

**Town of
Reading
Massachusetts**



**2021 Special Town Meeting
Report on the Warrant
October 18, 2021**

Special Town Meeting - October 2021

Monday October 18

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COMMONWEALTH OF MASSACHUSETTS


Middlesex, ss. Officer's Return, Town of Reading:

By virtue of this Warrant, I, Thomas Freeman Jr. on September 16, 2021 notified and warned the inhabitants of the Town of Reading, qualified to vote on Town affairs, to meet at the place and at the time specified by posting attested copies of this Special Town Meeting Warrant, along with the written request of Town Moderator Alan Foulds dated September 9, 2021 asking that this Special Town Meeting be held by remote participation pursuant to St. 2020, c. 92, §8 and St. 2021, c. 20, § 9, 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 Reading Public Library, 64 Middlesex Avenue
- 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 October 18, 2021, the date set for Special Town Meeting in this Warrant.

I also caused a posting of this Warrant, and the Town Moderator's request for a remote Special Town Meeting, to be published on the Town of Reading website on September 21, 2021.


Constable

A true copy Attest:


Laura Gemme, Town Clerk

SPECIAL 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 the Local Elections and Town affairs, to meet in accordance with Chapter 92 of the Acts of 2020 and Chapter 20 of the Acts of 2021 and through the Zoom platform on MONDAY, the EIGHTEENTH DAY of OCTOBER A.D., 2021.

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.

Members of the public may access and witness the deliberations and actions taken at the Special Town Meeting in the following manner: RCTV, Facebook, or on local public access television. Town Meeting members and Town officials shall receive a link to join the Zoom video conferencing platform to participate in the Special Town Meeting. Non-Town Meeting Members who are registered voters residing in the Town who wish to participate in the Special Town Meeting must submit a request to participate to the Town Clerk not less than 48 hours in advance of the Special Town Meeting, and when submitting this request, non-Town Meeting Members who wish to make a comment, ask a question, or otherwise address Town Meeting, should contact Town Clerk Laura Gemme (lgemme@ci.reading.ma.us or 781-942-6647) with the following information: (a) First and Last Name, (b) Street Address, (c) Phone Number, (d) Email Address, and (e) Article(s) he or she would like to speak to, and once verified, shall receive follow up information with specific participation instructions for the meeting.

If, on October 18, 2021, the Town Meeting elects not to hold the Special Town Meeting remotely, then the Town Meeting shall adjourn to Reading Memorial High School Performing Arts Center, 62 Oakland Road, Reading on Thursday October 21, 2021 at seven thirty o'clock in the evening.

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

Select Board

Background: This article appears on the Warrant for all Town Meetings. At this Special Town Meeting, the Moderator has requested that reports be submitted in writing in advance, although there are no known reports at this time.

ARTICLE 2 To choose all other necessary Town Officers and Boards or Committees and determine what instructions shall be given to 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.

Select Board

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 prior to Town Meeting 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 2022-32 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.

Select Board

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 Capital Improvements Program (CIP) are adequately described.

The following changes are proposed to the FY2022 – FY2032 CIP (current year plus ten years):

General Fund

FY22: +\$385,000 net changes

\$185,000 DPW Snow holder #2 c480 2103 – move up one year and add \$5k
\$140,000 Window safety film to supplement the Building Security Project budget
\$ 60,000 GIS flyover (move up one year to meet new State project schedule)

Debt

Energy Improvements II (add \$0.5mil – FY23 cost)
Police Station Improvements (add \$1.5mil – FY23 cost)

FY23: +\$56,000 net changes

\$111,000 DPW Snow Primoth SW4S (move up 1yr)
+\$100,000 Lowell Street paving project (increased to \$500k)
\$100,000 Strout Avenue Improvements (safer Town Forest access)
\$100,000 Memorial Park rock wall repairs (move up 5 yrs)

\$ 35,000 Fire Hose replacement (move up 1yr)
+\$ 25,000 DPW Mower TORO gang 2007 (increased to \$150k)
-\$ 50,000 Fire Passenger Car #1 – move out one year to FY24
-\$ 50,000 PBC Funding (reduced from \$100k)
-\$ 55,000 DPW Ford Pickup for P/F/C moved out one year to FY24
-\$ 60,000 Adm Svc: GIS Flyover – planimetrics (moved up one year to FY22)
-\$200,000 Birch Meadow ES site improvements (move out one year to FY24)

Debt

Community Sustainability (add \$1.0mil – FY24 cost)

FY24+

Various other changes made

Enterprise Funds – Water

FY22: +\$435,000

\$400,000 Emerson Avenue Water Main work (increased – fund at November TM)
\$ 35,000 Unidirectional flushing program (moved up three years – fund at November TM)

FY23: +\$57,500

\$40,000 Replace W-20 Trailer (1999)
\$35,000 Unidirectional flushing program (moved up three years)
-\$17,500 Engineering vehicle shared with Sewer moved out one year and +\$12,500 for hybrid

Note: Auburn Water Tank increased by \$2.5 million of 20yr debt/grants/reserves

FY24+

Various changes made

Enterprise Funds – Sewer

FY22: +\$250,000

+\$250,000 Sturges Sewer Station project (increased – fund at November TM)

FY23: -\$17,500

-\$17,500 Engineering vehicle shared with Water moved out one year and +\$12,500 for hybrid

FY24+

Various changes made

Enterprise Funds – Storm Water

FY22: None

FY23: None

FY24+

Various changes made

Finance Committee Report: The Finance Committee recommends the proposed amendments to the FY 2022 – FY 2031 Capital Improvements Program by a vote of 8-0 at their meeting on September 13, 2021. Placing items in the Capital Improvement Program is a prerequisite first step but in itself does not authorize spending funds towards these items

Bylaw Committee Report: No report.

ARTICLE 4 To see if the Town will vote to amend the Town’s Operating Budget for the Fiscal Year commencing July 1, 2021, as adopted under Article 16 of the Annual Town Meeting of April 26, 2021; and to see if the Town will vote to raise and appropriate, borrow or transfer from available funds, or otherwise provide a sum or sums of money to be added to the amounts appropriated under said Article, as amended, for the operation of the Town and its government, or take any other action with respect thereto.

Finance Committee

Background:

General Fund – Wages and Expenses

<u>Account Line</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
B99 – Benefits	Health Insurance Premiums -\$375,000	\$375,000	
C99 - Capital	Please see Article 3 for details		\$385,000
G92 – Administrative Services Expenses	Non-Union Pay & Class Study		\$40,000
H91 – Public Services Wages	Economic Development Liaison -\$15,000	\$15,000	
H92 – Public Services Expenses	Economic Devel. expenses +\$15,000 Veteran’s Benefits -\$25,000	\$10,000	
J91 Public Safety Wages	Animal Control -\$30,000	\$30,000	
J92 Public Safety Expenses	Regional Animal Control +\$25,000		\$25,000
K94 – DPW Street Lights	Street/Traffic Lights -\$20,000	\$20,000	
	Subtotals	\$450,000	\$450,000
	Net Operating Expenses		\$0
	From Free Cash		\$0

Finance Committee Report: At their meeting on September 13, 2021 the Finance Committee voted 8-0 to recommend this Article to Town Meeting.

Bylaw Committee Report: No report.

ARTICLE 5 To see if the Town will vote to raise and appropriate, borrow, transfer from available funds or otherwise provide a sum or sums of money to pay the costs of making Police Station Improvements, including the payment of any and all other costs incidental and

related thereto, and to authorize the Town Manager to apply for a grant or grants to be used to defray the cost of any portion of these improvements; or take any other action with respect thereto.

Select Board

Background: At April 2021 Town Meeting, this project was included on the capital plan but described as undergoing cost evaluation, and also waiting for that Town Meeting to approve a suggested organizational change to move Public Health under Public Safety as an independent department.

The Police station as built left a large so-called 'expansion room' unfinished, partly to complete that project on budget and also to allow for future assessment of department/community needs. As part of the Dispatch renovation that is underway, as well as the Building Security project now completed, the building received a very thorough evaluation by Public Safety, Facilities and Technology staff.

The final plan calls for requesting a Training/Meeting Room in that unfinished space at a cost of \$0.8 million, and then when that work is completed to renovate the existing first floor conference room into offices for Public Health, the Coalition for Prevention and Support, and our new Mental Health position added by Town Meeting last spring. These costs are all-in, including demolition, renovation, and furniture/fixtures/equipment.

Training has always been important to the department, and even during lean budget years that budget has been protected. Police Reform calls for even more training, at a time when the availability of training resources has shifted to online. A larger dedicated room in the secure section of the building will allow more in-house training to be conducted, inviting other nearby agencies to participate when space allows. This room will also serve as a Command Center during emergencies, and was called out by the Building Security study as a far more appropriate location. A perfect combined use of 'expansion space'.

