



TOWN OF WAYLAND

Annual Reports



Two Hundred and Thirty-Ninth Year
July 1, 2018 Through June 30, 2019

COVER PHOTO

Sudbury River in Winter
(Courtesy of the Conservation Department)



ANNUAL REPORTS FOR THE TOWN OF WAYLAND

FOR ITS TWO HUNDRED AND THIRTY-NINTH MUNICIPAL YEAR

JULY 1, 2018 TO JUNE 30, 2019

TABLE OF CONTENTS

Board of Selectmen	1
General Information	4
Federal and State Officials Representing Wayland	5
Elected Town Officials	5
Appointed Town Officials	7
GENERAL GOVERNMENT	
Town Clerk	12
Information Technology.....	13
Town Meeting Electronic Voting Implementation Subcommittee.....	13
Personnel Board	15
Historical Commission	15
Historic District Commission	17
Public Ceremonies Committee	18
FINANCE	
Board of Assessors	20
Audit Committee	22
Treasurer/Collector	22
Town of Wayland Trust Funds	26
Commissioners of Trust Funds	26
Finance Committee	27
Finance Director/Town Accountant	30
EDUCATION AND LIBRARY	
School Committee	42
Board of Library Trustees	44

PLANNING AND NATURAL RESOURCES

Conservation Commission & Conservation Department	48
Community Preservation Committee	49
Sudbury, Assabet and Concord River Stewardship Council	50
Planning Board	51
Economic Development Committee	57
Zoning Board of Appeals	58
Permanent Municipal Buildings Committee	59
Energy and Climate Committee	60
River's Edge Advisory Committee	61
Library Planning Committee.....	63

PUBLIC SERVICES

Board of Health	64
Inspection/Building Department	79
Board of Public Works	80
Department of Public Works	81
Surface Water Quality Committee	85
Recreation Commission	87
Wastewater Management District Commission	89

PUBLIC SAFETY

Fire Department	92
Police Department	85
Auxiliary Police	87
Local Emergency Preparedness Committee	98
Animal Control Officer.....	102
Dog Control Appeals Board	

COMMUNITY SERVICES

Council on Aging	103
Senior Tax Relief Committee	106
Wayland Community Fund	106
Housing Authority	107
Housing Partnership	108
Municipal Affordable Housing Trust Fund Board	110
Veterans' Agent	111
Veterans' Graves Officer.....	112
Youth Advisory Committee	113
Cultural Council	114
Cable Advisory Committee	115
WayCAM (Wayland Community Access and Media Inc.)	115

State Primary Results – September 4, 2018	118
State Election Results – November 6, 2018	124
Election Results – Annual Town Election, April 23, 2019.....	127
Town Meeting Minutes, Annual Town Meeting, April 29, 2019	130
Index to Reports	189

BOARD OF SELECTMEN

The Board of Selectmen's formal, legal responsibilities are scattered throughout dozens of state statutes as well as a town's bylaws and special acts. Generally, selectmen have several important responsibilities under state law: this section

- The power to prepare the town meeting warrant
- The power to make appointments to town boards and offices
- The power to employ professional administrative staff and town counsel
- The power to sign warrants for the payment of all town bills
- The authority to grant licenses and permits

Massachusetts Municipal Association *Handbook for Massachusetts Selectmen*

Two responsibilities that have occupied much of the Board's time this year are preparing the warrants for a Special and an Annual Town Meeting, and crafting a Special Act -- designed to shift the Town to a stronger central administrative position--to present to a future Town Meeting.

Town Meeting Warrants

Two Town Meetings were held over the course of this fiscal year. A Special Town Meeting (STM) was held in November 2018 to meet the marijuana moratorium deadline that expired on December 31. Following approval of a ban prohibiting the cultivation, processing, and dispensing of recreational marijuana in Wayland, the Board placed the question on the spring election ballot. The Board also placed two debt exclusion questions on the ballot, allowing the Town to raise tax revenue in addition to that generated under the Proposition 2 ½ tax levy, in order to renovate the high school athletic complex and to construct a turf field at the Loker Recreation Area. All three questions were approved at the polls. At the April 2019 Annual Town Meeting (ATM), funding for the high school athletic complex passed, but the Loker turf field construction failed to achieve a two-thirds quantum of vote.

Significant staff and volunteer time are spent preparing for Town Meeting, from selecting meeting dates and establishing a calendar, to determining budget guidelines and approving warrant articles, to meeting with petitioners, arranging meeting space, and finally printing and distributing the warrant. The Board appreciates the time, thought, and attention to detail provided by the Town Administrator, Finance Director, and their staffs; the boards, committees, and petitioners that prepare and

present articles; and the voters who participate in the legislative process. The Board is pleased that the work of Annual Town Meeting was completed in two effective sessions. This was the shortest ATM in recent memory.

Appointments and Staffing

The power to appoint is an important duty, if sometimes difficult when there are several excellent candidates seeking a single appointment. We are grateful for the more than 150 residents who donate their time and expertise to the boards and committees that play a crucial role in the operations of our Town. This year we appointed a new committee to oversee negotiations with our cable providers, a once-every-10-years responsibility.

We thank Louis Jurist who completed his term as Selectman and welcome Tom Fay who returns to the Board after serving for a term, including a year as chairman, several years ago.

This year saw the departure of Town Administrator Nan Balmer after four years of service, during which she worked to strengthen our financial management and governmental organization.

The Board wrapped up its search for a new Town Administrator early in the fiscal year. In July, Community Paradigm Associates, with the able help of the Screening Committee composed

of seven Wayland citizens, completed its work of referring three candidates, out of a pool of 35 applicants, for the position of Town Administrator. The Board interviewed the three finalists and, following an ambitious schedule, unanimously selected Louise Miller, who began in mid-September, in the midst of preparation for Special Town Meeting and budget season. Her background as the budget manager for the Massachusetts Water Resources Authority, financial management experience (budget and procurement) in Medford, administrative work in Needham's Department of Public Works, and volunteer positions on the Finance Committee and Cultural Council in her home community bring a multifaceted understanding and depth of knowledge to the position of Town Administrator.

The Town lost two department heads to similar positions in other towns: Treasurer, Zoe Pierce and Town Clerk, Beth Klein. Fire Chief David Houghton retired after 39 years with the Wayland Fire Department. Fortunately, Neil McPherson moved into the Chief position after three years as Assistant Fire Chief. We welcomed new Treasurer Maura O'Connor and new Human Resources Manager, Kathleen Buckley. Anna Ludwig was elected to the position of Town Clerk.

Town Finances

Building on improvements made to the budget development last year, the Board implemented an FY 2020 budget process that clarified the responsibilities of the Board, Finance Committee, Town Administrator, and Finance Director. A Financial Summit was held in September to provide an overview of current and estimated Town finances, trends, and recommendations. This was followed by budget guidelines for departments. Working with all Town departments, the Town Administrator prepared an operating budget and capital improvement plan that was sent to the Finance Committee with Selectmen approval. The Finance Committee developed its final budget recommendation for inclusion in the Annual Town Meeting Warrant. The procedure seems to have worked well: the budget was approved by Town Meeting in well under an hour.

In addition to improved budgeting procedures, Finance staff continue to refine their internal operations to ensure accuracy, efficiency, and adherence to standards. We were pleased that our rating agency, Moody's Financial Services, recognized these efforts by removing the negative outlook from the Town's Aaa bond rating, which signifies the Town's strong credit worthiness.

Select Board/Town Manager Special Act

The 1990 Charter Commission report and studies by consultants Maximus in the year 2000 and the Collins Center in 2016-2018 have all found that Wayland's decentralized government "was negatively impacting day-to-day administration of the Town, limiting accountability, and misplacing authority." Based on numerous recommendations, the Board has spent countless hours drafting, editing, and revising a proposal to present to Town Meeting to shift to a Town Manager form of government. In addition to meetings with staff, Board liaisons have met with Town committees to discuss the proposed Special Act and gather feedback. Using the current town administrator bylaw as a foundation, the proposed Special Act maintains, modifies and adds to the definitions of the position and organizational structure while keeping all elected and appointed committees in place. Once a final draft is complete, Selectmen will hold a forum for the general public for final input before taking the article to Town Meeting in April 2020. The warrant article will authorize the Board to petition the General Court of the Commonwealth to enact a special act providing for the establishment of the position of Town Manager in Wayland, changing the name from Board of Selectmen to Select Board, and making the Town Clerk an appointed position.

Other Board Work

In January, the Board worked with our new Town Administrator to set Board goals for 2019-2020. In addition to the fiscal and Special Act goals already discussed, the Board anticipates signing the Purchase and Sale Agreement for the River's Edge rental housing project; reaching a milestone in the affordable housing target under 40B; continuing efforts to improve the Town Center, including designing a Council on Aging/Community Center; developing a plan for

wastewater management to meet new requirements under the Federal Clean Water Act; promoting diversity in staffing and boards; and improving communication with residents and Town boards and committees. One idea to enhance communication was to offer a Citizens' Academy to introduce residents to the work of Town departments. Sessions with four groups of departments within general government, including: the Selectmen's Office; the Town Administrator's Office; the Town Clerk; and Information Technology; Public Safety; Public Works, including Engineering; and Wastewater; and human services, including Recreation; Youth & Family Services; the Council on Aging, and the Library, were held in the spring. Meetings with another four groups of departments will be held in the fall.

The Town continues to work toward the state-mandated goal that 10 percent of the Town's housing stock be affordable to those making 80 percent of the area's medium income. Projects along Route 20 and on School Street, as well as the River's Edge project all provide units towards the Town's goal of 10 percent. They also provide new growth which bolsters the tax revenue projections.

* * *

The Board appreciates and thanks the many residents who participate in the governance of Wayland—both those who donate their time serving in formal Town positions and those who participate in the meetings and offer advice and suggestions. This is your Town, and we welcome your attendance, participation, and input.

General Information



Form of Government	Open Town Meeting		
Town Website	www.wayland.ma.us		
Population (January 2018)	14,367		
Number of Households (including vacant)	6,012		
Polling Hours	7:00 A.M. – 8:00 P.M.		
Polling Locations	Wayland Town Building (Precincts 1 and 4)		
	Wayland Middle School (Precincts 2 and 3)		
Current Tax Rate	\$18.28		
School Enrollment	Claypit Hill Elementary		548
	Happy Hollow Elementary		391
	Loker Elementary		286
	Wayland Middle School		638
	Wayland High School		858
	TOTAL ENROLLMENT (Jan. 2017)		2,721
Land Area - Town of Wayland	15.28 Square Miles		
Transfer Station Hours: (Except Holidays)	Tuesday	8:00 am	- 4:00 pm
	Thursday	7:00 am	- 4:00 pm
	Saturday	7:00 am	- 4:00 pm
Library Hours: (School Year)	Monday – Thursday	9:00 am	- 9:00 pm
	Friday	9:00 am	- 6:00 pm
	Saturday	10:00 am	- 5:00 pm
	Sunday	2:00 pm	- 5:00 pm
Town Building Office Hours:	Monday	8:00 am	- 7:00 pm
	Tuesday – Thursday	8:00 am	- 4:00 pm
	Friday	8:00 am	- 12:30 pm

(Please check with individual departments as the hours may vary.)

FEDERAL AND STATE OFFICIALS REPRESENTING WAYLAND

United States Senators in Congress:	Elizabeth Warren - D 317 Hart Senate Office Building Washington DC 20510 (202) 224-4543	Edward J. Markey - D 255 Dirksen Senate Office Building Washington DC 20510 (202) 224-2742
Representative in Congress, Fifth Congressional District	Katherine Clark - D 116 Concord Street, Suite 1 Framingham, MA 01702 (508) 319-9757	
State Senator, Fifth Middlesex District	Rebecca L. Rausch 24 Beacon Street, Room 218 Boston, MA 02133 (617) 722-1555	
Representative in General Court, Thirteenth Middlesex District	Carmine L. Gentile - D 24 Beacon Street, Room 39 Boston, MA 02133 (617) 722-2810	
Representative in General Court, Fourteenth Norfolk District	Alice Hanlon Peisch – D 24 Beacon Street, Room 473G Boston MA 02133 (617) 722-2070	

ELECTED TOWN OFFICIALS	NAME	TERM EXPIRES
MODERATOR	Dennis J. Berry	2020
TOWN CLERK	Beth R. Klein (resigned)	2019
	Lois Toombs (temporary)	2019
	Anna Ludwig	2022
SELECTMEN	Lea T. Anderson	2021
	Mary M. Antes	2021
	Louis M. Jurist	2019
	Cherry C. Karlson	2020
	Douglas A. Levine	2020
SCHOOL COMMITTEE	Jeanne Downs	2020
	Nathaniel Buffum	2020
	Ellen M. Grieco	2021
	Kimberly Sklar Reichelt	2019
	Kathleen Steinberg	2021
ASSESSORS	Jayson S. Brodie	2020
	Steven M. Glovsky (resigned)	2020
	John Todd	2021
	Zachariah L. Ventress	2021
	Susan Rufo	2019

PLANNING BOARD	Daniel C. Hill	2019
	Albert I. Montague, Jr.	2023
	Kevin Francis Murphy	2022
	Andrew J. Reck	2021
	Nicole Riley (resigned)	2020
PLANNING BOARD Associate Member	Jennifer M. Steel	2019
BOARD OF HEALTH	Susan Erica Green	2020
	Brian J. McNamara	2019
	Arnold R. Soslow	2020
	John G. Schuler	2021
	Robert DeFrancesco	2021
TRUST FUND COMMISSIONERS	David D'Orlando	2021
	James Murphy	2019
	Russell T. Kopp	2020
LIBRARY TRUSTEES	Aida A. Gennis	2020
	Leah B. Hart	2020
	Judy Lion Dion	2021
	Courtney S. Conery	2022
	Maureen E. K. White	2021
	Sarah Vernon Hubbell	2022
BOARD OF PUBLIC WORKS	Clifford Lewis	2021
	Thomas J. Abdella (resigned)	2020
	Michael Lowery	2019
	Jonathan I. Mishara	2021
	Michael B. Wegerbauer	2019
RECREATION COMMISSION	Asa B. Foster	2019
	Kelly S. Pierce	2021
	David B. Pearlman	2021
	Frank Krasin	2019
	Christopher Ryan Fay	2020
HOUSING AUTHORITY	Mary M. Antes	2022
	Russ Ashton	2023
	Kevin S. Goodwin	2019
	Miriam E. Andrews	2023
	Susan Weinstein	2020

APPOINTED TOWN OFFICIALS	NAME	TERM EXPIRES
Trustees of the Allen Fund	The Board of Selectmen	2019
Audit Committee	Chris Ryan	2019
	Christopher Cullen	2019
	Randall C. Moore	2021
Civil Defense Director	Patrick Swanick	Permanent
Community Preservation Committee	Susan Green	2022
	Albert I. Montague	2020
	Gretchen Schuler	2022
	Elisa J. Scola	2022
	John R. Sullivan	2020
	Susan Weinstein	2022
	Maureen Cavanaugh	2020
	David Pearlman	2020
	Clifford Lewis	2020
Conservation Commission	Thomas Klem	2020
	Joanne B. Barnett	2020
	Sean P. Fair	2021
	Sherre Greenbaum	2019
	Barbara Howell	2021
	Thomas A. Davidson	2019
	John R. Sullivan	2020
Constables	William E. Pickett	2022
	Louis Gaglini	2022
	Nelson Goldin	2020
Council on Aging	Mary M. Antes	2021
	Evelyn M. Ekmejian	2020
	Carol Glick	2020
	Nancy Leifer	2022
	Elizabeth A. Patterson	2021
	Ellen Scult	2020
	Betsy Soule	2021
	William Sterling	2022
	Denise N. Yurkofsky	2022
Cultural Council	Kara Brewton (resigned)	2019
	Barbara Hoffman	2019
	Rachel Sideman-Kurtz	2022
	Barbara Holtz	2020
	Kathryn Trogolo	2020
	Brenda Stevens Ross	2020
	Jonathan F. Saxton	2020
	Adam Gutbezahl	2021
	Louise Reck	2022

Design Review Advisory Committee	Marjorie Ford	2021
	Leisha Marcoccio	2021
	Andrew Reck	2021
	Katherine Schreiber	2021
	William Sterling	2021
Dog Control Appeals Board	Susan L. Wagner	2022
	Jeffrey S. Baron	2022
	Susan Koffman	2021
	Arthur Fine, Alternate Member	2019
Dog Control Officer /Animal Inspector (nominated by State)	Jennifer Condon	2020
Economic Development Committee	Rebecca M. Stanizzi	2019
	Seth Roman	2020
	Sharon Burke	2021
	Bill Steinberg	2021
	Andrew Oppenheim (resigned)	2019
	Ryan Scott	2021
	Kamal Namou (resigned)	2020
Energy and Climate Committee	Anne Harris	2022
	William Huss	2022
	Harvey Michaels	2021
	Tom Sciacca	2020
	Ellen R. Tohn	2020
	John Harper (non-voting)	
	Michael Staiti (non-voting)	
	Kaat Vander Straeten (non-voting)	
Fence Viewers	Board of Selectmen	2019
Field Drivers	Constables	2019
Finance Committee	Steve Correia	2020
	Carol B. Martin	2021
	Klaus Shigley	2019
	George Uveges	2020
	Jen Gorke	2019
	Kelly Lappin	2021
	Dave Watkins	2020
Sanitarian, Health Agent	Darren MacCaughey	2019
Inspector of Milk	Julia Junghanns	2019
Food Inspector	Beth Grossman	2019
Burial Agent	Cynthia F. Bryant	2019

Historical Commission	Amanda Ciacchio	2020
	R. Richard Conard	2021
	Elisa Scola	2021
	Tonya Largy	2021
	Ann Gordon	2022
	Katherine Gardner-Westcott	2022
	John Dyer	2021
Historic District Commission	Margery F. Baston	2022
	Alice Boelter	2020
	Seema Mysore	2022
	Marjorie Ford	2021
	Gretchen G. Schuler	2020
	Kathleen Steinberg	2022
	Caitlin B. Ahern	2022
Housing Partnership	Desmond McAuley	2021
	Mary M Antes	2020
	Kathleen Boundy	2020
	Rachel G Bratt	2020
	Christine DiBona	2020
	Robi Zallen	2021
	Katherine Vanderpool Provost	2021
Local Emergency Planning Committee	Rev. David O'Leary	2021
	Doug Leard	Chair
Metropolitan Area Planning Commission		
	Mary M. Antes	2022
	Joseph F. Nolan	2022
MetroWest Regional Transit Advisory Board		
	Paul Doerr	2019
	Lewis S. Russell, Jr.	2019
Measurers of Wood & Bark	John R. Sullivan	2019
Metrowest Regional Collaborative Committee		
	Mary M. Antes	2019
Metrowest Regional Transit Advisory Board		
	Sarkis Sarkisian (alternate)	2019
	Joseph Nolan	2022
Municipal Affordable Housing Trust Fund Board		
	Mary M. Antes	2022
	Michael Staiti	2020
	Stephen A. Greenbaum	2019
	(resigned)	
	Robert Duffy	2021
	Brian O'Herlihy	2020
	Susan Weinstein	2022

Permanent Municipal Building Committee	Brian Chase	2020
	Andrew Steneri	2022
	Patrick Rowe	2020
	Eric Sheffels	2020
	Michael Gitten	2022
	Jeanne Downs	Duration of High School Master Athletic Plan
	Tonya Largy	Duration of Stone's Bridge Project
	Elisa Scola	Duration of Stone's Bridge Project
	Mark Foreman	Duration of COA/Community Building Project
	Michael Hoyle	Duration of High School Master Athletic Plan Project
	William Sterling (remove? Not on web, no letter, but in past Annual Report	Duration of COA/Community Building Project
Personnel Board	Deborah Sue Cohen	2023
	Jessica W. Green	2021
	Miranda S. Jones	2024
	Maryanne Peabody	2022
	Philip C. Schneider	2020
Public Ceremonies Committee	George Bernard	2022
	Donna Bouchard	2022
	Richard P. Turner	2020
	Rodrick McLean	2021
	Michelle Galicia (resigned)	2019
	Sarada Kalpee	Ex Officio
Board of Registrars	Catherine A. Radmer	2021
	Judith H. Ide	2022
	Elizabeth A. Salerno	2020
	Beth R. Klein (resigned)	2019
River Stewardship Council	Thomas Sciacca	2021
	Mary M. Antes	2021
Senior Tax Relief Committee	Joan Bradford	2020
	Stephen J. Colella	2022
	Pauline DiCesare	2021
	Anne Gilbert	2022
	Markey Burke	2020
	Linwood Bradford	2021

Surface Water Quality Committee	Jack Carr	2021
	Thomas J. Lary	2021
	Michael P. Lowery (resigned)	2020
	Toni Moores (resigned)	2020
	Elizabeth Newton	2022
Surveyors of Lumber	Susan W. Pope	2019
	Jean B. Pratt	2019
	Richard Hoyt	2019
Trinity Mental Health Representative	Karen Braunwald	Permanent
Veterans' Grave Officer	Richard P. Turner	Permanent
Wastewater Management Commission	Rick Greene	2021
	Uday Virkud	2020
	Fred Knight (resigned)	2019
	Michael Gitten	2022
Youth Advisory Committee	Malcolm Astley	2021
	Detective Tyler Castagno, Youth Officer	2020
	Reverend Theodore F. Crass (resigned)	2020
	Sarah Greenaway	2021
	Rabbi Louis Polisson	2020
	Lisa Raftery	2021
	Brenda S. Ross	2020
	Pam Cerne	2021
Zoning Board of Appeals	David Katz	2020
	Aida A. Gennis	2020
	Joshua Wernig	2021
	Robert Farrington	2022
	Jonathan M. Sachs (resigned)	2021
	Thomas W. White	2022
	James Grumbach	2021
	Shaunt Sarian (Associate Member)	2020
	Jason Drori (Associate Member - resigned)	2019
	Evans Huber	2021

GENERAL GOVERNMENT

TOWN CLERK

Anna M. Ludwig, *Town Clerk*
Diane M. Gorham, *Assistant Town Clerk*

Election News

During FY19, the following elections and town meetings were held:

State Primary Election . . .September 4, 2018
State Election November 6, 2018
Special Town Mtg November 13, 2018
Annual Town Election . . April 23, 2019
Annual Town Meeting . . April 29, 2019 &
April 30, 2019

(Please consult the Table of Contents for election and town meeting results)

Board of Registrars	Term
Judith H. Ide	April 2022
Elizabeth A. Salerno . . .	April 2020
Catherine A. Radmer . . .	April 2021
Anna M. Ludwig	April 2022

Registered Active Voters (as of July 2019)

Precinct 1	2,216
Precinct 2	2,109
Precinct 3	2,051
Precinct 4	<u>2,352</u>
Total	8,728

Population (Census Jan., 2019) . . 14,488
Households (includes vacant) . . . 6,280
Vacant Residences 663

Vital Records in FY18

Births Recorded	116
Deaths Recorded	273
Marriages Recorded	23
Business Certificates	81

Financial Report FY18 - Revenue

Dog Fees	\$24,820
Vital Records, licensing fees . . .	\$34,813

Dog Licenses Issued FY18

Dog Licenses	1,760
Dog Kennels	2

Other News

There were a number of changes in the Town Clerk's office this year. On March 31, 2019, the Town Clerk, Beth Klein, resigned, and accepted an appointed position as Town Clerk in the town of Sudbury. On April 1, 2019, Lois Toombs was appointed as acting town clerk. On April 23, 2019, Anna Ludwig was elected as Town Clerk. At the Annual Town Meeting, Anna Ludwig was elected as temporary Town Clerk for the meeting. At the conclusion of meeting, on April 30, 2019, she was sworn in as Town Clerk. In June 2019, Assistant Town Clerk, Diane Gorham, gave her notice of retirement. She will be missed as she was a tremendous asset to the Town Clerk's office. She was appointed as Assistant Town Clerk on April 18, 2013 and Assistant Registrar on May 1, 2013.

Assisting with elections this year were Board of Registrar members, Judy Ides, Elizabeth Salerno, Catherine Radmer, Diane Gorham and the many election officials. The office continues to be run with the support of a number of senior tax work program workers. A special thank you to former Town Clerk, Lois Toombs, whose hard work and dedication to the office is appreciated.

INFORMATION TECHNOLOGY

Mike McCann, *IT Director*

The Information Technology Department (IT) provides centralized technology services to Town and School Department users and maintains all enterprise-wide municipal computer applications. IT also manages the fiber optic network that links all Town locations, hundreds of users and major services such as Fire, Police and Schools.

The Information Technology Department maintains and supports current software and hardware. It also procures and implements new software and hardware solutions. The IT Department's mission is to provide Town employees, board members and volunteers with the tools they need to increase their productivity as they serve the residents of Wayland.

During the year the IT department engaged in and completed a number of major projects. Among these were: deploying the Munis utility billing system allowing us to go live on the new platform at the start of FY20 as well as updating the network cabling and phone system at Wayland Middle School.

TOWN MEETING ELECTRONIC VOTING IMPLEMENTATION SUBCOMMITTEE

The mission of the Electronic Voting Implementation Subcommittee (ELVIS) is to facilitate the accurate and effective use of Electronic Voting at Wayland Town Meetings:

- Oversee the implementation and deployment of electronic voting at Annual and Special Town Meetings
- When appropriate, support Wayland's selection of an electronic voting service provider to:
 - prepare electronic voting system requirements and specifications for inclusion in a Request for Proposal

(RFP) to be issued by the Town Administrator or his/her designee

- identify potential bidders and solicit proposals
- analyze the technical component of submitted proposals, and identify the best proposal.

Notable Activities During the Fiscal Year

On October 10, 2018, an updated "Electronic Voting Public Service Announcement" video was recorded by Moderator Dennis Berry at the WayCAM studio. This version describes the improved "any station" check-in procedure, reminds voters to vote with their handset only, and makes clear that handset buttons should only be pushed to vote when the "voting lamp" is illuminated.

On November 8th, the first ELVIS meeting of FY19 was held:

- Wayland High School students Matt Gilbert, Martin Ma, and Colin Mettler joined ELVIS as interns.
- Several improvements were incorporated:
 - Placement of a red light at the Help Desk so the Moderator will know to expect a paper ballot from a voter whose handset has malfunctioned
 - Relocation of the Help Desk to a more central location in Field House
 - Increasing the duration of the "Voting Window" to 45 seconds when more than 800 voters are present, and to 60 seconds when more than 1200 voters are present
- ELVIS responsibilities at the upcoming Special Town Meeting were reviewed.

On November 13, a Special Town Meeting session was held in the High School Field House. Prior to the meeting, an updated "How to Vote Electronically" article was included in the Warrant, posted on the Wayland web site, and

published in the “Wayland Town Crier”. During the week before the meeting, WayCAM broadcast the updated “Electronic Voting Public Service Announcement” video. An online survey was used to generate an attendance forecast to assist Wayland’s Facilities Director in ordering the appropriate number handsets and “welcome stations.” This survey predicted 1136 attendees. The Facilities Director ordered 1800 electronic voting handsets and 8 “check-in stations.” All electronic voting handsets were returned at the end of the meeting.

On March 25, the second ELVIS meeting of FY19 was held:

- The resignation of Beth Klein, Town Clerk and ELVIS member was noted; members expressed their appreciation for her efforts to improve Electronic Voting procedures
- An Executive Session was conducted to review security risks and measures
- ELVIS responsibilities at the upcoming Annual Town Meeting were reviewed

On April 23, Anna Ludwig was elected Wayland Town Clerk, thereby joining ELVIS.

On April 29, the third ELVIS meeting of FY19 was held just prior to the first Annual Town Meeting session to review ELVIS responsibilities.

On April 29 and 30, Annual Town Meeting sessions were held in the High School Field House and Auditorium. Prior to the meeting, an updated “How to Vote Electronically” article was included in the Warrant, posted on the Wayland web site, and published in the “Wayland Town Crier”. During the week before the meeting, WayCAM broadcast the updated “Electronic Voting Public Service Announcement” video. An online survey was used to generate an attendance forecast to assist Wayland’s Facilities Director in ordering the appropriate number handsets and “welcome stations.” This survey predicted 948 attendees. The Facilities Director ordered 2300 handsets and 12 “check-in” stations, 8 for deployment in the Field House and 4 for deployment in the Auditorium. All electronic voting handsets were returned at the end of each session.

Data from this meeting was captured by Wayland High School interns Simon Fidlin and Daniel Ryu during the first session, and by Michelle Wolf during the second session:

- Twenty-six Articles were disposed of in 8 hours and 8 minutes
- There were 60 electronic votes, with an average duration of 1 minute and 8 seconds per vote; the longest vote duration was 2 minutes and 6 seconds
- There were 9 votes with more than 1000 voters participating; the largest vote total - for the Main Motion of Article 15 (“Loker Turf Field Construction”) was 1362
- There were 7 close votes; counting each of these with Tellers would likely have extended Town Meeting by more than 5 hours

Town Meeting Voting From Home

Wayland residents have occasionally asked if electronic voting could enable “Town Meeting voting from home”, making it more convenient to participate in Town Meeting. There are three primary obstacles to “voting from home”:

1. Massachusetts State Law requires all Town Meeting voters to be on premises
2. The necessary use of telephone networks, cellular networks and the internet to convey votes would significantly increase the attack surface available to adversaries seeking to alter votes or disrupt the voting process
3. A means of preventing proxy voting – one person voting on behalf of another – is required. With the Moderator’s encouragement, ELVIS members continue to monitor and investigate the development of new technologies and techniques that might overcome the second and third impediments. During FY19, no new alternatives were identified.

PERSONNEL BOARD

Chapter 43 of the Code of the Town of Wayland defines the role of the Personnel Board to be the development and administration of the Wage and Salary Classification Plan and personnel policies and procedures in cooperation with the affected Town boards and departments. In addition, the Board is charged with approving all pay or classification changes of Town employees; negotiating collective bargaining agreements for the Town; reviewing the operation of the Wage and Salary Classification Plan and recommending appropriate changes to Town Meeting.

Jessica Green served as Chair of the Board. Also serving on the Board were Deborah Cohen, Maryanne Peabody, Miranda Jones and Philip Schneider. This year, the Board continued working on a wide range of topics.

Most Town of Wayland employees are members of collective bargaining units. Six different unions collectively bargain their members' wages and terms and conditions of employment. This year, the Board successfully concluded collective bargaining agreements with the Wayland Police Officers Union (the other five unions having been concluded in the prior year).

The Board advised on the terms of the employment contracts for the Town Administrator, Police Chief and Fire Chief. The Board participated in the selection of the new Town Administrator through a Board member's service on the Town Administrator Selection Committee. The Board also advised on the reorganization of the Town Administrator's office, including modifications to the Human Resources function, as well as the reorganization of the IT Department. Further, the Board advised on the successful resolution of issues with the Police and Fire unions relating to compensation for overtime consistent with the requirements of the Fair Labor Standards Act.

The Board began working with the Board of Selectmen to discuss the draft Select Board/Town Manager Act. The Board also

advised on the negotiations with the Town's unions relating to the Public Employee Committee (PEC) Agreement covering health insurance changes, and a Board member participated on the committee.

Throughout the year, a variety of employment issues affecting employees were addressed. Topics included but were not limited to collective bargaining grievances, the creation of new positions and accompanying job descriptions, reviews of current job descriptions, and reviews of job classifications and wage rates. The Board continues to maintain a posture of strict interpretation of the collective bargaining language.

The Town continued to support its Employee Assistance Program (EAP) for all employees who may be in need of assistance with personal problems, work-related issues, legal or financial matters.

The Massachusetts Interlocal Insurance Association (MIAA) provided a variety of training opportunities for various employees through its insurance Rewards Program. Participation in the MIAA programs continues to earn the Town credits toward its annual liability insurance premiums.

The Personnel Board would like to thank all boards, committees, officials and employees for their cooperation and input during the past year. The Board welcomes attendance at its meetings and would like to remind all employees and officials that the Personnel Board is available to assist on a wide variety of workplace matters.

HISTORICAL COMMISSION

Members: Katherine Gardner-Westcott, Chair; Amanda Ciaccio, Rick Conard, John Dyer, Ann Gordon, Tonya Largy, and Elisa Scola.

The Wayland Historical Commission (WHC), a seven-member town agency, meets monthly from September through June (or more frequently if needed) to plan the identification,

evaluation, and protection of Wayland's historical, cultural, and archaeological resources.

During FY19, the WHC collaborated with a number of individuals and groups to continue carrying out our mission. We worked with the Department of Public Works to restore and relocate the Castlegate Pillars slightly back from the road's edge to better protect and preserve them. We also worked with the Historic District Commission, the Wayland Town Planner, the Department of Conservation and Recreation, and Friends of the Wayland Rail Trail to finalize the preservation of a portion of railroad tracks and historic artifacts as part of Wayland's Historic Railroad site in Wayland Center; with the Community Preservation Committee to receive and recommend funding requests and oversee the appropriate use of Community Preservation funds for preservation of some historic sites, including Stone's Bridge, the Wayland Depot, and Bradford Hall; and with the Town Clerk to see that Wayland's Town Records are now fully available online at the [Digital Commonwealth](#) website.

WHC's archaeological work during FY19 focused on repatriating the Mansion Inn artifacts, working in close collaboration with appropriate Native American groups, the Massachusetts Commission on Indian Affairs, the Peabody Institute of Archaeology in Andover, and guided by the Native American Graves Protection and Repatriation Act (NAGPRA). In addition, the WHC ensured that expert archaeological monitors were present to oversee projects that involve digging and disturbing of earth, including the creation of trails at Dudley Woods and excavation work by Eversource. WHC also met with several Town boards and committees to discuss the historic and cultural importance of the Loker Conservation and Recreation Area, where a new soccer field has been proposed.

Outreach and educational initiatives presented or sponsored by the WHC included: a well-attended lecture in October by Kate Barvick from University of Massachusetts who supervised an archaeological dig at the Dorey House in North Wayland before its demolition; a

collaborative event with the Wayland Historical Society on the railroad, including a talk and photo exhibit presented by WHC member Richard Conard, and tours of the old turntable, cattle pass and other railroad artifacts; a brush-clearing weekend around the railroad artifacts to make them more visible and accessible to the public; a donation to the elementary school PTO auction for a group visit to the Archaeology Lab and age-appropriate hands-on learning activities; and continued additions of historic and archaeological information to our portion of the Town website.

The WHC is eager to collaborate with all Town departments on matters related to our work. To that end, we are developing a process through which the WHC can more consistently learn about projects on Town land that might carry archaeological significance, so that we can work together to protect, uncover and/or preserve artifacts that are so vital to our history. At the end of FY18, Elisa Scola stepped down as WHC chair, having served in that role for five years. We are grateful to her for her leadership and for continuing to serve as a WHC member. We welcomed Katherine Gardner-Westcott as the Commission's new chair.



The Castlegate Pillars mark the former rear entrance to the Mansion Inn, an important location in Wayland's history. The WHC worked with the DPW to preserve and protect them by rebuilding the pillars slightly back from the road's edge.

HISTORIC DISTRICT COMMISSION

The Wayland Historic District Commission (WHDC) has seven-members with two alternate member positions available and only one filled presently, all appointed by the Board of



New driveway at Grout-Heard House & Museum

Selectmen. There are two districts – Wayland Center and Bow Road – that are under the jurisdiction of the WHDC for exterior alterations made to buildings and structures visible from a public way. During FY19 the WHDC met six times to respond to applications for changes to properties in the districts and to meet with owners considering applications for informal discussion and feedback. Applications were reviewed including change of paint color, roof replacements, a sign for a pollinator garden at the Depot, and a change to an addition approved in the previous year. In addition, the Commission approved Temporary Sign Guidelines and is awaiting a public hearing in FY20 before adding them to the Design Guidelines.

Two projects completed in the previous fiscal year were the new macadam driveway at the Grout-Heard House Museum and the Rail-Trail which passes through the Wayland Center Historic District.



Rail Trail in the Historic District

Residents are referred to the HDC webpage on the town website. It can be found at: <https://www.wayland.ma.us/historic-district-commission>. The Design Review Guidelines, adopted two years ago, can be found on the webpage.

Committee Membership: Gretchen Schuler, Chairman; Margery Baston, Alice Boelter, Marji Ford, Desmond McAuley, Seema Mysore, Kathie Steinberg; Alternate Member: Caitlin Ahern

PUBLIC CEREMONIES COMMITTEE

The Public Ceremonies Committee (PCC) coordinates Wayland's observance of Memorial Day, Veterans' Day, National Purple Heart Appreciation Day, National Vietnam War Veterans Day, as well as events, persons, and projects of importance to the Town. Members of the 2018-2019 committee included Carl Bernardo, George Bernard, Michelle Galicia, Rodrick McLean, and Richard P. Turner. Wayland's Veterans' Agent, Sarada Kalpee, also served as an ex officio member of the committee.

Veterans Day: November 11, 2018

A ceremony was held at Wayland's Veterans Memorial, with opening remarks followed by a reading of the names of all Wayland veterans who perished in battle and the wars in which they served. Members of the American Legion Post 133 were also present to commemorate our veterans. Wayland's Veterans' Agent, Sarada Kalpee, and Post 133 Commander, Paul Rufo, laid a ceremonial wreath to honor all who served.

Lydia Maria Child Award: May 1, 2019

The committee received several nominations in recognition of Wayland citizens and/or volunteer organizations for their contributions to the Town's governance, to the community's quality of life, and/or in service of important needs among the Townspeople. After reviewing the nominations and deliberating on the comparative merits, resident Michael Patterson was selected as the 2019 honoree. The selection was announced at Annual Town Meeting and presented on May 1, 2019 during the Public Ceremonies Committee meeting.

Memorial Day: May 27, 2019

A ceremony was held at Wayland's Lakeview Cemetery and the Public Ceremonies Committee installed the American, Commonwealth of Massachusetts, U.S. Armed Forces, and MIA/POW flags. Wayland's Girl Scouts, coordinated by Maureen White, as well as Veterans Agent, Sarada

Kalpee, and Veterans Graves Officer, Richard Turner, also placed American flags on veterans' graves at all Wayland cemeteries prior to the ceremony.

The Memorial Day Parade stepped off from the Wayland Middle School at 11:00am, led by Grand Marshal Michael Patterson, USAF (RET). A service at the Lakeview Cemetery followed at 11:30 a.m. Richard Turner, USN (RET) and Chair of the Public Ceremonies Committee, and Wayland Board of Selectmen Member, Doug Levine, welcomed all those present. Reverend Stephanie May of Wayland's First Parish Church gave the invocation.

Lt. Col. Bryan Garrison, Commander of the US Army Natick Soldier Systems Center, gave the Keynote Address. Richard Turner then announced the 14th annual Freedom Prize essay contest winner, Wayland High School sophomore student, Atharva Weling. In addition to the prize, Weling was awarded a \$500 scholarship.

The Wayland High School band, conducted by Joseph Oneschuk, and Middle School Band, conducted by Rebecca Pagano, provided a medley of military and patriotic songs. The band's drum and bugle corps played Echo Taps with distinction at both the early service and main ceremony. Town dignitaries and guests, as well as Post 133 Commander, Paul Rufo, and members of the American Legion, also participated. Reverend Stephanie May gave the closing prayer.

The Wayland Police and Fire Departments ensured a safe event and the Girl Scouts distributed refreshments to marchers at the Middle School following the ceremony. The Public Ceremonies Committee is deeply grateful to all who made the 2019 parade and ceremony a resounding success.

***National Vietnam War Veterans Day:
March 29, 2019***

A ceremony at the Town Building flagpole was held to commemorate all veterans who served in the United States military during the Vietnam War.

This relatively new national day of remembrance was chosen in recognition of the date – March 29, 1973 – when all combat and combat support units withdrew from South Vietnam. The Vietnam War crossed nearly two decades and spanned five U.S. presidents. The Vietnam Veterans Memorial in Washington, D.C. is inscribed with the names of 57,939

members of U.S. armed forces who died or were listed as prisoners of war or missing in action as a result of this war.

Richard P. Turner, USN (RET) – Purple Heart Combat Wounded Vietnam Veteran and Chair of the Public Ceremonies Committee – gave brief remarks before the U.S.A. Vietnam War commemoration flag was raised. Also in attendance to commemorate this historic anniversary were several members of the American Legion Post 133, town officials and town employees.



Memorial Day Parade
Wayland Police Honor Guard

FINANCE

BOARD OF ASSESSORS

At the April 2019 elections, Molly Upton was elected to serve a three-year term. Jayson Brodie was elected to Chair and Zachariah Ventress to Vice Chair by the Board.

The Board of Assessors is responsible for administering Massachusetts property tax laws fairly and equitably and for producing accurate and fair assessments for all taxable property.

As required by the Town Code of Wayland, Section 19-8 the Board of Assessors makes the following Report:

A. Annual Report

(1.) The calendar year 2017 sales used in the determination of the FY19 assessed values were posted to the Assessors web page and provided at Town Meeting.

