

**Town of
Reading
Massachusetts**



**2016 Special Town Meeting
Report on the Warrant
September 12, 2016**

**SPECIAL TOWN MEETING
SEPTEMBER 12, 2016
TABLE OF CONTENTS**

Article	Title	Sponsor	Page #
1	Reports	Board of Selectmen	2
2	Instructions	Board of Selectmen	2
3	Amending the Capital Improvement Program FY2017 – FY2027	Board of Selectmen	2
4	Increase Senior Exemption from \$750 - \$1000	Board of Selectmen	4
5	Accept Optional Cost of Living Increases for Seniors and Surviving Spouses	Board of Selectmen	4
6	Lower Interest Rate on Tax Deferrals	Board of Selectmen	5
7	Home Rule Petition – Tax Relief for State Senior Circuit Breaker Filers	Board of Selectmen	5
8	Proposition 2 ½ Override Ballot Question	Board of Selectmen	9
	APPENDIX		
	Capital Improvement Plan (blue pages)		21
	Conduct of Town Meeting		29
	Town Meeting Handout Guidelines		36

COMMONWEALTH OF MASSACHUSETTS

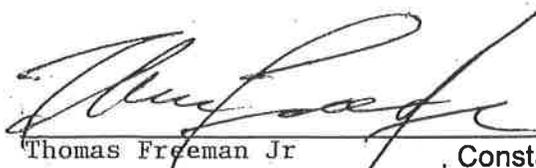
Middlesex, ss. Officer's Return, Reading:

By virtue of this Warrant, I, on August 23, 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:

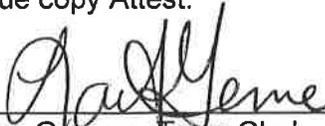
- Precinct 1 J. Warren Killam School, 333 Charles Street
- Precinct 2 Reading Police Station, 15 Union Street
- Precinct 3 Reading Municipal Light Department, 230 Ash Street
- Precinct 4 Joshua Eaton School, 365 Summer Avenue
- Precinct 5 Walter S. Parker Middle School, 45 Temple Street
- Precinct 6 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 September 12, 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 August 23, 2016.


Thomas Freeman Jr, 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 elections and Town affairs, to meet at the **Reading Memorial High School Performing Arts Center**, 62 Oakland Road, in said Reading, on Monday, September 12, 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. No reports are anticipated at this Special Town Meeting.

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.

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, 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:

General Fund

FY17: +\$26,000 (funded by FINCOM Reserve Funds)

- + \$1,700 Fire: Ambulance purchase (now \$276,700)
- \$24,300 Fire: Ambulance/EMS equipment
- Debt: Reduce Birch Meadow Phase I Field Lighting from \$1.0 million to \$0.1 million

FY18: +\$610,600

- \$462,000 FacSchools: Parker roof repair project (moved up from debt in FY19)
- \$350,000 FacSchools: RMHS boilers (new item, replacement for energy efficiency)
- \$115,000 PSRec: Replace backstop & infield at Barrows (moved up from FY20 and increased by \$20k)
- \$ 40,000 FacGen: F-350 Box truck (new - replace 2006 model)
- \$ 40,000 FacGen: Chevy 2500HD Pickup (new – replace 1999 Chevy 2500)
- \$ 30,000 DPW: Engineering Scanner/Plotter (unknown age)
- \$ 22,000 DPW: Mover SKAG 72" (1998) moved up from FY19
- \$ 18,000 DPW: Mover SKAG 52" (1995) moved up from FY19 and decreased from \$19,000
- \$ 18,000 DPW: Mover SKAG 52" (2008) moved up from FY19 and increased from \$17,500
- \$ 12,000 DPW: 2GV LeafVac (2000) moved up from FY21 and decreased from \$43,600
- +\$ 1,000 DPW: Dump Truck #24 Parks (2000) - increase from \$64k to \$65k
- (\$10,000) Library: delete equipment
- (\$14,000) FacSchools: Parker furniture moved to FY17 (below)
- (\$26,800) DPW HW Compressors moved up to FY20 and increased to \$50,000
- (\$34,000) DPW: Move Engineering vehicle from FY18 to FY20
- (\$39,500) DPW: delete HV4 Ford Van (1995)
- (\$78,100) PSRec: Move Barrows basketball court repairs to FY19
- (\$125,000) PSRec: Move Barrows tennis court repairs to FY19
- (\$170,000) DPW: Woodsman Chipper (2004) moved from FY18 to FY19 and increased to \$195k

Note that FY18 debt service reduced by \$637,500 including changes to Birch Meadow Phases I and II and the roof project below:

- Debt: Increase Birch Meadow Phase II from \$1.5 million to \$2.5 million, add Field Lighting component and move out from FY18 to FY19
- Debt: Eliminate \$2.7 million School and Town building roof repair projects (fund as capital)

Funding Expected to be Proposed for Future FY17 Town Meetings:

FY17: +\$490,000 (\$365,000 net funding at November TM)

- \$210,000 DPW: Loader JD 624G (2007) move up from FY19 and increase by \$10,000
- \$125,000 FacGen: Security Systems Evaluation (reclassified from FY17 expenses)
- \$ 65,000 FacSchools: Furniture increased from \$14k in FY18 (Parker as placeholder if code issues)
- \$ 50,000 FacGen: EMS upgrades to buildings
- \$ 40,000 FacGen: Plumber's Van Ford E350

FY17: +\$120,000 (April TM)

- \$ 75,000 FacTown: West Side Fire Station roof repairs
- \$ 30,000 FacSchools: Wood End Masonry
- \$ 15,000 FacSchools: Parker Masonry

Because the Department of Revenue is expected to certify the Town's June 30th Free Cash balance by October 2016, but has not yet done so, FINCOM Reserves must be used to fund the two current requests by the Fire department. The other changes will be requested at November 2016/April 2017 Town Meeting if financial resources are sufficient, or they will be deferred.

The FY17 capital plan had allocated \$275,000 towards the purchase of a new ambulance. The winning bid, including necessary related equipment, was about \$1,700 over budget. In addition, the Fire Department is requesting (1) a new \$14,700 power ambulance stretcher, which has become necessary as extrications have become more complex with heavier patients resulting in too many Firefighter injuries; and (2) to replace a \$9,600 recently broken CPR compression unit.

Finance Committee Report: Action pending – they expect to vote the \$26,000 of Reserve Fund transfers at their meeting on August 31, 2016. At November Town Meeting they may request that their Reserve Funds be replenished.

Bylaw Committee Report: None

ARTICLE 4 To see if the Town will vote to amend the vote taken under Article 15 of the May 2010 Annual Town Meeting to further increase the elderly tax exemption specified in Chapter 59, Section 5, Clause 41C of the *Massachusetts General Laws* from \$750.00 to \$1,000.00; or take any other action with respect thereto.

