Facility':

PRINCIPAL USES	BUS A	BUS B	BUS C	IND	PUD-B Overlay
Business and Service Uses					
Restaurant	Yes	Yes	No	Yes	SPP
Fast Food Restaurant	Yes	Yes	No	SPP	SPP
Restaurant with Drive-through Window	SPP	No	No	SPP	No
Bar or Tavern	No	No	No	No	No
Retail Store, up to 35,000 square feet	Yes	Yes	No	Yes	Yes
Retail Store, more than 35,000 square feet	No	No	No	No	SPP
Retail Store with Drive-through Window	SPP	No	No	SPP	SPP
Convenience Store	Yes	Yes	No	Yes	Yes
Office	Yes	Yes	Yes	Yes	SPP
Health, Exercise or Fitness Club	Yes	Yes	Yes	Yes	Yes
Place of Assembly	SPP	SPP	SPP	SPP	SPP
Retail Services	Yes	Yes	Yes	Yes	Yes
Consumer Service Retail Establishment	Yes	Yes	No	Yes	Yes
Professional Services	Yes	Yes	Yes	Yes	SPP
Facility for skilled trades	Yes ⁴	Yes ⁴	No ⁴	Yes ⁴	SPP
Financial Institution	Yes	Yes	Yes	Yes	SPP
Computer Services Facility	Yes	Yes	Yes	Yes	SPP
Hotel or Motel	SPP	Yes	Yes	Yes	Yes
Tourist or Trailer Camp	No	No	No	No	No
Funeral Establishment	Yes	Yes	No	Yes	SPP
Animal Hospital	Yes	Yes	No	Yes	SPP
Animal Kennel	SPP	No	No	SPP	SPP
Pet Grooming	Yes	Yes	Yes	Yes	Yes
Self-Service Storage Facility	No	No	No	Yes	No
Wholesale Business with No Warehouse	Yes	SPP	Yes	Yes	Yes
Wholesale Business with Warehouse	No	No	No	Yes	No
Junkyard	No	No	No	SPP	No

ARTICLE 27

To see if the Town will vote to amend the Zoning Bylaw by:

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

Special Home Occupation: A business use conducted within a dwelling unit, or within an accessory structure on a residential property, that is accessory to the primary residential use; provided, however, that not more than one non-resident of the dwelling unit or residential property, exclusive of residents of the dwelling unit or residential property, is employed on the premises.

- (2) Inserting into the Table of Uses for Residence Districts, set forth in Section 5.3.2, after the entries for "Home Occupation," the following:

ACCESSORY USES	RES S-15 S-20 S-40	RES A-40	RES A-80	PRD-G PRD-M	PUD-R
Special Home Occupation	SPP	SPP	SPP	SPP	SPP

- (3) Inserting a new Section 5.6.7 as follows:

5.6.7 Special Home Occupation

The CPDC may, by Special Permit, authorize a Special Home Occupation within a dwelling unit or within an accessory structure on a residential property provided that:

- a. Not more than one non-resident of the dwelling unit or residential property, exclusive of residents of the dwelling unit or residential property, is employed on the premises;
- b. There is no exterior indication that the dwelling is used for anything other than residential purposes, except for signs, and commercial vehicles, as may be approved by the CPDC;
- c. Storage of any equipment used for the home occupation must be within a permanent structure, such as a garage or a shed;
- d. Off-street parking for the dwelling and home occupation is provided and the CPDC finds the number of vehicles on the premises at any one time and number of vehicle trips per day, exclusive of the residents' vehicles and trips per day, are consistent with the residential character of the property; and
- e. The home occupation is customarily incidental and subordinate to the primary residential use of the premises.

As determined by the CPDC, additional landscaping and fencing may be required to provide visual and auditory protection to adjacent properties and areas viewed from the public way.

The CPDC reserves the right to issue a Special Permit for a Special Home Occupation for (one) year, and to deny renewal of such Special Permit if substantiated complaints are made regarding the use to the Public Safety Officer or Public Services Office within that one (1) year period.

or take any other action with respect thereto.

Community Planning and Development Commission

Background: Article 27 is an amendment to Section 2.0 of the Zoning Bylaw, *Definitions*, and Section 5.3.2 of the Zoning Bylaw, *Table of Uses for Residence Districts*, and the addition of Section 5.6.7 to the Zoning Bylaw, *Special Home Occupation*. Article 27 creates a new definition and use, *Special Home Occupation*, as well as special permit criteria. This Article allows a *Special Home Occupation* as an accessory use through a Special Permit from the Community Planning and Development Commission (CPDC).

The current Zoning Bylaw allows *Home Occupation* by-right in Residence Districts, and defines it as “a business use conducted within a dwelling unit that is accessory to the primary residential use and carried on by a resident of the dwelling unit.”

The primary difference between a *Home Occupation* and a *Special Home Occupation* is that the *Special Home Occupation* provides a formal process through which a resident can operate a business from their home AND have one non-resident employee and the added Special Permit process by CPDC will ensure that the use is fully vetted.

Bylaw Committee Report: No Report

Finance Committee: No Report

The following bold and cross out version illustrates the changes under Article 27.

(note: ~~cross-out~~ represents language to be eliminated and **bold** represents new language)

Add to Section 2.0 Definitions – in alphabetical order:

Special Home Occupation: A business use conducted within a dwelling unit, or within an accessory structure on a residential property, that is accessory to the primary residential use; provided, however, that not more than one non-resident of the dwelling unit or residential property, exclusive of residents of the dwelling unit or residential property, is employed on the premises.

Add a new Section 5.6.7 (Section 5.6 Uses By Special Permit) as follows:

Section 5.6.7 Special Home Occupation

The CPDC may, by Special Permit, authorize a Special Home Occupation within a dwelling unit or within an accessory structure on a residential property provided that:

- a. Not more than one non-resident of the dwelling unit or residential property, exclusive of residents of the dwelling unit or residential property, is employed on the premises;**
- b. There is no exterior indication that the dwelling is used for anything other than residential purposes, except for signs, and commercial vehicles, as may be approved by the CPDC;**
- c. Storage of any equipment used for the home occupation must be within a permanent structure, such as a garage or a shed;**
- d. Off-street parking for the dwelling and home occupation is provided and the CPDC finds the number of vehicles on the premises at any one time and number of vehicle trips per day, exclusive of the residents' vehicles and trips per day, are consistent with the residential character of the property; and**
- e. The home occupation is customarily incidental and subordinate to the primary residential use of the premises.**

As determined by the CPDC, additional landscaping and fencing may be required to provide visual and auditory protection to adjacent properties and areas viewed from the public way.

The CPDC reserves the right to issue a Special Permit for a Special Home Occupation for (one) year, and to deny renewal of such Special Permit if substantiated complaints are made regarding the use to the Public Safety Officer or Public Services Office within that one (1) year period.

Add to Section 5.3.2 Table of Uses for Residence Districts, Under Accessory Uses – between 'Home Occupation' and 'Bed and Breakfast':

ACCESSORY USES	RES S-15 S-20 S-40	RES A-40	RES A-80	PRD-G PRD-M	PUD-R
Agricultural Use Eligible for the Protection of Massachusetts General Laws Chapter 40A Section 3	Yes	Yes	Yes	Yes	Yes
Other Agricultural Use	SPP	SPP	SPP	SPP	SPP
Structures Accessory to Permitted Agriculture Use	Yes	Yes	Yes	Yes	Yes
Roadside Stand	Yes	Yes	Yes	Yes	Yes
Attached Accessory Apartment Contained Within an Existing Single family Dwelling	Yes	No	No	No	No
Detached Accessory Apartment Associated with an Existing Single Family Dwelling	SPA	No	No	No	No
Preservation of a Carriage House, Stable, or Barn for Use as a Detached Accessory Apartment	SPA	SPA	SPA	No	No
Detached Accessory Apartment Associated with New Construction of a Single family Dwelling	SPA	No	No	No	No
Attached Accessory Apartment Contained Within New Construction of a Single family Dwelling	SPA	No	No	No	No
Home Occupation	Yes	Yes	Yes	Yes	Yes
Special Home Occupation	SPP	SPP	SPP	SPP	SPP
Bed and Breakfast	SPP	SPP	SPP	SPP	SPP
Family Child Care Home ²	Yes	Yes	Yes	Yes	Yes
Service Facility or Accessory Building Providing Enclosed Storage	Yes	Yes	Yes	Yes	Yes
Storage of commercial building materials, equipment, or vehicles over 10,000 pounds ³	No	No	No	No	No
Storage of commercial landscaping equipment, materials, supplies, and/or commercial vehicles over 10,000 pounds	No	No	No	No	No
Accessory Convenience Store	No	No	No	No	SPP
Commercial Automotive Repair or Service Station	No	No	No	No	No
Accessory Retail Services or Retail Store	No	No	No	No	SPP
Animal Kennel	No	No	No	No	No

ARTICLE 28 To see if the Town will vote to amend the Zoning Bylaw by deleting Section 5.4.7.3.b thereof in its entirety, and inserting, in place thereof, the following:

- b An Accessory Apartment shall have a gross floor area not to exceed the lesser of 1000 square feet or one-third of the gross floor area of the Principal Single-Family Dwelling on the lot, exclusive of any garage, unfinished basement, shed or other accessory structure thereon.

or take any other action with respect thereto.

Community Planning and Development Commission

Background: Article 28 is an amendment to the Accessory Apartments *Performance Standards*, Section 5.4.7.3(b), of the Zoning Bylaw. Article 28 removes the reference to *net floor area*, and increases the maximum floor area of an accessory apartment from 750 net square feet to 1000 gross square feet.

Currently Section 5.4.7.3(b) references both *net floor area* and *gross floor area* in the same provision, which makes the bylaw confusing for both applicants and staff. The increase in permitted floor area is proposed in part to enable spaces large enough to accommodate the accessibility needs of an aging population. However, the provision included in the current bylaw as well as in Article 28, is that an accessory apartment must be no greater than one-third of the gross floor area of the Principal Single-Family Dwelling as a measure of control over the size of the accessory unit so that it does not change the character of the structure to be more like a Two-Family Dwelling.

Finance Committee Report: No Report

Bylaw Committee Report: No Report

The following bold and cross out version further illustrates the changes under Article 28

(note: ~~cross-out~~ represents language to be eliminated and **bold** represents new language)

5.4.7.3 Performance Standards

The following performance standards shall apply to all Accessory Apartments:

- a. Only one (1) Accessory Apartment per lot may be created. The Accessory Apartment shall be a complete, separate housekeeping unit containing both kitchen and bath. Prior to issuance of any special permit required for an Accessory Apartment, a plan must be submitted showing the proposed interior and exterior changes to the Principal Residence
- b. An Accessory Apartment shall ~~occupy no more than~~ **have a gross floor area not to exceed the lesser of one thousand (1,000) square feet or one-third (1/3) of the gross floor area of the Principal Single-Family Dwelling on the lot, exclusive of any garage, unfinished basement, shed or other accessory use structure(s) thereon attached to or part of such Principal Dwelling, and shall contain a minimum net floor area of four hundred (400) square feet and a maximum net floor area of seven hundred fifty (750) square feet**
- c. At least one (1) of the owners of a lot containing both a Principal Single Family Dwelling and an Accessory Apartment shall reside in either the Accessory Apartment or the Principal Dwelling.
- d. The Accessory Apartment and any modifications to the Principal Single Family Dwelling on the lot shall be designed so that the appearance of the Principal Dwelling remains that of a Single Family Dwelling. Any new entry to an Accessory Apartment shall be located on the side or in the rear of the Principal Dwelling.
- e. All stairways to the primary entrance to an Accessory Apartment located on a second or third story of a Principal Single Family Dwelling shall be enclosed within the exterior walls of the Principal Dwelling, unless otherwise required by applicable provisions of the State Building Code.
- f. Where two (2) or more entrances already exist on the front façade of a Principal Single Family Dwelling, modifications made to such entrances in order to accommodate an Accessory Apartment shall result in one (1) entrance appearing to be the principal entrance and other entrances appearing to be secondary.
- g. All motor vehicles owned or maintained by occupants of an Accessory Apartment shall be parked off the street in a designated driveway area or garage. The location and appearance of such driveway area shall not adversely affect adjoining properties or the single-family character of the neighborhood in general. Only one access driveway shall be permitted on a lot containing an Accessory Apartment unless the Board of Selectmen has authorized an additional access driveway. Any additional approved driveway space may not result in cars parking in a front yard.

- h Both the Principal Single Family Dwelling and the Accessory Apartment shall be connected to the public water and sanitary sewer systems.
- i An Accessory Apartment may not be occupied by more than three (3) people nor have more than two bedrooms.
- j Any application for a Special Permit for an Accessory Apartment to be located in a carriage house-stable-barn or other detached structure built prior to 1910 or included in the Historical and Architectural Inventory of Reading, shall include a report from the Reading Historical Commission as to any exterior features of the structure that it recommends be preserved or restored and any proposed exterior alterations that it recommends be allowed. For structures built prior to 1910, the existing footprint may not increase more than ten percent (10%).
- k The SPGA may grant a waiver from the stated requirements set forth in sections a through j inclusive above where necessary to install features that facilitate access and mobility for disabled persons;

ARTICLE 29 To see if the Town will vote to amend the Zoning Bylaw by deleting Section 5.5.1 thereof in its entirety, and inserting, in place thereof, the following:

5.5.1 Permitted Accessory Buildings or Structures

The following requirements shall apply to any accessory buildings or structures permitted in accordance with the Tables of Uses (Sections 5.3.1 and 5.3.2):

5.5.1.1 General Provisions

- a. An accessory building or structure shall not be permitted within a Required Front Yard, with the exception of flagpoles and fences.
- b. Flagpoles of a height less than 20 feet and fences shall be exempt from the front, side and rear yard requirements set forth in Section 6.0. A building permit shall be required for a flagpole exceeding 20 feet or a fence exceeding six feet in height.
- c. Accessory buildings may be used for Accessory Apartments only as permitted by Section 5.4.7.
- d. Any accessory building or structure, including a garage, that is less than 10 feet from a principal structure on the lot shall be considered "attached to" the principal structure, and shall be subject to the dimensional limits and requirements applicable to a principal structure.
- e. Non-residential accessory structures, including vending machines, automated teller machines (ATMs), and electronic game kiosks shall be required to meet the front, side and rear yard requirements for a principal structure in the same zoning district, except as may be authorized by Special Permit from the Zoning Board of Appeals.
- f. An accessory building or structure that is not an Accessory Apartment may have a footprint that is either 600 square feet or 25% of the gross floor area of the principal structure, whichever is greater.
- g. Accessory structures, other than garages and structures used for storage, shall be exempt from lot coverage requirements.

5.5.1.2 Garages

- a. All garages shall subject to lot coverage requirements.
- b. Any garage that conforms to the Required Side Yard and Required Rear Yard setbacks for a principal structure in the same zoning district shall be permitted up to the maximum height permitted for a principal structure in the same zoning district;
- c. Any detached garage in a residential district or accessory to a single or two-family dwelling in a non-residential district may be located within a Required Side Yard or Required Rear Yard, but shall be no less than five feet from the nearest side or rear lot line, and shall occupy no more than 25% of the Required Side Yard or Required Rear Yard Area.
- d. Detached garages located within a Required Side Yard or Required Rear Yard:
 - i. shall have a slab to top plate height no greater than nine feet;
 - ii. shall not have dormers or windows on the sides of the roof; and

- iii. shall not have a full staircase.

5.5.1.3 Home Recreational Facilities

A swimming pool, tennis court, sports court, or similar home recreational facility shall be permitted at any size, provided that it conforms to the Required Side Yard and Required Rear Yard setbacks for a principal structure in the same zoning district. A Home Recreational Facility may be located within a Required Side Yard or Required Rear Yard setback; provided, however, that it shall be no larger than the greater of 600 square feet or 25% of the gross floor area of the principal structure.

5.5.1.4 Other Accessory Buildings or Structures Within Required Side Yards or Required Rear Yards

- a. Except as otherwise provided in Section 5.5.1, Accessory Buildings or Structures within Required Side Yards or Required Rear Yards shall be limited to one story, or less than 12 feet in height.
- b. Any accessory building or structure in a residence district or accessory to a single or two-family dwelling in a non-residential district may be located within a Required Side Yard or Required Rear Yard, but shall be no less than five feet from the nearest rear or side lot line, and shall occupy no more than 25% of the Required Side Yard or Required Rear Yard area.

5.5.1.5 Special Permit

A Special Permit from the Community Planning and Development Commission (CPDC) may be granted:

- a. For the following uses in all districts, provided that all Required Front Yard, Required Side Yard and Required Rear Yard setbacks are met, or that the CPDC can reasonably determine that relief from one or more setbacks is warranted and will not be detrimental to abutting properties or to the neighborhood:
 - i. A truck trailer used for storage or advertising;
 - ii. A stand-alone shipping or storage container;
 - iii. A steel storage unit.
- b. In residence districts, for a temporary storage unit that will be on a property for more than 30 days, provided that all front, side and rear yard setbacks are met.

or take any other action with respect thereto.

Community Planning and Development Commission

Background: Article 29 is an amendment to Section 5.5 of the Zoning Bylaw, *Accessory Buildings or Structures*. Article 29 intends to clarify Section 5.5 by separating categories of accessory buildings and structures into their own subheadings, and by adding specific regulations for each category.

Finance Committee Report: No Report

Bylaw Committee Report: No Report

The bold and cross out version further illustrates the changes under Article 29.

(note: ~~cross-out~~ represents language to be eliminated and **bold** represents new language)

5.5 Accessory Buildings or Structures

5.5.1 Permitted Accessory Buildings or Structures

The following requirements shall apply to any accessory buildings or structures permitted in accordance with the Tables of Uses (Sections 5.3.1 and 5.3.2).

1. General Provisions:

- a. ~~Accessory buildings~~ **An accessory building or structures located- structure is not permitted** within a ~~required yard~~ **Required Front Yard, with the exception of flagpoles and fences shall be limited to one story. (note: the rest of this paragraph is moved to c. below)**
- b. ~~In any Residence District, no accessory structure or building-~~ **(note: the rest of this sentence is moved to f. below)**-Flagpoles of a height less than twenty (20) feet and fences- shall be exempt from the front, side and rear yard requirements set forth in Section 6.0 of the Zoning Bylaw. A building permit is required for a flagpole exceeding twenty (20) feet or a fence exceeding six (6) feet in height. **(note: this was in g and was moved to b)**
- ~~c. No accessory building or structure may be located within a required front yard.~~
- c. **Accessory buildings may be used for Accessory Apartments only as may be permitted pursuant to Section 5.4.7 of the Zoning Bylaw. (note: moved from a)**
- d. ~~An~~ **Any** accessory building or structure, **including a garage,** ~~located less than 10 feet from the principal building on the~~ **from** lot shall be subject to the same dimensional requirements applicable to the principal building **that is less than 10 feet from a principal structure on the lot is considered "attached to" the principal structure, and is subject to the dimensional limits and requirements of a principal structure.**
- e. ~~No accessory building or structure may be located within a required side yard except for a garage accessory to a single or two family dwelling, or a garage accessory to any permitted principal use located in a Residence District; provided, however, that such accessory garage shall be located at least ten (10) feet from the principal building and from the nearest side lot line.~~ **Non-residential accessory structures, including vending machines, automated teller machines (ATMs), and electronic game kiosks shall be required to meet the front, side and rear yard requirements for a principal structure in the same zoning district, except as may be authorized by Special Permit from the Zoning Board of Appeals.**
- f. ~~No accessory building or structure may be located within a required rear yard except for a building accessory to a one or two family dwelling, or accessory to any permitted principal use located in a Residence District; provided, however, that such accessory building or structure shall not occupy more than twenty-five (25) percent of the required rear yard and shall be located at least ten (10) feet from the principal building and five (5) feet from the nearest side or rear lot line.~~

An accessory building or structure that is not an Accessory Apartment may have a footprint larger than that is either 600 square feet or twenty-five percent (25%) of the gross floor area of the principal structure, whichever is greater.

- g. See note in b
Accessory structures, other than garages and structures used for storage, are exempt coverage requirements.

(note: h, i, and j are highlighted in bold and crossout below)

5.5.1.2 Garages:

- a. All garages are subject to lot coverage requirements.
- b. Any garage that conforms to the Required Side Yard and Required Rear Yard setbacks for a principal structure in the same zoning district shall be permitted to utilize the maximum height permitted for a principal structure in the same zoning district, and is permitted at any size;
- c. Any detached garage in a residential district or accessory to a single or two-family dwelling in a non-residential district may be located within a Required Side Yard or Required Rear Yard, but shall be no less than five feet from the nearest side or rear lot line, and shall occupy no more than twenty-five percent (25%) of the Required Side Yard or Required Rear Yard Area.
- d. ~~h. Nonresidential accessory structures, including vending machines~~ **Detached garages located within a Required Side Yard or Required Rear Yard:**
 - i. shall have a slab to top plate height no greater than 9 feet;
 - ii. shall not have dormers or windows on the sides of the roof; and ~~video~~
 - iii. shall not have a full staircase.

5.5.1.3 Home Recreational Facilities

A swimming pool, tennis court, sports court, or similar home recreational facility shall be permitted at any size, provided that it conforms to the Required Side Yard and Required Rear Yard setbacks for a principal structure in the same zoning district. A Home Recreational Facility may be located within a Required Side Yard or Required Rear Yard setback; provided, however, that it shall be no larger than the greater of 600 square feet or twenty-five percent (25%) of the gross floor area of the principal structure

5.5.1.4 Other Accessory Buildings or Structures Within Required Side Yards or Required Rear Yards:

- a. Except as otherwise provided in Section 5.5.1, Accessory Buildings or Structures within Required Side Yards or Required Rear Yards shall be limited to one story, or less than 12 feet in height
- b. Any accessory building or structure in a residential district or accessory to a single or two-family dwelling in a non-residential district may be located within a Required Side

Yard or Required Rear Yard, but must be no less than five (5) feet from the nearest rear or side lot line, and shall occupy no more than 25% of the Required Side Yard or Required Rear Yard area.

5.5.1.5. Special Permit from the Zoning Board of Appeals.

~~i The following accessory structures may be allowed by Special Permit by the~~
**A Special Permit from the Community Planning and Development Commission (CPDC) in
may be granted:**

- a. **For the following uses in all districts, provided that such accessory structures meet all yard requirements Required Front Yard, Required Side Yard and Required Rear Yard setbacks are met, or that the CPDC can reasonably determine that relief from one or more setbacks is warranted and will not be detrimental to abutting properties or to the neighborhood:**
 - i. ~~1-~~ A truck trailer used for storage or advertising;
 - ii. ~~2-~~ A stand-alone shipping or storage container;
 - iii. ~~3-~~ A steel storage unit.
- b. ~~Temporary Storage units may~~ **In residence districts, a temporary storage unit that will be allowed by Special Permit by the CPDC in Residence Districts on a property for a period not to exceed ninety (90) more than thirty (30) days, subject to provided that all applicable front, side and rear yard requirements: setbacks are met.**

ARTICLE 30 To see if the Town will vote to amend the Zoning Bylaw by deleting Section 6.2.1 thereof in its entirety, and inserting, in place thereof, the following:

6.2.1 Lot Shape

6.2.1.1 Minimum Lot Width Specified

Any newly created lot in a Residential District for which a minimum lot width is specified shall satisfy the following requirements:

- a** Each lot shall have, in addition to the required frontage, the required minimum lot width at all points between the required frontage and the nearest point on the front wall of any dwelling on such lot; and
- b** The angles formed by the intersection of the side lot lines and the right-of-way providing the minimum frontage shall not be less than 45 degrees.

6.2.1.2 Minimum Lot Width Not Specified

Any newly created lot in any Zoning District for which a minimum lot width is not specified shall satisfy the following requirement:

- a** The angles formed by the intersection of the side lot lines and the right-of-way providing the minimum frontage shall not be less than 45 degrees.

or take any other action with respect thereto.

Community Planning and Development Commission

Background: Article 30 is an amendment to Section 6.2.1 of the Zoning Bylaw, *Lot Shape*. Article 30 intends to make the regulation of lot shape more straightforward by removing the calculation.

Finance Committee Report: No Report

Bylaw Committee Report: No Report

The bold and cross out version further illustrates the changes under Article 30.

(note: ~~cross-out~~ represents language to be eliminated and **bold** represents new language)

6.2.1 Lot Shape

~~In all Residence Districts, no building or structure may be constructed on a~~ **Any newly created lot unless the lot satisfies in a Residential District for which minimum lot width is specified shall satisfy** the following requirements:

- a ~~One side of the~~ **Each** lot shall coincide with the street line of the lot for the entire length of the minimum ~~have, in addition to the~~ required frontage, **the required minimum lot width at all points between the required frontage and the nearest point on the front wall of the dwelling upon such lot; and**
- b ~~The square footage~~ **angles formed by the intersection of the side lot multiplied by twenty two (22) lines and the right-of-way providing the minimum frontage shall not be greater less than the length of the perimeter of the lot squared 45 degrees.**

6.2.1.2 Minimum Lot Width Not Specified

Any newly created lot in any Zoning District for which minimum lot width is not specified, shall satisfy the following requirement:

- a **The angles formed by the intersection of the side lot lines and the right-of-way providing the minimum frontage shall not be less than 45 degrees.**

Image removed.

ARTICLE 31 To see if the Town will vote to amend the Zoning Bylaw by deleting Section 8.0 thereof in its entirety, and inserting, in place thereof, the following:

8.0 SIGN REGULATIONS

8.1 The sign regulations contained herein are intended to: 1) facilitate efficient communication; 2) avoid conflict between signs and other features of the streetscape; 3) support economic vitality and opportunity; and 4) encourage compatibility and harmony with surrounding buildings, land and land uses.

8.1.1 Applicability

Within the territorial borders of the Town, a sign may be erected, placed, established, painted, created or maintained only in conformity with the provisions of this Section. Where required, permits for signs are issued by the Building Inspector.

