

**Town of  
Reading  
Massachusetts**



**2020 Subsequent Town Meeting  
Report on the Warrant  
November 9, 2020**

**Subsequent Town Meeting  
Monday, November 09, 2020  
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# COMMONWEALTH OF MASSACHUSETTS

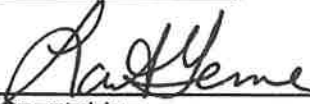
Middlesex, ss. Officer's Return, Town of Reading:

By virtue of this Warrant, I Laura Gemme, on 10-23, 2020 notified and warned the inhabitants of the Town of Reading, qualified to vote on Town affairs, to meet at the place and at the time specified by posting attested copies of this Town Meeting Warrant in the following public places within the Town of Reading:

- Precinct 1 J. Warren Killam School, 333 Charles Street
- Precinct 2 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 November 9, 2020, the date set for Town Meeting in this Warrant.

I also caused a posting of this Warrant to be published on the Town of Reading website on 10-23, 2020.

  
\_\_\_\_\_  
~~Constable~~ Town Clerk

A true copy Attest:

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

# TOWN WARRANT



## COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Reading, qualified to vote in the Local Elections and Town affairs, to meet remotely in accordance with Chapter 92 of the Acts of 2020 and through the Zoom Platform on Monday November 9, 2020 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 Subsequent 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 Subsequent Town Meeting. Non-Town Meeting Members who are registered voters residing in the Town who wish to participate in the Subsequent Town Meeting must submit a request to participate to the Town Clerk not less than 48 hours in advance of the Subsequent 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](mailto: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 November 9, 2020, the Town Meeting elects not to hold the Subsequent Town Meeting remotely, then the Town Meeting shall adjourn to Reading Memorial High School Performing Arts Center, 62 Oakland Road, Reading on Thursday November 12, 2020 at seven-thirty o'clock in the evening.

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**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. The Moderator requested that Reports given under this Article be written in advance due to the planned virtual meeting. At this Subsequent Town Meeting, the following reports are presented below:

- School Department Annual Update (Dr. John Doherty)
- Select Board ad hoc Committee Human Rights Committee Update (Select Board Vice Chair Anne Landry and Select Board Secretary Carlo Bacci)

**School Department Annual Update**

**State of the Schools Report  
November Town Meeting, 2020  
Submitted by John F. Doherty, Superintendent of Schools**

Mr. Moderator, Town Meeting Members, Select Board, Finance Committee Members, School Committee, Fellow Town Leaders and Department Heads, School Building Principals, District Administrators, Members of the School Community, and the Greater Reading Community. It is my great privilege to give you an update in this most unusual of times to report on the State of our Schools. This report for the Town Warrant will focus on how we have worked as a community to support our students and staff during this pandemic.

To describe this experience so far that we are “building the airplane as it flies” is an understatement given what our community, staff, parents, and students have had to adjust to during this pandemic. On March 13, 2020 we left our classrooms, offices, workspaces and schools for what we thought was a temporary pause to the 2019-2020 school year. As the spring commenced, we learned that pause became permanent for the rest of the school year. Education, as we know it, has changed for the foreseeable future and perhaps, forever. During the spring, we persevered, shifted our school model from a brick and mortar environment, and began to teach remotely in a span of five days. Our teachers and administrators focused their work on connecting with students, taking care of their foundational needs such as food insecurity, internet access, and adequate technology and acclimated themselves and their students to the new world of remote learning. Our time-honored traditions no longer were relevant and we made the best of the experience for our students with virtual ceremonies, virtual band and chorus concerts, car parades, drive by yearbook distributions, and culminated our year with a beautiful and inspirational limited in person graduation ceremony on our Football Field in late July. At that point, we began to find hope again.

As last year was winding down, one phase ended and another began, with even more uncertainty. The biggest question that we needed to ask ourselves is what would the reopening of school look like in the fall and how were we going to readjust to the new norm? What our society has experienced over the last six months could never have been predicted and in some ways, has come out of a science fiction novel. As a society, we have dealt with the terrible impact of the pandemic, including illness and lost lives, fear and anxiety, unemployment, and uncertainty. We became isolated from our friends and families, masks have become the norm, and zoom has become our lifelines to others. The deaths of George Floyd and Breonna Taylor earlier this summer has solidified the Black Lives Matter movement and have ignited our passion to reexamine how we educate all of our students, in particular our students of color.

In spite of all of these challenges, our staff has done an amazing job navigating through this pandemic, adapting to remote learning, and engaging students while juggling their own personal

family situations. Their efforts are noteworthy and I am honored and proud to work with such a dedicated group of educators.

Although our lives have been turned upside down, become unpredictable, and the goal posts continue to be moved, our school district has dealt with each challenge head on, risen above the crisis, and focused on what is important...the health, safety, and well-being of our staff and students. To that end, I want to thank each of our bargaining units, the Reading Teachers Association, the Reading Paraeducators Association, Reading Administrative Secretaries Association, Reading Cafeteria Employees, and Reading School Custodians for collaboratively working with us as we developed Memoranda of Agreements to adjust to these new times. Because of their efforts, we have a very kid centered and safety focused fall reopening plan that thoughtfully phases in our staff and students. I also want to commend the work of our Special Education Extended School Year staff, our RISE Preschool Staff, our Kindergarten Teachers and paraeducators, and all of our special education staff who were the first groups back in-person with students. These groups were the trailblazers and did an amazing job with all of the new health and safety standards that have been put in place.

I also want to recognize all of the work that has happened behind the scenes in preparation for the start of the 2020-2021 school year. The Reading Public Schools was busier than normal and we have had many unsung heroes who have continued to do their job during this pandemic and continued to do it well. Please permit me a few moments to recognize the efforts of these groups.

First, I want to recognize the efforts of our Facilities Department, who has never left during the pandemic. This group, led by Director of Facilities Joe Huggins, Assistant Director of Facilities Kevin Cabuzzi, Custodian Manager Kevin Gerstner and our custodians and maintenance staff have done yeoman's work in cleaning and disinfecting our schools, upgrading and maintaining our ventilation systems, constructing lexan glass shields in high traffic areas, installing hand sanitizer dispensers in every classroom, and setting up every classroom for appropriate six-foot social distancing. Our food service department, led by Danielle Collins, have continued to prepare and distribute food to hundreds of students weekly through our seamless summer program since the school closure in March. I am happy to report that the USDA and DESE recently announced that this program will continue for the remainder of the school year enabling us to distribute food to families in Reading who have food insecurities. Each week, we are distributing food to over 200 students. Danielle has also been given the challenge of reimagining lunch in this new era of education and has done an amazing job. Our technology department, led by Julian Carr have been imaging and distributing hundreds of computers for students who need them. This school year, over 1,000 computers and 40 WiFi hot spots have been distributed to students who needed access for remote learning. In addition, they have installed high end video cameras in classrooms for our teachers enabling them to broadcast lessons to students who are not in the classroom. Our school nurses, led by Director Mary Giuliana, have been supporting the town health department during the state of emergency tracking COVID cases for our community and have assisted in ensuring health protocols have been established and communicated. Our secretaries have worked diligently behind the scenes to assure that orders are being placed, communication is being sent out, student schedules are ready to go, and all of our usual back to school preparation is on track. All of these departments have stepped up to the plate, risen above the crisis, and have done their job.

Last, but certainly not least, there is a group that deserves special recognition, who have gone above and beyond the call of duty and have kept our school district focused and ready for this new challenge. Our Principals, Assistant Principals, Directors, Team Chairs and Central Office Administrators have been working non-stop, seven days a week since March 13th. They have

been truly living the roller coaster ride, first trying to close out last school year, while building the infrastructure for this upcoming school year. They have had to deal with every challenge you can imagine including anxious staff, concerned parents, planning classroom setups, dealing with delayed and constantly changing state guidance, and hiring for numerous vacancies all while planning for this new world. Our Central Office Administrators of Gail Dowd, Chris Kelley, Jen Stys, and all of our Central Office support staff have been diligently preparing our district for the complex world of special education, PPE, staff training, HR, curriculum and instruction, budget and procurement, and grant funding. Without their leadership and support, our schools would not have been ready to start the reopening of our school year.

When we developed our Fall Reopening Plan, we based our plan on maximizing the health and safety of our students and staff, while providing the best educational environment for our students during these challenging times. A copy of that Fall Reopening Plan can be located at <https://www.reading.k12.ma.us/fall-reopening-information/>. The Department of Elementary and Secondary Education required us to submit three plans: an in-person plan for all students, a hybrid plan where half the students would be in person in school and half would be remote, and a fully remote plan. These plans also have in place protocols and guidelines for wearing of masks, six foot physical distancing, cleaning and disinfecting, and how schools will operate. In addition to these three plans, we needed to also develop a transition plan in case infection rates reached a point where we had to transition in and out of the three different models. At the printing of this report, our PreK-2, 6, 7, 8, and High Needs Students are in school in a hybrid model. We have also been slowly phasing in our Athletics and Extra-Curricular programs with modifications. At the end of the October, we hope to have High School and Grades 3-5 in a hybrid model. We will remain in this model until we reach a point in our infections rates that would require us to shift either to all in person or all remote.

Remote learning has been a challenge for our staff and students, but they have done an amazing job with the transition. I have been extremely impressed with the work that our teachers have been doing with our students. Each of our teachers are essentially first year teachers again, learning how to engage our students with new tools and technologies, while at the same time making sure that they are making those connections that they made while they were in person. As part of the phase in, our teachers and paraeducators have been involved in at least 10 days of training for remote learning, equity and diversity, and health and safety. These trainings will continue throughout the school year.

### **Collaboration with Town**

Earlier, I mentioned the amount of collaboration and teamwork that has been happening with and among our staff. That collaboration was also evident between municipal government and our school district. Although that collaboration has always been there and has been a model for other communities, the pandemic has taken the collaboration to the next level. Without that level of collaboration, we would not have been able to navigate through this health crisis. The Incident Command Team of Chief David Clark, Chief Greg Burns, Town Manager Robert LeLacheur, Board of Health, Assistant Fire Chief Paul Jackson, and Chief Financial Officer Gail Dowd have been instrumental in guiding and leading our community. As a group, we have set goals to support the community, accomplished those goals, and solved additional problems so that we can make Reading as safe and supportive of a community as possible, given the circumstances.

This collaboration was also evident with our Capital projects many of which have been ongoing for the last few years. Turf 2 was completed last spring, the Coolidge boiler project was completed this past summer, the Birch Meadow modular classrooms opened up on October 15<sup>th</sup>, and the Security project continues to progress throughout our town and school buildings. In addition, we

are working with the School Committee and the Town on the next steps of the Elementary Space Study and Phase 2 of Performance Contracting. Each of these would not have gone as smoothly as they did without that level of collaboration and support from Facilities, DPW, Public Safety, and Town and School Administration.

There is one other department that I want to highlight in reference to collaboration and that is the Reading Police Department. The Reading Public Schools and the Reading Police Department have worked as partners over the last several years to create a safe welcoming environment in our schools with a commitment to equity and social justice. Over the last 12 years as Superintendent, I have had the honor of working with outstanding Reading Police Chiefs, Lieutenants, and School Resource Officers. It was under Chief James Cormier that we began instituting School Resource Officers in our schools with outstanding community police officers who have become leaders on our police force, Lieutenant Rich Abate, Sergeant Corey Santasky, Detective Mike Muolo, and now Officers Brian Lewis and Matt Vatcher. It was Chief Mark Segalla and then Deputy Chief Clark who advocated for a second School Resource Officer for our schools because they saw the importance of having a strong police relationship with our principals, staff and students. These police officers over the years have provided an invaluable service and are highly regarded as a pivotal resource within our school district working across all schools and all grades and have formed lasting connections with students of all ages and abilities. The School Resource Officers are also instrumental in assisting the administration, guidance and staff in ensuring a safe and supportive environment within the school community. One example of this assistance is their participation on the districtwide crisis team, where they help plan and implement safety drills, as well as, act as liaisons between the schools and the police department on student issues. In addition to the traditional role of the School Resource Officers, I am so impressed to see our Officers take the time to read to younger students, engage in activities such as pick up basketball games, dance-offs within the schools, assist students in the special Olympics program and so many other community events. They are very visible and engaged in all aspects of the student community.

During his tenure, Chief Clark has focused his priorities on strengthening police and community relations. One example of the incredible community policing is how the Community Service Officer, with the support of the Police Chief, suggested and subsequently worked closely with the Reading Public Schools Food Nutrition Department to coordinate Officers serving lunch at each of our five elementary schools. The feedback from the students and staff has been incredibly positive and helped to reinforce the relationship building between the students and officers. I have also had the opportunity to work with many other outstanding Reading Police Officers on a variety of safety, security, and substance education issues over the years. In each of my interactions, I have always found our police department professional, courteous, dedicated and with the right moral compass on what is best for our students. We are fortunate to have such a dedicated and professional police department in our community. They are fully committed to making Reading a welcoming and vibrant community.

### **Vision for the Future**

In spite of the challenges that we have been facing and will continue to face throughout this school year, it is my strong belief that the Reading Public Schools are progressing in the right direction. We have the dedication, vision, talented leadership, effective teaching staff, and parent and community involvement to build on this momentum for the future.