Board of Selectmen

Background: This Article increases an outright property tax exemption for elderly taxpayers with very low income and assets, as determined under MGL Chapter 59, Section 5, Clause 41C. Currently about 20 taxpayers qualify for this exemption, which would bring the additional cost to \$5,000. This cost is borne by the Overlay under the care of the Board of Assessors. This \$1,000 exemption brings the town back up to area community practices, much as was done by Town Meeting in 2010.

Finance Committee Report: Action pending – they expect to vote at their meeting on August 31, 2016 and will give a report on the floor of Town Meeting.

Board of Assessors Report: Action pending – they expect to vote at their meeting on August 30, 2016 and will give a report on the floor of Town Meeting.

Bylaw Committee Report: None

ARTICLE 5 To see if the Town will vote to accept the provision of General Laws Chapter 59, Section 5 added by Chapter 181 of the Acts of 1995, which authorizes an annual increase in the amount of the exemption granted to senior citizens, surviving spouses and surviving minors under

General Laws Chapter 59, Section 5, Clause 17D, by up to 100% of the percentage increase in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index (CPI) for the previous year as determined by the Commissioner of Revenue, and to fix that annual increase at 100% of the CPI, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2017; or take any other action with respect thereto.

Board of Selectmen

Background: This Article annually changes the property tax exemption cited under Article 4 by an area consumer price inflation measure. This will allow the exemption to track local inflation, and perhaps avoid future trips to Town Meeting. Again this nominal cost is borne by the Overlay under the care of the Board of Assessors.

Finance Committee Report: Action pending – they expect to vote at their meeting on August 31, 2016 and will give a report on the floor of Town Meeting.

Board of Assessors Report: Action pending – they expect to vote at their meeting on August 30, 2016 and will give a report on the floor of Town Meeting.

Bylaw Committee Report: None

ARTICLE 6 To see if the Town will vote to reduce the interest rate specified in any tax deferral and recovery agreement to be entered into pursuant to Chapter 59, Section 5, Clause 41A of the *Massachusetts General Laws*, for any fiscal year beginning on or after July 1, 2017, from 8% to 4%; or take any other action with respect thereto.

Board of Selectmen

Background: Currently state law allows elderly (65 years or older) homeowners that earn a maximum of \$40,000 (with no asset test) to defer real estate tax payments while living in their home. Deferred taxes accumulate with simple interest at 8% as a lien on the property until it is sold. If the owner passes away while in the home, the estate is liable for taxes for all deferrals at a higher interest rate. The town may change only the 8% interest rate, and this Article requests a decrease to 4% which is the lowest allowed by the state under this tax policy. Any taxes deferred result in lost revenues for a given year, and eventually those revenues are recouped.

Finance Committee Report: Action pending – they expect to vote at their meeting on August 31, 2016 and will give a report on the floor of Town Meeting.

Board of Assessors Report: Action pending – they expect to vote at their meeting on August 30, 2016 and will give a report on the floor of Town Meeting.

Bylaw Committee Report: None

ARTICLE 7 To see if the Town will vote to authorize the Board of Selectmen, on behalf of the Town, to petition the General Court for passage of a special law substantially as provided below. The Legislature may make clerical or editorial changes in form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the Legislature. The Board of

Selectmen is hereby authorized to approve amendments that shall be within the scope of the general public objectives of this petition.

AN ACT AUTHORIZING THE TOWN OF READING TO ESTABLISH A MEANS TESTED SENIOR
CITIZEN PROPERTY TAX EXEMPTION

SECTION 1. With respect to each qualifying parcel of real property classified as class one, residential in the town of Reading there shall be an exemption from the property tax in an amount to be set annually by the board of selectmen as provided in section 3. The exemption shall be applied to the domicile of the taxpayer only. For the purposes of this act, "parcel" shall be a unit of real property as defined by the board of assessors under the deed for the property and shall include a condominium unit. The exemption provided for herein shall be in addition to any and all other exemptions allowed by the General Laws.

SECTION 2. The board of assessors may deny an application if they find the applicant has excessive assets that place them outside of the intended recipients of the senior exemption created by this act. Real property shall qualify for the exemption under section 1 if all of the following criteria are met:

- (a) The qualifying real property is owned and occupied by a person whose prior year's income would make the person eligible for the circuit breaker income tax credit under section 6(k) of chapter 62 of the General Laws;
- (b) The qualifying real property is owned by a single applicant age 65 or older at the close of the previous year or jointly by persons either of whom is age 65 or above at the close of the previous year and if the joint applicant is 60 years of age or older;
- (c) The qualifying real property is owned and occupied by the applicant or joint applicants as their domicile;
- (d) The applicant or at least 1 of the joint applicants has been domiciled and owned a home in the town of Reading for at least 10 consecutive years before filing an application for the exemption;
- (e) The maximum assessed value of the domicile is no greater than the prior year's maximum assessed value for qualification for the circuit breaker income tax credit under Section 6(k) of chapter 62 of the General Laws as adjusted annually by the Department of Revenue; and
- (f) The board of assessors has approved the application.

SECTION 3. The board of selectmen shall annually set the exemption amount provided for in section 1, provided that the amount of the exemption shall be within a range of fifty per cent to two hundred per cent of the amount of the circuit breaker income tax credit under section 6(k) of chapter 62 of the General Laws for which the applicant qualified in the previous year. The total amount exempted by this act shall be allocated proportionally within the tax levy on all residential taxpayers.

SECTION 4. A person who seeks to qualify for the exemption under section 1 shall, before the deadline established by the board of assessors, file an application, on a form to be adopted by the board of assessors, with the supporting documentation of the applicant's income and assets as described in the application. The application shall be filed each year for which the applicant seeks the exemption.

SECTION 5. No exemption shall be granted under this act until the Department of Revenue certifies a residential tax rate for the applicable tax year where the total exemption amount is raised by a burden shift within the residential tax levy.

SECTION 6. This act shall expire after 3 years of implementation of the exemption.

or take any other action with respect thereto.

Board of Selectmen

Background: In preparation for a future Override, almost two years ago Town Finance staff began researching tax policy that could assist the Reading seniors for which property taxes were a high financial burden. The three previous Articles all assist a very small number of seniors as has been mentioned. However, Town Public Safety and Human/Elder Services staff routinely interact with a much larger senior population, which face both medical and financial challenges to remain in their Reading homes. Many of them have lived in town for decades.

No such tools existed in state tax policy to accomplish this assistance. Several months ago we learned of two relatively recent Home Rule Petitions – in Sudbury and in Wayland – that aim to protect senior taxpayers. The Assessing division and the Town Manager began researching these options, asking peer communities, local legislators, and the state Department of Revenue. The research showed that interest was high, but only these two communities had made an effort.

The Sudbury model appealed at first, but the two main drawbacks were a tax benefit as high as 50% of the tax bill (\$3,600 on an average home in Reading) and the amount of staff labor involved in reviewing applications and applying local rules to determine eligibility. Combining the approaches from both Sudbury and Wayland lowered the potential benefit, as shown below, and significantly reduced the staff workload. Therefore this Article seeks a 'third-in-the-state' Home Rule Petition to address property tax financial challenges faced by seniors. In a discussion with our peers, this approach may become a model for other communities, and in speaking to our legislators this effort may find its way into state legislation. It is important to note that the state made clear that it would only consider approving a Home Rule Petition with a term of three years or less. Recently Sudbury sought to extend their initial three year term to be permanent, but the state denied their request and allowed a three-year extension.