(2. a, b, c) Report for the previous six years of abatement history:

FISCAL YEAR	# RECD (a)	# GRANTED (b)	AVG ABMT (c)
2014	35	13	\$2,387.39
Supplemental	0	0	\$0.00
2015*	89	66	\$1,152.16
Supplemental	3	3	\$486.59
2016	34	22	\$2,368.68
Supplemental	0	0	\$0.00
2017	25	16	\$2,3313.48
Supplemental	0	0	\$0.00
2018	22	9	\$2,157.99
Supplemental	0	0	\$0.00
2019*	42	18	\$1,325.71
Supplemental	0	0	\$0.00

**DOR Division of Local Services certification years (FY15 and FY19)*

(2. d) ATB filings last six years:

Fiscal Year	ATB Filings
2014	10
2015	11
2016	6

Fiscal Year	ATB Filings
2017	6
2018	5
2019	6

(2. e) Assessed value changes granted by the ATB:

FISCAL YEAR	NO.	STREET	CHANGE IN ASSESSMENT	FISCAL YEAR	NO.	STREET	CHANGE IN ASSESSMENT
2014	12	ELLIE LN	\$202,000	2017	42	SHAW DR	\$158,200
2015	N/A			2018	N/A		
2016	N/A			2019	N/A		

(3). Inspections conducted during Fiscal Year 2019**Total Property****Visits: 995*****Sales:**

Interior & Exterior	178
Exterior only	116
Interior only	2
Info at door	0
Drive-by	0
Refused	1
TOTAL:	297

Building Permits:

Interior & Exterior	73
Exterior only	184
Interior only	2
Info at door	0
Drive-by	14
Refused	0
TOTAL:	273

Quality Control:

Interior & Exterior	6
Exterior only	7
Interior only	0
Info at door	0
Drive-by	1
Refused	0
TOTAL:	14

Cyclicals:

Interior & Exterior	69
Exterior only	176
Interior only	45
Info at door	14
Drive-by	3
Refused	2
TOTAL:	309

Abatements:

Interior & Exterior	21
Exterior only	2
Interior only	0
Info at door	0
Drive-by	0
Refused	0
TOTAL:	23

Informal Hearings:

Interior & Exterior	22
Exterior only	1
Interior only	1
Info at door	0
Drive-by	1
Refused	0
TOTAL:	25

Field Review:

TOTAL:	33
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MLS Review:

TOTAL:	15
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Office Review:

TOTAL:	6
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***Please note that some of the data verification visits addressed more than one requirement in a single visit, such as a property requiring an abatement visit may also have needed a sale visit. One visit would have met both obligations of data verification.**

Respectfully submitted,

Jayson Brodie, Chair
 Zachariah Ventress, Vice Chair
 Steven M. Glovsky
 John A. Todd
 Molly Upton

AUDIT COMMITTEE

The Audit Committee is comprised of five members, with 1 designated by the School Committee, 1 designated by the Finance Committee, and 3 designated by the Board of Selectmen. At present, four of the five positions are filled.

The Committee makes recommendations to the Board of Selectmen on the selection of the independent auditor and scope of the independent audit. During the annual audit, the Committee communicates with the Finance Director and the independent auditor to ensure that the process is operating effectively. At the conclusion of each audit cycle, the Committee reviews the annual financial statement and management reports prepared by the auditors and provides comments. The cycle is complete upon presentation of the annual financial statements to the Board of Selectmen.

On Monday, February 3, 2020, the Audit Committee will begin the completion of the current annual cycle by hearing the town auditor's presentation of their review of the 2019 CAFR and management letter. Upon further review, the Committee will issue its opinion and findings in the spring of 2020 to close out the 2019 annual cycle.

TREASURER/COLLECTOR

The Treasurer's Office is responsible for collecting all monies due to the Town of Wayland. This includes Real Estate taxes, Personal Property taxes, Excise taxes, Water bills, Departmental turn-ins such as Building permits, Health permits, Park and Recreation fees. We are also responsible for collecting the money received from the Community Preservation Act that now appears on each quarter's Real Estate bill. These receipts must be reported to the Town Accountant on a timely basis. Unspent money must be invested in high yield, insured accounts.

JUNE 30, 2019 TAX TITLE – 41 PARCELS \$1,822,710

City/Town/District of : Town of Wayland**FY2019**

Long Term Debt Inside the Debt Limit	Outstanding July 1, 2018	+ New Debt Issued	- Retirements	= Outstanding June 30, 2019	Interest Paid in FY2019
Buildings	12,687,500.00		1,288,500.00	11,399,000.00	437,178.00
Departmental Equipment	1,905,000.00		380,000.00	1,525,000.00	72,660.00
School Buildings	5,346,000.00		785,000.00	4,561,000.00	173,041.00
School - All Other	190,000.00		55,000.00	135,000.00	6,500.00
Sewer	129,740.64		43,246.88	86,493.76	478.26
Solid Waste				0.00	
Other Inside	11,897,700.00		795,900.00	11,101,800.00	406,623.23
SUB - TOTAL Inside	\$32,155,940.64	\$0.00	\$3,347,646.88	\$28,808,293.76	\$1,096,480.49

Long Term Debt Outside the Debt Limit	Outstanding July 1, 2018	+ New Debt Issued	- Retirements	= Outstanding June 30, 2019	Interest Paid in FY2019
Airport				0.00	
Gas/Electric Utility				0.00	
Hospital				0.00	
School Buildings	32,160,000.00		1,820,000.00	30,340,000.00	1,390,900.00
Sewer	4,045,000.00		255,000.00	3,790,000.00	170,765.00
Solid Waste	70,000.00		20,000.00	50,000.00	3,400.00
Water	9,478,800.00		920,600.00	8,558,200.00	330,368.75
Other Outside	50,304.00		16,259.00	34,045.00	
SUB - TOTAL Outside	\$45,804,104.00	\$0.00	\$3,031,859.00	\$42,772,245.00	\$1,895,433.75

TOTAL Long Term Debt	\$77,960,044.64	\$0.00	\$6,379,505.88	\$71,580,538.76	\$2,991,914.24
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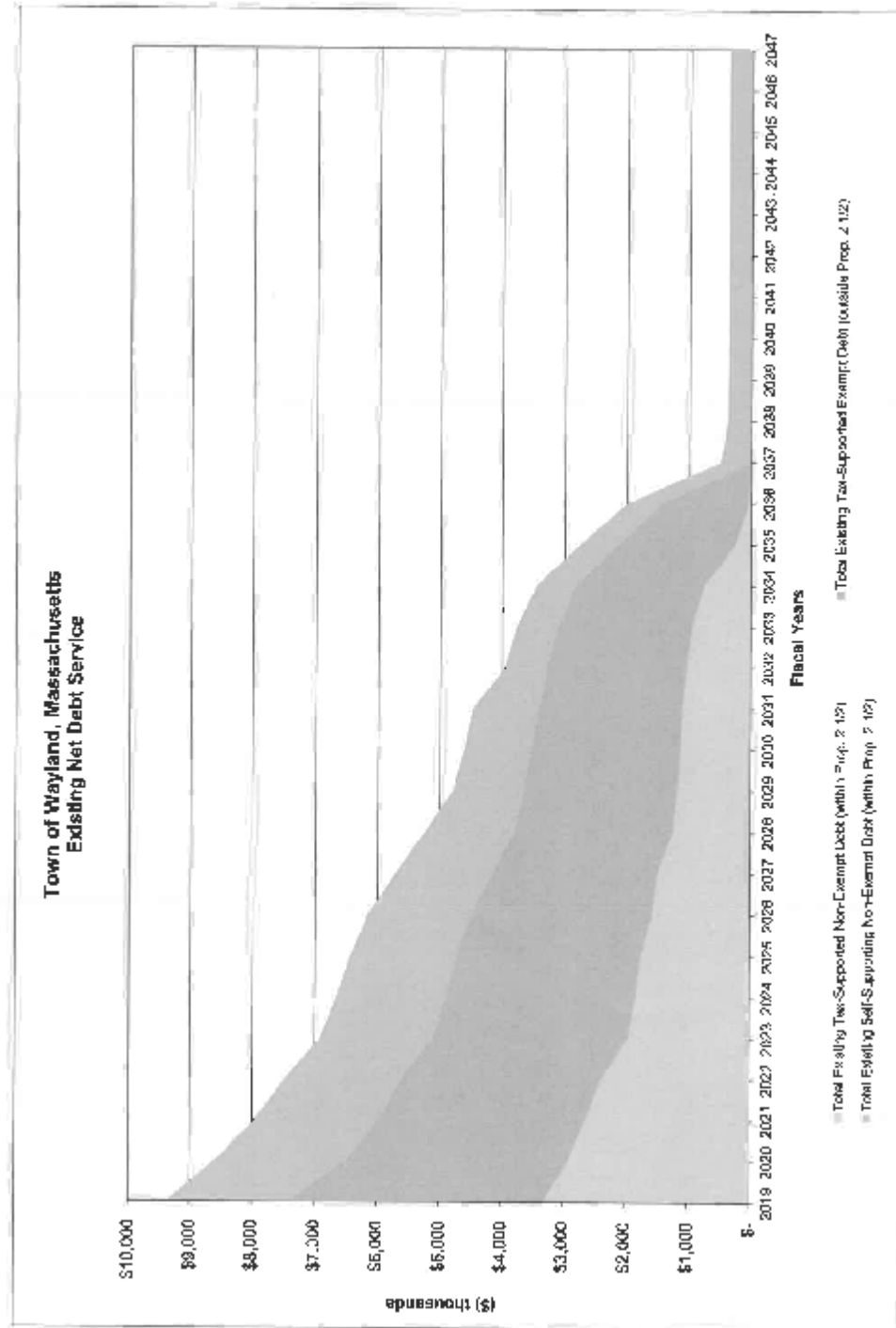
Short Term Debt	Outstanding July 1, 2018	+ Issued	- Retired	= Outstanding June 30, 2019	Interest Paid in FY2019
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RANs - Revenue Anticipation				0.00	
BANs - Bond Anticipation:					
Buildings				0.00	
School Buildings				0.00	
Sewer				0.00	
Water				0.00	
Other BANs		480,000.00		480,000.00	
		258,909.00		258,909.00	
SANs - State Grant Anticipation				0.00	
FANs - Federal Gr. Anticipation				0.00	
Other Short Term Debt				0.00	

TOTAL Short Term Debt	\$0.00	\$738,909.00	\$0.00	\$738,909.00	\$0.00
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GRAND TOTAL All Debt	\$77,960,044.64	\$738,909.00	\$6,379,505.88	\$72,319,447.76	\$2,991,914.24
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Authorized and Unissued Debt					
Purpose	Date of Vote	Article Number	Amount Authorized	- Issued - Retired - Rescinded	= Unissued 6/30/2019
Loker School Doors & Tile	04/07/16	8	1,900,000.00	905,000.00	995,000.00
Small Truck DPW	04/07/16	8	220,000.00	190,000.00	30,000.00
Transfer Station Access Road	04/02/17	22	1,625,360.00	1,555,000.00	70,360.00
Tractor-DPW	04/02/17	6	190,000.00	180,000.00	10,000.00
Town Wide Road Reconstruct	04/02/17	6	300,000.00	280,000.00	20,000.00
Middle School Network Wiring	04/02/18	9	386,000.00	18,000.00	368,000.00
Water Meter Replacement	04/02/18	9	520,000.00	0.00	520,000.00
Water Mains	04/02/18	9	950,000.00	0.00	950,000.00
PLC Upgrades	04/02/18	9	284,937.00	0.00	284,937.00
Loker School & Kitchen	04/02/18	9	240,909.00	240,909.00	0.00
Fire Station #2 Renovations	04/02/18	21	1,800,000.00	0.00	1,800,000.00
Town Building HVAC Improv.	04/02/18	23	1,575,000.00	0.00	1,575,000.00
Rivers Edge	11/13/18	5	790,530.00	480,000.00	310,530.00
Reeves Hill Water Tank Interior	04/29/19	6	350,000.00	0.00	350,000.00
Reeves Hill Water Booster Station	04/29/19	6	270,000.00	0.00	270,000.00
High School Stadium Complex R	04/29/19	13	7,075,000.00	0.00	7,075,000.00
					0.00
					0.00
TOTAL Authorized and Unissued Debt					\$14,628,827.00



1/23/2020

TOWN OF WAYLAND TRUST FUNDS**June 30, 2019 Balance**

Bartholomew & Co.

<u>Trust</u>	<u>6/30/19 Balance</u>
Allen Fund(Charitable Fund)	\$ 8,084
Cemetery Funds	\$ 1,559,408
Est. of M Draper(Library)	\$ 198,603
Gossels - Academic Excellence	\$ 350,289
Gossels Fund(Library)	\$ 41,543
Greaves/Croft Fund	\$ 74,310
J.Leavitt - Norwich Univ Schol	\$ 233,055
Library - General Purpose	\$ 283,356
Library-The Millenium Fund	\$ 997,912
Robsham Cemetery Trust	\$ 58,797
S.Leavitt - Wayland Community	\$ 171,597
	<u>\$ 3,976,954</u>

COMMISSIONERS OF TRUST FUNDS

The goal of the Commissioners is to invest Wayland's trust funds to realize the best possible gain while maintaining a balance between risk and return appropriate to a public trust. The following are the fund's balances at the end of selected years:

Year	Year-End Balance
2019	\$ 3,976,954
2018	\$ 3,792,316
2017	\$ 3,619,162
2016	\$ 3,317,854
2015	\$ 3,278,355
2014	\$ 3,279,323
2013	\$ 2,995,457
2012	\$ 2,765,749

FINANCE COMMITTEE

The mission of the Wayland Finance Committee is to ensure a Town operating budget and a capital-spending plan that balances the demand and need for services and infrastructure with the impact on taxpayers across a broad financial spectrum. To fulfill this mission, the Finance Committee recommends a financial strategy for the Town, a fiscally responsible operating budget and capital plan and provides objective information to residents in order to make informed decisions at Town Meeting. For FY20, the Finance Committee set the following goals:

- Manage operating budget increases to 2.5%
- Manage debt service to 10% of total spending and trend downward.
- Manage additional capital spending and resulting borrowing to not exceed \$3 million.
- Manage additional headcount within budget guidelines.
- Maintain Aaa rating.
- Develop 5 year operating and capital budget financial forecast for the School and Town.

Budget Process and Guideline Recommendation
The development of the budget started in September with a Financial Summit at which the Town presented committed costs and expected budget drivers. A \$2.9M year-over-year operating budget increase was forecasted. The Finance Committee along with the Town Administrator and Finance Director reviewed the presentation and developed the FY20 Budget Guideline. It allowed for the maximum year-over-year operating budget increase of \$2.6M. In addition, it was estimated \$300K would be needed to fund Employee Health Mitigation obligations.

During the guideline discussions, the Finance Committee expressed concern that operating budgets in recent years had trended higher and efforts needed to be made to develop budgets

with year-over-year increases that are closer to 3.1%.

Throughout the fall, the department heads met with the Town Administrator, Finance Director and Finance Committee liaisons to analyze and understand the budget details to ensure these goals. The final FY20 operating budgets were submitted in December from the Town and School departments and were within the guideline range. No additional budget cuts were requested. In January, to ensure adequate funding, the Town increased the Employee Mitigation budget from \$300,000 to \$340,000. In February, the Finance Committee voted to recommend an operating budget increase of \$2,757,000 or 3.45%.

In April, the Finance Committee recommended and Annual Town Meeting (ATM) approved an Operating Budget of \$82.7M, a Water Enterprise Budget of \$4.0M and a Wastewater Budget of \$0.8M. Also approved was an additional \$0.6M to fund pay as you go capital projects, \$0.5M for post-employment benefits, \$0.3M for overlay and \$.02M for state assessments. Total requirement approved was \$89.0M which is a 3.13% increase over FY19. The Town and School operating budgets alone represented a 3.45% increase over prior year.

Major budget drivers in FY20 were the following:

- Wage and salary pressure
- Escalating health, pension and Other Post Employment Benefits costs
- Complying with new federal Stormwater regulations
- Legal and regulatory compliance surrounding public documents
- Increasing cost to maintain the Town's infrastructure
- Increasing operating costs including snow and ice removal
- Maintaining unrestricted Fund Balance and debt service levels to maintain Moody's Aaa bond rating.

Total revenue from property taxes, local receipts and state aid for FY20 were estimated to be \$83.4M. The Committee also recommended additional operating expense funding of \$4.8M to come from the Water and Wastewater Enterprise Funds.

Capital Budget

Capital projects totaling nearly \$25.7M were submitted for consideration. \$11.5M of this total represented the High School Athletic Renovations and Loker Field projects, which were considered via Town Meeting articles. Of the \$14.2M balance, projects totaling \$9.0M were deferred to FY21 and FY22. The balance of the capital requests were reviewed by the Finance Committee.

After a careful consideration, the Committee recommended and ATM approved 21 capital projects totaling \$3.2M that provide for maintenance, replacements and improvements to existing buildings, infrastructure and equipment. The Capital funding of \$3.2M was approved and funded by using \$580,000 of cash capital, \$1.5M from free cash, \$620,000 from borrowing, \$284,000 from surplus bond proceeds from close outs, \$140,000 from ambulance receipts and \$50,000 from water retained earnings.

The Finance Committee has a capital funding strategy that guides them in their capital recommendations. Two metrics have been adopted to measure debt levels that help maintain the Town's current Moody's Aaa bond rating. The first is debt service as a percentage of general fund expenditures should generally be less than 10%. Debt service for FY20 is expected to be 8.25%. The second metric is total debt (all instruments that have a direct recourse to the General Fund) should generally be less than 100% of the annual general fund revenue. The recommended and approved capital budget represented 78.7%. In comparison, the actual metrics as of June 30, 2018 were 9.91% debt service as a percent of general fund expenditures and 72.1% debt level as a percent of FY18 general fund revenue. The metric variance between FY18 and FY20 reflects the timing of debt service funding from capital programs that

have been authorized but not completed and funds not borrowed to date.

The Finance Committee also supported and Annual Town Meeting approved to fund \$7.8M through debt exclusion for the High School Field Renovations, which was offset by \$.675M of partial funding. In addition, The Committee recommended and ATM supported \$1.3M for Automatic Water Meter Reading System and three CPA projects totaling \$462,000. The \$3.8M for the Loker Field Project was not approved by Town Meeting.

Five-Year Capital Plan

The Finance Committee prepared and presented to Annual Town Meeting a five-year capital improvement plan for the Town. Town departments and the Schools were asked to update their capital plan and outline anticipated capital needs. The Finance Committee was asked to consider for FY20-FY24 \$69M in new capital projects for the Town and Schools and an additional \$7.0M of capital projects for the Water Department. While the Town will likely choose not to do all these projects in the timeframe forecasted, it is important to understand the nature and size of potential capital projects and the impact these projects can have on the Town's tax rate and Moody's bond rating.

Significant capital projects listed in the five-year plan include a new Council on Aging/Community Center, part two of the High School Athletic Campus, construction of new fields, new or renovated Library, Town Building renovations, town wide road reconstruction and stormwater system improvements, school HVAC systems and new roof for the Loker School. These proposed projects, if approved by Town Meeting, will significantly impact future debt service, increase operating expenses and impact tax rates.

It was highlighted this year that major projects were being deferred due to a lack of resources to complete those projects that have been appropriated in the fiscal year of approval. Currently there are approximately \$9.5M of approved yet uncompleted capital projects. The

Town Administration, Finance Department and Finance Committee are committed to develop a more detailed resource based five-year capital plan with projected funding sources.

Summary

The FY20 budget represented an increase of 3.45% but actually benefited from a \$386,000 decrease in debt service. Expenses other than debt service and Employee Mitigation are increasing by 3.8% or \$2.8M to \$75.5M. Budget drivers in FY20 and FY21 include increased costs for Personnel, Health, Pension and Stormwater management. The FY21 budget may also have an increase in debt service for previously authorized but uncompleted projects.

Going forward the Finance Committee will want to consider changes in federal income tax deductions and those impacts on residents. An additional consideration is the impact of higher taxes on an increasing portion of the Town's fixed income residents. In addition, due to project deferrals and debt pay down, FY20 debt service was reduced this fiscal year. However, as future projects listed in the 5-year capital plan are accelerated due to town needs, then debt service will increase.

The Finance Committee recommends capital that exceeds \$1million be financed with debt exclusion. Every project funded by debt exclusion is a surcharge added to tax bills for the life of that project. In addition to those projects approved at this year's ATM, currently there are

potentially six FY21 capital requests that meet this criterion, two in FY22 and one in FY24.

The Town of Wayland remained financially strong during FY19 and in April, Moody's restated our Aaa positive outlook rating. To preserve its Aaa bond rating and maintain its financial strength, the Town should continue to:

- Manage Omnibus Budget decisions strategically
- Prioritize and schedule capital expenditures based on available resources.
- Rationalize the term of borrowings
- Pursue productive hiring practices
- Seek out opportunities for raising revenue other than taxation
- Establish mechanism to maintain adequate Fund Balances.

WAYLAND FINANCE COMMITTEE (as of June 30, 2019)

Carol Martin (Chair)
Steve Correia (Vice Chair)
Jen Gorke
Kelly Lappin
Klaus Shigley
George Uveges
Dave Watkins

FINANCE DIRECTOR/ACCOUNTANT

Brian Keveny, *Finance Director*

DEPARTMENT	FINAL FISCAL 2019 BUDGET	FISCAL 2019 ACTUAL	FISCAL 2019 ENCUMBRANCE	FISCAL 2019 VARIANCE BUDGET / ACTUAL
SELECTMEN	91,000.00	89,989.00	-	1,011.00
TOWN OFFICE SALARY	493,281.00	459,087.00	-	34,194.00
TOWN OFFICE EXPENSES	85,500.00	80,748.00	4,354.00	398.00
PERSONNEL BOARD SALARY	5,000.00	5,000.00	-	-
PERSONNEL BOARD EXPENSES	10,000.00	9,950.00	-	50.00
FINANCE SALARY	372,393.00	368,245.00	-	4,148.00
FINANCE EXPENSE	59,615.00	57,670.00	1,050.00	895.00
ASSESSOR SALARY	263,124.00	241,888.00	-	21,236.00
ASSESSOR EXPENSES	57,200.00	40,895.00	3,914.00	12,391.00
TREASURER SALARY	199,698.00	199,695.00	-	3.00
TREASURER EXPENSES	50,800.00	50,494.00	-	306.00
LEGAL	332,000.00	314,407.00	17,154.00	439.00
INFORMATION TECH SALARY	147,140.00	141,556.00	-	5,584.00
INFORMATION TECH EXPENSES	662,905.00	505,231.00	43,263.00	114,411.00
TOWN CLERK SALARY	145,151.00	140,751.00	-	4,400.00
TOWN CLERK EXPENSES	17,160.00	11,966.00	-	5,194.00
ELECTIONS SALARY	12,591.00	12,541.00	-	50.00
ELECTIONS EXPENSES	38,090.00	37,622.00	-	468.00
REGISTRAR SALARY	1,075.00	1,075.00	-	-
REGISTRAR EXPENSES	4,625.00	3,535.00	-	1,090.00
CONSERVATION SALARY	193,993.00	184,047.00	-	9,946.00
CONSERVATION EXPENSES	42,825.00	25,270.00	12,647.00	4,908.00
PLANNING SALARY	111,253.00	103,824.00	-	7,429.00
PLANNING EXPENSES	7,005.00	4,574.00	1,060.00	1,371.00
SURVEYOR SALARY	-	-	-	-
SURVEYOR EXPENSES	-	-	-	-
FACILITIES SALARY	273,867.00	271,017.00	-	2,850.00
FACILITIES EXPENSES	811,700.00	738,821.00	58,412.00	14,467.00
MISC COMMITTEES	47,275.00	37,916.00	6,876.00	2,483.00
				-
TOTAL GENERAL GOVERNMENT	4,536,266.00	4,137,814.00	148,730.00	249,722.00
POLICE SALARY	2,665,664.00	2,595,864.00	-	69,800.00
POLICE EXPENSES	299,536.00	271,794.00	2,969.00	24,773.00
JOINT COMMUNICATIONS SALARY	526,915.00	516,596.00	-	10,319.00
JOINT COMMUNICATIONS EXPENSES	31,600.00	25,148.00	1,357.00	5,095.00
EMERGENCY MANAGEMENT	16,000.00	15,960.00	-	40.00
DOG OFFICER	24,000.00	23,999.00	-	1.00
FIRE SALARY	2,755,820.00	2,697,846.00	-	57,974.00
FIRE EXPENSES	268,850.00	257,184.00	757.00	10,909.00
BUILDING & ZONING SALARY	304,425.00	282,065.00	-	22,360.00
BUILDING & ZONING EXPENSES	19,000.00	17,447.00	309.00	1,244.00
				-
TOTAL PUBLIC SAFETY	6,911,810.00	6,703,903.00	5,392.00	202,515.00
WAYLAND PUBLIC SCHOOLS	40,524,035.00	40,131,099.00	373,671.00	19,265.00
MINUTEMAN REGIONAL SC	199,452.00	180,901.00	815.00	17,736.00
TOTAL EDUCATION	40,723,487.00	40,312,000.00	374,486.00	37,001.00
HIGHWAY SALARY	1,096,397.00	1,007,074.00	343.00	88,980.00
HIGHWAY EXPENSES	668,900.00	574,195.00	75,746.00	18,959.00
ENGINEERING SALARY	336,193.00	335,292.00	-	901.00
ENGINEERING EXPENSE	44,510.00	18,793.00	5,606.00	20,111.00
SNOW REMOVAL SALARY	169,000.00	168,415.00	-	585.00
SNOW REMOVAL EXPENSES	411,000.00	390,402.00	-	20,598.00
TRANSFER STATION	40,000.00	8,193.00	22,630.00	9,177.00
PARKS SALARY	637,566.00	605,531.00	-	32,035.00
PARKS EXPENSES	399,800.00	265,010.00	80,290.00	54,500.00
TOTAL PUBLIC WORKS	3,803,366.00	3,372,905.00	184,615.00	245,846.00

DEPARTMENT	FINAL FISCAL 2019 BUDGET	FISCAL 2019 ACTUAL	FISCAL 2019 ENCUMBRANCE	FISCAL 2019 VARIANCE BUDGET / ACTUAL
BOARD OF HEALTH SALARY	729,588.00	722,273.00	-	7,315.00
BOARD OF HEALTH EXPENSES	182,965.00	155,106.00	1,267.00	26,592.00
VETERANS SERVICES	48,000.00	33,959.00	-	14,041.00
C.O.A. SALARY	234,225.00	227,296.00	-	6,929.00
C.O.A. EXPENSES	59,280.00	58,736.00	-	544.00
YOUTH SERVICES SALARY	214,360.00	188,246.00	-	26,114.00
YOUTH SERVICES EXPENSES	6,225.00	4,850.00	-	1,375.00
TOTAL HEALTH / HUMAN SERVICES	1,474,643.00	1,390,466.00	1,267.00	82,910.00
LIBRARY SALARY	839,020.00	803,599.00	-	35,421.00
LIBRARY EXPENSES	266,467.00	263,660.00	14.00	2,793.00
RECREATION EXPENSE	44,839.00	36,202.00	8,637.00	-
RECREATION SALARY	166,626.00	157,219.00	-	9,407.00
TOTAL CUTURAL	1,316,952.00	1,260,680.00	8,651.00	47,621.00
DEBT	7,259,557.00	7,218,934.00	-	40,623.00
RETIREMENT ASSESSMENT	4,648,984.00	4,648,984.00	-	-
UNCLASSIFIED	-	-	-	-
INSURANCE GENERAL	718,607.00	718,606.00	-	1.00
INSURANCE 32B	7,450,622.00	7,268,462.00	2,700.00	179,460.00
MEDICARE TAX	682,451.00	681,960.00	-	491.00
UNEMPLOYMENT	53,800.00	51,769.00	-	2,031.00
POLICE / FIRE DISABILITY	1,200.00	482.00	20.00	698.00
RESERVE FOR SALARY ADJ	-	-	-	-
OCCUPATIONAL HEALTH	8,000.00	6,580.00	1,420.00	-
BUY BACK	43,200.00	33,129.00	-	10,071.00
TOWN MEETING	115,000.00	114,998.00	-	2.00
STREET LIGHTING	95,000.00	69,570.00	10,349.00	15,081.00
SCHOOL BUS PARKING	30,000.00	-	-	30,000.00
RESERVE FUND	22,000.00	-	-	22,000.00
0				
9,631,851				
9,631,851				
TOTAL UNCLASSIFIED / OTHER	21,128,421.00	20,813,474.00	14,489.00	300,458.00
TRANSFER TO OTHER FUNDS-Capital				
Transfer to Fund 40-Capital	2,041,720.00	2,041,720.00	-	-
Transfer to Fund 41-Capital	155,000.00	155,000.00	-	-
Transfer to Fund 61-interest	-	-	-	-
Recreation Transfer	-	-	-	-
OVERLAY	266,250.00	-	-	266,250.00
TRANSFER TO OPEB	492,819.00	492,819.00	-	-
TOTAL TRANSFERS	2,955,789.00	2,689,539.00	-	266,250.00
STATE ASSESSMENTS & CHARGES	223,333.00	235,132.00	-	(11,799.00)
-		-		-
TOTAL UNAPPROPRIATED	223,333.00	235,132.00	-	(11,799.00)
Totals	83,074,067.00	80,915,913.00	737,630.00	1,420,524.00

Combined Balance Sheet - All Fund Types and Account Groups								
as of June 30, 2019								
(Unaudited)								
	Governmental Fund Types			Proprietary Fund Types		Fiduciary Fund Types	Account Groups	Totals
	General	Special Revenue	Capital Projects	Enterprise	Internal Services	Trust and Agency	Long-term Debt	(Memorandum Only)
ASSETS								
Cash and cash equivalents	62,625,841.46	0.00	0.00	0.00	0.00	0.00	0.00	62,625,841.46
Investments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Receivables:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personal property taxes	33,895.09	0.00	0.00	0.00	0.00	0.00	0.00	33,895.09
Real estate taxes	420,586.73	0.00	0.00	0.00	0.00	0.00	0.00	420,586.73
Deferred taxes	81,065.34	0.00	0.00	0.00	0.00	0.00	0.00	81,065.34
Allowance for abatements and exemptions	(1,260,937.44)	0.00	0.00	0.00	0.00	0.00	0.00	(1,260,937.44)
Special assessments	15,017.01	0.00	0.00	0.00	0.00	0.00	0.00	15,017.01
Tax liens	1,094,455.66	0.00	0.00	0.00	0.00	0.00	0.00	1,094,455.66
Tax foreclosures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Motor vehicle excise	222,796.83	0.00	0.00	0.00	0.00	0.00	0.00	222,796.83
Other excises	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
User fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Utility liens added to taxes	0.00	0.00	0.00	36,136.40	0.00	0.00	0.00	36,136.40
Departmental	0.00	245,104.48	0.00	0.00	0.00	0.00	0.00	245,104.48
Other receivables	0.00	0.00	0.00	3,296,685.02	0.00	0.00	0.00	3,296,685.02
Due from other governments	448,556.00	0.00	0.00	0.00	0.00	0.00	0.00	448,556.00
Due to/from other funds	(48,132,158.21)	10,083,666.95	7,419,440.00	3,904,703.26	0.00	26,724,348.00	0.00	(0.00)
Working deposit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prepays	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Inventory	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fixed assets, net of accumulated depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Amounts to be provided - payment of bonds	0.00	0.00	0.00	0.00	0.00	0.00	71,580,538.00	71,580,538.00
Amounts to be provided - vacation and sick leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Assets	15,549,118.47	10,328,771.43	7,419,440.00	7,237,524.68	0.00	26,724,348.00	71,580,538.00	138,839,740.58
LIABILITIES AND FUND EQUITY								
Liabilities:								
Accounts payable	0.00							0.00
Warrants payable	910,491.81	481,586.12	1,385,390.44	69,844.11	0.00	419.40	0.00	2,847,731.88
Accrued payroll and withholdings	919,831.33	21,048.75	0.00	13,336.12	0.00	0.00	0.00	954,216.20
Accrued claims payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IBNR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other liabilities	885,025.52	567,806.81	0.00	0.00	0.00	0.00	0.00	1,452,832.33
Agency Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deferred revenue:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Real and personal property taxes	368,940.38	0.00	0.00	0.00	0.00	0.00	0.00	368,940.38
Deferred taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prepaid taxes/fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Special assessments	13,639.01	0.00	0.00	0.00	0.00	0.00	0.00	13,639.01
Tax liens	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tax foreclosures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Motor vehicle excise	222,796.83	0.00	0.00	0.00	0.00	0.00	0.00	222,796.83
Other excises	1,503.00	0.00	0.00	0.00	0.00	0.00	0.00	1,503.00
User fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Utility liens added to taxes	0.00	0.00	0.00	36,136.40	0.00	0.00	0.00	36,136.40
Departmental	0.00	245,104.48	0.00	0.00	0.00	0.00	0.00	245,104.48
Deposits receivable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other receivables	0.00	0.00	0.00	3,296,685.02	0.00	0.00	0.00	3,296,685.02
Due from other governments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Due to other governments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Due to/from other funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bonds payable	0.00	0.00	0.00	0.00	0.00	0.00	71,580,538.00	71,580,538.00
Notes payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Vacation and sick leave liability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Liabilities	3,322,227.88	1,315,546.16	1,385,390.44	3,416,001.65	0.00	419.40	71,580,538.00	81,020,123.53
Fund Equity:								
Reserved for encumbrances	733,748.50	557,531.63	2,089,790.05	274,725.44	0.00	2,355.00	0.00	3,658,150.62
Reserved for expenditures	1,489,367.00	958,643.00	0.00	1,410,000.00	0.00	0.00	0.00	3,858,010.00
Reserved for continuing appropriations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reserved for petty cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reserved for appropriation deficit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reserved for snow and ice deficit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reserved for debt service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reserved for premiums	798,770.06	0.00	0.00	0.00	0.00	0.00	0.00	798,770.06
Reserved for working deposit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Undesignated fund balance	9,205,005.03	7,497,050.64	3,944,259.51	848,503.23	0.00	26,721,573.60	0.00	48,216,392.01
Unreserved retained earnings	0.00	0.00	0.00	1,288,294.36	0.00	0.00	0.00	1,288,294.36
Investment in capital assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Fund Equity	12,226,890.59	9,013,225.27	6,034,049.56	3,821,523.03	0.00	26,723,928.60	0.00	57,819,617.05
Total Liabilities and Fund Equity	15,549,118.47	10,328,771.43	7,419,440.00	7,237,524.68	0.00	26,724,348.00	71,580,538.00	138,839,740.58

Town of Wayland, Massachusetts General Fund Revenue Report Fiscal 2019 June 30, 2019						
	Fiscal 2018 YTD-Actual	Fiscal 2019 YTD-Actual	Fiscal 2019 Budget	\$ Variance 2019 / 2018	B / A Fiscal 2019 \$ Variance	% of Budget Collected
Taxation:						
Real Estate	63,533,286	67,446,201	68,116,273	3,912,915	(670,072)	99.02%
Personal Property	815,780	832,136	819,824	16,356	12,312	101.50%
Overlay	-	-	(266,250)	-	266,250	0.00%
Total	64,349,066	68,278,337	68,669,847	3,929,271	(391,510)	99.43%
State Aid:						
School Construction						
Local Aid : Cherry Sheet						
Chapter 70	4,261,530	4,708,130	4,698,206	446,600	9,924	100.21%
Charter Tuition Assessment	-	-	-	-	-	0.00%
Unrestricted Aid	903,034	856,746	903,034	(46,288)	(46,288)	94.87%
Veterans Benefits Chapter 115	4,363	4,692	5,854	329	(1,162)	80.15%
Exemption : Vets, Blind, Surviving Spouse	24,373	22,564	32,215	(1,809)	(9,651)	70.04%
State Owned Land Reimbursement	60,966	84,832	60,966	23,866	23,866	139.15%
Unknown	-	-	-	-	-	0.00%
Total	5,254,266	5,676,964	5,700,275	422,698	(23,311)	99.59%
Local Receipts:						
Motor Vehicle Excise	2,871,090	2,802,280	2,696,596	(68,810)	105,684	103.92%
Other Excise	237,423	242,620	225,000	5,197	17,620	107.83%
Penalties and Interest	276,961	230,276	325,000	(46,685)	(94,724)	70.85%
Payment in Lieu of Taxes	41,234	68,540	40,000	27,306	28,540	171.35%
Fees	608,241	631,423	650,000	23,182	(18,577)	97.14%
Licenses and Permits	761,309	555,646	790,000	(205,663)	(234,354)	70.33%
Special Assessments	8,521	5,154	0	(3,367)	5,154	0.00%
Fines and Forfeits	45,678	39,362	43,000	(6,316)	(3,638)	91.54%
Investment Income	198,192	484,131	125,000	285,939	359,131	387.30%
Miscellaneous Recurring	-	-	5,404	0	(5,404)	0.00%
Bond Premium	-	-	-	-	0	0.00%
Total	5,048,649	5,059,432	4,900,000	10,783	159,432	103.25%
Transfers from other funds:						
Fund 24-Ambulance	615,000.00	635,500.00	635,500	20,500.00	0	100.00%
Fund 24-Council on Aging	2,190.00	2,250.00	2,250	-	0	100.00%
Fund 24-Tranfer Station	37,000.00	-	0	(37,000.00)	0	0.00%
Fund 24-Recreation	29,495.00	46,849.00	46,849	17,354.00	0	100.00%
Fund 24-Recreation-Fields	-	6,750.00	6,750	-	0	0.00%
Fund 25-Food Service	229,376.00	184,691.00	184,691	(41,966.00)	0	100.00%
Fund 25-BASE	226,657.00	210,690.00	210,690	(10,719.00)	0	100.00%
Fund 25-TCW	221,409.00	224,241.00	224,241	177,219.00	0	100.00%
Fund 25-Full Day Kinder	47,022.00	71,282.00	71,282	(310,378.00)	0	100.00%
Fund 61-Water	381,660.00	383,537.00	383,537	-	0	100.00%
Fund 62-Septage	-	-	0	-	0	0.00%
Fund 63-Wastewater	28,831.00	94,965.00	94,965	-	0	100.00%
Total	1,818,640.00	1,860,755.00	1,860,755	(184,990.00)	0	100.00%
Total Budgeted Revenue	76,470,621	80,875,488	81,130,877	4,177,762	(255,389)	99.69%
Unbudgeted Revenue:						
Tax Title Liens	286,976	248,763	-	(38,213)	-	0.00%
Prior Year RE collections	11,642	393,167	-	381,525	-	0.00%
Fund 24-Recreation-New FY 17 accounts	7,666	-	-	(7,666)	-	0.00%
Account Closeout	19,343	72,821	-	-	-	-
School Funds OPEB	50,000	50,000	-	-	-	-
Wastewater / Library Agreement	2,207	-	-	(2,207)	-	-
Total Unbudgeted Revenue	377,834	764,751	-	333,439	764,751	0.00%
Total All Revenue	76,848,455	81,640,239	81,130,877	4,511,201	509,362	100.63%
Other Revenue Sources:						
Bond Premium	-	-	80,220	-	-	0.00%
Overlay	-	-	0	-	-	0.00%
Transfer from Free Cash	-	-	1,596,720	-	-	0.00%
Transfer from Free Cash	-	-	0	-	-	-
Transfer from Free Cash	-	-	0	-	-	-
Month End Totals		81,640,239	82,807,817			