The first-floor office location will allow full and easy public access to Health, Coalition and Mental Health staff without the need to enter the secure sections of the building. Placing these staff members together, even though they technically are in different departments, also makes a great deal of sense to foster collaboration. We continue to believe this is a model for future Public Safety organizations, and appreciate Town Meeting's approval of both the organizational change as well as an earlier funding of a Mental Health position than we anticipated.

The Town Accountant does not believe any portion of this project would qualify for the Federal ARPA grant. However indirectly and separately from this Article, the grant covers lost revenue, a concept she is still working on.

Finance Committee Report: At their meeting on September 13, 2021 the Finance Committee voted 8-0 to recommend this Article to Town Meeting.

Bylaw Committee Report: No report.

Select Board Report: At their meeting on September 14, 2021 the Select Board voted 2-0-3 to support this Article.

ARTICLE 6 To see if the Town will vote to raise and appropriate, borrow, transfer from available funds or otherwise provide a sum or sums of money to pay the costs of making energy and water conservation and similar improvements to Town owned properties, including the payment of any and all other costs incidental and related thereto to pay costs of this project, said sum to be expended by and under the direction of the Town Manager, the School Committee, and/or the Superintendent of Schools, and to authorize the Town Manager to apply for a grant or grants to be used to defray the cost of any portion of these improvements; or take any other action with respect thereto.

Select Board

Background: Annual Town Meeting in 2009 approved \$4.95 million in 15-year debt for Energy Improvements phase I, as we explored joining the 'Green Communities' program which began in 2008. A hurdle with RMLD serving four communities could not be overcome at that point, but Town Meeting voted to move ahead with the energy improvements resulting in significant energy (and dollar) savings for our public buildings (and budget).

As of this past summer, this first phase saved 2.5 million pounds of CO₂ annually; and saved 1,902 pounds of NO annually. Through ten years, the Town saved \$3.9 million dollars in the energy budget, including the most recent year consisting of \$430,000 in savings.

We sold 15-year debt to fund this first phase of energy improvements, with the last debt payments due in FY25. We had planned to investigate a second phase of energy improvements to be timed to begin around FY25, but a recent push to join Green Communities has produced the desire for faster implementation.

For that first phase Town, School and Facilities staff worked together with an independent consultant and created a complex procurement process, resulting in the selection of NORESKO. We have enjoyed a great working relationship since then, as NORESKO measures and inspects our energy use, and makes sure that Facilities is doing the required preventative maintenance – because NORESKO is financially on the hook to guarantee minimum savings, which total \$3.6 million over those first ten years.

The second phase begins at this lower energy use baseline, and significant improvements are more challenging. However as proposed, the second phase is projected to save an additional 1.9 million pounds of CO₂ annually and 1,258 pounds of NO annually, in excess of 15% energy savings. A Green Communities application looks for 15% of 'hard' measures and an additional 5% in 'soft' measures. While this second phase satisfies that first measure, perhaps more importantly it reduces town/school energy use.

Here is the background presented to that 2009 Town Meeting, especially for the benefit of newer Town Meeting members, as this Article 7 makes a very similar request again:

Reading Public Schools and the Town of Reading have launched an exciting new project to evaluate and then implement a set of comprehensive energy conservation measures in our municipal and school buildings. The Energy Savings Performance Contracting (ESPC) process, as set forth in Massachusetts General Laws Chapter 25A, Section 11I, allows a municipality to

partner with an Energy Services Company (ESCO) to evaluate, design and “construct” building infrastructure improvements to reduce energy and water consumption with construction costs paid for through the savings generated from the project.

The Subsequent Town Meeting in November 2008 approved an expenditure of no more than \$120,000 for consulting services and an initial energy audit. The cost of the audit would only be paid if a project does not go forward. In response to a Request for Qualifications, seven leading national ESCOs submitted responses. In accordance with the state-mandated process, the evaluation resulted in the selection of NORESKO of Westborough, Massachusetts as the top-rated firm to partner with Reading.

The ESPC Project began with the technical energy audit of all fifteen town and school buildings. The audit process involved comprehensive measurement and analysis of building energy and water use. Teams of energy auditors utilized meters, monitors, data loggers, surveys and on-site inspection to determine how our buildings use energy and establish an energy consumption baseline. A team of engineers then evaluated and designed energy conservation measures that could be undertaken to reduce building energy consumption from the baseline level. This team of energy engineers and specialists presented these alternatives to the Town. As this Warrant goes to print in advance of Town Meeting, Town staff is in the process of finalizing the highest priority measures that best meets the needs and objectives of the community.

In addition, a variety of financing options are being evaluated, including seeking debt authorization for some (or all) of this project from Town Meeting through this Article. If the entire project is funded with debt through this Article, debt service will first be paid from energy savings. Any remaining debt service would be paid from the annual share of debt and capital. Town staff is diligently monitoring Federal and State stimulus funding, to see if any (or all) of this project is eligible. In light of the volatile status of stimulus funding and of the financial markets, the widest possible set of financial tools is particularly important at this time.

Once the project scope has been finalized, and Town Meeting has authorized debt (if and as needed), the ESCO, acting as general contractor, will design/build the infrastructure improvements over the course of one to two years, depending upon the number of measures selected. Reading’s project team will approve the type or brand of equipment to be installed as well as sub-contractors used for installation who will also have to meet NORESKO’s stringent qualification criteria. Reading’s project team will meet weekly with NORESKO’s construction management team during all phases of the project and key information will be communicated to Town officials and the general public through a blog including project schedules, tasks and timelines. (also see attached presentation)

A second phase is far easier to implement, by simply submitting a change order to our current contractual relationship with NORESKO, allowing us to utilize their expert knowledge of our buildings. A working group consisting of the Superintendent of Schools, School CFO, Facilities Director, Assistant Facilities Director and Town Manager met with NORESKO since last winter to discuss a possible phase II. The initial list of potential building energy improvements (shown below on the left-hand side) was about \$13 million, offering annual savings of \$326,400 or a 39.7-year payback in aggregate.

Over the summer, Town and School staff worked with NORESKO, examining the cost/payback of each individual item underlying the summary table below, for each Town and School building. We added some items, received updated prices, considered the current capital plan which listed a placeholder for \$4.5 million of improvements. We favored replacing existing equipment that

would need it over the next few years, and then added in good payback (~10 yrs) items, and agreed on the following suggested improvements (shown below on the right-hand side):

	Est Cost*	Est Savings	Payback	Est Cost*	Est Savings	Payback
LED Lighting	\$ 1,230,600	\$156,700	7.9	\$ 1,235,887	\$151,335	8.2
New Boilers	\$ 3,040,700	\$ 10,300	295.2	\$ 2,049,788	\$ 9,855	208.0
New Chiller	\$ 176,400	\$ 2,600	67.8	\$ 404,754	\$ 9,731	41.6
Upgrade Energy Mgt Sys	\$ 726,600	\$ 27,800	26.1	\$ 499,467	\$ 35,128	14.2
EE Motors & VFDs	\$ 133,350	\$ 12,600	10.6	\$ 187,579	\$ 8,206	22.9
New RTUs	\$ 331,000	\$ 6,900	48.0			
New HVAC	\$ 134,000	\$ 3,300	40.6			
New EE Transformers	\$ 79,700	\$ 4,000	19.9	\$ 214,607	\$ 10,328	20.8
Building Weatherization	\$ 26,250	\$ 2,400	10.9	\$ 194,876	\$ 14,410	13.5
Plug Load Controls	\$ 78,750	\$ 8,100	9.7	\$ 5,084	\$ 543	9.4
Refrigeration Controls	\$ 56,000	\$ 2,600	21.5			
Boiler Controls	\$ 76,000	\$ 4,100	18.5			
Solar Photovoltaics	\$ 1,308,600	\$ 71,600	18.3			
Coolidge HVAC Upgrades	\$ 5,562,000	\$ 13,400	415.1			
	\$ 12,959,950	\$326,400	39.7	\$ 4,792,042	\$239,536	20.0

*March 2021 figures

*August 2021 figures

This selected combination with a \$4.8 million cost retains as much energy savings as practical (\$240k) and cuts the payback about in half to 20.0 years.

Note that this approach on the right-hand has two very different elements.

First, the \$2.05 million of boiler replacements at Parker MS (\$1.49 million) and the Police Station (\$0.56 million) were listed as stand-alone projects in the capital plan, and needing attention in the near-term. They were subsequently rolled into this project and removed as individual capital line items, because doing them as part of a project is far more cost-effective, and the energy savings 'counts' towards a Green Communities application. This portion of the project is not meant to be financially efficient in terms of cost/payback as shown above with a 200+ year payback.

Second, the remaining \$2.75 million of improvements have an 11+ year cumulative payback and are very cost/payback effective.

