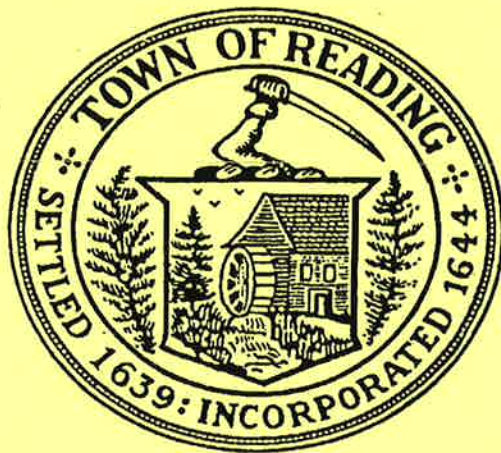


**Town of
Reading
Massachusetts**



**2018 Subsequent Town Meeting
Report on the Warrant
November 15, 2018**

**SUBSEQUENT TOWN MEETING
NOVEMBER 15, 2018
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COMMONWEALTH OF MASSACHUSETTS

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

By virtue of this Warrant, I Thomas Freeman Jr, on October 11, 2018 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

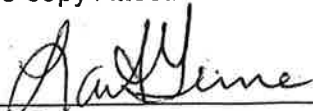
The date of posting being not less than fourteen (14) days prior to November 15, 2018, the date set for Town Meeting in this Warrant.

I also caused a posting of this Warrant to be published on the Town of Reading website on October 11, 2018.



Constable Thomas Freeman Jr

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 at the Reading Memorial High School Performing Arts Center, 62 Oakland Road, in said Reading, on Thursday November 15, 2018 at seven-thirty o'clock in the evening, at which time and place the following articles are to be acted upon and determined exclusively by Town Meeting Members in accordance with the provisions of the Reading Home Rule Charter.

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

Select Board

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

- Moderator "375th Celebration"
 - Bylaw Committee Chair "General Bylaws update"
 - Permanent Building Committee Chair "PBC update"
 - RMLD General Manager "Annual update"
 - Superintendent of Schools and School Committee Chair "State of the Schools"
-

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

Select Board

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

Finance Committee Report: No report.

Bylaw Committee Report: No report.

ARTICLE 3 To see if the Town will vote to amend the FY 2019-29 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 CIP are adequately described.

The following changes are proposed to the FY2019 – FY2029 CIP (current year plus ten years):

General Fund

FY19: +\$343,000

\$ 200,000	Facilities: Turf 2 project design funding ¹
\$ 55,000	Facilities: DPW Garage security
\$ 40,000	Facilities: Box Truck (replaces \$45k request in FY22)
\$ 28,000	DPW: Boom Flail mower
\$ 20,000	DPW: Sander Tub
\$ 500,000	Facilities Core: School & Town Bldg Security design services ²
-\$500,000	Facilities Core: Bldg Security Dispatch Center improvements
\$ 227,500	Facilities Core: Elementary School Space Planning ³
-\$10,000	Facilities Core: Birch Meadow ES Windows & Doors
-\$10,000	Facilities Core: Joshua Eaton ES Windows & Doors
-\$207,500	Facilities Core: Permanent Building Committee (ES space planning)

¹ At an October 2018 Financial Forum, FINCOM requested to add \$200k for the Turf II project due to the rapidly deteriorating condition of the field. As yet no decision on when to fund a replacement project has been made, nor whether that will include lighting any of the other four Birch Meadow fields. Such decisions will be discussed as part of the FY20 budget process starting in December 2018. The \$200k is meant to prepare for an April '19 Town Meeting funding decision and summer/fall 2019 work if the decision is to move forward.

² The \$500k swap shifts funding from planned immediate work on the Dispatch Center location as part of the overall Building Security project and instead fund a broader look to make sure the whole project is 'shovel ready'. Reading has secured a \$4.0 million placement for the \$4.5 million project in a bond bill by the state, so we need to be prepared to respond to an opportunity to use that 100% grant funding, even while the chances seem remote. The best location of the Dispatch Center has been decided to stay where it is within the building, which is actually the most complicated choice in terms on ongoing Dispatch services during a construction period.

³ The \$227.5k swap involves a base \$207.5k amount that was the 5% allocation for the successful \$4.15 mil Override approved last spring, and voted by April 2018 Town Meeting to go to Elementary School Space Planning in a Permanent Building Committee (PBC) budget line. After some discussion, the PBC prefers their involvement at a later stage in a proposed project, so this change keeps the intention but removes it to a line not related to the PBC. An additional \$20k of school building capital savings from this year is being added to that amount, bringing the total to \$227.5k. Part of the funds will be spent under the direction of the School Committee on an updated enrollment study.