8.1.2 Permit Required

No person shall construct, place, erect, display, alter, repair, or relocate a sign, unless exempted by this Section without a valid sign permit issued pursuant to this bylaw.

8.1.3 Zoning Districts

Signage is regulated according to zoning district. Zoning Districts are established in Section 3.1. The zoning districts are as shown on the official zoning map which is on file with the Town Engineer. Note that Reading has adopted a Downtown Smart Growth District (DSGD) and a Gateway Smart Growth District (GSGD). Refer to Section 10.5 for DSGD regulations and Section 10.4 for GSGD regulations. For information about signage permitted within a Planned Unit Development (PUD-I or PUD-B), and a Planned Residential Development (PRD), refer to Section 11.0.

8.1.4 Navigating the Sign Bylaw

Any person wishing to construct, place, erect, display, alter, repair or relocate a sign is advised to adhere to the following process:

1. Determine the zoning district of the property containing or to contain such sign (see Zoning Map or Town of Reading online GIS mapping system);
2. Determine the sign regulations within that zoning district (see Table 8.6);
3. Consult with the Town's Community Development Director;
4. Submit a Sign Permit Application to the Building Inspector.

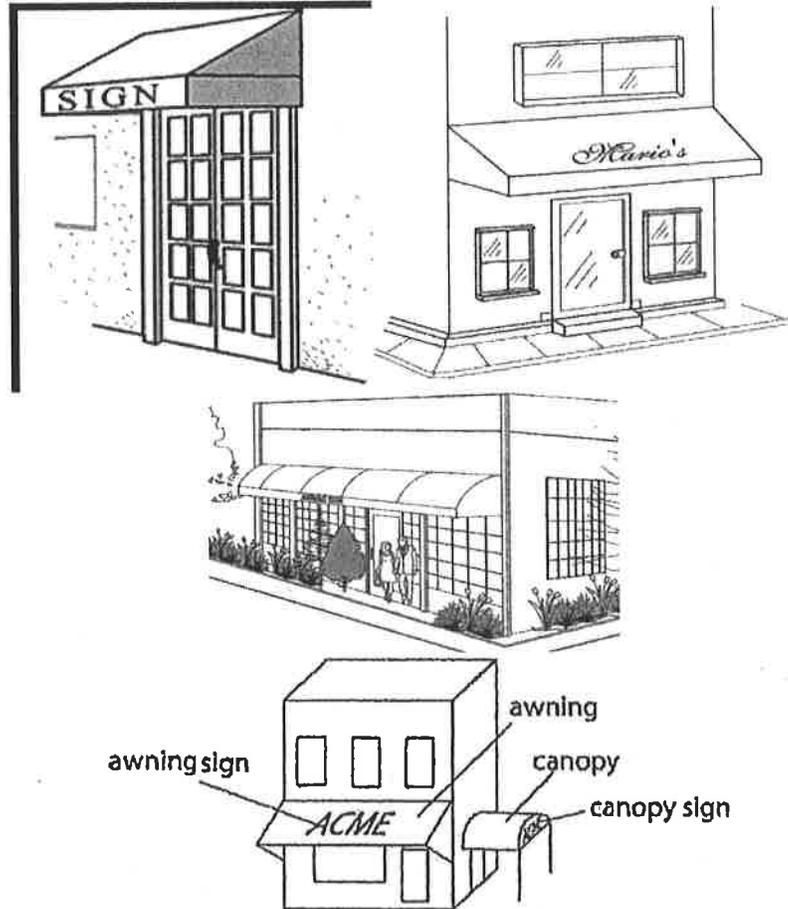
8.2 Definitions

For the purposes of Section 8.0, the following terms shall have the meanings hereby assigned to them:

A-Frame or Sandwich Board Sign: A portable sign that can stand upright without additional supports.

Animated Sign: A sign or portion thereof with characters, letters or illustrations that change or are rearranged without altering the face or surface of the sign or signboard, on a continuous or periodic basis, more than eight times per day.

Awning or Canopy Sign: A sign painted on or attached to the cloth, canvas or metal cover of a fixed, hinged, rolled or folding type of awning or canopy.



Banner or Pennant: Any sign of flexible lightweight fabric or similar material that is mounted or affixed at one or more edges.

Beacon: A stationary or revolving light, not primarily illuminating a sign, which flashes or projects illumination, single color or multi-colored, in any manner which is intended to attract or divert attention, except any such fixture which is required by the Federal Aviation Administration or a similar agency, and is installed and operated under the safety regulations of such agency.

Billboard: A large, off-premises, outdoor board for displaying advertisements that are either static or animated, and which is subject to regulation by the Office of Outdoor Advertising of the Massachusetts Department of Transportation.

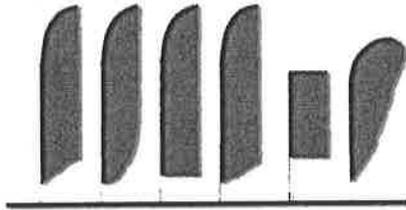
Bulletin Board: A permanent non-electronic sign that is located on property that is owned or operated by a charitable, educational, or religious institution or a public body for posting temporary signs.

Electric Sign: Any sign containing electric wiring. This does not include signs illuminated by an exterior light source.

Electronic Sign: A sign that changes its message or copy at intervals by digital, electronic or mechanical processes, by remote control or other programming device. Any illuminated sign on which the artificial light is not maintained stationary or constant in intensity and color at all times when such sign is in use. Any moving illuminated sign shall be considered a flashing sign.

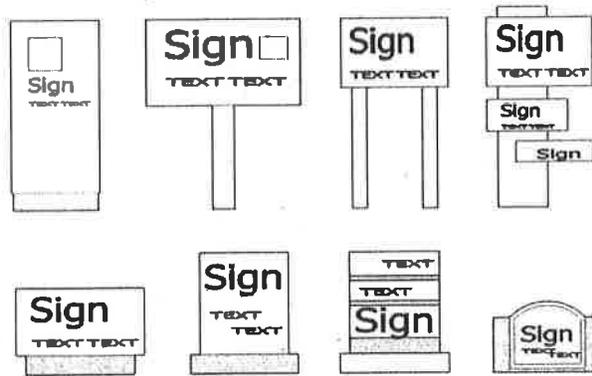
Façade: The face of a building, typically the principal or front wall.

Feather Banner or Wind Flag: A temporary sign of flexible, lightweight fabric or similar material that is supported along one edge and mounted to a ground base or staked in the ground and intended to blow in the wind to attract attention. Also called a Wind Flag.



Example of Feather Banner or Wind Flag

Free-Standing Sign: A permanent sign erected and maintained on a freestanding frame, mast or pole not attached to any building.



Common Free-Standing Sign Types

Government Sign: A sign that is constructed, placed or maintained by the Federal, State, or Local government or a sign that is required to be constructed, placed or maintained by the Federal, State, or Town government either directly or to enforce a property owner's rights.

- i. Traffic control signs and/or devices;
- ii. Numerals that identify the address of a property;
- iii. Fuel pump information signs;
- iv. A flag adopted by the Federal government, this State or the Town of Reading.

Halo Lighting: A form of internal illumination in which light is only emitted from the back of or from within a letter or graphic shape out towards the surface on which the letter or graphic is mounted without having any light visible through the face or sides of the letter or graphic.



Identification Sign: A sign that contains areas that are made available for use by the individual structures or commercial uses operating on the same lot.

Illuminated Sign: A sign characterized by the use of artificial light projecting through the letters or graphics of an opaque sign surface(s) [Internally Illuminated], or reflecting off of the sign surface(s) [Externally Illuminated].

Instructional or Directional Signage: A Sign that is required by a state or local permit or approval for the safe flow of vehicular or pedestrian traffic or otherwise to protect public safety, health and the environment.

Marquee: A canopy or covering structure projecting from and attached to a building and bearing a signboard or copy.

Marquee Sign: Any sign attached to or made part of a marquee.



Off-Premises Sign: Any sign which directs attention to goods, products, services or commercial uses which are not sold, manufactured or distributed on or from the premises, facility or site on which the sign is located, including any billboard, signs affixed to vehicles, Animated Sign or Electronic Sign on which display space may or may not be leased or rented.

Original Art Display: A work of fine art that is displayed in conjunction with a commercial enterprise with the permission of the property owner, but for which the commercial enterprise does not receive direct commercial gain. An original art display does not include: mechanically produced or computer generated prints or images, including but not limited to digitally printed vinyl; electrical or mechanical components; or changing image art display.

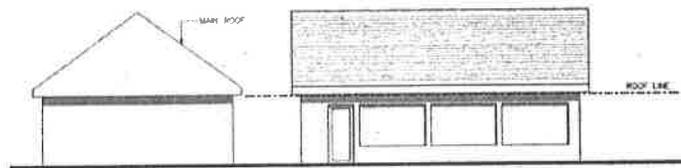
Portable Sign: Any sign not permanently attached to the ground or any permanent structure, or any sign primarily designed to be transported in any way, regardless of modifications that limit its movability, including signs converted to "A" or "T" frames and/or menu and sandwich-board signs.

Projecting or Blade Sign: A sign that is affixed to a building or other structure where the sign face is approximately perpendicular to the building facade.

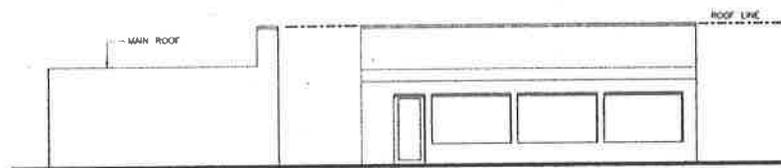


Reader Board or Menu Board: A sign or portion thereof with characters, letters or illustrations that can be changed or rearranged without altering the face or surface of the sign or signboard. A sign on which the message changes more than eight times per day shall be considered an Animated or Electronic sign.

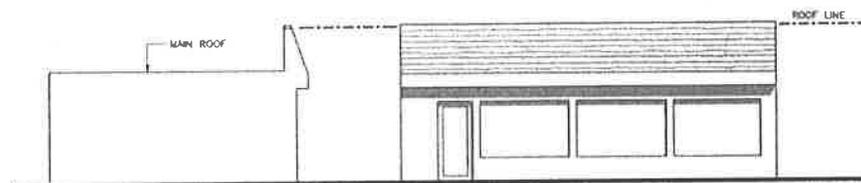
Roof Line: the underside of the eave of a peaked roof or, in the case of an extended façade or parapet, the uppermost point of said façade or parapet.



Sloping Roof



Flat Roof

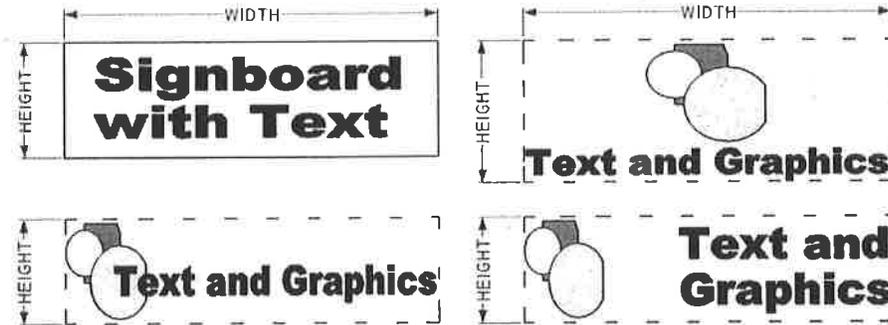


Mansard Roof

Sign: A name, identification, description, display or illustration, which is affixed to, painted or represented directly or indirectly upon a building, or other outdoor surface which directs attention to or is designed or intended to direct attention to the signboard or to an object, product, place, activity, person, institution, organization or business and where sign area means the space enclosed within the extreme edges of the sign for each

face, not including the supporting structure or where attached directly to a building wall or surface, the outline enclosing all the characters of the word. Signs located completely within an enclosed building, and not exposed to view from a street, shall not be considered a sign for the purposes of the bylaw herein. Each display surface of a sign or signboard shall be considered to be a sign.

Sign Area: The area contained entirely within the signboard or if no signboard is present, the area contained entirely within the smallest rectangle that completely encloses the outer extremities of all graphic material of a sign.



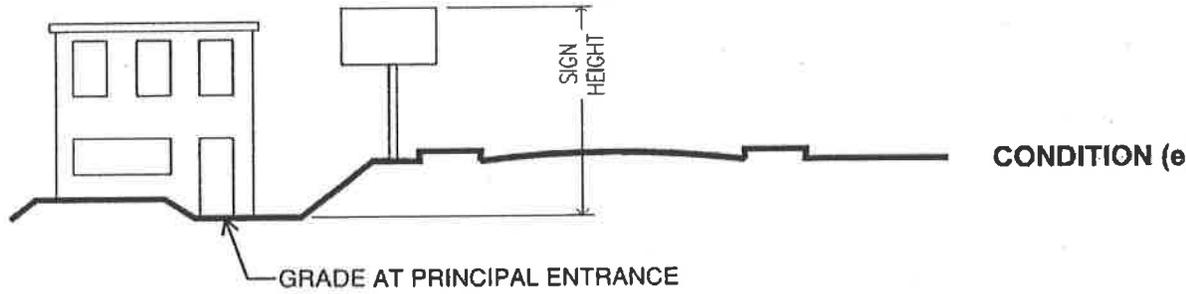
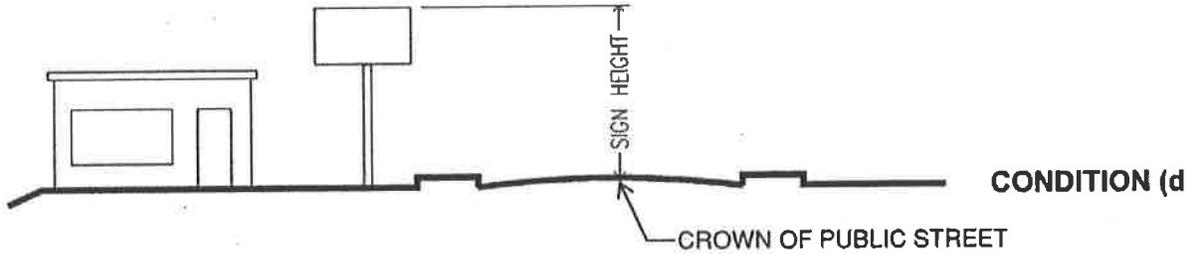
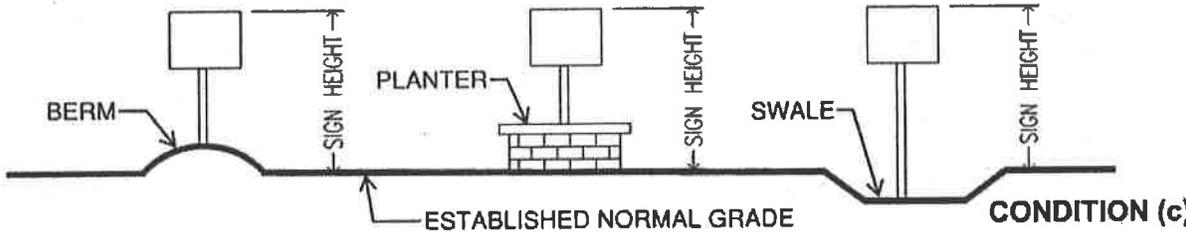
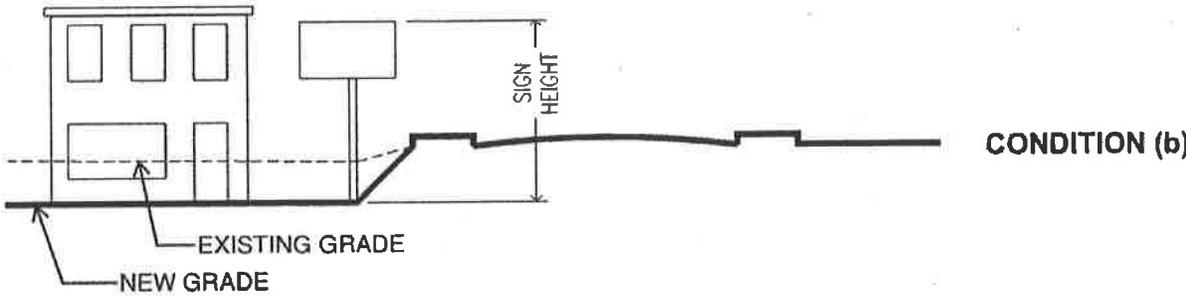
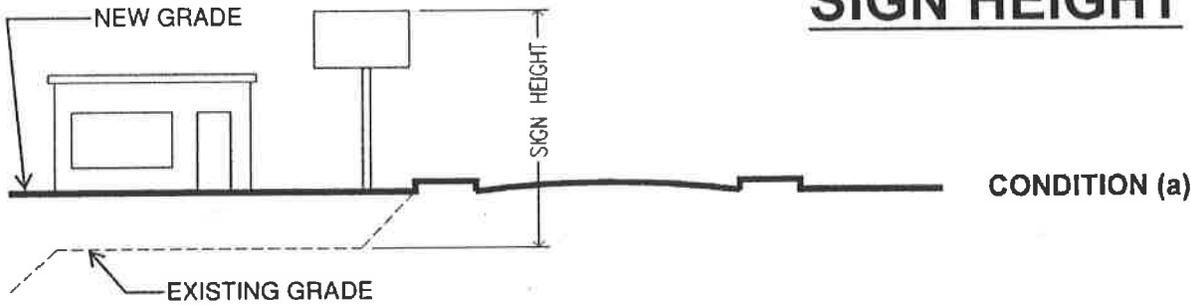
Examples of Sign Area

Signboard: The surface of durable material upon which letters or other graphic content of a sign is displayed.

Sign Height: The distance from the base of the sign at normal grade to the top of the highest attached component of the sign or sign structure. Normal grade shall be construed to be the lower of:

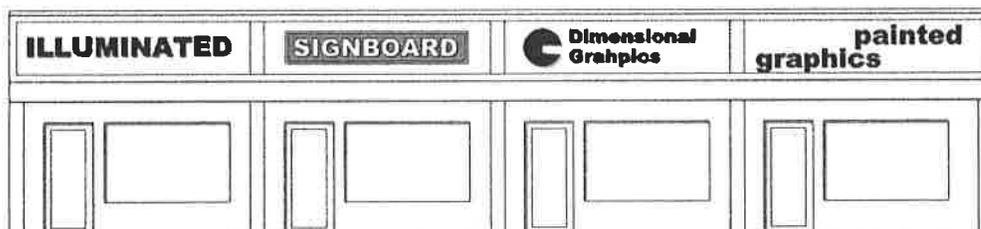
- 1 Existing grade prior to construction (a), or
- 2 The newly established grade after construction (b), exclusive of any filling, berming, mounding, or excavating solely for the purpose of locating the sign (c). In cases in which the normal grade cannot be reasonably determined, sign height shall be computed on the assumption that the normal grade is the elevation of the nearest point of the crown of the public street (d) along which the lot has frontage or the grade of the land at the principal entrance (e) to the principal structure on the lot, whichever is lower.

SIGN HEIGHT



Temporary Sign: An unlit banner, pennant, poster or advertising display constructed of paper, cloth, canvas, plastic sheet, cardboard, wallboard, plywood or other like materials and that is intended to be displayed for a limited period of time.

Wall-Mounted Sign: A sign affixed directly to or painted on or otherwise inscribed on an exterior wall and confined within the limits thereof of any building and which projects from that surface less than twelve (12) inches at all points.



Examples of Wall-Mounted Signs

8.3 Authorized Signs

Signs for which no sign permit is required are identified in Table 8.6 and Section 8.3 herein. The following signs are authorized in every district and may be installed upon receipt of a building permit (as needed), and shall not affect the computation of allowable number of signs or aggregate sign size on a property, provided that the following is complied with:

- a Government signs in every zoning district that form the expression of the government when erected and maintained according to law. Such signs may be installed or required to be installed by the Town of Reading, the Commonwealth of Massachusetts, or Federal Agencies, or with the express written permission thereof, and shall include the following:
 - i. Traffic control devices on private or public property must be erected and maintained to comply with the Manual on Uniform Traffic Control Devices (MUTCD) adopted in this state and if not adopted by this state, with the MUTCD adopted by the Federal Highway Administration.
 - ii. Each property owner must mark their property using numerals that identify the address of the property so that public safety departments can easily identify the address from the public street. The size and location of the identifying numerals and letters if any must be proportional to the size of the building and the distance from the street to the building. In cases where the building is not located within view of the public street, the identifier shall be located on the mailbox or other suitable device such that it is visible from the street.
 - iii. Where a Federal, State, or Local law requires a property owner to post a sign on the owner's property to warn of a danger or to prohibit access to the property either generally or specifically, the owner must comply with the Federal, State or Local law to exercise that authority by posting a sign on the property.
 - iv. A flag that has been adopted by the Federal government, the Commonwealth of Massachusetts or the Town of Reading may be displayed as provided under the law that adopts or regulates its use.

- b** Instructional and Directional Signage that is unlit and either less than 1 square foot in area or required by government regulation or entity.
- c** Signs on property occupied by religious or educational uses protected by M.G.L. Ch. 40A Section 3 (Dover Amendment).
- d** Original Art Displays
- e** Temporary Signs:
 Temporary signs are permitted in all zoning districts as follows:
 - 1.** Each privately-owned property in Town shall be allowed one (1) temporary sign that is no more than six (6) square feet in area.
 - 2.** In addition to the one (1) temporary sign, the following may be allowed:
 - i** On a site for which construction has not begun, but which has been issued a building or demolition permit or has an approved site plan, one (1) additional temporary sign not exceeding 32 square feet in area or 8 feet in any dimension 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.
 - ii** On a site that is under active construction, where a demolition or building permit has been issued and where at least site preparation work has commenced, one (1) additional temporary sign not exceeding 32 square feet in area or 8 feet in any dimension may be displayed for a period of up to 1 year. 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.
 - iii** On a site for which a subdivision has been constructed and is for sale through a licensed real estate agent, by owner, or through advertising in a local newspaper of general circulation, one (1) additional temporary sign not exceeding 48 square feet in area or 8 feet in any dimension may be displayed. Temporary Real Estate signs for subdivisions shall be removed within fifteen (15) days following the date on which a contract of sale has been executed.
 - iv** On a site that is for sale through a licensed real estate agent, by owner, or through advertising in a local newspaper of general circulation, one (1) additional temporary sign not exceeding six (6) square feet may be displayed. Temporary Real Estate signs shall be removed within fifteen (15) days following the date on which a contract of sale has been executed.
 - v** On a day when a property owner is opening the property to the public, signs not exceeding four (4) square feet each, may be placed at a rate of one (1) sign per intersection per property and one (1) additional sign on the open house property.
 - vi** For up to seven (7) days before and three (3) days after a garage or yard sale, temporary signs not exceeding six (6) square feet may be displayed. Such signs shall be limited to one (1) additional sign on the property on which the garage or yard sale is taking place, and one (1) at each of no more than two intersections of public streets.
 - vii** For a period of time beginning 60 days before a Town of Reading municipal election, a Commonwealth of Massachusetts election, or a federal election, and ending two (2) days after the date of the election, there shall be no maximum number of temporary signs permitted.

3. In addition to flags that are authorized under Section 8.3iv, one (1) flag shall be allowed.

8.4 Prohibited Signs, General

The following signs are prohibited in all zoning districts. See Section 8.5 Signs by Zoning District for specific prohibitions.

- a Privately-owned signs installed or placed on public property, except by express permission of the Town or as otherwise allowed herein.
- b Signs which interfere with traffic or pedestrian safety, including any which may obstruct traffic or pedestrian visibility or movement at any intersection, along any public sidewalk, into or out of any property, or which by reason of blinking, flashing, or animation by lighting in any fashion can cause such signs to have the appearance of traffic safety signs and lights, or municipal vehicle warnings from a distance.
- c Signs placed or painted on any tree, rock, utility pole, traffic safety sign, or similar fixture; painted on any building wall, bench, pavement, parking bumper or curb, or other similar outdoor surface.
- d Internally illuminated signs, unless the background or signboard completely blocks illumination or glow except through the letters and graphics.
- e Flashing signs and signs which contain a beacon of any type; which contain a spot light providing direct illumination to the public; which revolve, rotate, move, or blink, or which fluctuate in light intensity; and animated signs.
- f Any self-illuminated or backlit signs which use LCD, LED, electronic messaging or digital technology, neon or similar signs except as displayed on the inside of windows subject to the provisions of Subsection 8.5.1d.
- g Banners as permanent signs.
- h Reader Board Signs except as price displays at gas stations.
- i Balloons or tethered blimps used as signs, a movable poster or panel sign, umbrellas containing any commercial message; signs attached to or painted on vehicles travelling or parked on, or visible from any public right-of-way, unless such vehicle is used in the normal day-to-day operation of a business.
- j Off-Premises Signs, with the exception of temporary signs.
- k Billboards
- l Signs affixed on or above the roofline of a structure.
- m Wind Flags and Feather Banners
- n Signs that contain obscene matter.

8.5 Signs by Zoning District

Signs are regulated by Zoning District as specified in Table 8.6 and as follows:

8.5.1 Signs in Business and Industrial Zoning Districts

The following signs are allowed in all Business and Industrial Zoning Districts. In addition, refer to Table 8.6.

- a During hours of operation, one (1) flag not exceeding four (4) feet by six (6) feet, with a minimum ground clearance of eight (8) feet over walkways, sidewalks and entrances of businesses. Ground clearance shall be defined as the distance between the lowest hanging portion or bottom of the flag and the grade directly below.
- b All awnings and canopies shall be impervious to light so that no illumination or glow can be seen through it. Awnings may contain letters up to four inches

in height for a length not to exceed thirty-six inches without requiring a sign permit. Such lettering shall not count toward allowed sign area. All other awnings or canopies with lettering or graphics shall require a sign permit and count as part of the allowed sign area. All awnings and canopies shall have a minimum ground clearance of eight feet. Ground clearance shall be measured between the lowest point of the awning or canopy and the ground or sidewalk.