We have now entered a new era in education. At some point, we will be going back to school fully in person, however, education will never be the same. We have been learning and will continue to learn a lot from our hybrid and remote experiences and this will allow us to redesign school

differently. To that end our focus for this year is going to be to redesign our schools for the next phase of education. This will include focusing on three major areas: continuing to build and advance our three models of learning (in person, hybrid, and remote), continue to develop safe and supportive school environments that focus on equity and social justice, and prioritize our capital projects to reflect our changes in education. As part of this process, we need to evaluate and refine our curriculum and instructional practices to meet the needs of all students especially those students who are struggling. Some of the projects that we will focus on to achieve these goals include:

- Full implementation of our Fall Reopening Plan for all three models (In person, hybrid, remote)
- Continue implementation of a five-year curriculum renewal cycle in all curriculum areas.
- Develop and implement a five-year special education program review cycle.
- Develop entrance and exit criteria for students entering district special education programs.
- Completion of curriculum guides, PreK-12.
- Select and implement a high-quality universal screening assessment for K-5 students.
- Using DESE guidelines, develop and implement a process on Dyslexia Screening.
- Implement a revised elementary standards-based report card.
- Conduct an equity audit and safe and supportive schools' assessment of the school district.
- Having courageous conversations and readings about anti-racism and social justice issues.
- Determine a direction based on the findings of the Elementary Space Study.
- Complete the Vision of the Graduate project for the RMHS NEASC Accreditation

As you can see, in spite of the unknown challenges that lie ahead due to the pandemic, there are exciting things happening in our school district and we are poised for some great progress to be made over the next 3-5 years. We have the systems, the leadership and an infrastructure in place to take the Reading Public Schools to the next level. We have a great story to tell about our school district and the examples of what you have read in this report are just a sample of why we do this work in our public schools and why your support and the support of this community is appreciated and valued.

In addition, in the near future, the Reading School Committee will begin the process of hiring the next educational leader for the school district. This process will include extensive community and staff feedback throughout the entire process.

I want to close my report on a final note. This is my final State of the Schools as Superintendent in the Reading Public Schools. During my 12 years as Superintendent and 33 total years as a Reading educator, we have been faced with a lot of challenges, but have also enjoyed a lot of successes. It has been an honor to be a part of this school district and this community for the last 33 years. I want to thank all of the students who I have taught, all of the teachers and staff that I worked with, and all of the administrators that have been part of our vision. I also want to thank all of the town officials who have provided support over the years. I have enjoyed working with all of you and I wish you the best of luck and good fortune in future years.

## Select Board ad hoc Committee Human Rights Committee Update

October 5, 2020

Dear Town Meeting Members:

We write to provide you an update as to the status and substance of the work of the ad hoc committee on human rights.

After more than a year and a half of work, the ad hoc committee on human rights presented its proposal to the Library Board of Trustees on September 14, 2020, as to our recommendation for a human rights-focused organization for the Town of Reading. This organization is designed to listen to and work with all stakeholders in our town to promote awareness, connection, professional development, and social justice.

Our members include School Committee members **Shawn Brandt** and **John Parks** and Library Board Trustee **Andrew Grimes**. We, Select Board members **Carlo Bacci** and **Anne Landry**, currently serve as the Co-Chairs of the committee. In developing our proposal and bringing it forward, we have also worked in collaboration with a group of advisors:

Josh Goldlust, Chair of the Reading Human Relations Advisory Committee;  
Gina McCormick, Reading Embraces Diversity Representative;  
Rev. Kyung Yu, Pastor of the Korean Church of the Nazarene;  
Sherilla Lestrade, Reading METCO Parent Association, Friends of Reading METCO, Paraeducator at RPS;  
Angela Mason, Reading Resident;  
Christine Kelley, Assistant Superintendent of Reading Public Schools;  
David Clark, Chief of Police, Reading Police Department;  
Kerri Perry, Member of HRAC;  
Bob LeLacheur, Town Manager;  
Linda Snow Dockser, Former School Committee, Former HRAC Chair, Friends of Reading METCO;  
Monique Pillow Gnaratnam; Reading Resident; and  
Pat Calley, Reading Resident (since 1996).

We also invited Library Director Amy Lannon to the ad hoc committee's conversations prior to the September 2020 presentation to the Library Board of Trustees.

Attached, you will find our proposal and recommendation for the Reading Alliance for Equity and Social Justice, a town department-established committee to fall within the Reading Public Library. In September, we asked the Library Board of Trustees to consider the proposal and for the Library to consider inclusion of funding for a Director position as part of their FY2021 budget request. We anticipate this will come before Town Meeting for your consideration in April as part of the FY2021 budget (with the recommendation that it be proposed as an accommodated cost). In addition to the specifics of the ad hoc committee proposal, we have prepared and attached here a set of "FAQs" that speak to the origins, need, and the thinking behind our proposal, as well as a draft job description prepared by Kerri Perry, Patricia Calley, and Andrew Grimes designed to act as a starting point for development by the Library and the Human Resources Department.

We feel this proposal is well suited to tackling issues of equity and social justice in Reading and encourage you to review the proposal and frequently asked questions. We are, as always, receptive to your thoughts and feedback.

Sincerely,

Carlo Bacci and Anne Landry  
Co-Chairs, Ad Hoc Committee on Human Rights

### **Ad Hoc Committee on Human Rights Proposal: The Reading Alliance for Equity and Social Justice**

**HRAC will be subsumed by this new organization.**

#### **Mission:**

The Reading Alliance is a municipal organization that fosters and supports a Reading culture that promotes and celebrates diversity. The Reading Alliance honors our shared humanity and condemns, confronts and responds to discrimination, racism, bias, and hate. The organization also strives to educate, empower, and connect community members and Town staff to do the same.

Responsibilities include:

1. Fostering conversations to a) acknowledge privilege and all the ways people may experience it, and b) eliminate individual and systemic bias and discrimination;
2. Providing a safe place for community partners to share and be heard;
3. Advising members of the community, liaising and advocating with the Town and other agencies for issue awareness and resolution;
4. Collaborating with community partners to provide community-based educational opportunities, professional development, non-monetary resources, and outreach aligned with the mission;
5. Organizing and supporting events and programs that advance the Alliance's mission; and
6. Serving as a resource for town government agencies and Reading-based civic organizations seeking to make events and programming more inclusive, which may include direct engagement or connecting to programs or other non-municipal groups.

Proposed Structure:

A Town Department-Established Committee

- Falling under the jurisdiction of the Reading Public Library
- Staffed and funded by the Town with a paid, full-time Director to be hired by the Library Director, who will appoint a selection committee to include representatives from the town's elected boards, other Town departments, and other community stakeholders. The selection committee could include a member or two of the ad hoc committee for the initial hire, with members from the Advisory and Action Group for subsequent hires.
- The budget is to be approved and allocated by the Town and may be supplemented by grant funding.
- Structurally emulating the Reading Coalition for Prevention and Support.

- An 8-14-person Advisory and Action Group to reflect a diverse (in all senses of the word) cross-section of persons who live, learn (or whose children learn), work, and worship (or a member of the clergy whose congregants live) in the Reading community and who are prepared to work to support the mission of the organization. Members may include, for example, Reading Public Schools students and staff, senior citizens, and members of other community organizations or committees. Each person may serve for two- or three-year terms and may re-apply at the conclusion of their term.
- The Advisory and Action Group is to be selected and appointed by the Director. The Director shall advertise for the positions as they open and shall solicit applications from prospective candidates. Individuals, elected officials, and other entities will be invited to encourage candidates to apply for the positions and may suggest candidates to the Director, but no individual shall be appointed to the Advisory and Action Group without submitting an application and being interviewed by a selection committee consisting of the Director and- for any appointments made to the Advisory and Action Group following its original iteration- at least two existing members of the Advisory and Action Group; provided, however, that the Director may name representatives of Reading's municipal and school departments as ex officio members of the Advisory and Action Group without going through a formal interview process. The Director will work with representatives of the Human Relations Advisory Committee and of the ad hoc committee on human rights to appoint members of the Advisory and Action Group in its original iteration.

## **Frequently Asked Questions**

### **1. Why do we need this kind of human rights organization in our town?**

Hate, marginalization, and discrimination are real and threaten to polarize neighbors, exclude new home buyers, and eat away at the fabric of our country. We read about it every day in the newspapers and we have experienced it here in Reading, our home. It is a public health emergency and needs to be prioritized in Reading. Through education, programming, and providing a safe space with resources for problem-solving, the Reading Alliance for Equity and Social Justice will help build a stronger, more welcoming and inclusive, diverse, and enriched community in which we all live, learn, play, worship, and shop.

### **2. Why utilize a structure falling within a municipal department like the Library, as opposed to a more traditional town committee structure?**

While the ad hoc committee did consider a more traditional structure, we came across two major challenges in such a structure that would run contrary to the mission of the organization: 1) the prohibition of non-residents on the committee would prohibit the valuable participation of individuals like Reading students or their parents who participate in the METCO program, or a member of the clergy whose religion is not represented among the houses of worship in Reading; and 2) a traditional committee structure would be subject to the open meeting law, which would make it more difficult for the organization to respond to issues that arise in the community in a timely way, and more significantly, would impede the ability of community members to seek resources in confidence. The ad hoc committee valued creating an opportunity for a "safe space" for community members to seek such resources.

### **3. How would the organization provide for transparency?**

The Advisory and Action Group would include stakeholders from across the community, who would report back to their own organizations or committees on the work of the Reading Alliance for Equity and Social Justice. The Advisory and Action Group could also choose to make its meetings public.

This structure could encourage people to come forward when problems happen, potentially resolving conflicts sooner and de-escalating conflict. This could potentially save the town legal fees.

### **4. Why this structure in particular?**

We chose to emulate the structure of the Reading Coalition of Prevention and Support, a Town organization with broad-based community support and one that reflects a community priority.

### **5. Why the Library in particular?**

The Reading Public Library staff and leadership have undertaken regular training and professional development in the areas of social justice and equity. Library staff are regularly engaged in interdepartmental, collaborative work with the Town and schools to serve the needs of the Reading community.

The Reading Public Library's mission and core values are below. The Reading Alliance's mission and work would fit well within the Library's mission and would be consistent with the Library's core values; further, it would allow the Library to amplify the Library's existing mission and extend its reach to more corners of the community.

#### **Mission**

The Reading Public Library provides professional services, trusted resources, cultural and educational programs, and a welcoming community space for personal growth, collaboration and respectful discourse.

#### **Core Values**

Our Mission and Vision Statements are based on the following Core Values:

Community  
Innovation  
Integrity  
Intellectual Freedom  
Learning  
Respect  
Service  
Vision

The Reading Public Library is dedicated to strengthening our community by encouraging civic engagement, protecting intellectual freedoms, and preserving our history. We are committed to free, equal and diverse opportunities for all to learn and create.

### **6. What would the Advisory and Action Group do?**

The Advisory and Action Group would act as a community resource, it would provide support to the Director, and it would assist in planning events together with the Director. Its members would

liaise with other community groups, ensuring cross-community communication, collaboration, and engagement.

**7. Will this group infringe on First Amendment Rights?**

No. To the contrary, it would encourage dialogue and community conversation. It would be illegal for the organization to deny anyone their First Amendment rights.

**8. Why have a paid Director?**

Like the Reading Coalition for Prevention and Support, formerly the Reading Coalition Against Substance Abuse, the work of the Reading Coalition for Equity and Social Justice addresses the needs of all people and engages the resources of and provides additional resources to all town agencies. It is a priority and needs the consistency, training, and attention of at least one full-time paid Director as recommended in the "Guidelines for Effective Human Relations Commissions published by the United States Department of Justice, Community Relations Service, updated in 2003: <https://www.justice.gov/archive/crs/pubs/gehrc.htm> : "A competent, paid staff should direct the day-to-day planning and the operations of the commission. The size of the staff should be based on the challenges and work demands of the community. Salaries should be comparable to those in other governmental agencies and sufficient enough to recruit and retain qualified personnel.

In smaller jurisdictions, a single position in local government may be established. As the Director for Human Relations, this person should possess strong leadership qualities to motivate volunteers with assisting the commission. "

**9. How will the Director be accountable (and to whom)?**

The Director would report to the Library Director, who reports to the Board of Library Trustees, who are directly accountable to the voters.

**10. Can the Alliance engage in fundraising to support its work?**

No. Per Town Counsel's office, "If the Alliance wants to provide resources by way of fundraising, an independent 'Friends of' group would need to be established. This Friends group could not include Town employees, must be completely separate from the Town/Library Department, and cannot have taxpayer funds cross over. It should establish itself as a non-profit corporation with the Secretary of the Commonwealth, file for 501(c)(3) status with the IRS and register as a public charity with the Attorney General's Office if it wants to fundraise. This is consistent with the advice given to the new RCASA."

Note that this prohibition on fundraising would not preclude employees from applying for grant funding to support the Alliance's programming.

