

**Town of
Reading
Massachusetts**



**Special Town Meeting
Report on the Warrant
February 13, 2014**

**SPECIAL TOWN MEETING
FEBRUARY 13, 2014
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COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss. Officer's Return, Reading:

By virtue of this Warrant, I, John Segalla on January 30, 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 February 13, 2014 the date set for the Town Meeting in this Warrant.

I also caused a posting of this Warrant to be published on the Town of Reading website on January 30, 2014.


John Segalla, 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 elections and Town affairs, to meet at the Reading Memorial High School **Hawkes Field House**, 62 Oakland Road, in said Reading, on Thursday, February 13, 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 1 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, Conservation Commission, Town Manager and any other Board or Special Committee.

Board of Selectmen

Background: This article appears on the Warrant for all Town Meetings. At this Special Town Meeting, no report(s) are anticipated.

Finance Committee Report No report.

Bylaw Committee Report: No report.

ARTICLE 2 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 raise by borrowing or transfer from available funds, or otherwise, and appropriate 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 3 To see if the Town will vote to amend the FY2014 - FY2023 Capital Improvements Program as provided for in Section 7-7 of the Reading Home Rule Charter, or take any other action with respect thereto.

Board of Selectmen

Background: The following amendments are proposed to the FY2014 – FY2023 Capital Improvements Program (CIP) as previously approved at Annual Town Meeting in April 2013 and amended at Subsequent Town Meeting in November 2013. These amendments need to be included in the CIP in order for Town Meeting to consider funding them under Article 5 later at this Special Town Meeting. Since the changes are so minor, blue pages showing these Capital Improvement Plans are not included in this Warrant Report, but will be back at Annual Town Meeting when significant changes are proposed.

General Fund

FY14: +\$200,000

- ◆ \$200,000 School department technology for the State online testing system

FY15:

- ◆ No changes made

FY16 to FY23:

- ◆ No changes made

Water Fund

FY14: +\$120,000

- ◆ \$120,000 dump truck – at November Town Meeting was moved to FY15 from FY18, but is now in urgent need of replacement

FY15: -\$120,000

- ◆ - \$120,000 dump truck – see above

FY16 to FY23:

- ◆ No changes made

Sewer Fund

FY14: +\$120,000

- ◆ \$120,000 dump truck – not urgent, but was scheduled for replacement in FY15 and combining with Water dump truck purchase will be most economical

FY15: -\$120,000

- ◆ - \$120,000 dump truck – see above

FY16 to FY23:

- ◆ No changes made

Finance Committee Report: The Finance Committee recommends all of the proposed amendments to the FY 2014 - 2023 Capital Improvements Program by a vote of 5-0-0 at their meeting on January 29, 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.

ARTICLE 4 To see if the Town will vote to authorize the Board of Selectmen to sell, or exchange, or dispose of, upon such terms and conditions as they may determine, various items of Town tangible property, or take any other action with respect thereto.

Board of Selectmen

Background: Following is a list of surplus vehicles that are scheduled to be disposed of in FY 2014. Town Meeting approval is required for disposition of tangible property with a value of \$5,000 or more. It is unlikely that all of these items have a value that exceeds that amount, but to be safe, Town Meeting approval is requested. Disposition could be through trade in, auction, or other sale:

- Election equipment
- Library materials and equipment
- Water dump truck #14 {2000 International 4900, 4x2}
- Sewer Dump Truck #17 {2001 International 4900, 4x2}

At Annual Town Meeting, the Capital plan will add \$72,000 of election equipment replacement in FY16. There is a chance that the Town may be able to participate in a beta test of new election equipment for the state within the next year, at a substantial savings. Trading in old equipment would be part of the transaction. As only Town Meeting can declare surplus equipment, that permission is sought now. If funding is needed before FY16 for the new equipment and the opportunity cannot wait for the next vote of a local Town Meeting, then the Town will approach the Finance Committee with a Reserves request.

The library will be disposing of some materials and equipment as they consolidate and move to smaller temporary quarters. While it is unlikely that any item will exceed the technical \$5,000 threshold, Town Meeting should be aware that in total the disposed items may well exceed that value.

Finance Committee Report: The Finance Committee recommends the subject matter of Article 4 by a vote of 5-0-0 at their meeting on January 29, 2014.

Bylaw Committee Report: No report.

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, and amended under Article 11 of the November 12, 2013 Subsequent Town Meeting 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>
C99 Capital	School Technology for State online testing system		\$200,000
J92 – FINCOM Reserves	In anticipation of replacing Boiler system at Joshua Eaton School		\$200,000
	Subtotals		\$400,000
	Net Operating Expenses		\$400,000
	From Free Cash		\$400,000

Enterprise Funds – Wages and Expenses

<u>Account Line</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
W99 - Water Enterprise Fund	Dump Truck		\$120,000
W99 - Sewer Enterprise Fund	Dump Truck		\$120,000
	Subtotals		\$240,000
	Net Operating Expenses		\$240,000
	From Water Reserves \$120,000 (balance declines from \$1,728,653 to \$1,608,653 which is well above FINCOM suggested minimum target)		\$120,000
	From Sewer Reserves \$120,000 (balance declines from \$2,203,974 to \$2,083,974 which is well above FINCOM suggested minimum target)		\$120,000

Over the next two years, the Department of Elementary and Secondary Education is transitioning from the current paper state test (MCAS) to a more computer-based online testing system called PARCC. The field testing will begin this spring and may be fully implemented next year. In order to prepare for this transition, the Reading Public Schools is requesting this additional funding for the purchase of laptops, workstations, and hardware infrastructure to improve wireless capacity and to allow multiple classes in each school to take the test at the same time. This additional technology will help with scheduling during the testing periods and will also be used outside of the testing periods for instructional use by students.