FY20: -\$65,000

\$100,000	DPW: Repair Birch Meadow front parking lot/road (moved up from FY21)
\$65,000	DPW: Pickup Ford Utility #4 (2009) moved up from FY23 and up \$15k
\$60,000	Public Services: Elder Human Services Van #2
\$40,000	Facilities: Van E350 Econoline (2006) added
+ \$29,000	DPW: Cemetery Backhoe (increased to \$125k)
+ \$15,000	Schools: Courier vehicle (increased to \$45k)
\$14,000	Facilities Core: Joshua Eaton ES HVAC (moved up from FY21)
\$12,000	Facilities Core: Wood End ES HVAC (moved up from FY21)
+ \$10,000	Schools: additional funding for clock/PA system/telephone projects
+ \$10,000	Facilities Core: Killam ES Windows & Doors (moved up from FY21)
- \$10,000	Facilities Core: Barrows ES Windows & Doors
- \$10,000	Facilities Core: Birch Meadow ES Windows & Doors
- \$400,000	Cell tower construction (project cancelled, but \$100k needed in FY21)

FY20 debt notes:

There is a net increase of \$320,000 in projected debt service due to two changes below:

Add \$4 million School/Town Building Security project in FY20. Reading secured \$3 million for this project in a state bond bill, which does not guarantee funding in any specific timeframe. However authorizing the entire amount of project debt will place our shovel-ready project near the front of the funding list. Note that in April 2019 Town Meeting may be asked to authorize debt for this project and a capital project for Turf II and Birch Meadow fields that is 'next in line' and scheduled for a FY21 funding request, in order to have maximum flexibility.

Delay \$1 million Downtown II Improvements from FY20 to FY21. Recall that the general fund and three enterprise funds received Downtown Assessment funding in FY19, which is underway. The one year delay will allow staff to evaluate below ground alternatives and the general public to discuss possible above ground improvements.

FY21+

Various other changes made.

Enterprise Funds - Water

FY19: +\$145,000

+\$145,000 Emerald/Lothrop booster station (total now \$485,000)

FY20: +\$5,000

+ \$5,000 Truck #6 (total now \$160,000 – was budgeted in FY20 but listed in FY19)

FY21+

Various changes made

FY20 debt note:

Delay \$1 million Downtown II Improvements as described above.

Enterprise Funds - Sewer

FY19: +\$18,000

+\$18,000 Pickup #6 (total now \$60,000)

FY20: no change

\$0 Backhoe 430d (total \$140,000 – was budgeted in FY20 but listed in FY19)

FY21+

Various changes made

FY20 debt note:

Delay \$1 million Downtown II Improvements as described above.

Enterprise Funds – Storm Water

FY19: no change

FY20: +\$200,000

\$200,000 Catch basin truck (2011) – not previously listed in capital plan

FY21+

Various changes made

FY20 debt note:

Delay \$1 million Downtown II Improvements as described above

Finance Committee Report: The Finance Committee recommends the proposed amendments to the FY 2019 – FY 2029 Capital Improvements Program by a vote of 8-0-0 at their meeting on October 10, 2018. Placing items in the Capital Improvement Program is a prerequisite but in itself does not authorize spending funds towards these items.

Bylaw Committee Report: No report.

ARTICLE 4 To see if the Town will vote to amend the Town's Operating Budget for the Fiscal Year commencing July 1, 2018, as adopted under Article 17 of the 2018 Annual Town Meeting; and to see if the Town will vote to raise and appropriate, borrow or transfer from available funds, or otherwise provide a sum or sums of money to be added to the amounts appropriated under said Article, as amended, for the operation of the Town and its government, or take any other action with respect thereto.

Finance Committee

Background:

General Fund – Wages and Expenses

<u>Account Line</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
B99 – Benefits Expenses	Retirement Assessment +\$40,100 Worker's Comp Ins Premiums -\$5,000 Health Insurance Premiums -\$205,000	\$169,900	
C99 – Capital Expenses	Facilities: Turf 2 project design \$200,000 Facilities: DPW Garage Security \$55,000 Facilities: Box Truck \$40,000 DPW: Boom flail mower \$28,000 DPW: Sander Tub \$20,000 Fac: Bldg Sec design \$500,000 Fac: Bldg Sec Dispatch Ctr -\$500,000 Fac: Elementary School Space \$227,500 Fac: Birch Meadow ES Doors -\$10,000 Fac: Joshua Eaton ES Doors - \$10,000 Fac: PBC (ES space planning) -\$207,500		\$343,000
D99 – Debt Service Expenses	Repay Bond Anticipation Note (RMHS/TLT litigation settlement) \$171,486		\$171,486
E99 – Vocational Ed.	NEMRVS enrollment +\$20,000		\$20,000
G92 – Administrative Services Expenses	Property Casualty Ins. Premiums +\$7,000		\$ 7,000
I91 – Finance Wages	Vacant positions hiring +\$8,000		\$ 8,000
J92 - Public Safety Expenses	Replace Patrol Car damaged in accident \$43,000. <i>Note that insurance will repay the Town \$30,774 but those funds will go directly to the General Fund.</i>		\$43,000
	Subtotals	\$169,900	\$592,486
	Net Operating Expenses		\$422,586
	From New Growth Rev +\$289,664 From Excise Tax Rev +\$100,000 From Interest Earn Rev +\$150,000 From State Aid Rev - \$119,516 Total Incr. in Revenues +\$420,148 Total Decr. in non-voted Exp. -\$2,438 State Assessments		\$422,586

Enterprise Funds

<u>Account Line</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
W99 – Water EF	Emerald/Lothrop booster sta +\$145,000		\$145,000
X99 – Sewer EF	Pickup truck #6 +\$18,000		\$ 18,000
	Subtotals		\$163,000
	Net Operating Expenses		\$163,000
	From Water Reserves \$145,000		
	From Sewer Reserves \$18,000		

Finance Committee Report: At their meeting on October 10, 2018 the Finance Committee voted 8-0-0 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 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: No unpaid bills are known at this time, and this Article will only be taken up as needed.

