

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss. Officer's Return, Reading:

By virtue of this Warrant, I, on March 3, 2014 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 Library, Local History Room, 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 April 28, 2014, 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 March 3, 2014.


_____, Constable

A true copy Attest:



Laura Gemme, Town Clerk

TOWN WARRANT



COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Reading, qualified to vote in the Local Elections and Town affairs, to meet in the following place designated for the eight precincts in said Town, namely:

Precincts 1, 2, 3, 4, 5, 6, 7 and 8
Reading Memorial High School, Hawkes Field House, Oakland Road

TUESDAY, the FIRST DAY OF APRIL, A.D., 2014
from 7:00 a.m. to 8:00 p.m. to act on the following Articles, viz:

ARTICLE 1 To elect by ballot the following Town Officers:

A Moderator for one year;
Two members of the Board of Selectmen for three years;
One member of the Board of Assessors for three years;
Two members of the Board of Library Trustees for three years;
One member of the Board of Library Trustees for two years;
One member of the Municipal Light Board for three years;
One member of the Municipal Light Board for one year;
Two members of the School Committee for three years;
One member of the School Committee for one year; and
Sixty Eight Town Meeting Members shall be elected to represent each of the following precincts:

Precinct 1 Eight members for three years;
Precinct 2 Eight members for three years;
One member for two years;
Two members for one year;
Precinct 3 Eight members for three years;
One member for one year;
Precinct 4 Eight members for three years;
Precinct 5 Eight members for three years;
Precinct 6 Eight members for three years;
Two members for two years;
Precinct 7 Eight members for three years;
Precinct 8 Eight members for three years; and
One member for one year.

and to vote on the following question:

Question 1:

Shall the Town of Reading be allowed to exempt from the provisions of Proposition two and one-half, so called, the amounts required to pay for the bonds issued in order to renovate and expand the Reading Public Library?

Yes _____ No _____

and to meet at the Reading Memorial High School, 62 Oakland Road, in said Reading on
MONDAY, the TWENTY-EIGHTH DAY of APRIL A.D., 2014
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 2 To hear and act on the reports of the Board of Selectmen, Town Accountant, Treasurer-Collector, Board of Assessors, Director of Public Works, Town Clerk, Tree Warden, Board of Health, School Committee, Contributory Retirement Board, Library Trustees, Municipal Light Board, Finance Committee, Cemetery Trustees, Community Planning & Development Commission, Town Manager and any other Official, Board or Special Committee.

Board of Selectmen

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

- State of the Town (Board of Selectmen)
- Charter Committee Update (Moderator)
- Zoning bylaw review update (Zoning Advisory Committee)

Finance Committee Report: No report.

Bylaw Committee Report: No report.

ARTICLE 3 To choose all other necessary Town Officers and Special Committees and determine what instructions shall be given Town Officers and Special 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 Special Committees to carry out the instructions given to them, or take any other action with respect thereto.

Board of Selectmen

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

Finance Committee Report: No report.

Bylaw Committee Report: No report.

ARTICLE 4 To see if the Town will vote to amend the FY 2014-23 Capital Improvements Program as provided for in Section 7-7 of the Reading Home Rule Charter and as previously amended, or take any other action with respect thereto.

Board of Selectmen

Background: This Article is included in every Town Meeting Warrant. The Reading General Bylaw states (section 6.1.3) "... 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 2014-2023 CIP:

General Fund

FY14: +\$832,000 # (see Late Note below)

- \$ 485,000 School schematic design (Early Childhood Center project)
- +\$ 300,000 West Street road project (fund with debt in Article 10)
- +\$ 50,000 Skim Coating and Crack Seal Patch (swap with parking lots below)
- \$ 32,000 Refrigerated Food Service Van (Schools)
- \$ 15,000 Safety nets for tennis courts (Community Services/Recreation)
- \$ 50,000 Parking lot improvements (move to pothole repairs above)

FY15: +\$2,000

- +\$ 39,000 Replace elder/human services van (Community Services)
- +\$ 20,000 Technology project: \$80k phone system upgrade (Administrative Services)
- +\$ 12,000 Dump Truck #22 (Public Works)
- \$ 69,000 Delay replacement of Fire Alarm truck until FY18 (Fire)

Finance Committee Report: The Finance Committee recommends all of the proposed amendments to the FY 2014 - 2023 Capital Improvements Program by a vote of 9-0-0 at their meeting on March 26, 2014. 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.

Late Note: On April 9th the Board of Selectmen will meet jointly with the School Committee, Finance Committee and Board of Library Trustees to discuss holding a Special Town Meeting on April 28th, effectively 'inside' the Annual Town Meeting. If this happens, the \$485,000 School schematic design item listed above will be handled in that Special Town Meeting, and therefore the motion at Annual Town Meeting will remove this from Article 4.

ARTICLE 5 To see if the Town will vote to amend one or more of the votes taken under Article 11 of the April 22, 2013 Annual Town Meeting relating to the Fiscal Year 2014 Municipal Budget, as amended by Article 11 at Subsequent Town Meeting on November 12, 2013 and further amended by Article 5 at Special Town Meeting on February 13, 2014 and see what sum the Town will raise by borrowing or transfer from available funds, or otherwise, and appropriate as the result of any such amended votes for the operation of the Town and its government, or take any other action with respect thereto.

Background:**General Fund – Wages and Expenses**

<u>Account Line</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
M92 Public Works Expenses	Veteran's monuments		\$ 4,000
	Subtotals		\$ 4,000
	Net Operating Expenses		\$ 4,000
	From Free Cash		\$ 4,000

In accordance with Section 2-13: of the Town of Reading Home Rule Charter we the undersigned registered voters submit the following Warrant Article for inclusion in the Annual Town Meeting Warrant of 2014.