Items identified for a second phase but not selected include:

- \$5.6 million for a steam to hot water conversion at Coolidge MS which would produce savings of \$13,400 annually, or a 400+ year payback. This work is not urgent from an operations standpoint;
- Solar photovoltaics for a total of \$1.3 million is possible at Parker MS, Joshua Eaton ES, Barrows ES, Wood End ES, the Main St. Fire Station and the Public Library and produce a 25+ year payback, which did not make the cut for this project, but also as they are exterior to the buildings, they can be done separately at any time. Note that a possible phase 3 is shown in the capital plan as "Community Sustainability", which aims to cover additional work 'outside' public buildings and on public grounds (such

as a solar array above a parking lot, as is done By Endicott College and others). The community should begin those discussions as soon as practical;

- Another ~\$1 million for RMHS boiler work, rooftop unit replacements at Coolidge and Town Hall; HVAC work at the Senior Center and DPW Garage; and various plug load, refrigeration and boiler controls at a several buildings. Combined these items produced a payback of 100+ years, and none of the work was planned or deemed urgent.

If approved by October Special Town Meeting, we will be in a position to execute a contract that guarantees these costs through December 2021, and puts NORESKO on the hook for the guaranteed energy savings (if not approved by Town Meeting, as is the standard industry practice, we will owe NORESKO a 'back-out' fee of \$57,000 for this work that was set aside with surplus energy funds from last year).

Finance Committee Report: At their meeting on September 13, 2021 the Finance Committee voted 8-0 to recommend this Article to Town Meeting.

Bylaw Committee Report: No report.

Select Board Report: At their meeting on September 14, 2021 the Select Board voted 3-0-2 to support this Article.

ARTICLE 7 To see if the Town will vote to raise and appropriate, borrow, transfer from available funds or otherwise provide a sum or sums of money to pay the costs of replacing the Auburn Water Tank, including the payment of any and all other costs incidental and related thereto, which amount will supplement funds previously appropriated under Article 17 of the 2019 Annual Town Meeting to pay costs of this project, said sum to be expended by and under the direction of the Town Manager, and to authorize the Town Manager to apply for a grant or grants to be used to defray the cost of any portion of these improvements; or take any other action with respect thereto.

Select Board

Background: A Special Town Meeting in April 2021 authorized the Select Board to execute ground leases for temporary telecommunication facilities at the site of the Auburn Water Tank, scheduled for replacement. The relevant project background for that Town Meeting is repeated below (some information no longer relevant has been removed):

“Annual Town Meeting under Article 17 in April 2019 voted to authorize \$4.5 million in debt to replace the Auburn Street water tank. This followed a couple of years of discussion as to either paint and repair the aging tank every 15 or so years, or replacing it with a composite elevated tank that would not require as much maintenance or any regular painting.

Either solution requires moving the Town's emergency telecommunications equipment as well as the equipment from several cell carriers from the Water Tank.

Building and leasing a cell tower was one of the handful of pre-Override revenue enhancement ideas to come from Financial Forums held in the early 2010s, and Town Meeting approved \$100,000 in FY17 for preliminary cell tower design.

The 2018 Annual Town Meeting voted to fund \$400,000 for the Town to build a permanent cell tower (planned for FY20). However, a few neighbors attended a summer 2018 public meeting and subsequently the Town Manager halted the project, and requested that November 2018 Town Meeting remove the \$400,00 funding. A request for \$100,000 in order to relocate the Town's emergency equipment was funded instead, and the cell carriers were asked to build a temporary cell tower for both themselves and Town equipment.

In the winter 2019-2020, cell carriers were non-responsive to a Request for Proposal (RFP) asking them to build a temporary tower. In the spring 2020 the Select Board was provided an update which reviewed the past exploration of building a temporary or permanent cell tower, and asked about next steps. In late 2020 the Select Board voted to allow the Town to build a temporary structure but only for its own equipment. The cell carriers made a presentation to the Board in the spring 2021 showing the loss of cell coverage for a large section of town, and they offered to build a temporary structure and allow the Town's emergency equipment on it, and the Board voted to accept this offer.

Discussions with the neighbors have expanded the scope of the project to explore additional improvements, including immediate changes shown below as well as possibly leaving room for a possible park in the future. One cell carrier did respond to an RFP to build a temporary structure, and that process is now underway. The temporary tower is still forecast to be needed for two full construction seasons.

An update to the Select Board on July 13th from Town Engineer Ryan Percival described an updated cost estimate of \$5.87 million, which included engineering costs and contingency. Since then the Town received and opened bids on August 26th. The result was only one qualified bid at a total bid price of \$5,876,793.00. Due to the increase in the construction bid price and the need for additional engineering and contingencies the Town needs an additional \$2.5 million. The cost increases from the initial \$4.5 million project are as follows:

\$	1,780,000	New Storage Tank/demo of existing tank
\$	50,000	Soil excavation (added scope)
\$	200,000	Water Main work (added scope)
\$	50,000	Engineering costs (added scope)
\$	420,000	Increased contingencies (due to above changes)
\$	<u>2,500,000</u>	

The \$1.8 million increase to the new/old tank work is due to the change in prices (especially steel) over the past two years, as well as supply chain issues and lower resale value of existing materials.

Here are responses to recent questions raised by the Select Board after their meeting on September 14th:

1. *can we get a guesstimate from a painting contractor on the cost to repaint the tank (and approximately how long it should last)?*

ANSWER: We reached out to two painting contractors and only heard back from one. The estimate received was \$2 million to only perform the following: full blast and recoat of the tank interior and containment, full blast, and recoat of the tank exterior.

This estimate **DOES NOT** include costs for engineering (design, bid, CA); pit, seam, and plate welding repairs; repairs to the cat walk or other structurally deficient items (see answer to question #2); stand-offs for the cell carriers; civil/site work, such as tree removal or impacted soil removal; or improvements to the water main in Auburn St. The coating system of a water storage tank should last approximately 10 to 15 years, if properly maintained.

2. *did W&S (or other company) complete a structural review of the tank several years ago? What was their thinking on safety IF painted and maintained. I am mindful of your comment about the DEP potentially telling us that it must be replaced post haste.*

ANSWER: Several tank inspections have been performed on the tank within the past 10-15 years. The following items were taken from 2009 and 2012 inspection reports.

- "There are sixteen roof trusses which support the tank dome and knuckle. Four of the trusses near the second roof hatch show clear displacement."
- "While accessing the roof of the subject tank we did observe a structural deficiency within the roof access ladder assembly. The points of attachment between the bottom vertical section of the ladder and the upper revolving section of the ladder assembly are compromised. Furthermore, the weld quality along the remaining welds appears questionable."
- "Significant distortions in as many as 5 of the trusses and measurable distortion among many more. These distortions range from a 7" to 18.5" deflection from the centerline of the girder."
- "The Immediate concern was the extent of corrosion currently taking place along a number of the retention nuts. Any significant furtherance in this metal loss could, and will, compromise the integrity of some of these connections."
- "The interior tank surfaces are in fair to good condition, with only minor corrosion along lap seams of the roof however more extensive degradation is present on the shell plates and interior of the riser pipe."
- "The shell and balcony access has been compromised by the installation of numerous cellular coaxial cables as well as town owned radio equipment along these surfaces. At this time, there is no reasonable means of accessing the shell ladder from the leg column ladder along the balcony due to these obstructions. Modification of the antenna equipment to allow unencumbered access throughout the balcony, and between the two ladders, in particular, is necessary to permit proper inspection of the tank."
- "Consideration should be given to scheduling complete rehabilitation of the interior surfaces of the subject tank within the next 1-2 years."

We have not reviewed more recent reports but there is a high probability that these deficiencies have become worse and/or that new issues have developed over time.

In 2016, Weston & Sampson performed a cost benefit analysis that determined the town would likely save approximately \$1.4 million over the lifespan of the tank by

replacing it with a low maintenance tank instead of rehabilitating it, which would have included repairing the deficiencies noted above.

3. *could the already existing debt financing be used for capital improvement to the existing tank? is there a way to get a legal opinion about this in time for Oct TM?*

ANSWER: Town Meeting could vote to repurpose the existing debt for another allowed use, as defined in guidelines used by the Treasurer concerning maximum borrowing terms for various capital projects.

4. *I am sure that you have been talking with MWRA. Are there other municipalities in their district looking at tanks right now?*

ANSWER: We know of at least two non- or partial-MWRA communities (Wilmington and Sharon) who are building or have recently built new elevated tanks instead of rehabilitating an existing tank. I believe the Wilmington tank was completed in 2019 and the Sharon tank was bid in Dec. 2020 and is currently under construction. Both communities are utilizing new, elevated, glass-fused-to-steel tanks.

5. *can someone reach out to a company that chose not to bid on our project (asked about bid, etc) to see if there is something about the RFQ that stopped them from participating?*

ANSWER: We reached out to contractors on the plan holders list who did not submit a bid, and they were either too busy working on other projects or bidding other work or had submitted quotes to perform the site work for the sole project bidder.