During the month of November, boiler #1 at Joshua Eaton developed an interior leak. Upon further investigation it was discovered that three sections of the boiler were rotted out causing a drop in system pressure and an inability for the boiler to function properly. The sections, due to their location and size, are cost prohibitive to repair. Therefore, a full replacement of both boilers is recommended at this time. Since both were installed during the renovation in 1997, and in the same general condition, it makes sense to upgrade these gas fire hydronic boilers to 4 smaller high efficiency gas fired condensing boilers. Bids will be opened on February 14th, one day after the Special Town Meeting. Therefore the

exact cost is not known. To adjust for this uncertainty, a request to add \$200,000 to the FINCOM Reserves Fund will then allow the Facilities Department to seek reimbursement from FINCOM instead of waiting for the Annual Town Meeting.

Finance Committee Report: The Finance Committee recommends the subject matter of Article 5 by a vote of 5-0-0 at their meeting on January 29, 2014. FINCOM would like to have this equipment replaced as soon as possible, and agrees with the method of transferring funds to their Reserve Fund.

Bylaw Committee Report: No report.

ARTICLE 6 To see what additional sum the Town will raise by borrowing or transfer from available funds, or otherwise, and appropriate for the purpose of renovating and expanding the Reading Public Library located at 64 Middlesex Avenue, including the costs of consulting services, audits, plans, documents, cost estimates, bidding services, moving, temporary relocation, and all related expenses incidental thereto and necessary in connection therewith, said sum to be expended by and under the direction of the Board of Library Trustees and the Town Manager; and to see if the Town will authorize the Board of Library Trustees, 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 improvements; and to authorize the Board of Library Trustees and/or the Town Manager to enter into any and all contracts and agreements as may be necessary to carry out the purposes of this Article. These funds will be additional to the \$14.9 million previously approved by vote of Town Meeting on January 28, 2013 and a majority of the voters at a local election on April 2, 2013,

or take any other action with respect thereto.

Board of Library Trustees

Background:

Special Town Meeting
13 February 2014

**Reading Public Library Building Project
Design and Cost Updates and Supplemental Funding Request**

Project Introduction

In April 2013, Reading voters endorsed a proposed project to renovate and modestly expand the public library by approving a debt exclusion, authorized by Town Meeting in November 2012, in the amount of \$14.9 million, the total estimated project cost. Reading Public Library had successfully written a grant application and was awarded a grant from the state library commission of \$5.1 million to offset the total project cost.

The Board of Selectmen and Library Trustees, at the request of Town Meeting, created a Library Building Committee to oversee the project. This Committee comprises three interested and well

qualified residents (appointed by the Town Moderator and a representative from each of the Boards), two Library Trustees, the Library Director, a staff member, and a Finance Committee representative.

A project manager (STV) was engaged in July 2013. An Architect (CBT) for the project was selected in September, though only placed under contract in November 2013.

In October and November of 2013, when the architects and project manager took a first look at the construction budget, they thought some costs may have been underestimated or overlooked at the conceptual design phase completed two years ago. At that time, the hope was that some of those costs could be designed out without compromising the integrity of the library renovation and addition, and that offsetting savings might be available in the "soft" project categories.