**Reading Alliance for Equity and Social Justice Director Job Description and Key Milestones**

**Job description:**

**Director, Reading Alliance for Equity and Social Justice**

Reports organizationally to the Director, Reading Public Library

Accountable to the Town of Reading and the Reading Public Library Board of Trustees

## **Summary**

The Reading Alliance for Equity and Social Justice is a municipal organization that fosters and supports a Reading culture that promotes and celebrates diversity. The Reading Alliance honors our shared humanity and condemns, confronts and responds to discrimination, racism, bias, and hate. The organization also strives to educate, empower, and connect community members to do the same.

This position will be the leadership role for The Reading Alliance for Equity and Social Justice and be a visionary, and inspirational leader, able to build trust with diverse communities and stakeholders. A successful candidate will understand relevant local, state and federal laws and how to work within them. They will have the ability to build an effective and diverse Advisory & Action Board for the Alliance based on individual strengths, skills and competencies. The Director will be a champion for equity and Human Rights within the Town of Reading and demonstrate the Library's Core Values of: Community, Innovation, Integrity, Intellectual Freedom, Learning, Respect, Service

## **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (Alliance Mission in Purple to tie it in)

- 1) Fosters conversations to a) acknowledge privilege and all the ways people may experience it, and b) eliminate individual and systemic bias and discrimination
- 2) Provides a safe place for community partners to share and be heard
- 3) Advises members of the community, liaising and advocating with the Town and other agencies for awareness and resolution
- 4) Collaborates with community partners to provide community-based educational opportunities, professional development, non-monetary resources, and outreach aligned with the mission
- 5) Organizes and supports events and programs that advance the Alliance's mission
- 6) Serves as a resource for town government agencies and Reading-based civic organizations seeking to make events and programming more inclusive, which may include direct engagement or connecting to programs or other non-municipal groups.
- 7) Leads the 8-14-person Alliance's Advisory & Action Board to reflect a a diverse (in all senses of the word) cross-section of persons who live, learn (or whose children learn), work, and worship (or a member of the clergy whose congregants live) in the Reading community and who are prepared to work to support the mission of the organization.
- 8) Demonstrates an ability to establish a strategic focus and applicable strategies connecting The Reading Alliance's strategic and tactical plan to the Library's and Town of Reading's Strategic Plan.
- 9) Demonstrates an ability to plan, prioritize, coordinate, lead, and monitor projects, and define and appropriately measure results.
- 10) Demonstrates an ability to effectively communicate whether listening, speaking, or writing, with individuals and groups from varied social and economic backgrounds, including elected officials, Town employees and representatives, representatives of other jurisdictions and private organizations, The Alliance's Advisory & Action Board and the general public.

## **The Ideal Candidate:**

- 1) Demonstrates an expert understanding of the full range of modern principles and best practices specific to human rights education and engagement

- 2) Demonstrates effective leadership and passion by promoting the vision and mission of the Alliance and by reinforcing desired behaviors.
- 3) Demonstrates an ability to build trust and a trusting environment.
- 4) Demonstrates an ability to lead by example, displaying honest and ethical behavior in all interactions, ensuring that actions and words are consistent, and following through on commitments.
- 5) Demonstrates an ability to achieve results and add value by implementing appropriate strategies and assuming responsibility for results.
- 6) Demonstrates effective public speaking, presentation, and facilitation skills and an ability to diffuse hostile situations and manage conflict appropriately.
- 7) Demonstrates an ability to produce timely, accurate, and easily understood presentations and correspondence to ensure proper communication with the intended audience.
- 8) Demonstrates an ability to facilitate the group problem-solving process, recognize positive results, manage conflict, and negotiate satisfactory outcomes.
- 9) Demonstrates an ability to transfer one's knowledge to others and positively influence others
- 10) Strong, demonstrated racial, and cultural competencies
- 11) Knowledge of housing, employment, public accommodations, education, disability, and human rights law
- 12) Knowledge of Federal Civil Rights laws, and Massachusetts Human Rights laws, and local Human Rights Ordinances and policy.
- 13) Bachelor's Degree or equivalent education and experience in civil and or human rights discrimination is required; and
- 14) Minimum of x years of relevant experience with 5 years of proven experience working in a leadership capacity with human or civil rights organizations or other civil society groups, experience or a combination of training and experience which demonstrates the potential ability to perform the duties of the position. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis

**Competencies:**

- 1) Personal Effectiveness
- 2) Relationship Building and Stakeholder Management
- 3) Discernment/Judgment,
- 4) Collaborative Skills
- 5) Leadership Skills,
- 6) Credibility/Confidentiality
- 7) Project Management
- 8) Communication Proficiency
- 9) Problem Solving
- 10) Planning & Organizing
- 11) Resource Management
- 12) Thoroughness & Attention to Detail

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**Key Milestones:**

- Within two months of hire:

- Appoint the Alliance's Advisory & Action Board
- Create a thorough list of resources to be able to advise and provide the community with as needed regarding of avenues to raise concerns and seek resolution
- Identify key stakeholders and build network
- Within first sixth months of hire:
  - Conduct a thorough need assessment by interviewing key stakeholders, reviewing metrics and conducting community listening sessions that will lead to a 1-2 year? action plan outlines within the first 6 months
- Within first year of hire:
  - Complete at minimum two enablement and training sessions with the Town and or School employees
  - Successfully plan and complete 1-2 quarterly community engagements
- Annually:
  - Review action plan annually and present to the Library Board of Trustee and Reading Select Board
    - As relevant also include a look back on the prior year – progress and results against goals and action plan

**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 as this Warrant Report was printed. The Town Moderator requires that all proposed Instructional Motions be submitted in writing to the Town Clerk at [lgemme@ci.reading.ma.us](mailto:lgemme@ci.reading.ma.us) by **Friday, October 30, 2020** 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 2021-30 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 FY2021 – FY2030 CIP:

## General Fund

### FY21: +\$247,500

- + \$90,000 Fire ALS defibrillators
- + \$57,500 DPW Hotbox (winter pothole repairs)
- + \$50,000 Pub Services land use planning (Symonds Way & Camp Curtis)
- + \$50,000 DPW skim coat/crack seal (second half of year)

### FY22: -\$310,000 net changes

- \$35,000 DPW Eager Beaver Trailer
- \$10,000 DPW Mower SKAG 61"
- \$25,000 Town building wiring (not needed)
- \$40,000 Symonds Way parcel planning (moved up to FY21)
- \$40,000 Camp Curtis parcel planning (moved up to FY21)
- \$50,000 Permanent Bldg Comm Funding (balance now \$50,000, school project delayed)
- 200,000 Birch Meadow parking lot improvements (moved out to FY23)

*Note \$260,000 reduction in anticipated FY22 debt service as Downtown Improvements II (above ground) delayed by one year*

### FY23+

Various other changes made

## Enterprise Funds – Water

### FY21: no changes

### FY22: no changes

*Note increase from \$1.0mil to \$1.1mil for Gazebo Circle improvements (debt financed)*

### FY23+

Various changes made

## Enterprise Funds – Sewer

### FY21: no changes

### FY22: no changes

### FY23+

Various changes made

## Enterprise Funds – Storm Water

### FY21: no changes

### FY22: +\$25,000

+ \$25,000 general drainage improvement projects (now \$75k total)

### FY23+

Various changes made

**Finance Committee Report:** The Finance Committee recommends the proposed amendments to the FY 2021 – FY 2030 Capital Improvements Program by a vote of 7-0 at their meeting on October 7, 2020. 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, 2020, as adopted under Article 17 of the Annual Town Meeting of June 15, 2020; 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**

<b>Account Line</b>	<b>Description</b>	<b>Decrease</b>	<b>Increase</b>
C99 - Capital	As described in Article 3 \$247,500		\$247,500
G92 Adm Services Expenses	Property & Casualty premiums \$50,000 Covid-19 expenses \$25,000		\$75,000
H91 – Public Services wages	Board of Health short-term staffing options \$50,000		\$50,000
H92 – Public Services expenses	Board of Health long-term staffing evaluation \$20,000		\$20,000
J92 Public Safety Expenses	10% local share of \$88,556 grant for power stretchers and ambulance power load systems \$9,803 (rounded up to match revenues available under this Article)		\$9,803
K95 – DPW Rubbish expenses	Increased volumes, perhaps due to residents working at home \$75,000		\$75,000
M91 – CORE Facilities	Overtime due to Covid-19 \$20,000 Additional Covid-19 funding \$200,000 (plus original \$75,000)		\$220,000
M92 – Facilities: Town Buildings	Overtime due to Covid-19 \$20,000		\$20,000
U99 – School Department	Additional Covid-19 funding \$120,000 (plus original \$60,000)		\$120,000
	<b>Subtotals</b>		<b>\$837,303</b>
	<b>Net Operating Expenses</b>		<b>\$837,303</b>
	+\$1,000,000 increase state aid +\$ 367,303 increase Property taxes -\$ 400,000 reduce interest earnings		

	- \$ 75,000 reduce Medicaid reimb		
	- \$ 50,000 reduce Excise Taxes		
	- \$ 5,000 licenses & permits		
	<b>+\$ 837,303 net revenues</b>		
	<b>From Free Cash</b>		<b>\$0</b>

**Enterprise Funds – Wages and Expenses**

<u>Account Line</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
W99 - Water Enterprise Fund	<i>FY22: Note an increase from \$1.0 million to \$1.1 million for Gazebo Circle improvements, to be debt financed</i>		
	<b>Subtotals</b>		<b>\$0</b>
	<b>Net Operating Expenses</b>		
	<b>From Water EF Reserves</b>		

**Finance Committee Report:** At their meeting on October 7, 2020 the Finance Committee voted 7-0 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, transfer from available funds, borrow or otherwise provide a sum or sums of money to pay bills remaining unpaid from prior fiscal years for goods and services actually rendered to the Town, or take any other action with respect thereto.

Select Board

**Background:** There are no prior years' bills, and this Article is expected to be tabled.

**Finance Committee Report:** No report.

**Bylaw Committee Report:** No report.

**ARTICLE 6** To see if the Town will vote to approve an Affordable Housing Trust Fund Allocation Plan pursuant to Chapter 140 of the Acts of 2001 entitled "AN ACT AUTHORIZING THE TOWN OF READING TO ESTABLISH AN AFFORDABLE HOUSING TRUST FUND," or take any other action with respect thereto.

Select Board

**Background:** This Article is identical to the one omitted from Annual Town Meeting last spring. The State has a strong and bipartisan goal of building more affordable housing, and considers Reading a model community in this area. Town staff has been invited to speak at housing symposiums and the Town has received numerous related planning grants. The Town has achieved the 10% affordable benchmark set by statute. Reading is the lead community and is joined by North Reading, Wilmington and Saugus in sharing a Regional Housing Services Office

(RHSO). The RHSO monitors and administers affordable housing requirements including tracking and updating the Subsidized Housing Inventory (SHI) and maintaining ready buyer and ready renter lists, among other responsibilities.

Chapter 140 of the Acts of 2001 authorized the Town of Reading to establish a separate fund known as the Affordable Housing Trust Fund (AHTF). The AHTF requires Town Meeting approval of an annual allocation plan submitted by the Select Board. AHTF expenditures require approval by a majority vote of the full combined membership of the Select Board and the Reading Housing Authority. AHTF uses of funds include:

- ◆ Create or preserve affordable housing;
- ◆ Maintain or operate affordable housing;
- ◆ Develop new or rehabilitate existing housing as affordable homeownership or rental units;

**Affordable Housing Trust Fund Allocation Plan  
FY 2021**

Pursuant to Article 6 of the 2020 Subsequent Town Meeting, an Affordable Housing Trust Fund Allocation Plan for the Fiscal Year 2020 in accordance with the provisions of Chapter 140 of the Acts of 2001 is as follows:

Available Balance – <u>Unrestricted Funds</u> :	\$385,199
Available Balance – <u>Restricted Funds</u>	\$ 0

Unrestricted funds shall be used for the following purposes:

5% up to a maximum of \$10,000	for administration of Affordable Housing
Remainder	for constructing affordable housing (including loan and grant programs); or for maintaining and improving affordability of existing housing stock; or for the purchase of existing housing stock to add it to or maintain it as a part of the existing affordable housing inventory

The purpose of the Affordable Housing Allocation Plan is to provide a framework for the Town to expend funds on affordable housing. The current AHTF balance of \$385,199 reflects revenue generated through the actions of the CPDC, as well as proceeds from the loss of an affordable unit. There are no Town tax generated funds in the AHTF. The only expenditure to date from the AHTF, in the amount of \$200,000, was to assist Oaktree development with financing affordable housing at 30 Haven Street.

**Finance Committee Report:** At their meeting on October 7, 2020 the Finance Committee voted 7-0 to recommend this Article to Town Meeting.

**Bylaw Committee Report:** No report.

**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 improvements to water service connections in the Gazebo Circle area, including the payment of any and all other costs incidental and related thereto, or take any other action with respect thereto.

Select Board

**Background:** This Article is identical to the one omitted from Annual Town Meeting last spring, although the cost estimate has increased by \$100,000 to a total of \$1.1 million. In 2019, The Town of Reading selected Weston & Sampson to update the Water System Master Plan. As part of the Master Plan update, the hydraulic capacity of the water system around the Gazebo Circle area was analyzed to evaluate repeated low-pressure complaints in the area.

