

**Town of  
Reading  
Massachusetts**



**Report on the Warrant  
Subsequent Town Meeting  
November 13, 2012**

**ANNUAL TOWN MEETING  
NOVEMBER 13, 2012  
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COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss. Officer's Return, Reading:

By virtue of this Warrant, I, Alan Ulrich on October 11, 2012 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 November 13, 2012 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 October 11, 2012.

  
Alan Ulrich, 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 Auditorium, 62 Oakland Road, in said Reading, on Tuesday, November 13, 2012, 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 Subsequent Town Meeting, the following report(s) are anticipated:

- State of the Schools (School Committee and Superintendent of Schools)
- RMLD Annual Report (RMLB and General Manager)

**Finance Committee Report:** No report.

**Bylaw Committee Report:** No report.

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**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.

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**ARTICLE 3** To see if the Town will vote to amend the FY 2013 - FY 2022, 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:** At the beginning of this article there will be a report by Town, Library, and School officials on 5 pending/potential capital projects:

- The Library renovation and addition, which has been awarded a \$5.1 million state construction grant;
- The Killam School project for improvements to handicapped accessibility, fire sprinklering, energy improvements (primarily windows), replacement of the gym floor, and a small addition to the administrative areas;
- A potential project or projects to address space needs related to changes in program requirements – primarily full day kindergarten.
- A review of the potential for a Downtown Improvement project – Phase 2 including work on Haven, High, Chute, Linden Sanborn, and Washington Streets.
- A review of identified water distribution system capital projects.

The following amendments are proposed to the FY 2013 – FY 2022 Capital Improvements Program (CIP) as previously approved at Annual Town Meeting in April 2012. These amendments need to be included in the CIP in order for Town Meeting to consider funding them under the various Articles at Town Meeting. The full revised CIP is included in the blue pages in the back of this report.

## General Fund

### **FY13 +\$424,000:**

- ◆ \$350,000 DPW roads – Design work for Downtown Project Phase II
- ◆ \$ 42,000 Town facilities – Fire station equipment & repairs;
- ◆ \$ 32,000 Town facilities – Senior Center kitchen repairs;
- ◆ \$ 0 Schools – change purpose of \$400k from modular classrooms to the feasibility of alternatives in order to address school space needs;
- ◆ \$ 0 Town facilities – West Side Fire Station generator (funded by FINCOM Reserve Fund transfer)

### **FY14 -\$109,800 (excluding last item):**

- ◆ \$15,000 School fac. - Joshua Eaton electrical systems;
- ◆ +\$10,000 School fac. – Coolidge carpet increased from \$10,000;

- ◆ - \$35,000 School fac. – Parker carpet moved out to FY15;
- ◆ \$10,000 School fac. – Parker mason repairs rear stairwell;
- ◆ \$12,000 Town fac. - DPW windows/doors;
- ◆ \$15,000 Town fac. - Town Hall reconfigure office space;
- ◆ \$60,000 Technology – regional GIS flyover;
- ◆ +\$ 6,000 Firefighter turnout gear increased to \$136,000;
- ◆ - \$ 5,000 Firefighter hose replacement reduced to \$20,000;
- ◆ \$30,000 DVR video technology (Dispatch);
- ◆ \$25,000 Parking/Animal Control vehicle;
- ◆ - \$35,000 Police Vehicle Video Integration moved out to FY16;
- ◆ \$115,000 DPW Sander moved up from FY19, decrease amount from \$123,000;
- ◆ +\$15,000 DPW Ford Utility pickup #11 increased to \$50,000;
- ◆ \$55,000 DPW Ford Pickup Utility #C1 moved up from FY15;
- ◆ \$140,000 DPW Snow Plow moved up from FY20 and reduced from \$145,000;
- ◆ - \$37,800 DPW Eager Beaver Trailer eliminated;
- ◆ - \$500,000 DPW Birch Meadow Pavillion moved out to FY15;
- ◆ \$5 million Downtown Project Phase II

**FY15 to FY22:**

- ◆ Various items were added, subtracted, changed or moved to different years.

**Finance Committee Report:** At the October 17, 2012 meeting, the Finance Committee voted to recommend the subject matter of this Article 3 by a vote of 7-0-0. This Article allows capital items to be placed in the plan for consideration and a vote in later Articles at this and future Town Meetings. A 10-year balanced capital plan is a prudent fiscal tool that facilitates long range planning and prioritization.

This Article addresses a number of routine modifications to the capital plan, as well as a few noteworthy and material items:

**Library** – Reading has a tremendous opportunity in the near term to address needed repairs and to modernize and expand the library with partial funding from the State. We started this discussion two years ago and will continue it at this Town Meeting and in a Special Town Meeting in early 2013;

**Killam** - Repairs and renovation are required. The timing is less certain and is geared around Reading applying for and receiving State funds to partially offset costs;

**School Space Needs** – With the future desire to move to full day kindergarten and possibly expand pre-school offerings, this Article begins the discussion by repurposing the previously authorized \$400K of funds to seek out the optimal classroom solution for Reading. It is recommended that remaining funds be returned to free cash once recommendations to the School Committee have been provided in FY13;

**Downtown Improvements Phase II** – Downtown improvements under Phase I have transformed Reading. Funding for design work would be one of the first steps if Reading opts to move forward with Phase II. In Article 4 there will be discussion of the actual design funding request and the Finance Committee's views on the priority of the project;

**Water Quality** – Although not addressed in this Town Meeting, it is important to consider the ongoing and potential increase in capital expenditures. The Board of Selectmen are considering the added capital which may be needed to maintain water quality. This is currently funded

outside the Town's capital plan through water and sewer fees. Additional information is anticipated from the BOS in the coming weeks and months.

All of these projects are well worth considering and bring benefits to Reading. The Finance Committee supports them being added to the capital plan. It is important to next consider the priority and benefits of each carefully balanced against the impact to the budget and to the Citizens of Reading.

**Bylaw Committee Report:** No report.

**ARTICLE 4** To see if the Town will vote to amend one or more of the votes taken under Article 13 of the April 23, 2012 Annual Town Meeting relating to the Fiscal Year 2013 Municipal Budget, 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 (Town Facilities)	Senior Center kitchen \$32,000 Fire Station equipment & repairs \$42,000		\$74,000
<u>Account Line</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
G91–Town Admin. wages	Town Manager transition (severance plus overlap)		\$53,000
I91–Finance wages	Regional Appraiser position no longer a wage paid to a Town employee	\$60,000	
I92–Finance expenses	Regional Appraiser position now an expense paid to Wakefield \$50,000 Communications technology (\$18k new for field use; \$14.6k centralized) \$32,600 Town Manager transition consulting & expenses (HR) \$15,000		\$97,600
J92–FINCOM Reserve Fund	Replenish for replacing the West Side Fire Station generator in September '12		\$30,000
K91–Community Services wages	Increase Veteran's Services Officer from 19hrs to 37.5hrs/week		\$21,000
K92–Community Services expenses	Centralize communications technology budgets -\$500 (Elder/Human services)	\$ 500	
L91–Library wages	Sick/vacation buyback**		\$ 9,950
M92–Public Works expenses	Centralize communications technology budgets -\$1,600 (Highway & Pks/Forest)	\$ 1,600	
N91–Public Safety wages	Police Sick/vacation buyback** \$16,750 New Police Officer wages (includes projected OT) \$90,000 RCASA partial funding \$5,000		\$111,750

N92–Public Safety expenses	Centralize communications technology budgets - \$12,500 New Police Officer expenses (uniform & clothing allowance) \$+5,750	\$ 6,750	
	<b>Subtotals</b>	<b>\$68,850</b>	<b>\$397,300</b>
	<b>Net Operating Expenses</b>		<b>\$328,450</b>
	<b>From Tax Levy, State Aid and Other Local Receipts</b>		<b>\$655,108</b>
	State aid           +\$685,784		
	State charges   -\$ 30,676		
	Net State Aid +\$655,108		
	<b>**From Sick/Vacation Stabilization Fund (\$30,500 starting balance)</b>		<b>\$ 26,700</b>
	<b>From Free Cash</b>	<b>\$353,358</b>	
	(reduced from \$1.0 million to \$646,642 used to balance FY13 budget)		

**Finance Committee Report:** The Finance Committee voted 0-7-0 to support a \$350,000 capital item for Downtown Improvements Phase II at their October 17, 2012 meeting. FINCOM did not have sufficient reason to believe that this project was a higher priority than four other significant capital projects, including the Library and Killam renovations, the School space needs, and the need for water main repairs. Additionally the low percentage of state reimbursement compared to Phase I of the downtown project might want us to target those aspects of the project with the biggest benefit and fund those at a later time.

FINCOM voted to recommend the remaining subject matter of this Article by a vote of 7-0-0 at their October 17, 2012 meeting.

**Bylaw Committee Report:** No report.

**ARTICLE 5** To see if the Town will vote to authorize the payment during Fiscal Year 2013 of bills remaining unpaid for previous fiscal years for goods and services actually rendered to the Town, or take any other action with respect thereto.

Board of Selectmen

**Background:** An invoice was received in the October accounts payable warrant that pertains to FY12. The invoice is for Reading Trophy & Shirt Co. in the amount of \$1,090.85. The invoice is for 8<sup>th</sup> grade awards ordered in June 2012. Per discussion with the School Department central office the party placing the order neglected to issue a PO. This may be due to some confusion about who would be paying the bill. In some cases these award invoices have been paid by the PTO.

This article will require a super-majority vote by Town Meeting.

**Finance Committee Report:** The Finance Committee recommends the subject matter of this Article by a vote of 7-0-0 at their October 17, 2012 meeting.

**Bylaw Committee Report:** No report.

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**ARTICLE 6** 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 \$309,000 in payments from the State for the 40R Smart Growth projects at 30 Haven Street and at Reading Woods. In a program presented to Town Meeting in the fall of 2011, the Town Manager outlined a 3 to 4 year program of dedicating those funds to one time expenditures – primarily by accelerating the road and sidewalk improvement program.

This article will move that \$309,000 to the stabilization fund. It is anticipated that that at the 2013 Annual Town Meeting a request will be made to appropriate all or part of these funds for road improvements consistent with the 3 to 4 year plan.

**Finance Committee Report:** The Finance Committee recommends the subject matter of this Article by a vote of 7-0-0 at their October 17, 2012 meeting. The funds represent \$3,000 per affordable housing unit within the two 40R Smart Growth Districts. Passing this Article moves the funds from the general fund, where they would ultimately flow to free cash, to the stabilization fund so that they may be used for their intended purpose.

**Bylaw Committee Report:** No report.

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**ARTICLE 7** To see if the Town will vote to transfer funds into the Sick Leave Stabilization Fund, or take any other action with respect thereto.

Board of Selectmen

**Background:** The Town set up a Stabilization Fund a number of years ago to be utilized to pay sick leave buy back and/or accrued vacation leave to employees who are leaving the employ of the Town – usually through retirement. Sick Leave buy-back is being phased out for municipal employees, but there are still a number of employees who are eligible. The fund currently has a balance of \$3,800 (if the transfer in Article 4 is approved), and the Town Manager is recommending putting an additional \$50,000 into the fund as there are known FY13 future expenses of \$41,552 that will be paid out prior to Annual Town Meeting in April 2013.

Prior to having a stabilization fund for this purpose individual department budgets had to anticipate retirements and increase or decrease from year to year to pay such expenses. This resulted in periodic artificial increases in Department budgets, making it difficult to budget from year to year.

**Finance Committee Report:** The Finance Committee recommends the subject matter of this Article by a vote of 7-0-0 at their October 17, 2012 meeting. The Finance Committee supports the use of a sick Leave Stabilization Fund, as it allows a more accurate historic look at operating budgets, without the distortion of these one-time payments. The practice of "buying out" a retiring Town employee's sick time is being phased out.

**Bylaw Committee Report:** No report.

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**ARTICLE 8** To see if the Town will vote to authorize the Board of Selectmen to accept the conveyance of drainage easements located at 152 and 156 Walnut Street which easements are shown on a plan entitled: " Drainage Easement located at 152 and 156 Walnut Street, Reading Ma" upon such terms and conditions and for such consideration as the Board of Selectmen deems to be in the best interest of the Town, or take any other action with respect thereto.

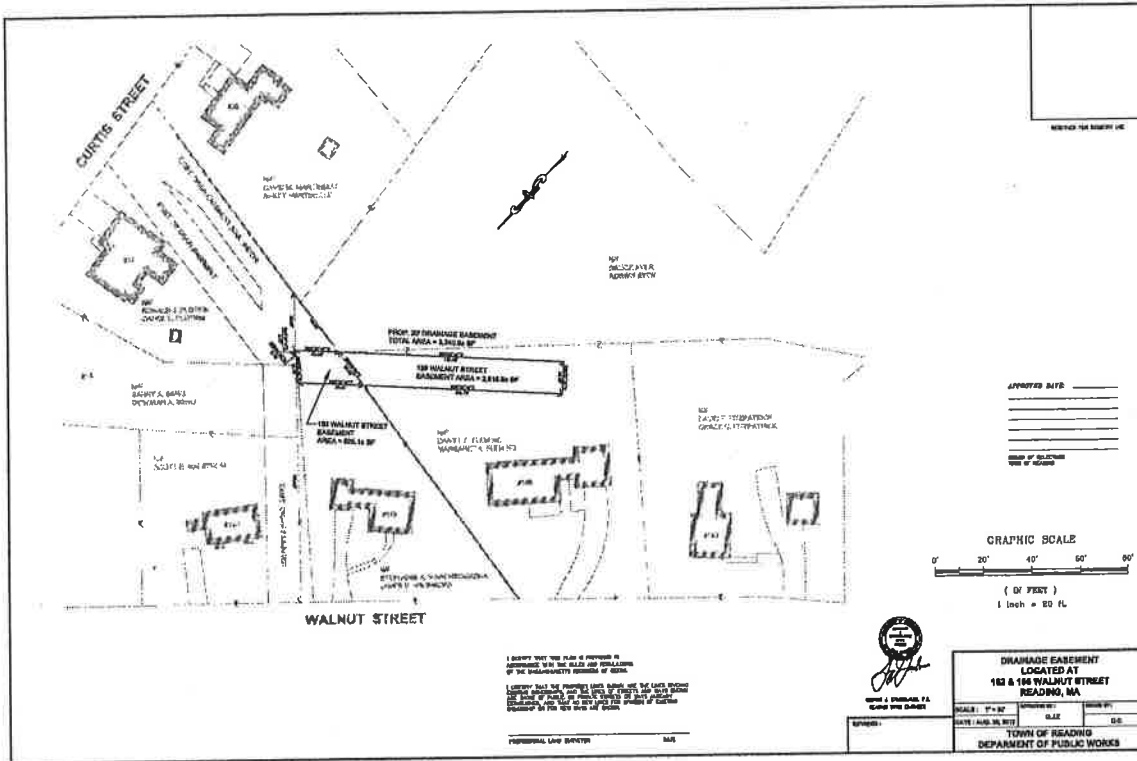
Board of Selectmen

**Background:** Residents located in the vicinity of 152 to 162 Walnut Street and 13 & 17 Curtis Street are experiencing periodic flooding of their properties during heavy rain storms. There is an existing Town owned drainage system and easement located in the area. However the flooding the residents are experiencing, which is the result of an isolated depression, is not tributary to the current drainage system.

The acceptance of a 3,240.9 +/- square foot drainage easement as depicted on the plan entitled "Drainage Easement Located At 152 & 156 Walnut Street, Reading, Ma," prepared by the Reading Engineering Division dated August 20, 2012 will enable the Town to construct and maintain the necessary drainage improvements to alleviate the flooding. Funding for the construction is available in the Storm Water Management budget.

The following owners have agreed to transfer the following easement rights to the Town for a nominal fee of \$1.00.