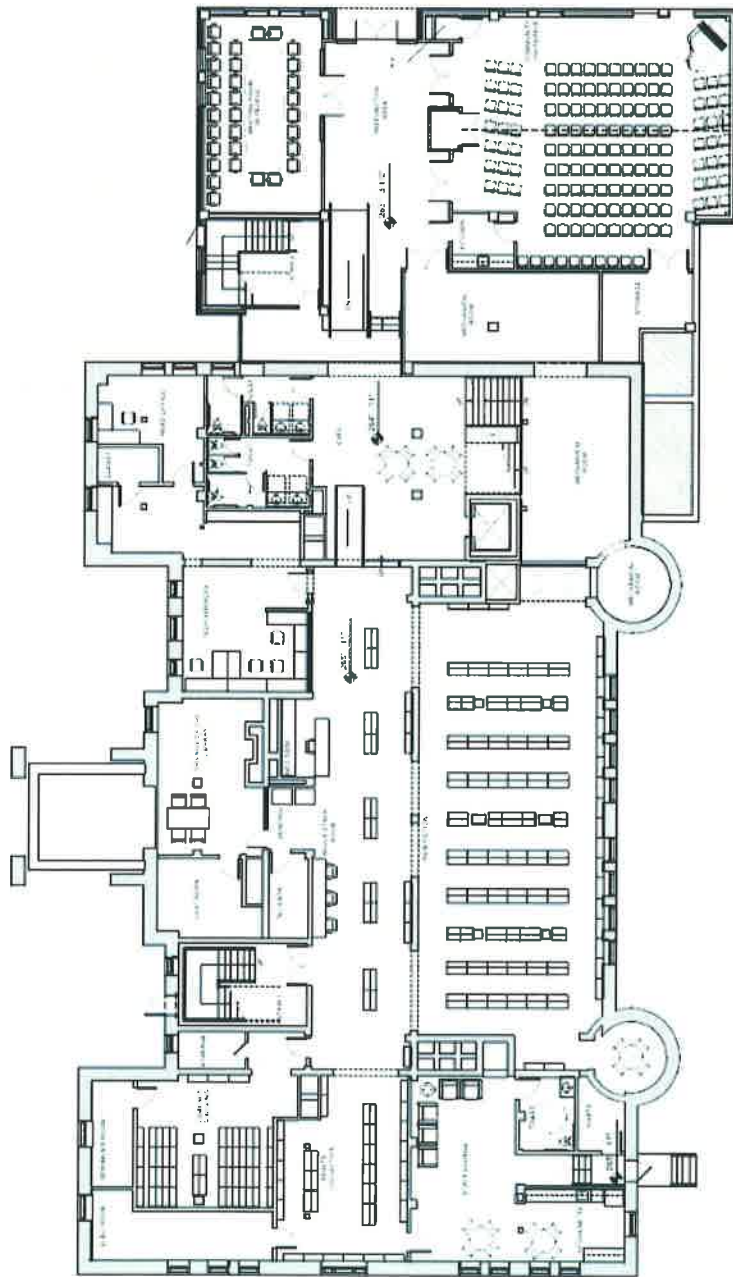
The Library Building Committee urged the Town to allow the architects to proceed to develop the design fully to generate solid information about existing conditions, a good schematic design, and a clear understanding of both construction costs and overall project costs. The Town committed to the architects by contract in November 2013. The Library Building Committee and Town Manager instructed the architects to gather as much information as they could as quickly as possible and to bring back a complete project with acute awareness of cost while they addressed the deficiencies of the current building and its limitations as a functional library.

Now in January 2014, the Town has a schematic design from the architects that meets the requirements of the library program it was planned to fulfill and meets the community's expectations for a well-planned, highly-functioning renovation/addition. Though conformed to the now known details and infirmities of the existing building and systems and optimized for entry, flow and safety, this design follows the same parameters for the renovation and addition previously proposed.

The Library Building Committee, the Board of Trustees and the Town Manager are committed to full transparency. On January 16, 2014, the proposed schematic design and the compilation of updated costs were presented to the Town Manager and the Library Building Committee and finalized in the weeks following. Accordingly, they were presented to the Board of Selectmen and the Finance Committee on January 29, with a request to call a Special Town Meeting in February 2014.

Proposed Design

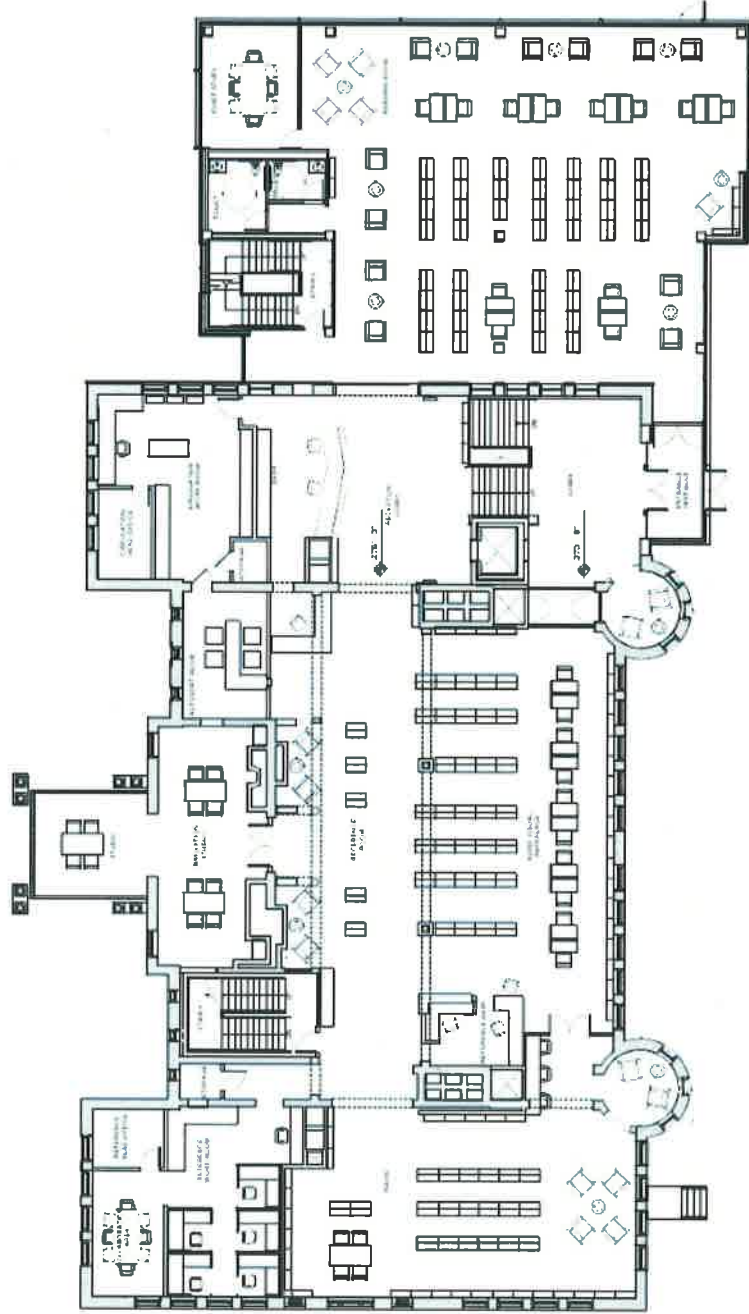
Following are drawings prepared by CBT, the project architects, showing the internal and external renderings of the proposed building project.