- c Bulletin boards are allowed, provided that no free-standing or wall-mounted bulletin board may exceed twelve square feet in size.
- d Window Signs: Permanently affixed, weather resistant, individual letters that are not subject to wear and tear are permitted on the exterior of the window. Window Signs on the inside surface of the glass are encouraged. Temporary or permanent signs may without permit be attached to the inside of the glass surface of a window (a single structurally supported sheet of glass or a sash) or door, or placed within the premises within five feet of any window or door and situated or designed so that the sign's graphic content is visible from the outside through a window or door, provided that any such sign shall:
 - 1 Be uniformly located only in thirty percent (30%) of the glass sheet or sash;
 - 2 Contain no letters larger than eight (8) inches in height;
 - 3 Be neat and professional in appearance and be maintained at all times;
 - 4 Have a sign area not to exceed six (6) square feet if the sign is not illuminated;
 - 5 In addition to the above, any illuminated sign shall be placed only in a window, and not in a door, and shall also:
 - a Have a sign area not to exceed four (4) square feet;
 - b Be placed no closer than ten feet from any other internally illuminated window sign on the premises. In cases where there is a door or other architectural break in the façade this buffer shall be reduced to seven (7) feet;
 - c Be placed only in a window that contains no other signs of any type; and be illuminated only during hours of operation of the business establishment.
 - d Be allowed in conformity with the Subsection 8.5.1e below.
 - e Instructional and directional signs are allowed provided that such signs shall be limited to wall and free-standing signs with a maximum sign area of four square feet per sign. One such sign, not exceeding six (6) feet in height, may be placed at each vehicular entrance or exit on a lot provided such sign does not constitute a traffic hazard; such signs shall not affect the computation of allowable number of signs or aggregate sign size on a property. One such sign, not exceeding six feet in height and four square feet of sign area, may be placed in conjunction with each drive-up bank teller window or machine provided that such sign shall not constitute a traffic hazard.
 - f Marquee signs are prohibited except when displayed on a property housing a legally permitted indoor movie theater and attached to the marquee of the building, provided that the size of the marquee sign shall not exceed twenty-four (24) square feet,

and the bottom of the marquee sign shall not be of a height of less than 8 feet above the grade directly below.

- g** Menu boards are prohibited except:

 - With an A-Frame sign permit issued by the Board of Selectmen.
 - When located on a lot containing a restaurant having a drive up window: no more than three menu boards are allowed; the maximum aggregate sign area is 100 square feet; no one menu board may exceed 50 square feet; and the illumination shall not project beyond the property line.
- e** Temporary signs located on a lot containing a business that is sponsoring an opening or re-opening, open house, a special sale or a promotional event, are allowed, provided that:

 - All temporary signs shall have received a sign permit from the Building Inspector;
 - The individual business shall place no more than four (4) such signs per calendar year for an annual total of 56 days (except in conjunction with an organized common special event as specified below);
 - No such sign shall exceed sixteen (16) square feet in sign area or thirty (30) square feet in sign area for businesses that have a setback more than fifty (50) feet from the primary street upon which the business is located;
 - Only one sign for each sponsored opening or reopening per business until the property undergoes a change of use or change of ownership.
 - In cases where renovation or construction includes removal of permanent signs, a temporary sign is allowed as follows:
 - Dimensions shall be the same as allowed for temporary signs
 - May remain during construction provided the construction or renovation is expeditiously pursued
 - Must be removed upon the installation of the permanent sign
 - No such sign shall be placed so as to constitute a hazard to motorists or pedestrians;
 - If placed upon a window, any such sign shall be included in the aggregate window area specified in Paragraph 8.5.1d above.
 - A temporary sign may be used as a permanent sign if it meets the requirements for a permanent sign in the zoning district in which it is located.
 - In the case of common special events organized by a recognized association of businesses for which a license or Civic Function Permit has been granted by the Board of Selectmen, an individual participating business may display a temporary sign.
 - Non-illuminated temporary balloons and streamers are allowed provided that they are mounted in a way that does not pose a hazard to pedestrian or vehicular traffic and sight lines as determined by the Zoning Enforcement Officer.
 - Banners are allowed only as temporary signs four times a year for an annual total of 56 days with a sign permit.

- f Farm Stands and Garden Stands which do not have permanent windows shall be allowed, without permit or limitation as to number or material, to display temporary signs identifying goods offered for sale on the premises, provided that such signs are kept in good order and that the aggregate total sign area of all such signs on a lot shall not exceed one square-foot per lineal feet of frontage of such lot.
- g Clocks, not to exceed eight square feet in surface area per side or twelve feet in height, are allowed.
- h Clocks and thermometers may be included in any free-standing or wall sign, and no more than twelve additional square feet of sign area may be added to the otherwise allowable sign area of such sign.

8.5.1.1 Master Signage Plan

In all Business and Industrial Zoning Districts, where a commercial building contains more than one business requiring wall signage, the building owner may submit for approval to the Community Planning and Development Commission (CPDC), a Master Signage Plan. At the owner's discretion, not every business within the building need be provided with a wall sign within the proposed assemblage. So as to provide for a change in business occupancy that may occur within the building, the CPDC will not consider the content of any individual sign contained within the Master Signage Plan.

The Master Signage Plan shall show the size, placement, materials, framing, graphic and design standards for each sign and the assemblage thereof proposed within said allowable maximum sign area, together with proposed lighting and methods of attachment of all such signs.

Once the Master Signage Plan has been approved by the CPDC, the Building Inspector may issue a sign permit for any individual business sign if it conforms to the Master Signage Plan.

8.5.2 Signs in Business-A Zoning Districts

Refer to Table 8.6 for additional regulations relating to signs in the Business A Zoning Districts.

Allowed Signs

- Free-Standing
- Wall-Mounted
- Projecting
- Internally or Externally illuminated

Prohibited Signs – Specific to Business A (see also Section 8.4)

- Single-tenant buildings or lots are not allowed to have both a free-standing sign and a wall-mounted sign
- A Frame and Sandwich Board signs

Special Regulations

A lot or building which contains only one establishment shall be allowed one free-standing sign OR one wall-mounted sign OR one projecting sign only.

A lot or building that contains more than one establishment shall be allowed a maximum of the following signs, all of which shall in every respect conform to the requirements of this Section:

- a One free-standing Identification Sign, and
- b One additional Identification Sign not to exceed four (4) square feet in sign area, not to exceed eight (8) feet in height, and not located within a Required Front, Required Side, or Required Rear yard as delineated in Subsection 6.0, and
- c One wall-mounted or projecting sign per business occupying the ground floor and front wall of the building, except in cases where a Master Signage Plan allowing additional signage has been approved.

All internally-illuminated signs shall have a background or signboard that completely blocks illumination or glow such that light is only visible through the letters and graphics. All illuminated signs shall be turned off at the close of business.

8.5.3 Signs in Business-B Zoning Districts

All permanent signs in the Business B Zoning District require a Certificate of Appropriateness (Subsection 8.5.3.1). Refer to Table 8.6 for additional regulations relating to signs in the Business B Zoning Districts.

Allowed Signs

- Wall-Mounted
- Projecting
- Awning
- Externally Illuminated
- Halo-Lit
- A-Frame and Sandwich Board signs are permitted, but only upon receipt of an annual permit from the Board of Selectmen.

Prohibited Signs – Specific to Business B (see also Section 8.4)

- Free-Standing (except as permitted at service stations or by special permit)
- Internally Illuminated
- Reader Board

Special Regulations

A lot or building which contains more than one business, may be granted a Certificate of Appropriateness for more than one sign and a maximum of the following signs:

- a A business occupying the ground floor is allowed two (2) signs if one sign is a wall-mounted sign and the second one is a projecting / blade sign, an awning sign, or a wall-mounted sign located on a different building façade than the first wall-mounted sign.

The allowable sign area for the primary sign is equal to 2 square feet per linear foot of the portion of the wall of the building occupied by the establishment to which the sign relates in accordance with Table 8.6. The secondary sign area shall not exceed half of the sign area allowed for the primary sign.

b Signage for businesses occupying the second floor may be allowed per a Master Signage Plan submitted for review and approval by the CPDC in accordance with Subsection 8.5.1.1 above.

c One Identification Sign is allowed provided the following conditions are met:

- Shall be mounted on the building wall closest to the entrance
- Shall not exceed four (4) square feet in sign area
- Shall not exceed eight (8) feet in height
- Shall not project beyond the property line

8.5.3.1 Certificate of Appropriateness: Community Planning and Development Commission (CPDC)

The CPDC shall establish procedures for receiving and reviewing applications for signs in the Business B Zoning District, and for providing written decisions to the Building Inspector. The CPDC shall, in reviewing such applications, consider the design, arrangement, location, texture, materials, colors, lighting, and other visual characteristics of each proposed sign and its compatibility with its general surroundings with regard to the purposes outlined in Section 8.1.

If the CPDC shall refuse to issue a Certificate of Appropriateness for any proposed sign, it shall state in writing the reasons therefore, with suggestions as to how the proposal may be modified so as to be approved.

If the CPDC shall fail to issue or refuse to issue a Certificate of Appropriateness within forty-five (45) days of the date of a completed application being submitted, the Certificate shall be deemed to have been issued. An appeal from any decision of the CPDC may be made within twenty days of such decision being filed with the Town Clerk, to the Board of Selectmen, who may uphold, modify or overrule the action of the CPDC and grant a Certificate of Appropriateness.

In such cases where proposed signs are included as part of a Site Plan Review (Section 4.6) or an application for a PRD Special Permit (Section 11.2), a separate Certificate of Appropriateness shall not be required.

8.5.4 Signs in Business-C Zoning Districts

Refer to Table 8.6 for additional regulations relating to signs in the Business C Zoning Districts.

Signs allowed in Business C Zoning Districts are subject to the corresponding provisions of Paragraph 8.5.2 Signs in Business A Zoning Districts.

Allowed Signs

- Free-Standing
- Wall
- Projecting
- Internally or Externally Illuminated signs

Prohibited Signs – Specific to Business C (see also Section 8.4)

- Single-tenant buildings or lots are not allowed to have both a free-standing sign and a wall-mounted sign
- A Frame and Sandwich Board signs

Special Regulations

A building located within eighteen hundred (1800) feet of the centerline of an Interstate Highway may have an additional wall sign to be displayed between the top course of windows and the parapet of such building provided that all the following apply:

- The sign area shall not exceed fifty percent of the surface area described by the tops of such windows, the parapet, and the wall corners
- Letters and logo contained in or constituting such sign shall not exceed eight feet in height
- The lowest point of such sign shall not be closer than 48 feet above the ground immediately below
- Such sign shall not be illuminated between the hours of 11:00 p.m. and sunrise, and
- Such sign shall be located on the building wall most directly facing said highway.

8.5.5 Signs in Industrial Zoning Districts

Refer to Table 8.6 for additional regulations relating to signs in the Industrial Zoning Districts.

The allowed signs in the Industrial Zoning Districts should conform to the provisions of Section 8.5.4 for Signs in Business C Zoning Districts.

Allowed Signs

- Free-Standing
- Wall
- Projecting
- Internally Illuminated

Prohibited Signs – Specific to Industrial Zones (see also Section 8.4)

- Single-tenant buildings or lots are not allowed to have both a free-standing sign and a wall-mounted sign
- A Frame and Sandwich Board signs

Special Regulations

In conjunction with a PUD Special Permit granted in accordance with Section 11.1 of the Zoning Bylaw, the CPDC may allow modifications to any provision of this Section 8.0.

The CPDC may allow one additional free-standing sign, not to exceed thirty-five feet in height or 144 square feet in sign area, in that portion of the PUD parcel's landscaped perimeter buffer area most closely adjacent to Route 128 but not closer than 500 feet from any other public street existing at the time of submission of a relevant Preliminary PUD Plan.

Notwithstanding anything in this Section 8.0 to the contrary, signs are allowed or permitted in a PUD only in accordance with Section 11.1.5.6.

8.5.6 Signs in Residential Zoning Districts

Refer to Table 8.6 for additional regulations relating to signs in the Residential Zoning Districts.

Allowed Signs

- Wall
- Projecting
- Decorative banners or flags displayed on residential lots shall not be construed as signs for purposes of this bylaw.

Prohibited Signs – Specific to Residential Zones (see also Section 8.4)

- Internally Illuminated
- Free-Standing (except as allowed by special permit)
- A Frame and Sandwich Board signs

Special Regulations

In conjunction with a PRD Special Permit granted in accordance with Section 11.2, the CPDC may allow modifications to any provision of this Section 8.0.

8.5.6.1 Business or Commercial Signs in Residential Zoning Districts:

Legal nonconforming business or commercial operations in any residential zoning district shall follow the Business B-Zoning District regulations as specified in Subsection 8.5.3 except that such signs shall be set back a minimum of twenty feet from any other lot and may be externally illuminated only during hours of operation.

8.5.7 Removal of Defunct Signs

In the event a business, other than a seasonal business, ceases operations for a period of time in excess of thirty days, the sign owner or lessee, or the property owner, shall immediately remove all associated signage. If the sign conforms to the provisions of this Section, and if a permit has been requested within said thirty-day period for altering the

same sign in conformity with this Section to identify a new business in the same location, such alteration shall be allowed.

8.5.8 Nonconforming Signs

Should any nonconforming sign be damaged by any means to an extent of more than fifty percent of its replacement cost at the time of damage, it shall not be reconstructed except in conformity with the provisions of this Section 8.2.

8.5.9 Signs by Special Permit

The CPDC may grant a Special Permit for a free-standing sign within the side setbacks identified in Table 8.6 or Table 6.3 if it finds that the sign complies with the purposes of Section 8.0, that abutting properties are not unreasonably impacted by the sign placement, and that the sign will have no detrimental impact on traffic and pedestrian safety.

The CPDC may grant a Special Permit for a free-standing sign in the Business-B or Residential Zoning Districts if it finds that abutting properties are not unreasonably impacted by the sign placement, and that the sign will have no detrimental impact on traffic and pedestrian safety. The CPDC may consider the following when reviewing the Special Permit request: the character of the surrounding neighborhood; the principal use of the property or business; the location of the parking; landscaping in the front yard setback; and the presence of other signs on the property.

8.6 Table of Signs Permitted by Zoning District

Type	Sign Permit Req'd	Dimensions		Setbacks		Number	Display Period
		Area (SF)	Height (feet)	Front (feet)	Side (feet)		
All Zoning Districts:							
Government Signs & Flags	N	NA	NA	NA	NA	NA	
Signs on Properties with Uses Protected under M.G.L. Ch. 40A, §3	N	NA	NA	NA	NA	NA	
Unlit Instructional Signs	N	1	NA	NA	NA	NA	
Unlit Identification Signs	N	1	8(a)	NA	NA	NA	
Original Art Displays	N	NA	NA	NA	NA	NA	
Temporary Signs, All Zoning Districts:							
First Temporary Sign	N	6	NA	NA	NA	1/Lot	NA
Site w/Active Building or Demo Permit or Site Plan Approval	N	32 (4x8)	NA	NA	20	+1/Lot	1 year (b)
Site w/Active Building or Demo Permit, Under Active	N(i)	32 (4x8)	NA	NA	20	+1/Lot	1 year (b), (c)

Type	Sign Permit Req'd	Dimensions		Setbacks		Number	Display Period
		Area (SF)	Height (feet)	Front (feet)	Side (feet)		
Construction, Where Site Preparation has Commenced							
Site having Subdivision or ANR Lots for Sale	N(i)	48 (6x8)	NA	NA	NA	+1/Subdivision or ANR Endorsement	(d)
Site For Sale	N(i)	6(h)	6	NA	NA	+1/Lot	(d)
Day of Open House	N	4	NA	NA	NA	+1/Lot & +1/intersection	1 day
Site w/Garage Sale	N	6	NA	NA	NA	+1/Lot & +1 for each of 2 intersections	7 days before & 3 days after
Municipal, State or Federal Election	N	NA	NA	NA	NA	No Maximum	60 days before & 2 days after
Other Flag	N	NA	NA	NA	NA	1	NA
Business-A, Business-C and Industrial Zoning Districts:							
Free-Standing	Y	50(e)	20	0	20(k)	1/Lot (m)	
Wall-Mounted	Y	2/4(g)	(a)	NA	10	1/business (m)	
Projecting / Blade	Y	8	(a)(j)	NA	10	1/business (m)	
Banners and Pennants	Y	NA	NA	NA	NA	NA	56 days
Temporary Flag	Y	24 (4x6)	Ground clearance of 8 feet required.			1/business	Hours of operation
Temporary Business Sign	Y	16 or 30	See Section 8.5.1e			4/year	56 days
Special Event Sign	Y	NA	See Section 8.5.1e			4/year	14 days
Awnings & Canopies	N	Must be opaque. Letters may not exceed 4" in height or 36" in length.					
Business-A, Business-C and Industrial Zoning Districts, Cont'd:							
Other Awnings & Canopies	Y	Letters greater than 4" in height will count toward sign area. Ground clearance of 8 feet required.					
Bulletin Boards	N	Maximum of 12 SF allowed.					
Window or Door Signs	N	See Section 8.5.1d					
Clocks		May not exceed 8 SF per side or 12 feet in height.					
Clocks / Thermometers as part of sign		May be included as part of a free-standing or wall-mounted sign. May not add more than 12 SF of additional area to sign.					
Farm/Garden Stand Sign	N	See Section 8.5.1f					
Business-B Zoning Districts:							
A-Frame	Y	Regulated by the Board of Selectmen - Annual Permit					
Wall-Mounted	Y	2(f)	(a)	0	0	2/business	
Projecting / Blade	Y	8	(a)(j)	-4	0	1/business	
Free-Standing by SP	SPP(l)	35(e)	10.5	0	20	1/Lot	
Free-Standing (Service Stations only)	Y	35	14	0	20	1/Lot	
Banners and Pennants	Y	NA	NA	NA	NA	NA	56 days
Temporary Flag	Y	24 (4x6)	Ground clearance of 8 feet			1/business	Hours of

Type	Sign Permit Req'd	Dimensions		Setbacks		Number	Display Period
		Area (SF)	Height (feet)	Front (feet)	Side (feet)		
			required.				operation
Temporary Business Sign	Y	16 or 30	See Section 8.5.1e			4/year	56 days
Special Event Sign	Y	NA	See Section 8.5.1e			4/year	14 days
Awnings & Canopies	N	Must be opaque. Letters may not exceed 4" in height or 36" in length.					
Other Awnings & Canopies	Y	Letters greater than 4" in height will count toward sign area. Ground clearance of 8 feet required.					
Bulletin Boards	N	Maximum of 12 SF allowed.					
Window or Door Signs	N	See Section 8.5.1d					
Clocks		May not exceed 8 SF per side or 12 feet in height.					
Clocks / Thermometers as part of sign		May be included as part of a free-standing or wall-mounted sign. May not add more than 12 SF of additional area to sign.					
Farm/Garden Stand Sign	N	Total of all signs may not exceed 1 SF/linear foot of lot frontage.					
Residential Zoning Districts:							
Wall-Mounted & Projecting Signs	See Section 8.5.6						
Free-Standing by SP	SPP	No parameters specified.					
Banners or Flags	N	No parameters specified. Do not count towards sign area.					
Signs associated with Legal Business or Commercial Operations	Shall comply with Business B Zoning District Sign regulations. Shall be set back at least 20' from adjacent lots. Shall be illuminated only during hours of operation.						

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** With the approval of the CPDC, such display period may be extended.
- c** Such Sign shall be removed after the construction, repair, or renovation work is completed or within seven (7) days after the issuance of a final occupancy permit.
- d** Signs shall be removed within fifteen (15) days following the date on which the final contract of sale has been executed.
- e** In cases where more than one business occupies a Lot, the Sign may be a maximum of 75 square feet in Sign Area.
- f** If the facade 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 façade occupied by the establishment to which the sign relates; if such distance is more than 100 feet, the maximum sign area shall be equal to 4 square feet per linear foot of said façade so occupied.
- g** No Wall-Mounted Sign for a non-residential establishment shall exceed a Sign Area equal to 2 square feet per linear foot of length of the front Façade of the Building occupied by the establishment to which the Sign relates.
- h** On a site in an Industrial Zoning District that is advertised for sale or listed through a licensed real estate agent, one (1) additional Temporary Sign is allowed per business with a maximum Sign Area equal to 2 square feet per linear foot of the Building Façade occupied by the business to which the Sign relates.
- i** Only as shown on a Plan approved by the CPDC.
- j** 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.
- k** A Special Permit may be granted by the CPDC.
- l** 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. The CPDC may waive the 40' business entrance Setback requirement for Signs in existence as of the effective date of this amendment. See Subsection 8.5.9.
- m** Single-tenant Buildings or Lots are not allowed to have both a Free-Standing Sign and a Wall-Mounted Sign.

The following bold and cross out version further illustrates the changes under Article 31

The bold and cross-out version is provided below

(note: ~~cross-out~~ represents language to be eliminated and **bold** represents new language)

8.0 SIGN REGULATIONS

~~8.1 Signs perform important functions in the community such as communicating messages and providing information about goods and services available. Because signs potentially have detrimental impact on the visual and perceptual environment, signs must be regulated. It is the intent of Section 8.0 of the Zoning by law to protect property values, create an attractive business climate, enhance and protect the physical appearance of the community and to encourage the most appropriate use of the land. This Section will also assist those installing signs within the Town of Reading by setting forth the process governing the application, installation, and maintenance of such signs.~~

8.1 The sign regulations contained herein are intended to: 1) facilitate efficient communication; 2) avoid conflict between signs and other features of the streetscape; 3) support economic vitality and opportunity; and 4) encourage compatibility and harmony with surrounding buildings, land and land uses.

~~8.1.2~~ **8.1.1 Applicability**

A Within the territorial borders of the Town, a sign may be erected, placed, established, painted, created or maintained only in conformity with the provisions of this Section. Where required, permits for signs are issued by the Building Inspector.

8.1.2 Permit Required:

No person shall construct, place, erect, display, alter, repair, or relocate a sign, unless exempted by this Section, without a valid sign permit issued pursuant to this bylaw.

8.1.3 Zoning Districts

Signage is regulated according to zoning district. Zoning Districts are established in Section 3.1. The zoning districts are as shown on the official zoning map which is on file with the Engineering Department and the Town Clerk's Office and can also be found on the Town website. Engineer. Note that Reading has also adopted a Downtown Smart Growth District (DSGD) and a Gateway Smart Growth District (GSGD). Please refer Refer to Section 10.5 for DSGD regulations and Section 10.4 for GSGD regulations. For information about signage permitted within a Planned Unit Development (PUD-I or PUD-B), and a Planned Residential Development (PRD), refer to Section 11.0.

8.1.4 Navigating the Sign Bylaw

Any person wishing to construct, place, erect, display, alter, repair or relocate a sign, is advised to adhere to the following process:

1. Determine the zoning district of the property containing or to contain such sign (see Zoning Map or Town of Reading online GIS mapping system);
2. Determine the sign regulations within that zoning district (see Table 8.6);
3. Consult with the Town's Community Development Director;
4. Submit a Sign Permit Application to the Building Inspector.

8.3 8.2 Definitions

For the purposes of Section 8.0., the following terms shall have the meanings hereby assigned to them:

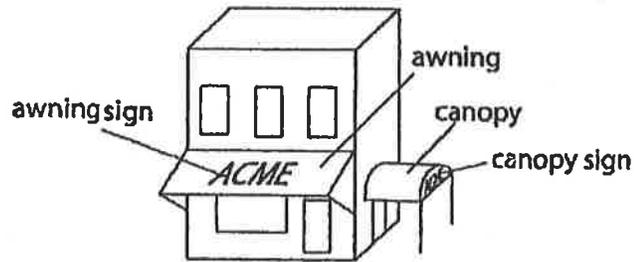
A-Frame or Sandwich Board Sign: A portable sign that can stand upright without additional supports.

Animated Sign: A sign or portion thereof with characters, letters or illustrations that change or are rearranged without altering the face or surface of the sign or signboard, on a continuous or periodic basis, more than eight times per day.

Awning or Canopy Sign: A sign painted on or attached to the cloth, canvas or metal cover of a ~~movable or stationary frame of the fixed, hinged, rolled or folding type of awning or canopy.~~

Note: all illustrations are new





Banner or Pennant: Any sign of **flexible** lightweight fabric or similar material that is mounted or affixed at one or more edges.

Beacon: A stationary or revolving light, not primarily illuminating a sign, which flashes or projects illumination, single color or multi-colored, in any manner which is intended to attract or divert attention, except any such fixture which is required by the Federal Aviation Administration or a similar agency, and is installed and operated under the safety regulations of such agency.

Billboard: A large, off-premises, outdoor board for displaying advertisements that are either static or animated, and which is subject to regulation by the Office of Outdoor Advertising of the Massachusetts Department of Transportation.

Bulletin Board: ~~Any~~ **A permanent non-electronic sign erected that is located on property that is owned or operated** by a charitable, educational, or religious institution or a public body ~~on its property for purposes of announcing events which are held on the premises, and contains no commercial information for posting temporary signs.~~

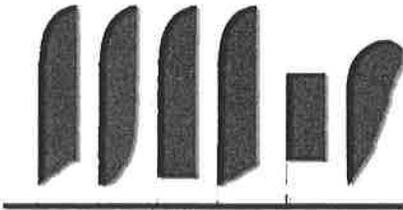
Commercial Message: ~~Any sign wording, logo or other representation that directly or indirectly names, advertises, or calls attention to a business, product, service, sale or sales event or other commercial activity.~~

Electric Sign: Any sign containing electric wiring. This does not include signs illuminated by an exterior floodlight source.