Finance Committee Report: No report.

Bylaw Committee Report: No report.

ARTICLE 6 To see if the Town will vote to authorize the Select Board to sell, exchange, or dispose of, various items of Town tangible property, upon such terms and conditions as it may determine, or take any other action with respect thereto.

Select Board

Background: The following items are requested to be designated as surplus. They will either be sold competitively online, or included as part of a trade-in for a new purchase of equipment.

<u>Description</u>	<u>Yr</u>	<u>Make/Model</u>	<u>Mileage</u>	<u>Estimated Salvage Value</u>
Police	2011	Ford Crown Victoria	102,747	\$1,000
Police	2008	Ford Taurus	51,289	\$1,000
Fire	2006	Ford F350 Pickup		\$1,000
Fire		Physio Lifepak 12 Defibrillator Monitor		unknown
Fire		Copier - Canon IR3245		<\$1,000
Facilities	2006	Ford F350 Box Truck	29,720	\$1,000
Facilities	1999	Chevy K2500	51,771	\$1,000
DPW		Copier - Canon IR 2545i		<\$1,000

Finance Committee Report: At their meeting on October 10, 2018 the Finance Committee voted 8-0-0 to recommend this Article to Town Meeting.

Bylaw Committee Report: No report.

ARTICLE 7 To see if the Town will vote to amend the votes taken under Article 6 of the January 28, 2013 Special Town Meeting; Article 6 of the February 13, 2014 Special Town Meeting; and Article 7 of the November 14, 2016 Subsequent Town Meeting to reduce the amounts authorized to be borrowed for the Library project by such votes by \$16,345 dollars, or to take any other action with respect thereto.

Select Board

Background: Sometimes the exact amount borrowed is somewhat less than that authorized by Town Meeting. This tends to be more frequent when State Grant funding is involved. Town Meeting is asked to rescind any excess permitted debt, which is no longer needed. This action is financial housekeeping largely for the benefit of our Auditors, although our maximum amount of allowable debt by law is calculated by the amounts authorized and not by the amounts issued.

Library Renovation Debt Info

Date	Action	Amount
Jan-13	Authorization	14,900,000.00
Feb-14	Authorization	3,500,000.00
Feb-15	Borrowing	(10,000,000.00)
Feb-15	Auth Reduction by Premium	(933,541.00)
Jun-16	Borrowing	(2,115,000.00)
Nov-16	Auth Reduction by Premium	(230,000.00)
	State Grant Pmts (fy13-fy17)	(5,105,114.00)
	Amount to be rescinded	16,345.00

Above please find the details for the Library Renovation project. A total of \$18.4 million was authorized by two votes of Town Meeting. The Town borrowed a total of \$13,278,541 (72% share) and the State covered \$5,105,114 (28% share) with a grant. This leaves \$16,345 as debt authorized by Town meeting, but no longer needed.

Finance Committee Report: At their meeting on October 10, 2018 the Finance Committee voted 8-0-0 to recommend this Article to Town Meeting.

Bylaw Committee Report: No report.

ARTICLE 8 To see if the Town will vote to amend the votes taken under Article 5 of the January 13, 2003 Special Town Meeting; Article 10 of the November 13, 2006 Subsequent Town Meeting and Article 3 of the November 14, 2016 Special Town Meeting to reduce the

amounts authorized to be borrowed for the Reading Memorial High School project by such votes by \$150,921 dollars, or to take any other action with respect thereto.

Select Board

Background: The prior Article also describes the overview. Below please find the details for the Reading Memorial High School Renovation project. A previous Town Meeting balanced the books on authorized debt, until in 2016 when the Town needed to settle \$6 million of outstanding litigation. A total of \$3.0 million was authorized by Town Meeting for this purpose. The Town borrowed a total of \$1,510,000 and the State covered \$1,339,079 (this amount was a final accounting of the entire project and not directly related to the litigation). This leaves \$150,921 as debt authorized by Town meeting, but no longer needed.

RMHS Renovation Debt Info

Date	Action	Amount
Nov-16	Authorization	3,000,000.00
Jun-17	Borrowing	(1,355,000.00)
Jun-17	Reduction by Premium	(155,000.00)
Feb-18	State Grant Pmts	(1,339,079.00)
	Amount to be rescinded	150,921.00

Finance Committee Report: At their meeting on October 10, 2018 the Finance Committee voted xxx to recommend this Article to Town Meeting.

Bylaw Committee Report: No report.

ARTICLE 9 To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum or sums of money for the purpose of making extraordinary repairs and/or replacement of sanitary sewer collection systems, including the costs of consulting services, audits, plans, documents, cost estimates, bidding services and all related expenses incidental thereto and necessary in connection therewith, said sum to be expended by and under the direction of the Town Manager; and to see if the Town will authorize the Select Board, Town Manager, or any other agency of the Town to apply for a grant or grants, to be used to defray the cost of all or any part of said sanitary sewer improvements; and to authorize the Town Manager to enter into any and all contracts and agreements as may be necessary to carry out the purposes of this Article, or take any other action with respect thereto.

Select Board

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

On June 20, 2018, MWRA Board of Directors approved \$300 million in additional community grants and loans under the I/I Local Financial Assistance Program for FY19-30. As such the MWRA has expanded the program to Phase 11, Phase 12 and Phase 13. Phase 11 and 12

funds will be distributed to member communities in the form of a 75% grant and 25% interest-free loan. Phase 13 funds will be allocated to each community as loan-only.

