



Town of Reading  
16 Lowell Street  
Reading MA 01867

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### READING TOWN MEETING INSTRUCTIONAL MOTION FORM

Please print legibly and print exactly as you would like to present the Instructional Motion. This will become part of the permanent record of this Town Meeting and must be submitted to the Town Clerk and Moderator before Town Meeting.

Instructional Motion Number: \_\_\_\_\_ Date: 6/15/2020

Instruction to: Finance Committee  
Board, Committee or Department

I, Mary Ellen O'Neill of Precinct 4 do hereby move that;

the Finance Committee be requested to  
present to Town Meeting in November 2020  
a report on the town's capital plan for the <sup>past</sup> five years  
to include the following:

- \* ~~present to the Finance Committee~~ how the goals for the capital plan are identified;
- \* how items are tracked over time;
- \* ~~how~~ how many items and what percentage by department are completed within three years of being placed in the capital plan

Signature: Mary Ellen O'Neill

Town Clerk: \_\_\_\_\_

Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_