6. *can you share what the contingency clause is from the responding bidder. would iike to get a legal review of that clause so we understand implications as best we can. did it include a cost de-escalation clause as well as a cost escalation clause?*

ANSWER: There was no contingency clause from the responding bidder. With respect to price escalation/de-escalation, as a c.30, §39M project material price adjustments apply as provided for under c.30, §38A. Provisions are included within Section 01250 of the bid documents. Otherwise, bidders are responsible for performance at the awarded price for the specified duration of work.

Part of our construction administration scope of work will be to monitor relevant items for applicability to the provision.

Finance Committee Report: At their meeting on September 13, 2021 the Finance Committee voted 7-1 to recommend this Article to Town Meeting.

Bylaw Committee Report: No report.

Select Board Report: At their meeting on September 14, 2021 the Select Board voted 2-0-3 to support this Article.

ARTICLE 8 To see if the Town will vote to authorize the Select Board to acquire by purchase, gift, eminent domain or otherwise, on such terms and conditions as the Select Board shall determine, an easement over Gazebo Circle for the purpose of accessing 160 Hopkins Street (Accessor's Parcel 8-61) and further, to authorize the Select Board to enter into all agreements and take all related actions necessary or appropriate to carry out said acquisition and other acts authorized herein; or take any other action with respect thereto.

Select Board

Background: Subsequent Town Meeting in November 2020 authorized the Town to borrow \$1,100,000 to construct a new water booster station on town owned land located at 160 Hopkins Street.

The purpose of this article is to authorize the Select Board to accept an access easement over a portion of Gazebo Circle adjacent to the town owned parcel at 160 Hopkins Street. The easement will allow the Town all rights to access its land via a driveway from Gazebo Circle. The easement will be used for operations and maintenance of the facility and property. The easement will also be used during periods of construction including the construction of the driveway.

The Board of Trustees of Summit Village will be gifting this easement to the Town.

Finance Committee Report: No report, as this will be gifted to the Town.

Bylaw Committee Report: No report.

ARTICLE 9 To see if the Town will vote to (1) authorize the Select Board to acquire by purchase, gift, eminent domain or otherwise, on such terms and conditions as the Select Board shall determine, a portion of land shown as Assessors Map 44 as Parcel 24 and is more specifically shown as Lots 1, 2, 3, 4, and 5 on an Approval Not Required Plan prepared by Sullivan Engineering Group, LLC entitled "Plan of Land Off of Grove Street Located in Reading, Massachusetts, Prepared for Meadowbrook Golf Club" dated December 4, 2020 with a revision date of December 9, 2020 and which plan is on file with the Town Clerk, for not more than \$2,250,000.00 (two million two hundred fifty thousand dollars); (2) raise and appropriate, borrow, transfer from available funds or otherwise provide a sum or sums of money to pay for the cost of the acquisition and all other costs related and incidental thereto; and (3) authorize the Select Board to enter into all agreements and take all related actions necessary or appropriate to carry out said acquisition and other acts authorized herein; or take any other action with respect thereto.

Select Board

Background: Action pending by the Select Board.

Finance Committee Report: Action pending.

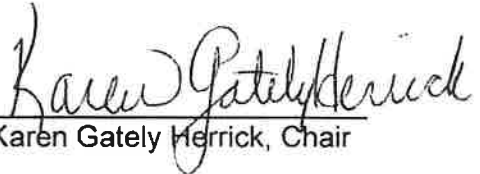
Bylaw Committee Report: No report.

Select Board Report: At their meeting on September 14, 2021 the Select Board voted 2-2-1 to support this Article.

and you are directed to serve this Warrant, along with the written request of Town Moderator Alan Foulds dated September 9, 2021 to hold this Special Town Meeting remotely, 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 October 18, 2021, 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.

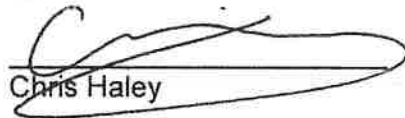
Given under our hands this 14th day of September, 2021.


Karen Gately Herrick, Chair


Anne DJ Landry, Vice Chair

Mark L Dockser, Secretary


Carlo Bacci


Chris Haley

SELECT BOARD OF READING


Thomas Freeman Jr, Constable

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	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	FY-2031	FY-2032	FY-2033	FY21-31
Facilities - General/CORE	1,440,000	350,000	690,000	50,000	495,000	545,000	86,000	210,000	95,000	50,000	50,000	50,000	50,000	50,000	2,611,000
Facilities - School Buildings	393,000	50,000	-	15,000	12,000	-	-	-	-	-	-	-	-	-	77,000
Facilities - Town Buildings	-	15,000	-	-	-	-	-	-	-	-	-	-	-	-	15,000
Public Schools - General	210,000	215,000	385,000	110,000	140,000	152,500	135,000	135,000	135,000	135,000	160,000	160,000	160,000	160,000	1,842,500
Administrative Services	100,000	200,000	160,000	100,000	100,000	100,000	125,000	125,000	125,000	125,000	150,000	150,000	150,000	150,000	1,460,000
Finance	-	-	-	-	-	-	600,000	-	-	-	-	-	-	-	600,000
Public Library	-	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	100,000
Public Services	15,000	90,000	115,000	25,000	25,000	25,000	25,000	805,000	385,000	25,000	25,000	25,000	25,000	25,000	1,570,000
Public Safety - Fire/EMS	941,000	322,000	1,300,000	430,000	103,000	900,000	145,000	215,000	496,000	375,000	1,000,000	-	-	-	5,286,000
Public Safety - Police/Dispatch	507,500	-	110,000	-	40,000	-	77,500	25,000	-	45,000	-	-	47,500	-	297,500
Public Works - Equipment	385,000	437,500	505,000	510,000	610,000	204,000	1,273,000	560,000	156,000	355,000	315,000	465,000	395,000	312,000	5,390,500
Public Works - Parks & Cemetery	75,000	25,000	100,000	300,000	400,000	175,000	175,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	2,175,000
Public Works - Roads	600,000	600,000	600,000	1,125,000	625,000	625,000	650,000	725,000	800,000	875,000	950,000	950,000	950,000	950,000	8,525,000
TOTAL CAPITAL REQUESTS	4,646,500	2,304,500	3,955,000	2,675,000	2,560,000	2,736,500	3,301,500	3,010,000	2,402,000	2,195,000	2,850,000	2,010,000	1,977,500	2,207,000	30,009,500
Net Revenues (000s)			107,600	110,950	114,700	117,341	120,861	124,487	128,222	132,068	136,030	140,111	144,315	148,644	
less excluded debt			(2,792)	(2,733)	(2,666)	(1,280)	-	-	-	-	-	-	-	-	
Baseline for FINCOM Policy			104,808	108,117	112,014	116,061	120,861	124,487	128,222	132,068	136,030	140,111	144,315	148,644	
FINCOM policy: 5% debt + capital	4,957,297	5,002,983	5,240,400	5,405,850	5,600,700	5,803,050	6,043,062	6,224,353	6,411,084	6,603,416	6,801,519	7,005,565	7,215,731	7,432,203	66,141,982
- Net Included Debt	1,922,803	2,136,676	1,963,844	3,202,284	3,493,178	3,541,721	2,992,233	2,914,133	2,701,033	2,628,333	2,590,733	1,983,333	1,931,033	1,198,733	30,147,501
FINCOM Target Capital Funding	3,434,494	2,866,307	3,276,556	2,203,566	2,107,522	2,261,329	3,050,829	3,310,220	3,710,051	3,975,083	4,210,785	5,022,232	5,284,658	6,273,470	35,994,480
Original Funding Voted or Proposed	2,599,500	2,937,000	3,195,000	2,200,000	2,100,000	2,250,000	3,050,000	3,300,000	3,700,000	3,975,000	4,200,000	5,000,000	5,275,000	6,275,000	35,907,000
Additional temp funding			375,000	475,000	460,000	486,500	251,500	-	-	-	-	-	-	-	2,048,000
Emergency cuts			(880,000)												(880,000)
Additional Funding Sept TM			385,000												385,000
Additional Funding Nov TM			247,500												247,500
Additional Funding April TM															
TOTAL CAPITAL REQUESTS	4,646,500	2,304,500	3,955,000	2,675,000	2,560,000	2,736,500	3,301,500	3,010,000	2,402,000	2,195,000	2,860,000	2,010,000	1,977,500	2,207,000	30,009,500
Capital & Debt Policy	6.41%	4.44%	5.65%	5.44%	5.40%	5.41%	5.21%	4.99%	4.99%	5.00%	4.99%	4.98%	4.99%	5.00%	
Annual Surplus (Deficit)			-	-	-	-	-	290,000	1,238,000	1,780,000	1,340,000	2,990,000	3,297,500	4,068,000	
Cumulative Surplus (Deficit)			-	-	-	-	-	290,000	1,528,000	3,368,000	4,708,000	7,698,000	10,995,500	15,063,500	