<u>Location</u>	<u>Owner</u>	<u>Easement Area</u>
152 Walnut Street	Stephanie A. Viani and James B. Hromadka	625 +/- SF
156 Walnut Street	Daniel F. Fleming and Margaret A. Fleming	2,615.8 +/- SF



**Finance Committee Report:** The Finance Committee recommends the subject matter of this Article by a vote of 7-0-0 at their October 17, 2012 meeting.

**Bylaw Committee Report:** No report.

**ARTICLE 9** To see what sum the Town will raise by borrowing pursuant to G.L. Chapter 44, §7(1) or transfer from available funds, or otherwise, and appropriate for the purpose of reconstructing surface drains, sewers and sewerage systems, including the costs of engineering services, plans, documents, cost estimates, bidding services and all related expenses incidental thereto and necessary in connection therewith, said sum to be spent under the direction of the Town Manager; and to see if the Town will authorize the Town Manager, the Board of Selectmen, or any other agency of the Town to apply for a grant or grants to be used to defray all or any part of said sewer construction and/or reconstruction and related matters; and to see if the Town will vote to authorize the Town Manager to enter into any or all agreements as may be necessary to carry out the purposes of this Article, and to see if the Town will authorize the Town Manager, the Board of Selectmen, or any other agency of the Town to apply for a non-interest bearing loan from the Massachusetts Water Resources Authority, and to authorize the Treasurer-Collector, with the approval of the Board of Selectmen, to borrow pursuant to said loan, or take any other action with respect thereto.

Board of Selectmen

**Background:** The MWRA's Infiltration and Inflow (I/I) Local Financial Assistance Program provides support to MWRA member communities to perform sewer rehabilitation and reduce infiltration and inflow into the sewer system. Infiltration occurs when surface water enters

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

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

Acceptance of the grant/loan offer will enable the Town to continue with its I/I removal program to remove unwanted storm water flows from the sewer system which reduces excess sewer assessments from the MWRA and decreases the excess demand on the sewer system.

The Town's I/I removal program consists of:

- House-to-house inspections
  - The house-to-house inspections identify inappropriate direct connections (inflow) to the Town's sewer system with the purpose of assisting residents with identifying methods to remove the connections. The Town also provides limited financial assistance to the homeowner.
- TV inspections, testing and sealing of manholes and sewer mains
  - TV inspections and the testing and sealing of manholes and sewer mains allows the Town to internally inspect sewer mains and manholes to with the purpose of identifying and eliminating points of infiltration into the sewer system.
- Sewer system smoke testing
  - Smoke testing of the sewer system is a method of identifying points of infiltration or inflow into the sewer system where visual or TV inspection access is not possible
- Spot repair, lining and replacement of sewers
  - Spot repairs, lining and replacement of sewers are performed when damage to the sewer system is not repairable or cost effective through internal sealing.
- Flow metering and gauging
  - The Town also performs flow metering and gauging to assist the Town in determining the areas of the sewer system that are experiencing the highest levels infiltration and inflow. Flow metering also assists in determining how affective the Town has been in mitigating I/I for the past several years.

**Finance Committee Report:** The Finance Committee recommends the subject matter of this Article by a vote of 7-0-0 at their October 17, 2012 meeting. This continues our repairs of sewer inflow and infiltration with favorable terms including a 45% grant and interest free loan for the remaining 55% of this phase.

**Bylaw Committee Report:** No report.

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**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 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 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, subject to approval by the voters of the Town of a Proposition 2 ½ debt exclusion for the Town portion of the cost of the project, or take any other action with respect thereto.

Board of Library Trustees

**Background:** The intention is to present a report of the status of the Library project under Article 3, and to then indefinitely postpone the subject matter of this Article. A Special Town Meeting will be called by the Board of Selectmen for late January 2013 to approve the substance of this Article. If the Article is approved by Town Meeting by a 2/3 vote, then the April 2 2013 Town Election ballot will include a question asking whether the Town will approve a Proposition 2 ½ debt exclusion for the Town's share of the cost of the project – estimated to be \$7.1 million.

The following is the report to be given under Article 3.

On October 4, 2012, the Massachusetts Board of Library Commissioners announced that they have awarded Reading Public Library a General Construction Provisional Grant award of \$5,105,114.

### **Planning Process**

The Reading Public Library Board of Trustees commissioned a study in 2010 to determine present and future facility needs in the light of steady growth in service and multiplying facility deficiencies. The Trustees are committed to preserving the character of the current library while enhancing its accessibility, functionality and adaptability.

Beacon Architectural Associates, working in conjunction with Adams & Smith Architects, determined that the current building is structurally sound but highly inefficient for today's needs. Their proposal calls for rearrangement of existing internal space and a 7,596-square-foot expansion on the hill at the easterly side toward School Street. The two-story addition would align with the lower and main levels of the current building. Major structural repairs and substantial renovation are required to comply with current building codes.

The 2010 Fall Town Meeting authorized the Library Trustees to apply for a state grant for construction. The application was submitted in January 2011. The Library staff and Trustees conducted information sessions and building tours in 2011-2012 while the Trustees waited for the Governor to release additional funding in Fiscal Year 2013 so that the Reading project can begin.

During the next nine months the Reading Library Trustees and town officials will work with the community to gain the local match funding necessary to move forward with the grant. "Local support is really key to the success of a project because it ensures that each project meets the unique needs of its residents," said Rosemary Waltos, MBLC Construction Specialist.

## History

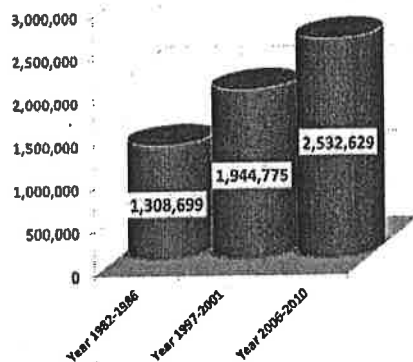
On March 3, 2012, the Library celebrated its 28th year in the 116-year-old Highland School building. Since its relocation to the historic landmark in 1984, the community's use of the library has more than doubled.

For many of us, the Library as it is feels like home. But there are limitations to an old school building serving as a busy, high-traffic library: inflexible spaces due to inadequate infrastructure; no room to grow or update technology; no place to plug in a computer or laptop. The dark corners, dead-end stacks, and hidden areas make supervision of public spaces difficult and public safety and accessibility issues need to be addressed. Structural problems need to be fixed: the roof leaks; the basement sometimes floods and is often damp; the gutters, masonry, and windows need major repairs; and the HVAC, lighting, and work spaces are inefficient and outdated.

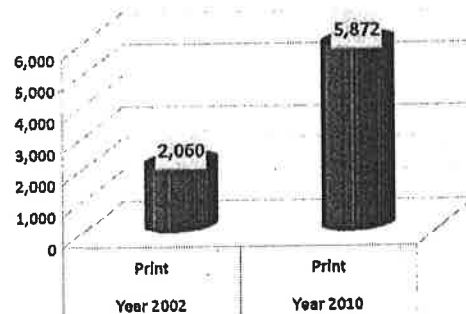
## Need

The community's use of the library has doubled in measurable ways and skyrocketed in many others. As one patron describes it, the library has become the living room of the community. It is a focal point that attracts residents of all ages. The charts show the tremendous growth of library use in recent decades.

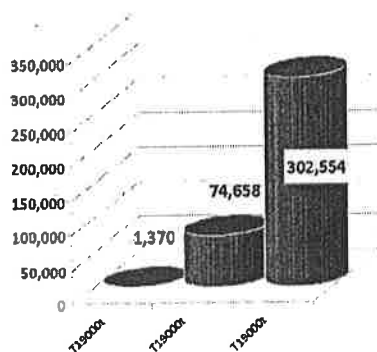
### LIBRARY CIRCULATION



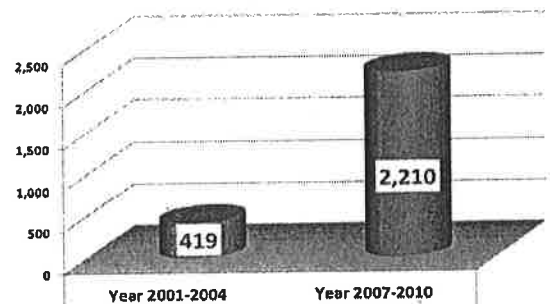
### TEEN COLLECTION



### Interlibrary Loans 1982-2010



### Use of Library Meeting Rooms



## Quotes of Support

"After a review of this documentation and presentation, the Commission has determined that the proposed project will comply with the spirit of the renovation and construction guidelines enumerated by the Secretary of the Interior for buildings listed on the National Register."  
*Reading Historical Commission, January 2011*

"As the Director of Community Services/Town Planner I applaud the efforts by all involved in this endeavor to update, expand, and rehabilitate and breathe new life into the Reading Public Library. Careful planning has resulted in a vision for the future of the Reading Public Library that is truly exciting.... The Reading Public Library represents a unique opportunity to both preserve an historic building while also develop a new wing that will complement, not compete, with the buildings original grandeur....

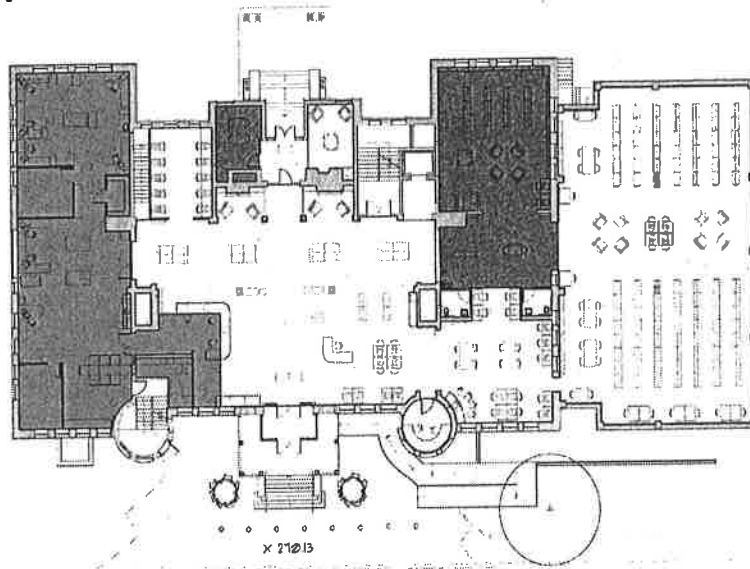
The library's plan is consistent with the Reading Master Plan because it will preserve a vital educational, cultural, architectural, and historic resource. Likewise, it is located within walking distance of downtown and reinforces the attractiveness of our "village style" town center. The availability of more space for community meeting rooms, children's activities, reading rooms and quiet study, and new computer areas will completely transform the Reading Public Library. The green roof and energy efficiency elements of the plan are especially noteworthy and consistent with our plans for sustainable development."  
*Jean Johnson Delios, Community Services Director/Town Planner, January 2011*

"The Reading Public Library building, originally built as a school, was converted to a library facility in 1983 as the Town of Reading's needs grew. Over the course of its 116- year-life many small renovations have occurred with the most recent occurring in 1983. The spaces have been repurposed to allow the Library to operate more efficiently. However due to the age of the building, its overall condition and its ability to function as a 21<sup>st</sup> century Library, a full renovation is necessary."  
*Joseph P. Huggins, Director of Facilities, October 2012*

### Goals of Library Building Program

- Make exterior and interior repairs
- Replace windows for greater efficiency
- Improve HVAC and lighting
- Accommodate new technology
- Increase staff work space
- Improve circulation efficiency
- Expand Children's area
- Improve accessibility issues
- Relocate meeting rooms
- Create more study space and quiet areas

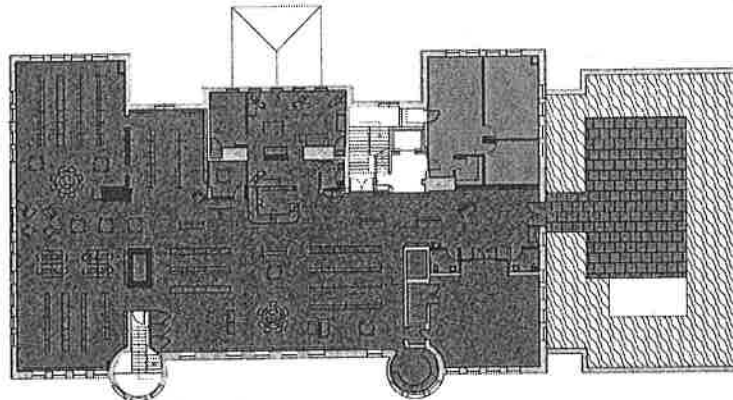
## FIRST FLOOR



First Floor Plan

- Computer classroom
- New young adult area
- Relocation of general stacks
- Additional study areas
- More space for public computers
- Quiet reading room and nooks
- Parking lot entrance relocated symmetrically
- Modernized circulation area including optional self-checkout
- Processing area for increasing homebound request

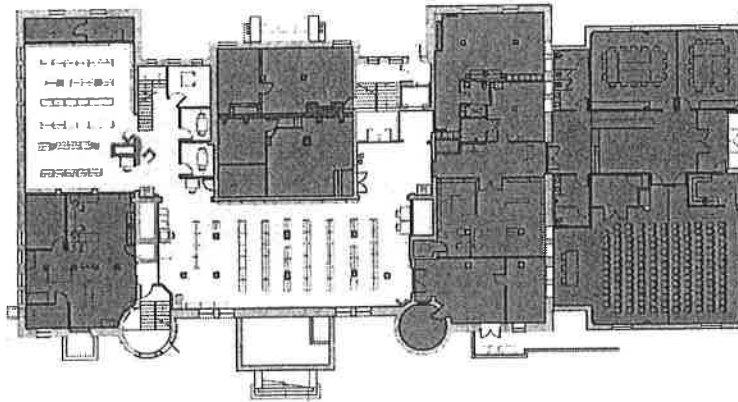
## SECOND FLOOR



Second Floor Plan

- Doubling of space for children
- Additional computer stations for children
- New early learning center
- Designated area for children's programs
- Space for outdoor programs surrounded by a green roof

## GROUND FLOOR



Ground Floor Plan

- 3 additional study rooms
- Additional conference rooms
- Larger meeting room with accessibility after library hours
- 7 Additional Parking spaces
- Fully accessible book stacks with better lighting
- Enhanced staff presence on lower level
- Relocation of Local History

**Finance Committee Report:** No report.

**Bylaw Committee Report:** No report.

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**ARTICLE 11** To see if the Town will vote to accept the following roads as public ways pursuant to M.G.L. c.82, and to discontinue portions of the following roads, both in accordance with the layouts adopted by the Board of Selectmen and on file with the Office of the Town Clerk:

Jacob Way  
South Street

and to authorize the Board of Selectmen to accept deeds of easement and for the fee in said roads; and to authorize the Board of Selectmen to purchase, or take such ways in fee or rights of easement by eminent domain under the provisions of M.G.L. c.79;, or to acquire said lands in fee or rights of easement therein by purchase, gift or otherwise, and to assess betterments therefore pursuant to M.G.L. c.80; and to see what sum the Town will raise by borrowing, or from the tax levy, or transfer from available funds, or otherwise, and appropriate for the acquisition of said lands or easements therein or for payment of any eminent domain damages and for the construction of said ways, or take any other action with respect thereto.

Board of Selectmen

**Background:** During the review and acceptance of the Reading Woods Condominium complex the Town required the reconfiguration of Jacob Way and South Street. This Article authorizes the necessary acceptance of land transfers, discontinuance of roadways and acceptance of the alteration in the roadway layouts of Jacob Way and South Street as approved by the Community Planning and Development Commission and the Board of Selectmen following extensive public hearings.

