

**Legal Notice  
(Seal)  
Town of Reading**

To the Inhabitants of the Town of Reading:

Please take notice that the Board of Selectmen of the Town of Reading pursuant to Section 6-1 (b) of the Reading Home Rule Charter, will hold a public hearing on Tuesday, September 20, 2011 at 8:00p.m., in the Selectmen's Meeting Room, 16 Lowell Street, Reading, Massachusetts on proposed amendments to the "Table of Organization" for the Executive branch of Reading Town government,.

Copies of the proposed document regarding this topic are available in the Town Manager's office, 16 Lowell Street, Reading, MA, M-W-Thurs from 7:30 a.m. - 5:30 p.m., Tues from 7:30 a.m. - 7:00 p.m. and a copy is attached to the hearing notice on the website at [www.readingma.gov](http://www.readingma.gov)

All interested parties are invited to attend the hearing, or may submit their comments in writing or by email prior to 6:00 p.m. on September 20, 2011 to [townmanager@ci.reading.ma.us](mailto:townmanager@ci.reading.ma.us)

By order of  
Peter I. Hechenbleikner  
Town Manager

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**To the Chronicle: Please publish on September 14, 2011  
Send the bill and tear sheet to: Town Manager, 16 Lowell Street, Reading, MA 01867**

## **Section 6-1: Creation of Departments, Agencies and Offices**

The organization of the Town into operating agencies shall be accomplished through the establishment of an Administrative Code, either by adoption of a bylaw or by the adoption of a Table of Organization, both as provided in this section:

**(a) Bylaws** - Subject only to express prohibitions in the Constitution, the General Laws or the Charter, the Town Meeting may, by bylaw, approve the reorganization, consolidation, or abolishment of any Town agencies, in whole or in part, and the establishment of such new Town agencies as it deems necessary or advisable. It may prescribe the functions of any Town agency.

**(b) Table of Organization** – Subject only to express prohibitions in the Constitution, the General Laws or the Charter, the Board of Selectmen, after consultation with the Town Manager, may from time to time, prepare and submit to the Town Meeting for approval a table of organization or reorganization, or amendments to any existing table of organization for the orderly, efficient or convenient conduct of the business of the Town.

The administrative code may reorganize, consolidate or abolish any Town agencies in whole or in part and establish such new Town agencies as it deems necessary or advisable. It may prescribe the functions of any Town agency and, for such purpose, transfer the powers and duties and, so far as is consistent with the use for which the funds were voted by the Town, transfer the appropriations of one Town agency to another. However, no function assigned by the Charter to a particular Town agency may be discontinued, or unless the Charter specifically so provides, assigned to any other.

Whenever the Board of Selectmen prepares such a bylaw or table, the Board shall hold one or more public hearings on the proposal giving notice by publication in a local newspaper not less than seven (7) days in advance, which notice shall describe the scope of the proposal and the time and place at which the hearing shall be held. Following such public hearing the Board of Selectmen shall submit to the Town Meeting, by Warrant Article, its proposed Administrative Code which it may have modified subsequent to the public hearing.

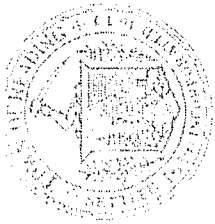
An administrative code shall become effective at the expiration of ninety (90) days following the date of the Town Meeting at which the proposal is submitted, unless the Town Meeting shall, by a majority vote within that time, vote to disapprove the code.

The Town Meeting may vote only to approve or disapprove the administrative code and may not vote to amend or alter it, except that a substitute motion may be moved by a majority of the Board of Selectmen.

## **Section 6-2: Publication of Administrative Code and Table of Organization**

For the convenience of the public, the administrative code, if adopted as a Table of Organization, shall be printed as an appendix to, but not an integral part of, the bylaws of the Town. The Table of Organization shall also be published annually in the Town Report.

*[Amended November 15, 2004 (Article 16) and approved by vote of the Town on April 5, 2005]*