GROUND FLOOR PLAN



Reading Public Library

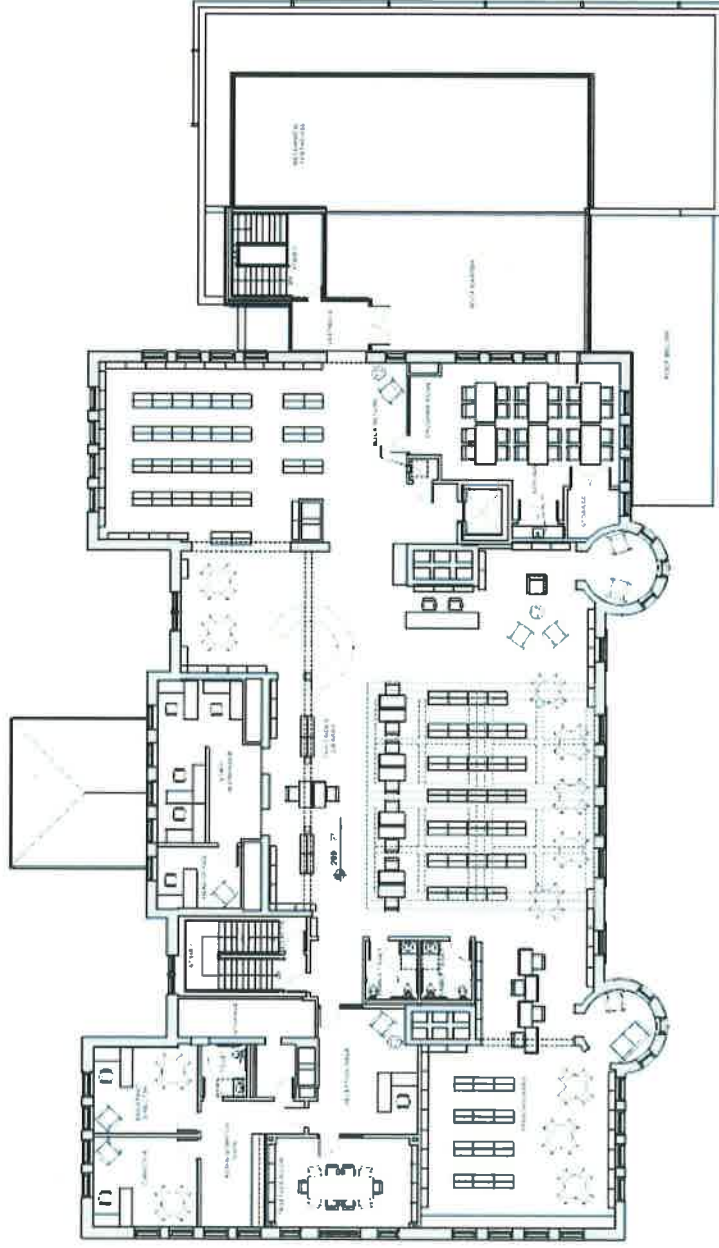


FIRST FLOOR PLAN



Reading Public Library

cbt



SECOND FLOOR PLAN



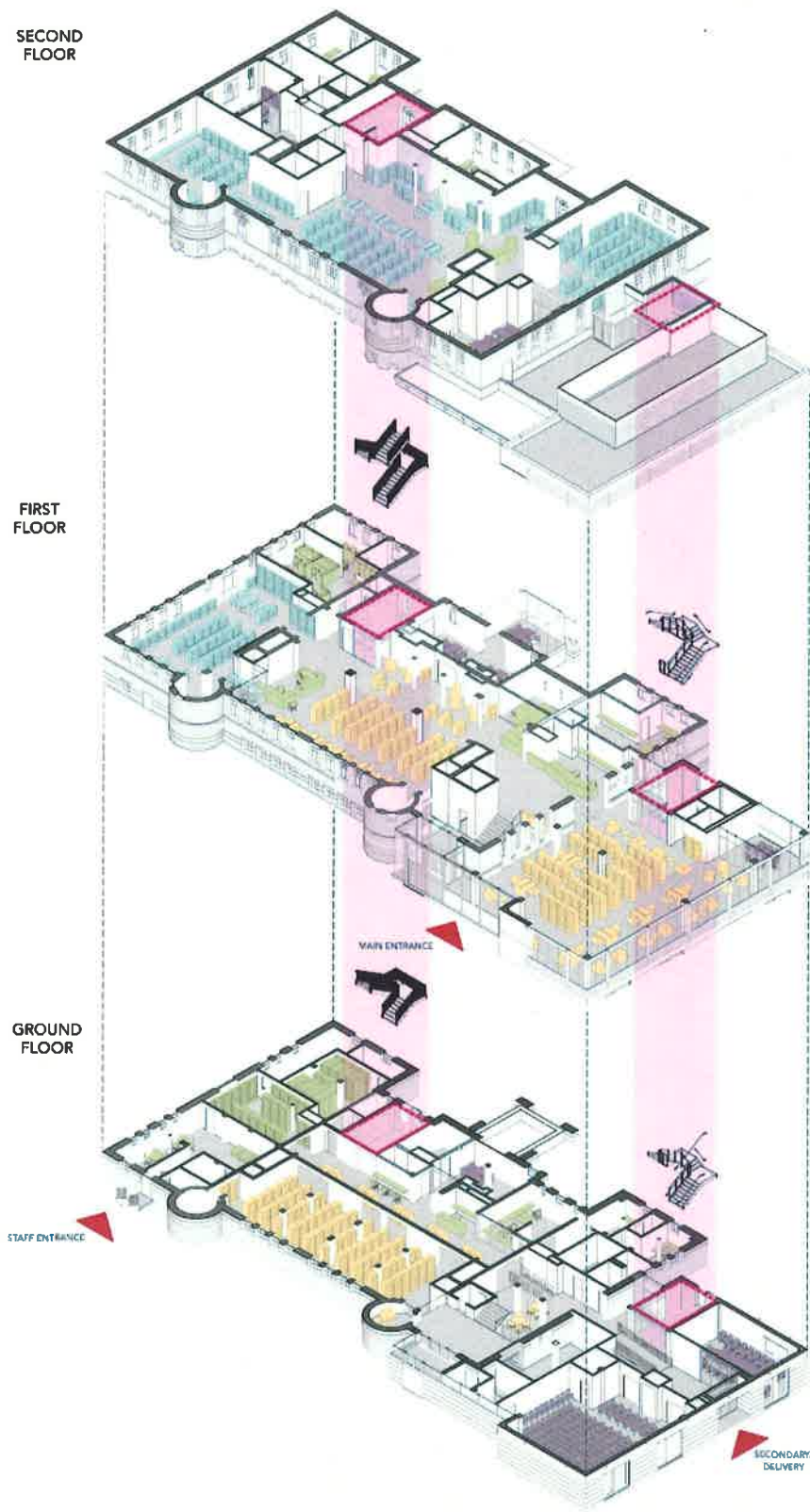
Reading Public Library

cbt

SECOND FLOOR

FIRST FLOOR

GROUND FLOOR



LEGEND

- CIRCULATION
- MEETING ROOM
- SPECIAL AREAS
- STAFF



Reading Public Library
 53 West Street, Reading, MA
 01060

cbt



Section at Main Entrance

Reading Public Library



cbt



View from the South



View from the North



Reading Public Library

1000 N. 10th St., Reading, PA 19602
610.771.2345

cbt

Cost Estimates

Concurrent with the fully developed schematic design, the architects and project manager have developed a project cost, based on the completed schematic design and extensive reports and information from technical specialists, engineers, code consultants, and advanced investigatory methods about existing conditions.

The detailed information supplied by these assessments was not previously available, and could only be obtained by engaging and paying such consultants. Costs for leasing temporary quarters, professional moving and storage, and a new circulation/materials handling system have been updated. In short, the additional time and detailed building analysis has given the project team new and significantly better information on which to base the project cost.

These efforts have improved confidence and certainty in the costs. However, they also have revealed new or more severe challenges, including the following *examples*:

- Extensive and continuing water damage between external masonry and internal walls and throughout the external masonry
- Many and significant code update requirements (stairs, fire, HazMat, ADA, insulation, seismic, flooring, elevator)
- Main floor needs more support (certain spans removed in 1984)
- Storm water has permeated foundation, mandating a new sub-surface drainage system including new gutters and downspouts and regarding at the building perimeter
- Floors must be tied to walls (seismic code)
- Addition must have structural ties – can't rest against current building
- Extensive presence of Hazardous Materials

Some of these challenges were becoming apparent but their scope was not easily quantifiable without more invasive testing. Early conceptual design and assessments which were used to develop the state application, related cost estimates and initial funding request approved by the Town was limited in scope, given that the Town was not prepared to invest in extensive research, expert professionals, and testing until project funding was certain. Consequently, some items were omitted or insufficiently scoped. The information was the best available at the time of the application and funding in January 2013.