**Re-location of Jacob Way five (5) feet southerly**

The existing Jacob Way is to be relocated approximately 5 feet in a southerly direction for the majority of its length. To provide for this relocation and to keep the current minimum width of Jacob Way forty (40) feet for the majority of its length, the Town will discontinue the portion of Jacob Way shown as Parcel 7 containing 4,100 +/- SF as depicted on the plan entitle d "Modified Subdivision Plan of Land & Jacob Way/South Street Alteration Plan Reading Woods in Reading, MA" Prepared For Pulte Homes of New England, LLC, 115 Flanders Road, Westboro, MA 01581, dated September 20, 2011 and recorded with the Middlesex South Registry of Deeds as Plan No. 327 of 2012. The discontinued Parcel 7 will be transferred to Pulte Homes of New England LLC. for the consideration of no more than One Hundred (\$100.00)00/100 Dollars

Pulte Homes of New England LLC will grant to the Town of Reading Parcel 2 containing 3,121 +/- s.f. for roadway purposes as shown on the plan entitled "Modified Subdivision Plan of Land & Jacob Way/South Street Alteration Plan Reading Woods in Reading, MA" Prepared For Pulte Homes of New England, LLC, 115 Flanders Road, Westboro, MA 01581, dated September 20, 2011 and recorded with the Middlesex South Registry of Deeds as Plan No. 327 of 2012. Said parcel is necessary for the re-alignment of the Jacob Way in the southerly direction.

The combination of Parcel 6 (the remainder of the current Jacob Way layout not discontinued), Parcel 2 and Parcel 3 (identified below) will form the relocated layout of Jacob Way.

### **Alteration of the Jacob Way \ South Street intersection**

To provide sufficient roadway layout for the recommended alteration of the Jacob Way/South Street intersection Pulte Homes of New England LLC will grant to the Town of Reading Parcel 3 containing 1,197 +/- SF. and Parcel 4 containing 3,498 +/- SF for roadway purposes as shown on the plan entitled "Modified Subdivision Plan of Land & Jacob Way/South Street Alteration Plan Reading Woods in Reading, MA" Prepared For Pulte Homes of New England, LLC, 115 Flanders Road, Westboro, MA 01581, dated September 20, 2011 and recorded with the Middlesex South Registry of Deeds as Plan No. 327 of 2012.

Parcel 3 will become part of Jacob Way layout alterations and Parcel 4 will become part of South Street layout alteration.

Pulte Homes of New England LLC will grant parcels 2, 3 and 4 a total of 9,083 +/- s.f. to the Town of Reading for the consideration of no more than One Hundred (\$100.00)00/100 Dollars.

### **Jacob Way Alteration**

Upon completion of the land transfers the layout of Jacob Way is hereby altered to the following meets and bounds:

Beginning at a granite monument to be set which is located on south line of the relocated South Street, a public, variable width right of way which is also the north east terminus of Jacob Way, as relocated;

thence S 24°50'44" W a distance of 85.36';

thence 102.52' along a curve turning to the right with a radius of 250.00';

thence S 48°20'26" W a distance of 134.38' to a granite monument to be set;

thence 162.82' along a curve turning to the right with a radius of 285.00' to a granite monument to be set;

thence S 81°04'28" W a distance of 445.86' to a granite monument to be set;

thence 31.76' along a curve turning to the right with a radius of 100.00' to a granite monument to be set which is located at the north west terminus of Jacob Way;

thence S 03°19'02" E a distance of 45.22' to a granite monument to be set which is located at the south west terminus of Jacob Way, as relocated;

thence N 81°04'28" E a distance of 610.87' to a granite monument to be set which is located on the north line of State Highway Route 128 also known as Interstate Highway Route I-95;

thence along the north line of said highway 209.82' along a curve turning to the right with a radius of 375.00';

thence N 33°26'28" E a distance of 193.93' to a granite monument to be set on the south line of South Street at the south east terminus of Jacob Way, as relocated;

thence along the south line of South Street N 56°33'32" W a distance of 58.96' to a granite monument to be set;

which is the point of beginning,

having an area of approximately 43,163 square feet, 0.99 acres.

as shown on the plan entitled "Modified Subdivision Plan of Land & Jacob Way/South Street Alteration Plan Reading Woods in Reading, MA" Prepared For Pulte Homes of New England, LLC, 115 Flanders Road, Westboro, MA 01581, dated September 20, 2011 and recorded with

the Middlesex South Registry of Deeds as Plan No. 327 of 2012 and further depicted on a plan entitled "Alteration of Jacob Way and South Street" prepared by Marchionda & Associates, L.P. of Stoneham, MA, for the Town of Reading, dated October 23, 2012

### **South Street Alteration**

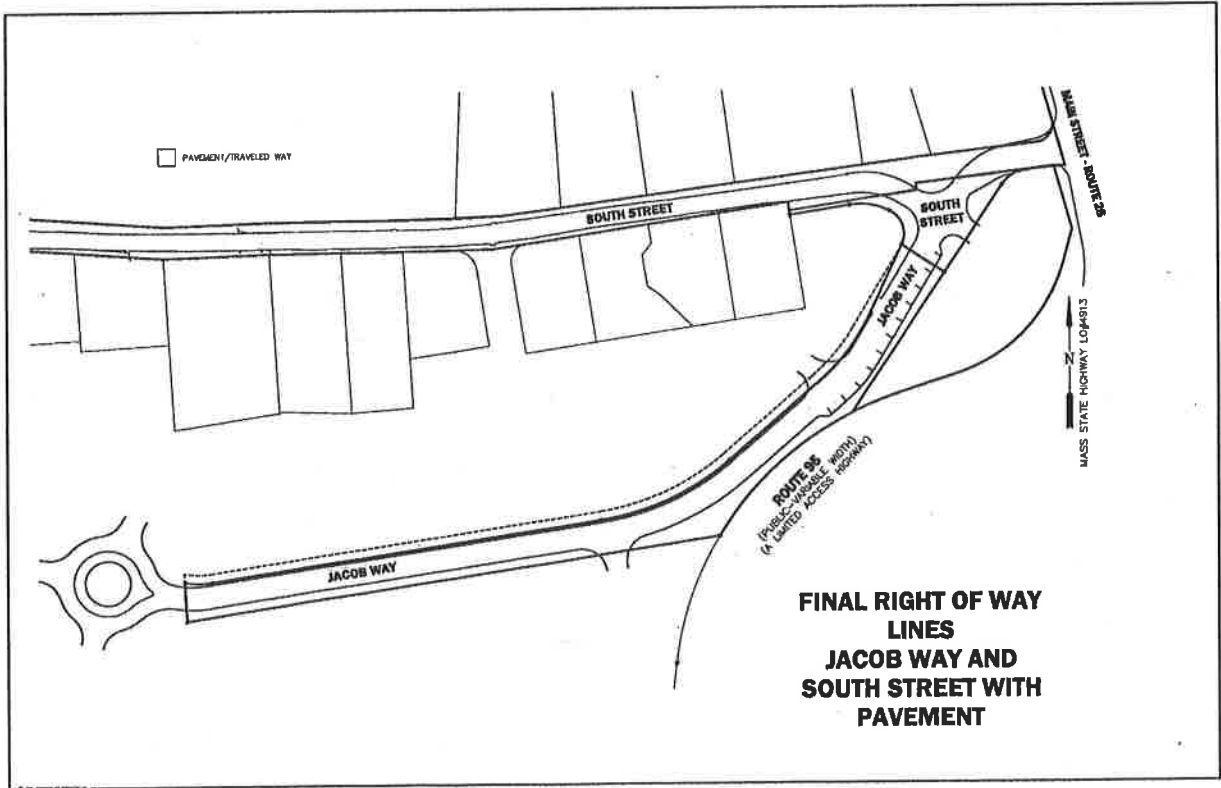
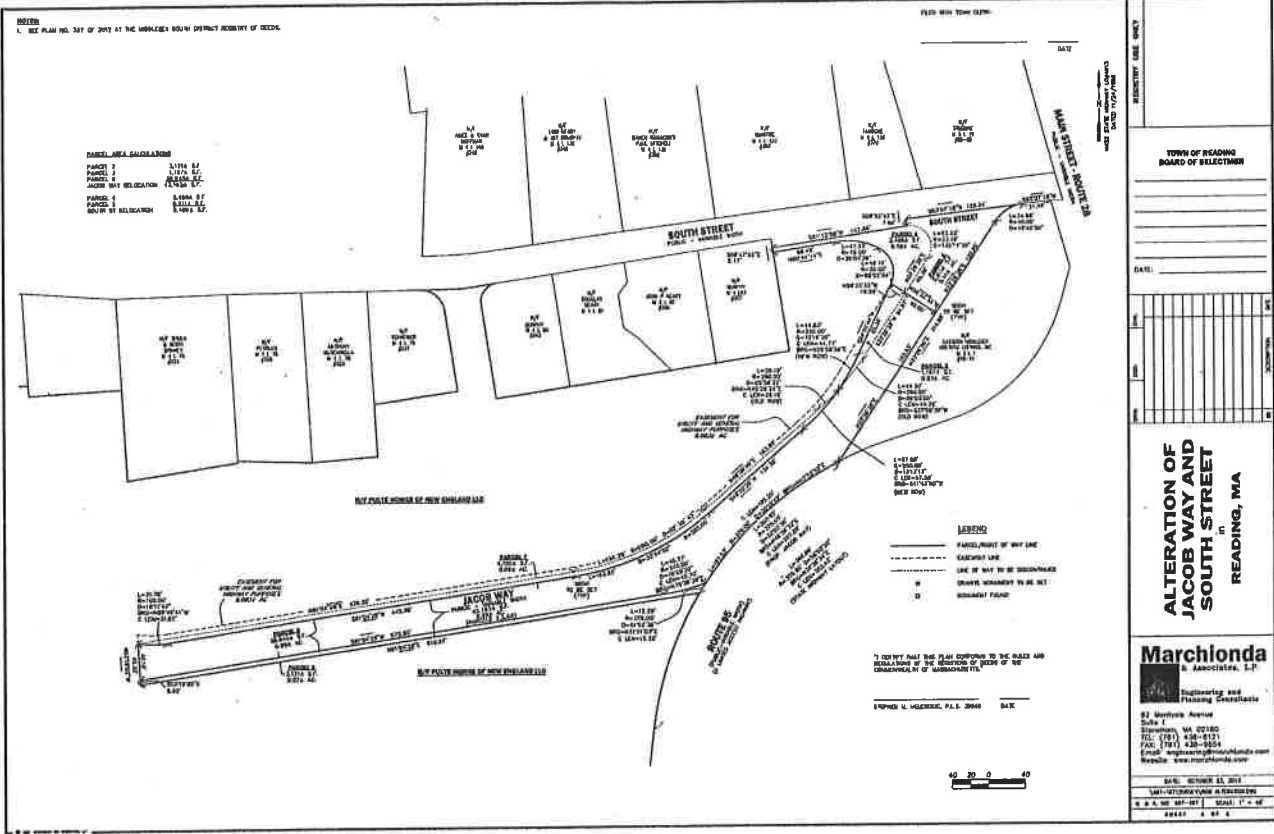
Upon completion of the land transfers the layout of South Street is hereby altered to include the following meets and bounds:

Beginning at a point located on south line of South Street, a public, variable width right of way and the east line of land now or formerly of Murphy;  
thence along land now or formerly of Murphy S 08°47'52" E a distance of 5.17' to a granite monument to be set;  
thence N 80°44'14" E a distance of 68.49' to a granite monument to be set;  
thence 47.22' along a curve turning to the right with a radius of 75.00' to a granite monument to be set;  
thence 46.10' along a curve turning to the right with a radius of 30.00' to a granite monument to be set;  
thence S 56°33'32" E a distance of 58.96' to a granite monument to be set which is located on the south line of Jacob Way, a public, variable width right of way;  
thence along the south line of Jacob Way the following two courses:  
N 33°26'28" E a distance of 120.95' to a granite monument to be set;  
34.68' along a curve turning to the right with a radius of 40.00' to a point which is located at the intersection of the south line of Jacob Way and the south line of South Street;  
thence along South Street the following three courses:  
S 83°07'18" W a distance of 128.34';  
S 06°52'42" E a distance of 7.66';  
S 81°12'08" W a distance of 147.66' to the point of beginning;  
having an area of approximately 9,409 square feet, 0.22 acres.

as shown on the plan entitled "Modified Subdivision Plan of Land & Jacob Way/South Street Alteration Plan Reading Woods in Reading, MA" Prepared For Pulte Homes of New England, LLC, 115 Flanders Road, Westboro, MA 01581, dated September 20, 2011 and recorded with the Middlesex South Registry of Deeds as Plan No. 327 of 2012 and further depicted on a plan entitled "Alteration of Jacob Way and South Street" prepared by Marchionda & Associates, L.P. of Stoneham, MA, for the Town of Reading, dated October 23, 2012

The Board of Selectmen held a public hearing on October 23, 2012 and unanimously voted in favor of the discontinuance, alteration and relocation of Jacob Way and South Street.

Engineering plans, with metes and bounds description of the streets, are available for public examination in the office of the Town Clerk and the Engineering Division



**Finance Committee Report:** The Finance Committee recommends the subject matter of this Article by a vote of 7-0-0 at their October 17, 2012 meeting.

**Bylaw Committee Report:** No report.

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**ARTICLE 12** To see if the Town will vote to amend the Reading General Bylaw by adding the following section 8.11:

**Section 8.11 Trash Collection**

No person shall collect, or cause others to collect trash, rubbish, garbage, recycling, offal or other offensive substances (whether from dumpsters, barrels, or otherwise, and whether on the public way, a private way or any lot) after 9:00 PM and before 6:30 AM in any residential district of the Town or within 100 yards of such a district as shown on the then current Zoning Map. or take any other action with respect thereto

Board of Selectmen

**Background:** Massachusetts General Law prohibits a community from enforcing regulations restricting rubbish collection in commercial areas at night. However, a community may regulate hours of rubbish collection in commercial areas by a local bylaw.

In residential areas the community may, as Reading does, establish hours of rubbish collection through Board of health regulation.

This Bylaw would prohibit rubbish collection in any residential area or in any area within 100 yards of a residential area between 9:00 p.m. and 6:30 a.m., consistent with current Board of Health regulations for residential areas. Appendix C shows on a town-wide map the areas affected by this proposed bylaw.

This has become an issue because most of Reading's commercial areas are within 100 yards of residential areas, and when rubbish is collected at hours of the night – such as 4 am it is a nuisance to nearby residents. The Public Health Division has and continues to receive frequent complaints.

**Finance Committee Report:** No report.

**Bylaw Committee Report:** Recommends by a vote of 4-0-0.

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**ARTICLE 13** To see if the Town will vote to rescind the entirety of Section 7.2 of the Reading General Bylaw and replace it with the following,

**7.2 Historic Demolition Delay**

**7.2.1 Purpose**

The purpose of this bylaw is to provide the Reading Historical Commission with a tool to assist the Commission in its efforts to preserve the Town's heritage and to protect historically significant structures within the Town, which reflect or constitute distinctive features of the architectural, cultural, economic, political or social history of the Town.

The purpose of this bylaw, even if it ultimately cannot prevent demolition, is to find a reasonable option to prevent complete demolition, and to provide owners of such structures with time to consider alternatives, by encouraging owners to seek out ways to preserve, rehabilitate, or restore such structures

To achieve these purposes, the Reading Historical Commission is empowered to create a List of Historic Structures, and to provide a copy of that List, as it may be updated from time to time, to the Building Inspector. With the Building Inspector, the Reading Historical Commission will implement the provisions of this bylaw with respect to the issuance of permits for demolition of structures that are included on the List of Historic Structures

### **7.2.2 Definitions**

The following terms when used in this bylaw shall have the meanings set forth below.

#### **7.2.2.1 Commission**

Reading Historical Commission.

#### **7.2.2.2 Demolition**

Any act of pulling down, destroying, removing or razing a structure or commencing the work of total destruction with the intent of completing the same which work would require a Demolition Permit.

#### **7.2.2.3 Demolition Application**

An official application form provided by the Building Inspector for an application for a Demolition Permit.

#### **7.2.2.4 Hearing**

A public hearing conducted by the Commission after due public notice as provided in this bylaw.