To be eligible for the Reading property tax exemption, the senior:

- (1) has filed and been deemed eligible for a prior year Schedule CB (Circuit Breaker) for the purpose of state income taxes;
- (2) has owned property in Reading for at least ten previous consecutive years; and
- (3) applies annually to the Board of Assessors for the exemption.

Using the state's Schedule CB takes local government out of the business of determining eligibility. Our Assessing division has been reduced to 1.5 FTEs plus clerical help from 2.7 FTEs plus clerical help five years ago. Placing local eligibility determinants beyond the Schedule CB will require additional staffing – and this needs to be done by full-time town staff due to the confidential nature of the information. In addition, the CB state income tax break serves as the basis for determining the local property tax relief. Annually the Board of Selectmen at their Tax Classification Hearing (usually in November, to be effective the following July), will set the exemption between 50% and 200% of the Schedule CB income tax relief. The exact % multiplier will be determined by how many seniors qualify for the exemption, and the total amount of senior tax relief (discussed below) desired by the Board. Please see the following Table for some examples of possible local property tax relief seen by applicants:

Schedule CB benefit	50% local tax relief	125% tax relief	200% local tax relief
\$1,070 (Maximum)	\$535	\$1,337	\$2,140
\$856 (Average)	\$428	\$1,070	\$1,712

The only data we have from the state from 2014 is that the average CB income tax benefit in Reading was \$856, and that 645 local residents qualified. Thus the income tax relief was 645 x \$856 = \$552,120. We know some of those that qualified under CB rent property and others have not owned property for ten years. Both factors shrink the pool that is eligible for local property tax relief. We don't know how many seniors did not file Schedule CB that might otherwise do so in order to obtain a property tax benefit, however.

It is this real lack of data that led the Board to request a wide 50% to 200% variance in terms of setting the local tax relief. If only that 2014 income tax pool were fully eligible, the total local tax relief would be between \$276k (at 50%) and \$1.1 million (at 200%). In a discussion, the Board indicated a strong desire to set the % figure to keep the total amount under \$1 million, and that a reasonable annual goal would be the 125% midpoint, or \$0.7 million of tax relief.

According to state tax policy, by default only the rest of the residential taxpayers would bear the full cost of this tax relief. However at a recent meeting the Board of Selectmen indicated a unanimous desire to share this tax relief across all classes of property by splitting the tax rate. Here are some examples of what this proposed senior tax relief will cost various taxpayers under that scenario:

Single Family Homes	% parcels	50% relief - \$276k tax benefit	125% relief - \$700k tax benefit	Max relief - \$1.0mil tax benefit
\$700k	13.5%	\$19	\$48	\$69
\$600k	14.0%	\$25	\$64	\$192
\$500k	31.4%	\$32	\$81	\$115
\$400k	30.9%	\$38	\$97	\$138
\$300k	10.3%	\$44	\$113	\$161

Commercial	% parcels	50% relief - \$276k tax benefit	125% relief - \$700k tax benefit	Max relief - \$1.0mil tax benefit
<\$500k	40.8%	\$25	\$63	\$90
\$500k-\$1mil	29.6%	\$58	\$146	\$209
\$1-2mil	17.0%	\$110	\$279	\$398
\$2-3mil	3.9%	\$183	\$464	\$663
\$3-10mil	5.8%	\$353	\$895	\$1,278
\$10mil+	2.9%	\$1,530	\$3,882	\$5,545

Here are the qualifications for state income tax relief Schedule CB for 2014:

- (1) You, or your spouse if married filing jointly, must be at least 65 years of age before January 1, 2015 to qualify for this credit. Also, you must file as single, married filing jointly or head of household to qualify for this credit. If married filing separately, you do not qualify for this credit;
- (2) The assessed value of principal residence as of January 1, 2014 must be \$691,000 or less;

(3) Qualifying Income (includes MA Adjusted Gross Income (AGI) + social security benefits + untaxed pensions + miscellaneous income - certain income tax exemptions) is capped at \$56,000 (single); \$70,000 (head of household); or \$84,000 (married filing jointly); and

(4) Real estate taxes paid in calendar year 2014 for your principal residence (plus some adjustments, including 50% of water & sewer charges) must exceed 10% of the Qualified Income above.

When reviewing this proposed senior tax relief, Town Meeting members are asked to consider these factors:

- The state has extensive data that we do not have, and they have set tax policy for a wide variety of policy issues using this criteria posted above;
- Please examine Qualifying Income (above) to see that MA AGI alone is not the basis for income in this calculation;
- Any changes to this approach will require additional town staffing, and open up possible perceptions of subjectivity at the local level;
- Senior residents must apply annually in order to receive this benefit – they are not required to apply if they do not wish to be considered;
- As with all local tax exemption requests, all residents that apply for and either receive or are denied tax relief are a matter of public record, and such lists are published in the town's Annual Report.

Finance Committee Report: Action pending – they expect to vote at their meeting on August 31, 2016 and will give a report on the floor of Town Meeting.

Board of Assessors Report: Action pending – they expect to vote at their meeting on August 30, 2016 and will give a report on the floor of Town Meeting.

Board of Selectmen Report: The Board voted 4-0 in favor of this proposed Article at their meeting on August 16, 2016. Chairman John Halsey was absent and did not vote, although he expressed his support in a letter to fellow Board members that was read into the record of the meeting.

Bylaw Committee Report: None

ARTICLE 8 To hear the reports of the Board of Selectmen, School Committee, Board of Library Trustees and Finance Committee regarding the Town's budgeting for future Fiscal Years, and to provide any advice or guidance or take any other action with respect thereto.

Board of Selectmen

Background: Proposition 2½, passed as an Initiative Petition in 1980 and enacted in 1982, caps increases to property taxes in the Commonwealth by 2.5% annually. Proponents would cite the significant decline in property taxes paid as a percent of income over a twenty year period as evidence of its success. Opponents would suggest that a cap does not hold down certain costs outside of a town's control. Both statements are accurate.

As Town Meeting members know, we have explicitly cautioned that balancing the budget with increasing amounts of Free Cash was not a good or sustainable practice. As was mentioned last winter, the town is at a crossroads, and must now decide how to balance the financial resources available with the demand for services.

Community Listening Meetings

In a series of meetings held after the Annual Town Meeting and before the start of summer, the Town invited residents and business owners to hear a brief overview of these crossroads, and to tell us their views. The meetings were heavily attended, and many 'new faces' were in the audience.