TOWN OF WAYLAND
FISCAL 2019
CAPITAL PROJECT ACTIVITY REPORT

FUND 40-TOWN CAPITAL

	Prior Year Balances	Revenues	Expenditures	Encumbrances	(OFS)/OFU	Balance	Total Encumbrance / Unencumbered	Less Amounts Not Borrowed	Ending Balance CASH
IT CAPITAL ATM 2014	30,893.20	-	-	-	30,893.20	-	-	-	-
IT CAPITAL SP TM 2013	6,985.84	-	-	-	6,985.00	0.76	0.76	-	0.76
FY 19 MUNIS REVENUE MODULE	-	230,000.20	127,110.00	102,889.00	-	1.12	102,890.12	-	102,890.12
FY 17 DATA CENTER PATCH MANGT	9,467.00	-	-	-	9,467.00	-	-	-	-
DAM REPAIR SP TM 2013	22,390.00	-	22,390.00	-	-	-	-	-	-
DAM REPAIRS	86,454.00	-	4,210.00	-	-	82,244.00	82,244.00	-	82,244.00
CONSERVATION ATM 2014	28,908.00	-	-	-	-	28,908.00	28,908.00	-	28,908.00
FY 19 CONSERVATION TRACTOR	-	46,000.00	43,999.00	-	-	2,001.00	2,001.00	-	2,001.00
RIVERS EDGE DUE DILIGENCE	-	480,000.00	459,250.27	10,000.00	-	10,749.73	20,749.73	-	20,749.73
FY 19 ASBESTOS RIVERS EDGE	-	-	-	-	-	-	-	-	-
FY 13 BUILDING REPAIRS	5,880.90	-	5,233.74	-	-	647.11	647.11	-	647.11
STATION 2 REPAIR ATM 2014	4,429.06	-	2,750.00	-	-	1,679.06	1,679.06	-	1,679.06
FY 16 PUBLIC SAFETY SEWER PUMP	50,000.00	-	-	-	-	50,000.00	50,000.00	-	50,000.00
FY 16 LIBRARY OIL TANK REMOVAL	17,495.00	-	4,628.00	-	-	12,867.00	12,867.00	-	12,867.00
FY 16 STATION 2 SEPTIC AND PAVING	250.00	-	-	250.00	-	-	250.00	-	250.00
FY 17 TRANSFER ST IMPROVEMENT	34,130.90	-	4,848.78	-	29,282.00	0.12	0.12	-	0.12
FY 18 TOWN BUILDING MECH / ELECT	88,000.06	-	13,207.86	13,207.85	-	61,584.35	74,792.20	-	74,792.20
FY 19 WINDOW AND DOOR DESG TB	-	65,000.00	-	-	-	65,000.00	65,000.00	-	65,000.00
FY 19 TB INTERIOR RENOVATIONS	-	374,999.00	-	-	-	374,999.00	374,999.00	-	374,999.00
FY 17 OLD DPW DEMO	327,180.00	-	72.55	15,526.00	-	311,581.45	327,107.45	-	327,107.45
FY 17 FIRE RESCUE AND PUMP TRUCK	-	-	-	-	854.00	-	-	-	-
FY 17 COCHITUATE APTS FIRE SUPP	117,521.94	-	-	-	117,521.00	0.94	0.94	-	0.94
FY 18 FIRE VEHICLE	4,654.31	-	-	-	4,654.31	-	-	-	-
FY 18 FIRE STATION #2 RENOVATION	64,164.18	-	37,892.12	-	-	26,272.06	26,272.06	-	26,272.06
FY 18 AMBULANCE	279.00	-	-	-	278.00	1.00	1.00	-	1.00
FY 19 FIRE VEHICLE	-	55,000.00	41,837.85	-	-	13,162.15	13,162.15	-	13,162.15
HIGHWAY CH90	-	551,206.11	777,450.76	90,200.00	-	(316,444.65)	(226,244.65)	-	(226,244.65)
NEW DPW BUILDING STM 2013	1,337,098.20	-	110,212.06	333.00	-	1,226,552.74	1,226,885.74	(1,124,816.00)	102,069.74
HGWY ROADWORK DESIGN (27/30)	23,123.21	-	3,706.26	-	-	19,416.72	19,416.72	-	19,416.72
DRAINAGE IMPROVEMENTS	5,106.11	-	5,107.56	-	-	(1.90)	(1.90)	-	(1.90)
PARKLAND / CHARLES ATM 2014	57,272.20	-	-	-	-	57,272.20	57,272.20	-	57,272.20
CULVERT REPAIRS ATM 2014	81,940.00	-	81,940.00	-	-	-	-	-	-
FY 16 TRANSFER ST CULVERT REPAIR	100,000.00	-	100,000.00	-	-	-	-	-	-
FY 18 ROAD CONSTRUCTION	228,904.89	-	228,904.42	-	-	0.47	0.47	-	0.47
FY 18 DPW TRACTOR-H-6	1,189.35	-	1,189.35	-	-	0.00	0.00	-	0.00
FY 18 DPW DUMP TRUCK H-4	171.25	-	-	-	-	171.25	171.25	-	171.25
FY 18 DPW DUMP H-13	28,148.09	-	24,550.00	-	3,598.09	(0.00)	(0.00)	-	(0.00)
FY 19 ROAD CONSTRUCTION	-	600,000.00	243,589.00	58,061.00	-	298,350.00	356,411.00	-	356,411.00
FY 19 RT 20 SOUTH LAYDOWN	-	150,000.00	7,190.27	5,309.73	-	137,500.00	142,809.73	-	142,809.73
FY 19 GANG MOWER	-	95,000.79	95,000.00	-	-	0.79	0.79	-	0.79
FY 19 LIGHT TRUCK P51	-	95,000.00	-	90,368.40	-	4,631.60	95,000.00	-	95,000.00
FY 19 LIGHT TRUCK H5	-	95,000.00	-	94,935.15	-	64.85	95,000.00	-	95,000.00
FY 19 LIGHT TRUCK DUMP P 54	-	95,000.00	-	94,668.35	-	331.65	95,000.00	-	95,000.00
FY 19 CONCORD RD CULVERT	-	150,000.00	-	-	-	150,000.00	150,000.00	-	150,000.00
FY 18 CULVERT REPAIR	100,000.00	-	92,396.65	-	-	7,603.35	7,603.35	-	7,603.35
FY 17 SHED UPGRADE CONSERV	30,000.00	-	-	-	-	30,000.00	30,000.00	-	30,000.00
CEMETERY EXPANSION ATM 2014	21,252.29	-	21,252.00	-	-	0.29	0.29	-	0.29
FY 17 CEMETERY EXPANSION	10,000.00	-	-	-	-	10,000.00	10,000.00	-	10,000.00
FY 17 HEAVY EQUIPMENT	27.79	-	-	-	27.79	-	-	-	-
FY 17 SWAP LOADER	4,900.00	-	-	-	4,900.00	-	-	-	-
FY 18 SYNTHETIC FIELD LOKER	114,800.00	-	101,850.00	4,440.00	-	8,510.00	12,950.00	-	12,950.00
FY 18 TRANSFER ST ACCESS ROAD	1,599,274.00	-	1,235,659.00	191,673.69	-	171,941.31	363,615.00	-	363,615.00
FY 16 STM ENERGY RESILIENCE	20,153.00	-	119,909.49	20,335.51	-	(120,092.00)	(99,756.49)	-	(99,756.49)
FY 16 STM LIBRARY DESIGN	8,775.53	-	8,774.58	2,400.00	-	(2,399.05)	0.95	-	0.95
FY 16 COA FEASIBILITY STUDY	86,660.97	-	11,077.76	14,607.35	-	60,975.86	75,583.21	-	75,583.21
FY 19 COA STUDY	-	470,000.00	-	-	-	470,000.00	470,000.00	-	470,000.00
FY 17 SEWER BETTERMENT LIBRARY	3,708.00	-	-	-	-	3,708.00	3,708.00	-	3,708.00
FIELD IMPROVEMENTS ATM 2014	12,019.79	-	7,915.00	-	-	4,104.79	4,104.79	-	4,104.79
FY 16 RECREATION FIELD MAINT	9,628.58	-	9,628.00	-	-	0.58	0.58	-	0.58
FY 17 HAPPY HOLLOW PLAYGROUND	3,844.76	-	-	-	-	3,844.76	3,844.76	-	3,844.76
CEMETERY SITE IMPROVEMENTS	10,707.14	-	10,706.56	-	-	0.54	0.54	-	0.54
RECREATION FIELD IMP 2013	16,693.03	-	16,690.00	-	-	3.53	3.53	-	3.53
FY 17 REC FACILITIES PLAN	19,177.00	-	13,176.67	-	-	6,000.33	6,000.33	-	6,000.33
	4,834,512.57	3,552,206.10	4,095,305.56	809,205.03	208,460.39	3,267,746.53	4,076,951.56	(1,124,816.00)	2,958,135.89

FUND 41-SCHOOL CAPITAL	Prior Year Balances	Revenues	Expenditures	Encumbrances	(OFS)/OFU	Balance	Encumbrance / Unencumbered	Less Amounts Not Borrowed	Ending Balance CASH
FY 18 HS DESIGN	148,240.00	-	135,575.00	2,390.00	-	10,275.00	12,665.00	-	12,665.00
FY 17 HAPPY HOLLOW PHONE	7,426.61	-	-	-	7,426.61	-	-	-	-
FY 17 HAPPY HOLLOW FURNITURE	2,331.88	-	-	-	2,331.88	-	-	-	-
FY 17 LOKER FURNITURE	4,918.88	-	-	4,734.48	-	184.40	4,918.88	-	4,918.88
FY 17 FOOD SERVICE EQUIPMENT	53,950.00	-	-	-	-	53,950.00	53,950.00	-	53,950.00
FY 17 CUSTODIAL EQUIPMENT	438.71	-	-	-	438.71	-	-	-	-
FY 17 HAPPY HOLLOW FLOOR TILE	33,924.00	-	24,887.50	1,500.00	-	7,536.50	9,036.50	-	9,036.50
FY 17 LOKER TILE	53,075.00	-	6,468.00	4,480.00	-	42,127.00	46,607.00	-	46,607.00
FY 17 LOKER DOOR AND WINDOW	1,186,764.79	534,228.00	1,696,885.00	522,603.00	-	(498,495.21)	24,107.79	-	24,107.79
FY 18 MIDDLE SCHOOL TILE	99,415.97	-	92,537.50	-	-	6,878.47	6,878.47	-	6,878.47
FY 18 HAPPY HOLLOW FS EQUIP	60,000.00	-	-	-	-	60,000.00	60,000.00	-	60,000.00
FY 18 CLAYPIT PHONE UPGRADE	212.00	-	212.00	-	-	-	-	-	-
FY 18 CUSTODIAL EQUIPMENT	2,306.93	-	1,516.00	-	-	790.93	790.93	-	790.93
FY 19 MIDDLE SCH PHONE	-	125,000.00	65,182.00	817.00	-	59,001.00	59,818.00	-	59,818.00
FY 19 MIDDLE SCH NETWORK WIRING	-	18,000.00	17,208.00	144,316.00	-	(143,524.00)	792.00	-	792.00
FY 19 HIGH SCH WASTEWATER PLANT	-	285,000.00	-	-	-	285,000.00	285,000.00	-	285,000.00
FY 19 LOKER SCH KITCHEN	-	295,000.00	-	-	-	295,000.00	295,000.00	-	295,000.00
LOKER KITCHEN ATM 2014	199,981.59	-	437,544.00	62,563.00	-	(300,125.41)	(237,562.41)	-	(237,562.41)
FY 19 CUSTODIAL EQUIPMENT	-	30,000.00	29,948.00	-	-	52.00	52.00	-	52.00
FY 19 HIGH SCHOOL FIELD	-	175,000.00	175,000.00	5,100,650.00	-	(5,100,650.00)	-	-	-
CLAYPIT DOORS / WINDOWS ATM 2014	(356,795.73)	-	4,985.00	-	-	(361,780.73)	(361,780.73)	-	(361,780.73)
FY 16 CLAYPIT DOOR AND WINDOW	398,951.82	-	29.05	-	42,156.00	356,766.77	356,766.77	-	356,766.77
MIDDLE SCHOOL WINDOWS ATM 2014	(224,585.91)	-	-	-	-	(224,585.91)	(224,585.91)	-	(224,585.91)
FY 16 MIDDLE SCHOOL WINDOWS	250,000.00	-	-	-	25,414.00	224,586.00	224,586.00	-	224,586.00
MIDDLE SCHOOL AIR COND ATM 2014	70,000.00	-	38,393.00	-	-	31,607.00	31,607.00	-	31,607.00
FY 08 HH WINDOW REPLACEMENT	125,981.00	-	-	-	125,981.00	-	-	-	-
FY 16 HAPPY HOLLOW ART / CAFÉ ROOM	94.94	-	-	-	-	94.94	94.94	-	94.94
FY 08 HH BUILDING REPAIRS	218,174.00	-	-	-	218,174.00	-	-	-	-
FY 16 LOKER TILE REPLACEMENT	44,343.00	-	6,100.00	-	-	38,243.00	38,243.00	-	38,243.00
HIGH SCH RENOVATIONS/PLANNING	2,789,547.00	-	1,794.00	17,080.73	-	2,770,672.27	2,787,753.00	(2,724,178.00)	63,575.00
	5,168,696.48	1,462,228.00	2,734,264.05	5,861,134.21	421,922.20	(2,386,395.98)	3,474,738.23	(2,724,178.00)	750,560.23

FUND 42-WATER CAPITAL	Prior Year Balances	Revenues	Expenditures	Encumbrances	(OFS)/OFU	Balance	Encumbrance / Unencumbered	Less Amounts Not Borrowed	Ending Balance
TANK REPAIR FY 08	65,063.00	-	-	-	65,063.00	-	-	-	-
PEMBERTON RD UPGRADE	59,988.00	-	-	-	-	59,988.00	59,988.00	-	59,988.00
FY 16 WATER VEHICLES	12,933.41	-	-	-	12,933.41	-	-	-	-
FY 16 WATER METER REPLACEMENT	200,000.00	-	-	-	-	200,000.00	200,000.00	-	200,000.00
FY 17 WATER METERS	200,000.00	-	-	-	-	200,000.00	200,000.00	-	200,000.00
FY 17 WATER TANK CLEANING	81,755.00	-	-	-	-	81,755.00	81,755.00	-	81,755.00
FY 17 PUMP STATION UPGRADE	219,151.35	-	-	-	-	219,151.35	219,151.35	-	219,151.35
FY 17 STONEBRIDGE RD WATER MAIN	178,897.94	-	89,582.00	89,314.00	-	1.94	89,315.94	-	89,315.94
FY 17 WATER MAIN REPLACEMENT	567,032.37	-	189,199.69	101,728.72	-	276,103.96	377,832.68	-	377,832.68
FY 18 WATER MAIN	700,000.00	-	262,419.00	204,346.00	-	233,235.00	437,581.00	-	437,581.00
FY 18 WELL CLEANING	21,100.00	-	2,500.00	18,600.00	-	-	18,600.00	-	18,600.00
FY 18 WATER TANK STUDY	28,178.00	-	2,496.20	-	-	25,681.80	25,681.80	-	25,681.80
FY 18 PILOT STUDY	88,578.00	-	-	-	-	88,578.00	88,578.00	-	88,578.00
FY 18 107 SUDBURY ROAD	40,659.00	-	2,229.58	-	38,429.42	-	-	-	-
FY 19 VEHICLE DUMP W 4	-	95,000.00	-	94,949.40	-	50.60	95,000.00	-	95,000.00
FY 19 VEHICLE TRUCK1 W 5	-	95,000.00	94,350.00	-	-	650.00	650.00	-	650.00
FY 19 PLC UPGRADES	-	65,063.00	-	-	-	65,063.00	65,063.00	-	65,063.00
FY 19 WATER MAINS- CLEAN WATER TST	-	356,930.00	6,610.00	-	-	350,320.00	350,320.00	-	350,320.00
	2,463,336.07	611,993.00	649,386.47	508,938.12	116,425.83	1,800,578.65	2,309,516.77	-	2,309,516.77

FUND 44- WASTEWATER	Prior Year Balances	Revenues	Expenditures	Encumbrances	(OFS)/OFU	Balance 3/31/2014	Encumbrance / Unencumbered	Less Amounts Not Borrowed	Ending Balance
BUILDING RENOVATIONS	239,741.95	-	4,900.00	3,200.00	219,000.00	12,641.95	15,841.95	-	15,841.95

Town of Wayland, Massachusetts Water Enterprise Fund Fiscal 2019 June 30, 2019						
	Fiscal 2019 Budget	Fiscal 2019 Actual	% Budget Collected / Expended	\$ Variance Budget / Actual	Fiscal 2018 Actual	\$ Variance FY 19 / FY 18
REVENUES						
<i>Operating Revenue:</i>						
Penalties and Interest	25,000	20,367	81.47%	(4,633)	27,086	(6,719.00)
Water Meter Charges	3,507,574	3,164,543	90.22%	(343,031)	3,217,521	(52,978.00)
Liens	120,000	102,580	0.00%	(17,420)	115,559	(12,979.00)
Water Administration Fee	295,000	298,496	101.19%	3,496	310,156	(11,660.00)
Water Service Order	31,000	19,929	64.29%	(11,071)	13,372	6,557.00
Misc. Revenue	43,299	53,749	124.13%	10,450	42,760	10,989.00
Interest on Savings	5,000	16,097	0.00%	11,097	6,845	9,252.00
Transfer from General Fund	-	0	0.00%	0	-	-
Capital Closeout	-	51,362	0.00%	51,362	-	51,362.00
Total	4,026,873	3,727,123	92.56%	(299,750)	3,733,299	(6,176.00)
EXPENDITURES						
<i>Operating Expenditures:</i>						
Personal Services	762,296	744,874	97.71%	17,422	675,988	68,886.00
Expenditures	1,566,142	1,000,650	63.89%	565,492	1,185,264	(184,614.00)
Funded Debt	1,307,263	1,292,656	98.88%	14,607	1,333,075	(40,419.00)
Indirect Fringe Transfers to GF	383,537	383,537.00	0.00%	-	381,660	(1,877.00)
Indirect Fringe Transfers OPEB	7,635	7,635.00	0.00%	-	3,475	(4,160.00)
Total	4,026,873	3,429,352	85.16%	597,521	3,579,462	(162,184.00)
OTHER FINANCING TRANSFERS TO WATER CAPITAL						
<i>Other Financing Uses:</i>						
Transfers to Capital Projects / Unbudgeted expense	190,000	190,000	100.00%	-	390,000.00	0.00%
	190,000.00	190,000.00		-	390,000.00	200,000.00
<i>Other Financing Sources:</i>						
Water Surplus to Fund 42	190,000.00	-	-	-	-	-
Water Revenue to General Fund	-	-	-	-	-	-
Total YTD Revenues	4,216,873	3,727,123	88.39%	(489,750)	3,733,299	(6,176.00)
Total YTD Expenditures	4,216,873	3,619,352	85.83%	597,521	3,969,462	(350,110.00)

Town of Wayland, Massachusetts Wastewater Enterprise Fund Fiscal 2019 June 30, 2019						
	Fiscal 2019 Budget	Fiscal 2019 Actual	% Budget Collected / Expended	\$ Variance Budget / Actual	Fiscal 2018 Actual	\$ Variance FY 19 / FY 18
<i>Operating Revenue:</i>						
Penalties and Interest	-	502	0.00%	502	443	59
Wastewater User Charges	283,063	263,079	92.94%	(19,984)	202,864	60,215
Liens	-	1,506	0.00%	1,506	3,392.00	(1,886)
Betterments	43,247	6,150	14.22%	(37,097)	22,383.00	(16,233.00)
Betterment Interest	5,256	22,383	425.86%	17,127	3,357.00	19,026.00
Betterment paid in advance	238,077.00	2,238	0.00%	(235,839.00)	-	2,238.00
Unapportioned WW betterment TC	165,506.00	187,944	0.00%	22,438.00	24,336	163,608
Unapportioned WW betterment TC-int	-	145,406	0.00%	145,406.00	1,065	144,341
WW Betterment TC RE	-	54,997	0.00%	54,997	191,454	(136,457)
WW Betterment TC Int	-	2,355	0.00%	2,355	157,457	(155,102)
Interest on Savings	-	11,143	0.00%	11,143	6,731.00	4,412
Misc. revenue	-	-	0.00%	-	-	-
Fund Balance Reserve	60,000	-	0.00%	-	76,977.00	(76,977)
Total	795,149	697,703	87.74%	(37,446)	740,544	(42,841)
<i>Operating Expenditures</i>						
Personal Services	26,500	29,531	0.00%	(3,031)	28,666	865
Expenditures	221,598	178,711	80.65%	42,887	216,589	(37,878)
Funded Debt	452,086	458,103	101.33%	(6,017)	453,920	4,183
Total	700,184	666,345	95.17%	33,839	699,175	(32,830)
<i>Other Financing Sources / (Uses)</i>						
Transfers to General Fund	94,965.00	94,965.00	0.00%	-	-	94,965.00
	-	-		-	-	-
Total	94,965.00	94,965.00	0.00%	-	-	94,965.00
Total YTD Revenues	795,149	697,703	87.74%	(37,446)	740,544	(42,841)
Total YTD Expenditures	795,149	761,310	95.74%	33,839	699,175	62,135

Town Revolving / Grants	Balance July 1, 2018	Transfers/ Adjustments	Revenues	Expenditures	Transfers IN	Transfers Out	Encumbrances	Balance June 30, 2019
TC RESIDENTIAL DWELLING - \$40k	951,745.31	-	-	-	-	-	-	951,745.31
TC PARKING LOT - \$120k	120,000.00	-	-	-	-	-	-	120,000.00
TC BIKE TRAIL- \$250k	250,000.00	-	-	993.33	-	-	-	249,006.67
TOWN CENTER GIFT	2,255.99	-	-	-	-	-	-	2,255.99
RAYTHEON ENVIRONMENT	-	-	-	-	-	-	-	-
TOWN CENTER REVOLVING	27,983.21	-	253.86	-	-	-	-	28,237.07
RAIL TRAIL GIFTS/DONATIONS	4,590.39	-	-	-	-	-	-	4,590.39
WAVELAND GIFTS	646.40	-	-	-	-	-	-	646.40
COMMUNITY COMPACT GRANT FY 17	-	-	-	-	-	-	-	-
MASS CENTRAL RAIL TRAIL FY 17	-	-	-	-	-	-	-	-
MASS CEC STATE GRANT FY 17	17.93	-	-	-	-	-	-	17.93
FY 18 IT COMPACT GRANT	-	-	38,000.00	18,525.00	-	8,750.00	10,725.00	-
BEAUTIFICATION	3,915.00	-	-	-	-	-	-	3,915.00
FLEX ADMIN	87,403.87	-	-	-	-	-	-	87,403.87
ELECTION REIMBURSEMENT	25,793.00	-	7,061.00	-	-	-	-	32,854.00
TAX TITLE CHP 390	(955.00)	-	-	(1,620.00)	-	-	-	665.00
I.T. NETWORK	19,735.00	-	-	-	-	-	-	19,735.00
HAY BALES	27.50	-	-	-	-	-	-	27.50
RECEIPT RES CONCOM RECEIPTS	118,006.68	-	-	-	-	-	-	118,006.68
CONSERVATION GIFTS	44,305.33	-	1,500.00	6,750.00	-	-	-	39,055.33
WETLAND FILING FEE	50,821.00	-	3,635.00	550.00	-	-	-	53,906.00
WAYLAND COMMUNITY GARDENS	-	-	2,374.00	-	-	-	-	2,374.00
SUASCO CISMA SMALL GRANT	-	-	344.81	261.50	-	-	-	83.31
GREEN COMMUNITIES	5,708.00	-	-	-	-	-	-	5,708.00
GREEN COMMUNITIES II	6,389.85	-	202,270.16	215,397.15	-	-	3,428.67	(10,165.81)
HIST COMMISSION MARKERS	4,196.15	-	75.00	67.00	-	-	-	4,204.15
DUDLEY GRANT	37,454.00	-	7,736.63	-	-	-	-	45,190.63
VETERAN'S MEMORIAL DONATIONS	14,738.17	-	34.10	500.00	-	-	-	14,272.27
CAF PLAN	201,232.32	-	235,292.50	297,485.09	-	-	-	139,039.73
POLICE GIFTS	2,158.51	-	150.00	163.70	-	-	-	2,144.81
POLICE FID ACCT	14,578.40	-	10,525.00	11,465.92	-	-	3,112.53	10,524.95
GOVERNORS HIGHWAY SAFETY	4,256.26	-	3,082.52	-	-	-	-	7,338.78
EMPG GRANT	(6,570.76)	-	-	(895.00)	-	-	-	(5,675.76)
POLICE DETAIL	39,742.50	-	443,841.00	361,122.00	-	-	-	122,461.50
OWNER TECH GRANT	(4,470.87)	-	-	-	-	-	-	(4,470.87)
POLICE TRUST FUND	200.00	-	-	-	-	-	-	200.00
POLICE EVIDENCE	7,901.00	-	226.15	1,400.00	-	-	-	6,727.15
FIRE/AMBULANCE GIFTS	807.00	-	8,018.00	1,592.40	-	-	6,500.00	732.60
FIRE DEPT-SAFE	115.85	-	12,397.00	8,305.90	-	-	20.00	4,186.95
FIRE FEDERAL GRANT	55.27	-	160,000.00	160,000.00	-	-	-	55.27
FIRE CO DETECTORS/GIFTS	34.64	-	-	-	-	-	-	34.64
AMBULANCE RECEIPTS	570,729.16	-	738,952.00	61,062.73	5,786.31	690,500.00	2,584.00	561,320.74
STATE 911 GRANT	162.77	-	6,236.65	-	-	-	-	6,399.42
MVP PLANNING GRANT	-	-	20,000.00	10,000.00	-	-	10,000.00	-
HIGHWAY GIFTS	43.87	-	-	-	-	-	-	43.87

Town Revolving / Grants	Balance	Transfers/ Adjustments	Revenues	Expenditures	Transfers IN	Transfers Out	Encumbrances	Balance
	July 1, 2018							June 30, 2019
STREET/SIDEWALK REFUNDABLE DEP	67,727.00	-	23,589.00	11,047.50	-	-	10,000.00	70,268.50
WATER CONSERVATION GRANT	3,287.67	-	8,854.96	-	-	-	-	12,142.63
EOHED MWIP 2017	-	-	911,738.71	849,906.37	-	-	205,666.15	(143,833.81)
MASS WORKS INFRA PROGRAM	-	-	-	-	-	-	-	-
TRANSFER STATION	1,962.79	-	338,247.00	296,772.56	29,282.12	821.00	-	71,898.35
DIRT ACCT	32,220.00	-	-	-	-	-	-	32,220.00
TRANSFER STATION GRANT	293.07	-	4,900.00	1,926.08	-	-	-	3,266.99
HAZARD MITIGATION STATE GRANT	-	-	-	-	-	-	-	-
BOH TITLE 5 BETTERMENT	30,857.70	-	2,650.00	16,259.00	-	-	-	17,248.70
BOH/FLU SHOT REIMB	72,349.15	-	56,670.86	58,838.52	-	-	129.05	70,052.44
BOH GIFT ACCOUNT	612.71	-	-	-	-	-	-	612.71
PHEP GRANT FY 17	-	-	-	-	-	-	-	-
ESSENTIAL SCHOOL HEALTH GRANT	-	-	-	-	-	-	-	-
COA REVOLVING	74,321.41	-	25,869.64	26,779.82	-	2,250.00	-	71,161.23
COA GIFT FUND	33,653.71	-	8,141.00	5,981.00	-	-	-	35,813.71
ELDER AFFAIRS GRANT	58,760.32	-	36,612.00	21,047.68	-	-	-	74,324.64
UNDERAGE DRINKING GRANT	500.00	-	-	-	-	-	-	500.00
STATE AID TO LIBRARIES	47,318.54	-	15,403.91	4,135.78	-	-	107.01	58,479.66
LIBRARY AUTOMATION ACCT	3,023.04	-	3,001.69	(102.81)	-	-	-	6,127.54
LIBRARY GIFTS	19,184.21	-	2,956.00	-	-	-	-	22,140.21
TURF FIELD	-	-	-	-	-	-	-	-
HANNAH WILLIAMS PLAYGROUND	2,505.13	-	5.62	-	-	-	-	2,510.75
RECEIPTS RES-SALE OF CEMETERY LOTS	9,900.00	-	11,915.00	-	-	-	-	21,815.00
RECREATION REVOLVING	587,733.35	-	810,689.00	669,972.00	-	48,491.00	9,761.00	670,198.35
RECREATION GIFTS	13,047.59	-	-	-	-	-	-	13,047.59
CLAYPIT RING GIFTS	450.95	-	-	-	-	-	-	450.95
RECREATION 53D BEACH	15,937.07	-	-	3,020.00	-	12,916.58	-	0.49
RECREATION ATHLETIC FIELDS	420,530.36	-	154,568.00	47,268.00	-	181,750.00	40,974.13	305,106.23
CULTURAL COUNCIL	4,686.38	-	4,800.00	4,369.00	-	-	-	5,117.38
JOAN BACON GIFT FUND	150.00	-	-	-	-	-	-	150.00
INSURANCE REIMBURSEMENT < 20K	118,263.91	-	14,223.34	19,727.34	-	-	4,209.00	108,550.91

SCHOOL REVOLVING / GRANTS	Balance July 1, 2018	Transfers/ Adjustments	Revenues	Expenditures	Transfers Out	Encumbrances	Balance June 30, 2019
BASE	612,341.74	-	1,329,192.00	1,084,404.00	222,339.00	7,044.00	627,746.74
PEGASUS	216,796.66	-	305,609.04	340,039.00	1,338.00	3,624.00	177,404.70
TCW	141,450.92	-	999,453.00	768,675.00	262,319.00	844.00	109,065.92
TUTORING	20,025.00	-	112,330.00	112,031.00	-	-	20,324.00
ENRICHMENT	138,446.35	-	37,879.25	38,449.00	181.00	-	137,695.60
FULL DAY KINDERGARTEN	37,274.40	-	517,002.00	455,170.00	78,219.00	2,082.00	18,805.40
SCHOOL LUNCH	304,557.89	-	1,295,322.00	947,051.00	219,715.00	1,634.00	431,479.89
ATHLETICS	7,914.89	-	296,411.00	293,829.58	-	-	10,496.31
COACH	14,733.85	-	6,850.00	1,789.00	-	-	19,794.85
OTHER CONTRACT	116.61	-	-	116.61	-	-	0.00
ICE HOCKEY	34,090.07	-	47,524.00	79,454.00	-	-	2,160.07
HS PARKING FEES	4,703.35	-	50,208.00	35,879.00	-	-	19,032.35
INSTRUMENTAL MUSIC FEES	19,200.03	-	60,576.00	73,162.00	-	-	6,614.03
TRANSPORTATION FEES	273,836.00	-	354,755.00	343,665.00	-	2,474.00	282,452.00
BUILDING USE	1,780.55	-	54,610.00	55,290.00	410.00	-	690.55
WPSF	1,977.95	-	158,769.00	166,647.25	-	-	(5,900.30)
METCO REVOLVING	1,533.27	-	-	1,533.27	-	-	0.00
GENERAL GIFTS	11,301.70	-	75.00	1,697.00	-	-	9,679.70
PROF DEV REVOLVING	19,017.42	-	3,150.00	12,836.00	-	259.00	9,072.42
CURRICULUM	7,591.80	-	-	7,591.80	-	-	-
HIGH SCHOOL LOST BOOKS	2,982.42	-	1,748.00	1,794.90	-	-	2,935.52
ERATE ACCOUNT	-	-	-	-	-	-	-
THEATER ARTS REVOLVING	(400.00)	-	4,053.00	3,803.00	-	-	(150.00)
HIGH SCHOOL GIFT	4,436.80	-	1,787.00	963.00	-	-	5,260.80
MIDDLE SCHOOL GIFT	6,546.19	-	8,511.00	4,649.00	-	2,373.00	8,035.19
CLAYPIT HILL GIFT	3,626.09	-	6,304.00	2,415.00	-	-	7,515.09
HAPPY HOLLOW GIFT	2,964.17	-	1,825.00	2,982.00	-	-	1,807.17
LOKER GIFT	4,160.12	-	508.00	3,965.00	-	-	703.12
CHILDREN'S WAY GIFT	5,998.06	-	447.00	242.00	-	-	6,203.06
KANTER GIFT	-	-	3,493.00	1,298.00	-	-	2,195.00
FINE ARTS GIFT	-	-	10,000.00	300.00	-	-	9,700.00
MIDDLE SCHOOL LOST BOOKS	22.63	-	325.00	82.00	-	107.00	158.63
CLAYPIT HILL LOST BOOKS	377.54	-	111.00	-	-	-	488.54
HAPPY HOLLOW LOST BOOKS	51.18	-	120.00	-	-	-	171.18
LOKER LOST BOOKS	60.69	-	76.00	-	-	-	136.69
GOSSELS ACADEMIC	0.00	-	-	-	-	-	0.00
HS STUDENT COMPUTER MAINTENANCE	54,040.73	-	33,639.00	51,004.00	-	800.00	35,875.73
MS LAPTOP MAINTENANCE	31,174.61	-	26,873.00	8,437.00	-	-	49,610.61
TEACHER DIVERSIFICATION	-	-	680.00	2,107.00	-	-	(1,427.00)
LAUREN DUNNE ASTLEY MEMORIAL	123.53	-	-	-	-	-	123.53
SAFE AND SUPPORT SCHOOLS	-	-	18,913.00	18,798.00	-	-	115.00
SPED CIRCUIT BREAKER	292,896.48	-	652,318.00	694,507.00	-	-	250,707.48

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	Balance July 1, 2018	Transfers/ Adjustments	Revenues	Expenditures	Transfers Out	Encumbrances	Balance June 30, 2019
SCHOOL REVOLVING / GRANTS							
FY 16 METCO	(186,700.64)	-	784,534.00	791,792.00	-	77.00	(194,035.64)
FY16 94-142 (IDEA)	(7,503.73)	-	610,056.00	614,087.00	-	715.00	(12,249.73)
FY16 SPED PROG IMPROVEMENT	0.00	-	9,792.00	12,456.13	-	-	(2,664.13)
FY 15 TTLE 11A	(13,293.24)	-	48,440.00	37,559.00	-	2,065.00	(4,477.24)
FY15-FY 19 SUBSTANCE ABUSE PREVE	(121,146.12)	-	119,305.00	76,891.00	-	3,136.62	(81,868.74)
FY09 SUBSTANCE ABUSE PREVE	578.55	-	-	-	-	-	578.55
SUPPLIES - CLAS	-	-	-	-	-	-	-
FY15 TTLE I	1,708.44	-	70,310.00	72,515.00	-	-	(496.56)
SPED TRANSITION	-	-	10,062.00	11,500.00	-	-	(1,438.00)
EARLY CHILDHOOD	-	-	12,261.00	12,261.00	-	-	-
EARLY CHILDHOOD IMPROVEMENT	(0.00)	-	-	2.12	-	-	(2.12)
TITLE IVA	-	-	3,500.00	3,200.00	-	-	300.00
	-	-					
HS STUDENT ACTIVITY	148,871.53	-	245,022.00	254,453.00	-	-	139,440.53
TESTING-PAYROLL	6,934.37	-	53,980.00	55,307.00	-	-	5,607.37
MS STUDENT ACTIVITY	87,863.44	-	214,858.00	223,795.00	-	-	78,926.44
CH STUDENT ACTIVITY	9,396.51	-	22,186.00	19,835.00	-	-	11,747.51
HH STUDENT ACTIVITY	27,788.41	-	24,108.00	35,652.00	-	-	16,244.41
LO STUDENT ACTIVITY	7,997.45	-	13,996.00	15,304.00	-	-	6,689.45

Community Preservation Fund	Balance	Transfers/	Revenues	Expenditures	Transfers	Encumbrances	Balance
	July 1, 2018	Adjustments			Out		June 30, 2019
DOCUMENT PRESERVATION	-	-	-	-	-	-	-
STONEBRIDGE RD KAYAK FY 18	75,000.00	-	-	-	-	-	75,000.00
SWQC WEED MGMT	-	-	-	-	-	-	-
WAYLAND DEPOT FY 18	90,000.00	-	-	769.40	-	-	89,230.60
CPA ADMIN	38,348.00	-	-	6,000.00	-	-	32,348.00
NIKE SITE - SILOS	-	-	-	-	-	-	-
RAILROAD FREIGHT HOUSE	-	-	-	-	-	-	-
RAIL TRAIL	-	-	-	-	-	-	-
VOKES THEATRE	-	-	-	-	-	-	-
MAINSTONE FARM	-	-	-	-	-	-	-
BOSTON POST RD PRE-PERMITTING	829.00	-	-	-	-	-	829.00
STONEBRIDGE RD-AFFORDABLE HOUSING	-	-	-	-	-	-	-
LOKER FIELD ART 14	-	-	-	-	-	-	-
COCHITUATE APPARTMENTS	124,009.00	(124,000.00)	-	-	-	-	9.00
NORTH CEMETERY	-	-	-	-	-	-	-
FIRST PARRISH CHURCH	-	-	-	-	-	-	-
OPEN SPACE REC STM 2015	2,000.00	-	-	-	-	2,000.00	-
WAYLAND HOUSING TRUST	-	-	-	-	-	-	-
DUDLEY WOODS ATM 2015	68,145.00	-	-	56,045.00	-	12,100.00	-
CENTRAL RAILROAD TRAIL ATM 2015	1,455.00	-	-	-	-	-	1,455.00
HEARD FARM ATM 2015	35,000.00	-	-	-	-	6,000.00	29,000.00
STONEBRIDGE ROAD ATM 2015	58,250.00	-	-	28,977.83	-	-	29,272.17
STONEBRIDGE PROJECT ATM 2015	437,213.17	-	-	(27,177.83)	-	33,656.70	430,734.30
OXBOW ROAD ATM 2015	3,200.00	-	-	1,410.00	-	1,790.00	-
RESTORE MONUMENTS ATM 2016	15,200.00	(15,200.00)	-	-	-	-	-
MAINSTONE FARM ATM 2016	-	-	-	-	-	-	-
COCHITUATE TOWN CLOCK ATM 2016	20.00	(20.00)	-	-	-	-	-
WAYLAND TRUST ATM 2017	-	-	-	-	-	-	-
MAINSTONE FY 2018 DEBT SERVICE	411,111.00	-	-	374,081.00	-	-	37,030.00
DUDLEY WOODS ATM 2017	50,000.00	-	-	-	-	50,000.00	-
MELLEN LAW OFFICE ATM 2017	30,000.00	-	-	-	-	-	30,000.00
HIRE CONSULTANT ATM 2017	20,000.00	-	-	13,022.35	-	-	6,977.65
ATHLETIC FIELD OXBOW ATM 2017	300,000.00	-	-	194,300.65	-	105,699.35	-
BRADFORD HALL ATM 2017	80,000.00	-	-	80,000.00	-	-	-
PILLAR CASTLGATE FY 18	12,000.00	-	-	10,103.65	-	-	1,896.35
HIGH SCHOOL TENNIS FY 18	59,360.00	-	-	42,060.00	-	5,300.00	12,000.00
DUDLEY WOODS FY 18	18,000.00	-	-	6,933.00	-	5,901.97	5,165.03
LOKER PARKING LOT FY19	-	118,000.00	-	-	-	-	118,000.00
COW COMMON ATM 19	-	3,000.00	-	-	-	-	3,000.00
RESTORE STONE'S BRIDGE ATM 19	-	300,000.00	-	-	-	-	300,000.00
FIRST PARISH CHURCH FENCE	-	17,000.00	-	-	-	-	17,000.00
ARCHED WINDOW COCH APT ATM 19	-	3,500.00	-	-	-	-	3,500.00
DUDLEY POND BOAT RAMP ATM 19	-	21,000.00	-	-	-	-	21,000.00
WAYLAND TRUST FUND FY 18	-	-	-	-	-	-	-
HIGH SCHOOL FIELD ATM 19	-	500,000.00	-	477,067.50	-	-	22,932.50
HOUSING CONSULTANT ATM 19	-	15,000.00	-	-	-	-	15,000.00
WESTON AQUEDUCT FY 18	98,000.00	-	-	-	-	-	98,000.00
LIBRARY ROTUNDA WINDOW FY 18	30,000.00	-	-	-	-	-	30,000.00
WAYLAND HOUSING TRUST ATM 19	-	104,375.00	-	104,375.00	-	-	-
IMPROVE MEMORIALS & MONUMENTS	-	-	-	-	-	-	-
FY 19 ACTIVITY			1,047,615.00	1,367,967.55	-	-	(320,352.55)
BEGINNING PROJECT BALANCES	2,057,140.17	942,655.00			-		2,999,795.17
BEGINNING UNDESIGNATED FUND BAL	1,138,393.00	(942,655.00)				222,448.02	195,738.00

Trust Funds
(83 , 84 , 85 , 86)

Trust Funds			Balance	Transfers/	Revenues	Expenditures	Transfers	Transfers	Encumbrances	Balance
			July 1, 2017	Adjustments			In	Out		June 30, 2018
83970000	54199	STABILIZATION FUND	9	-	3,116,596.00	350,342.00	-	-	-	3,466,938.00
83970200	54199	NON-INSURANCE FUND	9	-	-	-	-	-	-	-
83970400	54199	RECREATION STABILIZATION	9	-	188,618.00	542.00	-	-	-	189,160.00
84970300	54199	OPEB	9	-	16,688,405.00	976,487.00	-	538,899.00	-	18,203,791.00
85971000	54199	VANGUARD TRUST	1	-	3,784,398.00	210,397.00	-	-	-	3,926,812.00
86868600	54199	WAYLAND HOUSING TRUST	-	-	849,945.00	13,447.00	-	104,375.00	-	937,224.00
Fund 83 & 84 & 85 & 86			-	-	24,627,962.00	1,551,215.00	98,526.00	643,274.00	-	26,723,925.00

EDUCATION AND LIBRARY

SCHOOL COMMITTEE

Personal and civic responsibility, love of learning, and empathy for others: these are the qualities that the Wayland Public Schools seek to instill in its students. At its core, our mission is to provide a rigorous and stimulating academic environment that promotes the acquisition of knowledge and skills. Yet we deem it equally important to nurture self-confident, collaborative, and conscientious individuals. We strive to create a climate where risk-taking is safeguarded, open expression is encouraged, and free association is protected. Our goal is to advance our students' growth into principled, informed, and capable citizens who will help guide a democracy that follows humanitarian principles in the global forum, and shape a just society where individuals may reach their full potential.

--- Wayland Public Schools' Mission Statement

OVERVIEW

During the 2018-19 school year, the School Committee worked with Superintendent Arthur Unobskey and the rest of the faculty and staff to educate our students to their full potential, supporting both their academic achievement and social/emotional growth. Through the Administrative Council, Superintendent Unobskey and the administration have identified two goals that will be the primary focus of the district during the 2019-20 School Year: These two goals are to meet each child where he/she is by helping him/her achieve elevated academic performance and robust emotional health. Their efforts will continue to build on past accomplishments, deepening the mission of the district and focusing on academic excellence and on 21st century challenges with revised and enhanced curriculum in social and emotional learning and understanding and integrating the diversity of our changing world.

Ongoing central office goals include continued improvement of fiscal operations with an eye towards efficiency, transparency and accountability, a more effective and efficient use of data in all areas, and continuing a review of the School Department's facilities and capital needs to ensure appropriate care and maintenance of our buildings and capital assets over the next five to thirty years. Superintendent Unobskey has also hired Dr. Tony Liang as our

new METCO Director, and Caroline Han as our new Coordinator of Diversity and Equity. Additionally, successful audits of the School Department were conducted by the Department of Secondary and Elementary Education (DESE) and Melanson Heath.

During the 2018-19 school year we had a number of successes including:

- Development of the SEL (Social and Emotional Learning) Program which will be completed and implemented over the next few years;
- Development and planning to implement a change in school start times that will support the critical sleep needs of our students;
- Successful integration and completion of the first year of the Spanish Immersion program;
- Development and implementation of the highly successful FOSS elementary science program in multiple grades at all three elementary schools;
- Expansion of the Middle School Writing Center which has been extremely successful and become even more popular with the students;
- Continuation of the High School Connect program and refinement of the curriculum to ensure robust learning that will reach additional students;

- Completion and enjoyment of the Loker School kitchen;
- Funding and initiation of the construction to renovate and improve the high school athletic complex and community athletic facilities on that campus; and
- Improvement of Professional Development opportunities for professional feedback for our staff.

Additionally, we continue to provide the outstanding educational experience for all Wayland students that is a hallmark of our town:

- Maintaining excellent academic experience in core learning areas;
- Maintaining technology to Support robust 21st century learning;
- Providing efficient and effective Student Services in compliance with applicable law; and
- Providing meaningful social and emotional learning and effective wellness education for all students.

BUDGET FY20

Operating Budget

The School Committee proposed and the Town has funded a FY20 School Operating Budget of \$41,919,750 to educate 2740 students. This budget represents an increase of 3.44% over the FY19 appropriation which meets the Finance Committee's FY20 budget guideline.

This year, the town held its first financial summit where the School Department and Town worked together to project revenue and expenditures through FY24. The School Committee is committed to fully supporting the academic and social/emotional growth of our students while respecting the fiscal restraints facing Wayland residents and the needs of other Town departments. The School Committee continues to encourage innovation and momentum in our educational and technological offerings while at the same time taking concrete steps to address the need for sustainable spending given the larger financial realities in

Wayland. The Committee worked closely with Dr. Arthur Unobskey and the school administration to maximize the efficiency of this educational/fiscal balance.

This FY20 budget represents:

- An increase of 23 students over the FY19 school population;
- An increase of \$781,458 for wage adjustments, longevity and retirement, and staff exchange for our existing staff;
- An increase of 2.38 FTE at a cost of \$463,682 to address classes that exceed class size guidelines, to be compliant with legally mandated obligations, to adopt pilot programs funded by WSCP and the PTO, and to reallocate existing staff to gain efficiencies;
- An increase of non-personnel expenses of \$319,575 for utilities, maintenance, general education transportation, instructional supplies, software and legal services; and
- A decrease of \$137,000 for waste water contracted services coupled with a decrease of .40 FTE at a cost of \$32,000 for the Wastewater Treatment Plant Manager, both of which have been transferred to the town's budget.