NOT FUNDED: Projects that have no total cost estimates yet

1. RMHS Ropes course \$325k	
2. RMHS Fieldhouse floorbleachers \$1.7 mil	
3. Wood End Field repairs \$325k (moved from NOT FUNDED list =>)	
4. Artificial Turf@Parker MS (replace) \$0.8 mil (old estimate)	
5. BM Master Plan (items a-j are new) \$9mil, to \$11mil, in total	
Imagination Station Parking \$450-550k	
Castene Field \$75-100k	Merton Field improvements \$600-950k
Higgins Farm Conserv Area \$100-150k	Basketball Courts \$500-650k
Support & General Circulation \$750k-\$1.2mil	Birch Meadow Drive Improvements \$250-400k
Pickleball Cts, Playground, Parking \$800k-\$1.0mil	SotiballMulti purpose new turf field \$3.2-3.6mil
Lacrosse Wall \$100-150k	Coolidge Field turf \$2.2-2.4 mil. (incr from \$1.4mil)
3-Bit Field Lighting \$1.0 mil	
4-Birch Meadow Complex \$1.0 mil (Pre-Comm-TBD)	
6-Artificial-Turf@Coolidge MS (new) \$1.4mil	

	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	FY-2031	FY-2032	FY-2033	FY21-31
Facilities - COIRE	1,440,000	350,000	690,000	50,000	495,000	545,000	86,000	210,000	95,000	50,000	50,000	50,000	50,000	50,000	2,621,000
Energy (Performance Contract) \$4.95mil	Debt	Debt	Debt	Debt	Debt	Debt									
Energy Improvements II OPMIDesign		300,000													300,000
Energy Improvements II \$5.0mil/1Yr	Debt	Debt	Debt	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	
Energy (Green Repairs) \$1.05mil debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	
Bldg Security - \$4.0mil debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	
Bldg Sec. - window firm (schools)	Debt	Debt	140,000												140,000
Permanent Bid Committee	150,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	500,000
RMHS Building project - \$45mil debt	xDebt	xDebt	xDebt	xDebt	xDebt										
RMHS Bldg proj - \$6 mil Litig. some debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	
RMHS Retaining Wall - \$0.5mil debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	
RMHS Turf 2 - \$2.225 mil debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	
RMHS Stadium OPMIDesign			250,000												250,000
RMHS Stadium TurfTrack \$3 mil/10yr				Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	
RMHS Fldhouse floorbleachers \$1.7 mil TBD debt (\$175K design; \$1.3mil project)															
Parker MS roof project OPMIDesign			250,000												250,000
Parker MS Roofing project \$2.7mil/10yr				Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	
Coolidge MS roof project design				Debt	250,000	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	250,000
Coolidge MS Roofing project \$2.9mil/10yr				Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	
Birch Meadow ES roof project design				Debt	150,000	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	150,000
Birch Meadow ES Roofing project \$1.5mil/10yr				Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	
Modular Classrooms \$1.2m debt	Debt	Debt	Debt	Debt	Debt										
Elementary School Space	1,250,000														1,250,000
Killam Building project TBD xDebt				Debt											
Barrows/Wd End Bldg projects \$0.8mil	xDebt	xDebt	xDebt	xDebt	xDebt										
Barrows/Wd End Bldg projects debt	Debt	Debt	Debt	Debt	Debt										
Birch Meadow Roofing project \$1.5 mil/10yr				Debt											
Library Building project \$18.4 mil debt	xDebt	xDebt	xDebt	xDebt	xDebt										
Police Sta. project \$1.5mil/10yr				Debt											
Town Hall Roofing project \$450K				Debt											
Main St. Fire Sta Roofing project \$225K				Debt											
Community Center TBA xDebt if >\$5mil		w/ surplus		Debt											
DPW Bldg project TBD				Debt											
Electrician Van Ford E350 Econoline (2014)					45,000	45,000									45,000
Carpenter's Pickup Ford F-350 (2013)					45,000				45,000						45,000
Carpenter's Cut-away Van (2017)								45,000							45,000
Plumber's Cut-away Van (2017)								45,000							45,000
Pickup Truck Chevy 2500HD (2016)								45,000							45,000
Van E350 Econoline (2006)	40,000							45,000							45,000
Bob Cat skid steer		w/ surplus													
Bobcat Skid - snowplow (2009)							36,000								36,000
Bobcat Utility - snowplow (2013)								25,000							25,000
Buildings - Schools (Total)	393,000	50,000		15,000	12,000										77,000
Barrows HVAC/Energy Mgmt	10,000														

	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	FY-2031	FY-2032	FY-2033	FY21-31
Birch Meadow HVAC/Energy Mgmt	12,000														
Joshua Eason HVAC/Energy Mgmt	14,000														
Killam HVAC/Energy Mgmt	12,000														
Killam Windows/Doors	20,000														
Wood End HVAC/Energy Mgmt	12,000														
Wood End Water Heater					12,000										12,000
Coolidge HVAC/Energy Mgmt	244,000	25,000													
Coolidge Water Heater		25,000													25,000
Parker HVAC/Energy Mgmt	19,000														
Parker Water Heater		25,000													25,000
Parker Carpet/Flooring				15,000											15,000
RMHS HVAC/Energy Mgmt	50,000														
Buildings - Town (Total)		15,000													15,000
Police Station Water Heater		15,000													15,000
Schools - General	210,000	215,000	365,000	110,000	140,000	152,500	135,000	135,000	135,000	135,000	160,000	160,000	160,000	160,000	1,882,500
Food Service Van E-250 (2014)					30,000	42,500									42,500
Driver's Education Vehicle (2014)															30,000
Courier Vehicle (2007)	45,000														
District-wide Telephone systems	65,000	65,000	65,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	210,000
Design for Technology wiring projects		50,000													50,000
District-wide Technology Wiring projects			200,000												200,000
District-wide Technology projects	100,000	100,000	100,000	100,000	100,000	100,000	125,000	125,000	125,000	125,000	150,000	150,000	150,000	150,000	1,150,000
Administrative Services	100,000	200,000	150,000	100,000	100,000	100,000	125,000	125,000	125,000	125,000	150,000	150,000	150,000	150,000	1,310,000
Water Tank Town telco equip replace/relocate		100,000													100,000
GIS flyover - planimetrics			60,000												60,000
Technology projects	100,000	100,000	100,000	100,000	100,000	100,000	125,000	125,000	125,000	125,000	150,000	150,000	150,000	150,000	1,150,000
Finance							600,000								600,000
Financial System							600,000								600,000
Library															
Equipment			10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	90,000
Public Services	15,000	90,000	115,000	25,000	25,000	25,000	25,000	805,000	385,000	25,000	25,000	25,000	25,000	25,000	1,545,000
Community Sustainability \$1.0mil/10yrs				Debrna	Debrna	Debrna	Debrna	Debrna	Debrna	Debrna	Debrna	Debrna	Debrna	Debrna	
Downtown Improvements II \$2.0mil/10yrs				Debrna	Debrna	Debrna	Debrna	Debrna	Debrna	Debrna	Debrna	Debrna	Debrna	Debrna	
Downtown Improvements II \$5.0mil Bond Bill															
Downtown Energy Efficient projects			50,000												50,000
Land Use planning (CC & Symonds)		50,000													50,000
Sr/Community Center planning			40,000												40,000
Parks & Fields space study		25,000													25,000
Rehab Playgrounds Program	15,000	15,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	240,000
		Wood End	Wood End	Mem Pk	B Millw	Killam	Sturges								
			Tot Lot												

RMHS Field Lighting \$1.5mil - other \$4.5mil - Coolidge turf \$1.4mil - Comm in progress - all TBD