Model scenarios were run in the updated hydraulic model, including maximum day demand (MDD) and peak hour demand (PHD) scenarios, to examine water pressure and available flows in the Gazebo Circle area with the Bear Hill Tank on and offline. It was determined that during average day conditions the pressure in the Gazebo Circle area struggles to meet MassDEP's minimum pressure requirement of 35psi. During periods of high demand homes at higher elevation fall below 35psi both with or without Bear Hill Tank online.

To increase the available flow and pressure to Gazebo Circle it is recommended that additional watermain be installed along with a water booster station.

**Finance Committee Report:** At their meeting on October 7, 2020 the Finance Committee voted 7-0 to recommend this Article to Town Meeting.

**Bylaw Committee Report:** No report.

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**ARTICLE 8** 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 lead mitigation improvements to the Town's water system, including the payment of any and all other costs incidental and related thereto, or take any other action with respect thereto.

Select Board

**Background:** This Article is identical to the one omitted from Annual Town Meeting last spring. The MWRA has stated that a no- or low-interest rate loan will be available for their communities to assist in de-leading the water systems. While lead is present in very old water pipes in portions of Town, the amount is not considered to be a health risk. However, continued lead mitigation is in the best interest of the Town.

Details of the program are expected to be announced at a later date, and the Town expects to be eligible for up to \$1.5 million. The Town will be in the best position to apply with advance debt authorization by Town Meeting in case funding is limited. The Town does not anticipate drawing down any funds immediately, as debt repayment is scheduled to begin in FY22.

**Finance Committee Report:** At their meeting on October 7, 2020 the Finance Committee voted 7-0 to recommend this Article to Town Meeting.

**Bylaw Committee Report:** No report.

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**ARTICLE 9** 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

improvements to water mains, including the payment of any and all other costs incidental and related thereto, or take any other action with respect thereto.

Select Board

**Background:** This Article is identical to the one omitted from Annual Town Meeting last spring. In 2019, the Town of Reading selected Weston & Sampson to update the Water System Master Plan which was spurred by the recent economic development in the Downtown area. Specifically, the Town wanted to ensure that there is enough hydraulic capacity to support the planned developments and identify any improvements necessary to provide adequate hydraulic capacity to the proposed development areas. Available fire flows in the economic development areas were modeled during maximum day demand (MDD) conditions and compared to the anticipated Insurance Services Office's (ISO) required fire flows.

It was determined through the hydraulic analysis that pressures were above the required 35psi, but the existing infrastructure in the Downtown area did not have enough capacity to support the planned development. Some areas show less than 2,500 gpm at 20 psi, below the anticipated required fire flow.

In order to ensure the system can support future economic development, improvements in and around the planned developments were prioritized. The first phase of improvements is estimated to cost \$4.3M and are listed below:

<b>Scheduled Downtown Phase I</b>		<b>Linear</b>	<b>Estimated</b>
		<b>feet</b>	<b>Cost</b>
Haven	Main to High	1,270	\$ 645,000
High	Haven to Washington	699	\$ 355,000
Linden	Woburn to Haven	598	\$ 300,000
Gould	Haven to PO	323	\$ 130,000
Gould	PO to Ash	289	\$ 115,000
Main	Woburn to Ash	1,891	\$ 865,000
Main	Haven to Ash (abandon)	1,050	\$ 105,000
Ash	Woburn to Main (incl CVS)	1,480	\$ 590,000
Washington	Minot to Main	752	\$ 380,000
Washington	RR jacking		\$ 815,000
<b>Downtown Phase I</b>		<b>8,352</b>	<b>\$ 4,300,000</b>

For future reference, a second phase of area improvements is scheduled for FY27 and shown below:

<b>Scheduled Downtown Phase II</b>		<b>Linear</b>	<b>Estimated</b>
		<b>feet</b>	<b>Cost</b>
Washington	Prescott to Minot	1,090	\$ 560,000
Green	High to Main	940	\$ 380,000
Chute	Mt. Vernon to Haven	923	\$ 375,000
Sanborn	Lowell to Haven	1,142	\$ 385,000
Woburn	Main to West	5,432	\$ 2,500,000
Prescott	Chute to Summer	2,461	\$ 1,000,000
<b>Downtown Phase II</b>		<b>11,988</b>	<b>\$ 5,200,000</b>

**Finance Committee Report:** At their meeting on October 7, 2020 the Finance Committee voted 7-0 to recommend this Article to Town Meeting.

**Bylaw Committee Report:** No report.

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**ARTICLE 10** 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 improvements to sewer mains, including the payment of any and all other costs incidental and related thereto, or take any other action with respect thereto.

Select Board

**Background:** This Article is identical to the one omitted from Annual Town Meeting last spring. In 2019, The Town of Reading hired CDM Smith to evaluate the Town's sanitary sewer system, particularly in the Downtown area. A hydraulic analysis was performed to determine the existing capacity of the sewer system in the economic development area within the Downtown. The analysis measured daily usage rates as well as peak rainfall events, which account for inflow and infiltration.

The system showed enough capacity during average day usage, but showed decreased capacity during large rain events. It is recommended that improvements be made to some of the older clay sewer mains around the Downtown area to help eliminate infiltration as well as increase capacity and efficiency. The estimated cost of this project is \$1.0 million.

**Finance Committee Report:** At their meeting on October 7, 2020 the Finance Committee voted 7-0 to recommend this Article to Town Meeting.

**Bylaw Committee Report:** No report.

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**ARTICLE 11** 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 improvements to storm water systems, including the payment of any and all other costs incidental and related thereto, or take any other action with respect thereto.

Select Board

**Background:** This Article is identical to the one omitted from Annual Town Meeting last spring. Due to the increased development and planned economic development of the Downtown area the Town evaluated its below ground infrastructure. In response to the increase in development of the Downtown, the Haven Street corridor and depot area are currently undergoing a conceptual design to improve the overall streetscape of the area. As part of the roadway and streetscape improvements, the areas drainage system will have to undergo some modifications and upgrades.

Some modifications may include additional stormwater best management practices (BMPs) to help the Town meet its NPDES MS4 stormwater permit requirements. In addition, low impact designs will be utilized where possible to optimize and improve the overall stormwater discharge and treatment. The estimated cost of these improvements is \$1.0 million.

**Finance Committee Report:** At their meeting on October 7, 2020 the Finance Committee voted 7-0 to recommend this Article to Town Meeting.

**Bylaw Committee Report:** No report.

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**ARTICLE 12** To see if the Town will vote to amend Article 7 of the Town of Reading General Bylaw by adding a new section 7.10 as follows:

**7.10 Stretch Energy Code**

**7.10.1 Definitions**

Unless the context clearly indicates otherwise, the following words and terms, as used in Section 7.10, shall have the following meanings:

**7.10.1.1 International Energy Conservation Code (IECC)**

The International Energy Conservation Code (IECC) is a building energy code created by the International Code Council. It is a model code adopted by many state and municipal governments in the United States for the establishment of minimum design and construction requirements for energy efficiency, and is updated on a three-year cycle. The baseline energy conservation requirements of the Massachusetts State Building Code are the IECC with Massachusetts amendments, as approved by the Board of Building Regulations and Standards.

**7.10.1.2 Stretch Energy Code**

Codified by the Board of Building Regulations and Standards as 780 CMR Appendix 115.AA of the Massachusetts building code, the Stretch Energy Code is an appendix to the Massachusetts building code, based on further amendments to the International Energy Conservation Code (IECC) to improve the energy efficiency of buildings built to this code.

**7.10.2 Purpose**

The purpose of the Stretch Energy Code bylaw is to provide a more energy efficient alternative to the base energy code applicable to the relevant sections of the building code for both new construction and existing buildings.

**7.10.3 Stretch Energy Code**

The Stretch Energy Code, as codified by the Massachusetts Board of Building Regulations and Standards at 780 CMR Appendix 115.AA, including any future editions, amendments or modifications, is hereby adopted and shall be applicable to the construction or modification of all residential and commercial buildings. The requirements of the Stretch Code shall be enforceable by the Building Inspector upon approval by the state, or take any other action with respect thereto.

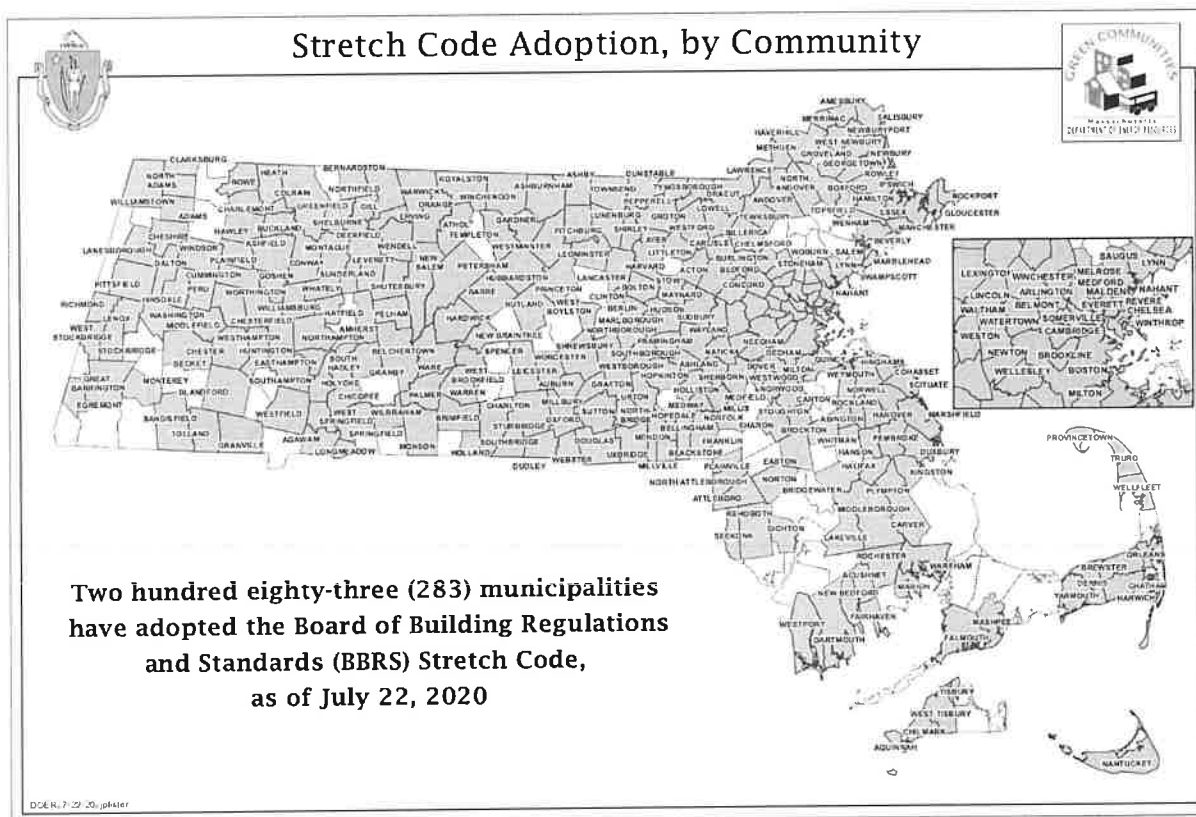
Select Board

**Background:** At the 2019 Subsequent Town Meeting, Town Meeting overwhelming supported an instructional motion to join Green Communities or an equivalent program with the goal of qualifying for grant money and the pursuit of adopting clean fuel technologies, practices and on-

going energy improvements. The Town has since learned that upon acceptance Reading would immediately qualify for approximately \$161,000 in grants towards qualifying projects.

One of the key elements in an approved application for Green Communities is the adoption of the Massachusetts Stretch Energy Code. It is an extension of the state building code and is enforced and applied by the Town of Reading, Building inspector. This extension of the building code applies to new construction residential projects. It does not apply to renovation projects. It does also apply to new commercial development projects. Since 2010, and as of July, 2020, over 283 Massachusetts communities have adopted the Stretch Energy Code.

Approving this warrant article will support energy efficient building practices, reduce our local carbon footprint, and further qualify Reading for the goal of joining Green Communities.



**Finance Committee Report:** No report.

**Bylaw Committee Report:** At their meeting on September 30, 2020 the Bylaw Committee voted 5-0 to recommend this Article to Town Meeting. As an aside, the Bylaw Committee noted that use of the word 'alternative' in section 7.10.2 Purpose implied that a choice could be made between the Stretch Energy Code and the base energy code. Their understanding is that is not the case, and the Stretch Energy Code would be mandatory if adopted, but they thought this might be confusing to Town Meeting. Their unanimous vote, however, is based on the Article as written.

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**ARTICLE 13** To see if the Town will vote to authorize the Select Board to acquire, by purchase or gift, a parcel of real property, consisting of thirteen acres, more or less, and shown on Reading's Tax Assessor's Map 29 as Parcel 95, for general municipal purposes on such terms as the Select Board shall deem to be in the best interests of the Town; and to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum or sums of money to fund such purchase or acquisition along with all associated legal, engineering and other costs necessary or incidental to the acquisition, or take any other action with respect thereto.