"To see if the Town will appropriate from the tax levy or other funds the sum of Four (4) Thousand dollars to provide monuments at the Veterans sections of Charles Lawn and Wood End Cemeteries, said funds to be expended by and under the direction of the Custodian of Soldiers and Sailors Graves."

<u>Name</u>	<u>Address</u>	<u>Precinct</u>
William Brown	28 Martin Road	8
John Holland	45 Howard Street	4
RC Marden	13 Bunker Avenue	1
Arthur H. Vars	414 Pearl Street	1
George Perry	230 Franklin Street	8
Felix Salatore	15 Colonial Drive	1
Frederick Livingstone	52 Causeway Road	6
Ben Crupi	112 Winthrop Avenue	7
Mildred Barton	15 Puritan Road	7
Alan Barton	15 Puritan Road	7
William Hecht	73 Martin Road	8
Olive B. Hecht	73 Martin Road	8
John Segalla	115 Hanscom Avenue	7
Phil B. Pacino	5 Washington Street D6	5
Carolyn R. Whiting	17 Chestnut Road	7
Janice M. Jones	52 Sanborn Street #2	5

Finance Committee Report: The Finance Committee recommends the subject matter of Article 5 by a vote of 8-0-0 at their meeting on March 19, 2014.

Bylaw Committee Report:

ARTICLE 6 To see if the Town will vote to amend one or more of the votes taken under Article 11 of the April 22, 2013 Annual Town Meeting relating to the Fiscal Year 2014 Municipal Budget, as amended by Article 11 at Subsequent Town Meeting on November 12, 2013 and further amended both by Article 5 at Special Town Meeting on February 13, 2014 and by Article 5 at Annual Town Meeting on April 28, 2014 and see what sum the Town will raise by borrowing or transfer from available funds, or otherwise, and appropriate as the result of any such amended votes for the operation of the Town and its government, or take any other action with respect thereto.

Finance Committee

Background:

General Fund – Wages and Expenses

<u>Account Line</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
B99 Benefits	Health Insurance -\$250,000 Worker Compensation - \$50,000	\$300,000	
C99 Capital # (see Late Note below)	School schematic design (Schools) \$485,000# Skim Coating and Crack Seal Patch \$50,000 Food Services van (Schools) \$32,000 Safety nets for tennis courts (Recreation) \$15,000 Parking lot repairs (DPW) -\$50,000		\$532,000
E99 Vocational School education	Minuteman enrollment higher than budgeted		\$ 15,000
G91 Town Admin. wages	Pay & class Nov. TM funding (not used) -\$40,000 Vacant positions -\$30,000 3/4/14 Special Election poll workers & setup \$20,000	\$ 50,000	
G92 – Town Admin. Expenses	Laptop upgrades for Police cruisers \$10,000 Police assessment center \$6,800		\$ 16,800
M92 Public Works Expenses	Fuel -\$20,000	\$ 20,000	
M93 Public Works Snow & Ice	Approximately \$1.2 million spent (\$625,000 budget)		\$575,000
M94 Public Works Street Lights		\$ 50,000	
M95 Public Works Rubbish		\$100,000	
N91 – Public Safety Wages	Fire Overtime \$100,000		\$100,000
N92 – Pubic Safety Expenses	Police Academy tuitions (2) reimbursed by employees directly to the General Fund \$7,000 New police officers (2) uniforms & gear \$10,000		\$ 17,000
	Subtotals	\$520,000	\$1,255,800
	Net Operating Expenses		\$ 735,800
	From Free Cash		\$ 735,800

We have not seen any enrollment increases in Health Insurance, which when combined with a surprising mid-year reduction in some retiree premiums set by the Federal government allows an

expected budget surplus to be used for other expenses. Excellent worker compensation policies and procedures by the joint Town, School & RMLD Safety Committee led to lower premiums.

The School Committee and Administration have requested funding for a school space schematic design concept for Early Education. They also need a new food service van, a few years earlier than expected because of equipment failure. Recreation has requested some funding for the Tennis Courts Field at Birch Meadow (behind the High School) to improve safety. After a difficult winter, the scheduled parking lot repair funding is cancelled, because this money is better spent on road repairs (potholes & skim coating).

November 2013 Town Meeting approved funding results of a pay & class study for the Town Administration department, to be spread out to other Town departments depending on the results. As those results are not yet available, those funds are returned for other general fund uses as promised. Vacant positions during the year helped fund the costs of the Special Election held in March 2014 – the state is expected to reimburse those costs, but perhaps not until the next fiscal year.

Microsoft's sudden decision not to support one of their older operating systems has caused a need to replace/update some Police Cruiser laptops faster than planned, as requested by federal law enforcement authorities. Turnover in the Police department causes some expenses for hiring and promotions, seen in both lines G92 and N92. Injuries in the Fire department have led to higher than expected overtime, which should be reduced once an injured employee completes the retirement process. Surpluses in Fuel, Street Lights and Rubbish help fund the deficit in snow and ice.

Finance Committee Report: The Finance Committee recommends the subject matter of Article 6 by a vote of 9-0-0 at their meeting on March 26, 2014.

Bylaw Committee Report: None

Late Note: *On April 9th the Board of Selectmen will meet jointly with the School Committee, Finance Committee and Board of Library Trustees to discuss holding a Special Town Meeting on April 28th, effectively 'inside' the Annual Town Meeting. If this happens, the \$485,000 School schematic design item listed above will be handled in that Special Town Meeting, and therefore the motion at Annual Town Meeting will remove this from Article 6.*

ARTICLE 7 To see if the Town will vote to transfer funds received from the Commonwealth of Massachusetts in payment for development within the Town's 40R Smart Growth Zoning Districts from Free Cash into the Smart Growth Stabilization Fund, or take any other action with respect thereto.