MWRA Assistance

- The assistance is provided through a combination grant and interest-free loan
- Phase 11 Allocation is \$1,040,000 (\$780,000 grant; \$260,000 interest-free loan)
- Phase 12 Allocation is \$1,040,000 (\$780,000 grant; \$260,000 interest-free loan)
- Phase 13 Allocation is \$1,040,000 (\$1,040,000 interest-free loan)
- Loan pay back to the MWRA - equal installments up to a ten year period beginning one year after distribution of the funds

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

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

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

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

Finance Committee Report: At their meeting on October 10, 2018 the Finance Committee voted 8-0-0 to recommend this Article to Town Meeting.

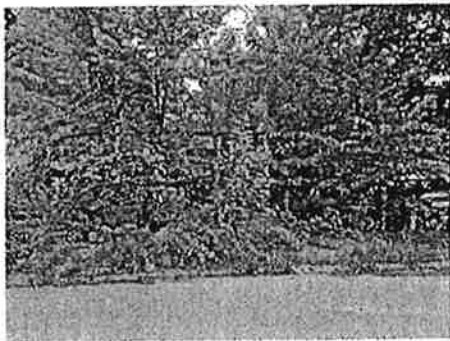
Bylaw Committee Report: No report.

ARTICLE 10 To see if the Town will vote to ratify and authorize the sale of a parcel of land located on Brook Street, shown as Lot 122 on Assessor's Map 8 and described in a deed recorded with the Middlesex South Registry of Deeds at Book 31286 Page 172, in accordance with the terms of a purchase and sale agreement entered into by Kara Meade and Daniel Meade of Reading, Massachusetts, and the Town of Wakefield, Massachusetts and dated April 20, 2018, and subsequently amended by the aforementioned parties and the Town of Reading, or take any other action with respect thereto.

Select Board

The Towns of Reading and Wakefield held contiguous parcels in tax title. In Reading the parcel was the lot frontage known on Brook Street, and in Wakefield was the house and remainder of a lot known on Redfield Road (two street names for the same street).

After a discussion involving the shared regional Assessor, the Wakefield Town Administrator and Reading Town Manager it was decided that a joint sale from tax title could result in a home that could provide living space for a family instead of remaining vacant. Below please see photos of the property before and after a DPW cleanup effort:



Reading owns a few feet of frontage in from the street, constituting about 436 square feet. That parcel is assessed at \$100 in Reading. A sale of both parcels was advertised and completed during the spring/summer 2018. The sale price of \$151,000 will be split as agreed in advance by percentage of square feet, with Reading (436 of the 3,161 sq ft) receiving \$20,838 (less any closing costs). The Reading Select Board has approved this transaction, and Reading Town Meeting is requested to do so as the final step before the legal closing may occur. The town of Wakefield has completed their work for this closing.

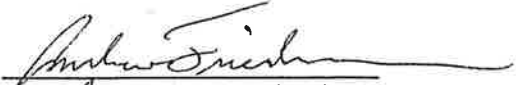
Finance Committee Report: At their meeting on October 10, 2018 the Finance Committee voted 8-0-0 to recommend this Article to Town Meeting.


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 15, 2018, 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.

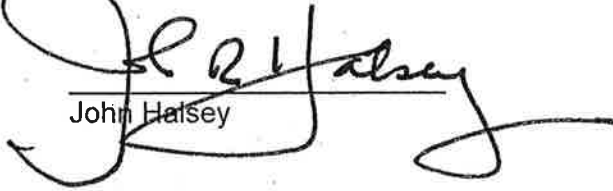
Given under our hands this 25th day of September, 2018.


Andrew Friedmann, Chair

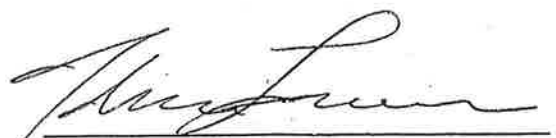

Barry Berman, Vice Chair


Vanessa Alvarado, Secretary


Daniel Ensminger


John Halsey

SELECT BOARD MEMBERS OF READING


Thomas Freeman Jr , Constable

CONDUCT OF TOWN MEETING

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

Organization

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

Finance for all expenditures of funds,

Bylaw for all bylaw changes, and the

Community Planning and Development Commission for all zoning changes.

Their reports are given prior to discussing the motion.

General Rules Of Procedure

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

Principal Motion Encountered At Town Meeting

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

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

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

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

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

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

Multiple Motions Subsequent (Multiple) Motions

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

Subject To The Following Considerations

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

Town Of Reading Bylaw - Article 2 Town Meeting

2.1 General

2.1.1 Date of Annual Town Election

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

2.1.2 Hours of Election

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

2.1.3 Annual Town Meeting Business Sessions

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

2.1.4 Subsequent Town Meeting

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

2.1.5 Adjourned Town Meeting Sessions

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

2.1.6 Posting of the Warrant

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

2.1.7 Closing of the Warrant

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

2.1.8 Delivery of the Warrant

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

2.2 Conduct of Town Meeting

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

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

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

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

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

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

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

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

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

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

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

2.2.2 Attendance by Officials

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

2.2.3 Appointment of Committees

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

2.2.4 Motion to Reconsider

2.2.4.1 Notice to Reconsider

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

2.2.4.2 Federal or State Law Affecting Reconsideration

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

2.2.4.3 Posting and Advertising

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

2.2.5 State of the Town

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

2.2.6 Annual Precinct Meeting

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

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

2.2.7 Removal of Town Meeting Members

2.2.7.1 Notice of Attendance

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

2.2.7.2 Precinct Recommendation

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

2.2.7.3 Grouped by Precinct

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

2.2.8 Meetings During Town Meeting

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

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

2.2.9 Rules Committee

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

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



Town of Reading
16 Lowell Street
Reading MA 01867

Town Clerk
781-942-9050

fax: 781-942-9070
website: www.readingma.gov

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, Commission or Town Department should include the following:

- o Article name and number
- o Name of Town Board, Committee, Commission or Town Department
- o Date the document was created
- o Contact Information

Materials that are prepared by petitioners or other voters should include the following:

- o Article name and number
- o Contact information of person who created handout
- o Date the document was created

All handouts:

- Must be submitted to the Town Clerk's office by 5:30 PM the day before Town Meeting is to convene.
- All handouts not submitted to the Town Clerk's office will be removed and recycled
- 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 7:00 PM on the night in which the subject article will be discussed
- 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 to assure compatibility
- Provide a copy before the meeting
- All presentations will be presented with the Town of Reading laptop computer

March of 2010
Revised February of 2018

Capital Improvements Plan
FY19-FY29
Town of Reading

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	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY19-28
Summary													
Facilities - General/ICORE	230,000	1,117,500	190,000	150,000	150,000	185,000	195,000	195,000	650,000	310,000	195,000	1,150,000	3,338,500
Facilities - School Buildings	564,000	660,000	281,000	90,000	-	-	812,000	-	924,500	-	470,500	-	3,238,000
Facilities - Town Buildings	69,000	125,000	-	15,000	125,000	349,500	-	-	-	-	-	-	614,500
Public Schools - General	185,000	155,000	210,000	165,000	165,000	135,000	165,000	177,500	160,000	160,000	160,000	160,000	1,652,500
Administrative Services	140,000	100,000	100,000	200,000	100,000	125,000	125,000	125,000	150,000	150,000	150,000	150,000	1,325,000
Finance	-	-	-	-	-	-	-	-	600,000	-	-	-	600,000
Public Library	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	90,000
Public Services	15,000	145,000	75,000	15,000	25,000	25,000	25,000	220,000	960,000	710,000	25,000	25,000	2,195,000
Public Safety - Fire/EMS	355,000	81,600	901,000	230,000	320,000	47,000	35,000	950,000	90,000	1,415,000	368,000	110,000	4,437,600
Public Safety - Police/Dispatch	-	15,000	57,500	-	400,000	75,000	-	-	42,500	25,000	35,000	45,000	650,000
Public Works - Equipment	601,400	257,000	325,000	400,000	210,000	965,000	24,000	408,000	180,000	50,000	-	130,000	2,820,000
Public Works - Parks & Cemetery	50,000	250,000	200,000	100,000	200,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	1,350,000
Public Works - Roads	600,000	600,000	600,000	600,000	600,000	625,000	625,000	625,000	625,000	650,000	650,000	650,000	6,200,000
TOTAL CAPITAL REQUESTS	2,809,400	3,476,100	2,949,500	1,975,000	2,305,000	2,643,500	2,116,000	2,810,500	4,492,000	3,580,000	2,163,500	2,530,000	28,511,100
FINCOM policy: 5% debt + capital	4,415,579	4,780,067	4,954,797	5,115,860	5,284,395	5,416,505	5,551,917	5,690,715	5,832,983	5,978,608	6,128,278	6,281,465	54,734,326
- Net Included Debt	1,870,711	1,514,551	2,030,932	3,136,976	2,934,844	2,739,451	3,355,844	2,817,788	1,281,800	1,236,400	1,056,000	416,000	22,104,586
FINCOM 5% Target Cap. Fnding	2,544,868	3,265,517	2,923,865	1,978,884	2,349,551	2,677,054	2,196,073	2,872,927	4,551,183	4,742,408	5,072,278	5,865,465	32,629,741
- Temp shift to Oper budgets	285,468	132,417	(25,635)	3,884	44,551	33,554	80,073	62,427	59,183	-	-	-	390,455
FINCOM Target Capital Funding	2,259,400	3,133,100	2,923,865	1,978,884	2,349,551	2,677,054	2,196,073	2,872,927	4,551,183	4,742,408	5,072,278	5,865,465	34,756,724
Original Funding Voted or Proposed	2,259,400	3,133,100	2,949,500	1,975,000	2,305,000	2,643,500	2,116,000	2,810,500	4,492,000	4,742,408	5,072,278	5,865,465	32,238,286
Additional FINCOM funding	-	-	-	-	-	-	-	-	-	-	-	-	-
Additional Funding Nov TM	550,000	343,000	-	-	-	-	-	-	-	-	-	-	343,000
Additional Funding April TM	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL REQUESTS	2,809,400	3,476,100	2,949,500	1,975,000	2,305,000	2,643,500	2,116,000	2,810,500	4,492,000	3,580,000	2,163,500	2,530,000	28,511,100
Annual Surplus (Deficit)	-	-	-	-	-	-	-	-	-	1,162,408	2,908,778	3,335,485	-
Cumulative Surplus (Deficit)	-	-	-	-	-	-	-	-	-	1,162,408	4,071,186	7,406,671	-