Select Board

**Background:** This Article has been included at the request of a donor that proposes to gift the parcel described above and shown in the map below. It is possible that the gift may be made directly to the Conservation Commission (CONSCOM), which would allow this Article to be tabled as that donation path would not require a vote of Town Meeting.

This parcel was used as mitigation as part of a nearby single-family house notice of intent application. The order of conditions describes the transfer of this parcel to the Conservation Commission. Note that this gift will help provide connectivity to the shaded land (below) which is under the care and custody of CONSCOM. The Town is very appreciative of this gift, regardless of which path it needs to take.



**Finance Committee Report:** At their meeting on October 7, 2020 the Finance Committee voted 7-0 to recommend this Article to Town Meeting. They understand that the Article may be tabled as unnecessary, but are appreciative of the gift Made.

**Bylaw Committee Report:** No report.

and you are directed to serve this Warrant by posting an attested copy thereof in at least one (1) public place in each precinct of the Town not less than fourteen (14) days prior to November 9, 2020, 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 6<sup>th</sup> day of October, 2020.



Mark L Dockser, Chair



Anne DJ Landry, Vice Chair



Carlo Bacci, Secretary



Vanessa I Alvarado



Karen Gately Herrick

  
Town Clerk 

SELECT BOARD OF READING

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# Capital Plan

## General Fund

Revised for November 2020 Town Meeting

10/9/2020 10:52

	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	FY-20-30
Facilities - General/CORE	1,440,000	350,000	100,000	100,000	820,000	181,000	100,000	260,000	145,000	100,000	100,000	3,696,000
Facilities - School Buildings	393,000	50,000	15,000	12,000	-	-	-	-	-	-	-	470,000
Facilities - Town Buildings	-	15,000	-	-	-	-	-	-	-	-	-	140,000
Public Schools - General	210,000	215,000	365,000	110,000	165,000	177,500	135,000	135,000	160,000	160,000	160,000	1,992,500
Administrative Services	100,000	200,000	100,000	100,000	125,000	125,000	125,000	125,000	150,000	150,000	150,000	1,450,000
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	100,000
Public Services	15,000	90,000	65,000	25,000	360,000	470,000	470,000	385,000	25,000	25,000	25,000	1,510,000
Public Safety - Fire/EMS	941,000	322,000	1,300,000	445,000	88,000	900,000	145,000	215,000	496,000	335,000	1,000,000	6,187,000
Public Safety - Police/Dispatch	507,500	-	110,000	-	40,000	-	77,500	25,000	-	45,000	-	805,000
Public Works - Equipment	540,000	437,500	320,000	620,000	580,000	298,000	290,000	50,000	-	130,000	-	3,265,500
Public Works - Parks & Cemetery	75,000	25,000	100,000	300,000	100,000	100,000	100,000	200,000	200,000	200,000	100,000	1,500,000
Public Works - Roads	600,000	600,000	600,000	1,025,000	625,000	625,000	700,000	700,000	725,000	775,000	800,000	7,775,000
<b>TOTAL CAPITAL REQUESTS</b>	<b>4,831,500</b>	<b>2,304,500</b>	<b>3,195,000</b>	<b>2,750,000</b>	<b>2,590,000</b>	<b>2,776,500</b>	<b>2,752,500</b>	<b>2,105,000</b>	<b>1,911,000</b>	<b>1,930,000</b>	<b>2,345,000</b>	<b>29,491,000</b>
FINCOM policy: 5% debt + capital	4,957,297	5,002,983	5,212,373	5,404,814	5,595,803	5,881,763	6,028,807	6,179,527	6,334,075	6,492,366	6,654,675	63,744,424
- Net Included Debt	1,522,803	2,136,676	1,963,844	2,492,951	2,408,944	2,589,588	2,062,400	2,006,600	1,815,800	1,765,400	1,710,100	22,475,106
<b>FINCOM Target Capital Funding</b>	<b>3,434,494</b>	<b>2,866,307</b>	<b>3,248,529</b>	<b>2,911,864</b>	<b>3,186,859</b>	<b>3,292,176</b>	<b>3,966,407</b>	<b>4,172,927</b>	<b>4,518,275</b>	<b>4,726,966</b>	<b>4,944,575</b>	<b>41,269,318</b>
Original Funding Voted or Proposed	2,599,500	2,937,000	3,195,000	2,900,000	3,150,000	3,175,000	3,925,000	4,100,000	4,450,000	4,700,000	4,900,000	40,031,500
Emergency cuts	-	(860,000)	-	-	-	-	-	-	-	-	-	(860,000)
Additional Funding Nov TM	2,232,000	247,500	-	-	-	-	-	-	-	-	-	2,479,500
Additional Funding April TM	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL REQUESTS</b>	<b>4,831,500</b>	<b>2,304,500</b>	<b>3,195,000</b>	<b>2,750,000</b>	<b>2,590,000</b>	<b>2,776,500</b>	<b>2,752,500</b>	<b>2,105,000</b>	<b>1,911,000</b>	<b>1,930,000</b>	<b>2,345,000</b>	<b>29,491,000</b>
Capital & Debt Policy	4.44%	4.44%	4.95%	4.99%	4.97%	4.90%	4.97%	4.94%	4.95%	4.98%	4.97%	-
Annual Surplus (Deficit)	-	-	150,000	550,000	398,500	1,172,500	1,995,000	2,539,000	2,770,000	2,770,000	2,555,000	-
Cumulative Surplus (Deficit)	-	-	150,000	710,000	1,108,500	2,281,000	4,276,000	6,815,000	9,585,000	12,355,000	12,140,000	-

**NOT FUNDED: \$10 million identified**

1. RMHS Stadium Turf & Track & Ropes course \$3.2 mil
2. RMHS Fishhouse floor/bleachers \$1.7 mil
3. BM Field lighting \$1.9 mil
4. Birch Mdw Complex \$1.0 mil (Rec Comm TBD)
5. Artificial Turf@Parker MS (replace) \$0.8 mil
6. Artificial Turf @Coolidge MS (new) \$1.4mil

**NOT FUNDED: Projects that have no total cost estimates yet**

7. Killam Building project TBD Excluded Debt
  - Killam Field improve, drainage, repaving (\$350k HOLD for ESS project)
  - Wood End Field repairs (\$325k HOLD for ESS project)
8. Community Center TBA Excluded Debt if >\$5mil
9. DPW Bldg project TBA xDebt or Project Financing

Legend: xDebt has been approved by the voters as excluded from the Prop 2-1/2 levy; debtnl has been authorized by Town Meeting but not yet issued; debina has not yet been authorized by Town Meeting

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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-20-30
Facilities - CORE	1,440,000	350,000	100,000	100,000	820,000	181,000	100,000	260,000	145,000	100,000	100,000	4,813,500
Energy (Performance Contract) \$4.95mil	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	-
Energy Improvements II OPM/Design		300,000										300,000
Energy (Green Repairs) \$1.05mil	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	-
Permanent Bld Committee	150,000	50,000	50,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	1,050,000
RMHS Building project - \$35mil	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	-
RMHS Bldg proj - \$6 mil Litig. some 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	-
RMHS Turf 2 - \$2.225 mil debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	-
RMHS Stadium Turf & Track & Ropes course \$3.2 mil TBD debt												-
RMHS Fishhouse floor/beachers \$1.7 mil TBD debt												-
Coolidge MS Roofing project \$2.9mil												-
Parker MS Roofing project \$1.6mil												-
Modular Classrooms \$1.2m	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	1,250,000
Elementary School Space	1,250,000											-
Killam Building project TBD xDebt												-
Barrows/Wood End Bldg projects \$0.8mil	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	-
Barrows/Wood End Bldg projects	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	-
Birch Meadow Roofing project \$1.5 mil												-
Library Building project \$18.4 mil	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	-
Town Hall Roofing project \$450k					450,000							450,000
Main St. Fire Sta Roofing project \$225k					225,000							225,000
Community Center TBA xDebt if ->\$5mil												-
DPW Bldg project TBA xDebt or Project Financing												-
Electrician Van Ford E350 Econoline (2014)					45,000							45,000
Carpenter's Pickup Ford F-350 (2013)					45,000							45,000
Carpenter's Cut-away Van (2017)									45,000			45,000
Plumber's Cut-away Van (2017)								45,000				45,000
F-350 Box Truck (2006)												-
Pickup Truck Chevy 2500HD (2016)								45,000				45,000
Van E350 Econoline (2006)	40,000							45,000				85,000
Bob Cat skid steer			50,000									50,000
Bobcat Skid - snowplow (2008)												-
Bobcat Utility - snowplow (2013)												-
<b>Buildings - Schools (Total)</b>	<b>393,000</b>	<b>50,000</b>	<b>15,000</b>	<b>12,000</b>	<b>12,000</b>	<b>45,000</b>	<b>25,000</b>	<b>25,000</b>	<b>45,000</b>	<b>25,000</b>	<b>470,000</b>	<b>470,000</b>
HVAC/Energy Mgmt Systems	373,000											373,000
Windows & Doors	20,000											20,000
Water Heater		50,000			12,000							62,000
Capet/Flooring			15,000									15,000
TOTAL for School	10,000											10,000
HVAC/Energy Mgmt Systems	10,000											10,000
TOTAL for School	12,000											12,000

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HVAC/Energy Mgmt Systems	12,000											12,000
TOTAL for School	14,000											14,000
HVAC/Energy Mgmt Systems	14,000											14,000
TOTAL for School	32,000											32,000
HVAC/Energy Mgmt Systems	12,000											12,000
Windows & Doors	20,000											20,000
TOTAL for School	12,000			12,000								24,000
HVAC/Energy Mgmt Systems	12,000											12,000
Water Heater				12,000								12,000
TOTAL for School	24,000	25,000										269,000
HVAC/Energy Mgmt Systems	244,000											244,000
Water Heater		25,000										25,000
TOTAL for School	19,000	25,000		15,000								59,000
HVAC/Energy Mgmt Systems	19,000											19,000
Water Heater		25,000										25,000
Capex/Flooring				15,000								15,000
TOTAL for School	50,000											50,000
HVAC/Energy Mgmt Systems	50,000											50,000
Capex/Flooring												
<b>Buildings - Town (Total)</b>		15,000	125,000									140,000
Generator			125,000									125,000
Water Heater		15,000										15,000
TOTAL for Municipal Bldg			125,000									125,000
Generator			125,000									125,000
Water Heater		15,000										15,000
Schools - General	210,000	215,000	365,000	110,000	165,000	177,500	135,000	135,000	160,000	160,000	160,000	1,992,500
Food Service Van E-250 (2014)					30,000	42,500						42,500
Driver's Education Vehicle (2014)												30,000
Courier Vehicle (2007)	45,000											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	275,000
Design for Technology wiring projects	50,000	50,000										50,000
District-wide Technology Wiring projects	100,000	100,000	200,000	100,000	125,000	125,000	125,000	125,000	150,000	150,000	150,000	200,000
District-wide Technology Wiring projects	100,000	100,000	100,000	100,000	125,000	125,000	125,000	125,000	150,000	150,000	150,000	1,350,000
Administrative Services	100,000	200,000	100,000	100,000	125,000	125,000	125,000	125,000	150,000	150,000	150,000	1,450,000
Water Tank Town telco equip relocate		100,000										100,000
Town Building Wiring projects												
Technology projects	100,000	100,000	100,000	100,000	125,000	125,000	125,000	125,000	150,000	150,000	150,000	1,350,000
Finance							600,000					600,000
Financial System							600,000					600,000
Library	10,000		10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	100,000
Equipment	10,000		10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	100,000

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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-20-30
Public Services	15,000	90,000	65,000	25,000	25,000	360,000	470,000	385,000	25,000	25,000	25,000	1,510,000
Economic Development		75,000	40,000									115,000
Downtown Improvements II (\$2.0mil/5yrs)			Debt/ra	Debt/ra	Debt/ra	Debt/ra	Debt/ra					
Symonds Way parcel planning												
Camp Curtis parcel planning												
Land Use planning		50,000	40,000									50,000
Sr/Community Center planning		25,000										40,000
Parks & Fields space study												25,000
Recreation	15,000	15,000	25,000	25,000	25,000	360,000	470,000	385,000	25,000	25,000	25,000	1,395,000
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	255,000
	Wood End	Wood End	Tot Lot	Mem Pk	B Mdw	Killam	Sturges					
BM Field lighting \$1.9 mil now TBD												
Birch Mew Complex \$1.0 mil TBD Rec Comm												
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 HOLD for ESS project)												
Wood End Field repairs (\$325k HOLD for ESS project)												
Artificial Turf@Parker MS (replace) moved \$800k to TBD												
Artificial Turf @Coolidge MS (new) moved \$1.4mil to TBD												
(*) below indicates \$950k in state bond bill details TBA (\$805k identified below)												
*Washington Park \$250k												
Replace backstop & shift field							150,000					150,000
Walking Paths							100,000					100,000
*Memorial Park \$70k												
Replace Band Stand							50,000					50,000
Court resurface							20,000					20,000
*Symonds Way \$150k												
Replace backstop								150,000				150,000
*Hunt Park \$125k												
Replace backstop							125,000					125,000
*Sturges Park \$210k												
Tennis court repairs								75,000				75,000
Basketball court repairs								85,000				85,000
Backstop repairs								50,000				50,000
Public Safety - Fire/E/M/S	941,000	322,000	1,300,000	445,000	88,000	900,000	145,000	215,000	456,000	335,000	1,000,000	6,187,000
Ladder/Trk #1 (2008; \$800k; next FY22)			1,300,000									1,300,000
Pumper Eng #1 (2010-\$525k; next FY30)											1,000,000	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)												
Ambulance #1 (2017- 10 yrs)	800,000											800,000
Ambulance #2 (2010 - 10yrs)				365,000								365,000
Ambulance equipment				30,000								65,000