Electronic Sign: A sign that changes its message or copy at intervals by digital, electronic or mechanical processes, by remote control or other programming device. ~~A sign on which the only copy that changes is an electronic or mechanical indication of~~ **Any illuminated sign on which the artificial light is not maintained stationary or constant in intensity and color at all times when such sign is in use. Any moving illuminated sign shall be considered a flashing sign.** ~~time or temperature shall be considered a "Time and Temperature" portion of a sign and not an Electronic Sign or Reader Board.~~

Façade: ~~The area of the face of a building, typically the principal or front wall of a building.~~

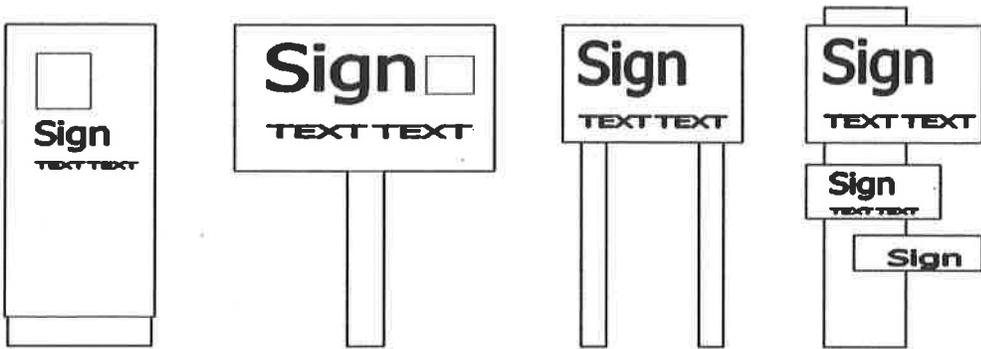
Feather Banner: A temporary sign of flexible, lightweight fabric or similar material that is supported along one edge and mounted to a ground base or staked in the ground and intended to blow in the wind to attract attention. Also called a Wind Flag.



Example of Feather Banner or Wind Flag

Free-Standing Sign: Any and every A permanent sign erected and maintained on a freestanding frame, mast or permanently affixed pole not attached to the land, including any and every building not attached to a building.

Common Free-Standing Sign Types



Government Sign: A sign that is constructed, placed or maintained by the Federal, State, or Local government or a sign that is required to be constructed, placed or maintained by the Federal, State, or Town government either directly or to enforce a property owner's rights.

- i. **Traffic control signs and/or devices;**
- ii. **Numerals that identify the address of a property;**
- iii. **Fuel pump information signs;**
- iv. **A flag adopted by the Federal government, this State, or the Town of Reading.**

Halo Lighting: ~~Light showing~~ **A form of internal illumination in which light is only emitted from the back of or from within a letter or graphic shape out towards the surface that on which the letter or graphic is mounted on without having any light visible through the face or sides of the letter or graphic.**



Informational or Directional Signage: A sign that has a purpose secondary to the use of the lot on which it is located, such as “no parking, private parking, enter, exit, one-way, street address or drive thru teller.”

Joint Identification Sign: A sign which serves as common or collective identification for a group of persons or businesses operating on the same lot and which contains the names and logos of establishments but no advertising or promotional information.

Area Identification Sign: A sign, located at the site entrance(s), identifying a common area containing a group of structures, or a single structure containing several uses.

Identification Sign: A sign which contains areas that are made available for use by the individual structures or commercial uses operating on the same lot

Illuminated Sign: A sign characterized by the use of artificial light projecting through the letters or graphics of an opaque sign surface(s) [Internally Illuminated], or reflecting off of the sign surface(s) [Externally Illuminated].

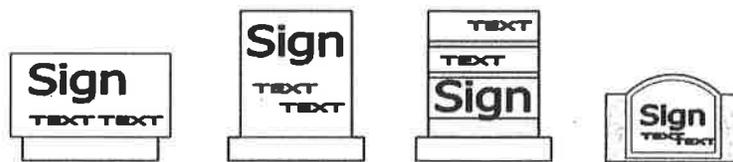
Instructional or Directional Signage: A Sign that is required by state or local permit or approval for the safe flow of vehicular or pedestrian traffic or otherwise to protect public safety, health and the environment.

Marquee: A canopy or covering structure projecting from and attached to a building and bearing a signboard or copy.

Marquee Sign: Any sign attached to or made part of a marquee, that is, any permanent canopy or structure projecting beyond and extending along a building wall.



Monument Sign: A free-standing sign with a low height configuration permanently affixed to the ground at its base and not mounted on a pole.



Common Monument Sign Types

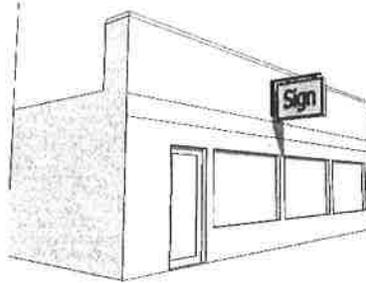
Off-Premises Sign: Any sign conveying a commercial or non-commercial message which directs attention to an off-site business, commodity, service, entertainment venue, attraction goods, products, services or other commercial uses which are not sold, manufactured or non-commercial activity distributed on or from the premises, facility or site on which the sign is located, including any outdoor advertising billboard, signs affixed to vehicles, Animated Sign or Electronic Sign on which display space may or may not be leased or rented.

Original Art Display: A work of fine art that is displayed in conjunction with a commercial enterprise with the permission of the property owner, but for which the commercial enterprise does not receive direct commercial gain. An original art display does not include: mechanically produced or computer generated prints or images, including but not limited to digitally printed vinyl; electrical or mechanical components; or changing image art display.

Outdoor Advertising: A sign which advertises goods, products or services which may or may not be not sold, manufactured or distributed on or from the premises or facilities on which the sign is located.

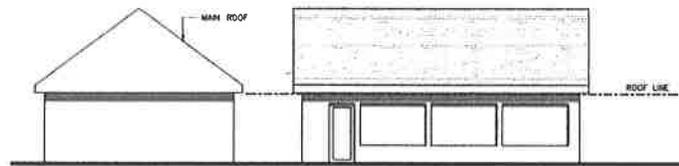
Portable Sign: Any sign not permanently attached to the ground or any permanent structure, or a any sign primarily designed to be transported in any way, regardless of modifications that limit its movability, including signs converted to "A" or "T" frames and/or menu and sandwich-board signs.

Projecting and or Blade Sign: A sign which is affixed to a building or other structure where the sign face is approximately perpendicular to the building facade.

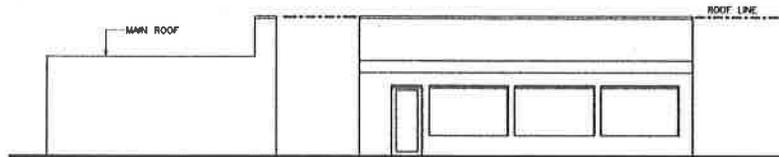


Reader Board or Menu Board: A sign or portion thereof with characters, letters or illustrations that can be changed or rearranged without altering the face or surface of the sign or signboard. A sign on which the message changes more than eight times per day shall be considered an Animated or Electronic sign.

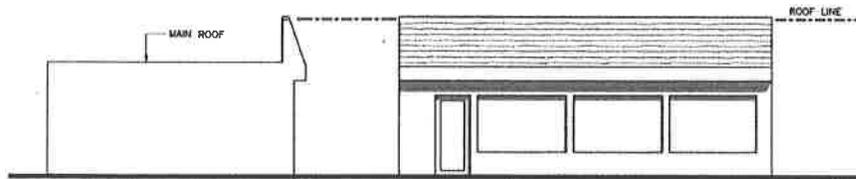
Roof Line: the underside of the eave of a peaked roof or, in the case of an extended façade or parapet, the uppermost point of said façade or parapet.



Sloping Roof



Flat Roof

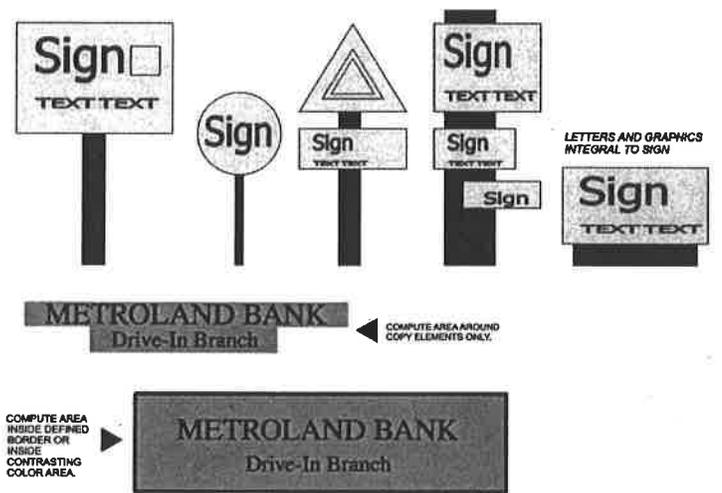


Mansard Roof

Sign: A name, identification, description, display or illustration, which is affixed to, painted or represented directly or indirectly upon a building, or other outdoor surface which directs attention to or is designed or intended to direct attention to the signboard or to an object, product, place, activity, person, institution, organization or business and where sign area

means the space enclosed within the extreme edges of the sign for each face, not including the supporting structure or where attached directly to a building wall or surface, the outline enclosing all the characters of the word. Signs located completely within an enclosed building, and not exposed to view from a street, shall not be considered a sign for the purposes of the bylaw herein. Each display surface of a sign or sign face shall be considered to be a sign.

Sign Area: The area contained entirely within the signboard (the flat surface of durable material upon which letters or other graphic content of a sign is displayed) or if no sign board **signboard** is present, the area contained entirely within the smallest rectangle which completely encloses the outer extremities of all graphic material of a sign.



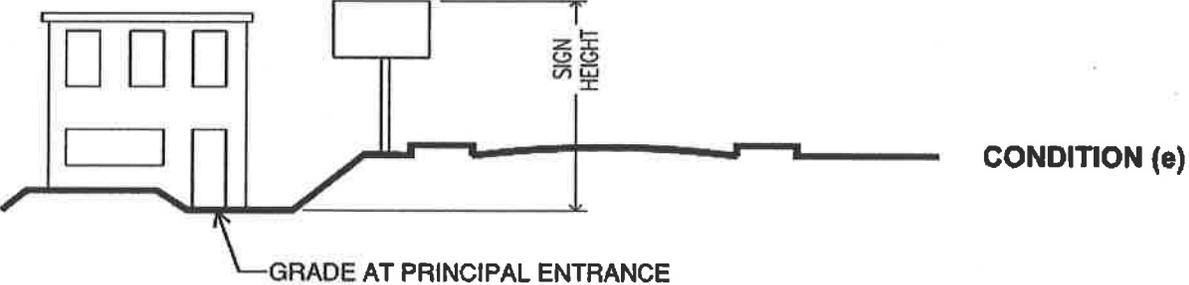
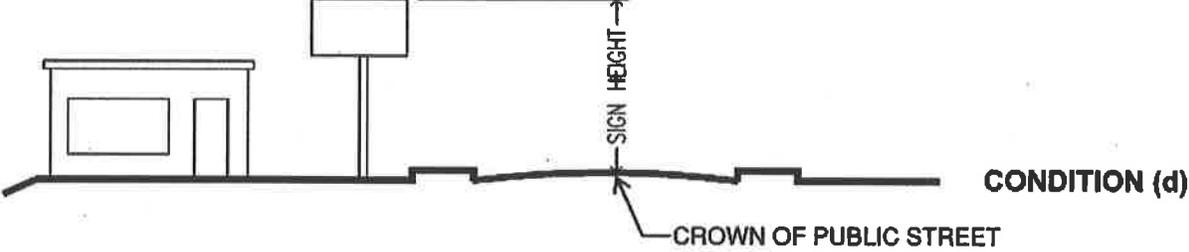
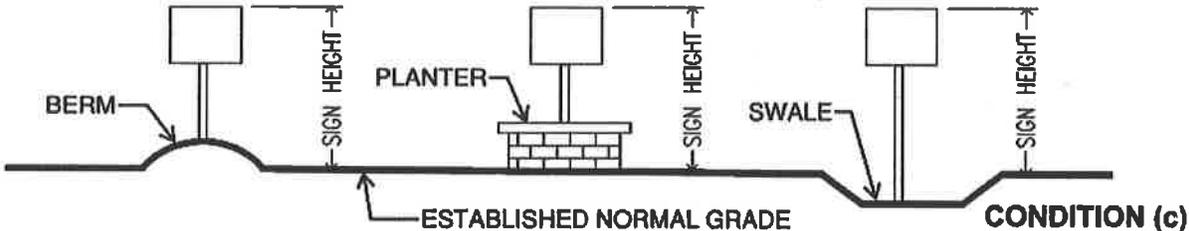
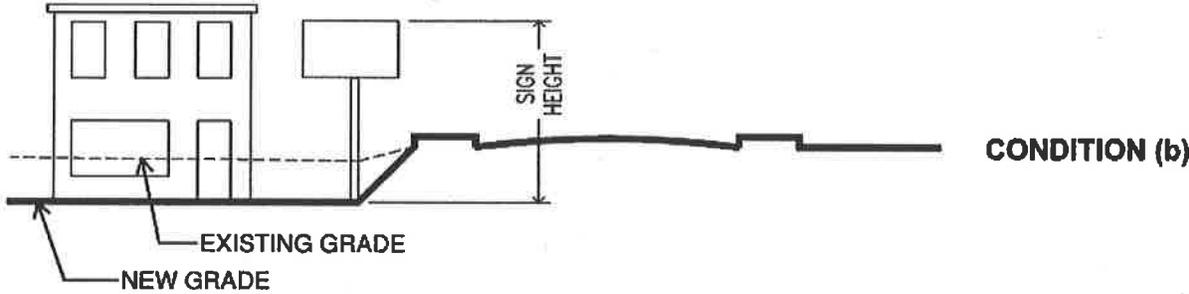
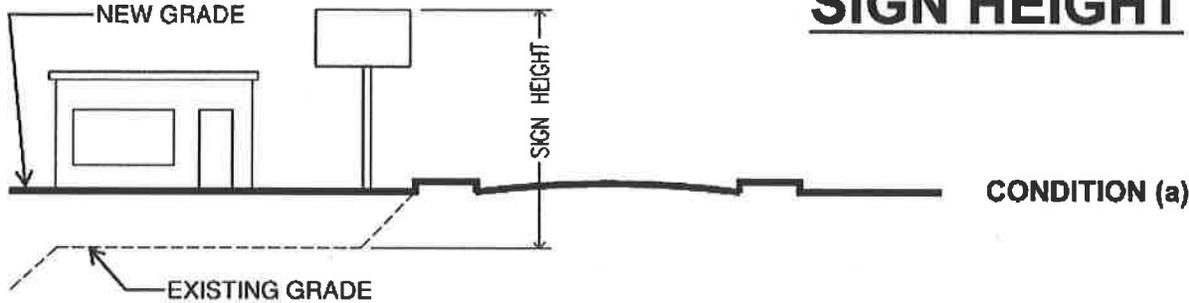
Examples of Sign Area (shaded portion)

Signboard: The surface of durable material upon which letters or other graphic content of a sign is displayed.

Sign Height: The distance from the base of the sign at normal grade to the top of the highest attached component of the sign or sign structure. Normal grade shall be construed to be the lower of:

- 1 Existing grade prior to construction **(a)**, or
- 2 The newly established grade after construction **(b)**, exclusive of any filling, berming, mounding, or excavating solely for the purpose of locating the sign **(c)**. In cases in which the normal grade cannot be reasonably determined, sign height shall be computed on the assumption that the normal grade is the elevation of the nearest point of the crown of the public street **(d)** along which the lot has frontage or the grade of the land at the principal entrance **(e)** to the principal structure on the lot, whichever is lower.

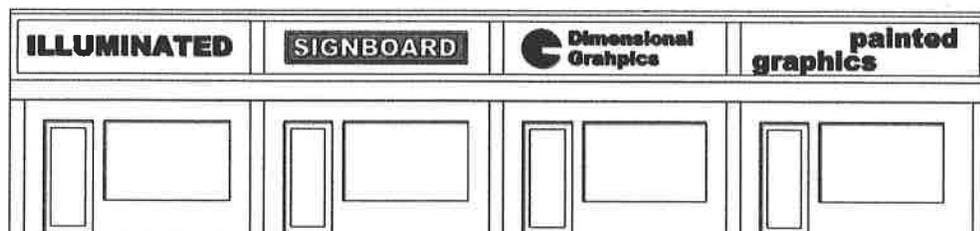
SIGN HEIGHT



Temporary Sign: Any sign which is used temporarily, relates to events of a temporary nature, or is not permanently mounted. An unlit banner, pennant, poster or advertising display constructed of paper, cloth, canvas, plastic sheet, cardboard, wallboard, plywood or other like materials and that is intended to be displayed for a limited period of time.

Temporary Construction and 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.

Wall-Mounted Sign: A sign affixed directly to or painted on or otherwise inscribed on an exterior wall and confined within the limits thereof of any building and which projects from that surface less than twelve (12) inches at all points.



Examples of Wall-Mounted Signs

NOTE: ~~Table 8.2.3 Signs Permitted According to Zoning District – ENTIRE TABLE DELETED, MODIFIED & ADDED AT END OF SECTION 8.0.~~

8.2.4 Exempt Signs 8.3 Authorized Signs

Signs for which no sign permit is required are identified in Table 8.26 and Section 8.3 and Section 8.2.4 herein. The following signs are exempt from this Section 8.0 authorized in every district and may be installed upon receipt of a building permit (as needed), and shall not affect the computation of allowable number of signs or aggregate size on a property, provided that the following is complied with:

- a ~~Authorized signs installed by the Town of Reading or the Commonwealth of Massachusetts, Federal Agencies, or with the express written permission thereof, for the purposes of traffic control or traffic or pedestrian safety or convenience, identification of public facilities or streets, or for direction to same; public notices and warnings required by and erected by Town, State, or Federal Agencies.~~
- b ~~Directional signs; building markers.~~
- c ~~Political signs on private properties or vehicles only, provided that such sign shall not exceed six square feet in sign area, shall not be placed in such location as to constitute a traffic or pedestrian safety hazard, and shall not be displayed for more than forty two days prior to the applicable election or more than two days following such election.~~
- d ~~Signs for churches and other federally tax exempt institutions.~~

- e ~~Holiday lights and decorations which contain no commercial messages and which are displayed during the appropriate season.~~
- f ~~Works of art which contain no commercial messages with prior Town Planner or CPDC written approval.~~
- g ~~Fuel pump information signs, only as required by State law are allowed and shall not affect the computation of allowable number of signs or aggregate sign size on a property.~~
- h ~~Any sign within a structure, not attached to any window or door, which is not visible from other properties or from any street right of way.~~
- i ~~Signs showing resident's name, historical plaque or marker, street address and/or name of a lawful home occupation taking place on the premises.~~

(Note: j, k, l, m, n, o, has been rearranged as noted below)

- a **Government signs in every zoning district which form the expression of this government when erected and maintained according to law. Such signs may be installed or required to be installed by the Town of Reading, the Commonwealth of Massachusetts, or Federal Agencies, or with the express written permission thereof, and shall include the following:**
 - i. **Traffic control devices on private or public property must be erected and maintained to comply with the Manual on Uniform Traffic Control Devices (MUTCD) adopted in this state and if not adopted by this state, with the MUTCD adopted by the Federal Highway Administration.**
 - ii. **Each property owner must mark their property using numerals that identify the address of the property so that public safety departments can easily identify the address from the public street. The size and location of the identifying numerals and letters if any must be proportional to the size of the building and the distance from the street to the building. In cases where the building is not located within view of the public street, the identifier shall be located on the mailbox or other suitable device such that it is visible from the street.**
 - iii. **Where a Federal, State, or Local law requires a property owner to post a sign on the owner's property to warn of a danger or to prohibit access to the property either generally or specifically, the owner must comply with the Federal, State or Local law to exercise that authority by posting a sign on the property.**
 - iv. **A flag that has been adopted by the Federal government, this State or the Town of Reading may be displayed as provided under the law that adopts or regulates its use.**
- b **Instructional and Directional Signage that is unlit and either less than 1 square foot in area or required by government regulation or entity.**
- c **Signs on property occupied by religious or educational uses protected by M.G.L. Ch. 40A Section 3 (Dover Amendment).**
- d **Original Art Displays**
- e ~~j~~ **Temporary Construction signs Signs:**
Temporary signs are permitted in all zoning districts as follows:
 - 1. **Each privately-owned property in Town shall be allowed during one (1) temporary sign that is no more than six (6) square feet in area.**
 - 2. **In addition to the one (1) temporary sign, the following may be allowed:**

- i On a site for which construction has not begun, but which has been issued a building or demolition permit or has an approved site plan, one (1) additional temporary sign not exceeding 32 square feet in area or 8 feet in any dimension 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.
- ii j On a site that is under 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, one (1) additional temporary sign 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 exceeding 32 square feet in surface area or 10 8 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.~~
 - k ~~Temporary Subdivision Sales Signs and permanent Subdivision Identification Signs as approved in connection with the Definitive Plans for such subdivision and located at the principal entrance to the subdivision in an acceptable easement, not within any street right-of-way or access easement.~~
 - l ~~Real Estate Sales Signs, including placards showing the words "Sold" or "Sale Pending" or similar not exceeding one-third the size of the sales sign.~~
- iii ~~Temporary Open House signs,~~ On a site for which a subdivision has been constructed and is for sale through a licensed real estate agent, by owner, or through advertising in a local newspaper of general circulation, one (1) additional temporary sign not exceeding 48 square feet in area or 8 feet in any dimension may be displayed. Temporary Real Estate signs for subdivisions shall be removed within fifteen (15) days following the date on which a contract of sale has been executed.
- iv On a site that is for sale through a licensed real estate agent, by owner, or through advertising in a local newspaper of general circulation, one (1) additional temporary sign not exceeding six (6) square feet may be displayed. Temporary Real Estate signs shall be removed within fifteen (15) days following the date on which a contract of sale has been executed.
- v ð On a day when a property owner is opening the property to the public, signs not exceeding four (4) square feet each, may be placed at a rate of one ~~per agency~~ (1) sign per intersection per property and one (1) additional sign on the open house property.
- vi ñ ~~Garage / Yard Sale Signs,~~ For up to seven (7) days before and three (3) days after a garage or yard sale, temporary signs not exceeding six (6) square feet may be displayed. Such signs shall be limited to one (1) additional sign located on the property on which the garage / or yard sale is taking place, and one (1) at each of no more than two intersections of public streets.
- vii For a period of time beginning 60 days before a Town of Reading municipal election, a Commonwealth of Massachusetts election, or a federal election, and

ending two (2) days after the date of the election, there shall be no maximum number of temporary signs permitted.

3. In addition to flags that are authorized under Section 8.3iv, one (1) flag shall be allowed.

~~o Any establishment located in a Business or Industrial Zoning District may display:~~

- ~~• An "Open" Flag with dimensional requirements not to exceed four (4) feet by six (6) feet and may contain decorative graphics.~~
- ~~• A National or State Flag with emblems of religious, educational, governmental organization or any federally tax exempt organization, except when displayed in connection with commercial promotions or advertising. Dimensions shall not exceed four (4) feet by six (6) feet.~~
- ~~• A minimum ground clearance of eight (8) feet shall be provided for flags that hang over walkways, sidewalks and entrances of businesses. Ground clearance shall be defined as the distance between the lowest hanging portion or bottom of the flag and the grade directly below.~~

~~8.2.5~~ 8.4 Prohibited Signs, General

~~No private sign shall be~~ The following signs are prohibited in all zoning districts. See Section 8.5 Signs by Zoning District for specific prohibitions.

- ~~a~~ **a Privately-owned signs** installed or placed on public property, except by express permission of the Town or as otherwise allowed herein. ~~The following signs are prohibited in any zoning district:~~
- ~~b~~ **a Signs** which interfere with traffic or pedestrian safety, including any which may obstruct ~~or interfere with~~ traffic or pedestrian visibility or movement at any intersection ~~or, along any public sidewalk,~~ into or out of any property, or which by reason of position, shape, or color may interfere with, may obstruct **blinking, flashing, or animation by lighting in any fashion can cause such signs to have the view appearance of,** or be confused with any authorized traffic sign, signal, or device; or which makes use of the words "STOP," "LOOK," "DANGER," or any other word, phrase, symbol or character in such **safety signs and lights, or municipal vehicle warnings** from a manner as to interfere with, mislead or confuse motorists or pedestrians ~~distance~~.
- ~~c~~ **b Signs** placed or painted on any tree ~~(other than street address), rock (other than street address), utility pole (other than yard sale sign),~~ traffic safety sign, or similar fixture; painted on any building wall, bench, pavement, parking bumper or curb ~~(other than a "Reserved" marking),~~ or other similar outdoor surface.
- ~~d~~ **e Internally illuminated signs,** unless the background or signboard completely blocks illumination or glow except through the letters and graphics.
- ~~e~~ **d Signs** **Flashing signs and signs** which contain a beacon of any type; which contain a spot light providing direct illumination to the public; which ~~flash,~~ revolve, rotate, move, or blink, or which fluctuate in light intensity; **and** animated signs, that is, which use lighting to depict action or to create an illusion of movement or a special effect or scene.
- ~~f~~ **e Any self-illuminated or backlit signs** which use LCD, LED, electronic messaging or digital technology, neon or similar signs except as displayed on the inside of windows subject to the provisions of ~~Paragraph~~ **Subsection 8.2.6.2.e.5.1d.**

- ~~f~~ Free-standing signs in a Business B Zoning District (except as permitted at service stations).
- ~~g~~ Internally illuminated signs in a Business B Zoning District (except as permitted at service stations).
- g** ~~h~~ Banners as permanent signs. Banners are allowed only as temporary signs four times a year for an annual total of 56 days with a sign permit, refer to Section 8.2.6.2.h for full details.
- ~~i~~ Signs located on any portion of a lot except a front yard or a side yard directly abutting a public street.
- ~~j~~ Signs which do not meet and are not maintained to meet the provisions of this Section and all applicable building, wiring, health, and safety codes; or which are not neatly and legibly lettered.
- h** ~~k~~ Reader Board Signs are not allowed except as price displays at gas stations.
- ~~i~~ ~~↓~~ Balloons or tethered blimps used as signs, a movable poster or panel sign, umbrellas containing any commercial message; ~~or~~ signs attached to or painted on vehicles traveling or parked on, or visible from any public right-of-way, unless such vehicle is used in the normal day-to-day operation of a business.
- j** ~~m~~ Off-Premises Signs, with the exception of temporary signs.
- k** Billboards
- l** Signs affixed on or above the roofline of a structure.
- m** Wind Flags and Feather Banners
- n** Signs that contain obscene matter.