Capital Improvements Plan
 FY19-FY29
 Town of Reading

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	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY19-28
Facilities - CORE	230,000	1,117,500	190,000	150,000	150,000	185,000	195,000	195,000	650,000	310,000	195,000	1,150,000	3,338,500
Energy (Performance Contract) \$4.95mil	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt				
Energy (Green Repairs) \$1.05mil	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt				500,000
School & Town Bldg Security design services		500,000											
Bldg Security - \$4.0mil			Debt/NA	Debt/NA	Debt/NA	Debt/NA	Debt/NA	Debt/NA	Debt/NA	Debt/NA	Debt/NA	Debt/NA	
Permanent Bld Committee	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
RMHS Building project ~\$55mil	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	Debt	Debt			
RMHS Bldg proj - \$6 mil Litig. some 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				
RMHS Turf 2 design work		200,000											200,000
RMHS Turf 2 - \$2.5 mil debt				Debt/NA	Debt/NA	Debt/NA	Debt/NA	Debt/NA					
RMHS Stadium Turf & Track & Ropes course \$3 mil TBA debt													
RMHS Fldhouse floor/bleachers \$1.5 mil TBA debt													
RMHS AC TBA \$1.5mil unplanned													
Parker Building project	Debt												
Coolidge MS Roofing project \$680k													
Parker MS Roofing project \$475k													
Artificial Turf@Parker MS (replace)													
Artificial Turf @Coolidge MS (new TBD)													500,000
Elementary School Space Planning		227,500											227,500
Barrows/Wood End Bldg projects \$0.8mil	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt				
Barrows/Wood End Bldg projects	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt				
Birch Meadow Roofing project \$1.25 mil													
Killiam Building project TBA xDebt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt				
Modular Classrooms \$1.2m													
Library Building project \$18.4 mil	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt				
Town Hall Roofing project \$450k													
Main St. Fire Sta Roofing project \$150k													
Community Center TBA xDebt if >\$5mil													
DPW Bldg project TBA xDebt or Project Financing													
Electrician Van Ford E350 Econoline (2014)							45,000	45,000					45,000
Carpenter's Pickup Ford F-350 (2013)											45,000		45,000
Carpenter's Cut-away Van (2017)	40,000												
Plumber's Cut-away Van (2017)										45,000			40,000
F-350 Box Truck (2006)													
Pickup Truck Chevy 2500HD (2017)		40,000											
Pickup Truck Chevy 2500HD (2016)			40,000										
Van E350 Econoline (2006)													45,000
Bobcat Skid - snowplow (2008)						36,000							85,000
Bobcat Utility - snowplow (2013)										25,000			36,000