Participants learned some of the following basic financial facts:

- (1) Revenues have grown at +3.1% since the last Override: +3.6% Taxes (includes New Growth); +2.7% State Aid (slower lately); +0.1% Local Receipts; and +1.3% Other;
- (2) Since the last Override, the +3.1% Spending has been divided up as follows: Schools +3.2%; Town +3.1%; Capital and Debt -0.9%; and Shared Costs +5.2%;
- (3) In FY17 the town had a \$2.0 million structural budget deficit requiring the use of Free Cash in order to balance. In FY18 that structural deficit looks to have increased to \$3.0 million, and each year thereafter it is forecast to grow by another +\$0.7 million;
- (4) Town and School Operating Budgets, growing at a target rate of +3.5% annually, should be able to maintain and occasionally enhance service levels to the community within future Revenue forecasts, once this structural deficit is repaired;
- (5) Accommodated Costs are expected to be the source of the +\$0.7 million increase to the structural deficit. Since the last Override, staff has worked diligently to wring out inefficiency and add creativity in this area, but there are few ideas on the horizon.

Participants also learned how Reading is either similar to or different from our 25 so-called Peer Communities. On the revenue side, there is a big difference in that Reading is much more residential than an average Peer Community, deriving about \$12 million less in tax revenues annually from the Commercial, Industrial and Personal Property (CIP) sectors. As a result, Reading relies more on the other non-tax categories of revenue, which are less predictable and have historically had lower rates of growth, as shown above. Here is a quick summary of the Revenue comparison:

Revenues from:	Reading	Peers
Tax Levy	60.5%	66.6%
Residential	\$53.8 mil	\$54.8 mil
CIP	\$5.0 mil	\$17.3 mil.
State Aid	13.7%	11.0%
Local Receipts	21.6%	17.5%
Other	4.2%	4.9%

On the spending side, Reading looks a lot like our Peer Communities. Because of the high residential tax base, Reading has a larger student population. Using 2014-15 MA Department of Education data, Reading has 17.4% of the population of the town in the public school system, compared to 15.8% among Peers (the range is from 22.1% in Westford to 10.7% in Stoneham). Thus while the town spends slightly more than average of the budget allocation on Schools, we also spend a low per-pupil amount. Because of our proximity to the highways, and presence of a lot of commuter 'cut-through' traffic, the town also spends a bit more in Public Works and Public Safety. Because we offer Advanced Life Support, about \$800,000 in ambulances fees flow to the general fund each year to be used by the

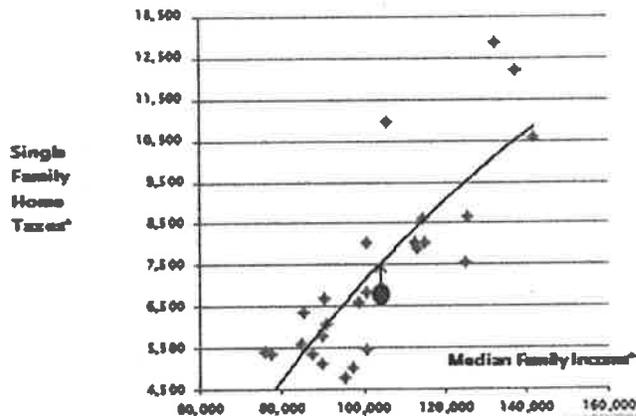
Town and School budgets. This revenue more than offsets the above average spending in Public Safety. The town spends less on Town Hall staffing, and on fixed and other costs.

Here is a chart showing the Spending comparison:

% of Budget Spending	Reading	Peers	Difference
Education	39.3%	39.1%	+0.2%
Fixed Costs & Debt	17.7%	17.8%	-0.1%
Public Safety	9.2%	8.7%	+0.5%
Public Works	5.1%	4.9%	+0.2%
General Gov't	3.6%	4.3%	-0.7%
Culture&Rec&Hmn Svc	2.7%	2.4%	+0.3%
Other (incl. Ent. Funds)	22.4%	22.8%	-0.4%

A final piece of information presented at the Community Listening Meetings was that the Single Family Home annual property tax burden in Reading is below that of our Peers, when looked at either on an average (\$500 below) or regressed against median family income (\$700 below). The following chart uses MA Department of Revenue 2015 tax data and Boston Globe 2010-2014 median household income data:

Peer Residential Tax Burden



Reading \$103,913 Income \$6,824 Taxes

Peers \$103,552 Income \$7,357 Taxes

Sources: *DOR 2015 *Boston Globe 2010-2014

While opinions at the Community Listening Meetings certainly varied, there was a strong sense from participants that town and school services needed to be maintained, restored or enhanced, and an understanding that both the town and schools were being good stewards of taxpayer funds.

During the past two months, elected Boards and their staff have worked on this issue, reflecting what was heard from the community at these meetings. Following is a deeper analysis of the problem, and a proposed solution.

Overview

The first question to answer was if the Town and Schools were satisfied with the current budget model that has been in place for about ten years. A set of Accommodated Costs are subtracted from Revenues, and the remainder are divided up in a pro-rata share between the Town and Schools. Due to the shift of the Facilities department last year, that ratio is now approximately 64% Schools and 36% Town. After a discussion between senior management and elected officials, both sides agreed that the budget model has worked well, and has enough built-in flexibility to handle unforeseen circumstances.

The first assumption that was discussed by the Superintendent, the Town Accountant and the Town Manager was what figure to use as the right target for an annual operating budget increase for the Town and Schools? We know since the last Override that figure has been about 3.2%, but we also know in recent years that increases of 3.6% have required staffing reductions. We settled on 3.5% as a reasonable long-term target. Prudent annual financial management should allow the Town and Schools to add new services as needed within that framework, and minimize budget reductions. Note that an assumption of how long an Override would need to last is a decision made later in this process.

The next set of assumptions involved our expected Revenues and Accommodated Costs. All estimates were done line-by-line by the Town Accountant (Revenues) and Town Manager (Costs) in a bottom-up fashion, though only the summary results are described below.

Revenues:

Property taxes (\$61 million) are straightforward at +2.5% annually plus New Growth. The latter is conservatively estimated at \$500,000/year from FY18 through FY21, below the recent \$830,000 three-year average. This figure is then increased to \$1,000,000/year gradually by FY24 given staff ground work being done in the commercial development sector.

Local Revenues (\$6.6 million) were estimated at about +2.5% annually.

State Aid (\$14 million) was estimated to grow at 2.5% annually. FINCOM has previously supplemented any shortfall with Free Cash. This practice is still plausible because future budgets will plan to use no or low amounts of Free Cash to balance.

Operating Transfers and Available funds are projected to increase at less than 2% annually, driven by the RMLD dividend calculation that is CPI-based. All measures of inflation are significantly lower than when that arrangement was decided many years ago.

In general, aside from Free Cash usage, Revenues are projected to increase by between 3.2% and 3.5% using this approach for the foreseeable future.