Board of Selectmen

Background: The Town of Reading has received an additional \$300,000 in payments from the State for the 40R Smart Growth project at Reading Woods. Another \$150,000 payment is in process, but the timing is uncertain. This Article will move the \$300,000 amount from Free Cash and into the 40R Stabilization Fund, which will therefore have a \$353,000 balance. Prior 40R funds have been allocated to roadway and sidewalk improvements, but none are planned for FY15 due to the significant amount of construction projects already planned.

Finance Committee Report: The Finance Committee recommends the subject matter of Article 7 by a vote of 7-0-1 at their meeting on March 19, 2014. One member abstained because of a possible professional conflict of interest.

Bylaw Committee Report: None

ARTICLE 8

To see what sum the Town will appropriate to the irrevocable trust for "Other Post-Employment Benefits Liabilities" or take any action with respect thereto.

Board of Selectmen

Background: As part of the FY14 budget the town voted \$450,000 in the general fund, \$45,215 in the water fund, \$7,901 in the sewer fund and \$5,783 in the storm water fund for Other Post Employment Benefit (OPEB) contributions. Although savings from health insurance premiums are available, this year they are needed to pay for the snow and ice budget so no further contributions are proposed. This Article will therefore move the total of all these OPEB contributions (\$508,899) to the irrevocable trust for Other Post-Employment Benefits liabilities.

As of June 2011 the Town's total OPEB liability (including the General Fund, the three Enterprise Funds and the Light Department) was \$94.5 million. At that point the Town engaged in a two-pronged strategy to reduce this unfunded liability. First, an irrevocable trust was approved by Town Meeting, and funding strategies were established. Second, the growth in health insurance premiums was reduced through a collective bargaining process with the unions.

A just released OPEB valuation as of June 2013 shows these efforts have had strongly positive results, as the Town's total OPEB liability was \$67.2 million – a \$27.3 million reduction at a time when actuarially a \$7.5 million increase was expected. The bulk of that decrease was due to the funding strategies established. The three Enterprise Funds and the Light Department are on an aggressive fully funding twenty year schedule, and the General Fund is on a partial funding schedule (about \$1 million below full funding) projected over thirty years. The latter will transition to a full funding scheduled as is possible, is required by law or after the Pension Fund is fully funded in FY28.

Here are the results of an area survey as to how other communities approach the OPEB funding issue. While there is a wide range of responses, we note the clear trend towards taking this liability more seriously than even a year or two ago:

Middlesex League Communities – OPEB Funding Strategies		
Community	Amount Funded	Description/Notes
Arlington	\$6.8 million	Annually appropriate the difference between \$500K and the non-contributory pension appropriation; as non-contributories decrease, funded amount increases. Raised the retiree contribution for health insurance from 10% to 15% and annually appropriate \$155K to OPEB.
Belmont	\$0.6 million	The Town is trying to develop a policy for an annual funding mechanism.
Burlington	\$1.75 million	No funding policy in place as of yet. Considering allocating a set % of free cash annually, building an amount into the operating budget annually, or both options in combination. Currently funding \$500k per year out of free cash.
Lexington	\$4.0 million	Town earmarked Medicare D revenues over the past several years to the OPEB trust.
Melrose	\$50,000	City has no funding protocol to date.
Reading	\$2.9 million (\$1.5 million is RMLD)	Funding strategy described above. No formal policy has been adopted by FINCOM because of the loss of flexibility for funding other operating budget priorities.

Stoneham	\$0	Town is aggressively funding the pension liability with a projected fully funded date of 2023. Intent is to pay this off and then begin funding OPEB. Plan to set up trust fund soon and potentially add any one time revenues windfall that might be received.
Wakefield	\$3.7 million	Town changed health insurance plans and allocated some of the savings achieved to OPEB. Currently, funding \$1.8 million each year.
Watertown	\$1.1 million	Funds set aside in an OPEB Stabilization Fund (i.e. not a legal OPEB trust fund). Town is on an aggressive funding schedule for pension liability (2019) and intends to reallocate pension funding to OPEB upon fully funded status.
Wilmington	\$100,000	The Town set aside token funds in an account still controlled by the town (i.e. not a legal OPEB trust fund). Considering adding \$500k in FY15.
Winchester	\$0.9 million	No funding policy in place. The Finance Committee is hoping to adopt one within a year.
Woburn	\$1.2 million	The City has set aside the Medicare D reimbursement over the past several years in a trust fund.

Finance Committee Report: The Finance Committee recommends the subject matter of Article 8 by a vote of 8-0-0 at their meeting on March 19, 2014.

Bylaw Committee Report: None

ARTICLE 9 To see what sum the Town will raise by borrowing or transfer from available funds, or otherwise, and appropriate 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 Board of Selectmen, 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.

Board of Selectmen

Background: At Subsequent Town Meeting in November 2013 the motion voted was insufficient for full participation in the MWRA's Infiltration and Inflow (I/I) Local Financial Assistance Program:

MWRA Assistance

- The assistance is provided through a combination grant and no-interest loan
- Phase 8 Allocation is \$421,000
 - \$ 189,450 (45%) Grant
 - \$ 231,550 (55%) Non-interest loan
- Loan pay back to the MWRA - Equal installments over a Five-Year Period beginning one year after distribution of the funds

The November voted motion for \$231,550 did not allow the Town to receive the grant portion of this program, so a new motion for the full amount of \$421,000 is requested. There is no change to the Sewer I/I program, nor any project impact of this delay in correcting the vote.