Capital Budget

The FY20 School Committee's capital budget funds nine capital projects for a total of \$1,283,050. In addition, through a separate article at Town meeting, the Town has funded the renovation of the outdoor High School Athletic Complex at cost of \$7.75 million, through the Community Preservation Fund, the Recreation: Athletic Field Revolving Fund, and excluded debt.

Through this project we will:

- Renovate the High School stadium complex including replacement of bleachers, increased storage, addition of bathrooms as required by code, replacement of stadium lighting, reconstruction of the synthetic turf field, and reconstruction of the track including

- appropriate long jump, triple jump, shotput and discus facilities;
- Reconstruct and relocate the tennis courts to the front of the high school, including lighting;
- Construct a new outdoor basketball court to complement the existing court;
- Reconstruct and relocate the softball field to the back of the school, which will be regulation size (as the current field is not); and
- Enhance the protection of the Sudbury River Watershed.

The High School athletic complex renovation, while expensive, will benefit the entire town. These facilities are needed for full participation of many of our high school sports teams, but also, they are designed to be and are enjoyed daily by many other residents of the Town.

The Wayland Public Schools' facilities make up approximately 71% of the Town of Wayland's eleven buildings. Due to fiscal constraints, the School Committee has in the past deferred capital projects year after year. This past year the School Department contracted with a consultant, Onsite Insight, to assess the district's capital assets and develop, in conjunction with the School Department, a long range capital plan.

In summary, the Wayland School System bears a responsibility to spend its dollars wisely and economically. In preparing the FY20 budget, we were cognizant of the fiscal constraints facing our Town residents and the need for sustainable spending on the one hand, and the importance of maintaining a robust investment in our schools

and providing an innovative and relevant education for our students on the other hand. Also, we are committed to continuing to address the need to maintain and improve our capital assets which if neglected, could cost future taxpayers more money to repair and renovate.

CONCLUSION

The 2018-19 school year was one marked by reinforcing our role to prepare our students for an ever changing and often unpredictable world. Wayland's dedicated group of administrators, faculty and staff continue to educate our students at the highest level academically while also helping them become principled, informed and capable citizens in a very complex world. We are incredibly thankful to them as well as the numerous organizations and individuals throughout the Town who play a vital role in supporting our schools. We truly appreciate the partnership that exists between the schools and the Wayland community.

Thank you to the administration, staff, parents and students of the Wayland Schools for your thoughtfulness, hard work and enthusiasm all of which have made this a great year for our schools. And thank you to the Wayland taxpayers and community for your ongoing support of our Schools.

BOARD OF LIBRARY TRUSTEES

Library Budget and Hours

In FY19, the Town granted the Library a budget of \$1,105,487, allowing us to build our collections, furnish a portion of a new space for teens, and maintain a schedule of 67 hours a week most of the year and 60 hours a week in July and August.

Strategic Planning

On February 13, 2019, Trustees voted to disband the Library Planning Committee, its charge being complete when the 2018 Annual Town Meeting did not fund the balance of construction costs for a new public library. The Massachusetts Board of Library Commissioners (MBLC) requires that

libraries have a current Strategic Plan on file to qualify for state funding and grants. Our current plan is valid through June 2020. A new plan will be filed with the MBLC by October 1, 2019. To assist the Library Director in crafting a plan, Trustees hired Strategic Planning Consultant, Greg Pronevitz, an 11-member strategic planning task force was assembled. Planning methodology included two community surveys, that garnered more than 600 responses, a series of visioning exercises held for Trustees, the public, and staff. The Strategic Plan will help us plan and deliver library services for all segments of the community while taking into consideration the size, location, and condition of the current building, which hampers the growth of the collection, services, and programming. The objective for the library and its dedicated staff is to continue to provide as robust service to the community as possible.

Staffing

Two positions, Head of Circulation and Administrative Assistant, were upgraded from L-4 to L-5. The Administrative Assistant position was reclassified to Office Manager to more accurately describe the increased responsibilities of the job; we welcome Elizabeth Bradley to this position. Two quarter-time union clerk jobs were combined to create one half-time union position.

Building and Grounds

The Trustees serve as stewards of the Library building and grounds, overseeing maintenance, repairs, and improvements with the assistance of Town officials and departments. Over the past year, several improvements were made to better serve library users. One wing of the mezzanine is now a Teen Loft, effectively doubling the space dedicated to teen services and collections. The Library has occasionally chosen to use the Round Room, with its flexible seating arrangement, as a venue for a few highly attended performances. The relocation of book returns freed space for a park bench and motion sensor light by the parking lot entrance (completed in 2018). The outdated people counter was replaced with a more accurate and detailed system. With the completion of the Rail Trail, we welcome increased foot and bike traffic to the Library. Yet the existing parking shortage is exacerbated by trail users vehicles, especially during special programming. The Library is working with town officials to accommodate patron, staff, and trail user parking needs. We are happy to report that as of this

writing, the much needed restoration of the three large Round Room windows and casements is ongoing. We anticipate its completion by mid-fall and thank Annual Town Meeting 2018 and the Community Preservation Committee for committing funds for this worthy project.

Technology

Our popular wireless network is heavily used by those visiting the Library. In the past year, we added laptop/notebook computers to now offer in total: 10 MacBook Pros, 6 ChromeBooks, and 1 iPad, all for in-library use. We added more items for external loan to total: 5 chromebooks and 6 hotspots; 2 Elgatos, which enable the digitization of a wide variety of home videos; a slide digitizer; and a turntable that digitizes LP records. Technology-oriented programming draws users of all ages, including 3-D printing tutorials, and two Girls Who Code clubs.

Library Collections and Services

Historically we have reported the number of registered Wayland cardholders regardless of where they now reside. As of this year, we will instead report the number of Wayland residents, 7,986, with a valid Minuteman Library Network card. This is an increase of almost 8% over last year and the highest level since 2011. The use of the library's e-book and streaming services grew by nearly 20%, though the print book remains our most popular resource in all departments. Overall borrowing of adult books increased 5.2% over FY18. The same trend was evident in the Young Adult area. Local teens borrowed 8.5% more books than in FY18. Borrowing of print material in the Children's Department continued its multiyear upward trend by more than 4% this past year. We attribute these increases to providing, highlighting, and displaying our high demand popular and current titles throughout all departments. Circulation increases mirror the societal trend of printed books having a renewed popularity among readers of all ages. Circulation is up 2.1% overall, with a 27% increase in patron use of our download and streaming services. Borrowing of DVDs, music CDs, and audiobooks continued its slow downward trend in FY19. Adult use of Playaway books declined by 10%, teen use increased 17%, and Children's use nearly doubled! We continue to expand our Library of Things (LoT). Last year LoT items circulated 822 times, more than doubling the previous year's figure. Much of the increase can be attributed to the borrowing of the

wireless hotspots, Chromebooks and digital converters. Programs for all ages continue to be very popular, with over 9,000 persons attending programs in FY19, an increase of 1.7% over FY18.

FY19 was another banner year for Wayland Reads. Inspired by Ian Bassingthwaighe's novel "Live From Cairo," 158 persons attended 12 programs in late winter and early spring, exploring the issues of immigration and refugees. The series was capped with an appearance by the author in the Round Room, reading from his work and discussing his experiences.

Friends of the Wayland Public Library

Our steadfast Friends organization continues to support us generously with both volunteer time and money. The Friends provide funding for programs and services that exceed the Library's appropriation from the Town, such as the very popular charging stations and Museum Passes. Their semi-annual book and bake sales and annual membership drive are the cornerstones of their

fundraising efforts. This year the Friends received a \$15,000 grant from Middlesex Savings Bank which funded much of the furniture for the new Teen Loft. This refreshed space will benefit teens, and be available for adult use when school is in session.

Trust Funds

The Library has a number of small funds with dedicated purposes. The Janet Tucker Swain Memorial Collection benefits young adult library users between the ages of 12-17 and was a source for additional books and materials for the new Teen Loft. The Library's main fund, The Millennium Fund managed by the Town's Commissioners of Trust Funds, was the source for additional furnishings for the Round Room this year. The Millennium Fund was established to sustain excellence in library services and to provide a supplementary source of support for the Library when needed. It does not pay for regular operations.

Board of Library Trustees for FY20

Aida A. Gennis, *Chair*
 Leah Hart, *Vice-Chair*
 Judy Dion, *Secretary*
 Courtney Conery
 Sarah Hubbell
 Maureen White

Sandra Raymond, *Library Director*

**SUMMARY OF LIBRARY STATISTICS
FISCAL YEARS 2018 AND 2019**

	FY 2018	FY 2019
CIRCULATION		
ADULT/YA		
¹ Print	66,116	69,550
Non-Print	56,853	48,615
CHILDREN		
¹ Print	68,682	71,618
Non-Print	8,322	7,873
DOWNLOADABLE (TEXT+AUDIO+VIDEO)	30,341	38,589
TRANSFERS TO OTHER MLN LIBRARIES	35,221	34,811
TOTAL CIRCULATION ACTIVITY	265,535	271,056
 WAYLAND ACQUISITIONS		
PRINT	6,886	6,971
NON-PRINT	1,136	1,517
TOTAL ITEMS ADDED	8,022	8,488
 OTHER METRICS		
¹ REGISTERED BORROWERS	7,399	7,986
REFERENCE QUESTIONS	10,517	10,062
YOUTH & ADULT PROGRAMS HELD	591	657
TOTAL PROGRAM ATTENDANCE	8,936	9,088
WEEKLY LIBRARY VISITS (AVERAGE)	2,220	2,094
² FINES COLLECTED	\$13,747	\$11,923
 TRUST FUND BALANCE (as of 6/30/18)		
THE MILLENNIUM FUND	\$949,328	\$997,911
OTHER FUNDS	\$492,523	\$523,502
TOTAL FUNDS BALANCE	\$1,441,851	\$1,521,413

¹ Previous reports defined "Registered Borrowers" as the number of library cards issued by Wayland(6,749 in FY18 & 7,274 in FY19). As of this year we are re-defining this number as the number of current Wayland residents with valid MLN cards.

² Fine money collected by the Library is turned over to the Town's General Fund.

PLANNING AND NATURAL RESOURCES

CONSERVATION COMMISSION

The Conservation Commission is the municipal board responsible for protecting and managing Wayland's natural resources and conservation properties. The Conservation Commission is a seven-member volunteer board appointed by the Board of Selectmen. Between July 1, 2018 and June 30, 2019, the Conservation Commission consisted of Sean Fair, Chair; Barbara Howell, Vice Chair; and Thomas Klem, Sherre Greenbaum, Joanne Barnett, John Sullivan, and Thomas Davidson. The Conservation Department consists of three full-time staff members: Linda Hansen, Conservation Director; Ryan Brown, Department Assistant, and Brian Harris, Land Manager.

The Conservation Commission holds the statutory responsibility for "the promotion and development of the natural resources and for the protection of watershed resources" of Wayland (MGL Chapter 40, Section 8C) and is responsible for the administration of the Wetlands Protection Act (WPA) MGL, Chap. 131, Section 40. Wayland's Wetlands and Water Resources Bylaw (Chap. 194) complements the Commission's responsibilities under the WPA. The Conservation Commission has the statutory responsibility to administer, implement and enforce the Stormwater and Land Disturbance Bylaw (Chap. 193). Between July 1, 2018 and June 30, 2019, the Conservation Commission presided over 23 public meetings. Under their permitting authority, the Commission issued:

- 23 permits under the WPA and Chap. 194;
- One denial under the WPA;
- Two no decisions (tie vote) under the WPA and Chap. 194;
- One resource area delineation;
- 13 Stormwater and Land Disturbance permits; and
- Approved 27 certificates of compliance.

The Conservation Department

The Conservation Department supports the Conservation Commission, and manages Wayland's natural resources and conservation properties.

The Conservation Department's land management efforts continue to focus on removing invasive plant species, improving habitat, and maintaining and improving trails and trail infrastructure across Conservation properties. This year, the Conservation Department gained the assistance of seasonal workers Cooper Archambault and Kevin McLaughlin to aide in land management projects. This year also saw the acquisition of a tractor and mower deck to facilitate the mowing of Cow Common, Sedgemoadow, and Heard Farm.

The Conservation Department was awarded a grant from the SuAsCo Cisma to fund invasive species removal and native plant restoration at Cow Common. Other restoration projects are also taking place at Sedgemoadow and Rowan Hill. Using CPA funds awarded to the Conservation Department at the 2019 Town Meeting, work has begun on an outdoor classroom and pollinator garden at Cow Common. With the help of Mainstone Farm, the Department planted 17 new apple trees in the old Heard Farm orchard. These new trees will complement the vintage apple varieties that date back to when Heard Farm was in active agricultural use.

The department continues to work with Mass. Audubon staff to create land management plans for the Town's conservation property. One such study is ongoing at Heard Farm, while another is proposed for Greenways Conservation Area. Department staff began implementing the recommendations put forth by the management plan created for Cow Common.

The Conservation Department continues to provide community engagement opportunities. This year, the Department hosted two events during the annual River Stewardship Council's Riverfest weekend: a conservation area scavenger hunt and a bird and butterfly walk. Department staff continue to work with Eagle Scouts on projects to improve trail

infrastructure, such as the Heard Farm boardwalk and proposed bridge repairs at Upper Mill Brook Conservation Area. Guided birding tours are offered throughout Wayland and monthly volunteer workdays are also being offered to the public.

COMMUNITY PRESERVATION COMMITTEE

The Wayland Community Preservation Committee (CPC) is a nine-member committee, one each from the Conservation Commission, Historical Commission, Housing Authority, Planning Board, Board of Public Works, Recreation Commission, and three appointed by the Board of Selectmen. The CPC's responsibilities are to identify and evaluate possible community preservation projects to be submitted to Town Meeting for approval of spending Community Preservation Act (CPA) funds. Projects must be for open space, historic preservation, community housing or recreation. In FY19, the Town collected \$880,305 from the residential property tax surcharge, \$156,968 from the State Trust Fund, and \$11,369 in interest for a total of \$1,048,642.

Annual Town Meeting 2019 approved all of the CPC-recommended articles. They included: \$104,375 transferred to the Municipal Affordable Housing Trust Fund for community housing; \$17,000 to restore the fence at First Parish Church; \$300,000 additional funding toward stabilization and preservation of Stone's Bridge; \$3,500 to restore segmental arched window at Cochituate Village Apartments; \$15,000 for a housing consultant to advise the Selectmen on housing issues in Wayland; \$21,000 to build a boat ramp at Dudley Pond; \$3,000 to construct an outdoor classroom and polinator garden at Cow Common; \$118,000 for trailhead and parking improvements at Loker Conservation and Recreation Area; and \$500,000 toward construction of Part 2 of the Wayland High School Master Athletic Plan.

A few projects funded in past years are still in the works, some of which include preservation

of Stone's Bridge, trails in Dudley Woods, restoration of the west wall at the Depot, restoration of the curved windows in the Library



Wayland's First High School, 55 Cochituate Road, built 1855.

rotunda and Weston Aqueduct road crossings. Funding for a kayak landing at Stone's Bridge was returned to the Community Preservation Fund (CPF) due to environmental concerns. In addition to the Mellen Law Office preservation, restoration of the windows at the First High School on Cochituate Road, pictured here, has also been completed in the last year. A 30-year preservation easement was granted to the Town as part of this funding project.

Additional information about the CPC may be found on the Town's website CPC page including information about this year's activities.

Committee Membership: Gretchen Schuler (Board of Selectmen's appointee), Chairman; Maureen Cavanaugh (Board of Selectmen's appointee), Susan Green (Board of Selectmen's

appointee), Mike Lowery (Board of Public Works), Ira Montague (Planning Board), Elisa Scola (Historical Commission), David Pearlman (Recreation Commission), John Sullivan

(Conservation Commission), and Susan Weinstein (Housing Authority).

SUDBURY, ASSABET AND CONCORD RIVER STEWARDSHIP COUNCIL

This year marked the 20th anniversary of the designation of your Wild and Scenic River, the Sudbury, Assabet and Concord Rivers. The River Stewardship Council celebrated this by distributing the new Conservation Plan Update, produced with the feedback of all eight Wild and Scenic Towns and a multitude of non-profit, state and Federal partners. This Plan will guide our collaborative work going forward to protect river resources.

The 21-member Council dug into implementing this Plan. A five-year strategic plan was developed, and two work groups were formed. The Stewardship Group will be working to compile and coordinate Municipal Vulnerability Planning feedback from each of the 8 Wild and Scenic municipalities, as well as developing recommendations for clearing river obstructions. The Recreation and Outreach group will be developing some communication pieces in the coming year. We look forward to Town input on these projects.

In June, the 20th anniversary was the theme of our annual RiverFest celebration, with the Council and over 20 partners hosting events up and down the rivers, engaging over 1,000 people in paddles, hikes, fishing, kids events, and so much more. In Wayland, participants enjoyed the annual Photo Walk and History Paddle with Brian Donahue. Town Conservation Assistant Ryan Brown also piloted two new events – a walk with Land Manager Brian Harris and a scavenger hunt activity for families. The Council funded important projects with SuAsCo's Federal Wild and Scenic budget, leveraging hundreds of hours of volunteer time and local resources and funds. The Council supported land protection by partner organization Sudbury Valley Trustees to further its work on priority parcels throughout the

watershed, as well as steward acres along the rivers. The Council continued its support of

water quality monitoring through partner organization OARS' long-term volunteer-based program. OARS also was supported in the development and recent unveiling of its "River Report Card," a comprehensive assessment of river data. Mass Audubon River Schools Program was funded to support students learning river science and stewardship on our River, with over 1,000 students getting field experiences across four towns including Happy Hollow fifth graders. We also funded the CISMA invasive species network, helping to combat water chestnut and other invasives in our towns. CISMA passed some of these funds to the Wayland Conservation Commission for its work at Cow Common.

As always, the Council welcomes Town input and participation in all of its activities. Please contact local representatives Tom Sciacca at tsciacca@comcast.net or Mary Antes at mantes2@verizon.net with questions, or contact the National Park Service at sarah_bursky@nps.gov.

The Impact of the Wild and Scenic River Program for your Watershed:

- Federal dollars granted to community efforts: \$90,000
- Federal dollars matched: \$1,500,000
- Towns directly benefitting from grants: 11
- Towns indirectly supported: 36
- Boat access areas improved: 2(Concord)
- Progress on invasive species: Work in all 8 towns, hundreds of acres of water chestnut pulling, and work on the Cochituate Rail Trail in Framingham

- Schools supported: 5 school districts, 161 students, 6 teachers, 11 parents in field experiences
- Land conservation projects (through funding to SVT): 15 acres conserved in Boxborough, more in process on Nashoba Brook; 37 landowners in discussion; 122 acres stewarded
- Supported Development of Metrowest Conservation Alliance
- Partner organizations engaged: 27
- Events run on the River: 45

PLANNING BOARD

The mission and the responsibilities of the Planning Board are specified in the state laws known as “Improved Methods of Municipal Planning” and “The Subdivision Control Law,” and are described as follows: to undertake planning and land use studies, including needs studies and comprehensive plans; to prepare plans of the resources and future development scenarios for the Town; to report annually to the Town regarding the condition of the Town; to prepare an official map of public and private ways and public parks within the Town; to report on the layout, alteration, relocation, or discontinuance of public ways; and to adopt regulations for, and administer the processes of, dividing and subdividing land into building lots and other parcels.

The Charge of a Planning Board:

- Develops visions for the future growth and preservation of our community
- Creates opportunities for diverse housing, economic development, open space and other land uses
- Protects natural, historic and cultural resources

Administering Site Plan Review

The site plan review process provides a level of review for development proposals that ensures they will meet development policies and regulations as defined in the citywide master plan, neighborhood plans, design guidelines, and zoning code as well as design practices that are commonly accepted within the community. Site plan review allows for a site specific application of design and development policies, taking into account the unique elements of a site's context and how the proposed use or structure will interact with its surroundings.

Site Plan Review Process

The site plan review process was adopted to provide a clear and transparent process for reviewing development proposals of a certain magnitude (Article 6 of the Zoning Ordinance) in order to protect and promote the health, safety, convenience, and general welfare for the inhabitants of Wayland. The Wayland Zoning Ordinance establishes the

Planning Board as review authority over projects seeking site plan approval. All projects are subject to a public hearing before the board, and are subject to notice requirements set forth in M.G.L. Chapter 40A Section 11.

Site Plan Approval

After considering the qualities of the specific location, proposed land use, design of building form, grading, egress points, and other aspects of a proposed development project, the Board may grant site plan approval, or approval with conditions, if it finds that the following objectives have been met:

- Minimize the volume of cut and fill, the number of removed trees 6 inch caliper or larger, the length of removed stone walls, the area of wetland vegetation displaced, the extent of storm water flow increase from the site, soil erosion, and threat of air and water pollution.
- Maximize pedestrian and vehicular safety on the site, to the site, and egressing from it.
- Minimize obstruction of scenic views from publicly accessible locations.
- Minimize visual intrusion by controlling the visibility of parking, storage, or other outdoor service areas viewed from public ways or premises residentially used or zoned.

- Minimize glare from headlights and lighting intrusion.
- Minimize unreasonable departure from the character, materials, and scale of buildings in the vicinity, as viewed from public ways and places.
- Minimize contamination of groundwater from on-site wastewater disposal systems for operations on the premises involving the use, storage, handling, or containment of hazardous substances.
- Provide adequate access to each structure for fire and service equipment and adequate utilities.
- Provide stormwater drainage consistent with the functional requirements of the Planning Board's Subdivision Rules and Regulations, the Massachusetts Department of Environmental Protection Stormwater Management Policy Handbook: Volume I and Stormwater Technical Handbook Volume II, and all other applicable storm water regulations.
- Ensure compliance with the provisions of this Zoning Ordinance, including the parking, signage, landscaping and environmental performance standards.

The Planning Board provided Site Plan Approval on the High School Athletic Complex and the proposed Loker Field Project.

Preserving Wayland's Scenic Roads

The Planning Board administers the Scenic Road Bylaw which helps the Town preserve the scenic and rural character of our roads by requiring review for projects within the Town's right-of-way. Projects that are subject to review include alteration or removal of trees or stone walls, road widening, the addition of a sidewalk, or the construction of a new curb cut or driveway.

The Scenic Roads include: Bow Road; Millbrook Road; Plain Road; Claypit Hill Road; Old Connecticut Path (East); Rice Road; Oxbow Road; River Road; Draper Road; Plain Road; Glezen Road; Pelham Island Road; Sherman Bridge Road; Island Road; Bridge Road;

Hazelbrook Road; Pemberton Road; Water Row; Lincoln Road; Pinebrook Road; West Plain Street.

For more information on Wayland's Scenic Roads and the Scenic Road Bylaw visit the Planning Department's Scenic Road web page at www.wayland.ma.us/planning/Scenicroads.htm.

Planning Department

The main function of the Planning Department is to support the efforts of the Planning Board, Board of Selectmen, Design Review Board, Housing Partnership, Housing Trust and other boards and commissions.

The Planning Department also drafts recommendations for zoning amendments and is available to provide general support to residents and developers through the permitting process. The Planning Department analyzes economic, demographic, and development trends occurring in Wayland and the region to assist the Planning Board, the Town Manager, and other town departments and committees with their long-range goals and objectives.

The Planning Department applies for available grants that assists the Town in achieving its comprehensive master plan.

Appreciation

The Planning Board would like to congratulate Dan Hill and Jennifer Steel who were elected to the board this spring. We also welcome Annette Lewis as its newly elected associate member.

Accomplishments and Activities

The Board met 19 times between July 1, 2018 and June 30, 2019 to review and approve applications for new building lots in residential subdivisions, applications for several new residential building lots not requiring subdivision approval (known as ANR lots), several site plans for non-residential development; to oversee the construction of various residential and non-residential developments for which approval had been granted, and to work on various planning studies and projects such as the new Massachusetts

Central Rail Trail. Construction of the long awaited Rail Trail project from Town Center to the Weston Town Line has been completed and an official ribbon cutting ceremony will take place on October 19, 2019. Eversource (electricity provider) and Department of Conservation and Recreation (DCR) are working with the Town of Wayland Officials to construct the last 1.3 miles from Russell's Garden Center through the Wildlife Refuge to the Town of Sudbury substation.

New Development

Whittemore Place, Training Field Road, and 74 Moore Road are under construction and should be completed in 2019.

River's Edge

The Town of Wayland released the Request for Proposals (RFP) to sell River's Edge, a town-owned 8.24-acre parcel on Route 20 (484-490 Boston Post Road). The site represents an extraordinary opportunity in Wayland, with zoning in place to build 150-190 residential units in primarily 3-4 story buildings. The Planning Board sees this project as a unique opportunity to build attractive, higher density housing for which there is demand, while at the same time controlling future 40B development. The project also meets Commonwealth goals, including Smart Growth principles transforming abandoned municipal industrial property into attractive affordable housing.

Detailed bid proposals and qualifications were issued on April 21, 2016. The Town received two proposals that were opened on July 6, 2016. Evaluations were conducted and the River's Edge Advisory Committee recommended that Wood Partners be selected. Wood Partners has developed over 55,000 units of multifamily housing across the country and has consistently ranked as a Top 5 National Multifamily Developer by Multifamily Executive Magazine for the past several years. The Boston office, located in Lexington, MA, was formed in 2008 and has successfully completed construction on ten development projects (1,861 units) in that time with another 280 units currently under construction and two developments currently

scheduled to begin in 2017 (354 units combined).

The Wayland Board of Selectmen on July 31, 2017 signed the Land Agreement with Wood partners. The Planning Board looks forward to reviewing the final site plan approval in 2019.

Zoning Articles and Spring Town Meeting

The following zoning articles were submitted for the 2018 Fall Town Meeting. Pursuant to Massachusetts General Laws Chapter 40A, Section 5, the Planning Board held a public hearing to discuss the proposed amendments to the Town's Zoning By-Laws.

Recreational Marijuana Prohibition

Article F is sponsored by the Planning Board, and proposes to amend §198-803 Classification of Principal Uses, Section 803.5 Prohibited Uses by striking §803.5.8, which imposed a temporary moratorium on adult use (recreational) marijuana establishments and replacing it with the following:

803.5.8 Consistent with G.L. c. 94G, Section 3(a)(2), all types of adult use (recreational) "Marijuana Establishments" as defined in G.L. c. 94G, §1 and 935 CMR 500.00, including marijuana cultivators, craft marijuana cooperatives, marijuana product manufacturers, marijuana retailers, independent testing laboratories, marijuana research facilities, marijuana transporters or any other type of licensed marijuana-related businesses shall be prohibited within the Town of Wayland.

This zoning amendment would prohibit marijuana establishments, other than Registered Medical Marijuana Dispensaries, from being located and/or operating within the Town. Commercial recreational marijuana establishments include retail stores selling any type of marijuana products, commercial cultivation facilities (indoors and outdoors), testing facilities, and product manufacturing. This prohibition would not change the state law

with regard to adult recreational marijuana usage. The Special Election as well as this Town Meeting article only address whether marijuana facilities and retail sales should be allowed in Wayland. Residents who wish to possess and use marijuana would be able to acquire it from retail dispensaries in neighboring communities such as Framingham and Marlborough.

The Planning Board collected input from Town Counsel, Town boards such as the Board of Health, community activists, and the general public through numerous meetings, forums and public hearings over the last year. The Wayland Board of Health, School Committee, Police Department, and Youth and Family Services all support this article prohibiting marijuana establishments town-wide, noting that public safety concerns are exacerbated by the potential illegal possession of marijuana by minors due to the products being more readily available in Town. Especially concerning are the availability of edibles such as brownies and candy infused with tetrahydrocannabinol (THC), the psychoactive ingredient in marijuana, that among other effects, causes cognitive impairment. Another public safety concern cited by the Police Department is that there is no breathalyzer or scientific test for measuring THC levels in drivers that appear to be impaired from excessive marijuana use.

More information:

<https://www.wayland.ma.us/planning-board-department/pages/marijuana-material>

Article G. Marijuana Establishment District A

Article G was sponsored by the Planning Board, and proposes to amend the Zoning Bylaw by adding a new section, Article 26, to regulate Marijuana Establishments within the Town of Wayland and to establish a new zoning district in which Marijuana Establishment may be a permitted use.

The purpose of this Zoning Bylaw amendment is to provide an area in town for the placement and control of Marijuana Establishments (MEs) and Medical Marijuana Treatment Centers in a

suitable location superimposed over the existing districts. The proposed bylaw will regulate MEs consistent with state law (Chapter 55 of the Acts of 2017, and the regulations promulgated by the Cannabis Control Commission (CCC) found at 935 CMR 500.000 and 105 CMR 725.000 et seq.) and consistent with community and neighborhood concerns. This Article will protect the town and replace the temporary moratorium that was adopted by Town Meeting in 2017, which will expire on December 31, 2018. If the voters approve the ban on recreational marijuana establishments, this new district would only apply to medical marijuana facilities. Medical Marijuana Facilities cannot be prohibited. Among other things, the proposed bylaw amendment would prohibit ME or Medical Marijuana Treatment Centers within 500 feet of a public or private school providing education in kindergarten or any of grades 1 through 12. Within the Marijuana Establishment District, all requirements of the underlying zoning district remain in effect, except where these regulations provide an alternative to such requirements. If the provisions of the Marijuana Establishment District conflict with the requirements of the underlying district, the requirements of the Marijuana Establishment District shall control.

The Bylaw would also restrict the total number of Marijuana Retailers to two (2), except that in no instance shall the number of Marijuana Retailers be fewer than twenty percent (20%) of the number of licenses issued within the Town for the retail sale of alcoholic beverages not to be drunk on the premises, as set forth in G.L. c. 94G Section 3(a)(ii).

The proposed Marijuana Establishment District will allow the Town of Wayland to control where marijuana is being sold, and how it is being sold, grown and processed. The proposed location for the District was selected because it minimizes adverse impacts on adjacent properties, residential neighborhoods, historic sites, schools and other locations where minors congregate.

As stated in the Planning Board's Report for Article F, the Board collected input from Town Counsel, Marijuana Working Group, Town boards such as the Board of Health, community activists, and the general public through numerous meetings, forums and public hearings over the last year.

More information:

<https://www.wayland.ma.us/planning-board-department/pages/marijuana-material>

Federal Flood Plain District

This is a housekeeping amendment that updates the floodplain district in the Zoning Bylaw to

reflect the most current flood zone information published by the Federal Emergency Management Agency (FEMA), and make our Zoning Bylaw's identification of flood zones consistent with the Flood Insurance Rate Map (FIRM) that individuals and entities rely on for land use development and planning purposes. The identification of flood-prone areas serves many important purposes. Identifying flood hazards creates an awareness of the hazard, especially for those who live and work in the flood-prone areas. The Flood Insurance Rate Map (FIRM) and report provide communities with the information needed for land use planning and to reduce flood risk to floodplain development.

Each time the Federal Emergency Management Agency (FEMA) provides a community with new and additional flood hazard data/map changes, a community must adopt the new floodplain maps or amend existing zoning regulations. This proposed amendment to the Zoning Bylaw is to reference the updated panel numbers that are wholly or partially within the Town of Wayland for the current (FEMA) Federal Flood Plain District, defined as the one-hundred year floodplain, and designated as Zone A and AE on the Middlesex County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA).

Zoning Amendment on Non-conforming Pre-existing Structures

The Planning Board is sponsoring this Zoning Bylaw amendment, which would preserve large rental housing developments from being

converted to condominiums, or from being torn down and replaced by more expensive housing. This amendment only applies to rental developments that are already in existence, and that are nonconforming to the Zoning Bylaw, meaning that they would not be allowed if they were constructed today, but are considered "grandfathered."

Cities and towns are free to prohibit or strictly regulate changes to pre-existing nonconforming uses. *Titcomb v. Bd. of Appeals*, 64 Mass. App. Ct. 725, 729 (2005), quoting, Bobrowski, *Handbook of Massachusetts Planning Law* § 6.04[A]. Currently, Wayland's Zoning Bylaw authorizes changes and expansions of pre-existing, nonconforming uses by special permit issued by the Zoning Board of Appeals. Specifically, under Section 401.1.2:

Preexisting nonconforming buildings, structures, or uses may be changed, extended or altered by a special permit issued by the ZBA pursuant to the provisions of § 198-201 and § 198-203 of this Zoning Bylaw, provided that no such change, extension or alteration shall be permitted unless there is also a finding by the ZBA that such change, extension or alteration shall not be substantially more detrimental than the existing nonconforming building, structure or use to the neighborhood; provided, however, that the Planning Board shall serve as the special permit granting authority for changes, extensions and/or alterations to nonconforming buildings, structures, and uses in the Senior and Family Housing Overlay District pursuant to Article 21 of this Zoning Bylaw; and further provided, however, that a single- or two-family dwelling may be changed, extended, or altered so long as the

change, extension or alteration does not increase the nonconforming nature of the dwelling. The Building Commissioner shall determine if a change, extension or alteration to a single- or two-family dwelling increases the nonconforming nature of the structure.

The proposed Bylaw would keep Section 401.1.2 intact, except as it applies to rental housing properties that contain six or more housing units. For those nonconforming properties, the rental development cannot be changed, extended or altered in such a manner

that results in the creation of more apartment units or the enlargement of existing apartment units measured by Gross Floor Area or number of bedrooms. Since the definition of “Gross Floor Area” excludes unfinished areas such as attics, basements and garages, this amendment would not prevent an existing rental development from adding new unfinished areas. Further, the amendment would not prevent the rehabilitation or reconstruction of an apartment building, so long as it does not increase the development’s Gross Floor Area. This amendment has no effect on landlords who own small apartment buildings (five units or less). This amendment would apply, however, to the so-called “Launcher Way” housing development, currently owned by the U.S. Government, consisting of 12 small single-family homes on a single parcel of land of approximately 5.6 acres, located off of Oxbow Road. If adopted, this amendment would prevent that site from being redeveloped into 12 large homes, or into a new apartment complex. Under the proposed bylaw, the new owner of the

site could renovate and retain the 12 existing homes as rental properties, or remove the existing homes and build new homes that fully comply with the Zoning Bylaw’s current dimensional requirements (i.e., 60,000 sq. ft. min. lot size). There are strong public policy benefits to preventing our existing affordable rental housing stock from being converted to expensive housing, or to luxury rental housing.

Projects

Great news! The Town of Wayland received a Department of Housing and Community Development Grant this year. The application is seeking consultant assistance from the Massachusetts Department of Housing and Community Development’s Massachusetts Downtown Initiative (MDI) Technical Assistance Program for the development of a Wayfinding, branding and private signage program for Wayland’s Boston Post Road Route 20 corridor, which includes a connection to the Mass Central Rail Trail.

The Way-Land grant aims to create a vibrant, cohesive, pedestrian-friendly and aesthetically appealing commercial district. Wayland Center will transform from a hodge-podge zone to a vibrant commercial district with a sense of place and community. New links and connections will encourage property improvements, drive new commerce, and increase new business tenants, new retailers, new jobs and new tax revenues for the Town. Wayland has been crying out for a true New England town center, and the economic opportunities will be matched and boosted by restoring a true “heart” of town that has been sorely missed for decades in the Town. The Town Administrator will be appointing the Wayland team to administer the grant.

Planning Board Members

Daniel Hill, *Chair* / Ira Montague, *Vice Chair*
Anette Lewis | Kevin Murphy
Andrew Reck | Jennifer Steel
Sarkis Sarkisian, *Town Planner*

A special thank you to the Planning Board, Board of Selectmen, Commissions, Committees and Volunteers for their continued dedication of service to the Town of Wayland.

ECONOMIC DEVELOPMENT COMMITTEE

The Wayland Economic Development Committee (EDC) was established by the Board of Selectmen in 2010 to support, promote, encourage and advocate for the Town's commercial tax base, strengthen the local economy, and diversify the tax base in a manner consistent with the character of our community.

EDC's primary undertaking in past years has been repurposing the 7.3-acre River's Edge site (484-490 Boston Post Road). The property was successfully rezoned, and allowed to be conveyed by the Town to a private developer, by Town Meeting vote in April 2014. Approvals included creating 150-190 rental housing units, 25% affordable and 25% age restricted, to be built following agreed-upon River's Edge Design Guidelines.

River's Edge is a creative, proactive way to meet several Town goals and needs, economic and otherwise:

- Rental housing provides new affordable and market housing options in Wayland, especially for seniors
- With 25% of the units designated affordable and 100% rental, *all* 190 units will count toward Wayland's affordable housing inventory, which will vault the Town from sub-5% affordability to over 9%, nearly reaching our 10% state mandate
- Valuable new zoning creates significant revenue for the Town, via sale of the land to a private developer. The market price for the zoned land is \$8.1M, and after investments required by the developer, estimated net proceeds to the Town currently total approximately \$2.2M. Final numbers are to be determined in FY20.
- The project cleans up a neglected, contaminated site where the private developer will cover an estimated \$3+ million in environmental and demolition

costs, which would otherwise be at the Town's expense

- Substantial new annual tax revenues will be generated from the new \$40+ million project, all on previously non-revenue generating land. Tax revenues are estimated to approach \$1 million per year, with limited additional Town services required on the privately-maintained property
- The project cleans up a prominent site at Wayland's western front door, complements Town Center and new bike path, and respects the natural beauty of the Sudbury River by staying within a previously disturbed site.

Following the 2014 Town Meeting vote, River's Edge Advisory Committee (REAC) was formed as a multi-disciplinary committee to advise the Board of Selectmen on bid selection, including a representative of EDC as a member. Wood Partners was selected via competitive RFP process in 2016-2017. See the River's Edge Advisory Committee report for current status. EDC looks forward to a potential construction start early/mid 2020 for completion in late 2021.

EDC assisted the Town in securing a \$2.4 million MassWorks grant in 2017, which was awarded largely due to the River's Edge project, to improve major water lines along the Route 20 corridor. Work is now two-thirds done, with the remainder due to be complete in the fall of 2019.

In addition to tracking progress on River's Edge, EDC continues to explore and/or support other creative ways to help boost Wayland's economic vitality and tax base:

- Improve Route 20 corridor, including integrating the new bike path, branding, signage and sidewalks
- Improve Cochrane properties and sites for sale along Route 27, coordinating with Planning Board

- Support cost-effective redevelopment of the Municipal Pad at Town Center into a senior/community center
- Review current Town-owned land and buildings for innovative solutions for playing fields, recreation and affordable/senior housing, by unlocking the value of the properties to help create and support these uses
- Encourage finding sewer solutions for the Wayland Center Route 20 corridor
- Outreach to Town Center and 297 Boston Post Road (former Whole Foods

plaza) owners to help encourage leasing of vacant spaces

- Help track and pursue additional potential state and federal grants for the Town

EDC reaches out across many disciplines, and continues to be a good introductory path for new volunteers in Town. Prior EDC members have progressed to Finance Committee, Conservation Commission and Board of Selectmen.

ZONING BOARD OF APPEALS

The Wayland Zoning Board of Appeals is composed of five, members: (Chair) Jonathan M. Sachs, Aida A. Gennis, David Katz, Thomas White and James E. Grumbach and three associate members: Robert Farrington, Evans Huber and Shaunt Sarian that are appointed by the Board of Selectmen. The ZBA conducts public hearings on all applications for zoning relief. The ZBA generally meets on the second and fourth Tuesday of each month at 7:00 p.m. The meetings for each public hearing are held in the Town Building.

Participation in the public hearings by interested citizens is always welcomed.

The cases that are heard by the ZBA include: (1) applications for dimensional or use variances from the zoning bylaws, (2) cases) applications for special permits requested under the zoning bylaws (20 cases). The ZBA also hears applications for site plan approval under certain circumstances. The ZBA has jurisdiction over comprehensive permit applications under Massachusetts General Laws Chapter 40B, in which a developer, under certain circumstances, is able to bypass local zoning laws if 25% of the proposed units are affordable. The ZBA has jurisdiction over cell tower applications which are governed by the Telecommunications Act of 1990 and the 2012 Section 6409 amendment, by virtue of which an applicant, under certain

circumstances is able to bypass local zoning laws if there is a "Substantial gap in coverage" and there are no feasible alternatives. The most common type of proceeding heard by the Board is a request to construct an addition to a home that is "grandfathered," i.e., it does not comply with the current zoning bylaws, but did comply with the bylaws that were in effect at the time it was constructed. If such an addition will either increase the gross floor area of the dwelling by more than 20%, or deviate in any way from the current bylaws, a special permit is needed from the ZBA.

Notices of hearings before the ZBA are published in the legal notices section of the Wayland Town Crier at least fourteen days prior to the date of the hearing. In addition, abutters of the subject property are notified of a hearing by mail. Each applicant is charged a filing fee, which covers the cost of publication and other administrative expenses. ZBA application forms may be obtained from the Building Department in the Town Building during regular business hours or from the Town Website. Decisions rendered by the Board are filed with the Town Clerk; notice of each decision is given to the applicant and, others and, after an appeal period of twenty days has lapsed, the decision becomes final, unless an appeal is filed. In the event that the ZBA grants relief to an applicant, the special

permit or variance is generally granted subject to explicit conditions.

The Building Commissioner is the Zoning Enforcement Officer for the Town. Citizens may report zoning violations and requests for zoning enforcement in writing to the Building Commissioner. The ZBA has jurisdiction to hear appeals relating to the Building Commissioner's response to such requests.

There were 21 applications filed with the Zoning Board of Appeals during FY19. A total of 23 hearings were held along with three site visits. Fees totaling \$3965.00 were collected. In FY19, the ZBA presided over a number of signage and commercial applications; a number of applications seeking permits to conduct in-house professional practices, additions, tear-downs with rebuilds and appeals from decisions of the Building Commissioner.

PERMANENT MUNICIPAL BUILDING

The Permanent Municipal Building Committee (PMBC) was established by the Board of Selectmen to assist Boards, Committees and the Facilities Department, with various construction projects throughout the Town. The Committee is comprised of five members appointed by the Selectmen, and two members appointed by the user board or committee for the duration of their project. The Director of Public Buildings acts as the staff liaison to the PMBC.