Capital Improvements Plan

FY19-FY29

Town of Reading

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	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY19-28
Buildings - Town (Total)	69,000	125,000	-	15,000	125,000	349,500	-	-	-	-	-	-	614,500
HVAC/Energy Mgmt Systems	35,000	-	-	-	-	349,500	-	-	-	-	-	-	349,500
Windows & Doors	34,000	20,000	-	-	-	-	-	-	-	-	-	-	20,000
Generator	-	-	-	-	125,000	-	-	-	-	-	-	-	125,000
Water Heater	-	-	-	15,000	-	-	-	-	-	-	-	-	15,000
Fire Alarm	-	50,000	-	-	-	-	-	-	-	-	-	-	50,000
Security System	-	55,000	-	-	-	-	-	-	-	-	-	-	55,000
TOTAL for Municipal Bldg	TH	TH	TH	TH	TH	TH	TH	TH	TH	TH	TH	TH	TH
Generator	TH	TH	TH	TH	TH	TH	TH	TH	TH	TH	TH	TH	TH
Roofing	TH	TH	TH	TH	TH	TH	TH	TH	TH	TH	TH	TH	TH
TOTAL for Municipal Bldg	Pol	Pol	Pol	Pol	Pol	Pol	Pol	Pol	Pol	Pol	Pol	Pol	Pol
HVAC/Energy Mgmt Systems	Pol	Pol	Pol	Pol	Pol	Pol	Pol	Pol	Pol	Pol	Pol	Pol	Pol
Water Heater	Pol	Pol	Pol	Pol	Pol	Pol	Pol	Pol	Pol	Pol	Pol	Pol	Pol
Other - Dispatch area rehab	Pol	Pol	Pol	Pol	Pol	Pol	Pol	Pol	Pol	Pol	Pol	Pol	Pol
TOTAL for Municipal Bldg	WSF	WSF	WSF	WSF	WSF	WSF	WSF	WSF	WSF	WSF	WSF	WSF	WSF
Windows & Doors	WSF	WSF	WSF	WSF	WSF	WSF	WSF	WSF	WSF	WSF	WSF	WSF	WSF
TOTAL for Municipal Bldg	Fire	Fire	Fire	Fire	Fire	Fire	Fire	Fire	Fire	Fire	Fire	Fire	Fire
Roofing	Fire	Fire	Fire	Fire	Fire	Fire	Fire	Fire	Fire	Fire	Fire	Fire	Fire
TOTAL for Municipal Bldg	Sr Ctr	Sr Ctr	Sr Ctr	Sr Ctr	Sr Ctr	Sr Ctr	Sr Ctr	Sr Ctr	Sr Ctr	Sr Ctr	Sr Ctr	Sr Ctr	Sr Ctr
HVAC/Energy Mgmt Systems	Sr Ctr	Sr Ctr	Sr Ctr	Sr Ctr	Sr Ctr	Sr Ctr	Sr Ctr	Sr Ctr	Sr Ctr	Sr Ctr	Sr Ctr	Sr Ctr	Sr Ctr
Fire Alarm	Sr Ctr	Sr Ctr	Sr Ctr	Sr Ctr	Sr Ctr	Sr Ctr	Sr Ctr	Sr Ctr	Sr Ctr	Sr Ctr	Sr Ctr	Sr Ctr	Sr Ctr
TOTAL for Municipal Bldg	Lib	Lib	Lib	Lib	Lib	Lib	Lib	Lib	Lib	Lib	Lib	Lib	Lib
Roofing	Lib	Lib	Lib	Lib	Lib	Lib	Lib	Lib	Lib	Lib	Lib	Lib	Lib
TOTAL for Municipal Bldg	DPW	DPW	DPW	DPW	DPW	DPW	DPW	DPW	DPW	DPW	DPW	DPW	DPW
Windows & Doors	DPW	DPW	DPW	DPW	DPW	DPW	DPW	DPW	DPW	DPW	DPW	DPW	DPW
Security System	DPW	DPW	DPW	DPW	DPW	DPW	DPW	DPW	DPW	DPW	DPW	DPW	DPW
Schools - General	185,000	155,000	210,000	165,000	165,000	135,000	165,000	177,500	160,000	160,000	160,000	160,000	1,552,500
Food Service Van E-250 (2014)								42,500					42,500
Driver's Education Vehicle (2014)							30,000						30,000
Courier Vehicle (2007)			45,000										45,000
District-wide Telephone systems		55,000	65,000	65,000	65,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	310,000
District-wide Technology projects		100,000	100,000	100,000	100,000	125,000	125,000	125,000	150,000	150,000	150,000	150,000	1,225,000
Administrative Services	140,000	100,000	100,000	200,000	100,000	125,000	125,000	125,000	150,000	150,000	150,000	150,000	1,325,000
Cell Tower construction													
Water Tank Town teleco equip replace/relocate			100,000										
GIS flyover - planimetrics	40,000												
Technology projects	100,000	100,000	100,000	100,000	100,000	125,000	125,000	125,000	150,000	150,000	150,000	150,000	1,225,000
Finance	-	-	-	-	-	-	-	-	-	-	-	-	600,000
Financial System	-	-	-	-	-	-	-	-	-	-	-	-	600,000
Library	-	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	90,000
Equipment	-	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	90,000

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	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY19-28
Public Services	15,000	115,000	75,000	15,000	25,000	25,000	25,000	220,000	960,000	710,000	25,000	25,000	2,195,000
Elder/Human Services van			60,000										60,000
Economic Development		100,000											100,000
Downtown Infrastructure Assessment		100,000											100,000
Downtown Improvements I \$0.65mil /10yrs	Debt												
Downtown Improvements II \$1.0mil/5yrs													
Recreation	15,000	15,000	15,000	15,000	25,000	25,000	25,000	220,000	960,000	710,000	25,000	25,000	2,035,000
Rehab Playgrounds Program	15,000	15,000	15,000	15,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	220,000
	Barrows	Eaton	Wood End	Killam	Debt/NA	Debt/NA	Debt/NA	Debt/NA	Debt/NA	Debt/NA	Debt/NA	Debt/NA	
<i>Birch Meadow Complex \$2.3 mil</i>													
Field lighting \$1.4 mil; \$0.9mil auth													
Birch Mdw Complex \$1.0 mil TBA Rec Comm													
Barrows ES \$335k													
Tennis court repairs									125,000	tennis ct			125,000
Basketball court repairs									85,000	basketball ct			85,000
Replace backstop & repair infield									125,000	backstop & infield			125,000
Killam ES \$350k													
Field improve, drainage, repaving									350,000				350,000
Wood End ES													
Large playground - handicap access needed FY20/21 cost TBA													
Field repairs										325,000			325,000
*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