Accommodated Costs:

Health Insurance as a driver of Benefits was the first hurdle. National models of about +8% declining over time to +5% annually are typically used in the actuarial community. The predicted reduction from 8% to 5% is generally stated as 'because the nation cannot afford to continue these increases and needs to figure out something'. While we have historically managed the Reading rate of growth in this area reasonably well below national averages, we believed it was important to use +7.5% annually throughout in this model. If someone figures out something – so much the better! Combined with other benefit costs this area is forecast to climb at about 6.4% annually. Note that the Town Accountant and Town Manager strongly believe that future costs should include a stepped-up pension contribution of about \$350,000/year in order to fully fund this obligation faster, allowing for an earlier shift of funding towards OPEB. That pension increase is within that +6.4% annual forecast above.

For now, continuing the FINCOM Policy of 5% towards capital and debt is continued by this model – more on this topic later. Energy costs were forecast at +5% annually, in line with national forecasts. Out of District Special Education costs are also forecast at +5% annually, in line with recent trends. Other accommodated costs were forecast at just below +3% annually.

In general, Accommodated Costs are forecast to increase at about 5.4% annually, after a first year increase closer to 7% to allow for that stepped up increase in Pension contributions.

Funding Gap

As shown below, the squeeze will be on the Operating Budgets for the foreseeable future as Revenue growth (3.2% to 3.5%) is not expected to keep pace with Accommodated Costs (5.4%). That Funding Gap translates to an annual \$660,000 budget shortfall – and the effect is cumulative.

Table 1. Accommodated Costs Gap

	Annual Gap		Annual Gap
FY18	\$ 660,000	FY22	\$ 3,300,000
FY19	\$ 1,320,000	FY23	\$ 3,960,000
FY20	\$ 1,980,000	FY24	\$ 4,620,000
FY21	\$ 2,640,000	FY25	\$ 5,280,000

By contrast, the Funding Gap is much smaller on the \$57 million Operating Budgets growing at +3.5% annually. These differences should easily be made up by conservative revenue assumptions, such as New Growth, and may be ignored:

Table 2. Operating Budgets Gap

	Annual Gap		Annual Gap
FY18	\$ 85,000	FY22	\$ 425,000
FY19	\$ 170,000	FY23	\$ 510,000
FY20	\$ 255,000	FY24	\$ 595,000
FY21	\$ 340,000	FY25	\$ 680,000

These Funding Gaps cause a fundamental structural deficit in the budget, which in recent years has caused an increasing amount of Free Cash to be used in order to balance and not significantly reduce services. Every year that structural deficit is expected to grow – although the town has worked hard on many of the Accommodated Costs during the past several years to keep the Gap smaller. For FY18, given the assumptions above, a structural deficit of \$3 million exists (\$1.925 million Schools and \$1.075 million Town), in order to fund +3.5% Operating budgets.

Baseline Override

At this point we can begin to discuss the ‘for how long?’ part of an Override. Each year will add to the \$3 million baseline figure because of that Funding Gap. Models looked at the period until FY25 and FY30 as two possible objectives. The shorter 8-year period coincides with when most of the RMHS and Library excluded debt is fully repaid, theoretically opening up some space in the taxpayer’s pockets to consider another Override. The longer 13-year period is where we are now, compared to the last Override. Anything shorter or longer seemed unrealistic.

Here are the somewhat astonishing results, hinted at by Table 1 above:

Table 3. Projected Structural Deficit (\$ millions)

	Now	FY25	FY30
Structural Deficit	\$ 3.0	\$ 6.0	\$ 13.0

It is this type of analysis that causes actuaries to shrug and say that 'somebody will need to do something'! We revisited the model several times, loosening up a bit on the conservatism. Finally enough was enough, and we chose to focus on the shorter 8-year period and stand behind all financial assumptions, understanding that they still lean a bit to the conservative side. Therefore **a \$6 million Override is needed to sustain +3.5% Operating budgets through FY25.**

The financial model therefore tells us to request \$6 million in the first year and use \$3 million to fill the current gap, and to save \$3 million for the future. That situation seems unrealistic and almost unbelievable to any rational person not deep into the town's budget situation. So the next step was to find a set of costs that could act to mitigate that funding gap – something that could be budgeted lower each year. The best solution was to change the FINCOM policy on spending 5% annually on capital plus debt. Instead, spend more than 5% in early years, and less than 5% in the later years. Given that the capital plan is showing a strong surplus of funding available after the next five or so years, this seems a plausible approach. This requires that bigger building projects are considered outside the tax levy, as per current FINCOM policy. Also consider the fact that the Town usually has one-time funds available at November Town Meeting to supplement budgeted annual capital spending.

RMHS construction litigation

We do not know either the final amount or even the final timing of when we will know the final amount. However we must plan to take care of this issue within our normal budget process and model shown above, which means we need some creativity and we need to build in some flexibility.

The Town Accountant and the Town Manager agree that some amount of Free Cash should be used as part of any settlement, and the rest needs to be paid by the overall annual budget over as short a period of time as is possible in to minimize borrowing costs. This approach suggested above to increase capital spending in early years may fit well with this potential legal liability.

Thus a baseline \$6 million Override could look this way in FY18:

- \$3.0 million structural deficit
- \$2.0 million additional capital
- \$0.7 million to the general stabilization fund (to help fund future budgets)
- \$0.3 million in additional Pension funding

Each year thereafter will see an increase in the portion of additional funds devoted to the structural deficit, and reductions to both the additional capital and contributions to a stabilization fund.

Property Taxes

Today, the \$499,500 average Single Family Home (SFH) pays a tax bill of \$499,500 x \$14.51/\$1,000 or \$7,247.75 – let's call it \$7,250. Here are the components of that tax bill:

Tax Bill	Tax Levy	RMHS	Library
\$7,250	\$6,905	\$161	\$184

The RMHS amount remains about \$160 until being fully repaid in FY24; the Library amount declines to about \$160 and is fully repaid in FY25. Any Override would be added only to the Tax Levy portion. Therefore over the next ten years, the table below shows the average Single Family Home Tax Bill and annual change assuming no Override, no more Excluded debt or capital, no Senior Tax Relief, the full tax levy is assessed, current tax property classification ratios (92% residential; 8% CIP) are maintained, and the town has a Uniform tax rate.

	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27
SFH	\$7,418	\$7,590	\$7,767	\$7,947	\$8,132	\$8,321	\$8,516	\$8,563	\$8,625	\$8,840
Rate	+2.31%	+2.33%	+2.33%	+2.32%	+2.32%	+2.32%	+2.35%	+0.55%	+0.72%	+2.50%

Note the impact in FY25 and FY26 when the RMHS and Library are fully repaid. Over this ten-year period, the SFH tax bill will have increased at an average rate of +2.0% annually.

Tax Impact of Baseline Structural Override

Over the next ten years, the table below shows that for the same average SFH as described above, a \$6 million Override would pay the equivalent of +2.9% annually:

	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27
Rate	+11.67%	+2.33%	+2.33%	+2.32%	+2.32%	+2.32%	+2.35%	+0.72%	+0.88%	+2.50%

Override – Additions above a Baseline Structural Amount

As has been mentioned, both the Town and Schools have had to pare back budgets, consolidate positions, regionalize with other communities and find creative solutions to keep service levels as high as possible. Each side would agree that the reductions have not allowed for “level service” budgets in a couple of years. One comment we heard clearly from the Community Listening Meetings was the desire to restore some of these budget reductions if we were to request an Override from the community.