4. BM Master Plan (none are yet funded - TBD)

a. Imagination Station Parking \$450-550k

	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	FY-2031	FY-2032	FY-2033	FY21-31
b. Castene Field \$75-100k															
c. Higgins Farm Conserv Area \$100-150k															
d. Support & general Circulation \$750k-\$1.2mil															
e. Pickleball Cts, Playground, Parking \$800k-\$1.0mil															
f. Lacrosse Wall \$100-150k															
g. Morton Field Improvements \$600-950k															
h. Basketball Courts \$500-650k															
i. Birch Meadow Drive Improvements \$250-400k															
j. Softball/Multi purpose new turf field \$3.2-3.6mil															
h. Coolidge Field turf \$2.2-2.4 mil.															
Artificial Turf@Parker MS (replace) moved \$800k to TBD															
Barrows Tennis court repairs								125,000							125,000
Barrows Basketball court repairs								85,000							85,000
Barrows Replace backstop & repair infield								125,000							125,000
Killam Field improve, drainage, repaving (\$350k) held for Killam project decision															
Wood End Field Repairs (\$325k - not yet funded TBD)															
(*) below indicates \$950k in state bond bill details TBA (\$805k identified below)															
*Wash Pk: Replace backstop & shift field								150,000							150,000
*Wash Pk: Walking Paths								100,000							100,000
*Mem Pk: Replace Band Stand								50,000							50,000
*Mem Pk: Court resurface								20,000							20,000
*Symonds: Replace backstop									150,000						150,000
*Hunt Pk: Replace backstop								125,000							125,000
Sturges Pk: Tennis court repairs									75,000						75,000
Sturges Pk: Basketball court repairs									85,000						85,000
Sturges Pk: Backstop repairs									50,000						50,000
Public Safety - Fire/EMS	941,000	322,000	1,300,000	430,000	103,000	900,000	145,000	215,000	496,000	375,000	1,000,000	-	-	320,000	5,286,000
Ladder Trk #1 (2008; \$800k; next FY22)			1,300,000												1,300,000
Pumper Eng #1 (2010-\$525k; next FY30)															1,000,000
Pumper Eng #2 (2007-\$410k; next FY25)						900,000									900,000
Pumper Eng #3 (2016 \$630k; next FY36)															-
Pumper Eng #4 (2020 \$800k; next FY40)	800,000														-
Ambulance #1 (2017 - 10 yrs)															385,000
Ambulance #2 (2010 - 10yrs)															365,000
Ambulance equipment															65,000
Passenger Carr#1 (2005 - 10yrs)					50,000										50,000
Passenger Carr#2 (2007 - 10yrs)					53,000										53,000
Passenger Carr#3 (2018 - 10yrs)															56,000
Pickup Truck #2 (2012 - 12yrs)															55,000
Alarm Truck (1994 - 20yrs)	120,000														-
ALS Defibrillator (2019 - 7yrs)			90,000												130,000
BLS AEDs (2020-8yrs)	21,000														25,000
Breathing Apparatus (2017 - 12yrs)															295,000

	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	FY-2031	FY-2032	FY-2033	FY21-31
Breathing Air Compressor		62,000													62,000
Breathing Air Bottles					30,000										30,000
CPR Compression Device								20,000							20,000
Thermal Imaging (2018 - 10yrs)									60,000						60,000
Fire Hose		35,000							40,000						75,000
Turnout Gear (2014 - 6yrs)		170,000						190,000						200,000	360,000
Public Safety - Police/Dispatch	507,500		110,000		40,000		77,500	25,000		45,000			47,500	30,000	297,500
Police Unmarked Vehicle	37,500				40,000		42,500			45,000			47,500		127,500
Police equipment (lasers)			110,000												110,000
Vehicle Video Integration							35,000								35,000
Radios (Police & Fire 2010 - 12yrs)	450,000														
AEDs	20,000						25,000							30,000	
Public Works - Equipment	365,000	437,500	505,000	510,000	610,000	204,000	1,273,000	560,000	156,000	355,000	315,000	465,000	385,000	312,000	4,925,500
Large Trucks					400,000		880,000	220,000	70,000	230,000	235,000	300,000	320,000	312,000	2,035,000
C-03 Dump Truck C3 (2016)									70,000						70,000
C-04 Dump Truck C2 (2012)							65,000								65,000
H-05 Small Dump Truck #7 (2012)															
H-06 Aerial Pickup Truck #14 (2017)										230,000					230,000
H-07 Truck #10 (2018)											240,000				
H-08 Truck #9 - Sander (2017)													250,000		
H-09 Truck #8 - 10 wheeler (2016)															
H-10 Truck #22 - Sander (2015)											235,000				235,000
H-11 Truck #4 - Sander (2014)															
H-12 Truck #16 - Sander (2011)								220,000							220,000
H-14 Truck #3 - Sander (2010)							215,000								215,000
H-14 Truck #3 - Sander (2010)							200,000								200,000
H-15 Truck #5 (2008)					200,000										200,000
H-16 Truck # 7 (2008)															200,000
H-17 Truck # 11 (2008)															200,000
H-18 Truck #19 - Sander (2007)															200,000
H-19 Truck #18 - Sander (2006)															200,000
P-03 Dump truck #24 Parks (2017)					200,000										200,000
P-04 Dump truck #12 Parks (2015)														62,000	
Pick-ups/Cars/Vans					170,000		189,000	110,000	62,000	40,000	60,000	70,000			
C-02 Pickup Ford Utility #C1 (2014)											60,000				60,000
C-06 Cam. #4 Ford Sedan (2006)										40,000					40,000
CAR 1 Ford Escape (2016)								60,000							60,000
CAR 2 Car #3 Ford Escape HYBRID (2008)															55,000
E-01 Chevy Traverse (2019)					55,000										
F-02 Pickup Chevy #9 Parks (2011)															60,000
H-01 Pickup #16 (2015)															62,000
H-02 Pickup #18 (2006)															60,000
H-03 Pickup #4 (2020)												70,000			60,000
H-04 Pickup Ford Utility #11 (2014)															67,000
M-02 Pickup #1 (2020)															

	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	FY-2031	FY-2032	FY-2033	FY21-31
PFC-01 Ford Escape (2017)									62,000						62,000
P-02 Pickup Ford #2 Parks (2015)								50,000							50,000
Pickup for PFC Supervisor					55,000										55,000
Backhoes/Loaders/Heavy Equipment	340,000	275,000													
C-07 Backhoe Loader (2020)	125,000														
H-20 Loader JD 624 (2020)	215,000														
H-21 Loader JD 624 (2017)															
H-22 Backhoe JD 710L HWY (2020)		190,000													190,000
H-23 Bobcat Loader (2015)															
P-05 Venrac tractor (2020)		85,000													85,000
P-06 Tractor JD4520 (Parks) (2012)															
Specialty Equipment - Heavy Duty			460,000	321,000	180,000	180,000	180,000	50,000							
F-04 Bucket Truck #21 Forestry (2009)			275,000												275,000
F-05 Chipper/Loader/Truck #23 (2008)				210,000											210,000
H-24 Forklift (2016)															
H-25 Crawler Dozer (2003)															
H-26 Snow Plow SW4S (2016)															111,000
H-27 Snow Trackless (2015)							180,000								180,000
H-28 Snow Holder #1 c992 (2015)															180,000
H-29 Snow Holder #2 c480 (2013)					180,000										180,000
H-31 Leeboy Pavement Spnd (2014)			185,000												185,000
H-32 Hamm Roller, Large (2014)															
H-33 Hamm Roller, Small (2016)								50,000							50,000
H-34 Leeboy Roller, Small (1998)															
H-41 Screener (2018)															
W-23 Sicard HD Snowblower (1999)															
Specialty Equipment - Light Duty	25,000	162,500	35,000	39,000	16,000	10,000	80,000	30,000	20,000	95,000	55,000				
C-14 SmithCo 48' Sweeper (2012)															30,000
C-15 SKAG Leaf Vac (Cem) (2015)										25,000					
C-16 Carmate Trailer (2019)									20,000						20,000
C-17 Big Tex Trailer (2013)										10,000					10,000
F-05 Vemeer Chipper (2018)															
F-08 Slump Grinder new (2021) (replace 20 yrs)		80,000													80,000
F-09 Trailer Dump Trailer (2015)															
F-10 Truck Mount Sprayer 500gal (2015)															
H-35 Tack Machine for Paving (2004)															
H-36 Curb-builder for Paving (2010)															
H-37 HotBox for Paving (2020)			57,500												57,500
H-38 Cement Mixer Tow Behind (2005)															
H-39 Mobile Compressor (1) (2019)		25,000													25,000
H-40 Mobile Compressor (2) (2020)															
H-42 Trailer (2012)															
H-43 Trailer, Roller (1998)															
H-44 Eager beaver Trailer #2 (1996)			35,000												35,000