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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-20-30
Passenger Car#1 (2005 - 10yrs)				50,000								50,000
Passenger Car#2 (2007 - 10yrs)					53,000							53,000
Passenger Car#3 (2018 - 10yrs)									56,000			56,000
Pickup Truck #2 (2012 - 12yrs)	120,000					55,000						55,000
Alarm Truck (1994 - 20yrs)						40,000						120,000
ALS Defibrillator (2019 - 7yrs)	21,000	80,000										130,000
BLS AEDs (2020-8yrs)								25,000				46,000
Breathing Apparatus (2017-12yrs)		62,000								275,000		295,000
Breathing Air Compressor												62,000
Breathing Air Bottles												30,000
CPR Compression Device							30,000		20,000			20,000
Thermal Imaging (2018 - 10yrs)										60,000		60,000
Fire Hose					35,000							35,000
Turnout Gear (2014 - 6yrs)		170,000						190,000				360,000
<b>Public Safety - Police/Dispatch</b>	<b>507,500</b>	<b>-</b>	<b>110,000</b>	<b>-</b>	<b>40,000</b>	<b>-</b>	<b>77,500</b>	<b>25,000</b>	<b>-</b>	<b>45,000</b>	<b>-</b>	<b>805,000</b>
Police Admin Vehicle (Detectives)	37,500				40,000		42,500			45,000		165,000
Police equipment (lasers)			110,000									110,000
Vehicle Video Integration	450,000						35,000					35,000
Radios (Police & Fire 2010 - 12yrs)	20,000							25,000				450,000
AEDs												45,000
<b>Public Works - Equipment</b>	<b>540,000</b>	<b>437,500</b>	<b>320,000</b>	<b>620,000</b>	<b>580,000</b>	<b>298,000</b>	<b>290,000</b>	<b>50,000</b>	<b>-</b>	<b>130,000</b>	<b>-</b>	<b>3,265,500</b>
<b>Large Trucks</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>400,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>400,000</b>
Truck #18 - Sander (2006)				200,000								200,000
Truck #19 - Sander (2007)				200,000								200,000
<b>Pick-ups/Cars/Vans</b>	<b>175,000</b>	<b>-</b>	<b>-</b>	<b>105,000</b>	<b>45,000</b>	<b>100,000</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>40,000</b>	<b>-</b>	<b>515,000</b>
Pickup for P/F/C Supervisor				55,000								55,000
Pickup Chevy #9 Parks (2011)						50,000						50,000
Pickup Ford #2 Parks (2015)								50,000				50,000
Ford Pickup P/F (replace 2006 eng. vehicle)												50,000
Pickup Chevy Utility #1 (2008)	110,000			50,000								110,000
Pickup Ford Utility #4 (2009)	65,000											65,000
Small Dump Truck #7 (2012)						50,000						50,000
Car#3 Ford Escape HYBRID (2008)					45,000							45,000
Cem. #4 Ford Sedan (2008)										40,000		40,000
<b>Backhoes/Loaders/Heavy Equipment</b>	<b>340,000</b>	<b>275,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>615,000</b>
Backhoe Loader (Cem.) (2006)	125,000											125,000
Backhoe CAT 450 HWY (2008)		190,000										190,000
Ventrac tractor (20+ yrs old)		85,000										85,000
Loader JD544 (2009)	215,000											215,000
<b>Specialty Equipment - Heavy Duty</b>	<b>-</b>	<b>-</b>	<b>275,000</b>	<b>390,000</b>	<b>111,000</b>	<b>180,000</b>	<b>180,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,136,000</b>
Chippewal Loader Truck #23 (2009)			275,000	210,000								210,000
Bucket Truck#21 Forestry(2009)												275,000
Snow Plow SW4S (2016)					111,000							111,000
Snow Holder #1 c992 (2015)				180,000								180,000

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Snow Holder #2 c460 (2013)						180,000						180,000
Snow Trackless (2015)							180,000					180,000
<b>Specialty Equipment - Light Duty</b>			35,000							65,000		287,500
Mobile Compressor(2)(1996)	25,000	162,500										50,000
Stump Grinder new PIF	25,000	25,000										80,000
Eager beaver Trailer #2 (1996)		80,000										35,000
HotBox for Paving		57,500								50,000		57,500
Hamm Roller, small (2016)										15,000		50,000
SKag Leaf Vac Cem (2017)												15,000
<b>Lawnmowers</b>			10,000	125,000	24,000	18,000	110,000			25,000		312,000
Mwr (Cem.) SKAG 48" (2017)										25,000		25,000
Mwr (Pls) TORO 8910N (2014)						110,000						110,000
Mwr (Cem.) SKAG 52" (2012)					18,000							18,000
Mwr (Pls) SKAG 61" (2011)					24,000							24,000
Mower (Parks) SKAG 61" (2008)			10,000									10,000
Mower - TORO Gang (2007)				125,000								125,000
<b>DPW: Parks &amp; Cemetery</b>	75,000	25,000	100,000	300,000	100,000	100,000	100,000	200,000	200,000	200,000	100,000	1,500,000
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	500,000
School Site Improvements (parking lots, sidewalks, walkways)				200,000								200,000
Rock Wall repairs - Laurel Hill								100,000				100,000
Rock Wall repairs - Memorial Park									100,000			100,000
Rock Wall repairs - Joshua Eaton										100,000		100,000
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	500,000
<b>DPW: Roads</b>												
Track Road Bridge(s)	grant funded											
Sidewalk/Curb/Ped. Safety	100,000	100,000	100,000	100,000	100,000	100,000	125,000	125,000	125,000	150,000	150,000	1,275,000
Skim Coating & Crack Seal Patch	100,000	100,000	100,000	100,000	100,000	100,000	125,000	125,000	125,000	150,000	150,000	1,275,000
West Street - Local str (\$1.3mil)	Debt	Debt	Debt	Debt	Debt	Debt						
Lowell Street \$400k			400,000	400,000								400,000
General Fund - various roads	400,000	400,000	400,000	425,000	425,000	425,000	450,000	450,000	475,000	475,000	500,000	4,825,000
<b>TOTAL GENL FUND VOTED - ROADS</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>1,025,000</b>	<b>625,000</b>	<b>625,000</b>	<b>700,000</b>	<b>700,000</b>	<b>725,000</b>	<b>775,000</b>	<b>800,000</b>	<b>7,775,000</b>
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	6,600,000
<b>TOTAL ROAD CAPITAL</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>1,625,000</b>	<b>1,225,000</b>	<b>1,225,000</b>	<b>1,300,000</b>	<b>1,300,000</b>	<b>1,325,000</b>	<b>1,375,000</b>	<b>1,400,000</b>	<b>14,375,000</b>

# Debt Schedule

General Fund  
Revised for November 2020 Town Meeting

Town of Reading Debt Service Schedule 10/9/20 11:00	Approved FY - 2020	Requested FY - 2021	Projected 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	
<b>General Fund:</b>	4,425,285	4,984,858	4,755,726	5,225,533	5,095,056	3,869,288	2,062,400	2,006,600	1,815,800	1,765,400	1,710,100	1,165,000	1,135,000	905,000	881,000	857,000	833,000	833,000	309,000	0
<b>Principal</b>	3,600,000	4,155,000	4,085,000	4,519,000	4,560,000	3,340,000	1,645,000	1,645,000	1,510,000	1,510,000	1,505,000	1,000,000	1,000,000	800,000	800,000	800,000	800,000	800,000	300,000	0
Within Levy Limit	1,245,000	1,760,000	1,650,000	2,045,000	2,032,200	2,105,000	1,645,000	1,645,000	1,510,000	1,510,000	1,505,000	1,000,000	1,000,000	800,000	800,000	800,000	800,000	800,000	300,000	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	0
<b>Interest</b>	825,285	829,858	670,726	706,533	535,056	529,288	417,400	361,600	305,800	255,400	205,100	165,000	135,000	105,000	81,000	57,000	33,000	33,000	9,000	0
Within Levy Limit	277,803	376,676	313,844	447,951	376,744	484,588	417,400	361,600	305,800	255,400	205,100	165,000	135,000	105,000	81,000	57,000	33,000	33,000	9,000	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	0
<b>Within Levy Limit</b>	1,522,803	2,136,676	1,963,844	2,492,951	2,408,944	2,589,588	2,062,400	2,006,600	1,815,800	1,765,400	1,710,100	1,165,000	1,135,000	905,000	881,000	857,000	833,000	833,000	309,000	0
Issued	1,522,803	2,136,676	1,963,844	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	0
Approved not issued (A/N)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Not yet approved (N/YA)	0	0	0	695,000	680,000	1,345,000	1,315,000	1,285,000	1,255,000	1,225,000	1,195,000	1,165,000	1,135,000	905,000	881,000	857,000	833,000	833,000	309,000	0
Net Included Debt	1,522,803	2,136,676	1,963,844	2,492,951	2,408,944	2,589,588	2,062,400	2,006,600	1,815,800	1,765,400	1,710,100	1,165,000	1,135,000	905,000	881,000	857,000	833,000	833,000	309,000	0
<b>Excluded Debt</b>	2,902,482	2,848,182	2,791,882	2,732,582	2,686,112	1,279,700	0	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	1,279,700	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Net Excluded Debt	2,902,482	2,848,182	2,791,882	2,732,582	2,686,112	1,279,700	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Principal + Interest</b>	7,328,067	7,833,058	7,517,608	8,252,115	7,785,168	5,148,988	2,062,400	2,006,600	1,815,800	1,765,400	1,710,100	1,165,000	1,135,000	905,000	881,000	857,000	833,000	833,000	309,000	0
<b>Within Levy Limit</b>	5,045,606	5,892,352	5,648,844	6,264,951	6,097,944	4,584,288	2,062,400	2,006,600	1,815,800	1,765,400	1,710,100	1,165,000	1,135,000	905,000	881,000	857,000	833,000	833,000	309,000	0
Issued	5,045,606	5,892,352	5,648,844	6,264,951	6,097,944	4,584,288	2,062,400	2,006,600	1,815,800	1,765,400	1,710,100	1,165,000	1,135,000	905,000	881,000	857,000	833,000	833,000	309,000	0
Approved not issued (A/N)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Not yet approved (N/YA)	0	0	0	695,000	680,000	1,345,000	1,315,000	1,285,000	1,255,000	1,225,000	1,195,000	1,165,000	1,135,000	905,000	881,000	857,000	833,000	833,000	309,000	0
Net Excluded Debt	2,902,482	2,848,182	2,791,882	2,732,582	2,686,112	1,279,700	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Energy Improv \$5mil/15yr	398,194	382,388	371,456	360,113	348,356	336,188	408,000	389,000	390,000	381,000	372,000	363,000	354,000	345,000	336,000	327,000	318,000	309,000	309,000	0
Energy Improv II \$4.0mil/15yr	77,050	73,700	70,350	435,000	426,000	417,000	408,000	399,000	390,000	381,000	372,000	363,000	354,000	345,000	336,000	327,000	318,000	309,000	309,000	0
Killam Green Repair	37,950	36,300	34,650	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Birch Mow Green Repair	34,752	33,852	32,952	32,052	29,942	29,942	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bldg Roof Repair \$6.0mil/12yr	167,178	157,828	153,628	149,428	135,938	135,938	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Blding Security \$4mil/10yr	138,608	135,008	126,408	122,958	117,208	117,208	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Barrows@ Wood End@	171,000	165,000	165,000	159,000	153,000	153,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Barrows@	177,000	171,000	165,000	159,000	153,000	153,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ES Mod. class \$1.2 mil/8yr	106,000	102,000	102,000	102,000	102,000	102,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
RMHS Ret. Wall \$500k/5yr	178,200	172,800	167,400	162,000	156,600	151,200	145,800	140,400	140,400	140,400	140,400	140,400	140,400	140,400	140,400	140,400	140,400	140,400	140,400	0
RMHS/TLT \$1.5mil/10yr	16,249	227,940	219,300	207,800	201,400	195,000	188,600	182,200	175,800	169,400	158,100	158,100	158,100	158,100	158,100	158,100	158,100	158,100	158,100	0
RMHS Turf II \$2.225mil/10yr	156,000	152,100	148,200	144,300	140,400	135,200	135,200	135,200	135,200	135,200	135,200	135,200	135,200	135,200	135,200	135,200	135,200	135,200	135,200	0
West St. \$1.3 mil	0	0	0	260,000	254,000	248,000	242,000	236,000	230,000	224,000	218,000	212,000	206,000	200,000	194,000	188,000	182,000	176,000	170,000	0
Ec Dev Divin II (est. \$2.0mil/10yr)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Excluded Debt</b>	2,902,482	2,848,182	2,791,882	2,732,582	2,686,112	1,279,700	0	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	1,279,700	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Library Project \$2.115mil	1,200,000	1,170,000	1,140,000	1,110,000	1,080,000	1,040,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Library Project \$10-mil	1,352,500	1,339,250	1,324,000	1,306,750	1,312,500	1,312,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Barrows/Wd End@ Wood End@	51,930	50,580	49,230	46,880	40,560	40,560	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Barrows@ Wood End@	11,352	11,052	10,752	10,452	3,952	3,952	0	0	0	0	0	0	0	0	0	0	0	0	0	0