During the past fiscal year, the Committee has assisted the School Committee with Massachusetts School Building Authority (MSBA) Accelerated Repair Window and Door Projects at Loker Elementary and Claypit Hill Elementary as well as the High School Athletic Fields Renovations. The Recreation Commission was assisted with planning for Loker Recreation Area Artificial Turf Field. The Community Preservation Commission was assisted with the Stone's Bridge Rehabilitation Project. The Council On Aging was assisted with preliminary planning on the proposed Community Center.

The following project summaries are as of June 30, 2019.

The Claypit Hill Elementary Project, which consisted of replacing all exterior doors and windows, is in the final MSBA audit procedure.

The Loker Elementary Project, which consisted of replacing all exterior doors and windows and the renovation of 3 restrooms to ADA standards, was completed in late August 2018 with an Occupancy Certificate issued prior to the start of school. This Project is in the final MSBA audit procedure.

The High School Athletic Fields Improvements were approved at ATM 2019 and construction began in early June. The Project consists of relocation of the main artificial turf sports field out of the Well Head Protection Zone, new bleachers and press box. The project also includes new storage, ticket/concession and restroom buildings. The tennis courts will be relocated to the front of the school with the softball field moving to the back with the rest of the sports fields. The project is proceeding on schedule and within budget with an anticipated first use in early spring 2020.

The Loker Recreation Field Project which consisted of construction of an artificial turf field with lighting and improved drainage and parking, was not approved at ATM 2019. It is anticipated that the project will be reevaluated for consideration at a future ATM.

Stone's Bridge Restoration Project bids were opened in late July 2018. After reviewing the bids received it was determined that the appropriated funds were insufficient to economically repair the structure. Due to the unique construction procedures required it was

determined that repairing the entire span rather than one half at a time was a far more economical method of repair. The additional funding required was approved at ATM 2019.

The project control was shifted from the Facilities Department to the Department of Public Works. Review of the project by DPW revealed that a permit from The Army Corps of Engineers is required. The project will be permitted and rebid for completion during low water in the summer of 2020.

Annual Town Meeting 2018 approved funding to prepare Design, Construction, and Bid

Documents for a multi-use Community Center to be built on the Municipal Parcel located on four adjacent parcels off Boston Post Road, provided that no funds are expended until the Town acquires control of the parcels. However the Town has not acquired control of the parcels, therefore the project is on temporary hold.

ENERGY AND CLIMATE COMMITTEE

The Committee met approximately once a month during FY19 to advance the following:

Streetlights/Green Communities Grant

In March 2019 the Town completed the conversion of its over 700 streetlights—which were incandescent, mercury vapor and high- and low- pressure sodium—to highly efficient LED lights. The upgrade was entirely funded by a combination of the Green Communities grant, the DOER’s LED Rapid Retrofit program, Eversource rebates, and electricity savings. It is expected to save the Town roughly \$60,000 annually.

The streetlight project was the last of 4 measures funded by the 2017 Green Communities grant. The others were completed in FY18 and included:

- 2 Nissan Leaf all electric vehicles
- 2 dual-head electric vehicle charging stations at the Town Building
- Lighting upgrades at the Town Building

DOER Community Resiliency Grant

In June 2019 the Town completed the installation of equipment to link the Middle School’s solar parking canopies with the school’s emergency shelter to extend the emergency generator’s run time and reduce carbon emissions. A DOER grant submitted by the MAPC on Wayland’s behalf funded the project. A press event and ribbon cutting will be planned for later in the year.

Community Solar

Committee members investigated possibilities for community solar for residents who do not have good opportunities at their own homes. The Town, along with Natick and Framingham, applied for and was awarded a grant offering technical assistance from MAPC. In June MAPC issued an RFI to solar developers to determine if any have existing projects with space for community solar. They are awaiting responses. MAPC plans to issue an RFP in the future from developers willing to construct a new project.

International Energy Conservation Code (IECC) Voting

The Town began the process to register four staff members to vote on the International Energy Conservation Code, which will allow them to potentially improve energy efficiency building standards in the international building codes. The IECC is developed by the International Code Council and is updated every 3 years. Building codes in Massachusetts and other states are often structured after the ICC codes, so voting members could affect energy standards nationwide. The members will request validation by September 30 in advance of November voting.

REPA (Regional Planning Assistance) Grant

In May 2019 the Committee applied for and was awarded \$4500 by the MAPC and DOER to be used for planning assistance with energy

projects. \$1500 of the funds will be used to assist the town in preparing their Green Communities annual report. \$3000 will be used to analyze the town's energy use using the MassEnergyInsight software and other sources to look for potential areas of savings. A kickoff meeting will be scheduled after July 1.

Letters from the Board of Selectmen

The Committee requested the Board of Selectmen write letters of support in regards to important state energy policy. The first was to request the state require Eversource to reapply to the Department of Public Utilities before gaining approval for a proposed solar demand charge. This charge would have negatively impacted solar projects statewide. The reapplication was approved by the state. The Selectmen also wrote the MA Board of Building Regulations and Standards to request they upgrade the Stretch Energy Building Code so it is more stringent on energy efficiency than the regular code.

Green Community Electricity Aggregation

The Committee began exploring this option allowing a town to negotiate electric supply on

behalf of residents to achieve a greater percentage of renewable sources than currently required by the state. Dozens of towns have chosen aggregation, with renewable energy percentages ranging from 5% to 60%, and some which allow residents to "opt up" to 100%.

Future Goals

- Submit a Green Communities grant application in spring 2020
- Explore battery storage at the Middle School Emergency Shelter or other buildings to increase Wayland's resiliency in response to climate events
- Prepare a warrant article for Green Electricity Aggregation for Spring Town meeting
- Continue to monitor the technological progress toward practical electric school buses and advise the School Committee in moving to adopting them for Wayland
- Continue tracking energy use as per the Green Communities plan

RIVER'S EDGE ADVISORY COMMITTEE

River's Edge Advisory Committee (REAC) was established by the Board of Selectmen in May 2014, after 2014 Town Meeting approved new zoning and land disposition rights to create market-rate and affordable housing at River's Edge (484-490 Boston Post Road). The 7.3-acre River's Edge project is expected to generate land sale revenues for the Town, clean up a dilapidated site at Wayland's western border, significantly add to Wayland's tax base, and boost the Town's affordable housing levels from less than 5% to over 9%, nearing our Massachusetts 10% affordability mandate. REAC is a multi-disciplinary committee, including representatives from Public Works, Finance Committee, Design Review, Planning Board, Affordable Housing, Economic Development as well as members-at-large.

REAC was charged to help create and administer a competitive Request for Proposal (RFP) process for the disposition of the River's Edge land to a private developer, who in turn would be responsible to clean up the site, complete permitting, build and own the new \$40-50+ million project.

After selection of legal counsel, and after review, consultation and drafting, the River's Edge RFP was issued September 2015, with a follow-up revised RFP issued in early 2016. Three bids were received in Summer 2016, two of which, from qualified developers Baystone Development and Wood Partners, were comprehensive and met submittal requirements. Submittals were closely evaluated by REAC. In October 2016, a unanimous REAC recommendation was made to the Board of

Selectmen to select Wood Partners. Although Wood Partners' initial land price was lower, its long-term tax revenues were higher, and the project was clearly preferred in terms of design, programming and compatibility with the Town at our Route 20 western border.

The Board of Selectmen, after updating financial due diligence, elected to award to Wood Partners in early 2017. A Land Disposition Agreement was negotiated and signed in August 2017.

In late 2017, due diligence began on site. In initial evaluation of the large dirt piles, asbestos tile was discovered. Work stopped and DEP was notified, as required by law. Evaluation was delayed by severe winter weather and slow response from the DEP; after many months, a reasonable testing and removal plan was finally secured. Since Wood Partners had not taken ownership of the site yet, responsibility to remediate the asbestos remained with the Town. An article at Town Meeting in Fall 2018 to allocate funds was approved, and remediation was completed by the Town by year end 2018. In early 2019, Wood Partners' due diligence efforts resumed, and were complete in Spring 2019. Final resolution of the net land price is now under review with the Town and the Board of Selectmen, based on due diligence results per the RFP protocol. Wood Partners' market value of the zoned land was \$8.1 million, and net of site costs required (including environmental remediation, demolition of the septage facility, construction of water line service to the site, and new wastewater treatment plant), the net payment to the Town was originally estimated at

\$1.5 million (now \$2.2 million, given the receipt of the MassWorks grant, see below). Final net land price to the Town, based on due diligence results and final site design, is due to be resolved with Wood Partners and the Board of Selectmen in FY20.

Via other Town departments and committees, River's Edge permitting efforts will also begin in FY20. Upon completion of 6-9 months of permitting and design work, Wood Partners is expected to close on the land per the Land Disposition Agreement, begin construction ideally in calendar year 2020, for initial completion phases potentially by year end 2021. In related efforts, in FY19 work continued on water line improvements on the Route 20 corridor. The Town successfully secured a \$2.4M MassWorks grant, largely due to the River's Edge project. The first two phases, extending the water line from River's Edge along the Transfer Station Access road to DPW/River Road, and replacing decades-old water line from the intersection of Routes 20/27 to the Russell's intersection, are now complete. The last phase, new water line from Russell's intersection to serve the River's Edge site, is due to be complete fall 2019 (saving Wood Partners' \$705,000 estimated cost to bring water service to the site, which increases the net land price to the Town, as noted above).

REAC did not meet in FY19 since the project was in due diligence phases. Although the bulk of the Committee's work is finished, REAC is available at Board of Selectmen's discretion as may be needed in the ongoing acquisition until the sale is complete.

LIBRARY PLANNING COMMITTEE

The Library Planning Committee (LPC), formed in 2015 by the Wayland Board of Library Trustees to study the feasibility of constructing a new or expanded library, was formally disbanded in 2019.

The committee met for the last time on February 11, 2019, in a joint meeting with the Board of Library Trustees. The proposal developed by the two groups—for the construction of a new library at 195 Main Street, designed by Tappé Architects—was awarded a \$10,137,980 construction grant from the Massachusetts Board of Library Commissioners in 2017, but the library had to decline the grant after the project received less than the required two-thirds majority vote at Annual Town Meeting 2018 to fund the balance of the project. Because the project, as proposed, cannot proceed without the necessary funding, the Planning Committee was found to have fulfilled its brief.

While the Board of Library Trustees has not lost interest in constructing a new or expanded library in the future, there are no opportunities for state grant funding at present to significantly defray the cost of a project for taxpayers. The two groups discussed the Trustees' renewed focus on optimizing space and services at the library's longtime home at 5 Concord Road.

On February 13, 2019, the Board of Library Trustees voted to formally disband the Library Planning Committee.

PUBLIC SERVICES

BOARD OF HEALTH

Julia Junghanns, *Public Health Director*
 Ruth Mori, MSN, RN, *Public Health Nurse*

The Board of Health derives its authority through specific delegation of power from the State Legislature. This authority includes both the powers that are expressly granted by state statutes and those powers that are implied from those statutes. The extent of the state's delegation of power varies from designating the Board of Health as the primary enforcement agent of the state's regulations to authorizing the Board of Health to draft its own regulations regarding public health matters (M.G.L. c.111 §31). Local regulations may be more stringent than existing state mandates, but in no case may they be inconsistent with state regulations.

Mission

To protect the public health, safety, and welfare by permitting or licensing qualified professionals, services, and establishments through the fair and consistent application of statutes and regulations. Through our Board of Health, we develop, implement, and enforce regulations and policies that assure and promote the safe practice of those we permit and regulate. Our commitment to Public Health nursing excellence is evidenced by our outreach and response to resident needs of all age groups, among the various community settings. Our public health nursing program provides quality care that supports the health and well-being of all residents.

BOARD OF HEALTH INITIATIVES

New Food Code Implementation

In October 2018 the state Food Protection Program adopted the 2013 FDA Food Code statewide as well as a new version of the MA 590 Food Code. The last update was in 2001 when MA adopted the 1999 FDA Food Code and MA 590 Code. Because science has progressed so far in the last 17 years the changes to the codes were massive. To implement this expansive change, an intensive training effort to include all personnel (both inspection staff and food establishment staff) was undertaken. The Town's food inspector conducted the following:

1. **October, 2018:** A PowerPoint presentation and handout packet was created highlighting all the new changes involved, how to implement them, utilizing practical resources/sources and itemizing new equipment needed to ease the transition.
2. **November 2018:** A 2.5 hour presentation for the Wayland inspection staff, and inspectors from many of the surrounding towns: Wellesley, Marlborough, Lexington, Natick, Maynard, and Hudson.
3. **November 2018:** All food establishments in Wayland were contacted and asked to sign up for one of the two trainings planned for a "Person in Charge" from each establishment regarding the new code requirements. We had 100% attendance compliance! This ensured they would be ready for the town implementation on January 1, 2019 and allowed them 6 weeks to obtain new tools and create new procedures and train their staff.
4. **June 30, 2019:** Each establishment was inspected using the new parameters and any non-compliant items (violations) were corrected upon re-inspection.

Wayland was one of the first towns in the state to comply with the new regulations.

The new code states that if packaged shelf stable foods are the only food sold in a retail establishment that the store does not need to be permitted by the Town. Twelve locations meet that criteria and have not been inspected since January. The Health Department staff drafted a Local Regulation, currently under review by Town Counsel, and plans to adopt the regulation in 2020.

Polystyrene Food Container and Plastic Bag Bans

These bans, approved at 2017 Town Meeting, went into effect in February 2018. Health Department staff sent out communications and reminders to our identified vendors for the polystyrene ban. We have also been involved with compliance checks and educating retailers and communicating regarding potential violations throughout the year.

Local Septic Regulation Revising/Updating

The Health Director has been working on revising the Local Septic Regulations with help from the Health Agent. A significant amount of time has been dedicated to reviewing the regulations and researching regulations in similar communities. Our goal is to improve and update our existing regulations so they are easier to understand and more in line with current information and Mass Department of Environmental Protection's guidance. The regulations have not been changed since 1999 when an amendment was made, but the full regulation has not been reviewed since 1994. The local Wastewater Treatment Facility (WWTF) Regulations will be updated at the same time and incorporated them into the Local Septic Regulations. The local WWTF Regulations have not been changed since 1998 when an amendment was made, but have not been reviewed since 1988. Since the regulations for WWTF are heavily regulated by the state we determined that a good amount of the current local regulation could be eliminated.

Permit Process Improvements

Identifying process improvements has continued, including clarifying and documenting permit processes for land use departments. The Town Administrator's office issued a Request for Proposals (RFP) was posted for professional services to conduct interviews with land use departments, gather data, and create diagrams of current processes and workflows. The contract was awarded to D.H. Keene Associates and the work was completed this fiscal year. Office staff was very involved with all steps of this initiative and met with D.H. Keene Associates to explain permitting and workflow processes. A Requirements Document was prepared in anticipation of creating a new RFP to acquire software that would meet the current and anticipated needs of the Town. At this time we are awaiting funding. Our goal is to enable streamlined workflows, data sharing and enhancement of the customer experience.

The majority of properties in town, approximately 90%, are served by private, onsite subsurface sewage disposal systems for which the Town's residents rely heavily on staff for guidance and expertise. Staff regularly assist residents and businesses in applying for construction project permits, as well as new and repair septic system designs while ensuring these projects comply with local and state regulations that protect the Town's numerous drinking water wells, and public health, safety, and the environment in general. Staff also help residents maximize their property value while educating them on how to take care of their septic system. We plan on focusing on this initiative for completion and adoption in FY20.

Director Junghanns has been a longtime member of the Massachusetts Health Officer's Association Executive Committee (MHOA). MHOA's mission is to assist and support staff of local health departments in meeting their statutory responsibilities to the public through programs of education, technical assistance, representation, and resource development, and

by providing educational and informational programs to the general public on public health topics. Each year MHOA holds an Annual Educational Conference in which Julia has been very involved as Track Chair for Title 5 since 2014. The Title 5 track has the largest crowds attending its sessions, typically between 60 and 100 per session, with speakers on various subject matters of interest that qualify to meet requirements for educational credits required for license renewals (Soil evaluators, Registered Sanitarian, Title 5 inspectors, and others).

The Health Department staff worked with the Wayland Buzz on an educational piece regarding septic systems and on shingles/vaccine programs including flu clinic improvements within our community.

The Public Health Department once again participated in the Free Epi-Pens for Schools program and saved the Town \$1,800-\$2,000 in nursing supplies.

Various projects have been ongoing in the Health Department throughout FY19:

File Alley Project

This project has seen major progress during FY19 to cull files, move appropriate items to storage vault, request for disposal, and reorganize. The project will continue through FY20.

Recreational Marijuana

After non-medical recreational marijuana became legal in Massachusetts, the Board of Health recognized the public health concerns, and took a position voting unanimously on June 11, 2018 to recommend that the Town ban non-medical recreational marijuana. In April 2018 a Marijuana Working Group was formed and met regularly to understand the new state law that legalized the cultivation, personal use and retail sales of recreational marijuana throughout the Commonwealth and the impact to the Town of Wayland. The Health Director and the Town Planner updated the Board of Selectmen on the group's efforts and they voted to put the question on a ballot, yes or no to ban recreational marijuana in Wayland. Since Wayland was a "yes" town when the state vote passed, to consider a ban, the Town was required to follow a two-step procedure involving a ballot vote, and a vote at a Town Meeting. A special election was held where the residents were asked to vote yes or no to ban on October 2, 2018 and the ban passed. However,

it was determined that the required notification procedures were not followed at the special election and the results were considered void. The Town brought the vote to Special Town Meeting in November 2018, and zoning was approved to allow recreational marijuana only in a certain area of town.

Another vote took place at the Annual Election before Annual Town Meeting in spring 2019 where the ban passed and the zoning article was changed to only allow medical marijuana in the specially zoned area.

Marijuana working group: Julia Junghanns (Health Director), Sarkis Sarkisian (Town Planner), Lea Anderson (Chair BoS), Sarah Greenaway (Youth Advisory Committee member), Jason Verhoosky (Director of Youth and Family Services), John Schuler (Chair BoH), Ira Montague (Planning Board member), Pat Swanick (Chief of Police), Jane Purser (Wayland Cares, Program Coordinator), Geoff Larsen (Building Commissioner) Beth Klein (Town Clerk).

Inspectional Services

Board of Health personnel are involved with all aspects of subsurface sewage disposal within the town, from witnessing soil testing and site evaluations, plan reviews and field inspections during installations to ensure full compliance with Title 5 Regulations of the State Environmental Code and our Local Rules and Regulations. The Health Agent/Sanitarian also reviews and approves building plans and modifications.

	FY18	FY19
New Construction	44	14
Upgrades	32	41
Alterations	40	56
Misc.	10	3
Total Septic Permits	126	114
Soil Testing	138	120

	FY18	FY19
Passed	147	106
Conditionally Passed	22	24
Failed	16	15
Total Title 5 reviewed	185	145
Certificates of Compliance**	74	98

***The total # of Certificates of Compliance denotes the complete installation of new septic systems or repairs to failed septic systems.*

The Board of Health provided its routine inspectional services as required by state regulation relative to public and semi-public swimming pools, the Town beach and recreational camps. State regulations require bacterial testing on a weekly basis at the Town beach; weekly samples are also taken at Dudley Pond. During the summer between July 1, 2018 to the end of beach season, readings were within state guidelines. Additionally, investigation and follow-up of complaints filed with the Board of Health relative to improper trash storage, unsanitary lots and housing, public health nuisances and other environmental matters were conducted by the Health Director and Health Agent.

Chapter 40B Affordable Housing Projects

Throughout the Fiscal Year of 2019, the Board of Health and staff were very involved with two large 40B projects reviewing technical reports/plans, providing comments/memos to the ZBA, accepting correspondence and resident comments, answering questions, and discussing various agenda items. The two projects are; Winsor Place (24 School Street), Cascade Wayland (113-119 Boston Post Road). Winsor Place is a project where a flow of 2,860 (26 bedrooms) is being proposed with a subsurface sewage disposal system and alternative treatment being provided. There have been ongoing discussions/investigation regarding the water table/soils, the groundwater mounding analysis and hydrogeo review, stormwater, and waivers that are being requested from Local Regulations including reduction in offset to wetlands. Cascade is a large project where a flow of 9,900 gallons per day is being proposed with a subsurface sewage disposal system and possibly alternative treatment. There are a number of environmental issues that the Health Agent and Director have been involved with investigating/commenting on in memos to the ZBA regarding soils/ledge, waivers being requested from local regulations, engineering complications, a hydrogeo study, environmental issues related to offset to the brook, and stormwater.

River's Edge Development Project

This project is a development at the old septage treatment facility site (Boston Post Road), that involves a potential wastewater treatment facility to handle wastewater, and environmental assessment/investigations for potential contaminants due to the site's prior uses and history. Variances were requested from Local WWTF Regulations, based on advancement of technologies since the time the regulations were implemented and the strict oversight provided by MassDEP. After two full presentations to the Board of Health by the project proponent's engineer and full discussions with the Board, the Board approved the requested variances with some understandings regarding environmental

reports to be provided for review. The Health Department we will continue to be involved as things progress with testing, completion of the environmental site assessments and the permitting process.

Subdivision Review

Whittemore Place, 3 lot Subdivision (Old Connecticut Path) septic design and building were approved and development has begun.

Food Establishment Inspections

Two rounds of annual inspection of all permitted food establishments as required by MA Food Code were completed. This includes school cafeterias, church kitchens, full-service restaurants, acidified rice variance facilities, assisted living kitchens, pizza, bagel and sandwich shops, and private club kitchens. The exceptions are those that open seasonally, which are inspected once per season. Re-inspections to follow up on any violations were conducted.

The Russell's Farmers Market winter and summer vendors had their plans reviewed for their booths and permits were issued. On-site inspections were also held early in the market season for both markets. In total there were 74 vendors this year.

Five facilities cater to highly susceptible populations of senior citizens in Wayland. They are all currently enforcing the Massachusetts food code regulations specific to this population.

Tobacco Compliance Checks were completed to monitor products sold by local vendors as per the Tobacco Regulations and to identify unique tobacco products that are not regulated at this time. Tobacco Compliance checks were also conducted (twice per year) by the Wayland Police Department (to monitor products sold to persons under 21 as per Local Retail Tobacco Regulation), and there were no violations. We continue to see a need for inspections for large temporary events.

Food Inspections

	FY18	FY19
Routine Inspections	145	113
Re-inspections	64	60
Food borne Illness Investigation	3	1
General Complaints	2	4
Plan Reviews	6	5
Farmer's Market vendors	78	74
Temporary event /food safety review (mostly phone)	9	31
Power outage visits	0	0
Variance hearing	0	0
Recall calls	0	2
Acidified rice HACCP plans	3	3
Tobacco Compliance Checks	15	18
Highly susceptible population Establishments	5	5

Routine Services

The Department oversees the daily management of public health and environmental programs, collection of communicable disease statistics, issuance of burial permits, issuance of licenses and permits as reported in the statistics section, review of subdivision plans and building permit applications, and monitoring the contracted services in the areas of mosquito control, mental health services, and Household Hazardous Waste Collection days twice yearly. Staff has continued to be involved with responding to complaints, managing problems and issuing permits related to beaver dams through the regulatory process in Town.

Animal Control

Due to the retirement of the Animal Control Officer, Dave Poirier, it was decided that the services provided by him for problem wild animal consultation, specimen preparation for rabies testing and delivery to the lab and animal carcass pickup and disposal would be merged with the duties of the Town's Animal Control Services under one contract. As of FY19, that contract is no longer managed by the Board of Health although we are still involved regarding the services provided to remove carcasses from the roadway and situations involving rabies and problems with wildlife.

Rabies Control

The risk of rabies continues to be a problem within the Commonwealth. Rabies has been found in the past in foxes, raccoons, skunks and bats in town. As needed, specimens are sent to the lab for testing and state guidelines/protocols are followed. The Health Department staff continues to provide information to the community and guidance in an effort to reduce the threat of rabies to the general public. Situations often arise where office staff assists with answering questions regarding potential rabies exposure, testing, and acting as a liaison with the state lab and epidemiologist.

Tick-borne Illness

Deer ticks and other species of ticks appear in our woods, back yards, grassy areas and trails searching for a blood meal from an animal or human host. Ticks can carry diseases that can be transmitted to humans. Residents might know or know of a family member, friend or neighbor who has been treated for one of the three tick-borne diseases that are becoming widespread in our area: Lyme, Anaplasmosis (Ehrlichiosis), and Babesiosis including other emerging diseases. These diseases can seriously impact an individual's health and life-style, and it is important to learn about the diseases, their symptoms and ways in which you can protect yourself and loved ones.

We have continued to be involved with the Middlesex Tick Task Force and any new emerging issues regarding this serious regional public health issue, as well as share ideas and resources regarding prevention of tick-borne diseases. We have attended educational programs and provided guidance to the public through press releases and information on our website. Known officially as the Middlesex Tick Task Force, representatives from Acton, Bedford, Carlisle, Concord, Lexington, Lincoln, Waltham, Wayland and Weston envision their

mission as providing tick-borne disease education for their residents. The group's goals are to increase awareness of tick-borne diseases in our towns, to educate residents about effective prevention measures, and to promote inter-town collaboration about these diseases in Middlesex County. Health Department initiatives include continuing to provide educational materials for distribution, educational articles, work on posting tick warning signs, along with educational materials at conservation trails in Wayland.

Nursing

Ruth Mori, MSN, RN, continues to function in the dual role of Public Health Nurse and School Nurse Leader. When this position was created back in 2007 it was originally a part-time 30 hour per week position. However, after seeing the number of hours required to do the job the Town approved the position becoming full-time at 35 hours per week. As the Public Health Nurse she manages a number of necessary functions following MDPH requirements that involve vaccine management, communicable disease follow up, direct oversight of our Community Health Nursing Program, and emergency preparedness, and acting as Wayland representative to the newly merged MDPH Region 4AB Public Health Sector of the Health and Medical Coordinating Coalition (HMCC) of Emergency Preparedness.

Congratulations to Ruth Mori, MSN, RN, Public Health Nurse/Nurse Leader for the Wayland Health Department for receiving the 2019 Annual Public Health Nurse Award for The Massachusetts Association of Public Health Nurses (MAPHN). This award is "In Recognition of Dedication and Excellence in the Field of Public Health Nursing" and was presented on May 10, 2019 at the MAPHN Annual Conference. Ruth has also been elected to the President of MAPHN from 2019-2021 and was recognized in the "Salute to Nurses" Supplement Edition of the Sunday May 12, 2019 Boston Globe, for driving all community

nursing efforts and the planning and administration of flu vaccine for up to 2,000 residents per year with specialized appointment based clinics for our 65 and older residents. We celebrate all of her accomplishments!

This year residents were offered injectable seasonal flu vaccine in conformance with CDC recommendations. Flu mist was again not recommended this year per the Advisory Committee on Immunization Practices (ACIP) since it lacked effectiveness over the previous four flu seasons. We offered high-dose flu vaccine for our residents aged 65 and older and with parental consent, flu vaccination was available to students within each Wayland Public School. Again we offered Pneumococcal-both PCV13 and PPSV23, Tetanus, Diphtheria and Pertussis (TDAP) vaccines which was provided to requesting residents according to the CDC recommendations.

The large community flu clinics are held to support residents receiving their seasonal flu vaccine and also to practice the various stations that may be necessary to dispense medication to residents during a public health emergency. These clinics operate within the incident command system (ICS) and are supported by the Medical Reserve Corps (MRC). The Wayland MRC consists of an active group of volunteers who provide both clinical and clerical support to the Health Department for public health emergency activities. The dedication of our MRC members continues to ensure that quality

based services are available to support the needs of residents during our annual community flu clinics and in the event of an actual public health emergency.

The Board of Health approved the Health Department's proposal to offer the new Shingrix vaccine to our senior population. The program allows the Health Department to procure both doses of the vaccine and pay for one dose; while the resident pays for the other dose at cost. We receive just 10 doses at a time as the supply is limited and we hold a lottery selecting five self-identified interested residents at a time. In most cases, this offering is well below the cost of the resident's insurance co-pay and, thus far, has been well received. We will continue to offer

this into FY20.

Over the past year, we lost two of our long-term Community Health Nurses (School Nurses) who were in Wayland at the beginning of our Community Health Nursing program; both had supported the Town from Parmenter Health (through a contract) prior to becoming Town employees: Marcia Nims, BSN, RN from the Middle School left and was replaced by Yumiko Murai, MSN, RN. Jeanne MacDonald RN from the Happy Hollow Elementary School retired after job sharing as Community Health Nurse for a year with Kelly Bradford BSN, RN. Kelly will become our full-time nurse at Happy Hollow and Jeanne has agreed to return as a sub-nurse. We have also increased the number of nurses in the substitute pool this year.

In 2018, the Health Department utilized Public Health Emergency Preparedness (PHEP) funds to procure public access to individual bleeding control stations. These kits were disseminated as another tool with which to support emergency preparedness in public buildings throughout the community. We plan to locate them near the Automatic External Defibrillator(s) (AED) already in place. Public Access Defibrillators are located in the



following Town buildings: All school buildings, Town Hall first floor by the Town Clerk and the elevator, Town Hall gym, Town beach, the Public Safety Building lobby, the Transfer Station brown office building, and the Wayland Library. At the end of this fiscal year we also procured four large and four small wall mounted bleeding control stations. The building locations of these stations are to be determined but will be placed near an AED.

Community Health Nursing

The Board of Health, under a Memorandum of Understanding with the School Committee, completed its twelfth year of responsibility for the School Nursing Program which includes five full-time school nursing positions. Each of our schools has a full time RN during regularly scheduled school hours. These nurses provide an array of health services for the population within each of their schools. Ruth, as the School Nurse Leader in the Public Health Nurse/School Nurse Leader dual role, provides direct supervision to the entire Community Health Nursing Program.

This year Ms. Mori provided training and consultative services to The Children's Way (TCW) pre-school. In addition, she provided assistance to the program in hiring an individual nurse/classroom assistant that was necessary. The School Department Immunization, Communicable Disease and Life Threatening Allergy Policies and protocols that were drafted by Ruth were approved by the School Committee and implemented in 2019.

The Massachusetts Department of Public Health's Essential School Health Services Division has provided funding for school health supplies, services, and educational programs that have proven to be extremely beneficial to our program. The Community Health Nursing Program promotes the education of students by supporting the overall health, wellness, and safety of all individuals within the school environment.

The Department of Public Health's Essential School Health Services Program which ended on June 30, 2019 and is, now known as the Comprehensive School Health Services (CSHS) Program, issued a Request for Proposal (RFP) allowing local Boards of Health to apply for 10-year grants to provide quality school health services that address students' needs. We are happy to report that Wayland was selected as a

recipient of this grant and has been awarded \$5,000 each year for the next ten years!

Specifically, nurses provide emergency, routine, and preventative health services to the schools, consult with school staff and parents concerning health concerns, provide health education services as needed and maintain student health records. The nurses oversee and perform all required screening services to students and comply with all relevant State regulations and reporting requirements. In addition, there are several substitute nurses within our Community Health Nursing Program who work on an as-needed basis as well as provide regular coverage at Claypit Hill Elementary School where nursing needs have increased.

As part of the Massachusetts Department of Public Health Essential School Health program, there are statistical requirements that must be fulfilled. Our data collection for the following information occurred from September 2018 through June 2019. There were a total of 25,537 student visit encounters to our health rooms as a result of accidents, illness, and medicines. There were 2,227 students who made at least one visit to the health room this year. There was also an overall 93% return to class rate, meaning that students were able to have their concern managed and return to class without having to be dismissed or away from class for prolonged periods of time. Additionally, nurses perform health screenings and/or re-screenings as mandated by the Massachusetts Department of Public Health. From the screenings that were performed our nursing staff referred 26 students for potential hearing concerns and 76 students for potential vision issues. These referrals help families to work with their child's primary care provider in case glasses or other adaptive medical equipment is necessary for students to access their educational setting. The Community Health Nursing Program collaborates between the Health and School Departments and remains an integral part of the Wayland Public Schools.

Public Health Nursing Services

Our Public Health Nursing focus is preventing disease and decreasing the development and transmission of health conditions that impact our residents and assist in the management of the overall health of our community. We again provided the Prevnar 13 and Pneumococcal vaccine (PPSV23) to our senior offerings this year and included significant enhancements to our modes of flu clinic communication. We used an auto dialer to announce our senior clinics to prior senior clinic attendees and we utilized both the reverse 911 service and the electronic sign boards for the community clinic announcements, courtesy of our Public Safety partner, the Wayland Police Department. We again utilized our new flu clinic automation process and we implement improvements each flu season. This year we gained additional reporting.

Our Public Health Program covers a broad range of services to Wayland residents and includes the following:

- Blood Pressure appointments
- TB Screenings
- Vaccine Administration: 1,785 injections in total
 - 1,761 doses of seasonal flu (injectable) vaccine of which 446 were High-dose
 - 3 doses of Tdap vaccine
 - 11 doses of Prevnar 13 vaccine
 - 10 dose of Pneumococcal PPSV23 vaccine
- Shingrex Shingles Vaccine Administration: 25 injections in total
- Massachusetts Department of Public Health (DPH) Vaccine Administrator/Provider
- Oversee Medicare and Health Insurance Flu Vaccine Reimbursement Program
- Follow up of Massachusetts DPH Reportable Communicable Diseases (145)
- Community Health education
- Conduct health inspections and health related education to summer camp programs provided within Wayland –enforcing new state regulations and requirements
- Collaborate with Region 4A Emergency Preparedness activities
- Prepare Massachusetts DPH Emergency Preparedness deliverables
- Medical Reserve Corps Coordination

A tuberculosis exposure occurred within our High School community this school year. The Wayland Public School's administration and Health Department partnered and worked alongside the Massachusetts Department of Public Health (MDPH) to conduct a large scale contact investigation as per MDPH protocols in a school setting.

Additionally, we conducted a varicella investigation in a day care/pre-school setting, again working alongside MDPH, specifically related to protocols around immunization status of both staff and children.

Flu Clinic Automation Overview

Last year, we spent several months creating a clinic flow database and application to automate the Wayland flu clinics. This system automates the registration and insurance data collection through card reading technology, electronically records the resident's authorization to bill insurance, allows for the screening activities required to determine which vaccine can be given to residents based on a medical assessment and records the vaccine, date administered and the name and credentials of the administrator through the use of stickers and scanners. We use a two-dimensional bar code scanner to check the resident/recipient out of the clinic which updates the database. This allows for Wayland to send materials to our billing agent to bill the insurance companies on our behalf. That insurance reimbursement is what funds the

following year's purchase of vaccine at no out-of-pocket cost to Wayland residents.

At the annual meeting for the vaccine reimbursement program, we were informed that the Town of Wayland is among the top performers in Massachusetts out of 157 claiming entities contracting with UMASS Medical in realizing reimbursement for both vaccine costs and its administration. We are continuing to streamline our processes, taking advantage of tax work off and Veteran's program personnel and utilizing our MRC volunteers, to maximize purchasing to offer vaccine to our residents. Additionally, the Wayland Health Department has complied with the Commonwealth's requirements to update the MIIS (Massachusetts Immunization Information System) for each dose of vaccine administered.

Board of Health Statistics as of June 30, 2019
Communicable Diseases reported to the Health Department:

Babesiosis	5
Borrelia mlyamotol infection	3
Calicivirus/ Norovirus	1
Campylobacteriosis	5
Enterovirus	1
Giardiasis	3
Group A streptococcus	1
Hepatitis B (chronic)	2
Hepatitis C (chronic)	4
Human Granulocytic Anaplasmosis	10
Influenza	43
Legionellosis	1
Lyme Disease	34
Measles	1
Pertussis (and other Bordetella species)	4
Rocky Mountain Spotted Fever	1
Salmonellosis	5
Shiga Toxin producing organism	1
Taxoplasmosis	1
Tuberculosis (latent)	16
Varicella	3
Total	145

Animal Inspector

Animal Inspector Bruce Sweeney provided annual inspections for animal keeping permits in the Town. The following is a summary of the animal inspections (200) for FY19:

	<u>FY19</u>
Horses/Ponies	32
Sheep	2
Swine	8
Cattle	29
Chickens	123
Waterfowl	3
Goats	3

Board of Health Permitting Statistics as of June 30, 2019

	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
Animal Keeping	22	14	23
Burial	208	179	192
Disposal Works Installers	33	37	42
Review of Prev. Approved Plans	0	0	4
Food Service Establishments	39	36	34
HACCP Restaurant	2	2	2
HACCP Grocery Stores	2	1	1
Limited Food Service	10	12	12
Residential Kitchens	2	2	1
Farmer's Markets	78	81	74
Retail Food	12	10	12
Limited Retail Food	10	9	9
Funeral Director	1	1	2
Operating Semi-Public P	11	11	11
Pool Construction	3	2	1
Pool Installer	0	2	1
Recreational Camps for Children	12	11	9
Refuse Collection	18	16	19
Septage Hauler	22	19	21
Temp Food Events		10	35
Tobacco Sales	14	14	16
Wastewater Treatment Plant	5	5	5
Private Well	8	13	11
Frozen Dessert Mfg.	1	0	0
Mobile Food	0	0	0

Household Hazardous Waste

181 Wayland residents and 12 non-residents participated in the two Household Hazardous Waste Collection Days sponsored by the Board of Health.

Fall 2018	94
Spring 2019	99

The Human Relations Service

The Human Relations Service (HRS), a private, non-profit community mental health agency, has been Wayland's provider of outpatient mental health service since FY97. As the table below shows, during FY19, HRS provided 1,412 total service hours, 6% more than last year, and the distribution of the hours continued a recent trend: more counseling to residents and fewer to students on special education plans.

1,251 of our total hours were used for clinical service, 1,221 provided to residents who sought help directly (our highest ever total), including families with children who were not on Special Education (SPED) plans, and residents referred by other clients, pediatricians, or other professionals. All Wayland residents are eligible to be seen at HRS regardless of their ability to pay. These clients received outpatient psychotherapy for a range of mental health issues. Thirty clinical hours were provided to students in the Wayland Public Schools who were seen in connection with their SPED plans. The Town is legally mandated to provide this service. In recent years, school staff have successfully managed student care while reducing the number who have needed direct

counseling at HRS through the SPED program. We've been pleased to help in this effort.

HRS also provided 91 hours of consultation to school staff, including 50 hours for urgent psychiatric evaluations, and 41 hours for sessions with school staff to support them in their work. The psychiatric evaluation program provides prompt access to our staff psychiatrist for urgent evaluations of students who may be at risk. HRS provides a combination of treatment and consultation, which is an ideal way to meet students' needs and can help avoid the dislocation and expense of student outplacement. (Even one such placement can exceed the entire cost of our town grant.)

As part of our comprehensive approach to supporting Wayland residents with mental health issues, HRS provides a rapid response intake and referral service. The Town received 70 hours of service through this program.

The dollar value of our combined services exceeded by \$57,090 the combined revenue from our Town grant and the fees we received. We raise money ourselves to close this gap.

Service Hours

	FY19	FY18
a) Clinical hours to town residents (non-school)	1,221	1,152
b) Clinical hours to students with SPED plans	30	33
c) Consultation hours to school staff re: b)	41	78
d) Urgent Psychiatric Evaluation**	50	
e) Intake/Referral Services**	70	
Total	1,412	1,263

FY19 Detail			
General (non-school) Services	Hours	Charges	Total
Counseling to children and families*	1,221	213,675	213,675
Intake/Referral Services	70	12,250	12,250
School Special Education Services			
Counseling to students	30	4,500	
Consulting to staff	41	6,150	
Urgent Psychiatric Evaluations	50	10,000	
Total	<u>121</u>	<u>20,650</u>	<u>20,650</u>
Total value of all services	1,412		246,575
Income			
Town funding		62,500	
General counseling fees paid (clients & insurers)*		<u>126,985</u>	
Total income		189,485	<u>189,485</u>
Deficit			-57,090

* Almost all our patients had some form of insurance coverage but in almost no cases did this cover our full charge. Additionally, 85 of our 1,221 general counseling hours were to residents who couldn't afford their own portion of the charge and were awarded a reduced fee based on proof of income status.

** In the past Urgent Psychiatric Evaluations and Intake/Referral Services were subsumed in other totals or not allotted for in the description of our program. We have broken out these important components so residents will better understand the scope of our services.

Report of the East Middlesex Mosquito Control Project as Provided by Superintendent Brian Farless

The East Middlesex Mosquito Control Project conducts a program in Wayland consisting of mosquito surveillance, larval mosquito control and public education.

The start of FY19 had low mosquito populations. Eastern Massachusetts experienced average rainfall during spring 2018 and then it was a dry summer until late August. Starting in late August and continuing into fall, precipitation was above normal. By mid-September, mosquito populations had rebounded back to average or slightly above average.

The Massachusetts Department of Public Health (MDPH) determined that there was a moderate West Nile Virus (WNV) risk and remote Eastern Equine Encephalitis (EEE) risk in Wayland during the summer and fall of the FY19 mosquito season. There were 49 residents in Massachusetts that contracted WNV during the summer/fall of 2018. None of them resided in Wayland.

The adult mosquito surveillance program monitored mosquitoes from 11 Wayland trap collections. Six mosquito pools were sent to the State Public Health Laboratory to be tested for EEE and WNV. Mosquitoes from three samples

tested positive for WNV. All of the samples tested negative for EEE.

The larval mosquito control program relied on the larvicides *Bacillus thuringiensis* var. *israelensis* (Bti) and methoprene, which are each classified by the EPA as relatively non-toxic. Field crews made 15 site visits and applied Bti using portable sprayers to 10.5 wetland acres when high densities of mosquito larvae were found in stagnant water. At the end of April, a helicopter was used to apply Bti to 74.3 acres to control spring mosquito species. During the 2018 mosquito season, a larvicide containing

methoprene was applied to 2,328 catch basins to control *Culex* mosquito larvae. The mosquito species *Culex pipiens* is the primary WNV vector in this region.

The Project's public education program is designed to develop awareness within the public and private sectors as to their roles in mosquito control. The Project serves as a resource to residents, municipal officials and the local media on mosquitoes and mosquito borne diseases. A web page located at <https://sudbury.ma.us/emmcpl/> provides residents with information on mosquitoes, control programs and related topics.

FY20 Focus Areas

Septic Regulations

Health Department staff plan to complete revisions and updating of the septic regulations to present to the Board for review, public hearing and adoption.