Finance Committee Report: The Finance Committee recommends the subject matter of Article 9 by a vote of 9-0-0 at their meeting on March 19, 2014. This Article is a housekeeping issue.

Bylaw Committee Report: None

ARTICLE 10 To see what sum the Town will raise by borrowing or transfer from available funds, or otherwise, and appropriate for the purpose of making roadway, pedestrian and similar improvements, including the costs of easements, 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 Board of Selectmen, 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 roadway, pedestrian and similar 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.

Board of Selectmen

Background: At Subsequent Town Meeting in November 2013, Town Meeting authorized \$1 million in debt under Article 8 for the local share of the West Street road project. The Town's share of the project costs consist of engineering, non-participating items, easement acquisition and a project contingency.

In February 2014, MassDOT determined that the full cost of the traffic control interconnect conduit and associated cable is a non-participating item, different from previous guidance we had received. This Article seeks to authorize \$300,000 for additional debt to pay for that item, which is too large to be covered by the previous contingency amounts.

The West Street Roadway Improvement Project is a roadway safety improvement project on West Street beginning from the Woburn City Line and extending in the northerly direction to just north of its intersection with Willow Street. The project also includes improvements to the intersection of Woburn Street at Summer Avenue. The project limits extend approximately 7,500 feet (1.4 miles) along West Street and an additional 2,500 feet (.5 mile) along the intersecting side streets for a total project length of approximately 10,000 feet (1.9 miles).

The improvements consist of roadway reconstruction, geometric improvements, drainage improvements, sidewalk construction, curbing, wheelchair ramps, installation of new traffic signals at three (3) locations and signal upgrades at two (2) intersections, pavement markings and signage. The project is designed by the Town of Reading's consultant Greenman-Pedersen, Inc. (GPI) in accordance with MassDOT construction standards and is bid as a Commonwealth of Massachusetts MassDOT project.

The additional Town's share of the project to be authorized under this Article is identified on the attached list.

Engineering Services	\$193,300.00
Construction Costs (Non-Participating Items)*	\$780,000.00
Easement Acquisition	\$171,350.00
Total	\$1,144,650.00
Contingency	\$155,350.00
Total Project Cost	\$1,300,000.00

Note:

*The non-participating item cost is an estimate only. The Town of Reading's final cost will be based on actual Bid prices received, and the 20% Contingency is expected to be sufficient. Surplus funds, if any, will come back to Town Meeting in order to be directed at another future debt authorization.

Finance Committee Report: The Finance Committee recommends the subject matter of Article 10 by a vote of 9-0-0 at their meeting on March 19, 2014.

Bylaw Committee Report: None

ARTICLE 11 To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, permanent water easements upon and over the existing sewer and drain easements located on Assessors Map 28 Lots 112 and 113 which easements are shown on a plan entitled: "Water Sewer and Drain Easement located at 87 and 93 Belmont Street, Reading, MA" dated March 5, 2014, prepared by Bay State Surveying Associates", a copy of which is on file in the Town Clerk's Office, upon such terms and conditions as the Board of Selectmen shall determine to be appropriate, for the purpose of constructing and maintaining water improvements; and, further, to see if the Town will vote to raise, appropriate, transfer from available funds, accept gifts or borrow a sum of money for this purpose and any expenses related thereto, and to authorize the Board of Selectmen to enter into all agreements and take all related actions necessary or appropriate to carry out this acquisition, or take any other action with respect thereto.

Board of Selectmen

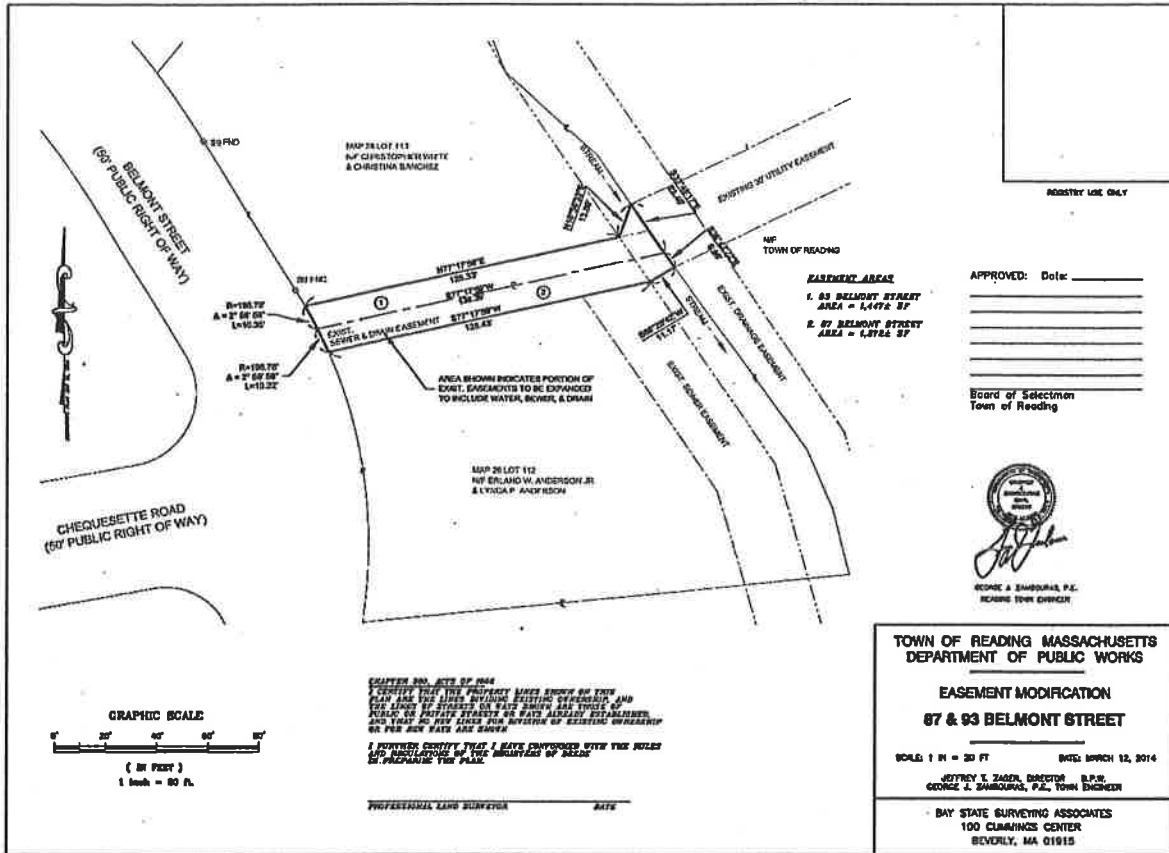
Background: The purpose of this Article is to authorize the Board of Selectman to take a water easement over the properties of 87 Belmont Street (Assessors map 28 lot 112) and 93 Belmont Street (Assessors map 28 lot 113) to permit the installation, maintenance and repair of a new water main. The Town of Reading has an existing sewer and drain easement that the water easement can be added to. So there is no need to take any additional area.