#### **7.2.2.5 Legal Representative**

A person or persons legally authorized to represent the owner of a structure that is or is proposed to be subject to this bylaw.

#### **7.2.2.6 List**

The List of Historic Structures as it is constituted pursuant to this bylaw.

#### **7.2.2.7 Owner**

Current owner of record of a structure that is included in or proposed to be included in the List of Historic Structures.

#### **7.2.2.8 Premises**

The parcel of land upon which a demolished structure that appears on the List as defined in 7.2.2.6 was located and all adjoining parcels of land under common ownership or control.

#### **7.2.2.9 Structure**

Materials assembled at a fixed location to give support or shelter, such as a building.

### **7.2.3 Commission to Establish a List of Historic Structures**

The Commission will provide a List of Historic Structures to the Building Inspector. This List shall be updated from time to time as needed when properties are added to or subtracted from the List of Historic Structures. The List shall also be provided on the Town's web site or other electronic means of publishing information to the community.

This List shall be made up of:

- all structures listed on, or located within an area listed on, the National Register of Historic Places, or the Massachusetts Historical Register of Historic Places ; and
- all structures included in the Town of Reading Historical and Architectural Inventory, as of September 1, 1995, maintained by the Commission; and
- all structures that were added in 2010 pursuant to the processes in existence at that time; and
- following the procedures included in Section 7.2.3.1 of this bylaw, all structures that have been determined from time to time by the Commission to be historically or architecturally significant.

#### **7.2.3.1 Procedures for expanding the List**

In considering additional structures to be included on the List, pursuant to section 7.2.3, the following process shall be followed:

- The Commission shall prepare, or cause to be prepared, an inventory form for each structure considered for addition to the List. The inventory form for each property shall be prepared using a standard form provided by the Massachusetts Historical Commission. The criteria to be used for consideration for inclusion on the List will include:
  - The structure is determined to be importantly associated with one or more historic persons or events, or
  - The structure is determined to be associated with the broad architectural, cultural, economic or social history of the Town or Commonwealth, or
  - The structure is believed to be historically or architecturally significant in terms of:
    - Period,
    - Style,
    - Method of building construction,
    - Association with a significant architect, builder or resident either by itself or as part of a group of buildings;
- The Commission will inform by regular US mail each property owner whose structure is being considered for preparation of an inventory form
- The owner of each structure for which an inventory form has been prepared shall be sent a notice of a public hearing at least 30 days in advance of the hearing. The notice shall be sent by Certified Mail – return receipt requested – or by service by a Constable. The notice shall include the following information:
  - that the structure that they own is being considered for inclusion on the List,
  - a copy of the inventory form for the structure,
  - a statement as to the criteria considered in including additional structures on the List, and
  - a copy of this bylaw.

In addition to the notice of the hearing delivered to each owner, legal notice of the hearing including the street address of all structures proposed to be added to the List shall be published at the Commission's expense at least 14 days in advance of the hearing in a newspaper of general circulation in the community. Additionally, at least 7 days prior to the hearing a copy of the newspaper notice will be mailed by regular U.S. mail to all property owners within 300 feet of each property containing a structure to be considered for inclusion on the List.

At the hearing, the Commission will hear comment from all owners and abutters who wish to be heard, and following the close of the hearing the Commission will make a determination as to which of the structures proposed for inclusion on the List of Historic Structures shall be voted onto that List. The decision as to what properties to include shall be made by the Commission, with the inclusion of a property on the List requiring the affirmative vote of at least 4 members of the Commission. The vote shall be taken at a public meeting, and the vote may be made either the same day as the close of the hearing, or at a later meeting of the Commission. If at a later meeting, the Commission shall inform each owner either upon closing the hearing or by regular US mail at least 3 days in advance of a public meeting, of the date of the meeting at which the matter is to be further discussed. Nothing shall preclude the Commission from voting to add structures onto the List at different meetings.

#### **7.2.3.2 Owner's Appeal of addition of a structure to the List**

An owner, at the public hearing at which additions to the List are to be considered, may object to inclusion of their structure onto the List. At the hearing or such later date as agreed by the Commission, the owner shall submit information or documentation in support of their objection. The Commission may consider their objection at the hearing and/or subsequent public meetings, and the Commission shall not vote to include the structure in question onto the List until all information supplied by the owner can be fully considered by the Commission. In considering whether to finally vote to include a structure on the List the Commission will consider the information provided by the owner, and particularly how the structure meets the criteria established in 7.2.3.1. In addition to those criteria, the Commission will consider the uniqueness of the structure, quality of the materials remaining on the outside of the structure, and financial or other hardship that might be created to the owner by inclusion of the structure onto the List. A structure whose owner objects may only be included on the List if all 5 members of the Commission vote to do so.

#### **7.2.4 Referral of Demolition Applications of structures on the List by the Building Inspector to the Commission**

Upon the receipt of a completed Demolition Application for a structure on the List, the Building Inspector shall

- As soon as possible but not later than 30 days from the submission of a complete Demolition Application, notify the owner that the structure they want to demolish is on the List, and therefore subject to this bylaw.
- Provide the owner with a packet to apply to the Commission for demolition approval, along with a copy of the inventory of their structure, a copy of this bylaw, and a copy of any guidelines that the Commission has adopted regarding the demolition delay process.
- Inform the Chairman of the Commission of a pending application under this bylaw.

- Obtain an abutters list, at the expense of the owner, of all properties within 300 feet.
- Upon receipt of a completed application for Commission demolition approval, determine the completeness of the application.
- Notify the Chairman of the Commission who will provide the Building Inspector with alternative dates for a public hearing not sooner than 7 days nor more than 21 days from the determination that the application to the Commission is complete
- Arrange for the publication of a legal notice of the hearing, at the owner's expense, in a newspaper of general circulation in the community including the street address of all structures proposed to be demolished. The notice shall be published not later than 14 days prior to the hearing.
- Arrange for a mailing not later than 7 days prior to the hearing, at the owner's expense, of a copy of the newspaper notice to all property owners within 300 feet of the property containing a structure to be considered for demolition.
- Immediately forward a copy of the application to each of the members of the Commission.

#### **7.2.4.1 Completed Application**

The Owner shall be responsible for submitting seven sets of the following information as a completed application prior to the scheduling of the public hearing:

- Completed application form (if any)
- Description of the structure to be demolished (the inventory is an acceptable document for this purpose);
- A demolition plan
- Assessor's map or plot plan showing the location of the structure to be demolished on its property with reference to the neighboring properties;
- Photographs of all facade elevations;
- Statement of reasons for the proposed demolition and data supporting said reasons;
- Description of the proposed reuse of the premises on which the structure to be demolished is located.
- If applicable, the name and contact information of the Legal Representative;

#### **7.2.5 Public Hearing**

The Commission will hold a hearing to allow all interested parties to voice their opinions and to present pertinent information concerning the structure, as well as its value and importance to the neighborhood and the Town. The Owner or the Legal Representative will present the requested demolition plan and supporting documentation. The public may present their opinions and additional relevant information. After the presentation and the public comments, the Commission will make one of two decisions:

- The presented information is insufficient for the Commission to make a final determination on requested demolition of the Structure. Therefore, the Commission may continue the hearing. A continued hearing shall be not later than 21 days from the initial hearing and the hearing shall be closed within 30 days of the initial hearing.
- The presented information is sufficient to make a final determination on the requested demolition of the Structure. Therefore, the Commission shall close the hearing.

## **7.2.6 Determination of whether the Demolition Delay is imposed**

Once the Hearing is closed, a motion shall be made to determine if the loss of the structure would be detrimental to the Town when considering the purpose of this bylaw as detailed in section 7.2.1:

- An affirmative vote by 4 members of the Commission will declare that the structure is protected by this Bylaw, and therefore, a demolition delay of up to six (6) months is imposed beginning the date of the vote.
- A negative vote by the Commission (affirmative vote of less than 4 members of the Commission) will declare that the structure is not protected by this Bylaw, and the Building Inspector may issue a permit to demolish the structure.

The Commission will notify the Building Inspector within seven (7) days of the Commission's decision. If the notice is not received within the expiration of seven (7) days of the close of the hearing, the Building Inspector may act on the Demolition Permit Application with no further restrictions of this bylaw.

### **7.2.6.1 Demolition Delay imposed**

The Commission shall advise the Owner and the Building Inspector of the determination that the Demolition Permit will be delayed up to six (6) months. During this time, alternatives to demolition shall be considered. The Commission shall offer to the Owner information about options other than demolition, including but not limited to resources in the preservation field, the Massachusetts Historical Commission, the Town Planner, and other interested parties that might provide assistance in preservation or adaptive reuse.

### **7.2.6.2 Responsibilities of Owner if Demolition Delay is imposed**

The Owner shall be responsible for participating in the investigation of options to demolition by:

- Actively pursuing alternatives with the Commission and any interested parties;
- Providing any necessary information;
- Allowing reasonable access to the property; and
- Securing the premises.

### **7.2.6.3 Release of Delay**

Notwithstanding the preceding section of this bylaw, the Building Inspector may issue a Demolition Permit at any time after receipt of written notice from the Commission to the effect that the Commission is satisfied that one of the following conditions has been met:

- There is no reasonable likelihood that either the Owner or some other person or group is willing to purchase, preserve, rehabilitate or restore the structure;
- The Owner, during the delay period, has made continuing, bona fide and reasonable efforts to locate a purchaser to preserve, rehabilitate or restore the structure, and that such efforts have been unsuccessful;
- The Owner has agreed in writing to accept a demolition permit on specified conditions, including mitigation measures approved by the Commission. Such mitigation could include a demolition of only a portion of the structure; or
- A period of six (6) months has elapsed since the conclusion of the Hearing referenced in section 7.2.5.

#### **7.2.6.4 Appeal of the imposition of Demolition Delay**

The owner of a structure for which the Commission has imposed a demolition delay may appeal from the imposition of the delay, and/or conditions of the imposition of the delay, by filing with the Board of Selectmen a written notice of appeal within fourteen (14) days of the date of the decision of the Commission to impose the Demolition Delay. Filing of an appeal will not extend the delay of up to 6 months imposed under section 7.2.6.1 of this bylaw.

Within twenty-one (21) days of receipt of the notice of appeal, the Board of Selectman shall convene an appeal hearing. Notice of the hearing shall be sent to the Chairman of the Historical Commission and to the owner or the owner's Legal Representative, for the purpose of adjudicating the appeal. The Board of Selectmen at the hearing shall review the record of the proceedings before the Commission and input provided by the owner and by Commission representatives.

Notice of the hearing shall be given to the owner, to the Commission, and to abutters within 300 feet of the property.

Within fourteen (14) days of the conclusion of the hearing, the Board of Selectmen will render a decision on the appeal. The decision shall be based on the record of the Commission's hearing at which the Demolitions Delay was imposed; information provided by the owner or the Commission at the Board of Selectmen hearing; consideration of the purpose of the bylaw as stated in section 7.2.1; how the structure meets the criteria established in 7.2.3.1.; the uniqueness of the structure; quality of the materials remaining on the-outside of the structure; and financial or other hardship that might be created to the owner

#### **7.2.7 Emergency Demolition**

Nothing in this Section shall be construed to prevent the Building Inspector from ordering pursuant to M.G.L. Chapter 143 the emergency demolition of a structure included in the List of Historic Structures. Before issuing an order for an emergency demolition of such a structure, the Building Inspector shall make reasonable efforts to inform the Chairperson of the Commission of his intent to issue such an order.

#### **7.2.8 Enforcement and Remedies**

In the event a structure on the List of Historic Structures is demolished in violation of this bylaw, then no building permit shall be issued for the premises for a period of two (2) years after the date of such demolition.

or take any other action with respect thereto.

Board of Selectmen

**Background:** At least two Town Meeting warrants over the past several years have included petitioned warrant articles amending the Demolition Delay bylaw. Most recently the 2012 Annual Town Meeting warrant included such a petitioned article, and the Board of Selectmen asked the petitioner to agree to an indefinite postponement of the article so that the Board of Selectmen, through the Town Manager, could conduct a more thorough review of the entire bylaw, since in the Board of Selectmen discussion on the matter it became clear that there were differences of opinion even among members of the Reading Historical Commission on how the bylaw actually worked.

This Article would rescind the existing bylaw, and replace it with the language as presented. There are two new sections – 7.2.3.2 which provides for an appeal by a property owner from having his/her property included on the List of Historic Structures, and Section 7.2.6.4 which provide for an appeal from the imposition of the demolition delay by an owner of property which is on the List of Historic Structures.

Additionally, the proposed bylaw eliminates a confusing and redundant part of the process from the current bylaw, clarifies the process by which properties get added to the List of Historic Structures, and otherwise clarifies and simplifies the bylaw.

**Finance Committee Report:** No report.

**Bylaw Committee Report:** Recommends with modifications by a vote of 4-0-0

The Bylaw Committee reviewed the subject matter of this article in great detail with both the Historic Commission and the Town Manager. Additionally, the Chair of the Bylaw Committee was a member of the working group that discussed changes to the Demolition Delay bylaw. This article is the result of all this discussion.

The Bylaw Committee did in its final decision make recommendations for changes to the Article in Sections 7.2.3, 7.2.3.2 and 7.2.6.4. With these changes the Bylaw Committee feels that the changes to both the Establishment of the List of Historical Structures and the Demolition Delay will result in a workable document that will serve all parties well.

### **Bylaw Committee Recommendations Changes to Article 13**

#### **Section 7.2.3**

Change the second sentence to "This List shall be updated by the Commission from time to time as needed."

#### **Section 7.2.3.2**

Change last sentence in paragraph to "A structure whose owner objects may only be included on the List if a minimum of 4 members of the Commission vote to do so."

#### **Section 7.2.6.4**

Delete the sentence "Filing an appeal will not extend the delay of up to 6 months imposed under Section 7.2.6.1 of this bylaw."

And replace it with "The filing of an appeal will stay the start of the 6 months imposed under Section 7.2.6.1 of this bylaw until the day following the final rendering of a decision by the Board of Selectmen on the adjudication of the appeal."

**Historical Commission Report:** In 1995, Town Meeting adopted the Demolition Delay Bylaw to encourage saving the Town's historical structures. This bylaw enables the Historical Commission to work with property owners to seek alternatives to demolition. To avoid misunderstanding, **demolition** is defined as **total destruction** of a structure; demolition in no way refers to any interior or to any exterior alteration or renovation, including additions, expansions, removal of a porch, remodeling a kitchen or bathroom, or other types of major modifications.

Earlier this year in response to the Selectmen's request to simplify and to clarify the process and procedures used and to allow for greater owner participation, the Reading Historical Commission (RHC) wrote a series of revisions to make the process more transparent and understandable. Much of that resultant document was used by the Town Manager to rewrite the bylaws after a Working Group laid out the current process. While the Commission generally supports the main body of the text and believes it meets the Selectmen's objectives, if this bylaw is adopted, a couple of its key points would greatly compromise and limit the Commission's ability to maintain the historical aspects of Reading. Therefore, the RHC offers and encourages the acceptance of the following three recommendations:

**RECOMMENDATIONS:**

**7.2.3 Commission to establish a List of Historic Structures.**

Add wording to allow for the removal of a structure from the List after it is demolished, which would enable the maintenance of an accurate List.

**7.2.3.2 Owners Appeal of addition of a structure to the list.**

Modify the votes needed "to an affirmative vote by 4 members".

**7.2.6.4 Appeal of Imposition to the Demolition Delay.**

Remove this appeal process from the bylaw. The Commission cannot support inclusion of an appeal process after a short term demolition moratorium is enacted, which by its nature, has a built-in rescission. Incorporating this appeal, as written, would severely diminish the bylaw's purpose and its effectiveness.

**OVERVIEW of CHANGES and RATIONALES:**

The Commission is in agreement with the Bylaw Committee's report that supports the intent of the first two recommendations above.