Over the summer, the School department discussed this issue at length, creating a list of these six challenges:

1. Retaining and Attracting Staff
2. Developing well-balanced and prepared students for college, career, and life
3. Supporting teachers and administrators as we transition to more rigorous standards and curriculum
4. Continuing to improve our special education services and in district programs
5. Identifying long term space needs to address program changes
6. Remaining comparable and competitive with other towns and school districts

In response to five (1-4 and 6) of these challenges, they created two lists that constituted a request for funding. The first was to solve the structural deficit, estimated at 2/3 of \$3 million. The second list was an additional \$1.925 million that was a mix of add-backs and additions. Following is that entire list, not in priority order:

Resources Needed to Address Challenges and Structural Deficit

Area	Funding Needed
Structural Deficit (FY18)	~ \$2,000,000
1. Salary Adjustments	\$360,000
2. Full Day of School on Wednesday at Elementary Level	\$455,000
3. Middle School Health Education	\$140,000
4. High School Program Improvement	\$220,000
5. Additional Supports for Struggling Students (Tutors, BCBA)	\$150,000

6. Maintain School Transformation Grant Funded Positions (Data Analyst/Coach, Administrator for Social Emotional Learning)	\$160,000
7. Curriculum Supervision Leadership	\$285,000
8. Special Education Leadership	\$95,000
9. Additional Clerical Support	\$60,000
TOTAL	\$3,925,000

The Town conducted a similar exercise and created the following list of restored or additional services for the Board of Selectmen to consider, also not in priority order:

Area	Funding Requested
Structural Deficit (FY18)	~ \$1,000,000
1. Salary Adjustments & Professional Development	\$225,000
2. Public Safety (6.0+ FTE)	\$490,000
3. Library staffing & hours (1.0+ FTE)	\$100,000
4. Support for Volunteer Boards	\$ 75,000
5. Technology	\$ 70,000
6. Additional Town Hall Clerical Support (1.5 FTE)	\$ 65,000
7. Public works (1.0 FTE)	\$ 40,000
8. Facilities	\$ 15,000
TOTAL	~\$2,080,000

In recent years, both the Town and Schools have faced increasing difficulty in attracting and retaining staff. On the Town side, staff is expected to perform at top quartile levels, but average compensation is below Peer averages. Once upon a time, more Town and School employees were perhaps more involved in the community because they were also residents. The following table describes the ability of employees to continue to live in the community:

	1990	2010	Annual
Reading average home values	1.00	2.19	4.0%
Reading average family income	1.00	1.88	3.2%
Town and School wages	1.00	1.56	2.2%

Using the 1990 census as a baseline, in 2010 Reading home values had grown by a factor of 119%; average family income by 88%; and town and school wages by 56%. Thus the challenge as a more mobile generation enters our workforce.

Override – How Much?

The Board of Selectmen has the sole authority under state law to call for an Override; to determine the language and number of ballot questions; and to determine the funding amount(s) requested. In their discussions they focused on the impact to the taxpayers as well as what funding levels would support various services. For example, the following table shows the impact in FY18 on Single Family Homes at the various assessed value segments. The figures shown are increases in taxes over and above the normal +2.5% cap.

Residential		\$6 mil	\$7 mil	\$7.5 mil	\$8 mil	\$8.5 mil	\$9 mil
\$ 300,000	10%	\$ 398	\$ 464	\$ 497	\$ 530	\$ 563	\$ 596
\$ 400,000	31%	\$ 531	\$ 619	\$ 663	\$ 707	\$ 751	\$ 795
\$ 500,000	31%	\$ 664	\$ 774	\$ 829	\$ 884	\$ 939	\$ 994
\$ 600,000	14%	\$ 797	\$ 929	\$ 995	\$ 1,061	\$ 1,127	\$ 1,193
\$ 700,000	14%	\$ 930	\$ 1,084	\$ 1,161	\$ 1,238	\$ 1,315	\$ 1,392

Over the next ten years, that same average SFH would pay the equivalent of +2.9% annually for a \$6.0 million Baseline Structural Override, and +3.4% annually for a \$9.0 million Override. The latter takes into consideration the full funding requested by the Schools.

For the Commercial property class, here is that same marginal impact in FY18 at the various assessed value segments:

Commerical		\$6 mil	\$7 mil	\$7.5 mil	\$8 mil	\$8.5 mil	\$9 mil
\$100k - \$500k	41%	\$ 413	\$ 481	\$ 516	\$ 550	\$ 584	\$ 618
\$500k - \$1mil	31%	\$ 955	\$ 1,113	\$ 1,192	\$ 1,271	\$ 1,350	\$ 1,429
\$1mil - \$2mil	17%	\$ 1,823	\$ 2,125	\$ 2,276	\$ 2,427	\$ 2,578	\$ 2,730
\$2mil - \$3mil	4%	\$ 3,037	\$ 3,540	\$ 3,792	\$ 4,043	\$ 4,295	\$ 4,547
\$3mil - \$10mil	6%	\$ 5,852	\$ 6,822	\$ 7,307	\$ 7,792	\$ 8,276	\$ 8,761
\$10mil +	3%	\$ 25,391	\$ 29,598	\$ 31,701	\$ 33,804	\$ 35,907	\$ 38,011

At their meeting on August 16th, with representatives from the School Committee and Board of Library Trustees, as well as many other interested parties, present, the Selectmen discussed the Override and decided that one question written generically ‘for the operation of the schools and town’ was appropriate to simplify to the voter the basic request for more funding.

After extensive discussion, the Board voted 4-0 to request \$7.5 million in additional funding through an Override of Proposition 2½. Chair John Halsey was absent from the vote but had a statement of his support for a \$7.5 million Override read into the record, after the public discussion and just before the final vote. This amount is meant to cover the \$6.0 million structural deficit and add/restore \$1.5 million of other items from the lists above. Using the current budget model, the Schools receive \$960,000 and the Town receives \$540,000 of this additional funding.

The School Committee will prioritize their requests at an upcoming meeting and discuss their list with Town Meeting members. Prior to the Override vote by the Board of Selectmen, all parties involved agreed that it was appropriate for the Selectmen not to know such information before they selected an Override amount, as the School Committee has full spending authority over their budget. The Selectmen were also viewing the situation from a taxpayer affordability standpoint as opposed to a budget funding need standpoint.