The purpose of the easement is to enable the Town to install a new water main connecting Belmont Street to Ivy Street. The new main will eliminate a major dead end in the water distribution system as well as improve fire flows and water quality to the Libby Avenue area.

The easement modification, expanding the use of 2,819 +/- s.f. of the existing sewer and drain easements to include a water easement is depicted on the plan entitled "Easement Modification 87 & 93 Belmont Street, Reading, MA," prepared by Bay State Surveying Associates dated March 12, 2014.

The value of the easements is currently being appraised and will be available prior to Town Meeting. It is expected that the cost to obtain the water easement will be less than \$500.


<u>Location</u>	<u>Owner</u>	<u>Easement Area</u>
93 Belmont Street	Christina Sanchez and Christopher White	1,447+/- s.f.
87 Belmont Street	Erland W. Anderson Jr. and Lynda P. Anderson	1,372+/- s.f.



ROBUSTY USE ONLY

APPROVED: Date: _____

Board of Selectmen
 Town of Reading


 ROYCE A. SHAWMUR, P.E.
 TOWN ENGINEER

TOWN OF READING MASSACHUSETTS
DEPARTMENT OF PUBLIC WORKS

EASEMENT MODIFICATION
87 & 93 BELMONT STREET

SCALE: 1 IN = 20 FT DATE: MARCH 12, 2014

JEFFREY E. ZAGER, DIRECTOR P.P.S.
 GEORGE J. SHAWMUR, P.E., TOWN ENGINEER

BAY STATE SURVEYING ASSOCIATES
 100 CLIMBING CENTER
 SEVENDY, MA 01915

Finance Committee Report: The Finance Committee recommends the subject matter of Article 11 by a vote of 9-0-0 at their meeting on March 19, 2014.

Bylaw Committee Report: None

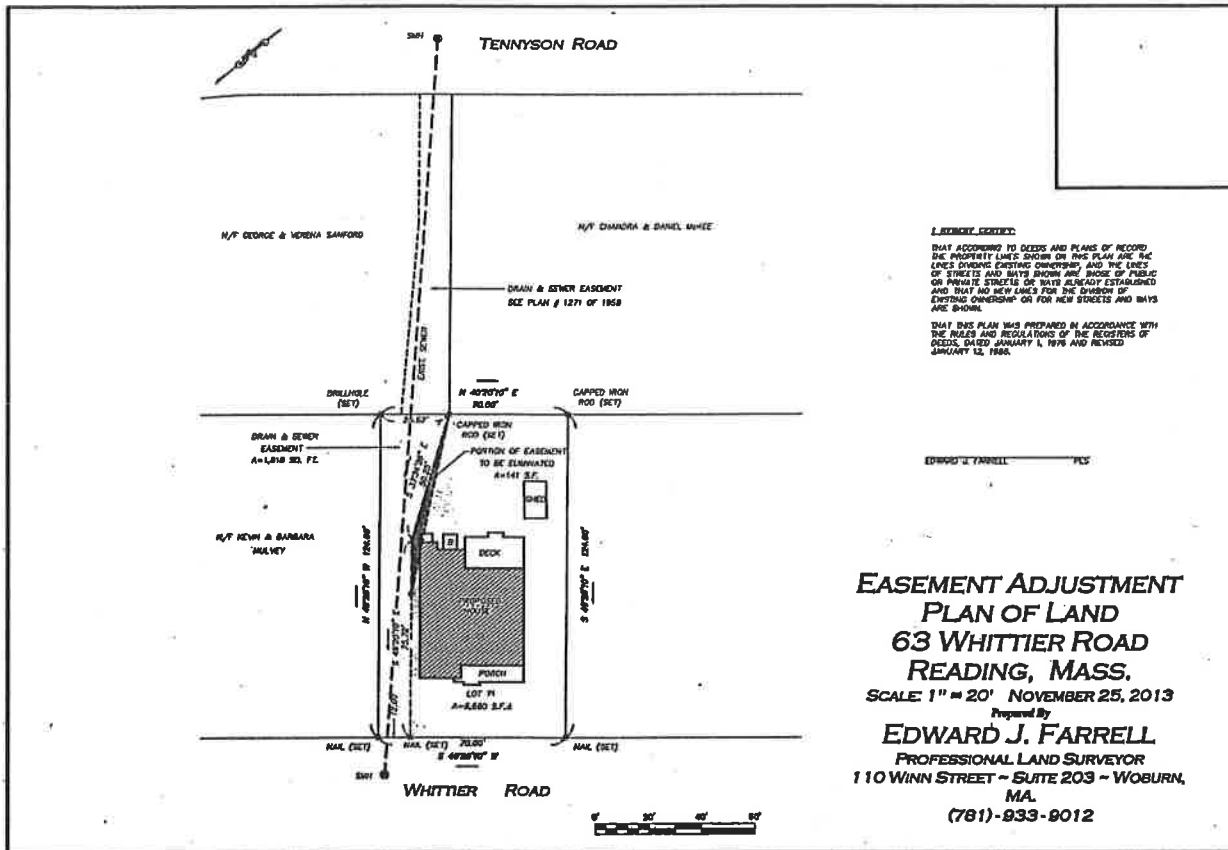
ARTICLE 12 To see if the Town will vote to authorize the Board of Selectman to release all of the Town's right, title and interest in approximately one hundred forty-one (141) square feet of the drain and sewer easement located upon the property at 63 Whittier Road, Assessors Map 33, Parcel 122, presently owned by Joseph A. and Marie A. Field, as shown on a plan entitled "Easement Adjustment Plan of Land, 63 Whittier Road, Reading, MA" prepared by Edward J. Farrell of 110 Winn Street, Suite 203, Woburn, MA dated November 25, 2013, or take any other action with respect thereto.