**Water Enterprise Fund**  
**Capital + Debt**  
 November 2020

Water Ent. Fund Capital & Debt	Approved		Projected ==>		Legend: DEBT (Issued), debiani (Approved, Not Issued) and debina (not yet approved)										FY20-36			
	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-2034	FY-2035	FY-2036	TOTAL
<b>Total Capital &amp; Debt</b>	2,649,984	2,737,730	3,195,830	2,962,180	3,096,250	2,661,650	2,451,950	2,902,975	2,591,650	1,972,400	1,933,400	1,944,400	1,205,400	1,203,100	1,010,800	948,450	976,100	37,636,749
<b>Water CAPITAL</b>	800,000	710,000	50,000	92,500	75,000	110,000	160,000	110,000	325,000	100,000	100,000	150,000	140,000	165,000	165,000	125,000	175,000	3,552,500
<b>Water Supply</b>																		
MWRA (\$3.16mil partial join)	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt									
MWRA (\$7.8mil full join)	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt									
Well Abandonment	50,000								225,000									275,000
Develop Lead Program	50,000																	50,000
Lead Removal \$1.5mil/MWRA	3		debina - ask November 2020 Town Meeting		debina	debina	debina	debina	debina	debina	debina	debina	debina	debina	debina	debina	debina	
Auburn Tank \$4.5 mil/20yr	4		debiani - TM approved; plan to issue winter 2021		debiani	debiani	debiani	debiani	debiani	debiani	debiani	debiani	debiani	debiani	debiani	debiani	debiani	
Replace Meters \$1.65mil/10yr	5		debina		debina	debina	debina	debina	debina	debina	debina	debina	debina	debina	debina	debina	debina	
DHW Bldg Project/25 yrs TBA																		
Bear Hill Storage Tank (\$2.0 mil) - remove pending MWRA 2nd connection ?																		
<b>Water Distribution</b>																		
WM-Haverhill&Howard (\$2.05m)	6a	Debt	Debt															
WM: MWRA loan to be used	6b	Debt	Debt															
WM Ph 1 R#1 \$4.012mil/10yr	7a	Debt	Debt	Debt														
WM Ph 1 R#2 \$1.165mil/10yr	7b	Debt	Debt	Debt														
WM Ph 1 R#2 \$3.106 mil/10yr	7c	Debt	Debt	Debt														
Additional funding: Main Street		300,000																
Grove Street WM \$1.0mil/5yrs	8	Debt	Debt	Debt														
Gazebo Circle Design		100,000																
Gazebo Improves \$1.1mil/10yr	9		450,000															100,000
Downtown I (\$4.3mil) design																		
Downtown I \$2.8 mil/10yr	10a																	
Downtown II \$5.2 mil/10yr	10b																	
Community-wide Water Mains \$25mil	11																	
Unidirectional Flushing Program		30,000																
WM Lining Program		50,000																
SCADA Upgrade (every 5 yrs)		50,000																
Water Vehicles																		
Replace Pickup Truck #3 (2003)		60,000																
Replace Pickup Truck #12 (1997)		50,000																
Replace Truck #6		160,000																
Skidsteer		50,000																
Engineering Vehicle (split w/ Swr)																		
Replace Pickup #15		60,000																

**Water Enterprise Fund**  
**Capital + Debt**  
**November 2020**

Water Ent. Fund Capital + Debt	Approved		Projected =>		Legend: DEBT (Issued), debam (Approved, Not Issued) and debma (not yet approved)										FY-20-36			
	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-2034	FY-2035	FY-2036	TOTAL
Water DEBT	1,849,984	2,027,730	3,145,830	2,869,680	3,021,250	2,551,650	2,291,950	2,792,975	2,266,650	1,872,400	1,833,400	1,794,400	1,065,400	1,038,100	845,800	823,450	801,100	34,084,249
Join MWRA (partial \$3.18m)	200,180	195,380	190,560	181,780	176,100	169,900	153,700	149,350										1,416,970
Join MWRA (full \$7.8m) 2	460,050	465,450	445,950	431,550	417,150	402,750	388,350	370,825	355,250									3,757,325
WM-Haverhill&Howard (\$2.05m) 6a	185,000	185,000	185,000															595,000
WM: MWRA loan to be used 6b	20,000	20,000	20,000															60,000
WM Ph 1 RFI \$4.012mil/10yr 7a	401,200	401,200	401,200	401,200	401,200	121,900	117,300											2,006,000
WM Ph 1 R2 \$1.165mil/10yr 7b	144,300	140,300	135,700	131,100	126,500	133,100	129,800	126,500	119,900	116,600	113,300							917,700
WM Ph 1 R2 \$3.106 mil/10yr 7c	409,200	396,800	384,400	372,000	359,600	347,200	330,400	322,000	305,200	296,800	288,400							2,926,400
Grove Street WM \$1.0mil/5yrs 8	9,454	223,600	216,000	203,500	196,100	188,700	180,000	170,000	160,000	150,000	140,000	130,000	120,000	110,000	100,000	90,000	80,000	1,037,354
Lead Removal \$1.5mil/MWRA 9			150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	1,500,000
Gazabo Improves \$1.1mil/10yr 10a			143,000	139,700	136,400	133,100	129,800	126,500	123,200	119,900	116,600							1,281,500
Downtown I \$2.8 mil/10yr 10b			364,000	355,600	347,200	338,800	330,400	322,000	313,600	305,200	296,800							3,262,000
Downtown II \$5.2 mil/10yr 11			150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	1,500,000
Community-wide Water Mains \$25mil Auburn Tank \$4.5 mil/20yr 4			360,000	353,250	346,500	339,750	333,000	326,250	319,500	312,750	306,000	299,250	292,500	285,750	279,000	272,250	265,500	5,883,750
Replace Meters \$1.65mil/10yr 5				214,500	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																		
Repayment of Principal:	1,556,200	1,746,200	2,656,200	2,442,200	2,606,200	2,205,000	2,010,000	2,410,000	1,950,000	1,600,000	1,600,000	1,600,000	910,000	910,000	745,000	745,000	745,000	29,562,000
Join MWRA (partial \$3.18m) 1	160,000	160,000	156,000	156,000	155,000	155,000	145,000											1,236,000
Join MWRA (full \$7.8m) 2	365,000	365,000	360,000	360,000	360,000	360,000	360,000	350,000										3,235,000
WM-Haverhill&Howard (\$2.05m) 6a	185,000	185,000	185,000															555,000
WM: MWRA loan to be used 6b	20,000	20,000	20,000															60,000
WM Ph 1 RFI \$4.012mil/10yr 7a	401,200	401,200	401,200	401,200	401,200	115,000	115,000	115,000	115,000	115,000	115,000							2,006,000
WM Ph 1 R2 \$1.165mil/10yr 7b	115,000	115,000	115,000	115,000	115,000	310,000	310,000	310,000	310,000	310,000	310,000							805,000
WM Ph 1 R2 \$3.106 mil/10yr 7c	310,000	310,000	310,000	310,000	310,000	185,000	185,000	185,000	185,000	185,000	185,000							2,480,000
Grove Street WM \$1.0mil/5yrs 8	190,000	190,000	190,000	190,000	190,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	935,000
Lead Removal \$1.5mil/MWRA 9			110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	1,500,000
Gazabo Improves \$1.1mil/10yr 10a			289,000	280,000	280,000	280,000	280,000	280,000	280,000	280,000	280,000	280,000	280,000	280,000	280,000	280,000	280,000	2,800,000
Downtown I \$2.8 mil/10yr 10b			150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	1,500,000
Downtown II \$5.2 mil/10yr 11																		
Community-wide Water Mains \$25mil Auburn Tank \$4.5 mil/20yr 4			225,000	225,000	225,000	225,000	225,000	225,000	225,000	225,000	225,000	225,000	225,000	225,000	225,000	225,000	225,000	4,500,000
Replace Meters \$1.65mil/10yr 5				165,000	165,000	165,000	165,000	165,000	165,000	165,000	165,000	165,000	165,000	165,000	165,000	165,000	165,000	1,650,000
Interest on Long Term Debt:	293,784	281,530	489,630	427,480	415,050	346,650	281,950	382,975	316,650	272,400	233,400	194,400	155,400	128,100	100,800	78,450	56,100	4,522,249
Join MWRA (partial \$3.18m) 1	40,180	35,380	30,580	25,780	21,100	14,900	8,700	4,350										180,970
Join MWRA (full \$7.8m) 2	115,050	100,450	88,950	71,550	42,750	28,350	15,825	5,250										522,325
WM Ph 1 RFI \$4.012mil/10yr 7a	29,900	29,900	20,700	16,100	11,500	6,900	2,300											112,700
WM Ph 1 R2 \$1.165mil/10yr 7b	99,200	86,800	74,400	62,000	49,600	37,200	24,800	12,400										446,400
WM Ph 1 R2 \$3.106 mil/10yr 7c	9,454	33,600	26,000	18,500	11,100	3,700												102,354
Grove Street WM \$1.0mil/5yrs 8																		
Lead Removal \$1.5mil/MWRA 9			33,000	29,700	26,400	23,100	19,800	16,500	13,200	9,900	6,600	3,300						181,500
Gazabo Improves \$1.1mil/10yr 10a			84,000	75,600	67,200	58,800	50,400	42,000	33,600	25,200	16,800	8,400						462,000
Downtown I \$2.8 mil/10yr 10b																		
Downtown II \$5.2 mil/10yr 11																		
Community-wide Water Mains \$25mil Auburn Tank \$4.5 mil/20yr 4			135,000	128,250	121,500	114,750	108,000	101,250	94,500	87,750	81,000	74,250	67,500	60,750	54,000	47,250	40,500	1,383,750
Replace Meters \$1.65mil/10yr 5																		272,250
DPW Bldg Project/25 yrs TBA																		