The Town, however, had prioritized their list of additions. The table below shows the Town priorities to be funded:

Area	Funding Requested	Override Funding
Structural Deficit (.7% Budget Increase in FY18)	~ \$1,000,000	~ \$1,000,000
1. Salary Adjustments & Professional Development	\$225,000	\$200,000
2. Public Safety – School Resource (Police) Officer & Firefighter/Paramedic	\$490,000	\$160,000
3. Library staffing	\$100,000	\$60,000
4. Support for Volunteer Boards	\$ 75,000	\$25,000
5. Technology (licenses and hardware in year 1)	\$ 70,000	\$70,000
6. Additional Town Hall Clerical Support (0.5 FTE for Finance department)	\$ 65,000	\$25,000
7. Public works	\$ 40,000	
8. Facilities	\$ 15,000	
TOTAL	\$2,080,000	\$1,540,000

What Happens if an Override Does Not Pass?

Over one year ago the Town Manager and Superintendent met to discuss employee morale, and the challenging hiring process as has been discussed. The conversation evolved to the timing of a future Override election. The usual April choice would mean that two budgets would need to be created and then presented in public during the preceding winter, which would damage employee morale. A September/October election was a preferable choice, even considering the extra costs involved.

During the winter of 2016, an FY17 Town budget that eliminated several positions was presented in public. All but one of those positions could be handled through planned attrition; that one position might be handled the same way depending on an upcoming retirement and promotion. The one employee involved decided not to wait for the promotional process and was hired by another community quickly. Employee morale is difficult to place a financial value on, but it is quite real, as is the high organizational cost of turnover.

Given this background, both the Town and Schools are reluctant to lay out exact ramifications of a failed Override vote at this time. In so doing, we are keenly aware that the public has less transparency than they might desire, and hope that the public understands our thought process.

Each side has publicly stated that positions and services will be eliminated in FY18 without an Override. The Schools have a higher proportion of their budget spent on labor costs, and have indicated that up to 30 positions could be in jeopardy. The Town with less labor costs relative to expenses could need to eliminate up to 8 positions. The Town has also built in some one-time budget costs, such as technology

purchases, and has an option to eliminate some of these in order to minimize any FY18 staffing reduction.

Over the past year or more, the Town has stated that in order to balance a budget without an Override, services will need to be eliminated or curtailed. Past budget cuts have focused on Town Hall, but future ones will need to be expanded to include Public Safety and the Public Library, which have been exempt from recent staffing reductions. At a minimum, one Police Officer and one Firefighter will be eliminated in each subsequent year without an Override, and frankly the cuts may need to go deeper. It is impossible to avoid this conclusion, given that Public Safety constitutes over 60% of the Town's wage budget. The Library Trustees have discussed lowering FY18 costs through attrition and expense reductions and then FY19 costs through a reduction in Hours of Service. Public Works, once staffed at 120 employees and now staffed with about 45 employees, may need to cut back on some services and staffing provided to the community.

As is mentioned in every annual budget message, we will all strive to meet the expectations of the community with whatever level of resources that are made available. Regardless of the path ahead, Reading remains a very special place in which to work – and to live.

Finance Committee Report: Action pending – they expect to give a report on the floor of Town Meeting.

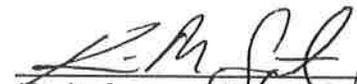
Bylaw Committee Report: None

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 September 12, 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 16th day of August, 2016.

John Halsey, Chairman



Kevin Sexton, Vice Chairman



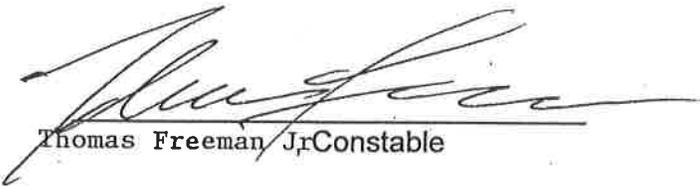
Barry Berman, Secretary



John Arena



Dan Ensminger



Thomas Freeman Jr Constable

SELECTMEN OF READING

8/23/2016 15:23														
	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	200,000	365,000	80,000	-	-	-	45,000	36,000	45,000	45,000	45,000	25,000	686,000	
Facilities - School Buildings	306,000	381,000	896,000	666,000	45,000	26,000	1,160,000	-	-	-	-	-	3,174,000	
Facilities - Town Buildings	235,000	85,000	159,000	10,000	608,000	-	75,000	625,000	-	-	-	-	1,562,000	
Public Schools - General	-	111,000	75,000	105,000	100,000	100,000	100,000	100,000	197,500	125,000	125,000	150,000	1,288,500	
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	343,100	373,000	515,000	515,000	525,000	235,000	275,000	625,000	350,000	4,281,100	
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	301,000	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	680,000	
Public Works - Equipment	577,250	608,000	355,000	441,000	734,000	646,100	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	2,856,000	2,685,600	2,506,100	2,677,500	2,852,100	3,151,000	2,871,000	1,892,500	3,040,000	1,915,500	2,465,000	28,912,300	
FINCOM policy: debt + capital	4,109,863	4,265,406	4,391,938	4,523,989	4,659,259	4,775,740	4,895,134	5,017,512	5,142,950	5,271,524	5,403,312	5,538,395	53,865,160	
- Net Included Debt	1,566,818	1,837,772	1,670,233	2,005,951	1,950,232	1,884,176	1,725,144	1,572,851	1,512,344	1,041,388	552,500	535,000	16,287,591	
- Temp shift to Oper budgets	(205,493)	(211,857)											(211,857)	
FINCOM Target Capital Funding	2,335,552	2,215,777	2,721,705	2,518,038	2,709,027	2,891,564	3,169,990	3,444,661	3,630,606	4,230,136	4,850,812	5,003,395	37,385,712	
Original Funding Voted or Proposed	2,201,000	2,220,000	2,700,000	2,500,000	2,700,000	2,875,000	3,150,000	3,400,000	3,600,000	4,200,000	4,800,000	5,000,000	37,145,000	
Additional FINCOM funding		26,000											26,000	
Additional Funding Sept TM		-											-	
Additional Funding Nov TM	688,250	490,000											490,000	
Additional Funding April TM	(15,000)	120,000											120,000	
TOTAL CAPITAL REQUESTS	2,874,250	2,856,000	2,685,600	2,506,100	2,677,500	2,852,100	3,151,000	2,871,000	1,892,500	3,040,000	1,915,500	2,465,000	28,912,300	
Annual Surplus (Deficit)	-	-	14,400	(6,100)	22,500	22,900	(1,000)	529,000	1,707,500	1,160,000	2,884,500	2,535,000		
Cumulative Surplus (Deficit)	-	-	14,400	8,300	30,800	53,700	52,700	581,700	2,289,200	3,449,200	6,333,700	8,868,700		