8.2.6 8.5 Signs by Zoning District

Signs are allowed or permitted in each regulated by Zoning District and are as specified in Table 8.2.3.6 and as follows:

8.2.6.1 Business or Commercial Signs in Residential Zoning Districts:

Legal nonconforming business or commercial operations in any residential zoning district shall follow the Business B Zoning District regulations as specified in Subsection 8.2.6.4 except that such signs shall be set back a minimum of twenty feet from any other lot and shall not be illuminated except during hours of operation.

8.2.6.2 8.5.1 Signs in Business and Industrial Zoning Districts

The following signs are allowed in all Business and Industrial Zoning Districts. In addition, please refer to Table 8.2.3.6.

- a** During hours of operation, one (1) flag not exceeding four (4) feet by six (6) feet, with a minimum ground clearance of eight (8) feet over walkways, sidewalks and entrances of a business. Ground clearance shall be defined as the distance between the lowest hanging portion or bottom of the flag and the grade directly below.
- b** ~~a~~ All awnings and canopies shall be impervious to light so that no illumination or glow can be seen through it. Awnings may contain letters up to four inches in height stating only the name of the business and the street number for a length not to exceed thirty-six inches

without requiring a sign permit. Such lettering shall not count toward allowed sign area. All other awnings or canopies with lettering or graphics shall require a sign permit and count as part of the allowed sign area. All awnings and canopies shall have a minimum ground clearance of eight feet. Ground clearance shall be measured between the lowest point of the awning or canopy and the ground or sidewalk.

c ~~b~~ Bulletin boards are allowed, provided that no free-standing or wall-mounted bulletin board may exceed twelve square feet in size.

d ~~e~~ Window Signs ~~Window signs are encouraged on the inside surface of the glass:~~

Permanently affixed, weather resistant, individual letters that are not subject to wear and tear are permitted on the exterior of the window. **Window Signs on the inside surface of the glass are encouraged.** Temporary or permanent signs may without permit be attached to the inside of the glass surface of a window (a single structurally supported sheet of glass or a sash) or door, or placed within the premises ~~closer than~~ **within** five feet ~~from~~ of any window or door and situated or designed so that the sign's graphic content is visible from the outside through ~~an~~ a window or door, provided that any such sign shall:

- 1 Be uniformly located only in thirty percent (30%) of the glass sheet or sash;
- 2 Contain no letters larger than eight (8) inches in height;
- 3 Be **neat and professional** in appearance and ~~good order shall be maintained at all times. Not be restricted with respect to graphic or message content, whether of a permanent or temporary nature, nor be restricted with respect to materials;~~
- 4 Have a sign area not to exceed six (6) square feet if the sign is not illuminated;
- 5 In addition to the above, any illuminated sign shall be placed only in a window, and not in a door, and shall also:
 - a Have a sign area not to exceed four (4) square feet;
 - b Be placed no closer than ten feet from any other internally illuminated window sign on the premises. In cases where there is a door or other architectural break in the façade this buffer shall be reduced to seven (7) feet;
 - c Be placed only in a window which contains no other signs of any type; and be illuminated only during hours of operation of the business establishment.

~~Notwithstanding the above, window signs shall also be~~

d Be allowed in conformity with the ~~provisions of Paragraph Subsection 8.2.6.2.h5.1e~~ below.

e ~~Directional Instructional and informational signs displaying text only, no corporate logos, or slogans~~ **directional signs** are allowed provided that such signs shall be limited to wall and free-standing signs with a maximum **sign area** of four square feet ~~of~~ **per sign area**. One such sign, not exceeding six (6) feet in height, may be placed at each vehicular entrance or exit on a lot ~~to identify such entrance or exit~~ provided such sign does not constitute a traffic hazard; such signs shall not affect the computation

of allowable number of signs or aggregate sign size on a property. One such sign, not exceeding six feet in height and four square feet of sign area, may be placed in conjunction with each drive-up bank teller window or machine provided that such sign shall not constitute a traffic hazard.

f Marquee signs are prohibited except when ~~used in conjunction with an~~ **displayed on a property housing a legally permitted** indoor movie theater and attached to the ~~outside wall marquee~~ of the building, provided that the size of the marquee sign shall not exceed twenty-four (24) square feet, and the bottom of the marquee sign shall not be of a height of less than 8 feet above the grade directly below.

g ~~Outdoor menu~~ **Menu boards** are prohibited except:

- ~~As a portable sign with a~~ **With an A-Frame** sign permit issued by the Board of Selectmen.
- ~~When used in conjunction with~~ **located on a lot containing a** restaurant having a drive up window. No more than three menu boards are allowed. The maximum aggregate sign area is 100 square feet. No one menu board may exceed 50 square feet. ~~Any lettering;~~ **and the illumination shall not be legible from any other project beyond the property or any street right-of-way line.**

~~g~~ **Informational and directional signs** are allowed in all business and industrial zoning districts with a maximum sign area of four square feet per sign in accordance with **Table 8.2.3.**

e h ~~Temporary signs intended for~~ **located on a lot containing a business openings and that is sponsoring an opening or re-openings, open houses, and a special sales or a promotional events for an individual business event,** are allowed, provided that:

- **All temporary signs shall have received a sign permit from the Building Inspector;**
- The individual business shall place no more than four (4) such signs per calendar year for an annual total of 56 days (except in conjunction with an organized ~~Town-wide~~ common special event as specified below);
- ~~All temporary signs shall have received a sign permit from the Building Inspector;~~
- No such sign shall exceed sixteen (16) square feet in sign area or thirty (30) square feet in sign area for businesses that have a setback more than fifty (50) feet from the primary street upon which the business is located;
- ~~Any such sign shall be printed or legibly lettered on a rigid signboard or fabric banner;~~
- **Only one sign for each sponsored opening or reopening per business until the property undergoes a change of use or change of ownership.**
- In cases where renovation or construction includes removal of permanent signs, a temporary sign is allowed as follows:
 - Dimensions shall be the same as **allowed for temporary signs**

- ~~May be used as a permanent sign~~
 - May remain during construction provided the construction or renovation is expeditiously pursued
 - Must be removed upon the installation of the permanent sign
 - No such sign shall be placed so as to constitute a hazard to motorists or pedestrians;
 - If placed upon a window, any such sign shall be included in the aggregate window area specified in Paragraph 8.2.6.2.e5.1d above.
 - **A temporary sign may be used as a permanent sign if it meets the requirements for a permanent sign in the zoning district in which it is located.**
 - In the case ~~only~~ of common special events organized by a recognized association of businesses for which ~~events~~ a license or **Civic Function Permit** has been granted by the Board of Selectmen, an individual participating business may display a temporary sign in ~~conjunction with such an event, provided that such signs related to said events shall not exceed four per year. Grand opening events for a new business may display for fourteen (14) days, upon issuance of a sign permit.~~ Non illuminated temporary banners, flags, balloons and streamers provided they are mounted in a way that does not pose a hazard to pedestrian or vehicular traffic and sight lines.
 - **Non-illuminated temporary balloons and streamers are allowed provided that they are mounted in a way that does not pose a hazard to pedestrian or vehicular traffic and sight lines as determined by the Zoning Enforcement Officer. Only one grand opening sign permit per business may be issued until the property undergoes a change of use or change of ownership.**
 - **Banners are allowed only as temporary signs four times a year for an annual total of 56 days with a sign permit.**
- f ~~ï~~ Farm Stands and Garden Stands which do not have permanent windows shall be allowed, without permit or limitation as to number or material, to display temporary signs identifying goods offered for sale on the premises, provided that such signs are kept in good order and that the aggregate total sign area of all such signs on a lot shall not exceed one square-foot per lineal feet of frontage of such lot. ~~Decorative noncommercial flags may be displayed for sale.~~
- g ~~ï~~ Clocks, not to exceed eight square feet in surface area per side or twelve feet in height, are allowed, ~~provided that they display no advertising or commercial material.~~
- h ~~k~~ **Time Clocks** and ~~temperature displays~~ **thermometers** may be included in any free-standing or wall sign, and no more than twelve additional square feet of sign area may be added to the otherwise allowable sign area of such sign.
- ~~l~~ For commercial buildings containing more than one business requiring wall signage, any wall sign provided for any such business must be in conformity with the

requirements of this Section 8.0 and in accordance with the following stipulations concerning an overall master signage plan for such building. The master signage plan shall show not more than one wall sign per business within the building. However, at the owner's election not every business within the building need be provided with a wall sign within the proposed assemblage. No wall sign shall be issued a sign permit for any building for which a signage plan has been submitted or approved that is not included in or is not in conformity with the applicable signage plan. The master signage plan need not show the specific message content for any individual sign contained therein, so as to provide for change in business occupancy which may from time to time occur within the building.

8.5.1.1 Master Signage Plan

In all Business and Industrial Zoning Districts, **where a commercial building contains more than one business requiring wall signage**, the building owner may submit for approval to the Community Planning and Development Commission (CPDC), a master signage plan in accordance with the provisions of Section 8.2.6.4.1. **The Master Signage Plan. At the owner's discretion, not every business within the building need be provided with a wall sign within the proposed assemblage. So as to provide for change in business occupancy which may occur within the building, the CPDC may issue a Certificate of Appropriateness for the building showing the allocation within the maximum sign area as allowed according to Table 8.2.3. hereof among wall signs for businesses within the building. This master signage plan will not consider the content of any individual sign contained within the Master Signage Plan.**

The Master Signage Plan shall show the size, placement, materials, framing, graphic and design standards for each such sign and the assemblage thereof proposed within said allowable maximum sign area, together with proposed lighting and methods of attachment of all such signs.

Once the ~~Certificate of Appropriateness~~ **Master Signage Plan** has been approved by the CPDC, the Building Inspector ~~shall~~ **may** issue a sign permit for any individual business sign if it conforms to the ~~master signage plan~~ **Master Signage Plan**.

8.5.2 Signs in Business-A Zoning Districts

Refer to Table 8.6 for additional regulations relating to signs in the Business A Zoning Districts.

8.2.6.3 Allowed Signs (also specified in Table 8.2.3)

- Free-Standing
- Wall-Mounted
- Projecting

- Internally or Externally Illuminated

Prohibited Signs – Specific to Business A (see also Section 8.4)

- Banners as permanent signs
- A free-standing and wall sign for
- ~~Single-tenant buildings that or lots are not multi-tenant~~ **allowed to All internally illuminated signs shall have a background or signboard that completely blocks illumination or glow such that light is only visible through the letters and graphics. All illuminated signs shall be turned off at the close of business. both a free-standing sign and a wall-mounted sign**
- A Frame and Sandwich Board signs

Special Regulations

A lot or building which contains only one establishment shall be allowed one free-standing sign ~~or~~ OR one wall-mounted sign ~~or~~ OR one projecting sign only.

A lot or building which contains more than one establishment shall be allowed a maximum of the following signs, all of which shall in every respect conform to the requirements of this Section:

- a One free-standing sign identifying the property **Identification Sign**, and
- ~~b One wall or projecting sign per business occupying the ground floor and front wall of the building, except in cases where the provisions of Paragraph 8.2.6.2.L are utilized, and~~
- ~~b c One joint identification sign listing the names and logos of the establishments on the premises but containing no other advertising matter, mounted either on an appropriate building wall or on two posts, provided that such joint identification sign shall not~~ **One additional Identification Sign not to exceed four (4) square feet in sign area, shall not to exceed eight (8) feet in height, and shall not be located within a front, side, or rear Required Front, Required Side, or Required Rear yard as required delineated in Subsection 6.0 hereof, and**
- c One wall-mounted or projecting sign per business occupying the ground floor and front wall of the building, except in cases where a Master Signage Plan allowing additional signage has been approved.

All internally-illuminated signs shall have a background or signboard that completely blocks illumination or glow such that light is only visible through the letters and graphics. All illuminated signs shall be turned off at the close of business.

8.2.6.4 8.5.3 Signs in Business-B Zoning Districts

All permanent signs in the Business B Zoning District require a Certificate of Appropriateness (Subsection 8.5.3.1). Refer to Table 8.6 for additional regulations relating to signs in the Business B Zoning Districts.

Allowed Signs

- **Wall-Mounted**
- Projecting
- Awning
- Externally Illuminated
- **Halo-Lit**
- **A-Frame and Sandwich Board signs are permitted, but only upon receipt of an annual permit from the Board of Selectmen.**

Prohibited Signs for properties containing more than one establishment: – Specific to Business B (see also Section 8.4)

- ~~Banners as permanent signs~~
- Free-Standing (except as permitted at service stations or by special permit)
- Internally Illuminated
- **Reader Board**

Special Regulations

A lot or building which contains more than one business, **may be granted** a Certificate of Appropriateness ~~may be granted~~ for more than one sign, and a maximum of the following signs are allowed, all of which shall in every respect conform to the requirements of this Section:

- a** A business occupying the ground floor is allowed two (2) signs if one sign is a wall-mounted sign and the second one is a projecting / blade sign, an awning sign, or a wall-mounted sign that is located on a different building façade than the first wall-mounted sign.

The allowable sign area for the primary sign is equal to 2 square feet per linear ~~footage~~ **foot of the portion of length of the front** wall of the building occupied by the establishment to which the sign relates in accordance with Table 8.2-3-6. The secondary sign area shall not exceed half of the sign area allowed for the primary sign ~~located on the principal frontage.~~

- b** Signage for businesses occupying the second floor may be allowed per a Master Signage Plan submitted for review and approval by the CPDC in accordance with Subsection 8.5.1.1 above.

c One joint identification **Identification Sign** is allowed listing the names and logos of establishments on the premises provided the following conditions are met:

- No additional advertising
- Shall be mounted on the building wall closest to the entrance
- Shall not exceed four (4) square feet in sign area
- Shall not exceed eight (8) feet in height
- Shall not project beyond the property line

~~e Allowance for an Additional Wall Sign: In addition to signs allowed above, a street address sign shall be permitted as follows:~~

- ~~• Not to exceed four (4) square feet in sign area~~
- ~~• Not to exceed six (6) feet in sign height~~
- ~~• Shall only display the street address and number of the property~~

8.5.3.1.6.4.1 Certificate of Appropriateness

Community Planning and Development Commission (CPDC)

The CPDC shall establish procedures for receiving and reviewing applications for signs in the Business B Zoning District, and for providing written decisions to the Building Inspector. The CPDC shall, in reviewing such applications, consider the design, arrangement, location, texture, materials, colors, lighting, and other visual characteristics of each proposed sign and its compatibility with its general surroundings with regard to the purposes outlined in ~~Paragraph~~ **Section 8.1**.

If the CPDC shall refuse to issue a Certificate of Appropriateness for any proposed sign or **Master Signage Plan**, it shall state in writing the reasons therefore, with suggestions as to how the proposal may be modified so as to be approved.

If the CPDC shall fail to issue or refuse to issue a Certificate of Appropriateness within forty-five (45) days of the date of a completed application being submitted, the Certificate shall be deemed to have been issued. An appeal from any decision of the CPDC may be made within twenty days of such decision being filed with the Town Clerk, to the Board of Selectmen, who may uphold, modify or overrule the action of the CPDC and grant a Certificate of Appropriateness. ~~In those cases where proposed signs are included as part of plans approved under Site Plan Review (Section 4.6) or PRD Special Permit review (Section 11.2), a Certificate of Appropriateness separate from such approval shall not be required and shall be combined with the review of said permit.~~

In such cases where proposed signs are included as part of a Site Plan Review (Section 4.6) or an application for a PRD Special Permit (Section 11.2), a separate Certificate of Appropriateness shall not be required.

~~8.2.6.5~~ 8.5.4 Signs in Business-C Zoning Districts

Refer to Table 8.6 for additional regulations relating to signs in the Business C Zoning Districts.

~~The allowed Signs allowed in Business-C Zoning Districts~~ are subject to the corresponding provisions of Paragraph 8.5.2.6.3. ~~(Signs in Business A Zoning Districts.~~

~~8.2.6.6~~ ~~Signs in Industrial Zoning Districts~~

Allowed Signs

- Free-Standing
- Wall
- Projecting
- Internally or Externally Illuminated

Prohibited Signs – Specific to Business C (see also Section 8.4)

- ~~Banners as permanent signs~~
- ~~A free-standing sign and wall sign for buildings that are not multi-tenant~~
- **Single-tenant buildings or lots are not allowed to have both a free-standing sign and a wall-mounted sign**
- ~~In addition, a wall sign consisting only of the name and corporate logo of the principal occupant of a~~
- **A Frame and Sandwich Board signs**

Special Regulations

A building located within eighteen hundred (1800) feet of the centerline of an Interstate Highway may **have an additional wall sign** to be displayed between the top course of windows and the parapet of such building provided that **all the following apply:**

- **the sign area not exceed fifty percent of the surface area described by the tops of such windows, the parapet, and the wall corners**
- **that letters and logo contained in or constituting such sign shall not exceed eight feet in height**

- that the lowest point of such sign shall not be closer than 48 feet above the ground immediately below, ~~that such sign shall not be illuminated between the hours of 11:00 p.m. and sunrise, and that such sign shall be located on the building wall most directly facing said highway.~~
- **that such sign shall not be illuminated between the hours of 11:00 p.m. and sunrise, and**
- **that such sign shall be located on the building wall most directly facing said highway.**

8.2.6.6 8.5.5 Signs in Industrial Zoning Districts

Refer to Table 8.6 for additional regulations relating to signs in the Industrial Zoning Districts.

The allowed signs in the Industrial ~~zoning district~~ **Zoning Districts** should conform to the provisions of Section 8.2.6.5.4 **for Signs in Business C Zoning Districts.**

Allowed Signs

- Free-Standing
- Wall
- Projecting
- Internally Illuminated

Prohibited Signs – Specific to Industrial Zones (see also Section 8.4)

- ~~Banners as permanent signs~~
- ~~A free-standing and wall sign for buildings that are not multi-tenant~~
- **Single-tenant buildings or lots are not allowed to have both a free-standing sign and a wall-mounted sign**
- **A Frame and Sandwich Board signs**

Special Regulations

In conjunction with a **PUD** Special Permit to ~~Construct a Planned Unit Development (PUD)~~ granted in accordance with Section 11.1 hereof, ~~the Community Planning and Development Commission (CPDC) of the Zoning Bylaw, the CPDC may, consistent with Subsection 8.1,~~ allow modifications to any provision of this Section **8.0.**

The CPDC may allow one additional free-standing sign, not to exceed thirty-five feet in height or 144 square feet in sign area, in that portion of the PUD parcel's landscaped perimeter buffer area most closely adjacent to Route 128 but not closer than 500 feet

from any other public street existing at the time of submission of a relevant Preliminary PUD Plan.

8.2.6.7 Signs in a PUD

Notwithstanding anything in this Section 8.20 to the contrary, signs are allowed or permitted in a PUD only in accordance with Section 11.1.5.6. of these bylaws.

8.2.6.8 8.5.6 Signs in Residential Zoning Districts

Refer to Table 8.6 for additional regulations relating to signs in the Residential Zoning Districts.

Allowed Signs

- Wall
- Projecting
- ~~Externally illuminated signs~~
- ~~Decorative non-commercial banners or flags displayed on residential lots shall not be construed as signs for purposes of this bylaw. In connection with any Special Permit to Construct a Planned Residential Development (PRD) granted in accordance with Section 11.2. hereof, the Community Planning and Development Commission may allow modifications to any provision of this Section which is not inconsistent with the Purposes of this Section as specified in Subsection 8.2.1.~~

Prohibited Signs – Specific to Residential Zones (see also Section 8.4)

- Internally Illuminated signs
- Free-Standing (except as allowed by special permit)
- A Frame and Sandwich Board signs
- ~~Banners as permanent signs~~

Special Regulations

In conjunction with a PRD Special Permit granted in accordance with Section 11.2, the CPDC may allow modifications to any provision of this Section 8.0.

8.5.6.1 Business or Commercial Signs in Residential Zoning Districts:

Legal nonconforming business or commercial operations in any residential zoning district shall follow the Business B-Zoning District regulations as specified in Subsection 8.5.3 except that such signs shall be set back a minimum of twenty feet from any other lot and may be externally illuminated only during hours of operation.

8.5.7 ~~8.2.7~~ Removal of Defunct Signs

In the event a business, other than a seasonal business, ceases operations for a period of time in excess of thirty days, the sign owner or lessee, or the property owner, shall immediately remove ~~any identification or advertising of said business or any product or service sold thereby~~ **all associated signage**. If the sign conforms to the provisions of this Section, and if a permit has been requested within said thirty-day period for altering the same sign in conformity with this Section to identify a new business in the same location, such alteration shall be allowed. ~~Changes in legend on any directory sign shall be exempt from the provisions of this paragraph.~~

8.5.8 ~~8.2.8~~ Nonconforming Signs

~~A nonconforming sign may not be enlarged or altered in any way which would increase its nonconformity.~~ Should any nonconforming sign be damaged by any means to an extent of more than fifty percent of its replacement cost at the time of damage, it shall not be reconstructed except in conformity with the provisions of this Section 8.2.

8.5.9 ~~8.5.9~~ Signs by Special Permit

The CPDC may grant a Special Permit for a free-standing sign within the side setbacks identified in ~~Table 8.2.3.6 or Section 8.2, Table 6.3~~ if it finds that the sign complies with the purposes of ~~this by-law, Section 8.0,~~ that abutting properties are not unreasonably impacted by the sign placement, and ~~that the sign conforms in all other respects with Section 8.2 with specific attention to Section 8.2.5.a regarding~~ **will have no detrimental** impact on traffic and pedestrian safety.

a The CPDC may grant a Special Permit for a free-standing sign in the Business-B or Residential Zoning Districts if it finds that ~~the sign complies with the purposes of this bylaw,~~ abutting properties are not unreasonably impacted by the sign placement, and ~~there is that the sign will have no negative detrimental~~ **will have no negative detrimental** impact on traffic and pedestrian safety. The CPDC may consider the following ~~items~~ when reviewing the Special Permit request, ~~considerations for:~~ the character of the surrounding neighborhood; the principal use of the property or business; the location of the parking; landscaping in the front yard setback; and **the presence of** other signs on the property.

INSERTED REORGANIZED, RE-WORDED TABLE:

8.6 Table of Signs Permitted by Zoning District

Type	Sign Permit Req'd	Dimensions		Setbacks		Number	Display Period
		Area (SF)	Height (feet)	Front (feet)	Side (feet)		
All Zoning Districts:							

Government Signs & Flags	N	NA	NA	NA	NA	NA	
Signs on Properties with Uses Protected under M.G.L. Ch. 40A, §3	N	NA	NA	NA	NA	NA	
Unlit Instructional Signs	N	1	NA	NA	NA	NA	
Unlit Identification Signs	N	1	8(a)	NA	NA	NA	
Original Art Displays	N	NA	NA	NA	NA	NA	
Temporary Signs, All Zoning Districts:							
First Temporary Sign	N	6	NA	NA	NA	1/Lot	NA
Site w/Active Building or Demo Permit or Site Plan Approval	N	32 (4x8)	NA	NA	20	+1/Lot	1 year (b)
Site w/Active Building or Demo Permit, Under Active Construction, Where Site Preparation has Commenced	N(i)	32 (4x8)	NA	NA	20	+1/Lot	1 year (b), (c)
Site having Subdivision or ANR Lots for Sale	N(i)	48 (6x8)	NA	NA	NA	+1/Subdivision or ANR Endorsement	(d)
Site For Sale	N(i)	6(h)	6	NA	NA	+1/Lot	(d)
Day of Open House	N	4	NA	NA	NA	+1/Lot & +1/intersection	1 day
Site w/Garage Sale	N	6	NA	NA	NA	+1/Lot & +1 for each of 2 intersections	7 days before & 3 days after
Municipal, State or Federal Election	N	NA	NA	NA	NA	No Maximum	60 days before & 2 days after
Other Flag	N	NA	NA	NA	NA	1	NA
Business-A, Business-C and Industrial Zoning Districts:							
Free-Standing	Y	50(e)	20	0	20(k)	1/Lot (m)	
Wall-Mounted	Y	2/4(g)	(a)	NA	10	1/business (m)	
Projecting / Blade	Y	8	(a)(j)	NA	10	1/business (m)	
Banners and Pennants	Y	NA	NA	NA	NA	NA	56 days
Temporary Flag	Y	24 (4x6)	Ground clearance of 8 feet required.			1/business	Hours of operation
Temporary Business Sign	Y	16 or 30	See Section 8.5.1e			4/year	56 days
Special Event Sign	Y	NA	See Section 8.5.1e			4/year	14 days
Awnings & Canopies	N	Must be opaque. Letters may not exceed 4" in height or 36" in length.					
		Dimensions		Setbacks			

Type	Sign Permit Req'd	Area (SF)	Height (feet)	Front (feet)	Side (feet)	Number	Display Period
Business-A, Business-C and Industrial Zoning Districts, Cont'd:							
Other Awnings & Canopies	Y	Letters greater than 4" in height will count toward sign area. Ground clearance of 8 feet required.					
Bulletin Boards	N	Maximum of 12 SF allowed.					
Window or Door Signs	N	See Section 8.5.1d					
Clocks		May not exceed 8 SF per side or 12 feet in height.					
Clocks / Thermometers as part of sign		May be included as part of a free-standing or wall-mounted sign. May not add more than 12 SF of additional area to sign.					
Farm/Garden Stand Sign	N	See Section 8.5.1f					
Business-B Zoning Districts:							
A-Frame	Y	Regulated by the Board of Selectmen – Annual Permit					
Wall-Mounted	Y	2(f)	(a)	0	0	2/business	
Projecting / Blade	Y	8	(a)(j)	-4	0	1/business	
Free-Standing by SP	SPP(l)	35(e)	10.5	0	20	1/Lot	
Free-Standing (Service Stations only)	Y	35	14	0	20	1/Lot	
Banners and Pennants	Y	NA	NA	NA	NA	NA	56 days
Temporary Flag	Y	24 (4x6)	Ground clearance of 8 feet required.			1/business	Hours of operation
Temporary Business Sign	Y	16 or 30	See Section 8.5.1e			4/year	56 days
Special Event Sign	Y	NA	See Section 8.5.1e			4/year	14 days
Awnings & Canopies	N	Must be opaque. Letters may not exceed 4" in height or 36" in length.					
Other Awnings & Canopies	Y	Letters greater than 4" in height will count toward sign area. Ground clearance of 8 feet required.					
Bulletin Boards	N	Maximum of 12 SF allowed.					
Window or Door Signs	N	See Section 8.5.1d					
Clocks		May not exceed 8 SF per side or 12 feet in height.					
Clocks / Thermometers as part of sign		May be included as part of a free-standing or wall-mounted sign. May not add more than 12 SF of additional area to sign.					
Farm/Garden Stand Sign	N	Total of all signs may not exceed 1 SF/linear foot of lot frontage.					
Residential Zoning Districts:							
Wall-Mounted & Projecting Signs	See Section 8.5.6						
Free-Standing by SP	SPP	No parameters specified.					
Banners or Flags	N	No parameters specified. Do not count towards sign area.					
Signs associated with Legal Business or Commercial Operations	Shall comply with Business B Zoning District Sign regulations. Shall be set back at least 20' from adjacent lots. Shall be illuminated only during hours of operation.						