The current proposed design and cost estimates include a fully funded project accommodating:

- Construction overhead and contingencies (~29% of direct costs)

- Windows, replacement woodwork, roof, turrets
- New furniture and equipment (network, materials handling, security)
- Project Contingency (~8.6% of project costs)
- Continued commitment to a sustainable building

The proposed design also:

- assumes no growth in the physical materials collection (expected to be flat or declining over time)
- incorporates internal flexibility to enable:
 - future redesign and reallocation of internal space
 - evolution to more digital and electronic uses

The Library Building Committee and the Library Board of Trustees have both reviewed the design and the associated costs in detail, and unanimously recommended that the Town adopt and fund the revised project. Accordingly, the formal request is for the Town to approve an additional expenditure for this project of \$3.5 million, either by a larger debt exclusion or otherwise. On January 29, 2014, the Finance Committee voted unanimously (5-0-0) to recommend such additional funding through such means as the Town will determine, recognizing the need for significant repairs.

The current project cannot be meaningfully pared back. Were the Town to choose not to fund the current project in some manner, the Town would forfeit the associated \$5.1 million state grant and need to begin development on a new proposal. As noted below in the Alternatives section, other options are likely to ultimately cost the Town substantially more and not meet the community's stated preferences.

The proposed timing of the request for approval by a Special Town Meeting and, if funded by debt exclusion, the voters, will enable the project to stay on its current schedule and proceed in the summer of 2014 to bidding for general contractors. Delays could jeopardize the schedule and would very likely translate into additional cost increases.

Below are categorical summary costs (\$K) for the current proposal and the previously approved amount.

Category	Current Proposal	Town Approved Funding	Change
Total Project	18,328	14,912	3,416
Direct Construction	10,195	7,495	2,700
Overhead Contingency	2,912	2,420	492
Fess & Admin	1,983	2,018	(35)
Furnishings, Fixtures & Equipment	1,112	1,113	(1)
Temp Space & Moving	675	546	129
Project Contingency	1,451	1,320	131
Total	18,328	14,912	3,416
State Grant	5,105	5,105	--
Local Funding Requirement	13,223	9,807	3,416

The incremental \$2.7 million of direct construction costs, which constitutes most of the difference from the initial approved amount, is driven primarily by higher estimates of certain structural and design costs and more thorough assumptions on complete upgrades which were previously omitted (e.g. new roof, turrets, foundation and drainage). These occur mostly in external envelope and systems cost groups.

The core of the project spending occurs in the construction costs, a more detailed breakdown of which is shown below.

Construction Cost Analysis	(\$K)
Addition	\$2,668
Sitework	705
Renovation	6,822
• Accessibility	475
• Functional Improvements	1,719
• Exterior Envelope Repair	1,286
• Public Safety	919
• Systems, Tech, Energy	2,423
Total Construction Cost Direct	10,195

A further explanation of these categories is provided by our architects, CBT, below.

The changes in estimates are not attributable to any single item or category - they reflect more detailed information gathered over the last two months and a careful parsing by dedicated professionals.

Report from CBT Architects:

Value Enhancement for the Town of Reading to the Existing Library by Renovation

Whereas the expansion of the Reading Public Library will benefit the Town with several new meeting spaces available to the community, as well as a new reading and stack room of light-filled quality, the proposed renovation of the existing building will also significantly enhance the value to the Town of this historic facility through improved accessibility, better functional organization, improved safety, abatement of hazardous materials, integrity of the building envelope, and renewed mechanical systems of higher efficiency.

An allocation of approximately \$6.9 million dollars of direct cost will fund these needed improvements to the original building. The order of magnitude cost for each of these principal categories of work is indicated below as a proportion of the overall \$6.9 million (exclusive of site work). The distribution of costs is approximate as well, recognizing that categories overlap.

Accessibility: (\$475,000)

A new entry sequence is planned into the building from a landscaped entry plaza at the parking area, featuring doorways on level with the sidewalk, leading to a lobby from which the various levels and areas of the library can be readily accessed via clear circulation paths, and a new elevator – all within the secure supervision and help of a new central circulation desk. The objective is clarity of orientation for the patron, with easy linear circulation movements along the center of the library, and openly visible access to stairs and the elevator serving the 3 levels of the library. The elevator is enlarged for ease of use to accommodate parents with strollers, those with physical disabilities, indeed all patrons, as well as emergency services. Access to the children's library, traditionally on the upper level at the Reading Library, will be more direct than at present, without necessarily traversing other parts of the library, if desired. The accessibility extends through the existing building to a new exterior activity area at the roof deck of the new addition, for the children. All accessory areas of the library will be updated to meet dimensional standards for doors, aisles, toilet rooms and fixture placements.

Functional Improvements and General Overall Reconfiguration/Finishes Renovation: (\$1,719,000)

The overall functional relationships amongst staff areas, collections, reading areas, exhibits, meeting spaces, and utility uses have been studied to maximize efficiency, improve sight lines for supervision, connect the staff positions directly to staff work areas, ease navigation through the facility, and to make the access of the collections a positive experience. The functional improvements will enable the staff to have a visible presence throughout the building, and efficient use of space will translate into more staff time available to assist the patrons. The spaces are designed to fit the current and future programmed activities and collections.

Exterior Envelope Repair: (\$1,286,000)

Funding will be assigned for refurbishment of the exterior envelope of the original building, in order to address issues of deterioration, maintenance, and energy efficiency. The key elements of the envelope have been studied to identify present deficiencies and points of failure. Principal components in particular are highlighted: masonry, windows, roofing and associated drainage.