Board of Selectmen

Background: The Town currently has title and interest of a sewer and drainage easement over the property located at 63 Whittier Road, Assessors Map 33, Parcel 122. Both the existing and proposed dwellings protrude into the easement.

In order for the residents to construct a new dwelling as planned, they have requested the abandonment of a portion of the sewer and drain easement. The easement is occupied by an existing sewer main only, and if approved, the resulting easement area is of sufficient size to enable the Town to provide proper maintenance or repair of the sewer main.

If approved the Town will release all right, title, and interest to approximately one hundred forty-one (141) square feet of the drain and sewer easement as depicted in the plan below.



Finance Committee Report: The Finance Committee recommends the subject matter of Article 12 by a vote of 8-0-1 at their meeting on March 19, 2014, even though it is unlikely that the Town will actually spend any money on relaxing this easement.

Bylaw Committee Report: None

ARTICLE 13 To see if the Town will vote to approve the FY 2015-24 Capital Improvements Program as provided for in Section 7-7 of the Reading Home Rule Charter and as previously amended, or take any other action with respect thereto.

Board of Selectmen

Background: The Reading General Bylaw states (section 6.1.3) "... No funds may be appropriated for any capital item unless such item is included in the Capital Improvements Program (CIP), 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.

Article 4 made changes to the ten-year CIP covering FY14-FY23, and included all the detailed changes required to be disclosed by bond counsel. This Article changes the ten-year period to FY15-FY24, and therefore only drops the current year and adds in FY24. Other minor changes have occurred that only impact FY16 and beyond.

Please see the Blue Pages in the Appendix of this Warrant Report for the F15-FY24 Capital Improvements Program.

The following changes are proposed to the FY15-24 CIP:

General Fund

FY15: see Article 4

FY16 to FY24:

Various changes made

Water Enterprise Fund

FY15: none

FY16 to FY24:

Various changes made

Sewer Enterprise Fund

FY15: none

FY16 to FY24:

Various changes made

Storm Water Enterprise Fund

FY15: none

FY16 to FY24:

Various changes made

Finance Committee Report: The Finance Committee recommends the subject matter of Article 13 by a vote of 9-0-0 at their meeting on March 26, 2014. Recall that placing items in the Capital Improvement Program is a prerequisite, but in itself does not authorize spending funds towards these items.

Bylaw Committee Report: None

ARTICLE 14 To see if the Town will vote to determine how much money the Town will appropriate by borrowing, or from the tax levy, or transfer from available funds, or otherwise, for the operation of the Town and its government for Fiscal Year 2015 - beginning July 1, 2014, or take any other action with respect thereto.

Finance Committee

Background: Please see the Yellow Pages of this document for full details of the FY 2015 budget.

Finance Committee Report: Please see the Yellow Pages – Spending Scorecard of this document for the votes by the Finance Committee for line items in the FY 2015 budget. The Finance Committee recommends the subject matter of Article 14 as explained by these votes at their meeting on March 26, 2014.

Bylaw Committee Report: None

ARTICLE 15 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.

Board of Selectmen

Background: 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 Board of Selectmen.

AHTF expenditures require approval by a majority vote of the full combined membership of the Board of Selectmen and the Reading Housing Authority. AHTF uses include:

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

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 \$260,232.60 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. That sum has been fully been utilized.

At the 2012 Annual Town Meeting, approval was given for funding to hire a consultant to assist a staff initiative to update the Town's Housing Plan, including the five-year “Housing Production Plan”. This effort is important as a defense against unfriendly 40B developments in the community, and requires the Town to develop a phased plan to produce housing to reach the 10% threshold as required by MGL Ch. 40B. Reading's Housing Production Plan has been approved by the Board of Selectmen and by the Commonwealth of Massachusetts.

The Town commissioned and received a supplemental report on how the AHTF can best be used to support the “Planned Production” goals of the Housing Plan. This report was received in late winter 2012, and a presentation was made in April of 2013 to the Board of Selectmen and the Reading Housing Authority. The report recommends a significant restructuring of the Town's AHTF efforts. The Board of Selectmen considered these recommendations last fall, but decided against any changes. Therefore, the current recommendation is to adopt the AHTF Allocation Plan as shown below as the framework for the use of Affordable Housing Trust Fund in FY 2015.