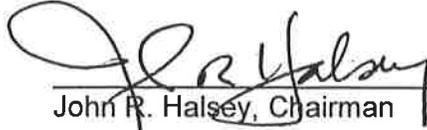
NOTES:

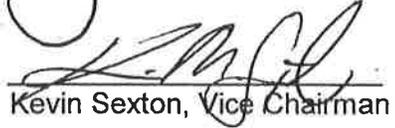
- a** No portion of such Sign shall extend higher than the bottom of the sills of the windows of the second floor of a building or higher than the lowest portion of the eaves or, in the case of a gabled wall, no higher than a line equal in Height to the lowest portion of the lower eave of any adjoining Building wall, whichever of the above is lowest.
- b** With the approval of the CPDC, such display period may be extended.
- c** Such Sign shall be removed after the construction, repair, or renovation work is completed or within seven (7) days after the issuance of a final occupancy permit.
- d** Signs shall be removed within fifteen (15) days following the date on which the final contract of sale has been executed.
- e** In cases where more than one business occupies a Lot, the Sign may be a maximum of 75 square feet in Sign Area.
- f** If the facade 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 façade occupied by the establishment to which the sign relates; if such distance is more than 100 feet, the maximum sign area shall be equal to 4 square feet per linear foot of said façade so occupied.
- g** No Wall-Mounted Sign for a non-residential establishment shall exceed a Sign Area equal to 2 square feet per linear foot of length of the front Façade of the Building occupied by the establishment to which the Sign relates.
- h** On a site in an Industrial Zoning District that is advertised for sale or listed through a licensed real estate agent, one (1) additional Temporary Sign is allowed per business with a maximum Sign Area equal to 2 square feet per linear foot of the Building Façade occupied by the business to which the Sign relates.
- i** Only as shown on a Plan approved by the CPDC.
- j** 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.
- k** A Special Permit may be granted by the CPDC.
- l** 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. The CPDC may waive the 40' business entrance Setback requirement for Signs in existence as of the effective date of this amendment. See Subsection 8.5.9.
- m** Single-tenant Buildings or Lots are not allowed to have both a Free-Standing Sign and a Wall-Mounted Sign.

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, 2016, 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.

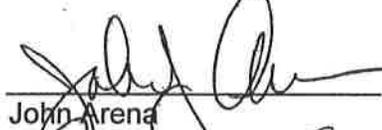
Hereof fail not and make due return of this Warrant with your doings thereon to the Town Clerk at or before the time appointed for said meeting.

Given under our hands this 20th day of September, 2016.


John R. Halsey, Chairman

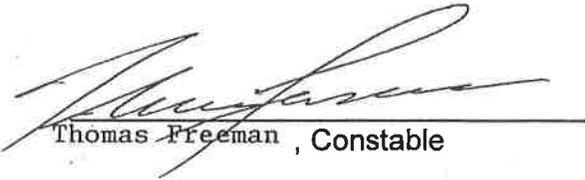

Kevin Sexton, Vice Chairman

Barry Berman, Secretary


John Arena


Daniel Ensminger

SELECTMEN OF READING


Thomas Freeman, Constable

10/14/2016 9:59														
		FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY17-27
Summary														
Facilities - General/CORE		200,000	265,000	80,000	-	-	-	45,000	36,000	45,000	45,000	45,000	25,000	586,000
Facilities - School Buildings		306,000	381,000	546,000	666,000	395,000	26,000	1,160,000	-	-	-	-	-	3,174,000
Facilities - Town Buildings		235,000	100,000	159,000	10,000	10,000	598,000	75,000	625,000	-	-	-	-	1,577,000
Public Schools - General		-	130,000	75,000	75,000	130,000	100,000	100,000	100,000	197,500	125,000	125,000	150,000	1,307,500
Administrative Services		247,000	-	100,000	100,000	100,000	100,000	125,000	125,000	125,000	125,000	150,000	150,000	1,200,000
Public Services		52,000	395,000	130,000	715,000	965,000	388,100	200,000	525,000	235,000	275,000	25,000	1,350,000	5,203,100
Finance		-	-	-	-	-	-	-	-	-	600,000	-	-	600,000
Public Library		-	-	-	10,000	10,000	10,000	10,000	10,000	15,000	15,000	15,000	15,000	110,000
Public Safety - Fire		657,000	381,000	205,600	201,000	45,000	830,000	360,000	-	210,000	900,000	63,000	1,025,000	4,140,600
Public Safety - Police		-	35,000	35,000	30,000	37,500	-	-	475,000	-	-	42,500	25,000	680,000
Public Works - Equipment		577,250	638,000	460,000	441,000	660,100	565,000	111,000	275,000	340,000	230,000	100,000	-	3,840,100
Public Works - Parks & Cemetery		50,000	25,000	100,000	25,000	50,000	25,000	50,000	25,000	50,000	25,000	50,000	-	425,000
Public Works - Roads		550,000	550,000	550,000	575,000	575,000	600,000	600,000	675,000	675,000	700,000	700,000	725,000	6,925,000
TOTAL CAPITAL REQUESTS		2,874,250	2,820,000	2,440,600	2,848,000	2,997,600	3,242,100	2,836,000	2,871,000	1,892,500	3,040,000	1,315,500	3,465,000	29,768,300
FINCOM policy: debt + capital		4,109,863	4,265,406	4,409,594	4,543,107	4,679,682	4,819,343	4,974,930	5,099,303	5,226,786	5,357,455	5,491,392	5,628,677	54,495,675
- Net Included Debt		1,568,818	1,837,772	1,790,233	1,629,451	1,561,982	1,484,176	1,313,394	1,149,351	1,101,094	642,388	165,750	160,500	12,836,091
- Temp shift to Oper budgets		(205,493)	(211,857)											(211,857)
FINCOM Target Capital Funding		2,335,552	2,215,777	2,619,361	2,913,656	3,117,700	3,335,167	3,661,536	3,949,952	4,125,692	4,715,067	5,325,642	5,468,177	41,447,727
Original Funding Voted or Proposed		2,201,000	2,220,000	2,440,600	2,856,100	3,000,000	3,300,000	3,600,000	3,900,000	4,100,000	4,700,000	5,300,000	5,450,000	40,866,700
Additional FINCOM funding			26,000											26,000
Additional Funding Nov TM		688,250	529,000											529,000
Additional Funding April TM		(15,000)	45,000											45,000
TOTAL CAPITAL REQUESTS		2,874,250	2,820,000	2,440,600	2,848,000	2,997,600	3,242,100	2,836,000	2,871,000	1,892,500	3,040,000	1,315,500	3,465,000	29,768,300
Annual Surplus (Deficit)		-	-	-	8,100	2,400	57,900	764,000	1,029,000	2,207,500	1,880,000	3,984,500	1,985,000	
Cumulative Surplus (Deficit)							57,900	821,900	1,850,900	4,058,400	5,718,400	9,702,900	11,687,900	

10/14/2016 9:59														
		FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY17-27
TOTAL for School	AB	-	-	25,000	-	10,000	-	-	-	-	-	-	-	35,000
HVAC/Energy Mgmt Systems	AB					10,000								10,000
Capet/Flooring	AB			25,000										25,000
TOTAL for School	BM	45,000	-	-	-	-	-	1,100,000	-	-	-	-	-	1,100,000
HVAC/Energy Mgmt Systems	BM	20,000												-
Windows & Doors	BM	10,000												-
Capet/Flooring	BM	15,000												-
Roofing	BM							1,100,000						1,100,000
TOTAL for School	JE	-	170,000	-	-	-	14,000	-	-	-	-	-	-	184,000
HVAC/Energy Mgmt Systems	JE						14,000							14,000
Fire Alarms	JE		170,000											170,000
TOTAL for School	K	39,000	36,000	24,000	-	-	-	-	-	-	-	-	-	60,000
HVAC/Energy Mgmt Systems	K	15,000	12,000											12,000
Capet/Flooring	K	24,000	24,000	24,000										48,000
TOTAL for School	WE	30,000	60,000	-	-	-	12,000	20,000	-	-	-	-	-	92,000
Electrical Systems	WE							20,000						20,000
HVAC/Energy Mgmt Systems	WE		30,000				12,000							42,000
Capet/Flooring	WE	30,000												-
Other - Masonry	WE		30,000											30,000
TOTAL for School	Cool	125,000	-	-	631,000	15,000	-	-	-	-	-	-	-	646,000
HVAC/Energy Mgmt Systems	Cool				15,000	15,000								30,000
Capet/Flooring	Cool	40,000												-
Roofing	Cool				616,000									616,000
Other (add \$45k Cond. Tank)	Cool	85,000												-
TOTAL for School	Park	15,000	95,000	477,000	15,000	-	-	-	-	-	-	-	-	587,000
Classroom Furniture	Park		65,000											65,000
Capet/Flooring	Park		15,000	15,000	15,000									45,000
Roofing	Park			462,000										462,000
Other - masonry	Park	15,000	15,000											15,000
TOTAL for School	HS	52,000	20,000	20,000	20,000	370,000	-	40,000	-	-	-	-	-	470,000
HVAC/Energy Mgmt Systems	RMHS					350,000								350,000
Water Heater	RMHS							40,000						40,000
Capet/Flooring	RMHS		20,000	20,000	20,000	20,000								80,000
Other add \$30k masonry	RMHS	52,000												-

10/14/2016 9:59														
		FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY17-27
Buildings - Municipal		235,000	100,000	159,000	10,000	10,000	598,000	75,000	625,000	-	-	-	-	1,577,000
Electrical Systems	Mun	-	-	-	-	-	-	-	-	-	-	-	-	-
HVAC/Energy Mgmt Systems	Mun	20,000	-	35,000	-	-	-	-	-	-	-	-	-	35,000
Windows & Doors	Mun	-	10,000	34,000	10,000	10,000	-	-	-	-	-	-	-	64,000
Generator	Mun	35,000	-	-	-	-	-	60,000	125,000	-	-	-	-	185,000
Technology Infrastructure	Mun	50,000	-	-	-	-	-	-	-	-	-	-	-	-
Water Heater	Mun	-	-	-	-	-	-	15,000	-	-	-	-	-	15,000
ADA Compliance	Mun	-	-	-	-	-	-	-	-	-	-	-	-	-
Celling	Mun	-	-	-	-	-	-	-	-	-	-	-	-	-
Furniture	Mun	-	-	-	-	-	-	-	-	-	-	-	-	-
Compressor	Mun	-	-	-	-	-	-	-	-	-	-	-	-	-
Fire Alarm	Mun	-	-	-	-	-	-	-	-	-	-	-	-	-
Kitchen/Cafeteria	Mun	-	-	-	-	-	-	-	-	-	-	-	-	-
Plumbing	Mun	-	-	-	-	-	-	-	-	-	-	-	-	-
Capet/Flooring	Mun	35,000	-	-	-	-	-	-	-	-	-	-	-	-
Roofing	Mun	30,000	90,000	-	-	-	598,000	-	-	-	-	-	-	688,000
Security System	Mun	-	-	-	-	-	-	-	-	-	-	-	-	-
Fire Supression System	Mun	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	Mun	65,000	-	90,000	-	-	-	-	500,000	-	-	-	-	590,000
TOTAL for Municipal Bldg	TH	70,000	-	-	-	-	450,000	-	125,000	-	-	-	-	575,000
Generator	TH	-	-	-	-	-	-	-	125,000	-	-	-	-	125,000
Roofing	TH	30,000	-	-	-	-	450,000	-	-	-	-	-	-	450,000
Other \$40k Chevy K2500	TH	40,000	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL for Municipal Bldg	Pol	25,000	-	-	-	-	-	15,000	500,000	-	-	-	-	515,000
Water Heater	Pol	-	-	-	-	-	-	15,000	-	-	-	-	-	15,000
Other-UPS/Dispatch improv	Pol	25,000	-	-	-	-	-	-	500,000	-	-	-	-	500,000
TOTAL for Municipal Bldg	WSF	-	90,000	24,000	-	-	-	-	-	-	-	-	-	114,000
Windows & Doors	WSF	-	-	24,000	-	-	-	-	-	-	-	-	-	24,000
Roofing	WSF	-	90,000	-	-	-	-	-	-	-	-	-	-	90,000
TOTAL for Municipal Bldg	Fire	120,000	-	-	-	-	148,000	60,000	-	-	-	-	-	208,000
Generator	Fire	35,000	-	-	-	-	-	60,000	-	-	-	-	-	60,000
Technology Infrastructure	Fire	50,000	-	-	-	-	-	-	-	-	-	-	-	-
Capet/Flooring	Fire	35,000	-	-	-	-	-	-	-	-	-	-	-	-
Roofing	Fire	-	-	-	-	-	148,000	-	-	-	-	-	-	148,000
TOTAL for Municipal Bldg	SrC	20,000	-	35,000	-	-	-	-	-	-	-	-	-	35,000
HVAC/Energy Mgmt Systems	Sr Ctr	20,000	-	35,000	-	-	-	-	-	-	-	-	-	35,000
TOTAL for Municipal Bldg	Lib	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL for Municipal Bldg	DPW	-	10,000	100,000	10,000	10,000	-	130,000						
Windows & Doors	DPW	-	10,000	10,000	10,000	10,000	-	-	-	-	-	-	-	40,000
Other	DPW	-	-	90,000	-	-	-	-	-	-	-	-	-	90,000
Schools - General		-	130,000	75,000	75,000	130,000	100,000	100,000	100,000	197,500	125,000	125,000	150,000	1,307,500
15-Passenger Van		-	55,000	-	-	-	-	-	-	-	-	-	-	55,000
Food Service Van E-250 (2014)		-	-	-	-	-	-	-	-	42,500	-	-	-	42,500
Driver's Education Focus (2014)		-	-	-	-	-	-	-	-	30,000	-	-	-	30,000
Courier Focus (2007)		-	-	-	-	30,000	-	-	-	-	-	-	-	30,000
Technology-large scale projects		-	75,000	75,000	75,000	100,000	100,000	100,000	100,000	125,000	125,000	125,000	150,000	1,150,000

133

10/14/2016 9:59													
	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY17-27
Administrative Services	247,000	-	100,000	100,000	100,000	100,000	125,000	125,000	125,000	125,000	150,000	150,000	1,200,000
Election equipment	72,000												
Technology - large scale projects	175,000		100,000	100,000	100,000	100,000	125,000	125,000	125,000	125,000	150,000	150,000	1,200,000
Public Services	52,000	395,000	130,000	715,000	965,000	388,100	200,000	525,000	235,000	275,000	25,000	1,350,000	5,203,100
Recreation	52,000	395,000	130,000	715,000	965,000	388,100	200,000	525,000	235,000	275,000	25,000	1,350,000	5,203,100
Artificial Turf I @RMHS (replace)				550,000									550,000
Artificial Turf II @RMHS (replace)					950,000								950,000
RMHS track (resurface)				150,000									150,000
Artificial Turf@Parker MS (replace)								500,000					500,000
Artificial Turf @Coolidge MS (new)												1,000,000	1,000,000
Rehab Playgrounds Program	15,000	45,000	15,000	15,000	15,000	15,000	25,000	25,000	25,000	25,000	25,000	25,000	255,000
	JE/ADA	Hunt Park	Eaton	Barrows	Wood End	Killam							
Memorial Park \$650k grant in FY10						20,000	50,000						70,000
						ct resurf	band stand						
Birch Mdw lighting \$1.5 mil/10yr debt				Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	-
Birch Mdw Complex \$1.0 mil/10yr debt													-
BM Field lighting \$0.1 mil.	BANs	Debt											-
Bancroft Tennis Courts (resurface)													-
Washington Park \$333k						150,000				100,000	paths		250,000
						backstop & shift field							-
Symonds Way \$150k										150,000	backstop		150,000
Hunt Park \$125k							125,000						125,000
							backstop						-
Sturges Park \$335k									75,000	tennis ct			75,000
									85,000	basketbil ct			85,000
									50,000	backstop			50,000
Killam Field & parking lot \$350k		350,000	field Improvements, drainage and repaving										350,000
Joshua Eaton \$37k	37,000												-
Barrows \$318.1k		backstop & infield	115,000			125,000	tennis ct						240,000
						78,100	basketball ct						78,100
Wood End \$325k												325,000	325,000
											field		-
Finance		-	-	-	-	-	-	-	-	600,000	-	-	600,000
Financial System										600,000			600,000
Library		-	-	-	10,000	10,000	10,000	10,000	10,000	15,000	15,000	15,000	110,000
Equipment				10,000	10,000	10,000	10,000	10,000	15,000	15,000	15,000	15,000	110,000

134

10/14/2016 9:59														
		FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY17-27
Public Safety - Fire		657,000	301,000	205,600	201,000	45,000	830,000	360,000		210,000	900,000	63,000	1,025,000	4,140,600
Pumper Eng #1 (2010-\$525k; next FY30)														-
Pumper Eng #2 (2007-\$410k; next FY25)											900,000			900,000
Pumper Eng #3 (2016 \$630k; next FY36)	630,000													-
Pumper Eng #4 (2001: est \$800k FY21)							800,000							800,000
Ladder Trk #1 (2008: \$800k, next FY27)	Debt		Debt	Debt									1,000,000	1,000,000
Ambulance #1 (2010- 10 yrs)								290,000						290,000
Ambulance #2 (2006 - 10yrs)			276,700											276,700
Ambulance equipment			24,300					25,000						49,300
Passenger Car#1 (2005 - 10yrs)				45,000										45,000
Passenger Car#2 (1997 - 10yrs)								45,000						45,000
Pickup Truck #3 (2006 - 12yrs)				45,600										45,600
Alarm Truck (1994 - 16yrs)				70,000										70,000
ALS Defibrillator (2011 - 5yrs)	27,000						30,000					33,000		63,000
BLS-AED (2004 - 8yrs)					21,000								25,000	46,000
Rescue Tool(2006 - 12yrs)				45,000										45,000
Breathing Air Bottles											30,000			30,000
Thermal Imaging (2010 - 10yrs)						45,000								45,000
Fire Hose					30,000					35,000				65,000
Turnout Gear (2008 - 5yrs)					150,000					175,000				325,000
Public Safety - Police/Dispatch			35,000	35,000	30,000	37,500			475,000			42,500	25,000	680,000
Handguns & Associated Leather (Police)					10,000									10,000
Police Admin Vehicle			35,000			37,500			40,000			42,500		155,000
Vehicle Video Integration				35,000					35,000					70,000
Radios (Police & Fire 2010 - 12yrs)									400,000					400,000
AEDs					20,000								25,000	45,000

135

10/14/2016 9:59														
		FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY17-27
Public Works - Equipment		577,250	638,000	460,000	441,000	680,100	565,000	111,000	275,000	340,000	230,000	100,000	-	3,840,100
Large Trucks	Life	334,000	80,000	215,000	150,000	300,000	-	-	-	-	-	-	-	745,000
Truck #8 - 10 wheeler (2000)	15	220,000												-
Truck #9 - Sander (2004)	15				150,000									150,000
Truck #18 - Sander (2006)						150,000								150,000
Truck #19 - Sander (1987)	15					150,000								150,000
Dump Truck C3 (1999)	10	65,000												-
Truck #10 (1996)	15			150,000										150,000
Dump Truck #12 Parks (1997)	15	49,000												-
Aerial Pickup Truck #14 (1994)			80,000											80,000
Dump truck #24 Parks (2000)	15			65,000										65,000
Pick-ups/Cars/Vans		25,000	-	-	-	200,100	-	-	95,000	50,000	50,000	100,000	-	495,100
Pickup Chevy #9 Parks (1986)	10									50,000				50,000
Pickup Ford #2 Parks (1997)	10										50,000			50,000
Pickup Chevy Utility #1 (2008)	10				85,000									85,000
Pickup Ford Utility #4 (1997)	10							50,000						50,000
Pickup Ford Utility #7 (1997)	10									50,000				50,000
HV3 Ford Van (1995)	10										50,000			50,000
HV4 Ford Van (1995)	10													-
HV5 Ford Van COA (2003)	10					48,700								48,700
Car#3 Ford Escape HYBRID (2008)	10							45,000						45,000
Cem. #4 Ford Sedan (1993)	10					32,400								32,400
DPW Administration Vehicle		25,000												-
Engineering Vehicle (new)						34,000								34,000
Backhoes/Loaders/Heavy Equipment		-	290,000	-	96,000	180,000	-	-	-	-	-	-	-	566,000
Forklift			35,000											35,000
Backhoe Loader (Cem.) (2008)	10				96,000									96,000
Loader JD 624G (2007)	10		210,000											210,000
Loader JD433 (2009)	10					180,000								180,000
Bobcat Loader 743 (1987)	10		45,000											45,000

136

10/14/2016 9:59														
		FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY17-27
Specialty Equipment - Heavy Duty		140,000	150,000	135,000	-	-	395,000	111,000	180,000	180,000	180,000	-	-	1,331,000
Chipper/Loader/Truck #23 (2008)	15						210,000							210,000
Bucket Truck#21 Forestry(2009)	15						185,000							185,000
Screenner (1994)	15			135,000										135,000
Sidewalk Snow Plow #3(2008)	10							111,000						111,000
Snow Holder #1 c480 (2012)									180,000					180,000
Snow Holder #2 c480 (2013)										180,000				180,000
Snow Holder #3 c242 (2008)											180,000			180,000
Snowblower (new)		140,000												-
Snow - Bombardier #1 (1993)	10		150,000											150,000
Specialty Equipment - Light Duty		-	69,000	52,000	195,000	-	50,000	-	-	-	-	-	-	366,000
(2) HW Compressors (1996)	10						50,000							50,000
300L Lebot (Roller) (1998)	10			40,000										40,000
1CH Woodsman Chipper (2004)	10				195,000									195,000
1GV Leaf Vac (1999)	10		12,000											12,000
2GV Leaf Vac (2000)	10			12,000										12,000
SmithCo 60" Sweeper (1999)	10		35,000											35,000
SmithCo 13-550 Infield (1994)	7		22,000											22,000
Lawnmowers		-	19,000	58,000	-	-	120,000	-	-	110,000	-	-	-	307,000
Mower (Com.) SKAG 72" (1998)	4			22,000										22,000
Mower (Com.) SKAG 61" (1999)	4		19,000											19,000
Mower (Parks) TORO Gang (1996)	8								110,000					110,000
Mower (Com.) SKAG 52" (1995)	4			18,000										18,000
Mower (Parks) SKAG 52" (2008)	4			18,000										18,000
Mower - TORO Gang (2008)	6						120,000							120,000
Engineering Equipment/Services		78,250	30,000	-	-	-	-	-	-	-	-	-	-	30,000
Scanner/Plotter			30,000											30,000
Traffic Controls		50,000												-
Fuel Management System		28,250												-
DPW: Parks & Cemetery		50,000	25,000	100,000	25,000	50,000	25,000	50,000	25,000	50,000	25,000	50,000	-	425,000
Fence Replacement			25,000		25,000		25,000		25,000		25,000			125,000
DPW Yard Improvements				50,000										50,000
Parking Lot Improvements		50,000		50,000		50,000		50,000		50,000		50,000		250,000
Cem garage - \$2.5 mil. Debt				Debt	-									
DPW: Roads														-
Sidewalk/Curb/Ped. Safety		75,000	75,000	75,000	75,000	75,000	75,000	75,000	100,000	100,000	100,000	100,000	100,000	950,000
Skim Coating & Crack Seal Patch		75,000	75,000	75,000	75,000	75,000	75,000	75,000	100,000	100,000	100,000	100,000	100,000	950,000
Downtown Improve I (\$650k 10yr bond)		Debt	Debt	Debt										-
West Street - Local shr (\$1.3mil)		Debt				-								
General Fund - various roads		400,000	400,000	400,000	425,000	425,000	450,000	450,000	475,000	475,000	500,000	500,000	525,000	5,025,000
TOTAL GENERAL FUND VOTED		550,000	550,000	550,000	575,000	575,000	600,000	600,000	675,000	675,000	700,000	700,000	725,000	6,925,000
Grants - various roads		598,893	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	6,600,000
TOTAL ROAD CAPITAL		1,148,893	1,150,000	1,150,000	1,175,000	1,175,000	1,200,000	1,200,000	1,275,000	1,275,000	1,300,000	1,300,000	1,325,000	13,525,000