The third, if adopted over the RHC's staunch objection must incorporate safeguards to prevent overly hasty and/or frivolous appeals and to circumvent a reduction in the six-month time allocation for the Demolition Delay. The RHC offers two Alternative Recommendations, if the majority chooses to retain this section of the bylaw:

1. If the Selectmen vote to release a property from the Demolition Delay, the vote should be the same super majority vote to which the RHC is held during the initial inclusion of the structure on the List and
2. If the Selectmen vote to deny an Appeal for Demolition Delay, the six-month Demolition Delay time period should begin the day after the Selectmen's vote.

**SPECIFIC CHANGES and DETAILED RATIONALES:**

**Recommendation 1: Section 7.2.3 Commission to Establish a List of Historic Structures**

**7.2.3 Commission to Establish a List of Historic Structures**

The Commission will provide a List of Historic Structures to the Building Inspector. This List shall be updated from time to time as needed when properties are added to or subtracted, *following the demolition of the property*, from the List of Historic Structures. The List shall also be provided on the Town's web site or other electronic means of publishing information to the community.

This is an editorial change to add the phrase " , following the demolition of the property," after the words "or subtracted".

- **Point of clarification – List Update**

Currently, there are no provisions in the bylaw to remove a demolished property from the List. This phrase would allow the Commission to update the List and to have such an accurate List available for the Building Inspector. Note: this removal from the List does not remove the property from the Town of Reading's Historical and Architectural Inventory, as this is a permanent record of Reading's past.

**Recommendation 2: Section 7.2.3.2 Owner's Appeal of addition of a structure to the List**

**7.2.3.2 Owner's Appeal of addition of a structure to the List of Historic Structures**

An owner, at the public hearing at which additions to the List of Historic Structures are to be considered, may object to inclusion of their structure onto the List of Historic Structures. At the hearing or such later date as agreed by the Commission, the owner shall submit information or documentation in support of their objection. The Commission may consider their objection at the hearing and/or subsequent public meetings, and the Commission shall not vote to include the structure in question onto the List of Historic Structures until all information supplied by the owner can be fully considered by the Commission. In considering whether to finally vote to include a structure on the List of Historic Structures the Commission will consider the information provided by the owner, and particularly how the structure meets the criteria established in 7.2.3.1. In addition to those criteria, the Commission will consider the uniqueness of the structure, quality of the materials remaining on the outside of the structure, and financial or other hardship that might be created to the owner by inclusion of the structure onto the List of Historic Structures. A structure whose owner objects may only be included on the List of Historic Structures ~~if all 5 members of the Commission vote to do so~~ *by an affirmative vote of at least 4 members of the Commission.*

The RHC considers this to be an appropriate appeal and is not objecting to this addition to the Demolition Delay Bylaw. However, we are offering one modification to this section: Replace "if all 5 members of the Commission vote to do so" with "by an affirmative vote of at least 4 members of the Commission".

Rationale:

- **Higher Standard**

Requiring a unanimous vote of 5 members imposes a higher standard than required in nearly all other Town bodies, and the change to an affirmative vote of 4 members (a super majority) maintains consistency throughout the Demolition Delay Bylaw.

While this vote by the RHC would affect property owners, other decisions made by Town bodies also affect property owners, and they are not required to have a unanimous vote.

- **Additional Information Submitted by Property Owner for RHC's consideration for appeal**

The appeal procedure requires the RHC to consider additional information presented by the property owner and to consider the criteria differently, so even an affirmative vote by 4 members (the same vote as that required to add a structure to the List with no objection) would be more difficult to achieve after considering the property owner's additional information supporting that individual's objections.

**Recommendation 3: Section 7.2.6.4 Appeal of the imposition of Demolition Delay**

**7.2.6.4 Appeal of the imposition of Demolition Delay**

The owner of a structure for which the Commission has imposed a demolition delay may appeal from the imposition of the delay, and/or conditions of the imposition of the delay, by filing the Board of Selectmen a written notice of appeal within fourteen (14) days of the date of the decision of the Commission to impose the Demolition Delay. Filing of an appeal will not extend the delay of up to 6 months imposed under section 7.2.6.1 of this bylaw.

Within twenty-one (21) days of receipt of the notice of appeal, the Board of Selectman shall convene an appeal hearing. Notice of the hearing shall be sent to the Chairman of the Historical Commission and to the owner or the owner's Legal Representative, for the purpose of adjudicating the appeal. The Board of Selectmen at the hearing shall review the record of the proceedings before the Commission and input provided by the owner and by Commission representatives.

Notice of the hearing shall be given to the owner, to the Commission, and to abutters within 300 feet of the property.

Within fourteen (14) days of the conclusion of the hearing, the Board of Selectmen will render a decision on the appeal. The decision shall be based on the record of the Commission's hearing at which the Demolitions Delay was imposed; information provided by the owner or the Commission at the Board of Selectmen hearing; consideration of the purpose of the bylaw as stated in section 7.2.1; how the structure meets the criteria established in 7.2.3.1.; the uniqueness of the structure; quality of the materials remaining on the-outside of the structure; and financial or other hardship that might be created to the owner

The Commission does not endorse the appeal provision that allows for a property owner to seek relief from a 6-month delay after due process before the Commission. Aggrieved owners do have the right to an appeal to Court. The owner never loses his/her right to demolish his/her structure, as a Delay is only an interim protection provision. The RHC considers this to be an inappropriate appeal and objects to this addition to the Demolition Delay Bylaw. Therefore, **the RHC's recommendation is to remove the entire 7.2.6.4 section.**

Rationales for this recommendation follow:

- The demolition delay was reduced from 12 months to 6 months at the April 2011 Town Meeting. This was done as a compromise between the Town's desire to maintain its historical heritage and to the benefit of the individual property owner.
- A Demolition Delay Bylaw is a common tool used by many (130 +) cities and towns in Massachusetts. No Demolition Delay appeals are in the template for bylaws from the Massachusetts Historical Commission, which is the template upon which the RHC's bylaw is based.
- Town Counsel Gary Brackett in an email, April 3, 2012, to an inquiry from Peter Hechenbleikner, Town Manager, noted "The Demolition Bylaw . . . is a form of a moratorium on development, sometimes referred to as an 'interim protection provision'. These controls serve to protect the status quo for a limited period of time (6 months) while alternatives to demolition of the structure in question are explored. . . . controls of this sort are temporary . . ."

- The 6-month delay is a temporary condition which is automatically rescinded after the 6-month period. This automatic rescission is unlike other decisions made by other Town boards, which are permanent. Therefore, no appeal is necessary.
- Section 7.2.6.4 is redundant and hence unnecessary. Working with the RHC early on in the process may result in an early release from the delay, per section 7.3.6.2 Release of Delay. The Bylaw encourages owners and the RHC to work collaboratively to find an alternative to demolition which is acceptable to the owner. It encourages people to work together without creating animosity or adversarial positions.
- This appeal threatens all properties (350 +) currently protected from expedient demolition not just the 99 which were added in 2010.

Therefore, the RHC recommends that Section 7.2.6.4 be removed from Article 13.

Thank you for considering these three recommendations from the Reading Historical Commission to Article 13.

Include in Appendix D and E are:

- ◆ A copy of an information flyer that the RHC uses for information to the community about the Demolition Delay Bylaw, and
- ◆ A copy of an inventory form developed by the Massachusetts Historical Commission as referenced in the proposed bylaw

**ARTICLE 14** To see if the Town will vote to amend Article 1, Section 1.8 Non-Criminal Civil Disposition of Certain Violations of the Bylaw, by:

- changing the title to read: Non-Criminal Civil Disposition of Certain Violations of the Bylaws and any Rule or Regulation of a town officer, board or department";
- amending the first sentence to add after the word "bylaw" the following: and any rule or regulation of any town officer, board or department; and
- deleting the monetary penalties set out in Section 7.1 and adding the following subsections so that Section 7.1 Wetlands Protection should read as follows:

Bylaw Section	Bylaw Title	Enforcing Person	Penalty First Offense	Penalty Second Offense	Penalty Additional Offenses
7.1	Wetlands Protection	Conservation Commission, Conservation Administrator			
Regulation Section 2.H.	a. Failure to file a Notice of Intent or Request for Determination of Applicability and to receive a valid Order of Conditions or Determination of applicability prior to activity.		\$300.00		
	b. Failure to promptly comply with an Enforcement Order		\$300.00		
	c. Failure to record Order of Conditions at the Registry of Deeds prior to activity.		\$ 25.00		

d. Failure to notify the Commission prior to activity where a Condition of an Order of Conditions or a Request for Determination or a Minor Project permit requires such notice.	\$ 25.00		
e. Failure to install and/or properly maintain erosion controls (per project).	Warning	\$ 25.00	\$100.00
f. Failure to comply with any Condition of an Order of Conditions or Determination of applicability or Minor Project permit	\$ 25.00		
g. Failure to apply for a Certificate of Compliance in a timely manner.	Warning	\$ 50.00	
h. Conducting an activity subject to the Bylaw and Regulations after the expiration of a valid Order of Conditions or Determination of Applicability.	\$ 50.00		

or take any other action with respect thereto.

Conservation Commission

**Background:** Article 14 makes two changes to the Town Bylaw:

- ◆ The first is a change in the wording of the title and introduction to make it clear that the fines listed apply not only to violations of bylaws but also regulations. This was suggested by Town Council for completeness and applies to fines of any Town regulation, not just Conservation Commission violations.
- ◆ The second change is an update of the wetland related fines to be consistent with the more detailed description of fines currently in the Reading Wetland Regulations. The current bylaw lists a single fine which is more or less an average of fines for numerous infractions. Article 14 lists each individual fine for each type of violation and is consistent with the Wetland Regulations and the historic practice of the Conservation Commission. The Article is not intended to increase or decrease fines, the changes are simply to provide a more detailed description and achieve consistency with the regulations.

Town Meeting has the option of approving the specific chart of fines included in the article, in order for them to be able to be enforced through non-criminal disposition, Town Meeting does not have the ability to change the fines – only the Conservation Commission can do that. If Town Meeting does not approve the schedule of fines, then enforcement of the regulations may be done only through criminal enforcement.

**Finance Committee Report:** No report.

**Bylaw Committee Report:** Recommends by a vote of 4-0-0.

**ARTICLE 15** To see if the Town will vote to amend Section 2.0 "Definitions", Section 4.2.2 "Table of Uses" of the Town of Reading Zoning By-Laws as follows: (note – cross-through represents language to be eliminated and **bold** represents new language)

Section 2.0 Definitions:

**2.2.21.2 Medical Marijuana Treatment Center:** a not-for-profit entity, as defined by Massachusetts law only, registered under this law, that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana products containing marijuana, related supplies, or educational material to qualifying patients or their personal caregivers.

**2.2.21.3 Mixed Use:** The combining of retail/commercial and/or service uses with residential or office use in the same building or on the same site. (Note: this change is as a result of renumbering)

Section 4.2.2. Table of Uses by adding “*Medical Marijuana Treatment Center*” as a use classified under Business and Services and listed after “Adult Uses”.

4.2.2 Table of Uses

PRINCIPAL USES	Res S-15 S-20 S-40	RES A-40	RES A-80	BUS A	BUS B	BUS C	IND
<b>Medical Marijuana Treatment Center</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>

Or take any other action with respect thereto.

Community Planning and  
Development Commission

**Background:** This article would amend the current Zoning By-laws to include a definition of a “medical marijuana treatment center” as defined in state Ballot Question 3 and prohibit this use in all zoning classifications.

On November 6 the voters of Massachusetts will vote whether to allow “medical marijuana treatment centers” in this state. These businesses would be allowed to acquire, possess, cultivate, manufacture, deliver, and transport marijuana, including in food form. If it passes, it will allow five (5) of these businesses in each county to dispense up to a 60 day supply of marijuana to a patient with a registration card as supplied by a physician.

This article would not allow this type of business to locate in Reading. Data from the experiences of California, Colorado, and other states have shown an increase in criminal activity because of valuable marijuana crops and large amount of cash, increase in traffic accidents and driving under the influence arrests in which marijuana is implicated, and the loss of other commercial businesses that don’t want to be located in the vicinity of marijuana dispensaries.

If Question 3 does not pass, this article will be indefinitely postponed.

**Finance Committee Report:** No report.

**Bylaw Committee Report:** Recommends by a vote of 4-0-0.

The Bylaw Committee is concerned that if the medical marijuana ballot question is approved that the possible placement of a medical marijuana treatment center in Reading will not result in an enhancement of the business interests in the Town. Thus the Bylaw Committee recommends that the subject matter of this article be adopted and that treatment center not be allowed in the Town.

**CPDC Report:** On September 24, 2012 the CPDC convened to hold a public hearing on the proposed changes to amend Section 4.2.2 "Table of Uses" to include "Medical Marijuana Treatment Center" and Section 2.0 "Definitions" to add the definition of "Medical Marijuana Treatment Center". All documents were made available on the town website and at Town Hall. The public hearing was held to provide an opportunity for comment and to determine whether the provisions of the proposed zoning amendments shall be adopted by the Town.

On September 24, 2012 Article 15 was taken up at the public hearing at approximately 8:30 p.m. The public hearing was closed that same evening. All comments received at the hearing were included as part of the record of the hearing. CPDC voted 5-0-0 to recommend Article 15 to Town Meeting.

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**ARTICLE 16** To see if the Town will vote to amend Section 2.0 "Definitions", Section 6.1 "Off Street Parking and Loading Areas" of the Town of Reading Zoning By-Laws as follows: (note – cross-through represents language to be eliminated and **bold** represents new language)

2.0 Definitions:

**2.2.26.1 Public Off-Street Parking Facility: Parking areas which are owned and maintained by the Town that are open to the general public for the use of public parking. This does not include parking facilities which are owned by the Town with the primary use of providing parking for municipal employees or customers doing business with the Town during normal hours of operation.**

**2.2.26.2 Remote Parking Facility: Parking areas which are not located on the same lot for the use the parking facility serves.**

6.0 GENERAL PROVISIONS AFFECTING ALL DISTRICTS

6.1 Off-Street Parking and Loading Areas

6.1.1 Required Spaces: Off-street Parking and Loading Spaces are required to be provided in accordance with the following provisions:

6.1.1.1 No land shall be used and no building shall be erected, enlarged or used unless off-street parking areas, and off-street loading and unloading areas, conforming in amount and type to that described herein, are provided except that retail stores, offices and consumer service establishments located within three hundred (300) feet of a public off-street parking facility shall be exempted from off-street parking requirements.

6.1.1.2 Off-street parking areas, or loading and unloading areas shall be provided on the same lot as the use they serve, except that the Board of Appeals may permit off-street parking areas to be provided on another lot, but in no event shall such areas be more than three hundred (300) feet distance from the use they serve; provided, however, that in a Business C District, off-street parking areas or loading and unloading areas may be provided on or off the same lot more than three hundred (300) feet distance from the use they serve without such permission from the Board of Appeals so long as they are located within the Business C District and provided such parking and loading rights are evidenced by legally sufficient instruments approved as to form by Town Counsel and filed with the Town Clerk." **except the CPDC, by Special Permit, may allow remote parking lots or shared parking.**

**6.1.1.3 (Note this section is deleted under 6.1.1.3 and renumbered as 6.1.1.7)**

Off-street parking areas; or loading and unloading areas shall be provided in the amounts set forth in the following table. Where the computation of required spaces results in a fractional number, a fraction of one-half or more shall be counted as one. In the event of a conflict of interpretation as to the category of the principal use, the Board of Appeals shall determine the proper interpretation.

**Special Permit Criteria:**

The CPDC may grant a Special Permit for remote parking or shared parking based on the following criteria and other applicable provisions presented in this subsection:

- (a) The capacity, location and current level of use of existing parking facilities, both public and private;
- (b) The efficient and maximum use in terms of parking needs and services provided;
- (c) The relief of traffic and parking congestion;
- (d) The safety of pedestrians;
- (e) The provision of reasonable access either by walking distance or shuttle vehicle arrangements;
- (f) The maintenance of the character of the area.