Once the septic regulations are complete, office staff plans to begin reviewing the Local Private Well Regulations and Local Hauler Regulations. Tobacco is another area that the Board is interested in reviewing to consider updates to our local regulations based on concerns for youths using flavored products and electronic cigarette devices.

Brian McNamara's seat on the Board of Health expired in Spring 2019, he ran for election again and was successfully elected for another term. Dr. Schuler was formerly Chair and Susan Green was voted in by the Board to act as Chair after the Spring election. We thank Dr. Schuler for his leadership and advocacy in his efforts to ban recreational (non-medical) retail marijuana in Wayland.

Board of Health Members:

Susan Green, Chair

John G. Schuler, M.D

Brian J. McNamara

Arnold Soslow, M.D

Robert DeFrancesco, D.M.D

INSPECTION/BUILDING DEPARTMENT

Geoff Larsen, *Building Commissioner*

The primary mission of the Building Department, including the Specialized Code Inspectors, is to administer all permits related to construction, plumbing, gas and electrical work as well as code enforcement. It is the intent of the code to establish the minimum requirements to safeguard the public health, safety and general welfare through control of the built environment, and to provide safety to firefighters and emergency responders during emergency operations.

The State Building Code and the specialized codes apply to:

- The construction, reconstruction, alteration, repair, demolition, removal, inspection, issuance, and revocation of permits or licenses, installation of equipment, classification, and definition of any building or structure, use and occupancy of all buildings and structures or parts thereof;
- The rehabilitation and maintenance of existing buildings;
- The standards or requirements for materials to be used in connection therewith, including but not limited to, provisions for safety, ingress and egress, energy conservation, and sanitary conditions.

The Building Department is also authorized to provide:

- Annual inspections for educational and assembly use buildings pursuant to the State Building Code;
- The interpretation and enforcement of the Town of Wayland Zoning Bylaws and enforcement of certain provisions of the Town of Wayland Town Bylaws;

- Administrative liaison services to the Zoning Board of Appeals;
- Administrative support for weights and measures agent.

The Building Department serves to maintain on file records, plans and other related documents for individual parcels and structures in order to inform zoning enforcement following a written request or to provide general background information to a resident who plans to improve their property.

On a daily basis, the Building Department serves the residents, business owners, and contractors within the community by processing numerous permit applications, zoning requests for hearings, issuing permits, performing periodic state inspections, conducting site visits, investigating complaints and granting certificates of use and occupancy. Department staff interacts with applicable land use departments in order to better serve residents and to expedite the permit approval process, zoning board hearings and related decisions.

Fiscal 2019 Building Department permit fee revenues are as follows:

Building Permits.....	\$ 288,694.00
Gas Permits.....	\$ 19,273.00
Plumbing Permits.....	\$ 18,381.00
Electrical Permits.....	\$ 71,349.00

Total Building Department Permit Fee Revenues: \$ 397,697.00

Fiscal 2019 Department activity included the issuance of 859 total building permits of all types.

An overview of construction category types includes the following:

11	Single Family Dwelling Units
23	Residential Addition
19	Residential Finished Basement

40.....	Residential Bathroom Remodel
25.....	Residential Kitchen
26.....	Residential Deck/Porch
14.....	Residential Demolition
92.....	Residential Window Replacement
28.....	Residential Door Replacement
175.....	Residential Roofing
22.....	Residential Accessory Structures
46.....	Residential Renovations
250.....	Residential Miscellaneous
12.....	Residential Siding
3.....	Wood Stove/ Fireplace
5.....	Commercial Tenant Fit Out
3.....	Commercial Renovation
11.....	Commercial Sign
10.....	Commercial Miscellaneous

As of January 2019 the Building Department is pleased to report that Building/ Zoning Department Assistant Ms. April Leshore and Building/Planning Department Assistant Ms. Julie Pratt have joined the Building team.

Finally, the Building Department and Zoning Board of Appeals respectfully report on the passing of longtime Department Assistant Ms. Norma Badger on August 9, 2019. Ms. Badger's good work has left an enduring mark on the Department and the wider community.

Respectfully submitted by the staff of the Building Department:

Department Assistant and ZBA Liaison; April Leshore

Department Assistant for both Building and Planning Departments; Julie B Pratt
Part time Plumbing/Gas Inspector; Steve Bottazzi

Alternate Plumbing/Gas Inspector; Ernie Ferraro
Alternate Plumbing/Gas Inspector; John Duffy
Alternate Plumbing/Gas Inspector; Al Sherman
Alternate Electrical Inspector; Jack Alesse
Alternate Electrical Inspector; John McGourty
Alternate Electrical Inspector; Stephen Leger
Alternate Electrical Inspector; Dale Blue
Sealer Weights and Measures; Tim Walsh
Local Building Inspector; Nathan Maltinsky
Building Commissioner; Geoffrey S. Larsen,
CFM

BOARD OF PUBLIC WORKS

The Board of Public Works, created in 2009, is an elected body of five volunteers who are responsible for reviewing capital and operating budgets, oversight, and policy making for DPW operations, reviewing irrigation permits, water abatements, traffic calming requests, highway and cemetery improvements, and setting of water, cemetery, and transfer station rates. The board acts under Massachusetts law as Water Commissioners, Road Commissioners, Cemetery Commissioners, Park Commissioners, and Tree Consultant.

FY19 Members included: Michael Lowery (Chair), Clifford Lewis (Vice chair), Thomas Abdella, Jonathan Mishara, and Michael Wegerbauer.

The Board of Public Works normally meets on the first and third Tuesdays of the month at 7:00 pm in the DPW facility, 66 River Road. Meeting agendas are posted on the town website, meetings are open to the public, and public comment is welcome at the start of the meeting.

Highlights for the Board of Public Works in FY19 were:

- At the 2019 Annual Town Meeting, residents voted to proceed with the Automatic Water Meter Reading initiative. Installation is planned to begin during 2020 and will provide timely and efficient meter reading and invoicing, leak detection alerts, and enable customer self-monitoring.
- As the result of the Board of Public Works request for CPC funds, at the 2019 Annual Town Meeting, Wayland residents voted to develop a boat launch on Dudley Pond providing access for emergency services, aquatic maintenance equipment, and resident access during allowed periods.

In addition to the Articles passed at Town Meetings, the Board of Public Works:

- Worked to advance the re-use of the old dump site south of Route 20 for school bus parking and DPW materials storage;

- Reviewed a new and comprehensive long-term water planning financial model and 5-year capital plan, reviewed progress on MWRA study, and set water rates;
- Participated in discussions with WWMDC and others on DPW's operational roles and WWMDC governance changes;
- Reviewed irrigation applications and requests for water abatements;
- Due to high and fluctuating disposal costs, voted to raise some transfer station fees to cover higher costs for recycling and bulky waste items;
- Worked with the Town Administrator and Finance Committee to arrange an emergency transfer to cover transfer station shortfall;
- Pressed for the long-awaited final completion of the route 27/30 intersection;
- Participated in DPW director's review and presentation of new EPA 'MS4' stormwater management requirements, costs, and possible funding mechanisms;
- Reviewed bridge condition and MassDOT reports with DPW director;
- Continued bi-monthly reviews of DPW operational and financial status;
- Heard Traffic Calming requests – Claypit Hill Road;
- Held Shade Tree Hearings and Scenic Tree hearings with the Planning Board;
- Reviewed and supported DPW efforts to work towards accepting Spencer Circle as a public way;
- Considered the effects on the DPW of the proposed Town Manager and Select

Board Act;

- Considered possible incentives for moving leaching fields out of Zone 1 Wellhead Protection areas;
- Considered and tentatively approved new water regulations pending advice of Town Council and resolution of shutoff policy with other boards;
- Reviewed and set new cemetery regulations and fees;
- Requested Eversource avoid herbicide use in Wellhead Capture Zones;
- Preliminary discussion with Town Administrator of Transfer Station financial structure;
- Reviewed maintenance policies for private roads, authorized DPW director to proceed under advice from emergency services;
- Reviewed progress on evaluation of change to GIS provider, and GIS access policies;
- Discussed DPW impacts of changes in purchase request process;
- Discussed status of 195 Main Street (old DPW site) and rescinding prior BoPW vote to transfer.

DEPARTMENT OF PUBLIC WORKS

THE HIGHWAY DIVISION

The Highway Division is responsible for maintaining, repairing, and constructing all Town roads, sidewalks, bridges, and associated drainage facilities; snow and ice operations; fleet maintenance; and procurement of services for major projects and equipment.

In FY19 the Highway Division:

- Reconstructed 3.2 miles of roadway: Claypit Hill Road, Glover Road, Lee Road, Spring Hill Road, Wheelock Road, Main Street (West Plain to School Street);
- Completed annual program of painting all crosswalks/stop lines and roadway lines;
- Completed annual program of cleaning all catch basins and sweeping all Town roads;
- Responded to 29 winter weather events requiring the application of anti-icing treatment and/or plowing and snow removal;
- Worked in conjunction with the Park Division to respond to tree emergencies and assisted with mutual projects.
- Assisted the Water Division with water breaks and roadway excavation;
- Responded to Highway portion of 1381 Service Requests of the following nature:
 - 57 – Snow related issues
 - 121 – Potholes
 - 83 – Right of Way or roadway issues
 - 53 – Drainage, Catch Basin/Manhole Issues
 - 108 – Signs
 - 44 – Road Grading or Sweeping

THE FLEET MAINTENANCE DIVISION

The Fleet Maintenance Division is responsible for maintaining 62 DPW vehicles, 14 trailers, and 10 Town Building vehicles. Additionally, the Fleet Maintenance Division maintains over 350 pieces of small equipment.

In FY19 the Fleet Maintenance Division:

- Developed specifications for equipment purchases;
- Continued implementation of a comprehensive fleet preventative maintenance program;

- Completed the overhaul of the Transfer Station Rolloff Vehicle, significantly extending its useful life (in addition to preventative maintenance).
- Initiated safety compliance measures facility-wide;
- Designed and fabricated beaver deterrent device;
- Improved magnesium chloride storage and dispensing system

THE PARK DIVISION

The Park Division manages and maintains over 200 acres of Open Space in Wayland including all school grounds, more than 26 Athletic fields, the lawns of the Town Building, Town beach, and playgrounds—including school playgrounds, and miscellaneous parklands. The Park Division is also integral to winter storm response and snow removal operations. The Park Division is responsible for the care and maintenance and removal of Town-owned trees along over 200 lane miles of roadway. The Park Division also manages the operation and maintenance of the North, South and Lakeview cemeteries

In FY19 the Park Division:

- Completed extensive reseeding, weeding, trimming and mulching of the Town cemeteries and grounds in preparation for Memorial Day ceremonies;
- Completed landscaping and preparation of the grounds for the High School graduation;
- Maintained and repaired School and Town playgrounds;
- Assisted Highway Division with 29 ice and/or snow related storms and associated snow removal;
- Installed new batting cage at Riverview ballfield;
- Oversaw 110 burial interments in Town cemeteries;
- Constructed new walkway and retaining wall at Wayland Town beach;

- Responded to Parks portion of 1381 Service Requests of the following nature:
 - 166 - Tree/Brush Related
 - 54 - Town/School Grounds

THE WATER DIVISION

The Water Division operates and maintains the Town's drinking water supply. The primary responsibility of the Division is to provide a potable, reliable supply of water for residential and commercial users and to provide fire protection for the Town. The Department maintains 102 Miles of water main, 760 fire hydrants, a two-million gallon water storage tank, the Baldwin Pond water treatment facility, and five additional well sites throughout Town. In 2019, Department staff oversaw the provision of 501 million gallons of potable drinking water. Division staff are fully licensed by the Massachusetts Department of Professional Licensure. Division Staff provide 24/7/365 coverage for water related emergencies.

In 2019, The Wayland Water Division received the Public Drinking Water System Award for "Beyond Compliance" from the Massachusetts Department of Environmental Protection. To be considered for this award, a water system must achieve 100% compliance with State and Federal Drinking Water Regulations for five consecutive years. Also, water systems must demonstrate water sampling protocols above and beyond what is required under the federal Safe Drinking Water Act and DEP requirements.

Distribution responsibilities are:

- Repair water main breaks
- Repair water service leaks
- Water distribution system preventative maintenance
- Fire hydrant repairs, maintenance and replacement
- Annual flushing program
- Additional duties include meter reading, dig safe mark outs, meter repair and replacements, leak detection and cross connection survey / testing. In 2019, crews

responded to 18 after-hours water main breaks / water service leaks.

Treatment Duties include:

- Daily compliance sampling of water quality parameters
- Weekly, monthly and quarterly water quality sampling for Safe Drinking Water Act compliance
- Customer water quality investigations
- Operation and maintenance associated with all well sites and the Baldwin Pond water filtration facility.

Route 20 Water Main Project – Phase 1

Construction was completed on the installation of 12" water main from Route 27 to just east of the Sudbury River.

High School Water Main Relocation and Upgrade Project

Construction was completed on the relocation and installation of 12" water main on the High School property along with the installation of new 16" water main on Old Connecticut Path along the frontage of the High School property.

Annual Water Quality Report

In accordance with MassDEP regulations, routine and non-routine water quality testing activities continue to demonstrate that Wayland's drinking water satisfies all State and Federal requirements. The Annual Water Quality Report, which is updated each spring, is available on the DPW web page.

THE TRANSFER STATION DIVISION

The Wayland Transfer Station operates within a self-sustaining revolving fund, with fees from stickers and Pay-As-You-Throw bags.

During 2019 a number of operational changes were voted and initiated. These include the elimination of the Recycling-Only Sticker option and implementing charges for tires and bulky waste. An attendant booth was constructed at the entrance to the facility to allow staff to screen materials being brought for processing and to assess appropriate charges.

The property experienced enhancements through the Access Road Improvement project which involved installing a water line, creating habitat crossings, rehabilitating abutting wetlands and paving the roadway.

The recycling commodities market continued to experience wide fluctuations finishing FY19 with high processing costs. This causes Transfer Station recycling finances to remain unpredictable.

In FY19 the Transfer Station:

- Sold 1,828 Full Stickers.
- Handled approximately 940 tons of municipal solid waste and approximately 670 tons of recycled materials.
- Utilized a MassDEP Grant to continue a mattress recycling program

THE ENGINEERING DIVISION

The Engineering Division is responsible for the assessment, survey, study, design, bidding, and oversight associated with the operation, maintenance and construction of the Town's infrastructure. The Engineering Division also supports all Town departments in various technical aspects of projects that impact or are performed on Town facilities and infrastructure.

In FY19 the Engineering Division was engaged in the following activities and initiatives:

- Provided project management and construction administration on the Route 20 Water Main construction project, Transfer Station Access Road and Water Main projects, Pinebrook Road culvert repairs, Boston Post Road culvert repairs,
- Conducted asbestos waste mitigation for the former DPW staging area at 484 Boston Post Road.
- Conducted scanning of record drawings on file with the Engineering office. Commenced development of an improved database for the searching of record information.
- Scanned plot plans for properties within Wayland. Increased access and speed of research.
- Conducted parcel updates associated with the federal census requirements.
- Provided analysis and rate recommendations to the DPW for FY20 water rates and to the WWMDC for wastewater rates.
- Ongoing support of Wastewater Management District Commission, capital planning, budget preparation, and flow management.
- Coordination and implementation of requirements associated with the National Pollutant Discharge Elimination System permit for the Town's municipal separate storm sewer system (MS4).
- Support to Wastewater Management District Commission oversight coordination with the Wastewater Operations Manager.
- Analysis and planning for improvements to the High School wastewater treatment plant.
- Refinement of utility system GIS layers for water, wastewater and drain systems.
- Assistance to Recreation Department for capital projects – Oxbow Field, Loker Field, and Dudley Woods Trail.
- Surveys of Town projects including 484 Boston Post Road, Sedgemoor Road, Cochituate Road sidewalk, recreation fields.
- Mapping of Conservation trail systems using GPS equipment and assistance in the development of improved printable maps.
- Review of building projects for impacts to DPW systems and pre-permitting activities.
- GPS collection of bounds and related improvements to mapping of road layouts throughout the Town.
- Development and assistance in the bidding of a number of routine DPW contracts. Includes roadway reconstruction, tree management, and construction materials.
- Coordination and management of consultants conducting studies and analysis for the DPW.
- River's Edge Land Disposition Agreement administration and coordination.
- Coordinated MassWorks Grant reporting and reimbursement requests.
- Assisted Highway Department in the assessment and mitigation of drainage issues.

SURFACE WATER QUALITY COMMITTEE

SWQC's Mission Statement –To manage the quality of Wayland's surface water assets; reports to the Board of Selectmen

Committee Members

Jack Carr, Tom Largy, Mike Lowery, Toni Moores and Lisa Newton

DUDLEY POND

Mike Lowery, Project Coordinator

2018 Season

Dudley Pond had the best water clarity since measurements began in 2011. The pond's water chemistry shows good health. But the fight against milfoil and tape grass was tough – more than 45,000 hand-pulled plants, pulling through mid-October. We did our first underwater tape grass “mowing.”

Heavy rains boosted the pond levels in early December – a few residents had water in their basements, and docks went underwater. SWQC arranged with the MWRA to scoop out the outlet – but downstream obstructions inhibited the flow. After a couple of days of crews from the Fire Department and DPW, the obstructions had been cleared from the outlet to Happy Hollow school

2019 Spring/Summer

Boat Launch

Town Meeting accepted a CPC proposal for a simple boat launch on town property for SWQC contractors' workboats, WFD emergency use, and for boats to be trailered in and out as allowed by Town bylaws.

Milfoil

With help from Conservation, Purchasing, and the Dudley Pond Association, SWQC performed an effective partial lake milfoil treatment with the newly permitted herbicide 'ProcellaCOR'. It acted quickly, degraded rapidly, has a 3-year guarantee, and has a 'Reduced Risk' classification from the EPA.



SWQC member Mike Lowery with children at Mansion Beach on Dudley Pond Run day

Tape Grass

Prodigious tapegrass growth will require expanded, multi-week underwater mowing in the fall.



Tape grass harvester

HEARD POND

Tom Largy, Project Coordinator

Two thousand nineteen was the 18th season of an invasive weed control effort on Heard Pond. Prior to 2002 large parts of the pond were completely covered by a 100% monoculture of Water Chestnut, with Eurasian Milfoil also present. Boating was a near impossibility.

The pond has been largely clear for a number of years now, although there is still a residual “seed bank” of Water Chestnut seeds that have likely been dormant in the pond sediment for 20 or more years.

The 2019 Water Chestnut harvesting season had about 2,000 plants harvested, in comparison to 8,000 in 2018, 10,000 in 2017, and about 50,000 plants in 2016. There were high water levels for a good part of the Spring and Summer in 2019, while 2016 saw very low water, which increases the germination rate from the “seed bank.”

The Eurasian Milfoil was present in moderate amounts in the Northern part of the pond near Pelham Island Road, and in dense amounts in part of the South Cove. If the Milfoil reaches dense amounts in the Northern area then chemical treatment in that area may be used in the future, since recreational boating and fishing would become very difficult. There would likely be no treatment in the South Cove.

LAKE COCHITUATE

Jack Carr, Project Coordinator

Milfoil

Growth of the highly invasive Eurasian watermilfoil started earlier this season than in past years in the North pond of Lake Cochituate. Prior to this season (Summer 2019), Eurasian Milfoil was contained primarily to Middle and South ponds, Snake Brook Cove, Pegan Cove, Route 30 tunnel and limited amounts near Wayland Town beach. Growth started earlier this summer 2019 season and by mid-summer milfoil was present in areas adjacent to the Town beach that in prior years had been clear of milfoil. Treatments include:

- **Herbicide** - The owner MA - DCR continually monitors the growth of milfoil and other invasives and this past summer provided treatment as needed for milfoil in all sections mentioned above. Given this increased activity in 2019 DCR plans to assess and if

necessary treat with herbicide earlier in the 2020 season.

- **Hand Pulling** - DCR continues to perform hand pulling in select locations (primarily in Fiske and Carling Basin). DCR also supports Lake Cochituate Watershed Council request to Wayland Conservation and DEP to extend its prior order of conditions to hand pull as needed.
- **Other Mechanical Means** - Lake Cochituate Watershed Council has secured \$12,000 in DCR matching funds for use in FY20. These funds can be utilized on mechanical (nontoxic) methods of harvesting invasive weeds such as DASH, Diver, or handpull.

Other Notes

- Reconstruction of boat launch was postponed to next year earliest
- Lake Cochituate Watershed Basin plan is complete and available upon request.
- Construction of Rail trail continues. This 2-mile section of trail parallels the Lake Cochituate shoreline in numerous locations and promises to provide the public with new access points to the South, Middle and North ponds.

RECREATION COMMISSION

Staff & Commission

The Recreation Commission, a five-member elected board. The Recreation Department is currently comprised of 3 year-round staff members, 2 of which are funded through the General Fund and one is funded through the Recreation 53E ½ Revolving Fund. Recreation is also supported by over 90 part-time seasonal staff and many volunteers. Recreation is thankful to the efforts of other Town departments for making recreation possible, notably, the Department of Public Works, who maintain acres upon acres of town fields and the beach; the Health Department, who monitor the beach water quality and licenses our summer camps; also the Facilities Department, Youth & Family Services, Council on Aging, Police and Fire Departments.

The last fiscal year brought some changes to the Wayland Recreation Department, at the Spring Election Asa Foster was re-elected and commissioner Frank Krasin moved on as Brud Wright was re-elected after sitting out one year.

Recreation Department

Katherine Brenna, CPRP - Director
Christine Baldwin, - Assistant Director
Paul McCarthy, Program Coordinator
Ward Russell, Recreation Assistant

Recreation Commission

Asa Foster, Co-Chair (2010 - 2022)
Thruston (Brud) Wright III, Co-Chair (2019 - 2022)
Chris Fay (2017 - 2020)
David Pearlman (2018 - 2021)
Kelly Pierce (2018 - 2021)

The Recreation Commission meets monthly at 7:00pm on Mondays at the Town Building. All meetings are posted and open to the public. Your input is welcome; we are interested in new ideas and opportunities for Wayland.

Recreation

In **FY19**, Wayland Rec served over **5,500** residents through more than **350** seasonal programs. Recreation also operated the Wayland Town Beach, which served over **2,300** members. We saw over **10,000** visitors and **hundreds** of people who sailed, paddled and kayaked Lake Cochituate. Our lifeguards conducted swim-tests for **thousands** of campers. We hired **83** seasonal staff who are predominantly Wayland students and teachers. **Four** summer day camps completely sold out in less than **1 minute**, and served over **825** campers. Through the Ski Program, **113** kids learned to ski and snowboard at Nashoba Valley. Recreation issued over **373** permits for over **8,746** field and facility reservations that were used for youth, adult and senior athletics, totaling **39,607** hours. We gave out over **50** pounds of candy at the annual Halloween Parade and an estimated **3,000** people attended the 13th annual Touch-a-Truck in September.

Social Responsibility & Community Impact

Wayland Recreation offers special workshops aimed at social responsibility and public safety, like the popular Home Alone and Babysitting workshops for teens, as well as American Red Cross certification courses in CPR & First Aid, Lifeguarding and Water Safety. Each year, Wayland Rec offers adaptive program initiatives to persons with disabilities through the Massachusetts Recreation & Parks Association (MRPA). Thanks to a partnership with the Massachusetts Department of Conservation (DCR) Wayland residents can also utilize a free year-round parking pass to any of the 440 State Parks in Massachusetts.

Programs & Community Events

Wayland residents have a high interest in recreation of all kinds. We strive to offer “Something for Everyone” with diverse and comprehensive programming for youth, teens, adults, and seniors. We reach far beyond traditional sports programs by offering a wide array of enrichment programs in areas of art,

music, theatre, dance, nature, as well as in science, technology, archery, adventure, and health & wellness. Wayland Rec even offers gardening, skiing, skating, boating and swimming lessons seasonally. Recreation's quarterly program brochure is delivered to all Wayland residents.

Each year, Wayland Recreation presents fun family events, namely the popular Touch-a-Truck event, Beach Movie Nights, Family Science Nights, a Halloween Parade and a new fan-favorite, the Father's Day 'Dad & Me' Campout.



Summer Camps

Incredibly, once again, our camps sold out in just a few minutes. These are fantastic camps with excellent staff. We are looking at ways to take in more campers, and shorten those waitlists. We take a lot of pride in our summer camps – it's not childcare and it's not school-- we take the difference very seriously. We believe the fleeting summer days between two school years is as crucial to a child's development as the school year itself. Wayland Recreation summer staff are carefully selected, screened and trained – and they bring the *magic* of camp to our campers every day. We seek and select staff who are sensitive, caring, and fun, but also responsible and experienced working with children. Each camp staff receives over 40 hours of training and professional development.

In 2019, we elected to renew our camp license with the Department of Public Health (most municipal camps are exempt from meeting the states minimum standards!) We continue to renew our license to ensure that camps meet and exceed the standards that parents expect from all summer camps. There are so many new regulations to make sure we keep campers safe, happy and healthy while we offer an impactful summer camp experience.

In FY19, we introduced CampDoc service for parents, an easy-to-use web-based solution for health forms, allergies, medications and illness/injury tracking at our camps. CampDoc provided camp health staff instant access to camper health information, which made camper check-in more efficient, and helped keep safety in the forefront of camp operations.

Town Beach

Recreation offered many events at the Town beach this season, including **Free Kayaking Day, Pirate Day, Beach Olympics** and a **Sand Castle Building Contest** and ended the season with a **Last Weekend Luau**. There was also a **Family Movie Night** in July. Events are FREE for beach members.



Parks, Playgrounds & Fields

Completed Projects

FY19 saw the completion of the **Dudley Woods Walking Trails** project. The Recreation Commission worked in conjunction with the Historical Commission, Conservation Commission, Planning Board, Board of Public Works and interested resident groups. The project preserves open space while providing residents of all ages with a place to enjoy nature. A ribbon cutting ceremony was held in the fall. The last few years have also been focused on solutions to the overused and deteriorating conditions of the fields in town; as a result Recreation recently completed renovation projects on the **Town Building Soccer Field and Cochituate Ballfields**, as well as a rehab of the **basketball court at Cochituate. The ballpark on Riverview Ave.** was dedicated honoring Eric Schwartz, a longtime coach who passed away in 2017. That field saw several improvements, including a new scoreboard, double batting cages and wind screens. New home and visitor bleachers were installed at **Art King Baseball Field**. In addition, there are continuing efforts to make **The Children's Way Playground** more ADA accessible.

Underway Projects

This summer, sod was laid for the new grass field at **Oxbow Meadows** and it is scheduled to be ready for use in spring 2020. In addition, renovations to the **WHS Stadium, Softball Field, Outdoor Basketball Court and Tennis Courts** are nearly complete, for which the Recreation Commission transferred \$175,000 of turf revenue to offsets the project costs.

Future Projects

The Recreation Commission remains busy re-working the strategic plan in order to continue offering quality park and recreation facilities that benefit all facets of our community. Despite record attendance at spring town meeting, the proposal for an artificial field at Loker Conservation and Recreation narrowly failed to garner the needed two-thirds majority and did not pass. The Recreation Commission plans to revisit the project at the Loker Conservation and Recreation Area and present a new proposal for 2020 Spring Town Meeting. Future site interests include upgrading 13 playgrounds, Claypit field upgrades and possible development at the Middle School.

Financial Model & Current Debt

The Recreation Commission currently has no debt funded by the Town. The department operates two 53E ½ Revolving Funds to collect program fees and field/facility fees and pay the respective expenses (MA GL Chapter 44, Section 53E ½). The Recreation Commission also has about \$188,000 in a stabilization fund that can be allocated by a town meeting vote.

WASTEWATER MANAGEMENT DISTRICT COMMISSION

The Wayland Wastewater Management District Commission (WWMDC) operates a sewer system that serves business and residential properties along Route 20 from Route 27 to the Town Center development. Wastewater discharged into the system flows to a treatment plant located on Town-owned property within the Town Center development. The treated wastewater is discharged to the Sudbury River.

In FY19, the WWMDC also agreed to share resources with the Wayland School Department, which sought assistance in overseeing the

wastewater treatment plant at Wayland High School.

Managerial Oversight of the WWMDC and High School Wastewater System

On October 1, 2018, Richard Pezzolesi (Pezz) started work as the WWMDC's Wastewater Operations Manager (WOM). In this role, he is responsible for overseeing the contractor that manages day-to-day operations of the WWMDC's Wastewater Treatment Facility (WWTF), and performs preventive maintenance and repair work that previously was done on an

ad hoc basis. Additionally, he manages emergency response to alarm calls, and looks for opportunities to increase plant efficiency and effectiveness, and to optimize the cost of maintaining and operating the system.

In the last nine months, a number of cost saving opportunities in plant repairs and operation were identified. These include repairing a fire alarm panel for \$500 instead of the \$16,100 quoted by the fire alarm maintenance company; activating remote SCADA monitoring to allow more effective emergency response; and putting operational practices in place that reduce the volume (and cost) of sludge that has to be hauled away. Additionally, there has been a comprehensive assessment of the condition of the WWTF and how it is routinely operated; and preventive repairs and changes in operational practices that will potentially save tens of thousands of dollars in costs down the road. In the October 2018-June 2019 time period, charges for contracted non-basic services fell to \$15,700 from \$57,100 for the same period in FY18.

The WOM is also tasked with overseeing the operation of the High School Wastewater Plant (WHS-WWTP); in late 2018, however, due to the level of challenges in running the WHS-WWTP it was decided that the WOM's first efforts would focus on the WWMDC facility.

Operation of the WWTF

In November 2018, the WWTF had two significant inflow situations. One originated in the basement of the Public Safety building. It was remediated in short order, and plant settings were adjusted to be able to handle the increased flow. The second source of inflow was through damaged pavement surrounding a privately owned pumping station. The owners were notified, and repairs were scheduled for early in FY20.

Discharge Permits and System Usage

The WWTF continues to operate under permits issued jointly by the Federal Environmental Protection Agency (EPA) and the State Department of Environmental Protection (DEP). The permits allow discharge of an annualized

average limit of 52,000 gallons per day (GPD) into the Sudbury River. An application for renewal submitted on time in June 2013 seeks an increase in discharge capacity to 80,000 GPD. As of the end of FY19, the renewal application remains pending with the EPA.

The Town Engineer met with representatives of the Massachusetts Department of Environmental Protection to explore lifting the Administrative Consent Order under which the WWMDC currently operates. At this time, no change is anticipated.

During FY19, the WWMDC met with representatives of the owner of the Town Center development to explore the possibility of building a leaching field on private property to which the WWMDC could discharge processed wastewater. An engineer hired by the Town Center development concluded that the plan was not feasible.

The WWMDC performed a comprehensive review of all assigned discharge capacity (including non-connected users and vacant property) to evaluate potential for assigning additional design flow to users. After extensive discussion, the board concluded that there is an actual discharge of approximately 26,000 GPD with an additional 6,000 GPD of unconnected, potential use. The WWMDC has determined that 10,000 GPD of Title V design flow is available for new/or expanded discharge from users. This would result in an approximate total permitted design flow of 37,000 GPD.

In FY19, the average discharge from the plant was approximately 25,386 GPD, up about 7.3% from 23,661 GPD in FY18. This change is attributable to net changes in customer discharge and inflow events.

Administration and Finances

Income for FY19 was \$697,708. Of this amount \$420,207 was earmarked for paying off outstanding bonds (\$415,326 betterment principal and interest payments, \$4,880 for privilege fees for increased design flow allocations). Operating income was \$263,080, and operating expenses were \$305,794. A share

of current year operating expenses was paid out of retained earnings from the prior fiscal year.

The Commission's undesignated fund balance at the end of FY19 was \$1,321,062, including money collected in prior years for bond payments.

The WWMDC developed a budget for FY20 of \$787,940. This includes \$339,653 operating income and expenses, and \$448,287 bond and interest payments. The FY20 Wastewater Rates were set as follows:

WWMDC FY20 Rates – Billed Quarterly			
Category	Cost	Units	Allocation
Base	\$6.05	\$/ccf	80% of Charges
Tier 1	\$4.54	\$/ccf	20% of Charges
Tier 2	\$13.62	\$/ccf	

Tiers are calculated based upon specific design flow allocation assigned to each user. Tier 1 is charged for usage up to one half of the design flow allocation in Hundred Cubic Feet (ccf). Tier 2 is for usage in excess of one half of the design flow allocation. Values are rounded to the nearest ccf.

Commission Membership and Staffing

The Wastewater Management District Commission members for FY19 were Fred Knight, Chair; Rick Greene; and Uday Virkud. Fred Knight's term expired at the end of FY19, at which time; he chose not to seek reappointment after 12 years of service. Jane Capasso continued as the WWMDC's part-time Account Specialist, working on administrative issues, communicating with other town departments, and managing the Board's financial reporting.



View from the Wastewater Treatment Facility

PUBLIC SAFETY

FIRE DEPARTMENT

Neil McPherson, *Fire Chief*

Our Mission

The Wayland Fire Department's mission is to provide the finest possible fire, rescue, and emergency medical services to all those who reside in, work in, or visit the Town of Wayland. To meet our mission, we strive to achieve the highest levels of preparedness, prevention, and community involvement.

Organization

The fire department is managed by an administrative staff consisting of a Chief, an Assistant Chief, and a part-time administrative assistant. There are four work groups that protect the Town 24 hours a day, seven days a week. Each shift has an officer and 3-4 firefighters at Station 1 who are charged with responding with the ambulance, ladder, or engine depending on the call. There are two firefighters at Station 2 who respond with an engine to all calls within the town.

Personnel Changes

The department experienced many changes this year, with numerous retirements and new hires. Retirements included: Firefighter/EMT Debra Durant-Pierce (27 years), Deputy Chief Andrew Holland (33 years) and Chief David Houghton (37 years). We would like to thank each of these individuals for their commitment and service to the Town of Wayland.

A special thank you goes to retired Chief Houghton who led this department for three years. Under his leadership, the department was

able to add staff, upgrade equipment, and begin the process of updating Station 2.

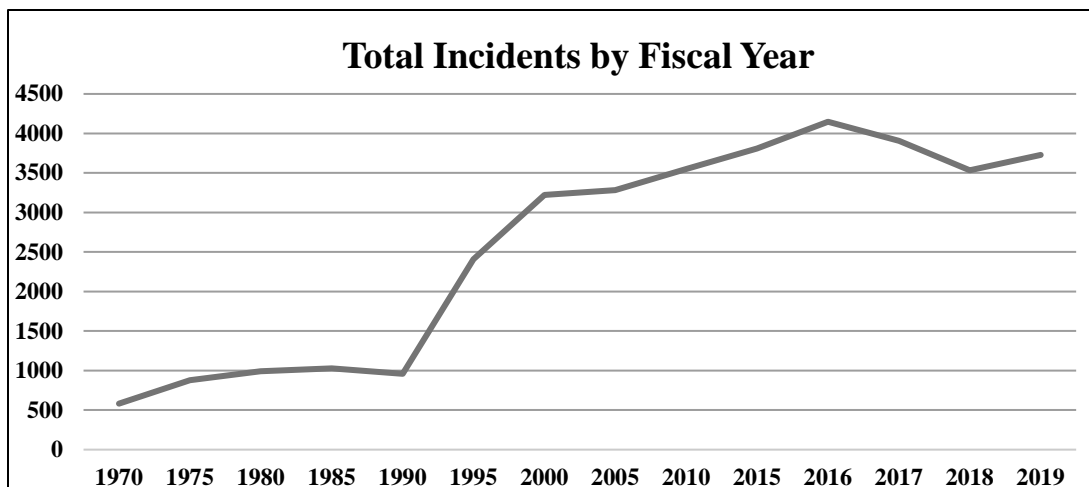
We hired six new firefighter/paramedics. They include John Bonalewicz, Lindsay Byrne, Ryan Cheney, Mitch Mabardy, Jack Stafford, and William Santa Fe. The department continues to hire firefighter/paramedics to increase the total number of paramedics available to respond to medical calls. These additions to staff have allowed us to operate at the paramedic level the majority of the time, and to ensure the highest level of care.

Incident Response

The department responded to 3,729 calls for service in FY19. This represents a slight increase over last year.

Ninety-two percent of the time, the first unit arrived on scene in six minutes or less from the time they were dispatched.

Medical emergencies continue to represent the largest call type, and in FY19 we responded to 1,206 such emergencies.



Fire Loss

In FY19 the total property damage loss from fire was valued at \$31,000 which includes structures and contents. There were no injuries or loss of life in our community due to fire.

These are excellent results, and represent record low numbers which will be hard to replicate. These results are significantly influenced by safety codes, fire education, and fire prevention efforts.

Property Damage – 6-Year Comparison by Fiscal Year

Fiscal Year	Loss	Fiscal Year	Loss
2019	\$31,000	2016	\$1,003,545
2018	\$63,300	2015	\$160,356
2017	\$372,276	2014	\$166,316

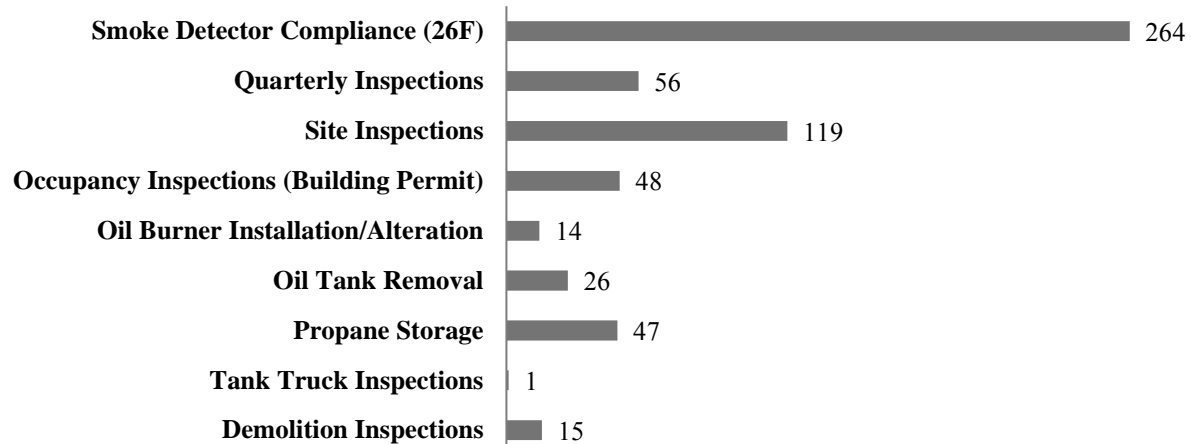
Inspectional Services and Permits

The department conducted over 609 inspections. The type of inspections varied, but the majority were smoke detector inspections completed for home sales.

Our inspectional team is responsible for the coordination of all plan reviews and technical inspections for new construction and renovations. They work closely with the Building

Commissioner to jointly enforce fire protection regulations. They are also responsible for all code compliance involving fire protection codes.

We have redesigned our webpage to include more information relative to smoke and carbon monoxide systems. We hope that residents find this information useful in providing answers to questions they may have.

Inspections and Permits

Fire Education

Our education team continues to be active in the community and focuses their efforts on the education of residents from pre-school age to adults on fire related topics. We offer a robust menu of educational opportunities and prevention programs. They include:

- SAFE (Student Awareness Fire Education)
- Senior SAFE
- Way-Secure
- Internships for high school students
- Citizens Fire Academy
- Battery smoke and carbon monoxide detector installations
- Home safety inspections

The town is very fortunate to have such a dedicated team of fire educators (Captain Dan Buentello, Firefighter Todd Winner and Firefighter Patrick Walkinshaw), who continue to find new and creative ways to enhance safety through education.

Revenue and Grant Activity

The department continues to pursue grant opportunities to fund the purchase of equipment and supplies to support the department and our public education activities. We received grants from numerous organizations that include:

- The Department of Fire Services – for fire education funds for the SAFE and elder safe programs

- FEMA Assistance to Firefighter Grants - to purchase new self-contained breathing apparatus
- Middlesex Savings Bank - for fire education materials
- MetroWest Physicians - for CPR manikins
- F.M. Global - for a fire extinguisher training system

The department also helped the Town obtain a grant from the Town's insurance company MIAA for workers' safety equipment and oversaw the completion of the Municipal Vulnerability Program.

The inspectional and ambulance funds generated by the Fire Department have been used by the town to fund capital budget purchases for the fire department and to offset the cost of operating the Town. The department generated \$28,885 in inspectional fees (licenses, permits, and alarm monitoring) and \$606,818.62 in ambulance fees.

I would like to thank the personnel of the Wayland Fire Department for their commitment and dedication, and the level of service they provide. I would also like to thank the residents of Wayland for their continued support of the Fire Department.

POLICE DEPARTMENT

Patrick Swanick, *Chief of Police*
Sean Gibbons, *Lieutenant*

This year Wayland was named the safest town in the Commonwealth of Massachusetts according to the National Council for Home Safety and Security, an independent safety research company. Last year, Wayland ranked second on the list. This is the fifth year in a row that Wayland has been included in the Top 20. This ranking



is a result of the hard work and dedication of all public safety personnel and the tremendous partnership between the police and the community.

School safety is a top priority. Our School Resource Officer, Shane Bowles, has been assigned to our schools on a full time basis. All schools continue to receive A.L.I.C.E. training. The acronym, A.L.I.C.E., stands for Alert, Lockdown, Inform, Counter and Evacuate. It is the most recent and comprehensive training for response to an emergency involving a school intruder available today. All of our police officers have received additional training in how to respond to Active Shooter Incidents.

During the last year there were a number of violent attacks on religious institutions across the country and the world. We reached out to the different faith communities in Wayland and conducted a number of security assessments and provided them with training and educational programs to increase safety.

We are committed to community engagement, building partnerships, and earning the trust of all members of our community. We create opportunities to engage the community through various events such as; Coffee with Cops, Pops with Cops, and sponsoring pizza lunches at the Middle Schools. Every month our officers meet



and talk with seniors at the Council on Aging. We warn them of the most recent scams, offer advice on home safety and we will also collect unwanted prescription drugs and dispose of them in a safe manner.

The most common concern from residents are related to traffic and speeding vehicles in Town. Our officers remain vigilant in enforcing traffic laws. Our goal is to have all motorists voluntarily

comply with speed and traffic regulations. Our traffic control strategy is accomplished by education and enforcement. First, we attempt to educate the public. This is done by deploying our electronic speed board and issuing warnings. After a period of education, officers will issue citations to offenders who do not comply with the traffic laws.