Town of Reading Debt Service Schedule 10/8/16 10:03 AM	Approved FY - 2016 chg Apr'16	Requested FY - 2017 (46,894)	Projected FY - 2018 (488,000)	Projected FY - 2019 (567,200)	Projected FY - 2020 (588,750)	Projected FY - 2021 (610,300)	Projected FY - 2022 (629,850)	Projected FY - 2023 (650,400)	Projected FY - 2024 (646,950)	Projected FY - 2025 (640,500)	Projected FY - 2026 (865,850)	Projected FY - 2027 (521,500)	Projected FY - 2028 (114,750)
General Fund:	4,537,141	4,853,106	4,773,815	4,573,733	4,464,464	4,332,358	4,106,446	3,883,283	3,788,526	1,923,648	165,750	160,500	155,250
Principal	3,150,000	3,750,000	3,660,000	3,565,000	3,615,000	3,645,000	3,580,000	3,519,000	3,560,000	1,845,000	150,000	150,000	150,000
Within Levy Limit	1,195,000	1,535,000	1,405,000	1,260,000	1,260,000	1,250,000	1,145,000	1,045,000	1,032,200	610,000	150,000	150,000	150,000
Excluded Debt	1,955,000	2,215,000	2,255,000	2,305,000	2,355,000	2,395,000	2,435,000	2,474,000	2,527,800	1,235,000	0	0	0
Interest	1,387,141	1,103,106	1,113,815	1,008,733	849,464	687,358	526,446	364,283	228,526	78,648	15,750	10,500	5,250
Within Levy Limit	407,618	302,772	385,233	369,451	301,982	234,176	168,394	104,351	68,894	32,388	15,750	10,500	5,250
Excluded Debt	979,523	800,334	728,582	639,282	547,482	453,182	358,052	259,932	159,632	46,260	0	0	0
Within Levy Limit	1,602,618	1,837,772	1,790,233	1,629,451	1,561,982	1,484,176	1,313,394	1,149,351	1,101,094	642,388	165,750	160,500	155,250
Issued	1,538,618	1,837,772	1,790,233	1,426,951	1,364,732	1,292,176	1,126,644	967,851	924,844	471,388	0	0	0
Approved not issued	64,000	0	0	0	0	0	0	0	0	0	0	0	0
Planned not yet approved	0	0	0	202,500	197,250	192,000	186,750	181,500	176,250	171,000	165,750	160,500	155,250
Net Included Debt	1,602,618	1,837,772	1,790,233	1,629,451	1,561,982	1,484,176	1,313,394	1,149,351	1,101,094	642,388	165,750	160,500	155,250
Excluded Debt	2,934,523	3,015,334	2,983,582	2,944,282	2,902,482	2,848,182	2,793,052	2,733,932	2,687,432	1,281,260	0	0	0
Issued	2,934,523	3,015,334	2,983,582	2,944,282	2,902,482	2,848,182	2,793,052	2,733,932	2,687,432	1,281,260	0	0	0
Approved not issued	0	0	0	0	0	0	0	0	0	0	0	0	0
Possible (not added)	0	0	0	337,500	328,750	320,000	311,250	302,500	293,750	285,000	276,250	267,500	258,750
Net Excluded Debt	2,934,523	3,015,334	2,983,582	2,944,282	2,902,482	2,848,182	2,793,052	2,733,932	2,687,432	1,281,260	0	0	0

138

Town of Reading Debt Service Schedule 10/8/16 10:03 AM	Approved FY - 2016 chg Apr'16	Requested FY - 2017 (46,894)	Projected FY - 2018 (488,000)	Projected FY - 2019 (567,200)	Projected FY - 2020 (588,750)	Projected FY - 2021 (610,300)	Projected FY - 2022 (629,850)	Projected FY - 2023 (650,400)	Projected FY - 2024 (646,950)	Projected FY - 2025 (640,500)	Projected FY - 2026 (865,850)	Projected FY - 2027 (521,500)	Projected FY - 2028 (114,750)
General Fund:	4,537,141	4,853,106	4,773,815	4,573,733	4,464,464	4,332,358	4,106,446	3,883,283	3,788,526	1,923,648	165,750	160,500	155,250
Principal + Interest													
Within Levy Limit	1,602,618	1,837,772	1,790,233	1,629,451	1,561,982	1,484,176	1,313,394	1,149,351	1,101,094	642,388	165,750	160,500	155,250
Issued	1,538,618	1,837,772	1,790,233	1,426,951	1,364,732	1,292,176	1,126,644	967,851	924,844	471,388	0	0	0
Approved not issued	64,000	0	0	0	0	0	0	0	0	0	0	0	0
Planned not yet approved	0	0	0	202,500	197,250	192,000	186,750	181,500	176,250	171,000	165,750	160,500	155,250
Energy Improvements	439,231	431,275	420,388	408,663	398,194	382,388	371,456	360,113	348,356	336,188	0	0	0
Killam Green Repair	90,450	87,100	83,750	80,400	77,050	73,700	70,350	0	0	0	0	0	0
Birch Mdw Green Repair	44,550	42,900	41,250	39,600	37,950	36,300	34,650	0	0	0	0	0	0
Barrows/Wd End@	37,826	36,552	36,552	35,652	34,752	33,852	32,952	32,052	29,942	0	0	0	0
Wood End@	192,274	180,228	175,878	171,528	167,178	157,828	153,628	149,428	135,938	0	0	0	0
Barrows@	159,426	149,408	145,808	142,208	138,608	135,008	126,408	122,958	117,208	0	0	0	0
Parker@	202,963	187,320	152,288	0	0	0	0	0	0	0	0	0	0
HS Ret. Wall \$500k/5yr	10,000	114,492	114,000	110,000	106,000	102,000	0	0	0	0	0	0	0
Mod. class \$1.2 mil/8yr	24,000	186,888	189,000	183,000	177,000	171,000	165,000	159,000	153,000	0	0	0	0
RMHS \$4mil (not added)			920,000	896,000	872,000	848,000	824,000	0	0	0	0	0	0
Downtown Impr I (\$650k)	72,109	69,225	66,300	0	0	0	0	0	0	0	0	0	0
West St. \$1.3 mil	179,689	167,700	163,800	159,900	156,000	152,100	148,200	144,300	140,400	135,200	0	0	0
Ladder truck (\$800k)	86,100	83,660	81,220	0	0	0	0	0	0	0	0	0	0
Birch Mdw lighting 0.1mil	30,000	101,025	0	0	0	0	0	0	0	0	0	0	0
BMdw I (lqts \$1.5m)/10yr				202,500	197,250	192,000	186,750	181,500	176,250	171,000	165,750	160,500	155,250
BMdw II (fields TBA)													
Excluded Debt	2,934,523	3,015,334	2,983,582	2,944,282	2,902,482	2,848,182	2,793,052	2,733,932	2,687,432	1,281,260	0	0	0
Issued	2,934,523	3,015,334	2,983,582	2,944,282	2,902,482	2,848,182	2,793,052	2,733,932	2,687,432	1,281,260	0	0	0
Approved not issued	0	0	0	0	0	0	0	0	0	0	0	0	0
Possible (not added)	0	0	0	337,500	328,750	320,000	311,250	302,500	293,750	285,000	276,250	267,500	258,750
Library Project \$2.115mil	105,000	300,702	305,500	296,100	286,700	277,300	267,900	258,500	249,100	239,700	0	0	0
Library Project \$10+mil	1,382,222	1,290,000	1,260,000	1,230,000	1,200,000	1,170,000	1,140,000	1,110,000	1,080,000	1,040,000	0	0	0
RMHS@	1,377,750	1,357,750	1,351,500	1,353,250	1,352,500	1,339,250	1,324,000	1,306,750	1,312,500	0	0	0	0
Barrows/Wd End@	56,503	54,630	54,630	53,280	51,930	50,580	50,400	48,230	41,880	1,560	0	0	0
Wood End@	13,048	12,252	11,952	11,652	11,352	11,052	10,752	10,452	3,952	0	0	0	0
DPW bldg project TBA													
Killam bldg project TBA													
Cem Bldg \$2.5m/10yr	0	0	0	337,500	328,750	320,000	311,250	302,500	293,750	285,000	276,250	267,500	258,750

Town of Reading Debt Service Schedule 10/8/16 10:03 AM	Approved FY - 2016 chg Apr'16	Requested FY - 2017 (46,894)	Projected FY - 2018 (488,000)	Projected FY - 2019 (567,200)	Projected FY - 2020 (588,750)	Projected FY - 2021 (610,300)	Projected FY - 2022 (629,850)	Projected FY - 2023 (650,400)	Projected FY - 2024 (646,950)	Projected FY - 2025 (640,500)	Projected FY - 2026 (865,850)	Projected FY - 2027 (521,500)	Projected FY - 2028 (114,750)
General Fund:	4,537,141	4,853,106	4,773,815	4,573,733	4,464,464	4,332,358	4,106,446	3,883,283	3,788,526	1,923,648	165,750	160,500	155,250
Principal													
Within Levy Limit	1,195,000	1,535,000	1,405,000	1,260,000	1,260,000	1,250,000	1,145,000	1,045,000	1,032,200	610,000	150,000	150,000	150,000
Issued	1,195,000	1,535,000	1,405,000	1,110,000	1,110,000	1,100,000	995,000	895,000	882,200	460,000	0	0	0
Approved not issued													
<i>Planned not yet approved</i>			0	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Energy Improvements	335,000	335,000	335,000	335,000	335,000	330,000	330,000	330,000	330,000	330,000			
Killam Green Repair	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000					
Birch Mdw Green Repair	33,000	33,000	33,000	33,000	33,000	33,000	33,000	33,000					
Barrows/Wd End@	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	28,790				
Wood End@	145,000	145,000	145,000	145,000	145,000	140,000	140,000	140,000	130,710				
Barrows@	120,000	120,000	120,000	120,000	120,000	120,000	115,000	115,000	112,700				
Parker@	190,000	180,000	150,000										
HS Ret. Wall \$500k/5yr		100,000	100,000	100,000	100,000	100,000							
Mod. class \$1.2 mil/8yr		150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000				
<i>RMHS \$4mil (not added)</i>			800,000	800,000	800,000	800,000	800,000						
Downtown Impr(\$650k)	65,000	65,000	65,000										
West St. \$1.3 mil	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000			
Ladder truck (\$800k)	80,000	80,000	80,000										
Birch Mdw lighting 0.1mil		100,000											
<i>BMdw I (lghts \$1.5m)/10yr</i>				150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
<i>BMdw II (fields TBA)</i>													
Excluded Debt	1,955,000	2,215,000	2,255,000	2,305,000	2,355,000	2,395,000	2,435,000	2,474,000	2,527,800	1,235,000	0	0	0
Issued	1,955,000	2,215,000	2,255,000	2,305,000	2,355,000	2,395,000	2,435,000	2,474,000	2,527,800	1,235,000	0	0	0
Approved not issued	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Possible (not added)</i>	0	0	0	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Library Project \$2.115mil		235,000	235,000	235,000	235,000	235,000	235,000	235,000	235,000	235,000			
Library Project \$10+mil	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000			
RMHS@	900,000	925,000	965,000	1,015,000	1,065,000	1,105,000	1,145,000	1,185,000	1,250,000				
Barrows/Wd End@	45,000	45,000	45,000	45,000	45,000	45,000	45,000	44,000	39,000				
Wood End@	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	3,800				
<i>DPW bldg project TBA</i>													
<i>Killam bldg project TBA</i>													
<i>Cem Bldg \$2.5m/10yr</i>				250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000

Town of Reading Debt Service Schedule 10/8/16 10:03 AM	Approved FY - 2016 chg Apr'16	Requested FY - 2017 (46,894)	Projected FY - 2018 (488,000)	Projected FY - 2019 (567,200)	Projected FY - 2020 (588,750)	Projected FY - 2021 (610,300)	Projected FY - 2022 (629,850)	Projected FY - 2023 (650,400)	Projected FY - 2024 (646,950)	Projected FY - 2025 (640,500)	Projected FY - 2026 (865,850)	Projected FY - 2027 (521,500)	Projected FY - 2028 (114,750)
General Fund:	4,537,141	4,853,106	4,773,815	4,573,733	4,464,464	4,332,358	4,106,446	3,883,283	3,788,526	1,923,648	165,750	160,500	155,250
Interest													
Within Levy Limit	407,618	302,772	385,233	369,451	301,982	234,176	168,394	104,351	68,894	32,388	15,750	10,500	5,250
Issued	343,618	302,772	385,233	316,951	254,732	192,176	131,644	72,851	42,644	11,388	0	0	0
Approved not issued	64,000												
<i>Planned not yet approved</i>			0	52,500	47,250	42,000	36,750	31,500	26,250	21,000	15,750	10,500	5,250
Energy Improvements	104,231	96,275	85,388	73,663	63,194	52,388	41,456	30,113	18,356	6,188			
Killam Green Repair	23,450	20,100	16,750	13,400	10,050	6,700	3,350						
Birch Mdw Green Repair	11,550	9,900	8,250	6,600	4,950	3,300	1,650						
Barrows/Wd End@	7,826	6,552	6,552	5,652	4,752	3,852	2,952	2,052	1,152				
Wood End@	47,274	35,228	30,878	26,528	22,178	17,828	13,628	9,428	5,228				
Barrows@	39,426	29,408	25,808	22,208	18,608	15,008	11,408	7,958	4,508				
Parker@	12,963	7,320	2,288										
HS Ret. Wall \$500k/5yr	10,000	14,492	14,000	10,000	6,000	2,000							
Mod. class \$1.2 mil/8yr	24,000	36,888	39,000	33,000	27,000	21,000	15,000	9,000	3,000				
<i>RMHS \$4mil (not added)</i>			120,000	96,000	72,000	48,000	24,000						
Downtown Impr(\$650k)	7,109	4,225	1,300										
West St. \$1.3 mil	49,689	37,700	33,800	29,900	26,000	22,100	18,200	14,300	10,400	5,200			
Ladder truck (\$800k)	6,100	3,660	1,220										
Birch Mdw lighting 0.1mil	30,000	1,025											
<i>BMdw I (lghts \$1.5m)/10yr</i>				52,500	47,250	42,000	36,750	31,500	26,250	21,000	15,750	10,500	5,250
<i>BMdw II (fields TBA)</i>													
Excluded Debt	979,523	800,334	728,582	639,282	547,482	453,182	358,052	259,932	159,632	46,260	0	0	0
Issued	979,523	800,334	728,582	639,282	547,482	453,182	358,052	259,932	159,632	46,260	0	0	0
Approved not issued	0	0	0	0	0	0	0	0	0	0	0	0	0
Possible (not added)	0	0	0	87,500	78,750	70,000	61,250	52,500	43,750	35,000	26,250	17,500	8,750
Library Project \$2.115mil	105,000	65,702	70,500	61,100	51,700	42,300	32,900	23,500	14,100	4,700			
Library Project \$10+mil	382,222	290,000	260,000	230,000	200,000	170,000	140,000	110,000	80,000	40,000			
RMHS@	477,750	432,750	386,500	338,250	287,500	234,250	179,000	121,750	62,500				
Barrows/Wd End@	11,503	9,630	9,630	8,280	6,930	5,580	5,400	4,230	2,880	1,560			
Wood End@	3,048	2,252	1,952	1,652	1,352	1,052	752	452	152				
<i>DPW bldg project TBA</i>													
<i>Killam bldg project TBA</i>													
<i>Cem Bldg \$2.5m/10yr</i>				87,500	78,750	70,000	61,250	52,500	43,750	35,000	26,250	17,500	8,750

**Storm Water Enterprise Fund
Capital + Debt**

	Approved														
Storm Water Ent. Fund Capital &	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	FY17-30
Storm Water Capital	305,000	75,000	275,000	75,000	75,000	75,000	625,000	100,000	100,000	100,000	125,000	125,000	125,000	125,000	2,305,000
Storm Water Debt	-	-	441,750	428,188	414,625	401,063	-	1,195,714	1,151,429	1,107,143	1,062,857	1,018,571	974,286	930,000	9,125,625
Total Capital & Debt	305,000	75,000	716,750	503,188	489,625	476,063	625,000	1,295,714	1,251,429	1,207,143	1,187,857	1,143,571	1,099,286	1,055,000	11,430,625
Storm Water CAPITAL	305,000	75,000	275,000	75,000	75,000	75,000	625,000	100,000	100,000	100,000	125,000	125,000	125,000	125,000	2,305,000
Drainage Improvm. (projects)	50,000	75,000	75,000	75,000	75,000	75,000	100,000	100,000	100,000	100,000	125,000	125,000	125,000	125,000	1,325,000
MS4 Permit: Consult & Lab test	25,000														25,000
Bond St outfall and drainage	80,000														80,000
Grove St drainage	150,000														150,000
Sturges Park \$200k/4yr	1	BANSna	debtna	debtna	debtna	debtna									
Main St Drain repair \$900k/4yr	1	BANSna	debtna	debtna	debtna	debtna									
Minot St (side streets) \$450k/4yr	1	BANSna	debtna	debtna	debtna	debtna									
Saugus River Design/Permit							200,000								200,000
Saugus River Improv. (I) \$2mil	2							debtna							
Saugus River Improv. (II) \$2mil	3							debtna	-						
Aberjona River Design/Permit							150,000								150,000
Aberjona River Improv. \$2.2mil	4							debtna							
Vacuum Truck (split with Sewer)			200,000												200,000
Sweeper: Elgin Pelican							175,000								175,000
Storm Water DEBT	-	-	441,750	428,188	414,625	401,063	-	1,195,714	1,151,429	1,107,143	1,062,857	1,018,571	974,286	930,000	9,125,625
Drainage Projects \$1.55 mil	1		441,750	428,188	414,625	401,063									1,685,625
Saugus River Improv.(I)	2							385,714	371,429	357,143	342,857	328,571	314,286	300,000	2,400,000
Saugus River Improv. (II)	3							385,714	371,429	357,143	342,857	328,571	314,286	300,000	2,400,000
Aberjona River Improv.	4							424,286	408,571	392,857	377,143	361,429	345,714	330,000	2,640,000
Repayment of Principal:			387,500	387,500	387,500	387,500	-	885,714	6,864,286						
Drainage Projects \$1.55 mil	1		387,500	387,500	387,500	387,500									1,550,000
Saugus River Improv.(I)	2							285,714	285,714	285,714	285,714	285,714	285,714	285,714	2,000,000
Saugus River Improv. (II)	3							285,714	285,714	285,714	285,714	285,714	285,714	285,714	2,000,000
Aberjona River Improv.	4							314,286	314,286	314,286	314,286	314,286	314,286	314,286	2,200,000
Interest on Long Term Debt:		27,000	54,250	40,688	27,125	13,563	-	310,000	265,714	221,429	177,143	132,857	88,571	44,286	1,402,625
Drainage Projects \$1.55 mil	1	27,000	54,250	40,688	27,125	13,563									162,625
Saugus River Improv.(I)	2							100,000	85,714	71,429	57,143	42,857	28,571	14,286	400,000
Saugus River Improv. (II)	3							100,000	85,714	71,429	57,143	42,857	28,571	14,286	400,000
Aberjona River Improv.	4							110,000	94,286	78,571	62,857	47,143	31,429	15,714	440,000

**Water Enterprise Fund
Capital + Debt**

		Actual	Approved	Projected ==>		Legend: Debt (issued); debtni (not issued); debtna (not yet approved)												FY17-29
Water Ent. Fund Capital & Debt	FY-	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	TOTAL		
Total Capital & Debt		1,788,675	2,601,482	2,112,989	2,426,119	2,330,119	2,205,504	2,214,133	1,943,862	2,769,590	2,296,825	2,250,354	2,063,470	1,756,550	905,000	27,875,996		
Water CAPITAL		200,000	990,000	425,000	380,000	330,000	100,000	159,000	139,000	100,000	100,000	135,000	135,000	160,000	125,000	3,278,000		
Water Supply																		
MWRA (\$3.18mil partial join)	2	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt				
MWRA (\$7.8mil full join)	3	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt				
WTP demo & chlorine (\$800k)	4	Debt	Debt	Debt														
Well Abandonment						225,000										225,000		
Replace Pickup Truck #3 (2003)									39,000							39,000		
Water Distribution																		
WM:Haverhill&Howard (\$2.285m)	5a	Debt	Debt	Debt	Debt	Debt	Debt	Debt										
WM: MWRA loan to be used	5b	Debt	Debt	Debt	Debt	Debt	Debt	Debt										
WM Phase 1 R#1 \$4.012mil/10yr	6a	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt								
WM Phase 1 R#2 \$1.115mil/10yr	6b	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt						
WM Capital			320,000													320,000		
WM Phase 1 R#2 \$2.335mil/10yr	6c			BANSni	debtni	debtni	debtni	debtni	debtni	debtni	debtni	debtni	debtni	debtni	debtni			
WM Phase 1 R#2 \$0.665mil/10yr	6d			BANSna	debtna	debtna	debtna	debtna	debtna	debtna	debtna	debtna	debtna	debtna	debtna			
WM Reading Phase 2 \$6.5mil/10yr										debtna	debtna	debtna	debtna	debtna	debtna			
WM Reading Phase 3 \$7.5mil/TBA																		
WM: Larch Lane																		
WM: Grove St (1500 ft)			575,000													575,000		
Unidirectional Flushing Program			45,000	30,000	30,000	30,000						35,000	35,000	35,000		240,000		
WM LInng Program		50,000	50,000	50,000	50,000	75,000	75,000	75,000	100,000	100,000	100,000	100,000	100,000	100,000	125,000	1,100,000		
Meter Replacements \$800k/7yr							debtna			-								
Tank Inspect & Design: Auburn														25,000		25,000		
Tank Maint: Auburn \$1.2 mil/10yr				BANSna	debtna	debtna	debtna	debtna	debtna	debtna	debtna	debtna	debtna	debtna	debtna			
Bear Hill Storage Tank (\$2.0 mil) - remove pending MWRA 2nd connection																		
Emerald & Lohrop Booster Station \$360k				60,000	300,000											360,000		
Booster Station-SCADA																-		
SCADA Upgrade (every 5 yrs)							25,000									25,000		
Replace Pickup Truck #12 (1997)								42,000								42,000		
Replace Car #2																-		
Replace Truck#6				150,000												150,000		
Replace Backhoe #420E				135,000												135,000		
Replace Utility Truck #5		150,000														-		
Replace Pickup #15								42,000								42,000		