	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	FY-2031	FY-2032	FY-2033	FY-21-31
P-11 Smithco SuperStar (2016)								40,000					30,000		40,000
P-12 Smithco 60 Turf Sweeper (2016)				15,000											15,000
P-13 Sweeper/Blower/Mower (1985)													25,000		
P-14 Leaf Vac SKAG (2016)								10,000							10,000
P-15 Trailer (2016)					16,000										16,000
P-16 Trailer (2013)				24,000											24,000
P-17 Trailer (stump grinder)															
P-18 Trailer Enclosed (2007)															
Lawnmowers			10,000	150,000	24,000	24,000	24,000	150,000	24,000	25,000			10,000		24,000
C-08 Mwr SKAG TT #2 (2017)					24,000				24,000						12,500
C-09 Mwr (Cem) SKAG 48" (2016)										12,500					12,500
C-10 Mower SKAG 61" (2008)				24,000											24,000
C-11 Mwr (Cem) Scag 52" Slender (2021)													10,000		
C-12 Mwr SKAG 36" (2012)					24,000					12,500					12,500
C-13 Mwr SKAG TT #1 #3 (2011)			10,000												34,000
P-07 Mwr SKAG TT #5 (2017)						24,000									24,000
P-08 Mwr SKAG								150,000							150,000
P-09 Mwr (Pks) TORO 5910N (2014)				150,000											150,000
P-10 Mower - TORO Gang (2007)															150,000
DPW: Parks & Cemetery	75,000	25,000	100,000	300,000	400,000	175,000	175,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	475,000
Gen'l Fence Replacement	25,000	25,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	
DPW Yard Improvements				100,000											
Strout Avenue Improvements															
School Site Improvements					200,000										
(parking lots, sidewalks, walkways)					B Meadow										
Rock Wall repairs - Memorial Park				100,000	100,000	75,000	75,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	
Rock Wall Repair Program															
Rock Wall repairs - Laurel Hill															
Rock Wall repairs - Joshua Eaton															
Gen'l Parking Lot Improvements	50,000		50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	450,000
DPW: Roads															
Track Road Bridge(s)	grant funded														
Sidewalk/Curb/Ped. Safety	100,000	100,000	100,000	100,000	100,000	100,000	100,000	125,000	150,000	175,000	200,000	200,000	200,000	200,000	1,250,000
Skim Coating & Crack Seal Patch	100,000	100,000	100,000	100,000	100,000	100,000	100,000	125,000	150,000	175,000	200,000	200,000	200,000	200,000	1,250,000
West Street - Local shr (\$1.3mil)	Debt	Debt	Debt	Debt	Debt	Debt	Debt								
Lowell Street \$500k	400,000	400,000	400,000	425,000	425,000	425,000	450,000	475,000	500,000	525,000	550,000	550,000	550,000	550,000	500,000
General Fund - various roads	600,000	600,000	600,000	625,000	625,000	625,000	650,000	725,000	800,000	875,000	950,000	950,000	950,000	950,000	4,575,000
TOTAL GEN'L FUND VOTED - ROADS	600,000	600,000	600,000	1,125,000	625,000	625,000	650,000	725,000	800,000	875,000	950,000	950,000	950,000	950,000	7,575,000
Grants - various roads	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	6,000,000
TOTAL ROAD CAPITAL	1,200,000	1,200,000	1,200,000	1,725,000	1,225,000	1,225,000	1,250,000	1,325,000	1,400,000	1,475,000	1,550,000	1,550,000	1,550,000	1,550,000	13,575,000

Town of Reading Debt Service Schedule 9/29/21-15:41	Approved FY - 2020	Approved FY - 2021	Requested FY - 2022	Projected FY - 2023	Projected FY - 2024	Projected FY - 2025	Projected FY - 2026	Projected FY - 2027	Projected FY - 2028	Projected FY - 2029	Projected FY - 2030	Projected FY - 2031	Projected FY - 2032	Projected FY - 2033	Projected FY - 2034	Projected FY - 2035	Projected FY - 2036	Projected FY - 2037	Projected FY - 2038
General Fund:	4,425,285	4,984,658	4,755,726	5,934,866	6,179,290	4,821,421	2,992,233	2,914,133	2,701,033	2,628,333	2,550,733	1,983,333	1,931,033	1,156,733	826,533	363,333	353,333	343,333	0
Principal	3,600,000	4,155,000	4,085,000	5,072,333	5,413,333	4,133,333	2,438,333	2,438,333	2,303,333	2,303,333	2,298,333	1,793,333	1,793,333	1,073,333	773,333	333,333	333,333	333,333	0
Within Levy Limit	1,245,000	1,760,000	1,650,000	2,598,333	2,885,533	2,898,333	2,438,333	2,438,333	2,303,333	2,303,333	2,298,333	1,793,333	1,793,333	1,073,333	773,333	333,333	333,333	333,333	0
Excluded Debt	2,355,000	2,395,000	2,435,000	2,474,000	2,527,800	1,235,000	0	0	0	0	0	0	0	0	0	0	0	0	0
Interest	825,285	829,658	670,726	862,533	765,956	688,088	553,900	475,800	397,700	325,000	252,400	190,000	137,700	85,400	53,200	30,000	20,000	10,000	0
Within Levy Limit	277,903	376,676	313,844	603,951	607,644	643,388	553,900	475,800	397,700	325,000	252,400	190,000	137,700	85,400	53,200	30,000	20,000	10,000	0
Excluded Debt	547,482	453,182	356,882	258,582	158,312	44,700	0	0	0	0	0	0	0	0	0	0	0	0	0
Within Levy Limit	1,522,803	2,136,676	1,963,844	3,202,284	3,493,178	3,541,721	2,992,233	2,914,133	2,701,033	2,628,333	2,550,733	1,983,333	1,931,033	1,156,733	826,533	363,333	353,333	343,333	0
Issued	1,522,803	2,136,676	1,963,844	1,797,951	1,728,944	1,244,586	747,400	721,600	560,800	540,400	515,100	0	0	0	0	0	0	0	0
Approved not issued (ANI)	0	0	0	741,000	729,913	706,605	669,700	672,663	655,500	636,400	621,360	694,200	587,100	0	0	0	0	0	0
Not yet approved (NYA)	0	0	0	663,333	1,040,333	1,590,333	1,555,133	1,519,933	1,464,733	1,449,533	1,474,333	1,379,133	1,343,933	1,158,733	826,533	363,333	353,333	343,333	0
Excluded Debt	2,902,482	2,848,182	2,791,882	2,732,582	2,686,112	2,729,700	0	0	0	0	0	0	0	0	0	0	0	0	0
Issued	2,902,482	2,848,182	2,791,882	2,732,582	2,686,112	2,729,700	0	0	0	0	0	0	0	0	0	0	0	0	0
Approved not issued (ANI)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Not yet approved (NYA)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Debt Summary																			
Inside Tax Levy	1,522,803	2,136,676	1,963,844	3,202,284	3,493,178	3,541,721	2,992,233	2,914,133	2,701,033	2,628,333	2,550,733	1,983,333	1,931,033	1,156,733	826,533	363,333	353,333	343,333	0
Energy/Safety Improvements	548,816	984,146	950,955	1,303,746	1,267,790	1,226,521	866,333	842,333	818,333	794,333	770,333	403,333	393,333	383,333	373,333	363,333	363,333	343,333	0
School Buildings	817,967	1,000,428	864,688	1,574,238	1,517,988	1,625,000	1,692,900	1,540,800	1,363,700	1,327,000	1,205,400	1,097,000	1,066,700	466,400	453,200	0	0	0	0
Town Buildings	0	0	0	180,000	177,000	174,000	171,000	168,000	165,000	162,000	159,000	156,000	153,000	0	0	0	0	0	0
Community Improvements	156,000	152,100	148,200	144,500	530,400	516,500	372,000	353,000	354,000	345,000	306,000	327,000	318,000	309,000	0	0	0	0	0
Excluded From Tax Levy	2,902,482	2,848,182	2,791,882	2,732,582	2,686,112	2,729,700	0	0	0	0	0	0	0	0	0	0	0	0	0
Energy/Safety Improvements	1,415,762	1,400,882	1,363,982	1,364,082	1,357,012	0	0	0	0	0	0	0	0	0	0	0	0	0	0
School Buildings	1,406,700	1,447,300	1,407,900	1,368,500	1,329,100	1,279,700	0	0	0	0	0	0	0	0	0	0	0	0	0
Town Buildings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Community Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