The Wayland Police Department was again successful in obtaining funds through several grant opportunities such as the Governor's Highway Safety Bureau and the State 911 Department. The grant programs allow our officers to conduct additional traffic enforcement through the "Click It or Ticket", and "Drive Sober or Get Pulled Over" campaigns. The State 911 Grant funds enabled us to make equipment upgrades to the Joint Communications Center and provide additional training for our public safety dispatchers.

During the last few years the opioid epidemic has had a considerable impact on families in Middlesex County and across the state. The Wayland Police Department continues to work with our public safety partners to battle this problem. Our officers are trained to administer the lifesaving drug NARCAN which is in the first aid kits of all our police cruisers. During the last year the number of overdose deaths in Middlesex County has decreased by twenty-five percent.

The Wayland Police Department continues to participate in the national “Prescription Drug Take Back Days.” This year more than six hundred pounds of prescription drugs were turned in from residents who were asked to bring their old and expired prescription drugs to the Public Safety Building. All drugs were turned over to the Drug Enforcement Agency for proper disposal. Residents may drop off unwanted prescription drugs at any time in the lobby of the Public Safety Building.

In fiscal year 2019, we continue in our efforts to reduce the accident rate in our Town by enforcing motor vehicle laws, and working with the Wayland Highway Department to insure that roads are well maintained and have appropriate regulatory and warning signs. The accident rate has remained about the same from the previous two years despite an increase in traffic on our roads. Officers responded to 336 accidents this year.

During the past fiscal year there were 17,908 total incidents recorded by the department. Our officers conducted 3450 motor vehicle stops. A total of 54 arrests were made this year, 20 of the arrests were for operating under the influence of alcohol. Officers also issued 87 criminal summonses for various criminal and motor vehicle offenses.

The Wayland Police Department is committed to having highly trained professional police officers. All officers attended annual police in-service training and biannual firearms training. Individual officers attended specialized training in subjects such as:

- Organized Retail Crime Workshop
- Field Training Officer
- FBI-LEEDA Supervisor Leadership
- Labor Trafficking
- Vehicular Pursuits
- Sexual Harassment
- Use of Force
- Identifying Imposters

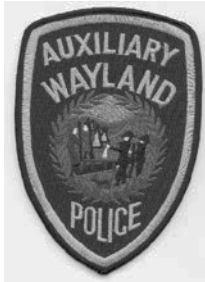
- Active Shooter
- Property Room and Evidence Management
- Standardized Field Sobriety Testing
- Firearms Legal Update, Fraud Training
- Managing and Conducting Background Investigations
- School Threat Assessment
- Bomb Threat Assessment
- Evidence Room Inspection Inventory and Audits
- Juvenile Law Update
- ALICE Training for Houses of Worship
- CJIS and NCIC Training,
- Digital Investigations
- Advancing and Supporting Women in Law Enforcement
- Advanced Interview and Interrogation Techniques
- Surviving the Unthinkable
- Child Car Seat Installation
- Workplace Harassment and Discrimination
- Search Warrants, FBI Law Enforcement Executive Development
- National Imposter Training
- Narcotics Investigations
- Basic SWAT – (Metro-LEC team member)
- Work Zone Safety
- Statewide Treatment Program
- Child Abduction Response Team (CART)
- Leadership for the Future
- Tree of Life Active Shooter Synopsis

My goal is to maintain a high level of training for our law enforcement officers so that they can deliver the best police services to the citizens of Wayland and keep Wayland at the top of the safest communities list.

AUXILIARY POLICE

Ride Along Program

This program is an ongoing training program with the Wayland Police Department. An



Auxiliary Officer volunteers to sign up to ride as a second officer in a Regular Patrol Unit. During the patrol, the Auxiliary Officer gets practical and on-the-job experience relating to the numerous trainings they attend throughout the year,

including Monthly Training Meetings and In-service Training, as well as training from other Officers. This provides the Town with a two-man patrol unit. On many occasions the presence of a second Officer in the initial responding unit has been extremely beneficial.

Training

The Wayland Auxiliary Police Department (WAPD) offers trainings throughout the year to its Officers in order to certify or recertify them in First Responder, CPR/AED, collapsible baton, handcuffing, OC spray, firearms and the Use of Force. Each year, in January and February, the Officers receive forty (40) hours of In-service Training in conjunction with the Framingham Auxiliary Police Department. The training is necessary to comply with MPTC, State, Town and Department policies. The WAPD is made up of a few certified instructors who have conducted some of these trainings and has also had guest instructors from various departments conduct additional trainings.

Turnover Rate

The Auxiliary Department is currently made up of seven Officers. We have had 1 officer leave us this year.

Special Events

This year WAPD assisted with the Memorial Day Parade and multiple Town Meetings. All Auxiliaries have been completing details to assist the department with filling them.

Special Thanks

Thank you to Chief Patrick Swanick for the support and guidance in this program. Thank you to Officer Christopher Hanlon, Auxiliary Police Commander who dedicates himself to this Unit and strives to make it better. Thank you to all the regular Officers of the Wayland Police Department that have participated in the ride-along Program and have taken the time to enhance the Auxiliary Officers knowledge by allowing Auxiliary Officers to ride-along while they are on regular patrol. The WAPD would like to thank Captain Mark Speigle and the Framingham Auxiliary Police Department for inviting our Officers to take part in the annual In-service Training. Thank you also to all the families and loved ones who have sacrificed time and special days when the Auxiliary Police are called upon for duty.

Ride-a-Long Duty

20 Tours of Duty	136 Hours
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Special Assignments

Details	340 Hours
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Training Assignments

Monthly Meetings	360 Hours
Firearms Training	56 Hours
In-service Training	200 Hours

Total Donated Hours

1,092 Hours

Dollar value based on entry-level Police salary of \$25.35/hr	\$27,682.20
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LOCAL EMERGENCY PREPAREDNESS COMMITTEE

Wayland's Local Emergency Planning Committee (LEPC) is a group of elected and appointed community representatives who meet for the purpose of promoting and facilitating the present and post incident safety of all Wayland residents and business owners. LEPC takes an "All-Hazards" approach to public safety, emergency preparedness and public health, which include hazardous materials incidents, natural disasters, manmade and terrorist events. Wayland's LEPC goal is to manage public expectations and address emergency preparedness concerns for the community by establishing a Continuity of Operations Plan (COOP) for Town government, promoting and advocating for public education while improving communications before, during and after emergent events.



The Wayland Emergency Shelter is located at the Wayland Middle School

The LEPC focuses on Wayland's needs during an emergency situation; whether the emergency occurs from localized acts of nature, accidents, technological incidents or terrorism-related events. Your LEPC is available 24 hours per day/7 days per week and is continuously monitoring to assure that your community is (1) Prepared for the next unforeseen emergency, (2) Ready to respond promptly & efficiently, (3) Ready to facilitate a short-term and long-term recovery plan when needed and (4) Prepared to mitigate the problem as quickly and as efficiently as possible.

In addition to the active participation of department heads, a critical component of our community preparedness comes from the much-appreciated "volunteer" efforts of Wayland's Community Emergency Response Team (CERT) and its Medical Reserve Corps (MRC). During the October 2011 storm, CERT and MRC volunteers opened our shelter to residents of Wayland and the region for the first time. Thanks to the support of many, this shelter was a huge success.

During this past fiscal year Joe Gordon, Wayland CERT Coordinator, supervised the following CERT activities, with the assistance of Rick Broomer:

- CERT Trailer - Inventoried contents and familiarization for new members
- 2 Members participated in LEPC exercise
- Basic CERT Course
- Graduated 8 students from CERT Class as new members
- SKYWARN (weather) presentation to new members
- Red Cross shelter course
- Middle School walk through familiarization (shelter) for new members
- Natick Mall active shooter exercise
- LEPC Response Drill – responded to request for assistance
- Ongoing - Fire Dept. ride-along for CERT Members

June 10, 2019 - LEPC held an "unannounced" table-top exercise drill which simulated an acute norovirus attack in Wayland. The purpose of the exercise was to test the Town's ability to handle an incident of this nature. First, the ability to gather the necessary staff (on short notice) at the designated Emergency Operations Center (EOC). Secondly, is to see how well the participants act, react and work to address the issues. Third, is to see how well the Town

departments are set up for continuous operations with reduced staff and the possibility of not being able to use certain Town buildings (COOP PLANNING). The scenario involved the initial signs and symptoms of nausea, vomiting and diarrhea after attending a Friday evening Wayland High School basketball tournament (versus Weston High School) at the Wayland High School field house. The victim was an 8th grade Wayland Middle School student who, after hospitalization and treatment was ultimately diagnosed with an acute case of norovirus on the following Monday morning. After numerous reports of sickness and absenteeism (with students, Town employees and residents) the Town Administrator called an emergency meeting of all Town department heads at 1:00PM at the Emergency Operations Center (EOC). Upon the arrival of the requested staff, the participants were presented with a detailed scenario of the events leading up to this meeting. (Note: Doug also notified CERT and MRC team leaders of this “drill”/event. CERT and MRC members were asked to page all team members to determine their availability to respond. Based on a prior LEPC exercise (1/25/2017) Department heads were asked to identify within their own department the following, as they relate to the diagnosis of this acute pandemic norovirus: (1) What were the ASSETS that needed to be protected (people, property, information, etc.)? (2) What were the THREATS department heads saw to these ASSETS (cyber-attacks, weather event, fire, a pandemic virus, etc.)? What are you trying to protect against? (3) Assess what are the VULNERABILITIES or the WEAKNESSES in your efforts to protect? (4) The RISK is the intersection of the ASSETS – THREATS – VULNERABILITIES. (5) Being a RESILIENT community means you have “the ability to prepare for and adapt to changing conditions and withstand and recover rapidly from deliberate attacks, accidents, naturally occurring threats or incidents” like when an acute norovirus strikes your community. How do you MITIGATE the situation as rapidly as possible? All participants/department heads were asked to document and present to the group what they felt

were the assets, threats, vulnerabilities and mitigation efforts that their department would face. In summary, this exercise gave all participants a better understanding of how prepared the Town of Wayland is and what areas may need more attention.

October 25, 2018 - LEPC (with the assistance of Chief Houghton) conducted a tabletop exercise. The scenario: “Today is October 25, 2018 and it is 0800 hours (8:00AM). The weather is as we see it today and is forecasted to get colder with possible showers in the next 24-36 hours. We have just been informed that there is a major gas issue and that all of Wayland will be without natural gas for an extended period of time (potentially days) due to an incident outside of Wayland. As luck would have it one of the power stations that feed Wayland is off line for maintenance and the second has been so overloaded it has caught fire. The power company estimates a minimum of 72 hours for any restoration and likely a week before all can be restored.” LEPC Committee members were asked the following:

- (1) List your top five issues or tasks related to your department for the first 8-hour operational period.
- (2) Then for each of the items you listed above, list the logistical needs (staffing, equipment) that you will need assistance obtaining in order to take care of the item listed.
- (3) Once the incident is stabilized what will your next operational period objectives be?
- (4) Lastly, each department was asked to list the top three things the Town can do to help your department be ready to take on an event like this should it actually occur.

May 15, 2018 - With the efforts of Chief Houghton and Chief Swanick and members of the CERT Team, invited Department heads were presented with a tabletop exercise of which no one had any advanced knowledge. The purpose of this exercise was to see how the Town would react to an unannounced event that would ultimately have a major impact on the Town of Wayland. The scenario for this event focused on the fact that Wayland had just come off a bout of

severe winter weather and now is faced with “heavy” rainfall the past three weeks. As you may be able to guess storm drains began backing up, the usual low-lying areas showed signs of rising water levels, etc. The exercise ran for two hours and culminated with notification from the MWRA that the Southborough dam was cracking and a breach was eminent. Anyone familiar with Wayland’s history of water problems knows this scenario is not beyond belief. Participants were each asked to plan in advance for potential problems and to address those more immediate problems as they arose. Following the exercise, each participant was asked to forward their comments to Chief Houghton. We are pleased to say that the vast majority of comments were most favorable. In addition, we learned of improvements that need to and have been addressed. Based on the success of this event more will be planned in the future. The participants for this event were informed this event began occurring at 0800 hours (8:00AM). At the conclusion, participants were asked if they would have handled this situation the same if it had occurred at 1800 hours (8:00PM) or at 0300 hours (3:00AM). You may recall in last year’s LEPC Annual Report the metaphor “Black Swan” was used. It describes “an event that comes as a surprise, has a major effect, and is often inappropriately rationalized after the fact with the benefit of hindsight.” It’s not a question of “If” it will happen but “When” it will happen.

February 22, 2018 - Doug invited two FBI agents from the Boston office who presented a video entitled The Company Man and spoke to the committee on the need to protect vital information and to be constantly aware of the threats from inside as well as outside the organization. Once any organization in the cyber world is found to be susceptible to a hacking or phishing scheme, they become vulnerable to many potential attacks. The Town of Wayland created and installed a new Emergency Management web page on the Town’s web site: <https://www.wayland.ma.us/emergency-management>.

LEPC, along with the Wayland Police and Fire Departments, began a search for funding in order to assist with the development of an updated Hazard Mitigation Plan for the Town. On June 1, 2018, the Town was notified by the Metropolitan Area Planning Council (MAPC) that it was the recipient of a Municipal Vulnerability Preparedness (MVP) grant. The MAPC is the certified MVP provider best positioned to help create a plan and the Town will be contacting MAPC to begin preparing this program.

The purpose of fire drills in buildings is to ensure that everyone knows how to exit safely and as quickly as possible if a fire, smoke, carbon monoxide or other emergency occurs. The Wayland Fire Department, working under the direction of the Town Administrator, conducted two unannounced fire drills at the Town Building in order to test the rapid and complete evacuation of the building. Future drills are on the agenda.

All LEPC Committee members are reminded that many FEMA (Federal Emergency Management Agency) grant applications require that members of the organization requesting funding complete minimum training requirements (e.g. FEMA IS-100, 200 and 700). These courses can be taken online and for no cost. The general public is also encouraged to take advantage of this great opportunity to become better prepared. <https://training.fema.gov/is/crslist.aspx>

Should an incident of significant proportion occur, LEPC representatives meet at the Public

Safety Building’s Emergency Operations Center (EOC). It is here that the central command and control responsibilities are carried out utilizing emergency management guidelines and protocols to address the critical issues of Wayland.

The Local Emergency Planning Committee is chaired by Doug Leard, who works under the direction of the Town Administrator Louise

Miller; Police Chief Patrick Swanick, Emergency Manager for the Town of Wayland; and Fire Chief Neil McPherson. Doug is a retired professional firefighter/EMT with a Master's Degree in Emergency Management and volunteers his time to Wayland's LEPC Committee. Doug is a member of the International Assoc. of Emergency Managers and is the National InfraGard Emergency Services Sector Chief. (InfraGard is a nation-wide partnership between the Federal Bureau of Investigation (FBI) and members from the private sector.)

Chairman, Doug Leard attended the Massachusetts Emergency Management Agency All Hazards Emergency Preparedness Conference on June 18 and 19, 2019. Doug represents the Emergency Support Function (ESF)-5 at MEMA, which addresses the business and industry needs, supplies and services during a major event.

On June 26, 2019 Doug participated in a Hurricane Workshop exercise at the Massachusetts Emergency Management Agency (MEMA) "The Bunker" in Framingham. This workshop simulated a hurricane strike with catastrophic damage to the area. Many State Department agencies and partners participated

Assistant Wayland Fire Chief Neil McPherson was appointed Fire Chief to replace the retired Chief David Houghton, effective July 1, 2019. The community of Wayland wishes Chief Houghton a healthy and safe retirement and thanks him for his service to the Town of Wayland.

We ask each and every Wayland resident, business owner and employee to think about and to discuss with your children, family members, neighbors and co-workers what you would do if an emergency situation happened to you at work, at home or in your community. Please remember, if the emergency event is occurring in Town or in the region, having your own, "pre-tested" emergency plan and supplies to care for you, your workers and your families may be

critical. You may not be together as a family or group if/when the emergency happens! There may be times when public safety is tending to the emergency needs of others and they may not be available to immediately answer your call. HAVE A PLAN! KNOW WHAT TO DO!

Thank you to all department heads, Town employees, committee members, Wayland residents and business owners. Your attention to details and participation is appreciated by all.

Remember, you control the threat or the threat controls you! It's that simple.

Please be safe.

ANIMAL CONTROL OFFICER

TOTAL NUMBER OF INCIDENTS	765
Complaint Calls	28
Lost Dog Calls	30
Lost Cat Calls	24
Other Cat-related Calls	9
Animal/Wildlife Calls	145
Miscellaneous Calls	365
TOTAL ANIMALS PICKED UP	11
<i>Includes 10 Dogs and 1 Owl</i>	
TOTAL HUMAN/ANIMAL-ANIMAL BITE CALLS	23
TOTAL QUARANTINE ORDERS ISSUED/RELEASED	61
TOTAL CITATIONS ISSUED	0
DECEASED ANIMALS DISPOSED OF	66
SPECIMENS SENT TO STATE LAB	1
<i>Bat specimen</i>	
KENNEL INSPECTIONS	2

DOG CONTROL APPEALS BOARD

The Dog Control Appeals Board (DCAB) exists for the purposes of adjudicating disagreements between the Town's residents and the decisions of the Animal Control Officer. DCAB hears evidence from both sides of the complaint as well as the Dog Officer and then makes a recommendation to the Board of Selectmen for a final decision.

During the past year, no such disagreements arose and the committee, therefore, had no purpose to meet.

COMMUNITY SERVICES

Julie Secord, *Director*

COUNCIL ON AGING

The Council on Aging continued to support Wayland's older adults as well as residents of any age concerned about or caring for an older person. Twenty-eight percent of Wayland's total population is 60 years of age or older – approximately 3,800 residents. An additional 2000+ residents are between the ages of 50-59. Many of these individuals are assisting their parents. In FY19, the Council on Aging provided a diverse range of programming and services focused on healthy aging.

The Council on Aging's multi-faceted theme in 2019 was "Aging in Wayland: What's Your Plan?" A comprehensive community survey, a speaker series, and a large vendor expo were featured components of the initiative. The COA was fortunate to have a Wayland resident with expertise in human factors and information design create a survey to help the COA determine the prioritized concerns of residents as they grow older in Wayland. With input from the COA staff and community focus groups, a survey tool was created to capture current and future concerns of residents. The survey was available online and on paper for six weeks. In FY20, results of the survey and projected trends in COA programming and services will be available.

In April, the COA held a large and well-attended *Aging in Wayland* vendor expo at Wayland High School. More than 32 exhibitors ranging from meal services to home care providers to vendors of smart-home technology were featured. Sponsored by the Friends of the Wayland COA, this service and technology showcase provided a range and depth of useful and informative materials for the 175+ attendees who visited.

Space constraints in the Town Building continued to be a significant challenge and forced the relocation and/or cancellation of programs when other Town departments or



More than 175 people visited the COA's Aging in Wayland expo in April 2019 held at Wayland High School. Attendees gathered information from more than 30 organizations focused on healthy aging. Vendors ranged from meal services to home care providers to vendors of smart-home technology.

organizations needed space for an event.

During FY19, the COA supported Wayland's seniors in the following ways:

- Provided 8,500 home-delivered meals. A team of 17 regular weekly COA volunteers, backed up by 22 on-call substitutes, delivered hot meals to Waylanders who are challenged to cook for themselves. The five-day nutritious meal delivery included welcomed daily conversation with recipients. Additional volunteers brought the food from the Sudbury Sr. Center kitchen to Wayland for distribution.
- Gave 280 rides to medical appointments, through FISH (Friends in Service Helping). FISH volunteers provide round-trip rides to Wayland

residents who have no other way to get to medical appointments.

- A total of 417 one-on-one SHINE appointments for Wayland residents were held at the COA. Volunteer SHINE counselors—highly trained experts on Medicare and health insurance—met privately with residents to clarify options for plan changes, etc. SHINE (Serving the Health Insurance Needs of Everyone) is a federal program that partners with the Wayland COA.
- Approximately 50 free one-on-one appointments for low- and moderate-income seniors were provided at the COA to prepare resident state and federal tax returns for the April 15 filing. The AARP/IRS program partners with the COA to offer this valued service.
- Combined attendance at the 277 fitness classes led by skilled trainers totaled 4,200 in FY19. Fitness programs include Thera-Tube, Tai Chi, Zumba, Better Balance, and Fit for the Future (aerobics). A new MCOA grant-funded Walking Club was initiated in FY19. The group met twice weekly for 40 weeks with a combined attendance of 280.



Fitness classes offered by the COA are very popular and well attended. During FY19, combined attendance at our 277 fitness classes led by skilled trainers totaled 4,200. Classes must sometimes be cancelled when other departments or organizations need space.

The COA continued to operate a 16-passenger leased van through the MWRTA

(Metrowest Regional Transit Authority). In FY19, the COA led 28 trips to museums, historical sites, the Boston Symphony, sporting events, nature sites and coastal communities. In addition, home pickups and drop-offs were offered on 12 monthly Shop-Around-Shuttle trips providing transportation to Wayland stores, banks, library, Post Office and other local stops, as well as 12 monthly shopping trips to the Market Basket/Marshall's plaza in Waltham. The trips reflected a combined rider total of 854. Van mileage totaled 1,614 miles in FY19.

- Medical Taxi Tickets and MWRTA Dial-A-Ride service offered home pickups and transportation to area communities as well as to Boston hospitals.
- 40 Wayland seniors each provided 65 hours of service to Town departments through the Wayland Senior Tax Work-Off program. The COA administers this program and matches applicant skills and interests with departmental needs. In FY19 Tax Work-Off participants completed 2,574 hours of work for Town departments.
- Approximately 100 free loans of medical equipment were provided. COA also received a continuing flow of donated equipment, but had to turn away donations due to a lack of storage space. We continue to search for more space for this in-demand loan closet.

Not as easily quantified are the daily phone calls and visits from people requesting guidance on topics ranging from fuel assistance to housing to how to age in place. The COA's Outreach Coordinator provides free, in-depth information and ongoing support to seniors and family members who request help navigating health care, home care, housing, transportation, safety, and other concerns. Calls from adult children of elders looking for advice noticeably increased during FY19.

Loneliness among older adults can be devastating to both health and quality of life. We continued to nurture social connections through our monthly COA café, a three-dollar pizza and salad buffet where seniors laugh and linger long after dessert.

Throughout the year, special events such as holiday luncheons, theatrical presentations, lectures, arts and crafts workshops, interest groups for genealogy, bridge, and Scrabble, all brought people out of their homes and into each other's company.

Nurturing intergenerational connections is an important way in which the COA helps to bind Wayland together as a community. We did this through our popular all-ages summer evening outdoor concert series—for eight years this privately funded series has featured five weekly concerts in the Town Building courtyard; our 31st annual Children's Holiday Shoppe (attended by more than 250 K-5th graders); and by recruiting seniors for Sages & Seekers, a highly-regarded national program that matches high school seniors with older adults for eight weeks of guided conversations and exploration.



At the COA's annual Children's Holiday Shoppe, now in its 32nd year, children in grades K-5 shop for allowance-priced gifts with the help of older kids and dozens of adult volunteers who prepare, sell and wrap all purchases. In FY19 more than 250 children participated.

We are grateful to the people and organizations that partner with us to serve Wayland's older adults, including Wayland Fire and Police, Youth and Family Services, the Board of Health, the Wayland Public Library, the Recreation Department, Baypath Elder Services and our 140 volunteers. In addition, the Friends of the Wayland COA continued to provide consistent, creative, and invaluable support for all we do.

SENIOR TAX RELIEF COMMITTEE

The Senior Tax Relief Committee (7 members) is appointed by the Board of Selectmen and generally meets on the second Wednesday of even numbered months at 9am in the Town Building unless posted otherwise.

The Board of Selectmen appointed the following residents to this Committee for FY19: Linwood Bradford (Co-Chair), Joan Bradford (Co-Chair) Anne Gilbert (Clerk), Pauline DiCesare, Steve Colella and Markey Burke. The Committee has one vacancy. Julie Secord, Director of the Council on Aging (COA) also attended meetings as the COA liaison. The Director of Assessing serves as an informational resource to this Committee.

In FY19, the Senior Tax Relief Committee continued to evaluate the effectiveness of existing tax relief options in Wayland and explore options that could help to alleviate the excessive property tax burden imposed on many senior households due to the escalation of property taxes relative to their household incomes. Awareness of proposed tax relief legislation and initiatives proposed by the Massachusetts Council on Aging is of priority importance to this committee.

The Valor Act Property Tax Credit Program Wayland Veterans Services was reviewed in FY19. Starting in FY20 (effective July 1, 2019) applications will be available online and in both the Assessor's Office and the Selectmen's Office. Veterans will need a copy of their DD214 discharge papers. Veterans who reside in their owner occupied homes are eligible to apply. A maximum tax credit of \$1,500 will be applied to the property tax bill for those eligible participants who augment the existing work force in municipal departments. If a veteran is deceased and the spouse resides in the property as the owner, the spouse is eligible to apply for the program. Full details on the program are available on the Town's website. Kathleen Buckley, Human Resources Manager, is administering the program.

Senior Tax Relief Co-Chairs Joan and Linwood Bradford continued to serve as liaisons to the MCOA Property Task Force. MCOA meetings during FY19 were limited. It is anticipated that in FY20, MCOA will reintroduce their regularly scheduled meetings. The meetings are informative and the member communities welcome the opportunity for increased awareness of legislative actions to help guide their Senior Tax Relief agendas.

The Senior Tax Relief Committee started a review of tax relief options in neighboring communities. Wayland Senior Tax Relief Committee discussed an initiative to change the state income parameters on the statutory exemptions, providing greater support to lower income residents. The committee initially tried to do this at the state level, so everyone would benefit. However, that legislative approach encountered challenges. The committee will now review the possibility to effect change through a local option.

There was another effort to clarify the wording of Article 2, an article approved at Town Meeting in November 2008. This was wording that would allow the Town CB match amount to parallel the state COLA adjusted CB tax credit each year. After discussion with a liaison from the Board of Selectmen, it was determined that the optimum group to sponsor such an article should be the Board of Selectmen.

The Senior Tax Relief Committee welcomes those interested in senior tax relief options to attend the bi-monthly meetings and/or to consider appointment should there be a vacancy.

WAYLAND COMMUNITY FUND

The Wayland Community Fund completed another successful year in which it was able to meet numerous requests for financial help. Originally funded by a bequest from Suzanne Leavitt, the fund has been supported primarily

by contributions from Wayland residents and businesses for the past eight years.

During FY19, the Community Fund provided \$37,615.51 in short term assistance to Wayland residents who were experiencing financial hardship. Overdue utilities accounted for 44% of the bills paid, rent 11%, with the remainder covering a wide variety of bills including medical costs, food, clothing, transportation expenses, and children's needs. The Wayland residents who were helped included elderly individuals with serious illnesses, single parents who were unemployed or seriously ill or disabled, and grandparents and extended family members who are raising children without sufficient resources.

While FY19 donations fell by 50% from FY18, the requests for assistance increased by 21%. Increased fundraising will be required in order to meet the current need.

Applicants must submit a request that includes financial information, which determines their eligibility for assistance. We do not provide cash; we pay bills directly to the vendor. Since it was established in December 1997, the organization has provided over \$562,000 in assistance to residents of Wayland.

The Community Fund is staffed by five unpaid volunteers. It receives no public or taxpayer funding. There are no overhead costs, as the volunteers themselves pay for mailings, brochure preparation, printing, and all incidental expenses. One hundred percent of every dollar that is contributed goes directly towards helping people in Wayland.

HOUSING AUTHORITY

The Wayland Housing Authority (WHA) provides, maintains, administers, and advocates for housing for low- and moderate-income people in Wayland. The WHA is funded and regulated by the federal government. As a legal entity, the WHA is a municipal corporation apart

from the Town but enjoys a collaborative relationship with the Town in pursuit of our shared interest in promoting, creating, and preserving affordable housing in Wayland. The WHA receives policy direction and oversight from a five-member Board of Commissioners while its talented professional staff runs the housing programs and maintains WHA properties. The WHA continues to be designated as a High Performer in the U.S. Department of Housing and Urban Development (HUD) Section Eight Management Assessment Program and is designated as a Standard Performer in the HUD Public Housing Assessment Program. The WHA's experience of operating at full capacity continues and is coupled with unusually low turnover in our housing units. The waiting time for an applicant to have a move-in opportunity for the 111 subsidized public housing apartments at the Cochituate Village Apartments (CVA) and Bent Park for elderly and/or disabled low-income tenants and 25 scattered sites for low-income families is now over 3 years for Wayland residents and over 5 years for non-residents. The Housing Authority has preserved a preference for Wayland-connected applicants, allowing those who meet eligibility and preference criteria to be housed before those without a qualifying Wayland connection.

Beyond its own properties, the WHA supports tenants leasing in the private housing market through the Section 8 mobile housing assistance payment vouchers. The WHA also participates in the Family Self-Sufficiency (FSS) program to support tenants' move toward financial independence. This year, we exceeded WHA's mandated participation rate, and celebrated over fifteen participants who obtained and/or maintained employment. The majority of households enrolled in the program had increases in income, leading to savings account contributions that may be used toward education and employment objectives. We also had three "FSS graduations," two of whom used their savings accounts for down payments to purchase homes.

Keeping the WHA properties in good condition is a priority that we achieve thanks to excellent ongoing maintenance and a forward-thinking capital improvements plan. This year, the WHA applied capital improvement funds to resurface the parking lots at Bent Park and CVA; upgrade and resurface parking lots at family scattered sites; perform exterior work at the scattered sites including energy efficient windows and exterior siding; heating system upgrades, and to paint and install new flooring and stair treads in the common areas at Bent Park.

The WHA works closely with other housing-related committees and WHA members serve on the Housing Partnership, Community Preservation Committee, and Affordable Housing Trust. Last year, the Wayland Municipal Affordable Housing Trust Fund (WMAHTF) purchased a unit at 11 Hammond Road; this year, the WHA and WMAHTF entered into a 30-year lease with regard to the affordable rental at Hammond Road. The WHA is responsible for managing the unit in all respects, while the Trust will continue to provide financial support for some months after the unit is leased, with the goal of making the unit management self-sustaining.

The WHA actively supports Town efforts to preserve privately-owned affordable housing in Wayland by monitoring for compliance with deed restrictions, such as those requiring owner-occupancy or offering right of first refusal to the Town if the unit is being sold. This year, as part of its monitoring under Chapter 40B, the WHA has been working on resale of affordable units at Oxbow Meadows and rental units at Wayland Town Center.

Visit our pages on the Town website for information about applying for public housing or to understand more about affordable housing in Wayland. Thank you for your support.

Susan Weinstein, *Chair*; Miriam Andrews; Mary Antes; Russell Ashton; Kevin Goodwin; and Brian Boggia, *Executive Director*

HOUSING PARTNERSHIP

The Wayland Housing Partnership (WHP) works with the community to lead and support efforts to meet the affordable housing needs of the Town of Wayland. To do this, it works with the Town to develop affordable housing action plans based on housing needs studies; establishes criteria to evaluate affordable housing proposals; makes recommendations on the pros and cons of particular housing proposals; identifies local, state, and federal housing resources to further development; locates available land suitable for development; reviews land use regulations and zoning bylaws; works with developers of affordable housing; and increases public awareness through forums and other public events. In short, the WHP is committed to advocating for affordable housing, consistent with the needs of the Town, while also considering community concerns. The WHP is intent on finding ways to comply with the state mandate required of all cities and towns: no less than 10% of the year-round housing stock should be affordable to households earning no more than 80% of the area median income.

The Board of Selectmen appoints the nine members of the committee. This includes a member or representative of the Board of Selectmen and representatives chosen by the Wayland Housing Authority, Planning Board, Conservation Committee, School Committee, the Wayland Interfaith Leadership Association, and three members from the community at large. Members serve for staggered three-year terms.

The WHP met seven times during the fiscal year. Several members also participated in meetings concerning several potential projects. Working with the Town Planner and other Town Board members, we explored a number of options for the use of two buildings owned by the Trinitarian Church, that the Church was considering demolishing. WHP members wrote an article that appeared in the Town Crier concerning the need for group homes for developmentally challenged adults and

specifically asked the Church to collaborate with the Town to preserve its buildings for this or other pressing Town needs. The buildings were ultimately demolished despite the Town's best efforts to preserve them.

Several WHP members, along with the Town Planner, have met with the Pastor of the Peace Lutheran Church concerning his Church's interest in using a portion of their land for affordable housing (possibly targeted to homeless families) or for a group home. WHP member Father David O'Leary also noted that he is in conversation with the Archdiocese about possibly donating/selling a parcel of land at St. Ann's church, for affordable housing.

The WHP discussed whether modifications in the Town's existing accessory apartment by-law might encourage increased development of accessory dwelling units (ADUs), providing, e.g., older residents a possible option for 'aging in place.' Although we have had this by-law since 1996, the prescribed process has rarely, if ever, been initiated. Nevertheless, data provided by the Assessor's Office identifies 40 homes with an ADU. Some members voiced concern that changes to the by-law could have unintended consequences—ones that might inhibit residents from considering this path for increased housing options. After a spirited series of discussions, it was decided to revisit the topic at a joint meeting of the housing-related committees in the fall.

The Town's contract with the Regional Housing Services Office was discussed. During this fiscal year, RHSO has monitored the affordability of existing units, in collaboration with the Wayland Housing Authority; collaborated with the HOME program; and provided local and regional support. By vote of the 2019 Town Meeting, the RHSO contract will not be renewed. Over the long term, the WHP feels that the costs of carrying out housing-related administrative tasks should be a permanent line item in the Town's budget, including a "point person" on staff to deal with housing issues.

The WHP tracked the progress of various proposed projects:

- As of the end of the fiscal year, the final resolution of the Windsor Place (24 School St.) and Cascade developments (former Mahoney's site) was still not known, with the latter in mediation with the state. In the meantime, the state Department of Housing and Community Development has given the Town credit for the 60 units that are planned for the Cascade site; this has given the Town a 2-year period of immunity from the potential of a state override for a 40B development, from January 15, 2019 to January 14, 2021. This is because this planned project demonstrates that the Town is moving toward meeting its affordable housing goals, as set forth in its Housing Production Plan. If all the Cascade units are built, the Town's Subsidized Housing Inventory will be 6.39%. If the River's Edge apartments are built, the Town would be at or near the 10% minimum goal set by the state.
- WHP voted to support the Housing Trust's decision to add one (rather than two affordable units) at 11 Hammond St. The 4-BR unit at 11 Hammond St. has been renovated and is almost ready to be marketed.
- River's Edge—pre-development site preparation tasks are continuing.
- The three affordable housing units built as part of the Covered Bridge project were completed and were marketed for sale. The development of these three units came about, in part, due to the strong advocacy of the WHP.

The vacant seat on the WHP, representing the Board of Selectmen, was filled by Robi Zallen. However, at the end of the year, Armine Roat indicated that she would be resigning, following the completion of her second 3-year term. We are grateful for her service.

Mary Antes; Joanne Barnett; Kathleen Boundy Rachel Bratt, Chair; Chris DiBona; Father David O'Leary; Katherine Provost; and Robi Zallen

MUNICIPAL AFFORDABLE HOUSING TRUST FUND BOARD

The Town of Wayland Municipal Affordable Housing Trust Fund (Trust) was established by Town Meeting vote in the spring of 2014. The purpose of the Trust is to provide for the creation and preservation of affordable housing in the Town of Wayland (Town) for the benefit of low and moderate income households. Trustees include representatives of the Board of Selectmen, Planning Board, Wayland Housing Authority (WHA), and Wayland Housing Partnership, as well as three at-large members.

The major activities this year, most of which involved the existing four-bedroom single family house at 11 Hammond Road, included the completion of various capital improvements and repairs and the negotiation and execution of a 30-year lease agreement with the Wayland Housing Authority (WHA), which is currently marketing and managing the property. In addition, the Trust, WHA, Town, and the Department of Housing and Community Development negotiated and executed an agreement restricting the rental of the existing house to tenants with household income at or below 80 percent of the area median income on a fair and open basis. This allows the rental unit to be added to the Town's subsidized housing inventory, thereby allowing it to "count" toward the Town's 10 percent affordable housing inventory. While this process has taken longer than anticipated, we expect to be able to use the experience as a template for future projects.

The Trustees also continued the work necessary to permit an additional 3-bedroom house to be constructed on a portion of the Hammond Road parcel and evaluated a number of other potential acquisition/development opportunities. We appreciate the ongoing input of Town employees and residents who bring these potential opportunities to our attention.

The Trust is very fortunate to have the support of Town employees as well as Trustees with the

time and experience needed to meet with third party contractors and professionals, plan for the construction of additional units, complete the paperwork for the state and, in the case of Hammond Road, save Trust funds by doing physical labor, e.g., painting, lawn mowing, and snow shoveling.

The following is a summary of the Trust's financial activity, on a government fund basis, for the fiscal year ended June 30, 2019:

Fund Balance – beginning of year	\$845,929
Net change	<u>88,956</u>
Fund Balance – end of year	<u>\$ 934,885</u>

Analysis of Net Change:

Revenues:	
CPA contribution	\$ 104,375
Investment income	<u>13,269</u>
Total revenues	117,644
Project and administrative expenses	<u>(28,688)</u>
Net Change	<u>\$ 88,956</u>

At June 30, 2019, the Trust (i) maintained two interest-bearing savings accounts (aggregate of \$128,662) and held six certificates of deposit (aggregate of \$809,493) at The Village Bank, Wayland, MA, with terms ranging from seven to fifteen months and interest rates ranging from

2.25% to 2.85%; was owed \$15 and \$889 from the WHA and Town, respectively; and (iii) owed \$4,174 to various third party vendors.

At the 2019 Annual Town Meeting, the Town approved the transfer to the Trust of \$104,375 in designated community housing funds from the Community Preservation Fund (CPF). With the support of Town Meeting, each year there will be an article to transfer the current year's portion of the CPF set-aside for community housing to the Trust.

Fund expenses during the fiscal year included (i) \$21,861 for project-related expenses that

included \$11,064 for capital improvement costs and \$10,797 of operating and repair expenses and (ii) \$6,827 for administrative expenses that included legal, annual audit, and other professional fees.

The Trust's audited financial statements are available on the Town's website or may be requested from the Town's Finance Director, 41 Cochituate Road, Wayland, MA.

Trustees: Mary M. Antes, Robert Duffy, Stephen A. Greenbaum, Brian T. O'Herlihy, Michael Staiti, Susan Weinstein, and one vacancy.

VETERANS' AGENT

The West Suburban Veterans' Services District (W.S.V.S.D.) includes the Towns of Wayland, Needham, Wellesley and Weston. Director Sarada Kalpee works with the resident veterans and their families within the district to assist them with benefits and services that they may be entitled to in accordance with the provisions of MGL Chapter 115. The district fully supports and works in conjunction with the Public Ceremonies Committee in an effort to continue to ensure sincere and respectful observations for the Memorial Day and Veterans' Day Ceremonies. Pursuant to MGL c 115, the district also supports the efforts of the Graves Officer, to ensure proper internment, care, and maintenance for veterans' burials and their graves.

The district office has been very busy assisting veterans and their spouses in negotiating the challenging bureaucratic procedures that are associated with the state and federal government. We provide assistance and guidance to help veterans apply and access the VA Health Care system. Our office maintains assisting veterans and their families with applications for disability and pension claims. We have applied our knowledge and experience to obtain the maximum obtainable benefits to which they deserve and are entitled to receive.

During FY19, \$2,827.00 was expended in public assistance for Wayland resident veterans and their families, who were in need. These expenses were dispersed in accordance with MGL c115. Veterans returning from Afghanistan, Iraq, and other combat areas from around the globe will require encouragement, guidance, and assistance

in their transformation back to civilian life. In addition, aging veterans may require greater assistance with their healthcare benefits and other needs.

Mr. Richard Turner, the Graves Officer for the Town of Wayland, has undertaken responsibilities of caring for the graves of the interred veterans from Wayland. With great pride and dedication. Mr. Turner works cohesively with the Wayland DPW to record veteran's plots. He is assisted by Mrs. Kathy Hodges and the Girl Scouts, as they continue their tradition of dressing the Veteran's graves with over 1200 flags for Memorial Day. He has also been very active in the resurrected Wayland American Legion Post # 133. Post Commander, Paul Rufo and the members of the Post have been actively engaged in participating in community events. Also, they have been very instrumental in assisting Mr. Turner and the Public Ceremonies Committee in planning and coordinating the Memorial and Veteran's Day observances.

**Please feel free to contact us at
781-850-5504
or email skalpee@westsuburbanveterans.com**

Other notable points of interest:

- On Monday, November 11, 2019, there was solemn and respectful observance honoring all veterans at the Veteran's Memorial at the Wayland Town Building with the assistance of

Cmdr. Paul Rufo and the American Legion Post #133.

- In recognition of Purple Heart Day each year on August 7th the Purple Heart Flag will be flown at the Town Building.
- In accordance with the Valor Act Wayland established the Veteran's Real Estate Tax Work off Program in conjunction with the Assessor's Office.

The West Suburban Veterans' Services District is anticipating an exciting year working with veterans, their families, and the entire Wayland community.

Wayland Office Hours are held on Tuesday's from 9:00 a.m. to 4:00 p.m. and by appointment at the Wayland Town Building. Our main office is in Wellesley and we can schedule an appointment at your convenience at any of the office locations or a home visit if needed.

VETERANS' GRAVES OFFICER

The Veterans Graves Officer is established under MGL Chapter 115 Section 9.

This year, the Veterans' Graves Officer, Richard Turner, USN Ret., supervised the placement of 1,400 flags by the Girl Scouts on the veterans' graves in the Town's three cemeteries and one private cemetery. In 2018 there were 31 veterans' burials and in 2019 there were 27 veterans' burials in the Town's cemeteries.

The Veterans' Graves Officer also worked closely with the Department of Public Works to maintain a database of all veterans who are buried in the Town's cemeteries. The Veteran's Graves Officer also procured and installed replacement markers for the flags on the graves of the veterans.