The masonry exterior is in need of general pointing and repair. Several areas of wall suffer from water penetration which has displaced the brick via freeze-thaw cycles, which, if not corrected, will accelerate the rate of failure. Mortar has deteriorated and water is infiltrating the decorative horizontal bands, where the mortar is washed out, leading to infiltration. Broken and cracked masonry is to be replaced. The conditions have been identified by the design team for budgeting specific repair.

The original wood windows are past their useful life; many are no longer operable with failed balance weight systems, the glass is only non-insulated glass, and there are excessive layers of paint. The project includes replacement of the windows using relatively low-maintenance aluminum-framed window with insulating glass (including energy-saving coatings). The windows will be designed to match the historic frame and trim profiles of the original wood windows, with fused finish coatings of historic appearance to minimize the need to re-finish in time. The program includes exposing/re-opening windows to the lower stack level areas along the south side of the library, now covered by the handicap ramp (to be removed and replaced with direct entry access described above.)

The roof system has reached the point of replacement, as the gutters are leaking and the eaves have areas of failure; the fascia and flashings are due for replacement using improved materials and methods reflecting current practice. Refurbishment of the subsurface drainage network for the rain leaders – which are suspected for water penetration into the building at some locations of the lower level - is planned. The roofing renovation presents the opportunity to consider reconstruction of the missing conical turret roofs (lost in the past to fire).

Public Safety: (\$919,000)

Costs have been included for general improvement of public safety, within the context of an existing, historic public facility, as modeled for by provisions of the Massachusetts State Building Code. The funding for the project is not least valued for the contribution to safety. The renovation is an opportunity to enhance the strength of the building to improve resistance to seismic events, within practical limits. For example, the code provides for clipping all the wood floor framing to the masonry walls to mitigate potential separation through a tie system. Selective floor areas for book collection loads will be strengthened. Egress stairs will be updated with fire-rated enclosures (now absent). Modernized fire alarm and detection systems, along with updated sprinkler protection will serve the public good. In the course of the refurbishment, hazardous materials have been tested for and identified, and these materials will be abated in accordance with regulations.

Systems Replacement, Technology Integration, Energy Efficiency and Sustainability: (\$2,423,000)

Modernization of the mechanical, electrical, plumbing, and technology systems of the library will provide measurable benefit and positive return over time, together with responsible management of Town resources. Funds are targeted for a complete replacement of the heating, ventilating and air conditioning systems, using modern high-efficiency condensing boilers and an effective refrigerant-based heat-exchange system, supplemented with proper fresh air ventilation meeting the current code standards. Together with the insulated glass windows and a new insulation system for the large attic space, and an electronic management control system, the energy efficiency of the original building will be advanced, saving costs long-term for the Town and improving the environment of the facility in terms of air quality, temperature control and comfort.

Furthermore the electrical system and lighting will be updated and enhanced to serve the operating systems and the patrons. The improved lighting will also contribute to the public safety discussed above.

Plumbing systems will be renewed with more numerous toilet facilities of convenient location, utilizing low-consumption fixtures for water conservation. Toilets will be configured for accessibility.

Along with the electrical system upgrade, the original library will benefit from a new technology infrastructure to support extensive availability of computer stations. The network will feature an expanded network of computer connection ports, coordinated with specialized furnishings, to facilitate flexibility and encourage usage by all patrons. The positive and long-term benefit and value of such technology access to the community, in terms of education and opportunity is beyond measure.

Alternatives

The decay and decline of the library building has accelerated in recent years. Residents who toured the building “ behind the scenes” in the spring of 2013 saw major areas of deterioration and damage, and were dismayed to discover the age and wear-and-tear on the 120 year-old building. At this point in time, the Town must address the library. If not this project, then a substantial renovation of the existing building or a new building must be pursued immediately. The information and knowledge generated from the current project has enhanced our awareness of major issues. Major drivers to update the space include:

- Serious and accumulating damage (water between walls, foundation, masonry)
- Required Code Updates (stairs, fire, ADA, HazMat remediation, insulation, seismic, flooring, elevator)

- Community Usage (actual use, requested space reconfiguration, flexibility for future uses)
- Updated systems to handle evolving usage (electrical, HVAC, network)

The Town has committed and approved the current project in all respects (location, layout, scope, etc.). The current request is an informed update to it.

Questions have occasionally arisen during the project about these other alternatives. As you can see by the estimates below, neither would appear to make sense. However, for completeness we have asked STV, our project manager, to assist us in preparing directional, high level estimates. The information below regarding other alternatives is for reference only. Neither is under consideration.