**6.1.1.4 Procedure:**

Filing for a special permit shall follow all procedures required for Site Plan Review under 4.3.3 of this Bylaw.

**6.1.1.5 Remote Parking:**

The CPDC may grant a Special Permit for an alternative location for nonresidential parking subject to the following provisions:

(a) the property to be occupied as parking shall be in the same possession by deed, by easement or by written agreement (e.g. long-term lease) as the facility served. All written agreements shall be subject to CPDC approval as to form and length of time and a copy of the agreement shall be filed with and made part of the application for a building or occupancy permit.

(b) Except where valet parking or other transportation between sites is provided, the distance between the site of use and its parking area shall be recommended to be four hundred (400) feet with a maximum of six hundred (600) feet.

(c) The remote parking area shall not create unreasonable traffic congestion or create a hazard to pedestrians or vehicular traffic.

(d) The remote parking area shall be located on property zoned for the same or other non-residential uses as the principal use being served by the parking.

#### **6.1.1.6 Shared Parking Lots:**

The CPDC may grant a Special Permit for shared parking facilities for nonresidential parking subject to the following provisions:

(a) Up to fifty percent (50%) of the parking spaces serving a building may be used jointly for other uses not normally open, used or operated during similar hours. The applicant must show that the peak parking demand and principal operating hours for each use are suitable for a common parking facility. The approval may be rescinded and additional parking may be required by the owners in the event that the CPDC, after notice and public hearing thereon, determines the joint use is resulting in a public nuisance or other adverse effects on public health and safety.

(b) A written agreement acceptable to the CPDC defining the joint use of the common parking facility shall be executed by all parties concerned and approved by the Planning Board as part of the special permit process. Such agreement shall be recorded at the Middlesex Registry of Deeds.

(c) Any subsequent change in land uses for which the shared parking proposal was approved, and which results in the need for additional parking spaces, shall require review and approval by the CPDC under this subsection.

**6.1.1.7 Off-street parking areas, or loading and unloading areas shall be provided in the amounts set forth in the following table. Where the computation of required spaces results in a fractional number, a fraction of one-half or more shall be counted as one. In the event of a conflict of interpretation as to the category of the principal use, the Board of Appeals shall determine the proper interpretation.**

Off-Street Parking and Loading/Unloading Requirements:

(Note: Parking table does not change, is not repeated here.)

#### **6.1.1.8 Phased Parking Spaces:**

The CPDC may grant a Special Permit for the phasing of parking space construction upon sufficient documentation of circumstance such as building size or use with the following provisions:

(a) The total number of required spaces shall be in accordance with the standards set forth in Table 6.1.1.3 and clearly identified on the site plan.

**(b) The spaces which are not intended for immediate construction shall be labeled “phased reserve parking” on the site plan and shall be properly designed into the overall parking lot layout.**

**(c) No more than 50% of the total required spaces may be designated for future construction.**

**(d) If at any time the Building Inspector and/or CPDC determines that additional spaces may be needed, the “phased spaces” shall be constructed upon formal approval from the CPDC.**

Or take any other action with respect thereto.

Community Planning and  
Development Commission

**Background:** The changes being proposed under Article 16 will allow for remote parking lots, shared parking and phased construction of parking spaces, each through a Special Permit from the Community Planning and Development Commission (CPDC). The proposed changes are initiated by the CPDC to provide additional tools to support and encourage development of lots, where appropriate, that cannot meet the zoning requirements for on-site parking. These recommendations are consistent with the recommendations of the 2009 parking study prepared by Nelson/Nygaard.

The existing Parking By-Law (Section 6.1 of the Reading Zoning By-Law) requires a certain number of off-street parking spaces based on use and the spaces must be provided on-site. These spaces must be located on the lot they serve, unless the Board of Appeals issues approval for parking spaces on another lot located no more than 300-feet from the use being served.

Due to land limitations, cost and feasibility many businesses experience difficulty providing the required number of on-site spaces. The proposed changes to the by-law will allow flexibility for providing the required parking spaces affording businesses and property owners more alternatives for development and/or redevelopment on sites which that may be severely constrained.

The by-law amendment will:

- Provide an alternative from seeking approval from the Board of Appeals for off-street spaces.
- Allow for Remote Parking Lots. Applicants must secure deed, easement or written agreement to use the land in which parking is proposed. The land must be zoned for the same or other non-residential uses as the use being served by parking.
- Allow for Shared Parking. Up to 50% of the spaces may be used jointly by uses not normally in operation (i.e. a restaurant utilizing parking spaces within bank parking lot). A written agreement must be obtained by the Applicant.
- Allow for Phased Parking Spaces. The construction of parking spaces may be phased upon sufficient evidence of circumstance. Total number of required spaces must be identified on the site plan and no more than 50% may be designated for

phased construction. Those spaces designated for phased construction must be noted as such on the site plan.

The CPDC will consider a request for a Special Permit concurrently with Site Plan Review and evaluate impacts to safety, traffic, and the maintenance and character of the area. Projects that fall below the thresholds for Site Plan Review, will present the request for Special Permit at a Public Hearing with the CPDC prior to issuance of a building permit.

**Finance Committee Report:** No report.

**Bylaw Committee Report:** Recommends by a vote of 4-0-0.

The Bylaw Committee reviewed this article and agrees with the intent of the article. The article will help the Town with the definitions, understandings and interpret with regard to parking issues. The Bylaw committee in reviewing the article did make some numbering suggestions so the proposed Zoning Bylaws changes will fit into the Zoning Bylaws properly.

**CPDC Report:** On September 24, 2012 the CPDC convened to hold a public hearing on the proposed zoning amendment to Section 6.1 of the Zoning By-Laws "Off Street Parking and Loading Areas" and Section 2.0 "Definitions" for consideration at the 2012 Subsequent Town Meeting commencing on November 13, 2012. All documents were made available on the town website and at Town Hall. The public hearing was held to provide an opportunity for comment and to determine whether the provisions of the proposed zoning amendments shall be adopted by the Town.

The September 24, 2012 Article 16 was taken up at the public hearing at approximately 7:30 p.m. The public hearing was closed that same evening. All comments received at the hearing were included as part of the record of the hearing. CPDC voted 5-0-0 to recommend Article 16 to Town Meeting.

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**ARTICLE 17** To see if the Town will amend the Town of Reading General Bylaws by adding the following to section 8.9.4 Public Buildings, Public Property and Public Ways

8.9.4.4 Display of the United States Flag

The flag of the United States shall be displayed in or on all Town of Reading, owned buildings or property, The Burbank Ice Arena, The Municipal Light Department, Reading Housing and any other semi government agency in accordance with US Law 94-344 as may be amended from time to time.

No Board, Committee, Commission, Authority, Department, employee or otherwise shall have the Authority to deviate from said law except by order of the President of the United States or the Governor of the Commonwealth if he or she is so allowed by Presidential Order.

Petition

**Background:** In the last 10 years and perhaps before, the flag of the United States of America has been flown at half staff over the common, at the schools and the Burbank Ice

Arena to honor former Town employees including my wife, the Superintendent of Public Works, Police Chief, at the schools for the Superintendent of Schools, children killed in a car crash on 128 and for a member of the Championship Rocket Hockey Team.

However worthy the intentions may be, under the United States flag code adopted by a joint resolution of the Senate and House of Representatives on June 22, 1942, only the President of the United States and by his authority the Governor of the Commonwealth can order the flag lowered at half staff. Nobody in the Town of Reading has the authority to do so.

**Finance Committee Report:** No report.


**Bylaw Committee Report:** Does Not Recommend by a vote of 4-0-0.


The Bylaw Committee feels that changing the General Bylaws is not the way to address what the petitioners feel is the concern. The Bylaw Committee feels that the issue should be dealt thru an instructional motion asking that Rules and Regulations be developed as to the times and places for the displaying of the American flag.

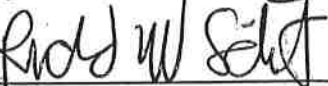
and you are directed to serve this Warrant by posting an attested copy thereof in at least one (1) public place in each precinct of the Town not less than fourteen (14) days prior to November 13, 2012, or providing in a manner such as electronic submission, holding for pickup or mailing, an attested copy of said Warrant to each Town Meeting Member.

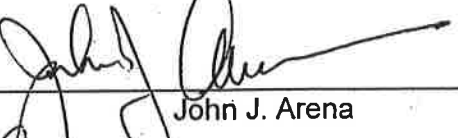
Hereof fail not and make due return of this Warrant with your doings thereon to the Town Clerk at or before the time appointed for said meeting.

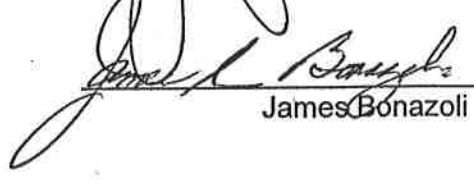
Given under our hands this 25th day of September, 2012.


  
\_\_\_\_\_  
Stephen A. Goldy, Chairman

  
\_\_\_\_\_  
Ben Tafoya, Vice Chairman

  
\_\_\_\_\_  
Richard W. Schubert, Secretary

  
\_\_\_\_\_  
John J. Arena

  
\_\_\_\_\_  
James Bonazoli

  
\_\_\_\_\_  
Alan Ulrich, Constable

SELECTMEN OF READING

Town of Reading Municipal Light Department  
Annual Report to Subsequent Town Meeting, November, 2012

- In FY12, the RMLD sold 685 million kilowatts of electricity, a decrease of 3.5% from FY11. The peak demand was 163.8 megawatts, which was 2.8% lower than the previous year's peak demand of 168.4 megawatts.
- Fuel costs for FY12 were \$35.5 million, which was 10.2% lower than the previous year's cost and was due to the decrease in the cost of natural gas.
- The RMLD makes voluntary payments to the four towns in its service territory based on each town's percentage of kilowatt hour sales. In addition, the RMLD makes a return-on-investment payment to the Town of Reading. In FY12, the RMLD returned a combined total of \$2.4 million to the Town of Reading.
- In June, the RMLD sold approximately 7,030 MWh of Class 1 Connecticut Renewable Energy Certificates (RECS) for \$344,470 (\$49/MWh). The RMLD also retired 11,716 MWh of renewable energy certificates that had a market value of less than \$5,000.
- The RMLD's Energy Conservation Program saved the approximately 1,074 kW in FY12 at a cost of \$472,115. Since its inception in 2003, the RMLD has saved an estimated 5,664 kW at a cost of \$1,695,184. It is anticipated this program will save the RMLD approximately \$14,606,007 over the next twenty years.
- The RMLD received a \$50,000 grant from the Massachusetts Department of Energy Resources to upgrade the control technology used in the Residential Water Heater Demand Response program, which has been in effect since the 1980s.
- The towns of Reading, North Reading, Wilmington and Lynnfield received a \$200,000 grant from the Massachusetts Area Planning Council, which will help promote energy conservation measures in the RMLD's service territory.
- The RMLD is in the second year of its meter upgrade project, which will enable the RMLD to remotely read meters, and also enable the RMLD to detect meter problems and outages remotely.
- Additional information is available in the RMLD FY12 Annual Report, which is being distributed this evening.

# APPENDIX B

## FY13-14 Capital Requests

FY13 Dept.	Description	Request	Category	Details	Source
School Fac.	Modular classrooms	\$ (400,000)		two classrooms at location TBD (if needed)	Gen'l Fund
School Fac.	Space needs	\$ 400,000		exploration of the feasibility of alternatives beyond modular classrooms	Gen'l Fund
DPW Roads	Downtown Phase II	\$ 350,000		Design work to setup for grant application	\$250k Permits \$100k Gen'l
Town Fac.	Senior Center	\$ 32,000		Kitchen repairs & improvements	Gen'l Fund
Town Fac.	Main St. Fire Station	\$ 42,000		Lightning protection equip. & utilities repairs (additional damage may be covered by insurance?)	Gen'l Fund
			\$ 424,000		

**Sources of Funding**

General Fund	\$ 174,000
Permits Revolving Fund	\$ 250,000
<b>Total Funding</b>	<b>\$ 424,000</b>

FY14 Dept.	Description	Request	Category	Details	Source
Town Fac.	DPW Garage	\$ 50,000		design cold storage building	Gen'l Fund
Town Fac.	Town Hall	\$ 15,000		office renovation	Gen'l Fund
Town Fac.	DPW Garage	\$ 12,000		windows & doors	Gen'l Fund
Town Fac.	Police station	\$ 10,000		front door replacement	Gen'l Fund
Town Fac.	Police station	\$ 10,000		carpet & flooring detective area	Gen'l Fund
		\$ 97,000			
School Fac.	Birchmeadow	\$ 20,000		carpet/flooring	Gen'l Fund
School Fac.	Birchmeadow	\$ 10,000		lockers & cubbies in four areas	Gen'l Fund
School Fac.	Joshua Eaton	\$ 15,000		electrical systems	Gen'l Fund
School Fac.	Joshua Eaton	\$ 25,000		carpet/flooring - replace tile floors	Gen'l Fund
School Fac.	Coolidge	\$ 20,000		carpet/flooring - replace tile floors	Gen'l Fund
School Fac.	Parker	\$ 12,000		HVAC/energy management exhaust fans	Gen'l Fund
School Fac.	Parker	\$ 18,000		Cafeteria equipment/furniture	Gen'l Fund
School Fac.	Parker	\$ 10,000		Stahwell mason repairs	Gen'l Fund
		\$ 130,000			

Finance	Technology	\$ 60,000		Regional GIS flyover (FY08) & planimetrics	Gen'l Fund
Finance	Technology	\$ 60,000		Large-scale network upgrades (FY14-15)	Gen'l Fund
		\$ 120,000			
Fire		\$ 136,000		Firefighter turnout gear (last FY08)	Gen'l Fund
Fire		\$ 20,000		Fire hose replacement	Gen'l Fund
Police		\$ 25,000		Animal Control/Parking Enforcement vehicle	Gen'l Fund
Dispatch		\$ 30,000		DVR video technology	Gen'l Fund
		\$ 211,000			

DPW	Roads (local share)	\$ 500,000		Roads (annual)	\$200k R/E
DPW	Roads (one-time 40R)	\$ 207,000		Roads (extra)	40R
DPW	Skim Coat/Crack Seal	\$ 50,000		Annual allocation	Gen'l Fund
DPW	Curbs/sidewalk	\$ 50,000		Pedestrian safety (extra)	40R
DPW	Curbs/sidewalk	\$ 40,000		Pedestrian safety (annual)	Gen'l Fund
		\$ 847,000			
DPW	Sidewalk Snow Plow	\$ 140,000		also helps clear brush/roadside cuttings	Gen'l Fund
DPW	Dump Truck Sander (2001)	\$ 115,000			Gen'l Fund
DPW	Pickup (replace 1997)	\$ 55,000		Cemetery division	Gen'l Fund
DPW	Pickup (replace 1997)	\$ 50,000		Highway division	Gen'l Fund
		\$ 360,000			
DPW	Recreation	\$ 50,000		Parking lot paving	Gen'l Fund
DPW	Recreation	\$ 129,000		Washington Park tennis courts	Gen'l Fund
DPW	Recreation	\$ 124,000		Washington Park basketball courts	Gen'l Fund
DPW	Recreation	\$ 45,000		Annual playground (Hunt Park)	Gen'l Fund
		\$ 348,000			

**Sources of Funding**

General Fund	\$ 2,113,000
Sale of Real Estate Fund	\$ 1,700,000
40R Stabilization Fund	\$ 200,000
	\$ 257,000
<b>Total Funding</b>	<b>\$ 4,270,000</b>

**Total Requests**

General Fund	\$ 1,700,000
R/E	\$ 200,000
40R	\$ 257,000
<b>Total Funding</b>	<b>\$ 2,157,000</b>