**Sewer Enterprise Fund**  
**Capital + Debt**  
**November 2020**

10/9/2020 11:08	Approved FY-2020	Approved FY-2021	Projected ==>		Legend: DEBT (Issued); deb/ltan (Approved, Not Issued) and deb/ltan (not yet approved)		FY-2028	FY-2029	FY-2030	FY-2031	FY-2032	FY-2033	FY-2034	FY-2035	FY-2034 TOTAL
			FY-2022	FY-2023	FY-2024	FY-2025									
Sewer Ent. Fund Capital & Debt															
Sewer Capital	565,000	175,000	75,000	75,000	75,000	75,000	950,000	800,000	980,000	1,350,000	1,200,000	1,025,000	1,175,000	1,475,000	11,175,000
Sewer Debt	416,210	465,210	1,071,400	1,042,600	1,228,300	1,194,550	267,850	215,750	184,800	179,850	174,900	169,950	-	-	7,722,870
<b>Total Capital &amp; Debt</b>	<b>981,210</b>	<b>640,210</b>	<b>1,146,400</b>	<b>1,117,600</b>	<b>1,303,300</b>	<b>1,269,550</b>	<b>1,217,850</b>	<b>1,015,750</b>	<b>1,164,800</b>	<b>1,529,850</b>	<b>1,374,900</b>	<b>1,194,950</b>	<b>1,175,000</b>	<b>1,475,000</b>	<b>18,897,870</b>
<b>Sewer CAPITAL</b>	<b>565,000</b>	<b>175,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>950,000</b>	<b>800,000</b>	<b>980,000</b>	<b>1,350,000</b>	<b>1,200,000</b>	<b>1,025,000</b>	<b>1,175,000</b>	<b>1,475,000</b>	<b>11,175,000</b>
<b>Sewer Main projects</b>	<b>50,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>	<b>1,500,000</b>
Station: Chas St. \$2.4mil/8yrs	2	debt	debt	debt	debt	debt									215,000
Station: Sturges design	4	debt/ltan	debt/ltan	debt/ltan	debt/ltan	debt/ltan									40,000
Station: Sturges \$2 mil/5yrs	4	debt/ltan	debt/ltan	debt/ltan	debt/ltan	debt/ltan									850,000
Portable Pump/Shate w/ SWIR							100,000								850,000
Station: Joseph's Way \$850k							100,000								1,500,000
Station: Brewer Lane \$850k							100,000								30,000
Station: Collins Ave. \$1.5m							30,000								400,000
Portable Generator - Collins \$30k							30,000								900,000
Station: Grove St. \$900k															30,000
Portable Generator - Grove \$30k															1,000,000
Station: Strout Ave. \$1.0mil															2,000,000
Station: Longwood Rd. \$2.0mil															1,500,000
Station: Pitman Drive \$1.5mil															100,000
<b>Downtown Improve II design</b>	<b>100,000</b>	<b>100,000</b>													<b>100,000</b>
<b>Downtown Improve II \$1.0mil/5yrs</b>	<b>3</b>	<b>debt/ltan</b>	<b>debt/ltan</b>	<b>debt/ltan</b>	<b>debt/ltan</b>	<b>debt/ltan</b>	<b>debt/ltan</b>	<b>debt/ltan</b>	<b>debt/ltan</b>	<b>debt/ltan</b>	<b>debt/ltan</b>	<b>debt/ltan</b>	<b>debt/ltan</b>	<b>debt/ltan</b>	<b>140,000</b>
Meter Replacements \$1.65mil/10yr	5														60,000
DPW Bldg Project/25 yrs TBA	6														60,000
Backhoe 430D		140,000													17,500
Pickup #6 (2011)		60,000													7,722,870
Pickup #10 (2011)		60,000													613,220
Engineering Vehicle (spill w/Wtr)															1,857,400
<b>Sewer DEBT</b>	<b>416,210</b>	<b>465,210</b>	<b>1,071,400</b>	<b>1,042,600</b>	<b>1,228,300</b>	<b>1,194,550</b>	<b>267,850</b>	<b>215,750</b>	<b>184,800</b>	<b>179,850</b>	<b>174,900</b>	<b>169,950</b>	<b>-</b>	<b>-</b>	<b>7,722,870</b>
<b>MWRA Inflow &amp; Infiltration</b>	<b>1</b>	<b>76,010</b>	<b>68,200</b>	<b>68,200</b>	<b>68,200</b>	<b>68,200</b>	<b>68,200</b>	<b>26,000</b>	<b>26,000</b>	<b>26,000</b>	<b>26,000</b>	<b>26,000</b>	<b>26,000</b>	<b>26,000</b>	<b>613,220</b>
Station: Chas St. \$2.4mil/8yrs	2	329,200	313,200	302,400	291,600	280,800	206,000	206,000	206,000	206,000	206,000	206,000	206,000	206,000	1,857,400
Downtown Improve II \$1.0mil/5yrs	3		230,000	224,000	218,000	212,000	206,000	206,000	206,000	206,000	206,000	206,000	206,000	206,000	1,090,000
Station: Sturges \$2 mil/5yrs	4	60,000	460,000	448,000	436,000	424,000	412,000	402,000	390,000	378,000	366,000	354,000	342,000	330,000	2,240,000
Meter Replacements \$1.65mil/10yr	5														1,922,250
DPW Bldg Project/25 yrs TBA	6														-
Repayment of Principal:		351,010	938,200	938,200	1,103,200	1,103,200	833,200	491,000	191,000	165,000	165,000	165,000	165,000	165,000	6,893,220
MWRA Inflow & Infiltration P7	1a	7,810													15,620
MWRA Inflow & Infiltration P9	1c	42,200	42,200	42,200	42,200	42,200	42,200	26,000	26,000	26,000	26,000	26,000	26,000	26,000	337,800
MWRA Inflow & Infiltration P11	1d	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	260,000
Station: Chas St. \$2.4mil/8yrs	2	275,000	270,000	270,000	270,000	270,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	1,630,000
Downtown Improve II \$1.0mil/5yrs	3		200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	1,000,000
Station: Sturges \$2 mil/5yrs	4		400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	2,000,000
Meter Replacements \$1.65mil/10yr	5														1,650,000
DPW Bldg Project/25 yrs TBA	6														-
Interest on Long Term Debt:		114,200	133,200	104,400	125,100	91,350	57,600	29,700	24,750	19,800	14,850	9,900	4,950	4,950	829,650
MWRA Inflow & Infiltration	1														-
Station: Chas St. \$2.4mil/8yrs	2	65,200	43,200	32,400	21,600	10,800	6,000	3,000	1,500	750	375	187.50	93.75	46.875	227,400
Downtown Improve II \$1.0mil/5yrs	3		30,000	24,000	18,000	12,000	6,000	3,000	1,500	750	375	187.50	93.75	46.875	90,000
Station: Sturges \$2 mil/5yrs	4	60,000	60,000	48,000	36,000	24,000	12,000	6,000	3,000	1,500	750	375	187.50	93.75	240,000
Meter Replacements \$1.65mil/10yr	5														272,250
DPW Bldg Project/25 yrs TBA	6														-

**Storm Water Enterprise Fund  
Capital + Debt  
November 2020**

	Approved		Projected ==>		Legend: DEBT (issued); debiana (Approved, Not Issued); and debina (not yet approved)										FY20-33 TOTAL		
	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			
<b>Storm Water Ent. Fund Capital &amp; Debt</b>																	
Storm Water Capital	315,000	300,000	75,000	75,000	75,000	75,000	75,000	275,000	300,000	100,000	100,000	100,000	100,000	125,000	2,090,000		
Storm Water Debt	-	-	230,000	224,000	218,000	212,000	206,000	-	-	460,000	448,000	436,000	424,000	412,000	3,270,000		
<b>Total Capital &amp; Debt</b>	<b>315,000</b>	<b>300,000</b>	<b>305,000</b>	<b>299,000</b>	<b>293,000</b>	<b>287,000</b>	<b>281,000</b>	<b>275,000</b>	<b>300,000</b>	<b>560,000</b>	<b>548,000</b>	<b>536,000</b>	<b>524,000</b>	<b>537,000</b>	<b>5,360,000</b>		
<b>Storm Water CAPITAL</b>	<b>315,000</b>	<b>300,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>275,000</b>	<b>300,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>125,000</b>	<b>2,090,000</b>		
Drainage Improv. (projects)	50,000	50,000	75,000	75,000	75,000	75,000	75,000	75,000	100,000	100,000	100,000	100,000	100,000	125,000	1,175,000		
Sturges Park																	
Downtown Infrastructure Assessment																	
Downtown Improve II \$1.0mil/yr																	
DPW Bldg Project/25 yrs TBA								200,000									200,000
Saugus River Design/Permit																	200,000
Aberjona River Design/Permit									200,000								
Saugus Rvr Improv. (I) \$2mil																	
Saugus Rvr Improv. (II) \$2mil																	
Aberjona Rvr Improv. \$2mil																	
Portable Pump/share w/ Sewer)	40,000																
Catch Basin truck (2011)	225,000																
<b>Sweeper: Elgin Pelican</b>		<b>250,000</b>															
<b>Storm Water DEBT</b>																	
Downtown Improve II \$1.0mil/yr			230,000	224,000	218,000	212,000	206,000	-	-	460,000	448,000	436,000	424,000	412,000	3,270,000		
DPW Bldg Project/25 yrs TBA			230,000	224,000	218,000	212,000	206,000								1,090,000		
Saugus Rvr Improv. (I) \$2mil										460,000	448,000	436,000	424,000	412,000	-		
Saugus Rvr Improv. (II) \$2mil															-		
Aberjona Rvr Improv. \$2mil															-		

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## 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 (5<sup>th</sup>) 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 (7<sup>th</sup>) Tuesday preceding the Subsequent Town Meeting in which action is to be taken, unless this day is a holiday in which case the following day shall be substituted.

**2.1.8 Delivery of the Warrant**

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

**2.2 Conduct of Town Meeting**

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

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

**Rule 2** All articles on the warrant shall be taken up in the order of their arrangement in the warrant unless otherwise decided by a majority vote of the members present and voting.

- Rule 3** Prior to debate on each article in a warrant involving the expenditure of money, the Finance Committee shall advise Town Meeting as to its recommendations and the reasons therefore.
- Rule 4** Prior to a debate on each article in a warrant involving changes in the bylaw or Charter, petitions for a special act, or local acceptance by Town Meeting of a State statute, the Bylaw Committee shall advise Town Meeting as to its recommendations and reasons therefore.
- Rule 5** Every person shall stand when speaking as they are able, shall respectfully address the Moderator, shall not speak until recognized by the Moderator, shall state his name and precinct, shall confine himself to the question under debate and shall avoid all personalities.
- Rule 6** No person shall be privileged to speak or make a motion until after he has been recognized by the Moderator.
- Rule 7** No Town Meeting Member or other person shall speak on any question more than ten (10) minutes without first obtaining the permission of the meeting.
- Rule 8** Any non-Town Meeting Member may speak at a Town Meeting having first identified himself to the Moderator. A proponent of an article may speak on such article only after first identifying himself to the Moderator and obtaining permission of Town Meeting to speak. No non-Town Meeting Member shall speak on any question more than five (5) minutes without first obtaining the permission of the Meeting. Non-Town Meeting Members shall be given the privilege of speaking at Town Meeting only after all Town Meeting Members who desire to speak upon the question under consideration have first been given an opportunity to do so.
- Rule 9** Members of official bodies and Town officials who are not Town Meeting Members shall have the same right to speak, but not to vote, as Town Meeting Members on all matters relating to their official bodies.
- Rule 10** No speaker at a Town Meeting shall be interrupted except by a Member making a point of order or privileged motion or by the Moderator.
- Rule 11** Any person having a monetary or equitable interest in any matter under discussion at a Town Meeting, and any person employed by another having such an interest, shall disclose the fact of his interest or his employer's interest before speaking thereon.
- Rule 12** The Moderator shall decide all questions of order subject to appeal to the meeting, the question on which appeal shall be taken before any other.
- Rule 13** When a question is put, the vote on all matters shall be taken by a show of hands, and the Moderator shall declare the vote as it appears to him. If the Moderator is unable to decide the vote by the show of hands, or if his decision is immediately questioned by seven (7) or more Members, or if the Moderator determines that a counted vote is required such as for a debt issue or Home Rule Petition, he shall determine the question by ordering a standing vote, and he shall appoint tellers to make and return the count directly to him. On request of not less than twenty (20) members, a vote shall be taken by roll call.
- Rule 14** All original main motions having to do with the expenditure of money shall be presented in writing, and all other motions shall be in writing if so directed by the Moderator.

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

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

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

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

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

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

**2.2.2 Attendance by Officials**

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

**2.2.3 Appointment of Committees**

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

**2.2.4 Motion to Reconsider**

**2.2.4.1 Notice to Reconsider**

A motion to reconsider any vote must be made before the final adjournment of the meeting at which the vote was passed but such motion to reconsider shall not be made at an adjourned meeting unless the mover has given notice of his intention to make such a motion, either at the session of the meeting at which the vote was passed or by written notice to the Town Clerk within twenty-four (24) hours after the adjournment of such session. When such motion is made at the

session of the meeting at which the vote was passed, said motion shall be accepted by the Moderator but consideration thereof shall be postponed to become the first item to be considered at the next session, unless all remaining articles have been disposed of, in which case reconsideration shall be considered before final adjournment. There can be no reconsideration of a vote once reconsidered or after a vote not to reconsider. Reconsideration may be ordered by a vote of two-thirds (2/3) of the members present. Arguments for or against reconsideration may include discussion of the motion being reconsidered providing such discussion consists only of relevant facts or arguments not previously presented by any speaker.

**2.2.4.2 Federal or State Law Affecting Reconsideration**

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

**2.2.4.3 Posting and Advertising**

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

**2.2.5 State of the Town**

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

**2.2.6 Annual Precinct Meeting**

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

**2.2.7 Removal of Town Meeting Members**

**2.2.7.1 Notice of Attendance**

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

**2.2.7.2 Precinct Recommendation**

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

**2.2.7.3 Grouped by Precinct**

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

**2.2.8 Meetings During Town Meeting**

No appointed or elected board, committee, commission or other entity of Town government shall schedule or conduct any hearing, meeting or other function during any hours in which an Annual, Subsequent or Special Town Meeting is in session or is scheduled to be in session. Any such board, committee or commission which schedules or holds a meeting or hearing on the same calendar day, but at a time prior to a session of Town Meeting, shall adjourn or recess not less than five (5) minutes prior to the scheduled session of Town Meeting.

Any board, committee or commission may, at the opening of any session of Town Meeting, present to that Town Meeting an instructional motion requesting an exemption from this bylaw and asking that Town Meeting permit it to meet at a date and hour at which a future session of Town Meeting is scheduled, and may present reasons for Town Meeting to give such permission. Notwithstanding the foregoing, any board, committee or commission which meets the requirements of M.G.L. Chapter 39, Section 23B concerning emergency meetings may, upon meeting such requirements, conduct such a meeting or hearing at a time scheduled for a Town Meeting.

**2.2.9 Rules Committee**

The members of the Rules Committee, established under Section 2-12 of the Charter, shall hold an annual meeting within thirty (30) days after the adjournment of the Annual Town Meeting for the purpose of electing a Chairman and a Clerk and to conduct whatever business may be appropriate. Additional Rules Committee meetings may be called by the Chairman.

In the absence of a Chairman, the Moderator shall convene a meeting of the Rules Committee within sixty (60) days after a vacancy for the purpose of electing a new Chairman.



**Town of Reading  
16 Lowell Street  
Reading, MA 01867-2685**

**FAX: (781) 942-9070  
Website: [www.readingma.gov](http://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

March of 2010