143

**Water Enterprise Fund
Capital + Debt**

Water Ent. Fund Capital & Debt	FY-	Actual	Approved	Projected ==>			Legend: Debt (issued); debtni (not issued); debtna (not yet approved)										FY-2029	TOTAL
		FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028				
Water DEBT		1,588,675	1,611,482	1,687,989	2,046,119	2,000,119	2,105,504	2,055,133	1,804,862	2,669,590	2,196,825	2,115,354	1,928,470	1,596,550	780,000	24,597,996		
Join MWRA(partial \$3.18m)	2	237,719	229,719	224,069	217,669	211,269	204,869	198,469	192,069	185,669	178,975	162,375	156,188			2,161,338		
Join MWRA(full \$7.8m) @	3	588,656	535,491	540,600	494,650	480,050	465,450	445,950	431,550	417,150	402,750	388,350	370,825	355,250		5,328,066		
Demo WTP/chlorinate(\$0.8m)	4	86,100	83,660	81,220												164,880		
WM:Haverhill&Hwrd (\$2.285m)	5a	185,000	185,000	185,000	185,000	185,000	185,000	185,000								1,110,000		
WM: MWRA loan to be used	5b	20,000	20,000	20,000	20,000	20,000	20,000	20,000								120,000		
WM Phase 1 R#1 \$4.012mil/10yr	6a	401,200	401,200	401,200	401,200	401,200	401,200	401,200	401,200	401,200						3,209,600		
WM Phase 1 R#2 \$1.115mil/10yr	6b	70,000	156,412	159,400	154,600	144,900	140,300	135,700	131,100	126,500	121,900	117,300				1,388,112		
WM Phase 1 R#2 \$2.335mil/10yr	6c			40,863	315,225	307,053	298,880	290,708	282,535	274,383	266,190	258,018	249,845	241,673		2,825,350		
WM Phase 1 R#2 \$0.665mil/10yr	6d			11,638	89,775	87,448	85,120	82,793	80,465	78,138	75,810	73,483	71,155	68,828		804,650		
WM Reading Phase 2 \$6.5mil/10yr										910,000	884,000	858,000	832,000	806,000	780,000	5,070,000		
WM Reading Phase 3 \$7.5mil/TBA																-		
WM Reading Phase 4 \$15mil/TBA																-		
Meter Replacements \$800k/7yr							146,286	141,714	137,143	132,571	128,000	123,429	118,857			928,000		
Tank Maint: Auburn \$1.2 mil/10yr				24,000	168,000	163,200	158,400	153,600	148,800	144,000	139,200	134,400	129,600	124,800		1,488,000		
Repayment of Principal:		1,236,200	1,356,200	1,356,200	1,671,200	1,666,200	1,780,486	1,775,486	1,570,486	2,220,486	1,819,286	1,809,286	1,689,286	1,420,000	650,000	20,784,600		
Join MWRA(partial \$3.18m)	2	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	150,000	150,000			1,740,000		
Join MWRA(full \$7.8m) @	3	390,000	390,000	390,000	365,000	365,000	365,000	360,000	360,000	360,000	360,000	360,000	355,000	350,000		4,380,000		
Demo WTP/chlorinate(\$0.8m)	4	80,000	80,000	80,000												160,000		
WM:Haverhill&Hwrd (\$2.285m)	5a	185,000	185,000	185,000	185,000	185,000	185,000	185,000								1,110,000		
WM: MWRA loan to be used	5b	20,000	20,000	20,000	20,000	20,000	20,000	20,000								120,000		
WM Phase 1 R#1 \$4.012mil/10yr	6a	401,200	401,200	401,200	401,200	401,200	401,200	401,200	401,200	401,200						3,209,600		
WM Phase 1 R#2 \$1.115mil/10yr	6b		120,000	120,000	120,000	115,000	115,000	115,000	115,000	115,000	115,000	115,000				1,165,000		
WM Phase 1 R#2 \$2.335mil/10yr	6c			233,500	233,500	233,500	233,500	233,500	233,500	233,500	233,500	233,500	233,500	233,500		2,335,000		
WM Phase 1 R#2 \$0.665mil/10yr	6d			66,500	66,500	66,500	66,500	66,500	66,500	66,500	66,500	66,500	66,500	66,500		665,000		
WM Reading Phase 2 \$6.5mil/10yr										650,000	650,000	650,000	650,000	650,000	650,000	3,900,000		
WM Reading Phase 3 \$7.5mil/TBA																-		
WM Reading Phase 4 \$15mil/TBA																-		
Meter Replacements \$800k/7yr							114,286	114,286	114,286	114,286	114,286	114,286	114,286			800,000		
Tank Maint: Auburn \$1.2 mil/10yr				120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000		1,200,000		
Interest on Long Term Debt:		352,475	255,282	331,789	374,919	333,919	325,019	279,647	234,376	449,104	377,539	306,068	239,184	176,550	130,000	3,813,396		
Water Treatment Plant Design	1															-		
Join MWRA(partial \$3.18m)	2	77,719	69,719	64,069	57,669	51,269	44,869	38,469	32,069	25,669	18,975	12,375	6,188			421,338		
Join MWRA(full \$7.8m) @	3	198,656	145,491	150,600	129,650	115,050	100,450	85,950	71,550	57,150	42,750	28,350	15,825	5,250		948,066		
Demo WTP/chlorinate(\$0.8m)	4	6,100	3,660	1,220												4,880		
WM:Haverhill&Hwrd (\$2.285m)	5a	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
WM: MWRA loan to be used	5b	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
WM Phase 1 R#1 \$4.012mil/10yr	6a															-		
WM Phase 1 R#2 \$1.115mil/10yr	6b	70,000	36,412	39,400	34,600	29,900	25,300	20,700	16,100	11,500	6,900	2,300				223,112		
WM Phase 1 R#2 \$2.335mil/10yr	6c			40,863	81,725	73,553	65,380	57,208	49,035	40,863	32,690	24,518	16,345	8,173		490,350		
WM Phase 1 R#2 \$0.665mil/10yr	6d			11,638	23,275	20,948	18,620	16,293	13,965	11,638	9,310	6,983	4,655	2,328		139,650		
WM Reading Phase 2 \$6.5mil/10yr										260,000	234,000	208,000	182,000	156,000	130,000	1,170,000		
WM Reading Phase 3 \$7.5mil/TBA																-		
WM Reading Phase 4 \$15mil/TBA																-		
Meter Replacements \$800k/7yr							32,000	27,429	22,857	18,286	13,714	9,143	4,571			128,000		
Tank Maint: Auburn \$1.2 mil/10yr				24,000	48,000	43,200	38,400	33,600	28,800	24,000	19,200	14,400	9,600	4,800		288,000		

144

**Sewer Enterprise Fund
Capital + Debt**

82940	Approved	Approved	Projected ==>		Legend: Debt (issued) and debtna (not yet approved)										FY17-30	
Sewer Ent. Fund Capital & Debt	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	TOTAL
Sewer Capital	1,305,000	110,000	50,000	292,000	50,000	190,000	50,000	117,000	100,000	75,000	75,000	75,000	75,000	75,000	75,000	1,409,000
Sewer Debt	126,940	82,940	191,340	679,911	1,008,269	979,126	949,983	828,000	798,857	1,273,714	799,200	470,400	453,600	436,800	-	8,952,140
Total Capital & Debt	1,431,940	192,940	241,340	971,911	1,058,269	1,169,126	999,983	945,000	898,857	1,348,714	874,200	545,400	528,600	511,800	75,000	10,361,140
Sewer CAPITAL	1,305,000	110,000	50,000	292,000	50,000	190,000	50,000	117,000	100,000	75,000	75,000	75,000	75,000	75,000	75,000	1,409,000
Main: Poet's Corner (\$350k)																-
Sewer Main Lewis; Charles; Howard																-
Sewer Main projects	50,000	50,000	50,000	50,000	50,000	50,000	50,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	900,000
Station projects SCADA																
Station projects design:																
Station: West St.																
Station: Batchelder Rd.																
Stations: West & Batchelder & scada	1,215,000															-
Station: Charles St. \$1.9mil deb	2		BANSna	debtna	debtna	debtna	debtna	debtna	debtna	debtna						
Station: Sturges \$1.1 mil debt	2		BANSna	debtna	debtna	debtna	debtna	debtna	debtna	debtna						
Station: Joseph's Way \$550k	3				debtna	debtna	debtna	debtna	debtna	debtna	debtna					
Station: Small Lane \$200k	3				debtna	debtna	debtna	debtna	debtna	debtna	debtna					
Station: Grove St. \$550k	3				debtna	debtna	debtna	debtna	debtna	debtna	debtna					
Portable Gen/or - Grove		25,000														25,000
Station: Strout Ave. \$650k	4									debtna	debtna	debtna	debtna	debtna		
Station: Brewer Lane \$550k	4									debtna	debtna	debtna	debtna	debtna		
Station: Collins Ave. \$900k	4									debtna	debtna	debtna	debtna	debtna		
Portable Generator - Collins									25,000							25,000
Station: Longwood Rd. \$1.2mil	5															
Station: Pitman Drive \$0.8mil	5															
Meter Replacements \$800k	3				debtna	debtna	debtna	debtna	debtna	debtna						
Backhoe 430D						140,000										140,000
Vacuum Truck (split with STWtr)				200,000												200,000
Pickup #8 (2004)	40,000															
Pickup #1 (2006)		35,000														35,000
Pickup #6 (2011)				42,000												42,000
Pickup #11 (2011)								42,000								42,000
Sewer DEBT	126,940	82,940	191,340	679,911	1,008,269	979,126	949,983	828,000	798,857	1,273,714	799,200	470,400	453,600	436,800	-	8,952,140
MWRA Inflow & Infiltration	1	126,940	82,940	131,340	131,340	92,840	92,840	92,840								624,140
Sewer Stations \$3.0mil	2			60,000	548,571	531,429	514,286	497,143	480,000	482,857	445,714					3,540,000
Stations/Meters \$2.1mil/7yrs	3					384,000	372,000	360,000	348,000	336,000	324,000	312,000				2,436,000
Sewer Stations \$2.1mil/7yrs	4										504,000	487,200	470,400	453,600	436,800	2,352,000
Sewer Stations \$2.0mil/TBA	5															-
Repayment of Principal:	126,940	82,940	131,340	559,911	821,411	821,411	821,411	728,571	728,571	1,148,571	720,000	420,000	420,000	420,000	-	7,824,140
MWRA Inflow & Infiltration	1a															-
MWRA Inflow & Infiltration	1b															-
MWRA Inflow & Infiltration	1c	44,000														-
MWRA Inflow & Infiltration P7		44,440	44,440													44,440
MWRA Inflow & Infiltration P8		38,500	38,500	38,500	38,500											115,500
MWRA Inflow & Infiltration P9				92,840	92,840	92,840	92,840									464,200
Sewer Stations \$3.0mil	2				428,571	428,571	428,571	428,571	428,571	428,571						3,000,000
Stations/Meters \$2.1mil	3					300,000	300,000	300,000	300,000	300,000	300,000	300,000				2,100,000
Sewer Stations \$2.1mil	4										420,000	420,000	420,000	420,000		2,100,000
Sewer Stations \$2.0mil/TBA	5															-
Interest on Long Term Debt:	-	-	60,000	120,000	186,857	157,714	128,571	99,429	70,286	125,143	79,200	50,400	33,600	16,800	-	1,128,000
MWRA Inflow & Infiltration	1															-
Sewer Stations \$3.0mil	2		60,000	120,000	102,857	85,714	68,571	51,429	34,286	17,143						540,000
Stations/Meters \$2.1mil	3				84,000	72,000	60,000	48,000	36,000	24,000	12,000					336,000
Sewer Stations \$2.1mil	4									84,000	67,200	50,400	33,600	16,800		252,000
Sewer Stations \$2.0mil/TBA	5															-

145

CONDUCT OF TOWN MEETING

Reading's Town Meeting is conducted in accordance with the rules set down in Article 2 of the Charter and the General Bylaws. Although Town Meeting Time Third Edition is the basic source, a Town Meeting Member need only be familiar with what is contained in the Charter. These notes are intended to outline the major points all Town Meeting Members should know, and which by knowing will make Town Meeting more understandable.

Organization

- Town Meeting consists of 192 elected members, of which 97 constitute a quorum.
- There are two required sessions: The Annual Meeting in Spring which is primarily for fiscal matters and acceptance of the annual budget, and the Subsequent Meeting in November. Special Town Meetings may be called at any time that the need arises.
- There are three main committees which review certain Articles and advise Town Meeting of their recommendations:

Finance for all expenditures of funds,

Bylaw for all bylaw changes, and the

Community Planning and Development Commission for all zoning changes.

Their reports are given prior to discussing the motion.

General Rules Of Procedure

- The Meeting is conducted through the Warrant Articles which are presented (moved) as motions. Only one motion may be on the floor at a time; however, the motion may be amended. Often two or more Articles which address the same subject may be discussed together; however, only one is formally on the floor, and each when moved is acted upon individually. Note that the vote on one may influence the others.
- Members who wish to speak shall rise, state their name and precinct in order to be recognized.
- A Member may speak for ten (10) minutes but permission must be asked to exceed this limit.
- Seven (7) Members can question a vote and call for a standing count, and twenty (20) can ask for a roll call vote; however, a roll call vote is seldom used because of the time it takes.

Principal Motion Encountered At Town Meeting

The following motions are the principal ones used in most cases by Town Meeting to conduct its business. Experience shows that the Members should be familiar with these.

- **Adjourn:** Ends the sessions, can be moved at any time.
- **Recess:** Stops business for a short time, generally to resolve a procedural question or to obtain information.
- **Lay on the Table:** Stops debate with the intention generally of bringing the subject up again later. May also be used to defer action on an Article for which procedurally a negative vote is undesirable. Note that tabled motions die with adjournment.
- **Move the Previous Question:** Upon acceptance by a two-thirds (2/3) vote, stops all debate and brings the subject to a vote. This is generally the main motion, or the most recent

amendment, unless qualified by the mover. The reason for this as provided in Robert's Rules of Order is to allow for other amendments should they wish to be presented.

- **Amend:** Offers changes to the main motion. Must be in accordance with the motion and may not substantially alter the intent of the motion. In accordance with Robert's Rules of Order, only one primary and one secondary motion will be allowed on the floor at one time, unless specifically accepted by the Moderator.
- **Indefinitely Postpone:** Disposes of the Article without a yes or no vote.
- **Take from the Table:** Brings back a motion which was previously laid on the table.
- **Main Motion:** The means by which a subject is brought before the Meeting.

The Following Motions May Be Used By A Member For The Purpose Noted:

- **Question of Privilege:** Sometimes used to offer a resolution. Should not be used to "steal" the floor.
- **Point of Order:** To raise a question concerning the conduct of the Meeting.
- **Point of Information:** To ask for information relevant to the business at hand.

Multiple Motions Subsequent (Multiple) Motions

If the subsequent motion to be offered, as distinct from an amendment made during debate, includes material which has previously been put to a vote and defeated, it will be viewed by the Moderator as reconsideration and will not be accepted. If the subsequent motion contains distinctly new material which is within the scope of the Warrant Article, then it will be accepted. An example of this latter situation is successive line items of an omnibus budget moved as a block.

Subject To The Following Considerations

- The maker of any proposed multiple motion shall make their intent known, and the content of the motion to be offered shall be conveyed to the Moderator - prior to the initial calling of the Warrant Article.
- Once an affirmative vote has been taken on the motion then on the floor - no further subsequent alternative motions will be accepted. (Obviously does not apply to the budget, for example.)
- Also - There can only be one motion on the floor at any one time. You have the ability to offer amendments to the motion that is on the floor. You also have the ability to move for reconsideration.

Town Of Reading Bylaw - Article 2 Town Meeting

2.1 General

2.1.1 Date of Annual Town Election

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

2.1.2 Hours of Election

The polls for the Annual Town Meeting shall be opened at 7:00 AM and shall remain open until 8:00 PM.

2.1.3 Annual Town Meeting Business Sessions

All business of the Annual Town Meeting, except the election of such Town officers and the determination of such matters are required by law to be elected or determined by ballot, shall be considered at an adjournment of such meeting to be held at 7:30 PM on the fourth Monday in April, except if this day shall fall on a legal holiday, in which case the meeting shall be held on the following day or at a further adjournment thereof.

2.1.4 Subsequent Town Meeting

A Special Town Meeting called the Subsequent Town Meeting shall be held on the second Monday in November, except if this day shall fall on a legal holiday, in which case the meeting shall be held on the following day. The Subsequent Town Meeting shall consider and act on all business as may properly come before it except the adoption of the annual operating budget.

2.1.5 Adjourned Town Meeting Sessions

Adjourned sessions of every Annual Town Meeting after the first such adjourned session provided for in Section 2.1.3 of this Article and all sessions of every Subsequent Town Meeting, shall be held on the following Thursday at 7:30 PM and then on the following Monday at 7:30 PM, and on consecutive Mondays and Thursdays unless a resolution to adjourn to another time is adopted by a majority vote of Town Meeting Members present and voting.

2.1.6 Posting of the Warrant

The Board of Selectmen shall give notice of the Annual, Subsequent or any Special Town Meeting at least fourteen (14) days prior to the time of holding said meeting by causing an attested copy of the warrant calling the same to be posted in one (1) or more public places in each precinct of the Town, and either causing such attested copy to be published in a local newspaper or providing in a manner such as electronic submission, holding for pickup, or mailing, an attested copy of said warrant to each Town Meeting Member.

2.1.7 Closing of the Warrant

All Articles for the Annual Town Meeting shall be submitted to the Board of Selectmen not later than 8:00 PM on the fifth (5th) Tuesday preceding the date of election of Town officers, unless this day is a holiday in which case the following day shall be substituted. All articles for the Subsequent Town Meeting shall be submitted to the Board of Selectmen not later than 8:00 PM on the seventh (7th) Tuesday preceding the Subsequent Town Meeting in which action is to be taken, unless this day is a holiday in which case the following day shall be substituted.

2.1.8 Delivery of the Warrant

The Board of Selectmen, after drawing a Warrant for a Town Meeting, shall immediately deliver a copy of such Warrant to each member of the Finance Committee, the Community Planning and Development Commission, the Bylaw Committee and the Moderator.

2.2 Conduct of Town Meeting

2.2.1 In the conduct of all Town Meetings, the following rules shall be observed

Rule 1 A majority of Town Meeting Members shall constitute a quorum for doing business.

- Rule 2** All articles on the warrant shall be taken up in the order of their arrangement in the warrant unless otherwise decided by a majority vote of the members present and voting.
- Rule 3** Prior to debate on each article in a warrant involving the expenditure of money, the Finance Committee shall advise Town Meeting as to its recommendations and the reasons therefore.
- Rule 4** Prior to a debate on each article in a warrant involving changes in the bylaw or Charter, petitions for a special act, or local acceptance by Town Meeting of a State statute, the Bylaw Committee shall advise Town Meeting as to its recommendations and reasons therefore.
- Rule 5** Every person shall stand when speaking as they are able, shall respectfully address the Moderator, shall not speak until recognized by the Moderator, shall state his name and precinct, shall confine himself to the question under debate and shall avoid all personalities.
- Rule 6** No person shall be privileged to speak or make a motion until after he has been recognized by the Moderator.
- Rule 7** No Town Meeting Member or other person shall speak on any question more than ten (10) minutes without first obtaining the permission of the meeting.
- Rule 8** Any non-Town Meeting Member may speak at a Town Meeting having first identified himself to the Moderator. A proponent of an article may speak on such article only after first identifying himself to the Moderator and obtaining permission of Town Meeting to speak. No non-Town Meeting Member shall speak on any question more than five (5) minutes without first obtaining the permission of the Meeting. Non-Town Meeting Members shall be given the privilege of speaking at Town Meeting only after all Town Meeting Members who desire to speak upon the question under consideration have first been given an opportunity to do so.
- Rule 9** Members of official bodies and Town officials who are not Town Meeting Members shall have the same right to speak, but not to vote, as Town Meeting Members on all matters relating to their official bodies.
- Rule 10** No speaker at a Town Meeting shall be interrupted except by a Member making a point of order or privileged motion or by the Moderator.
- Rule 11** Any person having a monetary or equitable interest in any matter under discussion at a Town Meeting, and any person employed by another having such an interest, shall disclose the fact of his interest or his employer's interest before speaking thereon.
- Rule 12** The Moderator shall decide all questions of order subject to appeal to the meeting, the question on which appeal shall be taken before any other.
- Rule 13** When a question is put, the vote on all matters shall be taken by a show of hands, and the Moderator shall declare the vote as it appears to him. If the Moderator is unable to decide the vote by the show of hands, or if his decision is immediately questioned by seven (7) or more Members, or if the Moderator determines that a counted vote is required such as for a debt issue or Home Rule Petition, he shall determine the question by ordering a standing vote, and he

shall appoint tellers to make and return the count directly to him. On request of not less than twenty (20) members, a vote shall be taken by roll call.

Rule 14 All original main motions having to do with the expenditure of money shall be presented in writing, and all other motions shall be in writing if so directed by the Moderator.

Rule 15 No motion shall be received and put until it is seconded. No motion made and seconded shall be withdrawn if any Member objects. No amendment not relevant to the subject of the original motion shall be entertained.

Rule 16 When a question is under debate, no motion shall be in order except:

- to adjourn,
- to lay on the table or pass over,
- to postpone for a certain time,
- to commit,
- to amend,
- to postpone indefinitely, or
- to fix a time for terminating debate and putting the question, and the aforesaid several motions shall have precedence in the order in which they stand arranged in this rule.

Rule 17 Motions to adjourn (except when balloting for offices and when votes are being taken) shall always be first in order. Motions to adjourn, to move the question, to lay on the table and to take from the table shall be decided without debate.

Rule 18 The previous question shall be put in the following form or in some other form having the same meaning: "Shall the main question now be put" and until this question is decided all debate on the main question shall be suspended. If the previous question is adopted, the sense of the meeting shall immediately be taken upon any pending amendments in the order inverse to that in which they were moved, except that the largest sum or the longest time shall be put first and finally upon the main question.

Rule 19 The duties of the Moderator and the conduct and method of proceeding at all Town Meetings, not prescribed by law or by rules set forth in this article, shall be determined by rules of practice set forth in "Town Meeting Time Third Edition" except that to lay on the table shall require a majority vote.

2.2.2 Attendance by Officials

It shall be the duty of every official body, by a member thereof, to be in attendance at all Town Meetings for the information thereof while any subject matter is under consideration affecting such official body.

2.2.3 Appointment of Committees

All committees authorized by Town Meeting shall be appointed by the Moderator unless otherwise ordered by a vote of the Members present and voting. All committees shall report as directed by Town Meeting. If no report is made within a year after the appointment, the committee shall be discharged unless, in the meantime, Town Meeting grants an extension of time. When the final report of a committee is placed in the hands of the Moderator, it shall be deemed to be received, and a vote to accept the same shall discharge the committee but shall not be equivalent to a vote to adopt it.

2.2.4 Motion to Reconsider

2.2.4.1 Notice to Reconsider

A motion to reconsider any vote must be made before the final adjournment of the meeting at which the vote was passed but such motion to reconsider shall not be made at an adjourned meeting unless the mover has given notice of his intention to make such a motion, either at the session of the meeting at which the vote was passed or by written notice to the Town Clerk within twenty-four (24) hours after the adjournment of such session. When such motion is made at the session of the meeting at which the vote was passed, said motion shall be accepted by the Moderator but consideration thereof shall be postponed to become the first item to be considered at the next session, unless all remaining articles have been disposed of, in which case reconsideration shall be considered before final adjournment. There can be no reconsideration of a vote once reconsidered or after a vote not to reconsider. Reconsideration may be ordered by a vote of two-thirds (2/3) of the members present. Arguments for or against reconsideration may include discussion of the motion being reconsidered providing such discussion consists only of relevant facts or arguments not previously presented by any speaker.

2.2.4.2 Federal or State Law Affecting Reconsideration

The foregoing provisions relating to motions to reconsider shall not apply to any such motion made by the Board of Selectmen and authorized by the Moderator as necessary for the reconsideration of actions previously taken by Town Meeting by reason of State or Federal action or inaction or other circumstances not within the control of the Town or Town Meeting. In the event such a motion to reconsider is made and authorized, said motion may be made at any time before the final adjournment of the meeting at which the vote was passed, said motion may be made even if the vote was already reconsidered or was the subject of a vote not to reconsider, and reconsideration may be ordered by a vote of two-thirds (2/3) of the Members present.

2.2.4.3 Posting and Advertising

Notice of every vote to be reconsidered at an adjourned Town Meeting shall be posted by the Town Clerk in one (1) or more public places in each precinct of the Town as soon as possible after adjournment, and he shall, if practicable, at least one day before the time of the next following session of said adjourned meeting, publish such notice in some newspaper published in the Town. Said notice shall include the vote to be reconsidered and the place and time of the next following session of said adjourned meeting. The foregoing notice provisions shall not apply when a motion to reconsider any Town Meeting action is made publicly at Town Meeting before the adjournment of any session of any adjourned Town Meeting.

2.2.5 State of the Town

The Selectmen shall, at each Annual Town Meeting, give to the Members information on the "State of the Town."

2.2.6 Annual Precinct Meeting

Town Meeting Members and Town Meeting Members-elect from each precinct shall hold an annual precinct meeting after the annual Town election but before the convening of the business sessions of the Annual Town Meeting. The purpose of the meeting shall be the election of a Chairman and a Clerk and to conduct whatever business may be appropriate. Chairmen shall serve no more than six (6) consecutive years in that

position. Additional precinct meetings may be called by the Chairman or by a petition of six (6) Town Meeting Members of the precinct.

2.2.7 Removal of Town Meeting Members

2.2.7.1 Notice of Attendance

The Town Clerk shall mail, within thirty (30) days after the adjournment *sine die* of the Annual Town Meeting, to every Town Meeting Member who has attended less than one-half of Town Meeting sessions since the most recent Annual Town Election, a record of his attendance and a copy of Section 2-6 of the Charter.

2.2.7.2 Precinct Recommendation

All Precinct meeting held prior to consideration by Town Meeting of the warrant article pursuant to Section 2-6 of the Charter. Town Meeting Members of each precinct shall adopt a recommendation to Town Meeting on whether each member from the precinct listed in the warrant per Section 2-6 of the Charter should be removed from Town Meeting. The Chairman of each precinct or his designee shall make such recommendations along with supporting evidence and rationale to Town Meeting.

2.2.7.3 Grouped by Precinct

The names of the Members subject to removal in accordance with Section 2-6 of the Charter shall be grouped by precinct in the warrant article required by said section.

2.2.8 Meetings During Town Meeting

No appointed or elected board, committee, commission or other entity of Town government shall schedule or conduct any hearing, meeting or other function during any hours in which an Annual, Subsequent or Special Town Meeting is in session or is scheduled to be in session. Any such board, committee or commission which schedules or holds a meeting or hearing on the same calendar day, but at a time prior to a session of Town Meeting, shall adjourn or recess not less than five (5) minutes prior to the scheduled session of Town Meeting.

Any board, committee or commission may, at the opening of any session of Town Meeting, present to that Town Meeting an instructional motion requesting an exemption from this bylaw and asking that Town Meeting permit it to meet at a date and hour at which a future session of Town Meeting is scheduled, and may present reasons for Town Meeting to give such permission. Notwithstanding the foregoing, any board, committee or commission which meets the requirements of M.G.L. Chapter 39, Section 23B concerning emergency meetings may, upon meeting such requirements, conduct such a meeting or hearing at a time scheduled for a Town Meeting.

2.2.9 Rules Committee

The members of the Rules Committee, established under Section 2-12 of the Charter, shall hold an annual meeting within thirty (30) days after the adjournment of the Annual Town Meeting for the purpose of electing a Chairman and a Clerk and to conduct whatever business may be appropriate. Additional Rules Committee meetings may be called by the Chairman.

In the absence of a Chairman, the Moderator shall convene a meeting of the Rules Committee within sixty (60) days after a vacancy for the purpose of electing a new Chairman.



Town of Reading
16 Lowell Street
Reading, MA 01867-2685

FAX: (781) 942-9070
Website: www.readingma.gov

TOWN CLERK
(781) 942-9050

Town Meeting Handout Guidelines

To ensure that all Town Meeting members have access to the same information, distributed in the same manner, please follow the below listed guidelines for handout materials:

Materials that are prepared by a Town Board / Committee / Town Department must include the following:

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

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

- Article name and number
- Contact information of person who created handout
- Date the document was created
- Approval of Town Clerk's Office

All handouts:

- Must contain facts only unless specifically stating "This is the opinion of ____"
- Should be on white paper only
- Should be double-sided copies if more than one page
- May be distributed only by giving adequate copies for all Town Meeting members (192) to the Town Clerk or designee by 6:30 PM on the night in which the subject article will be discussed
- All handouts not approved will be removed and recycled
- All handouts not distributed must be picked up at the end of each night or they will be recycled at the end of each night.

All PowerPoint Presentations:

- Must consult with the Town Clerk before the meeting
- Provide a copy before the meeting
- All presentations will be given using the Town of Reading laptop computer

February of 2010