	FY-2012	FY-2013	FY-2014	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY13-22
Schools - General	50,000	517,000	-	-	75,000	-	-	75,000	-	-	75,000	742,000
Building Study	50,000	-	-	-	-	-	-	-	-	-	-	-
Modular Classrooms	-	400,000	-	-	-	-	-	-	-	-	-	400,000
School space needs - feasibility	-	400,000	-	-	-	-	-	-	-	-	-	-
Killam Renovation (NEW- TBA)	-	-	-	-	-	-	-	-	-	-	-	-
Technology-large scale projects	40R	75,000	-	-	75,000	-	-	75,000	-	-	75,000	300,000
Vehicles-1999 Chevy pickup	-	42,000	-	-	-	-	-	-	-	-	-	42,000
Buildings - Schools (Total)	147,000	12,000	130,000	588,000	608,000	407,000	78,000	1,534,000	710,000	26,000	60,000	4,153,000
Buildings - Schools (Energy)	74,000	12,000	27,000	52,000	52,000	158,000	-	15,000	25,000	26,000	60,000	427,000
Buildings - Schools (non Energy)	73,000	-	103,000	536,000	556,000	249,000	78,000	1,519,000	685,000	-	-	3,726,000
Energy (Performance Contracting)	Sch	various items financed by DEBT for 15yrs										
Electrical Systems	Sch	50,000	15,000	-	-	-	-	-	-	-	20,000	35,000
HVAC/Energy Mgmt Systems	Sch	-	12,000	12,000	22,000	158,000	-	15,000	25,000	26,000	-	282,000
Windows & Doors	Sch	24,000	-	-	30,000	-	-	-	-	-	-	30,000
Generators	Sch	-	-	-	-	-	-	-	-	-	-	-
Technology Infrastructure	Sch	-	-	-	-	-	-	-	-	-	-	-
Water Heater	Sch	-	-	40,000	-	-	-	-	-	-	40,000	80,000
ADA Compliance	Sch	-	-	-	-	-	-	-	-	-	-	-
Ceilings	Sch	-	-	-	-	-	-	-	-	-	-	-
Classroom Furniture	Sch	-	-	-	-	-	14,000	-	-	-	-	14,000
Compressors	Sch	-	-	-	-	-	-	-	-	-	-	-
Fire Alarms	Sch	-	-	-	-	90,000	-	-	-	-	-	90,000
Cafeteria Equip. & Furniture	Sch	-	18,000	-	-	-	-	-	-	-	-	18,000
Plumbing	Sch	-	-	-	-	-	-	-	-	-	-	-
Carpet/Flooring	Sch	48,000	-	65,000	126,000	119,000	64,000	15,000	-	-	-	553,000
Roofing	Sch	-	-	392,000	392,000	-	-	1,504,000	685,000	-	-	2,973,000
Security System	Sch	-	-	-	-	-	-	-	-	-	-	-
Fire Suppression System	Sch	-	-	-	-	-	-	-	-	-	-	-
Other	Sch	25,000	-	18,000	-	40,000	-	-	-	-	-	78,000

	FY-2012	FY-2013	FY-2014	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY13-22
Buildings - Municipal	232,000	242,000	97,000	75,000	434,000	422,000	241,000	280,000	-	-	135,000	1,926,000
Buildings - Muni (Energy)	65,000	10,000	22,000	35,000	40,000	20,000	39,000	-	-	-	135,000	301,000
Buildings - Muni (non Energy)	167,000	232,000	75,000	40,000	394,000	402,000	202,000	280,000	-	-	-	1,625,000
Energy (Performance Contracting)			<i>various items financed by DEBT for 15yrs</i>									
Electrical Systems	Mun	-	-	-	-	-	-	-	-	-	-	-
HVAC/Energy Mgmt Systems	Mun	20,000	-	35,000	20,000	20,000	15,000	-	-	-	-	90,000
Windows & Doors	Mun	45,000	10,000	22,000	-	-	24,000	-	-	-	-	56,000
Generator	Mun	-	-	-	20,000	-	-	-	-	-	120,000	140,000
Technology Infrastructure	Mun	-	-	-	-	-	-	-	-	-	-	-
Water Heater	Mun	-	-	-	-	-	-	-	-	-	15,000	15,000
ADA Compliance	Mun	-	-	-	-	-	-	-	-	-	-	-
Ceiling	Mun	-	-	-	10,000	-	-	-	-	-	-	10,000
Furniture	Mun	-	-	-	-	-	-	-	-	-	-	-
Compressor	Mun	-	-	-	-	-	-	-	-	-	-	-
Fire Alarm	Mun	40,000	-	-	-	-	-	-	-	-	-	-
Kitchen/Cafeteria	Mun	-	32,000	-	-	-	-	-	-	-	-	32,000
Plumbing	Mun	-	-	-	-	-	-	-	-	-	-	-
Capet/Flooring	Mun	30,000	58,000	10,000	30,000	-	-	-	-	-	-	98,000
Roofing	Mun	-	-	-	-	402,000	202,000	280,000	-	-	-	1,278,000
Security System	Mun	85,000	-	-	-	-	-	-	-	-	-	-
Fire Supression System	Mun	-	-	-	-	-	-	-	-	-	-	-
Other (lighting & Cem design '13)	Mun	12,000	142,000	65,000	-	-	-	-	-	-	-	207,000
Finance	-	-	120,000	60,000	-	-	-	-	75,000	75,000	-	330,000
Technology - Firnl Platform SW (\$1.25m 5yr debt)	Debt	Debt										
Technology - GIS regional Flyover Project			60,000									60,000
Technology - large scale projects			60,000	60,000				75,000	75,000			270,000
Library			-	-	-	10,000	10,000	10,000	10,000	10,000	10,000	60,000
Furnishings & Shelving (\$20k/yr - hold for renovation decision)												
Circulation System (\$100k - hold for renovation decision)						10,000	10,000	10,000	10,000	10,000	10,000	60,000
Equipment (defer for renovation decision)												
Renovation (\$12mil project \$7m debt exclusion)												

	FY-2012	FY-2013	FY-2014	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY13-22
<b>Public Safety - Fire</b>	14,000	36,000	156,000	-	767,500	285,000	90,600	201,000	849,000	339,000	-	2,724,100
Pumper Eng #1(2010-\$525k; next FY30)	Debt	Debt	Debt	Debt								-
Pumper Eng #2(2007-\$410k; next FY25)	Debt	Debt										-
Pumper Eng #3(1995; est \$630k FY16)					630,000							630,000
Pumper Eng #4(2001; est \$804k FY20)									804,000			804,000
Ladder Trk #1(2008; \$800k, next FY27)	Debt	Debt	Debt	Debt	Debt	Debt	Debt					-
Ambulance #1 (2010 - 10 yrs)										294,000		294,000
Ambulance #2 (2006 - 10yrs)						275,000						275,000
Passenger Car#1 (2005 - 10yrs)				41,500								41,500
Passenger Car#2 (1997 - 10yrs)										45,000		45,000
Pickup Truck #3 (2006 - 12yrs)							45,600					45,600
Pickup Truck #4 (1996 - 12yrs)												36,000
Alarm Truck (1994 - 16yrs)					69,000							69,000
ALS Defibrillator (2006 - 5yrs)					27,000							27,000
BLS-AED (2004 - 8yrs)								21,000				21,000
Rescue Tool(2006 - 12yrs)												45,000
Breathing Air Bottles	14,000					10,000						10,000
Thermal Imaging (2010 - 10yrs)									45,000			45,000
<b>Fire Hose</b>												50,000
<b>Turnout Gear (2008 - 5yrs)</b>												286,000
<b>Public Safety - Police/Dispatch</b>	10,000	-	55,000	-	35,000	20,000	-	10,000	-	35,000	400,000	555,000
Handguns & Associated Leather (Police)								10,000				10,000
DVR video technology (Dispatch)			30,000									30,000
PEO/IACO multipurpose van			25,000									25,000
Vehicle Video Integration (move out 2 yrs)					35,000					35,000		70,000
Radios (Police & Fire 2010 - 12yrs)											400,000	400,000
Dispatch local share	10,000											-
AEDs						20,000						20,000
<b>Public Works - Equipment</b>	189,000	311,700	360,000	223,300	345,400	391,700	734,500	290,700	379,200	344,600	343,700	3,724,800
<b>Large Trucks</b>		63,000	115,000	115,000	64,000	60,000	220,000	-	72,000	140,000	136,000	985,000
<b>Truck #4 - Sander (2001)</b>	15											115,000
Truck #8 - 10 wheeler (2000)	15						220,000					220,000
Truck #9 - Sander (2004)	15										136,000	136,000
Truck #16 - Sander (1990)	15											-
Truck #18 - Sander (2006)	15											-
Truck #19 - Sander (1987)	15									140,000		140,000

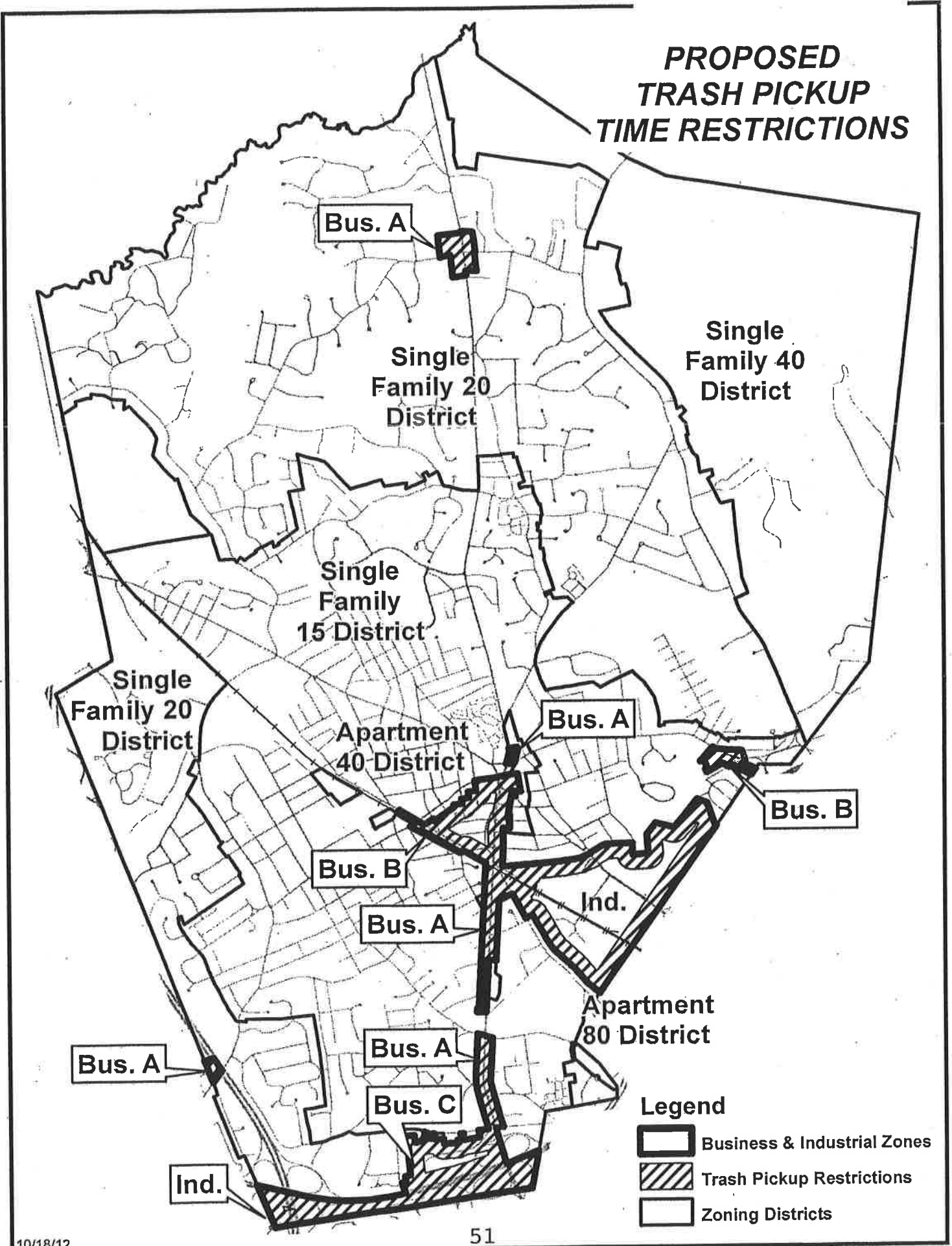
	FY-2012	FY-2013	FY-2014	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY13-22
Truck #3 - Sander (1995)	15											-
Truck # 11 (2008)	15											-
Truck #5 (2008)	15											-
Dump Truck C2 (1996)	10	63,000		115,000		60,000						63,000
Dump Truck C3 (1999)	10											60,000
Truck #10 (1996)	15				64,000							115,000
Dump truck #12 Parks (1997)	15								72,000			64,000
Dump truck #24 Parks (2000)	15											72,000
Pick-ups/Cars/Vans			119,000	105,000	-	81,200	39,500	133,700	45,000	50,000	45,000	535,900
Pickup Ford Utility #H11 (1997)	10			50,000								50,000
Pickup Chevy #9 Parks (1986)	10	37,000										-
Pickup Ford Utility #C1 (1997)	10		55,000		50,000							55,000
Pickup Ford #2 Parks (1997)	10							85,000				50,000
Pickup Chevy Utility #1 (2008)	10											85,000
Pickup Ford Utility #4 (1997)	10									50,000		50,000
Pickup Ford Utility #7 (1997)	10	50,000										-
HV3 Ford Van (1995)	10					36,500						36,500
HV4 Ford Van (1995)	10						39,500					39,500
HV5 Ford Van COA (2003)	10							48,700				48,700
Survey #1 Ford Explorer (2000)	10	32,000										-
Car#2 Ford Sedan (2007)	10								45,000			45,000
Car#3 Ford Escape HYBRID (2008)	10											45,000
Cem. #4 Ford Sedan (1993)	10				31,200							31,200
Backhoes/Loaders/Heavy Equipment			70,000	-	-	-	200,000	96,000	180,000	-	-	508,400
Backhoe Loader (Cem.) (2008)	10							96,000				96,000
Loader JD 624G (2007)	10						200,000					200,000
Loader JD433 (2009)	10								180,000			180,000
Backhoe DYN #490 (2008)	10											-
Bobcat Loader 743 (1987)	10											32,400
CAT Bulldozer 951 (1971)	10	70,000				32,400						-
Specialty Equipment - Heavy Duty				140,000	-	-	255,000	-	-	111,000	-	906,700
Rack Spray Truck #23 (2008)	15				183,700							-
Tractor JD4250 (Parks)	15											48,700
Bucket Truck (2009)	15											-
Roller - Ferguson 46A (1988)	15						82,000					82,000
Screenner (1994)	15						135,000					135,000