8/23/2016 12:10														
		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
Facilities - General		200,000	365,000	80,000	-	-	-	45,000	36,000	45,000	45,000	45,000	25,000	686,000
RMHS Building project		xDebt	xDebt	xDebt				-						
Barrows/Wood End Bldg projects 0.8mil		xDebt	xDebt	xDebt	xDebt			-						
Library Building project 18.4 mil		xDebt	xDebt	xDebt	xDebt			-						
Barrows/Wood End Bldg projects		Debt	Debt	Debt				-						
Parker Building project		Debt	Debt	Debt										-
RMHS Retaining Wall 0.5mil		BANs	Debt	Debt	Debt	Debt	Debt							-
Mod. Classrooms 1.2m		BANs	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt		-
Energy (Performance Contract) 4.95mil		Debt	Debt	Debt	Debt			-						
Energy (Green Repairs) 1.05mil		Debt	Debt	Debt	Debt	Debt	Debt							-
DPW Cemetery Bldg project 2.5mil/10yr debt		200,000	150,000		Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	150,000
RMHS A/C design TBA (\$1.5mil) - Debt														-
Killam Building project TBA - xDebt														-
DPW Building project TBA - options														-
Security Sys. Eval. - was expenses			125,000											125,000
EMS upgrades to buildings			50,000											50,000
Electrician Van Ford E350 Econoline (2014)										45,000				45,000
Plumber Van Ford E350 Econoline			40,000											40,000
Carpenter's Pickup Ford F-350 (2012)								45,000						45,000
F-350 Box Truck (2006)				40,000										40,000
Pickup Truck Chevy 2500HD (1999)				40,000										40,000
Pickup Truck Chevy 2500HD (2015)											45,000			45,000
Van E350 Econoline (2016)												45,000		45,000
Bobcat Skid - snowplow (2008)									36,000					36,000
Bobcat Utility - snowplow (2013)													25,000	25,000
Buildings - Schools (Total)		306,000	381,000	896,000	666,000	45,000	26,000	1,160,000	-	-	-	-	-	3,174,000
Electrical Systems	Sch	-	-	-	-	-	-	20,000	-	-	-	-	-	20,000
HVAC/Energy Mgmt Systems	Sch	35,000	42,000	350,000	15,000	25,000	26,000	-	-	-	-	-	-	458,000
Windows & Doors	Sch	10,000	-	-	-	-	-	-	-	-	-	-	-	-
Generators	Sch	-	-	-	-	-	-	-	-	-	-	-	-	-
Technology Infrastructure	Sch	-	-	-	-	-	-	-	-	-	-	-	-	-
Water Heater	Sch	-	-	-	-	-	-	40,000	-	-	-	-	-	40,000
ADA Compliance	Sch	-	-	-	-	-	-	-	-	-	-	-	-	-
Ceilings	Sch	-	-	-	-	-	-	-	-	-	-	-	-	-
Classroom Furniture	Sch	-	65,000	-	-	-	-	-	-	-	-	-	-	65,000
Compressors	Sch	-	-	-	-	-	-	-	-	-	-	-	-	-
Fire Alarms	Sch	-	170,000	-	-	-	-	-	-	-	-	-	-	170,000
Cafeteria Equip. & Furniture	Sch	-	-	-	-	-	-	-	-	-	-	-	-	-
Plumbing	Sch	-	-	-	-	-	-	-	-	-	-	-	-	-
Capet/Flooring	Sch	109,000	59,000	84,000	35,000	20,000	-	-	-	-	-	-	-	198,000
Roofing	Sch	-	-	462,000	616,000	-	-	1,100,000	-	-	-	-	-	2,178,000
Security System	Sch	-	-	-	-	-	-	-	-	-	-	-	-	-
Fire Suppression System	Sch	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	Sch	152,000	45,000	-	-	-	-	-	-	-	-	-	-	45,000

8/23/2016 11:08														
		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	370,000	20,000	20,000	-	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									80,000
Other add \$30k masonry	RMHS	52,000												-

23

8/23/2016 11:08

		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	85,000	159,000	10,000	608,000	-	75,000	625,000	-	-	-	-	1,562,000
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	-	-	-	-	-	-	-	-	-	-	-	-	-
Ceiling	Mun	-	-	-	-	-	-	-	-	-	-	-	-	-
Furniture	Mun	-	-	-	-	-	-	-	-	-	-	-	-	-
Compressor	Mun	-	-	-	-	-	-	-	-	-	-	-	-	-
Fire Alarm	Mun	-	-	-	-	-	-	-	-	-	-	-	-	-
Kitchen/Cafeteria	Mun	-	-	-	-	-	-	-	-	-	-	-	-	-
Plumbing	Mun	-	-	-	-	-	-	-	-	-	-	-	-	-
Capet/Flooring	Mun	35,000	-	-	-	-	-	-	-	-	-	-	-	-
Roofing	Mun	30,000	75,000	-	-	598,000	-	-	-	-	-	-	-	673,000
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	-	75,000	24,000	-	-	-	-	-	-	-	-	-	99,000
Windows & Doors	WSF	-	-	24,000	-	-	-	-	-	-	-	-	-	24,000
Roofing	WSF	-	75,000	-	-	-	-	-	-	-	-	-	-	75,000
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

24

8/23/2016 11:08														
	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	
Schools - General	-	111,000	75,000	105,000	100,000	100,000	100,000	100,000	197,500	125,000	125,000	150,000	1,288,500	
15-Passenger Van		36,000											36,000	
Food Service Van E-250 (2014)									42,500				42,500	
Driver's Education Focus (2014)									30,000				30,000	
Courler 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	
Administrative Services														
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														
Public Services	52,000	395,000	130,000	343,100	373,000	515,000	515,000	525,000	235,000	275,000	625,000	350,000	4,281,100	
Recreation	52,000	395,000	130,000	343,100	373,000	515,000	515,000	525,000	235,000	275,000	625,000	350,000	4,281,100	
Artificial Turf @RMHS (replace)						500,000	500,000						1,000,000	
Artificial Turf@Parker MS (replace)								500,000					500,000	
Artificial Turf @Coolidge MS (new)											600,000		600,000	
Reconstruct Playgrounds Program	15,000	45,000	15,000	15,000	15,000	15,000	15,000	25,000	25,000	25,000	25,000	25,000	245,000	
	JE/ADA	Hunt Park											-	
Birch Meadow Complex \$2.5 mil 10yr debt				Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	-	
BM Field lighting \$0.1 mil.	BANs	Debt											-	
Washington Park \$333k					233,000					100,000	paths		333,000	
					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	
					drainage				85,000	basketball ct			85,000	
					125,000				50,000	backstop			175,000	
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														
Finance											600,000		600,000	
Financial System											600,000		600,000	
Library														
Library				10,000	10,000	10,000	10,000	10,000	15,000	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	

25

8/23/2016 11:08														
		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						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
														-
Public Works - Equipment		577,250	608,000	355,000	441,000	734,000	648,100	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	-	-	-	119,000	81,100	-	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													-

26

8/23/2016 11:08														
	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	
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)	<i>Debt</i>	<i>Debt</i>	<i>Debt</i>										-	
West Street - Local shr (\$1.3mil)	<i>Debt</i>	<i>Debt</i>	<i>Debt</i>	<i>Debt</i>	<i>Debt</i>	<i>Debt</i>	<i>Debt</i>	<i>Debt</i>	<i>Debt</i>	<i>Debt</i>			-	
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	

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