The estimates for the two options have not been fully developed but represent a collective best guess and are offered for comparison purposes. Each contains certain assumptions which would apply to each alternative, including the following:

- Are extrapolated from comparables but not based on specific design information or detailed cost estimates
- Will involve a project with enough changes to trigger full code compliance
- Will be of sufficient size to require professionals, temporary relocation, and new furniture and equipment
- Will be funded entirely by Reading (current state grant forfeited; no eligibility for a Renovation only; a successful approval of a resubmission for a new building is very uncertain and, even if ultimately available, would likely result in substantial delays)
- For an expenditure reflecting all of the foregoing, the Town should invest in either project to deliver a useful library
- Will not achieve Town's stated requirements (space, utility, location)
- Costs expended or committed on current project are aggregated and included
- As entirely new projects, redesign and new Town approvals will cause delays, which are conservatively reflected as 18 month escalation of 6% (4% per year)

Cost Estimates (\$K)	Renovation Only	New Building
Total Project	15,398	23,024
Direct Construction	7,676	12,662
Overhead & Contingency	2,627	4,333
Fees & Admin	2,529	2,911
Furniture, Fixtures & Equipment	655	1,112
Temp Space & Moving	675	100
Project Contingency	1,236	1,906
Total	15,398	23,024
State Grant	Not Available for Renovation Only.	\$5.1 million grant would have to be returned. Reapplication would be required and award and funding are unknown.
Local Funding	15,398	23,024

Renovation Only also assumes:

- New Roof, Windows, and Exterior Repairs, HVAC, Toilets, Stairs, Elevator and Accessibility Upgrades as required by code.
- Significant storm drainage work to be performed and associated repair

New Building also assumes:

- Building parcel is immediately available, at no cost, and reasonably flat and open site; no demolition or Haz Mat; and utilities available in adjacent street(s) = \$1m site work

- 37.5K sq ft new library, with direct construction costs of ~\$311/sq ft (based in other current MA library projects, current proposed addition, and STV/CBT experience)
- No costs including for decommissioning or redeploying old building (which will be substantial)

External Fund Raising

Library supporters still expect to organize a funding campaign, both private and corporate, as well as in-kind requests, but none have formally commenced. Efforts are pending both a final, funded design and the establishment of a fund raising group.

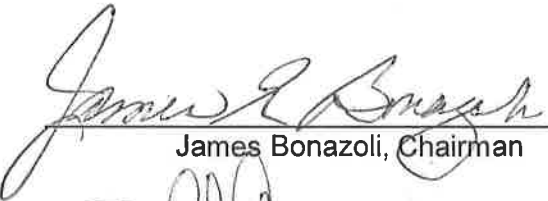
Finance Committee Report: The Finance Committee recommends the subject matter of Article 6 by a vote of 5-0-0 at their meeting on January 29, 2014. The need for significant repairs to this facility has been evident for many years. FINCOM will hold another meeting prior to the Special Town Meeting to discuss funding options for the additional funds that are needed at this time. Their preferred method of financing may include a Proposition 2-1/2 debt exclusion for these additional funds, but FINCOM will examine other options as well.

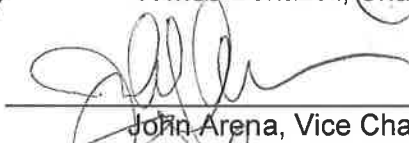
Bylaw Committee Report: No report

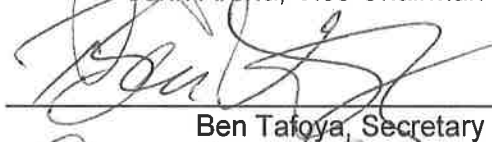
and you are directed to serve this Warrant by posting an attested copy thereof in at least one (1) public place in each precinct of the Town not less than fourteen (14) days prior to February 13, 2014, or providing in a manner such as electronic submission, holding for pickup or mailing, an attested copy of said Warrant to each Town Meeting Member.

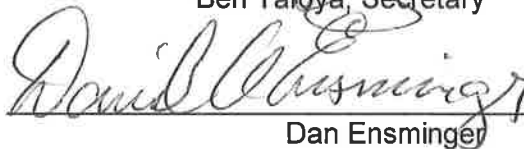
Hereof fail not and make due return of this Warrant with your doings thereon to the Town Clerk at or before the time appointed for said meeting.

Given under our hands this 29th day of January, 2014.


James Bonazoli, Chairman


John Arena, Vice Chairman


Ben Tafuya, Secretary


Dan Ensminger

Marsie West

SELECTMEN OF READING


John Segalla, 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 01867-2685**

**FAX: (781) 942-9070
Website: www.readingma.gov**

**TOWN CLERK
(781) 942-9050**

Town Meeting Handout Guidelines

To ensure that all Town Meeting members have access to the same information, distributed in the same manner, please follow the below listed guidelines for handout materials:

Materials that are prepared by a Town Board / Committee / Town Department must include the following:

- Article name and number
- Name of Town Board / Committee / Commission or Town Department
- Date the document was created
- Contact Information
- Approval of Town Clerk's Office

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

- Article name and number
- Contact information of person who created handout
- Date the document was created
- Approval of Town Clerk's Office

All handouts:

- Must contain facts only unless specifically stating "This is the opinion of ____"
- Should be on white paper only
- Should be double-sided copies if more than one page
- May be distributed only by giving adequate copies for all Town Meeting members (192) to the Town Clerk or designee by 6:30 PM on the night in which the subject article will be discussed
- All handouts not approved will be removed and recycled
- All handouts not distributed must be picked up at the end of each night or they will be recycled at the end of each night.

All PowerPoint Presentations:

- Must consult with the Town Clerk before the meeting
- Provide a copy before the meeting
- All presentations will be given using the Town of Reading laptop computer

February of 2010