	FY-2012	FY-2013	FY-2014	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY13-22
Pavement Leebay Sprd (1998)	10					130,000						130,000
Sidewalk Snow Plow #3(2008)	10									111,000		111,000
Snow Plow (2012)	10	135,000										135,000
Snow Plow #2 C9700 (1997)	10		140,000									140,000
Snow - Bombardier #1 (1993)	10					125,000						125,000
Specialty Equipment - Light Duty		28,000		38,000	132,800	22,000	39,500	42,000	-	43,600	66,500	412,400
HW Comp2 INT Compr (1996)	10			38,000	26,800							26,800
300L Lebot (Roller) (1998)	10											38,000
1CH Woodsman Chipper (2004)	10						39,500				66,500	66,500
1GV Leaf Vac (1999)	10											39,500
2CH Mobarik (1989)	10				76,000							76,000
2GV Leaf Vac (2000)	10									43,600		43,600
SmithCo 60" Sweeper (1999)	10							42,000				42,000
SmithCo 48" Sweeper (2012)	10	28,000										28,000
FMC Truck Mount Sprayer 500gal						30,000						30,000
SmithCo 13-550 Infield (1994)	7					22,000						22,000
750 John Deere Farm Tractor	10											-
Lawnmowers		17,000		70,300	35,000	18,200	18,500	19,000	82,200	-	96,200	356,400
Mower (Cem.) SKAG 72" (1998)	4				17,500							17,500
Mower (Cem.) SKAG 61" (1999)	4					18,200						18,200
Mower (Parks) TORO Gang (1996)	8			70,300							96,200	166,500
Mower (Cem.) SKAG 52" (1995)	4	17,000					19,000					36,000
Mower (Parks) SKAG 52" (1998)	4				17,500							17,500
Mower - TORO Gang (2008)	6								82,200			82,200
912F#2 John Deere Mower (1989)	7						18,500					18,500
Engineering Equipment/Services		20,000										20,000
Survey Equipment		20,000										20,000
DPW: Other & Parks/Recr'tn		45,000	348,000	540,000	660,600	642,000	1,085,600	295,000	425,800	1,270,000	553,000	5,895,000
Public Works - Grounds		30,000	50,000	20,000	50,000	20,000	50,000	20,000	50,000	20,000	-	310,000
Fence Replacement		30,000		20,000		20,000		20,000		20,000		110,000
Parking Lot Pavement			50,000		50,000				50,000		50,000	250,000
Cold storage building - design \$50k (in Town Facilities FY14)												-
Cold storage building - \$1.5mil (debt FY15-19)												-
Public Works - Cemetery												-
Cem garage - design \$100k (in Town Facilities FY13)												-
Cem garage - \$1.5mil (debt FY14-18)												-

	FY-2012	FY-2013	FY-2014	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY13-22
<b>Public Works - Recreation</b>	45,000	45,000	298,000	520,000	610,600	622,000	1,035,600	275,000	375,800	1,250,000	553,000	5,565,000
Tennis Courts - Bancroft Ave. \$485k	Debt	Debt										
Artificial Turf @RMHS (replace)												700,000
Artificial Turf@Parker MS \$736k	Debt	Debt			350,000	350,000				150,000		150,000
Artificial Turf @Coolidge MS												600,000
Reconstruct Playgrounds Program	45,000	45,000	45,000	500,000	230,000	110,000	150,000	150,000		1,100,000	78,000	2,168,000
	Kil	Josh Eaton	Hunt Pk							field&path	st. & lot	
<b>Birch Meadow Complex = \$2.188 mil</b>												
(also school playground in FY17)												
Playground (Imagination Station)												
<b>Washington Park \$586k</b>												
(also playground in FY10&FY19)												
<b>Symonds Way \$50k</b>												
<b>Hunt Park \$125k</b>												
(also playground in FY14)												
<b>Sturges Park \$180.8k</b>												
(also playground in FY13&FY22)												
regrade drainage issues												
<b>Killam \$30.6k</b>												
(also playground in FY11&FY20)												
<b>Joshua Eaton \$37k</b>												
(also playground in FY12&FY21)												
<b>Barrows \$297.6k</b>												
(also playground in FY09&FY18)												
<b>Wood End \$325k</b>												
(also playgrounds in FY15 & FY16)												

	FY-2012	FY-2013	FY-2014	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY13-22
<b>Public Works - Roads</b>												
Sidewalk/Curb/Ped. Safety	25,000	25,000	40,000	45,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	460,000
Additional Curb/Sidewalk	25,000	63,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	163,000
Additional Curb/Sidewalk	14,000											-
Skim Coating & Crack Seal Patch	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	500,000
Downtown Improve I (\$650k 10yr bond)	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	-
Downtown Improve II (\$5.35mil TBA)	Debt	350,000										-
West Street design (\$155k)	55,500			99,500								99,500
West Street - Local share (\$480k)	400,000	450,000	500,000	430,500	240,000	240,000	675,000	725,000	775,000	825,000	875,000	480,000
General Fund - various roads	306,000	230,000	207,000	66,000	335,000	385,000	675,000	725,000	775,000	825,000	875,000	5,975,500
Additional Street projects	40R											503,000
<b>TOTAL GENERAL FUND VOTED</b>	<b>875,500</b>	<b>1,168,000</b>	<b>847,000</b>	<b>741,000</b>	<b>675,000</b>	<b>725,000</b>	<b>775,000</b>	<b>825,000</b>	<b>875,000</b>	<b>925,000</b>	<b>975,000</b>	<b>8,531,000</b>
Grants - various roads	597,663	603,012	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	6,003,012
Grants - West Street				7,500,000								7,500,000
<b>TOTAL ROAD CAPITAL</b>	<b>1,473,163</b>	<b>1,771,012</b>	<b>1,447,000</b>	<b>8,841,000</b>	<b>1,275,000</b>	<b>1,325,000</b>	<b>1,375,000</b>	<b>1,425,000</b>	<b>1,475,000</b>	<b>1,525,000</b>	<b>1,575,000</b>	<b>22,034,012</b>
<b>Note: previous pace (over-ride)</b>												
New schedule (excludes one-time)	364,851	373,972	383,321	392,904	402,727	412,795	423,115	433,693	444,535	455,648	467,040	4,189,749
Increase	475,000	525,000	575,000	625,000	675,000	725,000	775,000	825,000	875,000	925,000	975,000	7,500,000
	110,149	151,028	191,679	232,096	272,273	312,205	351,885	391,307	430,465	469,352	507,950	3,310,251
	30%	40%	50%	59%	68%	76%	83%	90%	97%	103%	109%	79%
<b>Funding Sources Summary</b>												
*General Fund Budget - various roads	475,000	525,000	575,000	625,000	675,000	725,000	775,000	825,000	875,000	925,000	975,000	7,500,000
Additional Funding Voted	55,500											-
Additional Funding Proposed	331,000	293,000	257,000	116,000								666,000
<b>Permits Revolving Fund</b>		<b>350,000</b>										
Chapter 90 Grants - various roads	597,663	603,012	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	6,003,012
Grants - specific roads				7,500,000								7,500,000
<b>TOTAL ROAD BUDGET</b>	<b>1,459,163</b>	<b>1,771,012</b>	<b>1,432,000</b>	<b>8,841,000</b>	<b>1,275,000</b>	<b>1,325,000</b>	<b>1,375,000</b>	<b>1,425,000</b>	<b>1,475,000</b>	<b>1,525,000</b>	<b>1,575,000</b>	<b>21,669,012</b>

# PROPOSED TRASH PICKUP TIME RESTRICTIONS



## APPENDIX D

### Understanding the Demolition Delay Bylaw

To help understand the Demolition Delay Bylaw the RHC wishes to share this standard letter that we use to explain it and how it is applied. This letter is sent to anyone who inquires about the bylaw.

"Thank you for inquiring about what it means for your (or your client's) home being identified as historic, by the Reading Historical Commission (RHC). I am happy to tell you that the RHC does not have any specific, rules, criteria or restrictions on the Historic homes in Reading, except for those few properties that have preservation deed restrictions. However, the RHC works under a Demolition Delay bylaw that is a temporary delay, of up to 6 months, in order to work with the owner to seek alternatives to complete demolition.

The Demolition Delay bylaw is not imposed when someone wants to renovate or remodel their historic home. For example, demolishing a portion of the interior such as a kitchen or bath or even completely gutting the interior will not enact the bylaw. Demolition is defined in the bylaw as *'Any act of pulling down, destroying, removing or razing a structure or commencing the work of total destruction with the intent of completing the same and/or work requiring a Demolition Permit.'*

Recently, one of the historic homes, a classic 1930 bungalow, was sold. It was completely gutted to the studs and a dormer was added to the back. Windows were replaced with like size and style and siding was repaired. After the renovation was completed, you could not tell that anything had changed. The home remains as it looked when it was chosen as a classic bungalow, but now it has been updated for today's buyer. The work on the home was not considered complete demolition, as determined by the Building Inspector and therefore never triggered the Historical Commission Demolition Delay Bylaw.

The RHC actually encourages active updates to help preserve the Historic home that the owner is the steward of. Without updates with preservation in mind, the Historic home could become a victim of demolition by neglect.

Another question that you had asked about, was adding on to the Historic home. The RHC has no restrictions on additions, but the Zoning Board of Appeals (ZBA) may need to review the plans if there were any restrictions on the lot size, boundaries, or zoning. Besides, zoning and lot sizes, the only other properties that have restrictions on renovation are those properties that are within the West Street Historic District. The West Street Historic District is not part of the RHC. I don't know all of the restrictions that they oversee, but I do have a basic understanding that the owners of those homes, within the district, need to apply for approval from the West Street Historic District, for renovations, especially those that may be seen from the road. I hope this has answered your questions. It is very important to make sure that all realtors, sellers, buyers, and developers understand that there is no delay imposed, unless there is complete demolition.

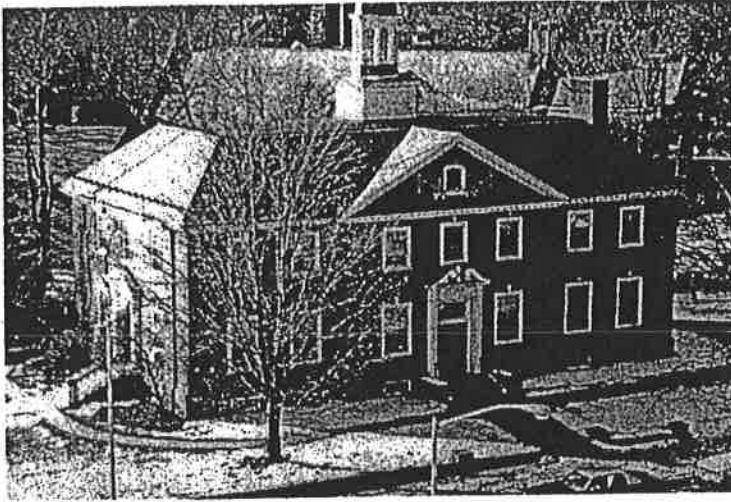
Our main purpose is to try and protect and preserve our historic fabric with education and seek alternatives to demolition."

# APPENDIX E

## Form B - Building

MASSACHUSETTS HISTORICAL COMMISSION  
 MASSACHUSETTS ARCHIVES BUILDING  
 220 MORRISSEY BOULEVARD  
 BOSTON, MASSACHUSETTS 02125

### Photograph



### Sketch Map



Recorded by Architectural Preservation Associates  
 Organization Reading Historical Commission

Date 11/30/1980

Assessor's Number	USGS Quad	Area(s)	Form Number
			D-198

Town -- Reading, Massachusetts

Place (neighborhood or village)

Address --16 Lowell Street

Historic Name --NAT. REG. Common Dist. Reading Town Hall

Present Use --municipal offices

Original Use --municipal offices

Date of Construction --1918

Source --Reading Annual Reports

Style / Form --Georgian Revival

Architect / Builder --Adden, Parker & Sidebottom

### Exterior Material:

Foundation --

Wall / Trim -- brick, granite

Roof --

Outbuildings / Secondary Structures --

Major Alterations (with dates) --connected to 6 Lowell St. (former Library) in 1989.

Condition --

Moved --

Acreage --less than 1 acre

Setting --corner lot, hill, granite retaining wall

## BUILDING FORM

16 Lowell Street

## ARCHITECTURAL DESCRIPTION

see continuation sheet

*Describe architectural features. Evaluate the characteristics of this building in terms of other buildings within the community.*

This 2-story, hipped-roof, red-brick building in the Georgian Revival style is given public significance by its central pavilion, tall doorway frontispiece, and ogee-roofed cupola with copper weathervane. A molded brick watertable, oversized granite keystones, and a modillioned cornice are other decorative details. The door surround on the main facade features fluted pilasters, a broken scroll pediment with pineapple, and an oversized leaded glass transom. The southeast doorway has half-round fluted columns supporting an entablature with pulvinated frieze breaking forward, and a triangular pediment facing southeast toward the Common.

The architects of the building were Willard P. Adden, Winthrop D. Parker, and George Sidebottom, all Reading residents. Two were principals in the Boston firm of Adden & Parker.

In 1989 a connector was built to link the former public library building with the town hall.

## HISTORICAL NARRATIVE

see continuation sheet

*Discuss the history of the building. Explain its associations with local (or state) history. Include uses of the building, and the role(s) the owners/occupants played within the community.*

### CRITERIA FOR NATIONAL REGISTER 7/19/84

The Reading Town Hall is significant (1) for its role in the governmental history of the town; (2) for its connection with local architects Willard Adden, Winthrop Parker, and George Sidebottom; (3) for its commanding presence on the northwest side of the Common, and (4) as an excellent example of Georgian Revival architecture. It retains integrity of location, design, setting, materials, workmanship, and feeling, and meets Criteria A, B, and C of the National Register.

The village of Reading was incorporated by the Massachusetts Bay Colony in 1644. Basic organization of the town was through the established Congregational Church, which set off the Third Parish (now Reading) from the First Parish (now Wakefield) in 1769. Voters in the mid-18th century were required to have suitable money or land estate, and church membership was required, as was attendance at town meeting. Amendment 11 to the Massachusetts Constitution, passed in 1833, officially separated the church and state.

After that year, town office space was rented in a succession of buildings. The first structure erected especially to provide space for municipal offices still stands at 49 Pleasant Street (form no. B-59), on the corner of Pleasant and Parker Street. Built in 1883, it also housed the Fire Department and Police Department.

When the complexity of modern government required larger quarters, a decision was made to build the present town hall on the west side of the Common. This area had been part of the Parker family's holdings, and later part of the Rev. Peter Sanborn's farm. Sanborn was minister of the Third Parish (later the South Parish) Church from 1790-1820.

## BIBLIOGRAPHY and/or REFERENCES

see continuation sheet

Town reports - 1918  
Chronicle, July 19, 1918; June 18, 1977  
Eaton, Memorial Volume, p. 224  
Wadlin, Concerning the Past, Chapter 45

Recommended for listing in the National Register of Historic Places. If checked, you must attach 1/95 a completed National Register Criteria Statement Form.

Printed on 10/21/2012

## CONDUCT OF TOWN MEETING

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

### Organization

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

Finance for all expenditures of funds,  
Bylaw for all bylaw changes, and the  
Community Planning and Development Commission for all zoning changes.

Their reports are given prior to discussing the motion.

### General Rules Of Procedure

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

### Principal Motion Encountered At Town Meeting

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

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

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

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

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

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

**Multiple Motions Subsequent (Multiple) Motions**

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

**Subject To The Following Considerations**

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

**Town Of Reading Bylaw - Article 2 Town Meeting**

**2.1 General**

**2.1.1 Date of Annual Town Election**

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

**2.1.2 Hours of Election**

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

**2.1.3 Annual Town Meeting Business Sessions**

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

**2.1.4 Subsequent Town Meeting**

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

**2.1.5 Adjourned Town Meeting Sessions**

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

**2.1.6 Posting of the Warrant**

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

**2.1.7 Closing of the Warrant**

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

**2.1.8 Delivery of the Warrant**

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

**2.2 Conduct of Town Meeting**

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

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

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

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

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

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

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

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

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

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

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

### **2.2.2 Attendance by Officials**

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

### **2.2.3 Appointment of Committees**

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

### **2.2.4 Motion to Reconsider**

#### **2.2.4.1 Notice to Reconsider**

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

#### **2.2.4.2 Federal or State Law Affecting Reconsideration**

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

#### **2.2.4.3 Posting and Advertising**

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

#### **2.2.5 State of the Town**

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

#### **2.2.6 Annual Precinct Meeting**

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

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

## **2.2.7 Removal of Town Meeting Members**

### **2.2.7.1 Notice of Attendance**

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

### **2.2.7.2 Precinct Recommendation**

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

### **2.2.7.3 Grouped by Precinct**

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

## **2.2.8 Meetings During Town Meeting**

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

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

## **2.2.9 Rules Committee**

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

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



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

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

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

## **Town Meeting Handout Guidelines**

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

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

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

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

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

All handouts:

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

All PowerPoint Presentations:

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

February of 2010