Last November, Town Meeting approved a part-time Regional Housing Services position in the Community Services department. Since that time Reading has had a conversation with several area

communities to create a Regional Housing Services Office (RHSO), with Reading as the 'lead town'. The Reading Board of Selectmen has executed an inter-municipal agreement with North Reading, Saugus and Wilmington to begin this RHSO effort. Other communities are expected to join within the next year. The RHSO plans to hire a shared staff person to monitor and administer affordable housing requirements. This will include working on the Subsidized Housing Inventory (SHI) as well as maintaining ready buyer and ready renter lists.

**Affordable Housing Trust Fund Allocation Plan
FY 2014**

Pursuant to Article 15 of the 2014 Annual Town Meeting, an Affordable Housing Trust Fund Allocation Plan for the Fiscal Year 2015 in accordance with the provisions of Chapter 140 of the Acts of 2001 is as follows:

Available Balance – <u>Unrestricted Funds</u> :	\$260,232.60
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

Finance Committee Report: The Finance Committee recommends the subject matter of Article 15 by a vote of 7-1-1 at their meeting on March 19, 2014.

Bylaw Committee Report: None

ARTICLE 16 To see if the Town will vote to authorize revolving funds for certain Town Departments under Massachusetts General Laws, Chapter 44, Section 53E ½ for the fiscal year beginning July 1, 2014 with the receipts, as specified, credited to each fund, the purposes, as listed, for which each fund may be spent, the maximum amount that may be spent from each fund for the fiscal year, and the disposition of the balance of each fund at fiscal year end.

Revolving Account	Spending Authority	Revenue Source	Allowed Expenses	Expenditure Limits	Year End Balance
Conservation Commission Consulting Fees	Conservation Commission	Fees as provided for in Reading General Bylaws Section 5.7, Wetlands Protection	Consulting and engineering services for the review of designs and engineering work for the protection of wetlands.	\$25,000	Available for expenditure next year

Inspection Revolving Fund	Town Manager	Building, Plumbing, Wiring, Gas and other permits for the Oaktree, Addison-Wesley/Pearson and Johnson Woods developments	Legal, oversight and inspection, plan review, initial property appraisals and appeals, Community Services general management, curb sidewalks and pedestrian safety improvements, records archiving and other project related costs.	\$200,000	Available for expenditure next year
Public Health Clinics and Services	Board of Health	Clinic fees, charges and third party reimbursements	Materials and costs associated with clinics and public health programs	\$25,000	Available for expenditure next year
Library Materials Replacement	Library Director and Trustees	Charges for lost or damaged Library materials	Acquire Library materials to replace lost or damaged items	\$15,000	Available for expenditure next year
Mattera Cabin Operating	Recreation Administrator	Rental Fees	Utilities and all other maintenance and operating expenses	\$10,000	Available for expenditure next year
Town Forest	Director of Public Works upon the recommendation of the Town Forest Committee	Sale of timber; fees for use of the Town Forest	Planning and Improvements to the Town Forest	\$10,000	Available for expenditure next year

or take any other action with respect thereto.

Board of Selectmen

Background: The revolving funds established in this article are subject to annual renewal by Town Meeting.

- **Conservation Consulting Revolving Fund** - These funds are used to receive payments from applicants, hire expert consultants where required, and return the balance to the applicant. There was no activity in the Conservation Consulting Revolving Fund during Fiscal Year 2014. The balance as of March 3, 2014 remains at \$0.
- **Inspections Revolving Fund** - Beginning in 2004, Town Meeting approved the Inspections Revolving Funds as a way to deposit building and other permit fees from three large projects (the Oaktree, Pulte Homes and Johnson Woods developments). These funds are allowed to be used directly for purposes of plan review, inspections, legal expenses, initial property value appraisal and appeals, and general management of the Community Services operations related to three developments as well as for the construction of curbs, sidewalks and pedestrian safety improvements and records archiving and management. The balance available as of March 3, 2014 in this fund is \$797,490, and of that total \$55,000 is proposed to be used to help offset some of these related activities in the FY15 Community Services budget. A spending strategy for this balance will be developed in time for the FY16 budget: continued support of certain Community Services budget items, community economic development programs, and transfer to Free Cash are some of the options.

- **Health Clinic Revolving Fund** - The Reading Health Division contracts for third party payments for a number of immunizations. The funds are used to augment the influenza vaccine supply from the State Department of Public Health to insure vaccine for the homebound clients and first responders. The Division also uses these funds for materials for other screening clinics. Clinic client fees are also deposited into this fund to offset vaccine and clinical supply costs. The balance available as of March 3, 2014 in this fund is \$44,443. The State has been cutting back on the free flu and other vaccines to be distributed to cities and towns, and the Town therefore needs to purchase extra doses. The necessary amounts used for clinic vaccine, supplies and staff salaries related to the clinics each year directly from the revolving fund is therefore approximately \$25,000. Beginning this year, the Board of Health and staff requested that the uses of these funds to be broadened to allow public health programs. One example of such a program is to offer discounted bicycle helmets to people in the community.
- **Library Materials Replacement Fund** – During the course of a year, the Library recovers funds from patrons who have lost or damaged books or other materials. Previously, those funds went into the Town's General Fund and at the end of the year went into Free Cash. Once this Revolving Fund was adopted (beginning in FY 2010), those funds recovered from patrons for lost or damaged materials were available directly to the Library for expenditure to purchase replacement materials and processing supplies. The balance available as of March 3, 2014 in this fund is \$9,596.
- **Mattera Cabin Operating Fund** – The log cabin on the Mattera conservation land was purchased several years ago, and was recently renovated by the Vocational School. Some of the use is revenue generating, and it is anticipated that over time the site will generate enough funding to pay the operating costs of the cabin – primarily utilities. This Article allows those revenues that are generated to be used directly for the operating expenses of the cabin. The balance available as of March 3, 2014 in this fund is \$863.
- **Town Forest Revolving Fund** was created in 2011. The purpose is to allow revenues from controlled timber harvesting and permit fees to then be spent by the DPW Director upon the recommendation of the Town Forest Committee, on improvements to the Town Forest, including planning efforts. The Town Forest Committee has had a forest stewardship plan created (through a grant) to make recommendations on forest management including controlled timber harvesting. The Committee is in the process of determining how to proceed in beginning this work, and those results are expected in the spring of 2014. The balance available as of March 3, 2014 in this fund is \$0. It is anticipated that timber harvesting on a limited basis could begin in FY 2015, and therefore there will be future proceeds which can be used for the purposes of the revolving fund.