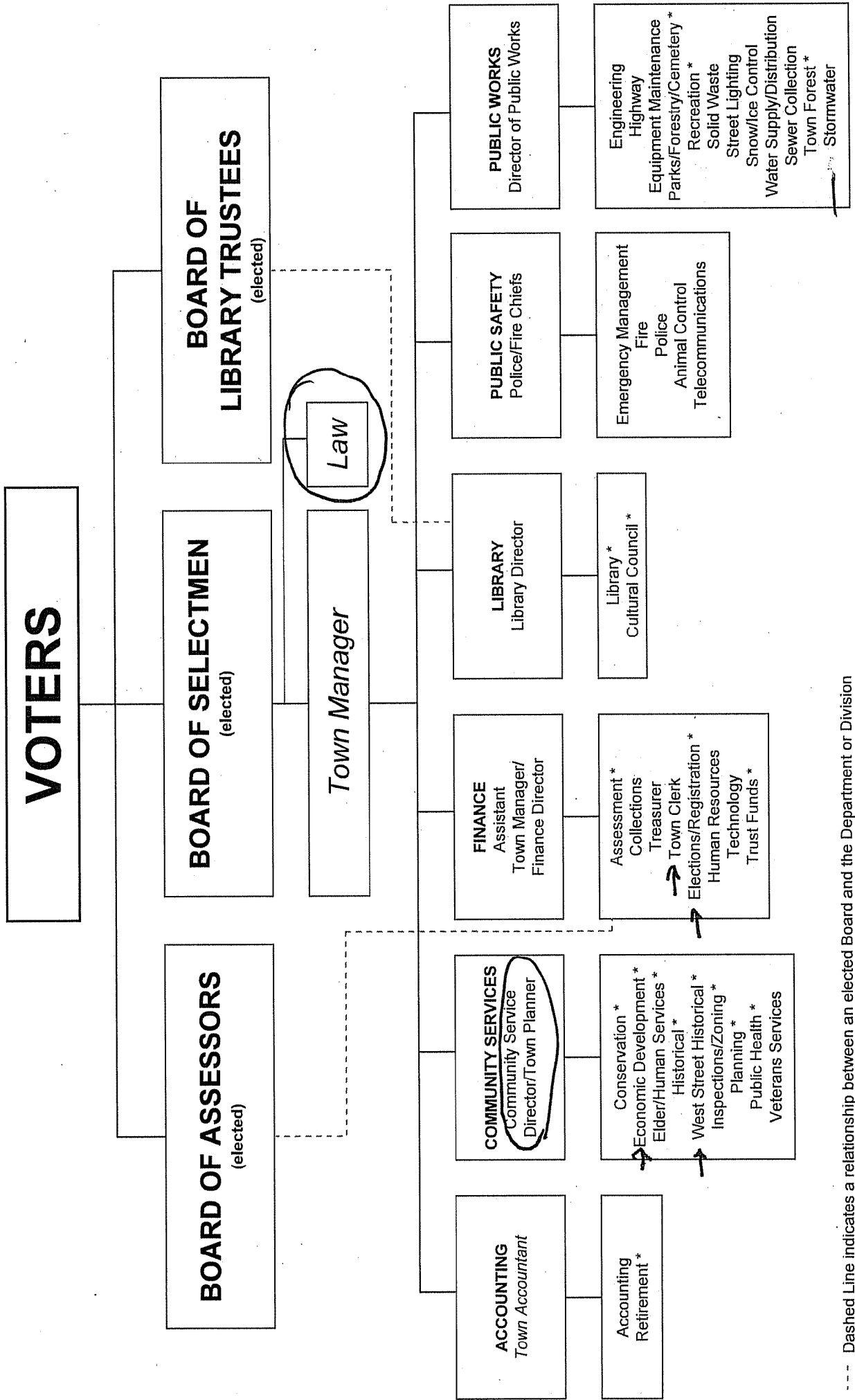


# Town of Reading, MA

## Executive Branch

### Table of Organization

(Adopted / / / )



--- Dashed Line indicates a relationship between an elected Board and the Department or Division

*Italic* Designates positions appointed by the Board of Selectman

\* Designates an elected or appointed Commission, Board or Committee that works within that division

**TOWN OF READING  
TABLE OF ORGANIZATION  
EXECUTIVE BRANCH**

**VOTERS**

**BOARD OF LIBRARY TRUSTEES  
(Elected)**

**BOARD OF SELECTMEN  
(Elected)**

**BOARD OF ASSESSORS  
(Elected)**

*Town Manager*

**ACCOUNTING**  
*Town Accountant*

Accounting  
Retirement\*  
Police/Fire Indemnification

**COMMUNITY SERVICES**  
*Town Manager*

Conservation\*  
Elder/Human Services\*  
Health\*  
Historical\*  
Inspections/Zoning\*  
Law  
Land Records\*  
Planning\*  
Town Clerk  
Elections/Registration\*  
Town Manager/Selectmen\*  
Veterans Services

**FINANCE**  
*Finance Director*

Assessment\*  
Collection  
Treasurer  
Personnel  
Technology  
Trust Funds\*

**LIBRARY**  
*Library Director*

Library\*  
Cultural Council\*

**PUBLIC SAFETY**  
*Fire and Police Chiefs*

Emergency Management  
Fire  
Police  
Animal Control  
Communications

**PUBLIC WORKS**  
*Director of Public Works*

Administration  
Engineering  
Highway/Equipment Maintenance  
Parks/Forestry/Cemetery\*  
Recreation\*  
Solid Waste\*  
Street Lighting  
Snow/Ice Control  
Water Supply\*  
Water Distribution\*  
Sewer Collection\*

*Italics* – designates positions appointed by the Board of Selectmen

\* - designates an elected or appointed Board, Committee, or Commission that works with that Division

Dashed Line indicates a relationship between an elected Board and the Department or Division

Note – The Town Manager is the acting Department Head of Community Services until a Department Head is assigned