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Public Safety - Fire/EMS	355,000	81,600	901,000	230,000	320,000	47,000	35,000	950,000	90,000	1,415,000	365,000	110,000	4,437,600
Pumper Eng #3 (2016 \$630k, next FY36)													-
Pumper Eng #1 (2010-\$525k, next FY30)													-
Ladder Trk #1 (2008: \$800k, next FY27)	Debt							900,000		1,200,000			1,200,000
Pumper Eng #2 (2007-\$410k, next FY25)			800,000										900,000
Pumper Eng #4 (2001: est \$800k FY21)											320,000		800,000
Ambulance #1 (2010- 10 yrs)					290,000								320,000
Ambulance #2 (2006 - 10yrs)					30,000						30,000		290,000
Ambulance equipment												55,000	60,000
Passenger Car#1 (2005 - 10yrs)	45,000												-
Passenger Car#2 (2007 - 10yrs)						47,000							47,000
Passenger Car#4 (2012 - 10yrs)								50,000					50,000
Pickup Truck #3 (2006 - 10yrs)		45,600											45,600
Alarm Truck (1994 - 20yrs)			80,000										80,000
EMS Simulation Training Equipment	150,000												-
ALS Defibrillator (2011 - 7yrs)		36,000							40,000				76,000
AEDs			21,000							25,000			46,000
Rescue Tool(2017 - 12yrs)	45,000												-
Breathing Apparatus \$190k	25,000								20,000				20,000
Breathing Air Compressor				60,000									60,000
Breathing Air Bottles									30,000				30,000
CPR Compression Device											18,000		18,000
Thermal Imaging (2010 - 10yrs)	45,000											55,000	55,000
Multi-gas meters	15,000												-
Fire Hose	30,000						35,000						35,000
Turnout Gear (2014 - 6yrs)			170,000							190,000			360,000
Public Safety - Police/Dispatch		15,000	57,500		400,000	75,000		42,500	25,000	25,000	35,000	45,000	650,000
Police Admin Vehicle			37,500			40,000			42,500				120,000
Police equipment (lasers)	15,000												15,000
Vehicle Video Integration						35,000					35,000		70,000
Radios (Police & Fire 2010 - 12yrs)			20,000		400,000								400,000
AEDs										25,000			45,000

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	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY19-28
Public Works - Equipment	601,400	257,000	325,000	400,000	210,000	965,000	24,000	408,000	180,000	50,000	-	130,000	2,820,000
Large Trucks	365,000	-	-	-	-	300,000	-	-	-	-	-	-	300,000
Truck #9 - Sander (2017)	150,000	-	-	-	-	-	-	-	-	-	-	-	-
Truck #18 - Sander (2006)	150,000	-	-	-	-	150,000	-	-	-	-	-	-	150,000
Truck #19 - Sander (2007)	150,000	-	-	-	-	150,000	-	-	-	-	-	-	150,000
Truck #10 (2018)	150,000	-	-	-	-	-	-	-	-	-	-	-	-
Dump truck #24 Parks (2017)	65,000	-	-	-	-	-	-	-	-	-	-	-	-
Pick-ups/Cars/Vans	32,400	34,000	150,000	-	-	45,000	-	100,000	-	50,000	-	40,000	379,000
Pickup Chevy #9 Parks (2011)	-	-	-	-	-	-	-	50,000	-	-	-	-	50,000
Pickup Ford #2 Parks (2015)	-	-	-	-	-	-	-	-	50,000	-	-	-	50,000
Pickup Chevy Utility #1 (2008)	-	-	85,000	-	-	-	-	-	-	-	-	-	85,000
Pickup Ford Utility #4 (2009)	-	-	65,000	-	-	-	-	-	-	-	-	-	65,000
Small Dump #7 (2012)	-	-	-	-	-	-	-	50,000	-	-	-	-	50,000
HV3 Ford Van (1995)	-	-	-	-	-	-	-	-	-	-	-	-	-
Car#3 Ford Escape HYBRID (2008)	-	-	-	-	-	45,000	-	-	-	-	-	-	45,000
Cem. #4 Ford Sedan (2008)	-	-	-	-	-	-	-	-	-	-	-	-	-
Cem. #4 Ford Sedan (2008)	32,400	-	-	-	-	-	-	-	-	-	-	-	-
Engineering Vehicle (new)	-	34,000	-	-	-	-	-	-	-	-	-	-	34,000
Backhoes/Loaders/Heavy Equipment	-	-	125,000	400,000	-	-	-	-	-	-	-	-	525,000
Backhoe Loader (Cem.) (2006)	-	-	125,000	-	-	-	-	-	-	-	-	-	125,000
Backhoe CAT 450 HWY (2008)	-	-	-	200,000	-	-	-	-	-	-	-	-	200,000
Loader JD544 (2009)	-	-	-	200,000	-	-	-	-	-	-	-	-	200,000
Specialty Equipment - Heavy Duty	95,000	-	-	-	210,000	501,000	-	180,000	180,000	-	-	-	1,071,000
Chipper/Loader/Truck #23 (2009)	-	-	-	-	210,000	-	-	-	-	-	-	-	210,000
Bucket Truck #21 Forestry (2009)	-	-	-	-	-	-	-	-	-	-	-	-	-
Screener (2018)	95,000	-	-	-	-	-	-	-	-	-	-	-	-
Snow Plow SWAS (2016)	-	-	-	-	-	111,000	-	-	-	-	-	-	111,000
Snow Holder #1 c992 (2015)	-	-	-	-	-	180,000	-	-	-	-	-	-	180,000
Snow Holder #2 c480 (2013)	-	-	-	-	-	-	-	180,000	-	-	-	-	180,000
Snow Trackless (2015)	-	-	-	-	-	-	-	-	180,000	-	-	-	180,000
Specialty Equipment - Light Duty	52,000	195,000	50,000	-	-	-	-	-	-	-	-	65,000	245,000
(2) Compressors towed (1996)	-	-	50,000	-	-	-	-	-	-	-	-	-	50,000
Sander Tub	-	20,000	-	-	-	-	-	-	-	-	-	-	20,000
Hamm Roller, small (2016)	-	40,000	-	-	-	-	-	-	-	-	-	50,000	175,000
1CH Weisman Chipper (2004)	-	175,000	-	-	-	-	-	-	-	-	-	-	175,000
Skag Leaf Vac Cem (2017)	-	12,000	-	-	-	-	-	-	-	-	-	15,000	27,000