	Approved FY - 2020	Approved FY - 2021	Requested FY - 2022	Projected FY - 2023	Projected FY - 2024	Projected FY - 2025	Projected FY - 2026	Projected FY - 2027	Projected FY - 2028	Projected FY - 2029	Projected FY - 2030	Projected FY - 2031	Projected FY - 2032	Projected FY - 2033	Projected FY - 2034	Projected FY - 2035	Projected FY - 2036	Projected FY - 2037	Projected FY - 2038
Principal + Interest																			
Within Levy Limit	1,522,803	2,136,676	1,963,644	3,202,284	3,493,178	3,544,721	2,992,233	2,914,133	2,701,033	2,626,333	2,550,733	1,583,333	1,931,033	1,158,733	826,533	363,333	353,333	343,333	0
Issued	1,522,803	2,136,676	1,963,644	1,797,951	1,728,944	1,244,588	747,400	721,600	560,800	540,400	515,100	0	0	0	0	0	0	0	0
Approved not issued (N/A)	0	0	0	741,000	723,900	706,600	689,700	672,000	653,500	636,400	621,500	604,200	587,100	0	0	0	0	0	0
Not yet approved (N/A)	0	0	0	563,333	1,040,333	1,594,333	1,555,133	1,519,933	1,484,733	1,449,533	1,414,333	1,379,133	1,343,933	1,158,733	876,533	363,333	353,333	343,333	0
Bldg Security \$4mm/10yr	35,622	491,760	474,500	460,300	446,100	427,000	413,000	399,000	385,000	371,000	357,000								
Bldg Energy Improv I \$5m/15yr	398,194	382,388	371,456	360,113	348,356	336,188	323,333	443,333	433,333	423,333	413,333	403,333	393,333	383,333	373,333	363,333	353,333	343,333	
Bldg Energy Improv II \$5m/15yr				483,333	473,333	463,333	453,333	443,333	433,333	423,333	413,333	403,333	393,333	383,333	373,333	363,333	353,333	343,333	
Kilam Green Repair	77,050	73,700	70,350																
Birch Mdw Green Repair	37,950	36,300	34,650																
RMHS Turf II \$2,225mil/10yr	16,249	227,940	219,300	207,800	201,400	195,000	188,600	182,200	175,800	169,400	158,100								
RMHS Turf I \$3.0m/10yr				380,000	361,000	372,000	363,000	354,000	345,000	336,000	327,000	318,000	309,000						
RMHS/TLT \$1.5m/10yr	178,200	172,800	167,400	162,000	156,600	151,200	145,800	140,400											
RMHS Ret. Wall \$500M/5yr	106,000	102,000																	
Parker HS Roof \$2.7m/10yr				351,000	342,900	334,800	326,700	318,600	310,500	302,400	294,300	286,200	278,100	270,000	261,900	253,800	245,700	237,600	
Coolidge HS Roof \$2.9m/10yr				159,000	153,000	147,000	141,000	135,000	129,000	123,000	117,000	111,000	105,000	99,000	93,000	87,000	81,000	75,000	
ES Wood. class \$1.2 mil/6yr	177,000	171,000	165,000																
Birch Mdw ES roof \$1.5m/10yr				32,052	29,942														
Barrows/Wd End@	34,752	33,852	32,952	149,428	135,938														
Wood End@	167,178	157,828	153,628	132,958	117,208														
Barrows@	138,608	135,008	126,408																
Police Sta. Improve \$1.5m/10yr	156,000	152,100	148,200	160,600	177,600	174,000	171,000	168,000	165,000	162,000	159,000	156,000	153,000						
West St. \$1.3 mil				144,300	140,400	135,200													
Comm. Sustainability \$1.0m/10yr				130,000	127,000	124,000	121,000	118,000	115,000	112,000	109,000	106,000	103,000						
Ec Dev Dwnln II \$2.6m/10yr				260,000	254,000	248,000	242,000	236,000	230,000	224,000	218,000	212,000	206,000						
Excluded Debt	2,802,482	2,846,182	2,791,882	2,732,582	2,686,112	2,719,700	0	0	0	0	0	0	0	0	0	0	0	0	0
Issued	2,802,482	2,846,182	2,791,882	2,732,582	2,686,112	2,719,700	0	0	0	0	0	0	0	0	0	0	0	0	0
Approved not issued (ANI)																			
Not yet approved (NVA)																			
RMHS@	1,352,500	1,339,250	1,324,000	1,306,750	1,312,500														
Barrows/Wd End@	51,930	50,580	49,230	46,880	40,580														
Wood End@	11,352	11,052	10,752	10,452	3,952														
Library Project \$10+mil	1,200,000	1,170,000	1,140,000	1,110,000	1,080,000	1,040,000													
Library Project \$2.115mil	266,700	277,300	267,900	258,500	249,100	239,700													

Sewer Enterprise Fund
Capital + Debt
September 2021

	9/30/2021 15:41		Approved		Projected ***		Legend: DEBT (Issued), debt/ln (Approved, Not Issued) and debt/ln (not yet approved)												FY21-25	
	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	FY-2031	FY-2032	FY-2033	FY-2034	FY-2035	TOTAL				
Sewer Ent. Fund Capital & Debt	175,000	325,000	75,000	75,000	75,000	175,000	950,000	980,000	800,000	980,000	1,375,000	1,225,000	1,175,000	1,500,000	10,910,000					
Sewer Capital	405,210	957,375	918,800	1,095,125	1,057,125	749,125	370,925	319,525	310,325	275,125	261,450	174,900	169,950	-	7,064,950					
Sewer Debt	580,210	1,282,375	993,800	1,170,125	1,132,125	924,125	1,320,925	1,295,525	1,110,325	1,255,125	1,636,450	1,399,900	1,194,950	1,500,000	17,974,950					
Total Capital & Debt	175,000	325,000	75,000	75,000	75,000	175,000	950,000	980,000	800,000	980,000	1,375,000	1,225,000	1,175,000	1,500,000	10,910,000					
Sewer CAPITAL	175,000	325,000	75,000	75,000	75,000	175,000	950,000	980,000	800,000	980,000	1,375,000	1,225,000	1,175,000	1,500,000	10,910,000					
Sewer Main projects	75,000	75,000	75,000	75,000	75,000	75,000	100,000	100,000	100,000	100,000	125,000	125,000	125,000	150,000	1,500,000					
Station: Chas St. \$2.4mil/8yrs	debt	debt	debt	debt	debt	debt														
Station: Sturges \$2 mil/5yrs	4	debt	debt	debt	debt	debt														
Station: Sturges additional funding		250,000																		
Station: Joseph's Way \$350K						100,000	750,000								850,000					
Station: Brewer Lane \$850k						100,000	750,000								850,000					
Station: Collins Ave. \$1.5m						100,000	700,000								1,500,000					
Portable Generator - Collins \$30k						30,000									30,000					
Station: Small Lane \$400K							50,000			350,000					400,000					
Station: Grove St. \$900K							100,000			800,000					900,000					
Portable Generator - Grove \$30k							30,000								30,000					
Station: Stout Ave \$1.0mil										100,000		900,000			1,000,000					
Station: Longwood Rd. \$2.0mil												200,000			2,000,000					
Station: Pitman Drive \$1.5mil													150,000		1,500,000					
Downtown Improve II design	100,000														100,000					
Downtown Improve II \$1.0mil/10yrs	3	debt	debt	debt	debt	debt	debt	debt	debt	debt	debt	debt	debt							
Meier Replacements \$1.65mil/10yrs	5	debt	debt	debt	debt	debt	debt	debt	debt	debt	debt	debt	debt							
S-02 Pickup #8 (2016)						61,000									61,000					
S-03 Pickup #6 (2020)															66,000					
S-04 Pickup #10 (2020)															66,000					
S-05 Pickup #17 (2015)															60,000					
S-06 Truck #17 (2015)															240,000					
S-07 Vacuum Truck #1 (split w/SWR 2018)															285,000					
S-10 Portable Pump - trailer (2020)															285,000					
Engineering Vehicle (split w/WTr)															30,000					
Sewer DEBT	405,210	957,375	918,800	1,095,125	1,057,125	749,125	370,925	319,525	310,325	275,125	261,450	174,900	169,950	-	7,064,950					
MWRA Inflow & Infiltration	1	76,010	68,200	68,200	68,200	68,200	68,200	26,000							537,210					
Station: Chas St. \$2.4mil/8yrs	2	329,200	313,200	302,400	291,600	280,800									1,517,200					
Downtown Improve II \$1.0mil/10yrs	3	126,628	120,075	115,575	107,325										581,428					
Station: Sturges \$2 mil/5yrs	4	449,347	428,125	405,000	387,000	368,000									2,038,472					
Meier Replacements \$1.65mil/10yrs	5			274,500	209,550	204,600	199,650	194,700	189,750	184,800	179,850	174,900	169,950		1,922,250					
DPW Bldg Project/25 yrs TBA	6														285,000					
Replacement of Principal:		351,010	788,200	948,200	948,200	678,200	318,200	276,000	276,000	250,000	245,000	165,000	165,000	-	6,195,210					
MWRA Inflow & Infiltration P7	1a	7,810													7,810					
MWRA Inflow & Infiltration P9	1c	42,200	42,200	42,200	42,200	42,200	42,200	26,000							295,400					
MWRA Inflow & Infiltration P11	1d	26,000	26,000	26,000	26,000	26,000	26,000	26,000							234,000					
Station: Chas St. \$2.4mil/8yrs	2	275,000	270,000	270,000	270,000	270,000									1,355,000					
Downtown Improve II \$1.0mil/10yrs	3	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	80,000				845,000					
Station: Sturges \$2 mil/5yrs	4	363,000	365,000	360,000	360,000	360,000									1,808,000					
Meier Replacements \$1.65mil/10yrs	5			165,000	165,000	165,000	165,000	165,000	165,000	165,000	165,000	165,000	165,000		1,650,000					
DPW Bldg Project/25 yrs TBA	6														285,000					
Interest on Long Term Debt:		54,200	174,175	130,600	146,925	108,925	70,925	52,725	43,625	34,325	25,125	16,450	9,900	4,950	869,750					
MWRA Inflow & Infiltration	1																			
Station: Chas St. \$2.4mil/8yrs	2	54,200	43,200	32,400	21,600	10,800									162,200					
Downtown Improve II \$1.0mil/10yrs	3	41,628	35,075	30,825	26,575	22,325	18,075	13,825	9,575	5,325	1,600				204,828					
Station: Sturges \$2 mil/5yrs	4	86,347	83,125	79,000	74,875	70,750	66,625	62,500	58,375	54,250	50,125	46,000	41,875		230,472					
Meier Replacements \$1.65mil/10yrs	5			49,500	44,500	39,600	34,650	29,700	24,750	19,800	14,850	9,900	4,950		272,250					
DPW Bldg Project/25 yrs TBA	6														285,000					

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**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

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.