Finance Committee Report: The Finance Committee recommends the subject matter of Article 16 by a vote of 9-0-0 at their meeting on March 19, 2014.

Bylaw Committee Report: None

ARTICLE 17 To see what sum the Town will vote to appropriate by borrowing, whether in anticipation of reimbursement from the State under Chapter 44, Section 6, Massachusetts General Laws, or pursuant to any other enabling authority or from the tax levy, or transfer from available funds, or otherwise, for highway projects in accordance with Chapter 90, Massachusetts General Laws, or take any other action with respect thereto.

Board of Selectmen

Background: The purpose of this Article is to make Chapter 90 funds for road improvements available to the Town. The Article authorizes expenditures upon receipt of the grant. Last year, both the Governor and Legislature approved a figure over \$900,000 for Reading. During the year the Governor refused to release that full amount because his \$300,000 increase from recent levels was predicated on tax increases that were not embraced by the Legislature. We are therefore planning on a FY15 figure closer to \$600,000, but it is anyone's guess at this point what might happen.

We are learning that legal opinions vary widely across the Commonwealth about Town Meeting voting these funds. Actions range from those that meticulously correct the voted FY14 figures to exactly match has been released by the Governor (perhaps forgoing any unlikely opportunity to receive the higher amount at year end) to those that have Town Meeting take no role at all in the Chapter 90 funding process. For now we will ask that Town Meeting simply vote to accept the Chapter 90 funds provided by the state.

Finance Committee Report: The Finance Committee recommends the subject matter of Article 17 by a vote of 9-0-0 at their meeting on March 19, 2014.

Bylaw Committee Report: None

ARTICLE 18 To see if the Town will vote, pursuant to Section 2-6 of the Reading Home Rule Charter, to declare the seats of certain Town Meeting Members to be vacant and remove certain described persons from their position as Town Meeting Members for failure to take the oath of office within 30 days following the notice of election or for failure to attend one half or more of the Town Meeting sessions during the previous year, or take any other action with respect thereto.

Board of Selectmen

Background: The Reading Home Rule Charter provides for the removal by Town Meeting of Town Meeting Members who did not get sworn in within 30 days of being elected or appointed, or who did not attend at least half of the Town Meeting sessions during the previous year. There are 17 members who meet these criteria.

The remaining Town Meeting Members from Precincts 1, 2, 3, 4, 5, 6, 7 and 8 will be asked to meet in a caucus before this Article is taken up, and to evaluate the particular circumstances of each of these situations for the listed Town Meeting members within their precinct. The affected precincts will then make a recommendation to Town Meeting as to whether the member should be removed.

Precinct 1	Roger J D'Entremont William Grace
Precinct 2	Peter C Coumounduros Marcia Nigro Dresser Richard J Moore Reginald T Peters
Precinct 3	Brian S Donohue Joseph P Westerman
Precinct 4	Richard P Abate Stephen A Goldy
Precinct 5	Jared P Belliveau

Precinct 6 Keith J Driscoll
 John M Miles

Precinct 7 Jesse M Downing
 Gary D Phillips
 Bryan EJ Walsh

Precinct 8 Sean E Quinn

Finance Committee Report: None

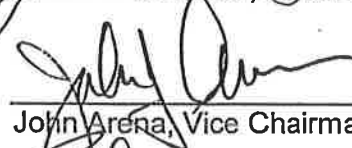
Bylaw Committee Report: None

and you are directed to serve this Warrant by posting an attested copy thereof in at least one (1) public place in each precinct of the Town not less than fourteen (14) days prior to April 28, 2014, 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.

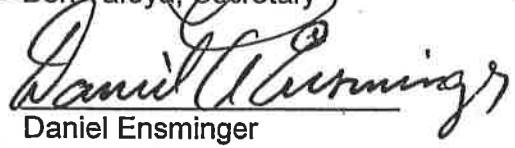
Hereof fail not and make due return of this Warrant with your doings thereon to the Town Clerk at or before the time appointed for said meeting.

Given under our hands this 25th day of February, 2014.

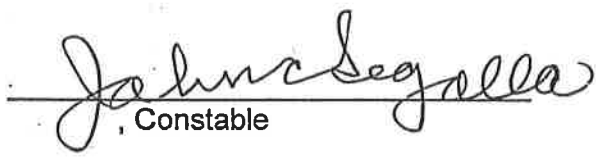

James E. Bonazoli, Chairman


John Arena, Vice Chairman


Ben Tafoya, Secretary


Daniel Ensminger


Marsie K. West


Constable

SELECTMEN OF READING