YOUTH ADVISORY COMMITTEE

Jason Verhoosky, *Youth and Family Services Director*

The Youth Advisory Committee (YAC) is comprised of appointees representing the Board of Health, the Board of Selectmen, the School Committee, the Wayland Police, and the Wayland Clergy Association. The YAC directs the work of the Youth and Family Services Department (WYFS). Five categories of services are provided by the department: counseling; consultation; community education and prevention; information and referral; and crisis intervention. After hours emergency coverage is provided by Psychiatric Emergency Services in Framingham.

Confidential counseling services are provided free of charge to Wayland children and their families, and for children attending Wayland schools. They are seen at home, at school, or in our office in the Town Building. Issues may include typical problems encountered in daily living as families grow and change, such as communication problems, family conflict, stress management, depression and anxiety, suicidality, and coping with divorce, illness, and death. In addition, we offer evaluation and treatment for substance abuse. In collaboration with the Assistant District Attorney's Office and the High School, we offer a suite of services as a constructive alternative to court involvement or school sanctions for youth who are apprehended for non-violent illegal activities. We maintain an on-site presence at the high school to increase access for students and faculty.

Our staff is available on an informal basis to provide consultation on issues related to the development and psychological wellbeing of children, teenagers, and families. Parents, school personnel, and others in our community who have ongoing contact with youth are invited to call.

Prevention and community education initiatives typically focus on topics related to developmental processes and mental and physical wellbeing of children and families, substance use education and awareness, healthy decision making and preventative education. In collaboration with Friends of Wayland Youth & Family Services, Parent/Teacher Organizations, and other Town departments, we provide lectures, workshops, and other informative events each year. In addition Wayland Youth & Family Services co-leads discussion groups for parents, offering support and information to address challenges in parenting at each stage of development. In recent years, we have facilitated groups for grandparents who are active in their grandchildren's care, and for parents of preschool children, middle school social development peer groups and a high school aged peer support group.

Friends of WYFS is a group of parents who plan and execute community education programs that focus on parenting and wellness issues. In the past year, members of Friends of Wayland Youth & Family Services have rotated off as their children have aged out of the Wayland Schools. The current members are in the process of recruiting new "friends" and building capacity. In addition to planning events, Friends of Wayland Youth & Family Services is currently in planning for future fundraising events.

Youth & Family Services continues to be the home for WaylandCares, a community-based substance abuse prevention program that promotes health and wellness in youth and families. WaylandCares is supported by Town funds and a federal Drug Free Communities grant. WaylandCares staff members have established an active community prevention program and provided support to wellness classes, Middle School and High School leadership programs, speakers, and community

education on topics including internet safety, substance abuse prevention, and parent education. In addition, WaylandCares advises and trains active student leadership groups at the

Middle School and High School who have undergone prevention training and support the WaylandCares mission on an ongoing basis. The SAMHSA Drug Free Communities grant that has been providing funding for WaylandCares initiatives is coming to close this fall. WaylandCares is actively seeking new grants, foundation funding, and planning with the coalition to develop fundraising efforts.

Youth & Family Services values providing opportunities for community service. Community Service is an important part of our

mission to support healthy development in Wayland youth. Each spring, we work with the High School to put on the annual High School

Community Service Awards Ceremony, where this past year we recognized over 40 high school students for providing significant service over the previous 12 months.

Rabbi Louis Polisson from Congregation Or Atid officially joined the Youth Advisory Committee this year, representing the Wayland Clergy Association and the Faith Based Community. This role was formerly filled by Pastor Ted Crass. Pam Cerne has become a newly appointed representative from the Wayland School Committee, filling the seat previously held by Corrie Dretler.

CULTURAL COUNCIL

Cultural Council Members

Adam Gutbezahl; Barbara Hoffman; Barbara Holtz; Brenda Ross; Jon Saxton Rachel Sideman-Kurtz; and Kathy Trogolo

The **Wayland Cultural Council** is part of a network of 329 Local Cultural Councils (LCCs) serving all 351 towns in the Commonwealth. The state legislature provides an annual appropriation to the Massachusetts Cultural Council (MCC), a state agency which then allocates funds to LCCs. LCCs, in turn, award grants through an application process, funding community-based projects in the arts, sciences, and humanities. This is the largest grassroots cultural funding network in the nation.

In FY18, the Wayland Cultural Council received 24 applications totaling \$18,317. With an allocation of \$6,271, the council granted awards to 13 applicants. Recipients included the following:

- Barbara Sher – Unveiled
- DeCordova Sculpture Park and Museum – EBT \$1 Admission
- Delvena Theater Company – Isabella!

- Discovery Museum – Free Friday Night Fun
- Joseph E. Ingoldsby – Heard Farm Heirloom Orchard
- Scott Jameson – A Universe of Stories
- Musicians of the Old Post Road – Concert: Mozart's Viennese Circle
- John Root – Songbirds of the Northeast
- Massachusetts Educational Theater Guild – Massachusetts High School Drama Festival
- Vokes Players – Silent Night
- Wayland Chinese American Association – Wayland Lunar New Year
- Wayland Free Public Library – Wayland Reads
- Jinglei Whitehouse - Wayland High School Robotics Team

In March, the council hosted a reception for recipients that also included members of the Board of Selectmen, as well as legislators Senator Rebecca Rausch and Representative Carmine Gentile. A demonstration was given by the Wayland High School Robotics Team of their robot. In addition to disbursing funds, the council managed the bulletin boards in the Town

Building, displaying artwork and news of cultural activities.

The council is seeking new members and has posted publicly.

CABLE ADVISORY COMMITTEE

The Board of Selectmen (BoS) created the 5-person Cable Advisory Committee by unanimous vote (4-0) on October 9, 2018 under Massachusetts General Law, Chapter 207, section 301. The mission statement is:

- The purpose of the Cable Advisory Committee (CAC) is to advise the BoS on all issues relating to cable television (CATV) services provided within the Town. The BoS is the Issuing Authority that grants CATV franchise licenses to service providers. The CAC's principal responsibilities are to negotiate the terms of initial and renewal CATV licenses with service providers, to recommend that the BoS grant such licenses once they are negotiated, and to monitor the performance by the licensees of their obligations under such licenses in order to ensure compliance with license terms and conditions. The CAC also attempts to resolve disputes brought to its attention between CATV subscribers and CATV service providers. In addition, the CAC advises and consults with various Town organizations with respect to CATV matters on an ad hoc basis.

The Board of Selectmen appointed the following members: Ken Isaacson, Cherry Karlson (alternate BoS representative), Doug Levine (BoS representative), Jim Malone (ex-officio non-voting WayCAM representative), Jake Mohnkern, and Lauren Zajac.

The Committee held its inaugural meeting on March 28, 2019 and two subsequent meetings on April 18 and May 9, 2019. Lauren Zajac was elected as Chair and Jake Mohnkern was elected as Vice Chair.

Town Counsel KP Law's William Hewig is assisting the Committee to prepare for and negotiate the renewal of cable licenses with Comcast and Verizon, and he outlined the steps to be completed: the ascertainment process, creation of a business plan, need for community surveys and a public hearing, and, ultimately, the negotiations. The Committee's work to date has focused on the Ascertainment Process and interviewing Town and WayCAM staff.

Fiscal Year 2020 will be a busy year for the Committee as the Comcast license expires in September 2020 and the Verizon license expires in January 2023.

WAYLAND COMMUNITY ACCESS AND MEDIA INC. (WAYCAM)

The past year has been one of growth - in terms of membership, participation, and technology - for the WayCAM Studio located on the Wayland High School campus.

Wayland Community Access and Media, Inc., (WayCAM) is the independent, non-profit corporation that oversees Wayland's local access

station and broadcasts on Comcast Channels 8, 9, 99 and Verizon Channels 37, 38, 39.

WayCAM continues to benefit from strong leadership from Executive Director Jim Mullane and Production Manager Mark Foreman. They receive excellent support from Production Assistant Robbie Bullard, student and adult

resident volunteers, and recently hired part-time employee Ryan Keaveney.

Equipment Upgrades

As part of the major upgrades to the high school athletic complex, WayCAM is adding a high

definition studio to the turf field athletic area. The seven-camera studio means students will have use of six robotic cameras and a field-portable camera. Students will have two announcers in the press box and one field reporter. The production will be sent to a student director in the studio, with capability of being broadcast live or taped. This high definition studio will be the flagship of studios at high schools in the state, if not the country. Other equipment upgrades included high definition backup recorders for Town satellite studios. The new system in the Town library means activities in three different areas can now be recorded: Raytheon Room, Round Room on the first floor, and the reading area. WayCAM also purchased a drone for field production. New Teleprompters and high definition robotic cameras have also been purchased for the studio.

New Record for Public, Educational, and Government (PEG Programs)

WayCAM again broke its PEG record for programs being produced, recording 898 programs, compared to last year's 869 programs. Average production is 75 programs a month; WayCAM's total production hours increased by 102 hours to 6,333 total hours. Most significant was the increase in programming for the Wayland Public Schools: 219 programs compared to 148 for the previous year.

Community Outreach Yields Membership/Programming Gains

WayCAM doubled the number of Community Access classes in TV Production and Editing, going from five classes to ten in the past year and enhancing efforts to increase original programming. In addition, Wayland High School students and WayCAM have forged a new programming relationship. Wayland Student Press Network (WSPN), an award-

winning online news site, produced two new WayCAM news magazines this year: "Sports Chat" and "Wayland Pop."

WayCAM continued its association with the community's young people through productions at the school district's summer enrichment program, Pegasus (Grades Preschool

– Grade Six), and by taping and broadcasting softball and basketball games for WayCo Amateur Sports Development, Inc., which enjoys participation from about 150 Wayland high school and college-age males every summer.

Summer intern Thomas Leacu, a Wayland High School graduate now attending Boston University, focused on producing instructional videos to educate the public about how to use newly purchased equipment. Another highlight for the year was the production of 10 instructional videos touching on WayCAM's role in the community, its resources, and its avenues for residents' involvement. These are broadcast and also available on-demand at www.waycam.tv and are part of the overall effort to broaden community awareness of WayCAM and encourage greater resident participation in programming.

Successful Town Meeting Outreach

At Town Meeting this year, a concerted effort was made by new board members, Nora Rothschild and Elaine Donnelly, to inform residents about WayCAM, with the goal being to increase membership. Town Moderator Dennis Berry made a brief announcement about WayCAM and informational flyers and membership applications were available at a table at the entrance to the Field House. As a result, WayCAM's membership surged to 78, up from 43 the prior year.

WayCAM Scholarships

WayCAM recognized Amelia Brodney, Elizabeth Francis, and Brian Carmichael with \$1,000 scholarships each for their many contributions to WayCAM during their high school years.

Social Media

The website (www.waycam.tv) had 26,192 visits this year, 200 more than last year. The PEG On-Demand viewing statistics show that 13,823 shows were watched.

Video On-Demand (VOD).

<http://www.waycam.tv/video-on-demand>

Facebook Account.

www.facebook.com/WayCAM

Twitter account. Up-to-date coverage of WayCAM events, www.twitter.com/waycam_tv

Equipment Upgrades, Community Outreach, and Visionary Leadership Mark 2018-19 Year

WayCAM's value to the community rises in direct proportion to its success at maintaining state-of-the-art studio and effectively communicating opportunities and services to the community. Under Executive Director Jim Mullane's leadership and with the support of the professional staff, WayCAM continued to maintain a position of strength in Wayland in the past year. WayCAM is well positioned for growth as evidenced by its recent increases in programming and membership. There is no reason to doubt that WayCAM will build on its solid foundation and evolve and grow to meet the changing needs of the Town of Wayland.



Eligible Voters:	STATE PRIMARY				
Total Votes Cast:	September 4, 2018				
Percent of Voters:	TOWN OF WAYLAND				
<u>DEMOCRATIC</u>	<u>PREC 1</u>	<u>PREC 2</u>	<u>PREC 3</u>	<u>PREC 4</u>	<u>TOTALS</u>
<u>SENATOR IN CONGRESS</u>					
Blanks	28	40	28	26	122
Elizabeth A. Warren	424	388	371	375	1558
Write-In	4	1	2	4	11
TOTALS	456	429	401	405	1691
<u>GOVERNOR</u>					
Blanks	56	71	56	60	243
Jay M. Gonzalez	276	257	238	231	1002
Bob Massie	123	98	106	108	435
Write-In	1	3	1	6	11
TOTALS	456	429	401	405	1691
<u>LIEUTENANT GOVERNOR</u>					
Blanks	78	74	70	72	294
Quentin Palfrey	265	231	228	218	942
Jimmy Tingle	113	123	103	114	453
Write-in	0	1	0	1	2
TOTALS	456	429	401	405	1691
<u>ATTORNEY GENERAL</u>					
Blanks	24	34	34	25	117
Maura Healey	430	395	367	378	1570
Write-In	2	0	0	2	4
TOTALS	456	429	401	405	1691
<u>SECRETARY OF STATE</u>					
Blanks	26	18	30	17	91
William Francis Galvin	270	288	237	233	1028
Josh Zakim	160	123	134	154	571
Write-In	0	0	0	1	1
TOTALS	456	429	401	405	1691
<u>TREASURER</u>					
Blanks	95	81	65	69	310
Deborah B. Goldberg	360	348	336	335	1379
Write-In	1	0	0	1	2
TOTALS	456	429	401	405	1691
<u>AUDITOR</u>					
Blanks	102	92	75	86	355
Suzanne M. Bump	353	337	326	318	1334
Write-In	1	0	0	1	2
TOTALS	456	429	401	405	1691

Eligible Voters:	STATE PRIMARY				
Total Votes Cast:	September 4, 2018				
Percent of Voters:	TOWN OF WAYLAND				
<u>REPRESENTATIVE IN CONGRESS</u>					
Blanks	57	65	47	49	218
Katherine M. Clark	398	363	353	356	1470
Write-In	1	1	1	0	3
TOTALS	456	429	401	405	1691
<u>COUNCILLOR</u>					
Blanks	126	123	112	129	490
Robert L. Jubinville	329	305	289	276	1199
Write-In	1	1	0	0	2
TOTALS	456	429	401	405	1691
<u>SENATOR IN GENERAL COURT</u>					
Blanks	46	45	40	58	189
Kristopher K. Aleksov	141	155	115	105	516
Jacqueline S. Katz	49	50	48	55	202
Rebecca L. Rausch	219	179	198	187	783
Write-In	1	0	0	0	1
TOTALS	456	429	401	405	1691
<u>REPRESENTATIVE IN GENERAL COURT 13TH MIDDLESEX DISTRICT</u>					
Blanks	104	94	91		289
Carmine Lawrence Gentile	352	335	310		997
Write-In	0	0	0		0
TOTALS	456	429	401		1286
<u>REPRESENTATIVE IN GENERAL COURT 14TH NORFOLK DISTRICT</u>					
Blanks				89	89
Alice Hanlon Peisch				316	316
Write-In				0	0
TOTALS				405	405
<u>DISTRICT ATTORNEY</u>					
Blanks	57	57	44	69	227
Marian T. Ryan	176	202	189	148	715
Donna Patalano	223	170	168	188	749
Write-In	0	0	0	0	0
TOTALS	456	429	401	405	1691
<u>CLERK OF COURTS</u>					
Blanks	124	105	97	115	441
Michael A. Sullivan	332	323	304	289	1248
Write-In	0	1	0	1	2
TOTALS	456	429	401	405	1691
<u>REGISTER OF DEEDS</u>					
Blanks	121	102	98	113	434
Maria C. Curtatone	335	326	303	292	1256
Write-In	0	1	0	0	1
TOTALS	456	429	401	405	1691

Eligible Voters:	STATE PRIMARY				
Total Votes Cast:	September 4, 2018				
Percent of Voters:	TOWN OF WAYLAND				
<u>REPUBLICAN</u>	<u>PREC 1</u>	<u>PREC 2</u>	<u>PREC 3</u>	<u>PREC 4</u>	<u>TOTALS</u>
<u>SENATOR IN CONGRESS</u>					
Blanks	15	6	5	11	37
Geoff Diehl	53	55	43	62	213
John Kingston	23	24	19	31	97
Beth Joyce Lindstrom	36	32	32	56	156
Write-In	0	0	1	0	1
TOTALS	127	117	100	160	504
<u>GOVERNOR</u>					
Blanks	1	1	1	4	7
Charles D. Baker	96	77	67	127	367
Scott D. Lively	30	39	32	29	130
Write-In	0	0	0	0	0
TOTALS	127	117	100	160	504
<u>LIEUTENANT GOVERNOR</u>					
Blanks	38	24	31	34	127
Karyn E. Polito	88	92	69	126	375
Write-In	1	1	0	0	2
TOTALS	127	117	100	160	504
<u>ATTORNEY GENERAL</u>					
Blanks	48	30	28	46	152
James R. McMahon, III	44	50	40	61	195
Daniel L. Shores	35	37	32	53	157
Write-In	0	0	0	0	0
TOTALS	127	117	100	160	504
<u>SECRETARY OF STATE</u>					
Blanks	60	43	43	52	198
Anthony M. Amore	66	73	57	106	302
Write-In	1	1	0	2	4
TOTALS	127	117	100	160	504
<u>TREASURER</u>					
Blanks	64	46	42	63	215
Keiko M. Orrall	62	71	58	97	288
Write-In	1	0	0	0	1
TOTALS	127	117	100	160	504
<u>AUDITOR</u>					
Blanks	64	43	41	66	214
Helen Brady	62	74	59	94	289
Write-In	1	0	0	0	1
TOTALS	127	117	100	160	504

Eligible Voters:					
Total Votes Cast:	STATE PRIMARY				
Percent of Voters:	September 4, 2018				
	TOWN OF WAYLAND				
<u>REPRESENTATIVE IN CONGRESS</u>					
Blanks	47	31	32	44	154
John Hugo	43	33	27	58	161
Louis Kuchnir	37	52	40	58	187
Write-In	0	1	1	0	2
TOTALS	127	117	100	160	504
<u>COUNCILLOR</u>					
Blanks	124	115	99	157	495
Write-in	3	2	1	3	9
TOTALS	127	117	100	160	504
<u>SENATOR IN GENERAL COURT</u>					
Blanks	49	34	38	53	174
Richard J. Ross	78	83	62	107	330
Write-In	0	0	0	0	0
TOTALS	127	117	100	160	504
<u>REPRESENTATIVE IN GENERAL COURT 13th MIDDLESEX DISTRICT</u>					
Blanks	127	116	100		343
Write-In	0	1	0		1
TOTALS	127	117	100		344
<u>REPRESENTATIVE IN GENERAL COURT 14th NORFOLK DISTRICT</u>					
Blanks				159	159
Write-In				1	1
TOTALS				160	160
<u>DISTRICT ATTORNEY</u>					
Blanks	127	116	100	159	502
Write-In	0	1	0	1	2
TOTALS	127	117	100	160	504
<u>CLERK OF COURTS</u>					
Blanks	127	117	100	159	503
Write-In	0	0	0	1	1
TOTALS	127	117	100	160	504
<u>REGISTER OF DEEDS</u>					
Blanks	127	117	98	159	501
Write-In	0	0	2	1	3
TOTALS	127	117	100	160	504

Eligible Voters:					
Total Votes Cast:	STATE PRIMARY				
Percent of Voters:	September 4, 2018				
	TOWN OF WAYLAND				
<u>LIBERTARIAN</u>	<u>PREC 1</u>	<u>PREC 2</u>	<u>PREC 3</u>	<u>PREC 4</u>	<u>TOTALS</u>
<u>SENATOR IN CONGRESS</u>					
Blanks	0	0	0	1	1
Write-In	0	0	1	0	1
TOTALS	0	0	1	1	2
<u>GOVERNOR</u>					
Blanks	0	0	0	1	1
Write-In	0	0	1	0	1
TOTALS	0	0	1	1	2
<u>LIEUTENANT GOVERNOR</u>					
Blanks	0	0	0	1	1
Write-In	0	0	1	0	1
TOTALS	0	0	1	1	2
<u>ATTORNEY GENERAL</u>					
Blanks	0	0	0	1	1
Write-In	0	0	1	0	1
TOTALS	0	0	1	1	2
<u>SECRETARY OF STATE</u>					
Blanks	0	0	0	1	1
Write-In	0	0	1	0	1
TOTALS	0	0	1	1	2
<u>TREASURER</u>					
Blanks	0	0	1	1	2
Write-in	0	0	0	0	0
TOTALS	0	0	1	1	2
<u>AUDITOR</u>					
Blanks	0	0	1	0	1
Daniel Fishman	0	0	0	1	1
Write-In	0	0	0	0	0
TOTALS	0	0	1	1	2

Eligible Voters:					
Total Votes Cast:	STATE PRIMARY				
Percent of Voters:	September 4, 2018				
	TOWN OF WAYLAND				
<u>REPRESENTATIVE IN CONGRESS</u>					
Blanks	0	0	1	1	2
Write-in	0	0	0	0	0
TOTALS	0	0	1	1	2
<u>COUNCILLOR</u>					
Blanks	0	0	1	1	2
Write-in	0	0	0	0	0
TOTALS	0	0	1	1	2
<u>SENATOR IN GENERAL COURT</u>					
Blanks	0	0	1	1	2
Write-In	0	0	0	0	0
TOTALS	0	0	1	1	2
<u>REPRESENTATIVE IN GENERAL COURT 13th MIDDLESEX DISTRICT</u>					
Blanks	0	0	1		1
Write-In	0	0	0		0
TOTALS	0	0	1		1
<u>REPRESENTATIVE IN GENERAL COURT 14th NORFOLK DISTRICT</u>					
Blanks				1	1
Write-In				0	0
TOTALS				1	1
<u>DISTRICT ATTORNEY</u>					
Blanks	0	0	1	1	2
Write-In	0	0	0	0	0
TOTALS	0	0	1	1	2
<u>CLERK OF COURTS</u>					
Blanks	0	0	1	1	2
Write-In	0	0	0	0	0
TOTALS	0	0	1	1	2
<u>REGISTER OF DEEDS</u>					
Blanks	0	0	1	1	2
Write-In	0	0	0	0	0
TOTALS	0	0	1	1	2

Eligible Voters: 10,334	STATE ELECTION				
Total Votes Cast: 7544	November 6, 2018				
Percent of Voters: 73%	TOWN OF WAYLAND				
OFFICIAL *					
	<u>PREC 1</u>	<u>PREC 2</u>	<u>PREC 3</u>	<u>PREC 4</u>	<u>TOTALS</u>
<u>SENATOR IN CONGRESS</u>					
Blanks	34	34	28	49	145
Elizabeth A. Warren	1355	1270	1250	1325	5200
Geoff Diehl	485	446	437	581	1949
Shiva Ayyadurai	52	68	49	78	247
Write-In	0	0	3	0	3
TOTALS	1926	1818	1767	2033	7544
<u>GOVERNOR and Lieutenant Governor</u>					
Blanks	43	47	36	49	175
Baker and Polito	1218	1111	1098	1392	4819
Gonzalez and Palfrey	665	660	632	592	2549
Write-In	0	0	1	0	1
TOTALS	1926	1818	1767	2033	7544
<u>ATTORNEY GENERAL</u>					
Blanks	33	37	38	52	160
Maura Healey	1490	1424	1376	1523	5813
James R. McMahon, III	403	356	352	458	1569
Write-In	0	1	1	0	2
TOTALS	1926	1818	1767	2033	7544
<u>SECRETARY OF STATE</u>					
Blanks	98	75	75	115	363
William Francis Galvin	1424	1354	1336	1453	5567
Anthony M. Amore	346	325	299	424	1394
Juan G. Sanchez, Jr.	58	64	57	41	220
Write-In	0	0	0	0	0
TOTALS	1926	1818	1767	2033	7544
<u>TREASURER</u>					
Blanks	127	107	83	140	457
Deborah B. Goldberg	1352	1284	1304	1397	5337
Keiko M. Orrall	402	369	335	465	1571
Jamie M. Guerin	45	58	45	31	179
Write-In	0	0	0	0	0
TOTALS	1926	1818	1767	2033	7544
<u>AUDITOR</u>					
Blanks	135	122	108	169	534
Susan M. Bump	1195	1159	1144	1206	4704
Helen Brady	455	407	399	527	1788
Daniel Fishman	97	83	83	99	362
Edward J. Stamas	44	47	33	32	156
Write-In	0	0	0	0	0
TOTALS	1926	1818	1767	2033	7544

<u>REPRESENTATIVE IN CONGRESS</u>					
Blanks	59	63	63	81	266
Katherine M. Clark	1426	1351	1320	1434	5531
John Hugo	441	404	383	518	1746
Write-In	0	0	1	0	1
TOTALS	1926	1818	1767	2033	7544
<u>COUNCILLOR</u>					
Blanks	509	446	435	542	1932
Robert L. Jubinville	1403	1366	1324	1482	5575
Write-In	14	6	8	9	37
	0				
TOTALS	1926	1818	1767	2033	7544
<u>SENATOR IN GENERAL COURT</u>					
Blanks	96	92	88	114	390
Richard J. Ross	600	553	525	711	2389
Rebecca L. Rausch	1230	1173	1154	1207	4764
Write-In	0	0	0	1	1
TOTALS	1926	1818	1767	2033	7544
<u>REPRESENTATIVE IN GENERAL COURT 13th MIDDLESEX DISTRICT</u>					
Blanks	519	424	427		1370
Carmine Lawrence Gentile	1397	1387	1331		4115
Write-In	10	7	9		26
TOTALS	1926	1818	1767		5511
<u>REPRESENTATIVE IN GENERAL COURT 14th NORFOLK DISTRICT</u>					
Blanks				514	514
Alice Hanlon Peisch				1511	1511
Write-In				8	8
TOTALS				2033	2033
<u>DISTRICT ATTORNEY</u>					
Blanks	490	421	407	517	1835
Marian T. Ryan	1425	1387	1352	1508	5672
Write-In	11	10	8	8	37
TOTALS	1926	1818	1767	2033	7544

<u>Clerk of Courts</u>					
Blanks	502	439	417	538	1896
Michael A. Sullivan	1415	1372	1344	1488	5619
Write-In	9	7	6	7	29
TOTALS	1926	1818	1767	2033	7544
<u>REGISTER OF DEEDS</u>					
Blanks	508	430	433	536	1907
Maria C. Curtatone	1410	1380	1326	1493	5609
Write-In	8	8	8	4	28
TOTALS	1926	1818	1767	2033	7544
<u>QUESTION 1</u>					
Blanks	48	56	49	52	205
Yes	449	489	404	385	1727
No	1429	1273	1314	1596	5612
TOTALS	1926	1818	1767	2033	7544
<u>QUESTION 2</u>					
Blanks	51	55	40	50	196
Yes	1431	1362	1364	1521	5678
No	444	401	363	462	1670
TOTALS	1926	1818	1767	2033	7544
<u>QUESTION 3</u>					
Blanks	19	29	21	30	99
Yes	1498	1397	1375	1562	5832
No	409	392	371	441	1613
TOTALS	1926	1818	1767	2033	7544

Eligible Voters: 10,304	ANNUAL TOWN ELECTION				
Total Votes Cast:	April 23, 2019				
Percent of Voters:	TOWN OF WAYLAND				
	<u>PREC 1</u>	<u>PREC 2</u>	<u>PREC 3</u>	<u>PREC 4</u>	<u>TOTALS</u>
<u>BOARD OF SELECTMAN (1) 3 YR</u>					
Blanks					
THOMAS J. FAY	0	0	0	0	0
STEVEN M.GLOVSKY	0	0	0	0	0
Write-Ins	0	0	0	0	0
TOTALS	0	0	0	0	0
<u>TOWN CLERK (1) 3 YR</u>					
Blanks	0	0	0	0	0
Write-Ins	0	0	0	0	0
ANNA LUDWIG	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
TOTALS	0	0	0	0	0
<u>SCHOOL COMMITTEE (1) 3YR</u>					
Blanks	0	0	0	0	0
KIMBERLY SKLAR REICHELT	0	0	0	0	0
Write-Ins	0	0	0	0	0
TOTALS	0	0	0	0	0
<u>BOARD OF ASSESSORS (1) 3YR</u>					
Blanks	0	0	0	0	0
Write-Ins	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
TOTALS	0	0	0	0	0
<u>LIBRARY TRUSTEES (2) 3 YR</u>					
Blanks	0	0	0	0	0
COURTNEY S. CONERY	0	0	0	0	0
SARAH VERNON HUBBELL	0	0	0	0	0
Write-Ins	0	0	0	0	0
TOTALS	0	0	0	0	0
<u>BOARD OF HEALTH (1) 3 YR</u>					
Blanks	0	0	0	0	0
BRIAN J. McNAMARA	0	0	0	0	0
Write-Ins	0	0	0	0	0
TOTALS	0	0	0	0	0

Eligible Voters:	ANNUAL TOWN ELECTION				
Total Votes Cast:	April 23, 2019				
Percent of Voters:	TOWN OF WAYLAND				
	<u>PREC 1</u>	<u>PREC 2</u>	<u>PREC 3</u>	<u>PREC 4</u>	<u>TOTALS</u>
<u>PLANNING BOARD (1) 5 YR</u>					
Blanks	0	0	0	0	0
DANIEL C. HILL	0	0	0	0	0
Write-Ins	0	0	0	0	0
TOTALS	0	0	0	0	0
<u>PLANNING BOARD (1) 1YR</u>					
Blanks	0	0	0	0	0
JENNIFER M. STEEL	0	0	0	0	0
write-ins	0	0	0	0	0
TOTALS	0	0	0	0	0
<u>PLANNING BOARD ASSOC MEM.(1) 5YR</u>					
Blanks	0	0	0	0	0
LAWRENCE R. KIERNAN	0	0	0	0	0
ANETTE SELTZER LEWIS	0	0	0	0	0
write-ins	0	0	0	0	0
TOTALS	0	0	0	0	0
<u>BOARD OF PUBLIC WORKS (2) 3 YR</u>					
Blanks	0	0	0	0	0
MICHAEL PRICE LOWERY	0	0	0	0	0
MICHAEL B. WEGERBAUER	0	0	0	0	0
Write-Ins	0	0	0	0	0
TOTALS					
<u>RECREATION COMMISSIONER (2) 3 YR</u>					
Blanks	0	0	0	0	0
ASA B. FOSTER	0	0	0	0	0
FRANK KRASIN	0	0	0	0	0
THRUSTON WRIGHT, III	0	0	0	0	0
Write-Ins	0	0	0	0	0
TOTALS	0	0	0	0	0
<u>COMMISSIONER OF TRUST FUNDS (1) 3 YR</u>					
Blanks	0	0	0	0	0
Write-Ins	0	0	0	0	0
Adam Gutbezahl	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
TOTALS	0	0	0	0	0

[illegible]

TOWN OF WAYLAND ANNUAL TOWN MEETING - Monday, APRIL 29, 2019 & Tuesday, April 30, 2019			
#	ARTICLE NAME		PAGE
	1.	Recognize Citizens and Employees for Particular Service to the Town	10-12
*	2.	Pay Previous Fiscal Years Unpaid Bills	12
*	3.	Current Year Transfers	13
*	4.	OPEB Funding	14
*	5.	Fiscal Year 2020 Revolving Fund Expenditure Limits	14-15
	6.	Fiscal Year 2020 Omnibus Budget.....	15-26
*	7.	Personnel Bylaws and Wage & Classification Plan	27-28
*	8.	CPA: Set Asides and Transfers	28-29
	9.	Compensation for the Town Clerk	29
	10.	Wayland Welcomes Resolution.....	30-32
	11.	Resolution to Create a Committee to Organize a Wayland Music Festival	32
	12.	Automatic Water Meter Reading.....	33-34
	13.	High School Athletic Complex Renovation	35-36
	14.	CPA: Partial Funding for Part 2 of the Wayland High School Athletic Complex Plan	36
	15.	Loker Turf Field Construction.....	37-39
	16.	Build a Grass Athletic Field on Loker Recreation and Conservation Area Property	40-42
	17.	CPA: Rehabilitate Trailheads and Construct Limited Parking at Loker Conservation and Recreation Area	43-44
	18.	CPA: Recreation Projects to Include Construction of Boat Ramp on Dudley Pond and Outdoor Classroom and Pollinator Garden at Cow Common.....	44-45
	19.	CPA: Historic Preservation Projects to Restore Fence at First Parish Church, Preserve Arched Window at Cochituate Village Apartments, and Restore Stone's Bridge	45-47
	20.	CPA: Funding for Housing Consultant	47
	21.	Accept Spencer Circle as a Public Way	47-48
	22.	Zoning: Amend Code Related to Marijuana Establishments and Medical Marijuana Treatment Centers	48-54
	23.	Appropriate Funds for Snake Brook Dam Valve Repairs	53-56
	24.	Limit Carrying of Weapons in Town Buildings and to Town Events	56-57
*	25.	Choose Town Officers.....	57-58
*	26.	Hear Reports.....	58-59

*Article proceeded under the Abbreviated Presentation Procedure.

TOWN OF WAYLAND ANNUAL TOWN MEETING Monday, APRIL 29, 2019 & Tuesday, April 30, 2019			
#	ARTICLE NAME		STATUS
	1.	Recognize Citizens and Employees for Particular Service to the Town: Motions 1-3...	PASSED
*	2.	Pay Previous Fiscal Years Unpaid Bills: Motions 1 & 2	BOTH PASSED
*	3.	Current Year Transfers	PASSED
*	4.	OPEB Funding	PASSED
*	5.	Fiscal Year 2020 Revolving Fund Expenditure Limits	PASSED
	6.	Fiscal Year 2020 Omnibus Budget: Motions 1 & 2	BOTH PASSED
*	7.	Personnel Bylaws and Wage & Classification Plan	PASSED
*	8.	CPA: Set Asides and Transfers	PASSED
	9.	Compensation for the Town Clerk	PASSED
	10.	Wayland Welcomes Resolution.....	PASSED
	11.	Resolution to Create a Committee to Organize a Wayland Music Festival	PASSED
	12.	Automatic Water Meter Reading.....	PASSED
	13.	High School Athletic Complex Renovation	PASSED
	14.	CPA: Partial Funding for Part 2 of the Wayland High School Athletic Complex Plan	PASSED
	15.	Loker Turf Field Construction.....	NOT PASSED
	16.	Build a Grass Athletic Field on Loker Recreation and Conservation Area Property	NOT PASSED
	17.	CPA: Rehabilitate Trailheads and Construct Limited Parking at Loker Conservation and Recreation Area: Motions 1 & 2.....	BOTH PASSED
	18.	CPA: Recreation Projects to Include Construction of Boat Ramp on Dudley Pond and Outdoor Classroom and Pollinator Garden at Cow Common: Motions 1 & 2	PASSED
	19.	CPA: Historic Preservation Projects to Restore Fence at First Parish Church, Preserve Arched Window at Cochituate Village Apartments, and Restore Stone's Bridge: Motions 1-3	ALL PASSED
	20.	CPA: Funding for Housing Consultant	PASSED
	21.	Accept Spencer Circle as a Public Way	PASSED OVER
	22.	Zoning: Amend Code Related to Marijuana Establishments and Medical Marijuana Treatment Centers	PASSED
	23.	Appropriate Funds for Snake Brook Dam Valve Repairs	PASSED
	24.	Limit Carrying of Weapons in Town Buildings and to Town Events	NOT PASSED
*	25.	Choose Town Officers.....	PASSED
*	26.	Hear Reports.....	PASSED

*Article proceeded under the Abbreviated Presentation Procedure.

TOWN OF WAYLAND
ELECTION OF TEMPORARY CLERK
FOR
ANNUAL TOWN MEETING
&
ANNUAL TOWN MEETING

APRIL 29, 2019
&
APRIL 30, 2019

DATE:

Monday, April 29, 2019

Tuesday, April 30, 2019

ARTICLES DISPOSED OF:

1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26

RETURN OF SERVICE

MIDDLESEX, SS.

April 10, 2019

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

I, William Pickett, duly qualified Constable of the Town of Wayland, do hereby affirm and certify that I have posted the specimen of the Official Ballot for the Annual Town Election to be held on Tuesday, April 23, 2019, together with the Warrant for the Annual Town Meeting to be held on Monday April 29, 2019 by my posting copies thereof at the Wayland Town Building, Cochituate Post Office, Wayland Public Library and the Happy Hollow School, by posting seven (7) days at least before the date appointed for the posting of the Warrant for the Annual Town Election and the Annual Town Meeting. Posting was done
April 10, 2019

ELECTION OF TEMPORARY TOWN CLERK AND VOTES ENACTED:
MONDAY, APRIL 29, 2019 AT THE WAYLAND HIGH SCHOOL FIELD HOUSE

DENNIS J. BERRY, MODERATOR:

Pursuant to the Warrant dated April 8, 2019, signed by Lea T. Anderson, Cherry C. Karlson, Mary M. Antes, Louis M. Jurist, and Douglas A. Levine, Selectmen, served and return of service given by William Pickett, Constable of the Town, the inhabitants of the Town of Wayland qualified to vote at Town Meeting met this day at Wayland High School Field House, and at 7:00 P.M. the Moderator called the Meeting to order, declared that a quorum was present, and the Meeting proceeded to transact the following business:

Election of Town Clerk for Town Meeting: As you may know, the Town Clerk resigned effective March 31, 2019. Pursuant to Massachusetts General Laws, Chapter 41, Section 14, Town Meeting shall elect, by ballot, a temporary Town Clerk. Therefore, the first order of business will

be for Town Meeting to elect a temporary clerk. Additional information will be available on the Town's web site and at the Town Administrator's office prior to Town Meeting.

ELECTION FOR TEMPORARY TOWN CLERK FOR TOWN MEETING

NOMINATION

Lea Anderson I nominate Anna Ludwig to act as temporary town clerk for the 2019 Annual Town meeting.

A second duly made to the nomination. Hearing no other nominations made, the Moderator closed the nominations. Additionally, the Moderator hearing no objections, the Moderator declared that Anna Ludwig is sole nominee for the position of the Temporary Town Clerk for this meeting.

MOTION FOR THE CHAIR OF THE BOARD OF SELECTMAN TO CAST ONE BALLOT FOR ANNA LUDWIG

Carol Martin, I move you that the Chair of the Board of Selectman cast one ballot for Anna Ludwig.

The Motion was duly seconded.

VOTE

Votes in favor: 270

Votes in opposition: 11

Motion **PASSED** by majority vote

ELECTION FOR TOWN CLERK FOR TOWN MEETING

VOTE BY BOARD OF SELECTMAN

Cherry Karlson, vice-chair of the Board of Selectman and reported the ballot has been reviewed by the Board of Selectman and it was cast for Anna Ludwig.

Moderator reviewed the ballot and noted it was cast for Anna Ludwig.

Votes in favor: 1

Votes in opposition: 0

Anna Ludwig elected by majority vote

Moderator swore Anna Ludwig in as temporary clerk for the Town Meeting.

ERRATA:

REPORT OF THE FINANCE COMMITTEE

Page 11, Table 5, Funding Requirements and Sources, eighth source listed:

~~OBEB~~ OPEB

ARTICLE 1: RECOGNIZE CITIZENS AND EMPLOYEES FOR PARTICULAR SERVICE TO THE TOWN

Page 20, middle of page, town and school employees retired with over 20 years of service:

~~Burgess Lonnie~~ Connie Burgess 26 years WSCP Group Leader

ARTICLE 4: OPEB FUNDING

Page 24, last paragraph, fourth line:

and Town Counsel, Town Meeting cannot ~~appropriate~~ compel appropriation of funds from School Revolving funds.

ARTICLE 6: FY 2020 OMNIBUS BUDGET

Page 27, section 2), third line:

and ~~projected~~ projects for the listed departments, each of which shall be an appropriation, and of the total sum

ARTICLE 6: FY 2020 OMNIBUS BUDGET

Page 34, bottom of page, FY 2018 Total General Fund Budget changed

Page 35, FY 2018 Water, Wastewater, Total Enterprise and FY 2017 and FY 2018 Grant Total Omnibus Budget changed.

Note that FTE changes are shown in Appendix B below.

	<u>FISCAL YEAR 2020 BUDGET</u>	ACTUAL FY 2017	ACTUAL FY 2018
	TOTAL GENERAL FUND BUDGET	\$73,716,515	\$76,265,321 \$76,260,937

	WATER FUND			
	<i>Total FTEs</i>	8.00	8.00	
	SALARIES	\$778,470	\$719,600	\$675,988
	PURCHASE OF SERVICES	\$580,117	\$585,117	\$502,461
	UTILITIES	\$414,500	\$414,500	\$333,428
	SUPPLIES	\$570,000	\$570,000	\$463,875
	OTHER FINANCING USES	\$338,601	\$381,660	\$381,660
	DEBT SERVICE	<u>\$1,105,664</u>	<u>\$1,331,350</u>	<u>\$1,333,135</u>
82	TOTAL WATER DEPARTMENT	\$3,787,352	\$4,002,227	\$3,690,547
	WASTEWATER MGMT DISTRICT COMM			
	<i>Total FTEs</i>	0.54	0.54	
	SALARIES	\$33,552	\$24,317	\$28,666
	PURCHASE OF SERVICES	\$134,155	\$116,623	\$149,295
	UTILITIES	\$48,563	\$46,916	\$38,464
	SUPPLIES	\$25,000	\$25,000	\$0
	OTHER FINANCING USES	\$24,669	\$28,831	\$28,831
	DEBT SERVICE	<u>\$477,472</u>	<u>\$471,057</u>	<u>\$453,920</u>
84	TOTAL WASTEWATER MGMT COMM	\$743,411	\$712,744	\$699,176
	<i>Grand Total FTEs</i>	575.27	587.33	
	TOTAL ENTERPRISE FUNDS	\$4,583,471	\$4,714,971	\$4,389,723
	GRAND TOTAL OMNIBUS BUDGET	\$40,645,544	\$78,247,278	\$81,805,055
				\$80,650,660

ARTICLE 8: COMMUNITY PRESERVATION FUND GENERAL BUDGET – SET ASIDES AND TRANSFERS

Page 47, top of page, first line:

required to bring each proposed transaction to ~~Town Meeting~~ Board of Selectmen and Planning Board when creating more than two units of affordable housing.

ARTICLE 14: PARTIAL FUNDING FOR CONSTRUCTION OF PART 2 OF THE WAYLAND HIGH SCHOOL MASTER ATHLETIC PLAN

Page 59, top of page, third line:

Partial funding for the construction of the Wayland High School athletic facilities, ~~including~~ limited to tennis court and softball field swap

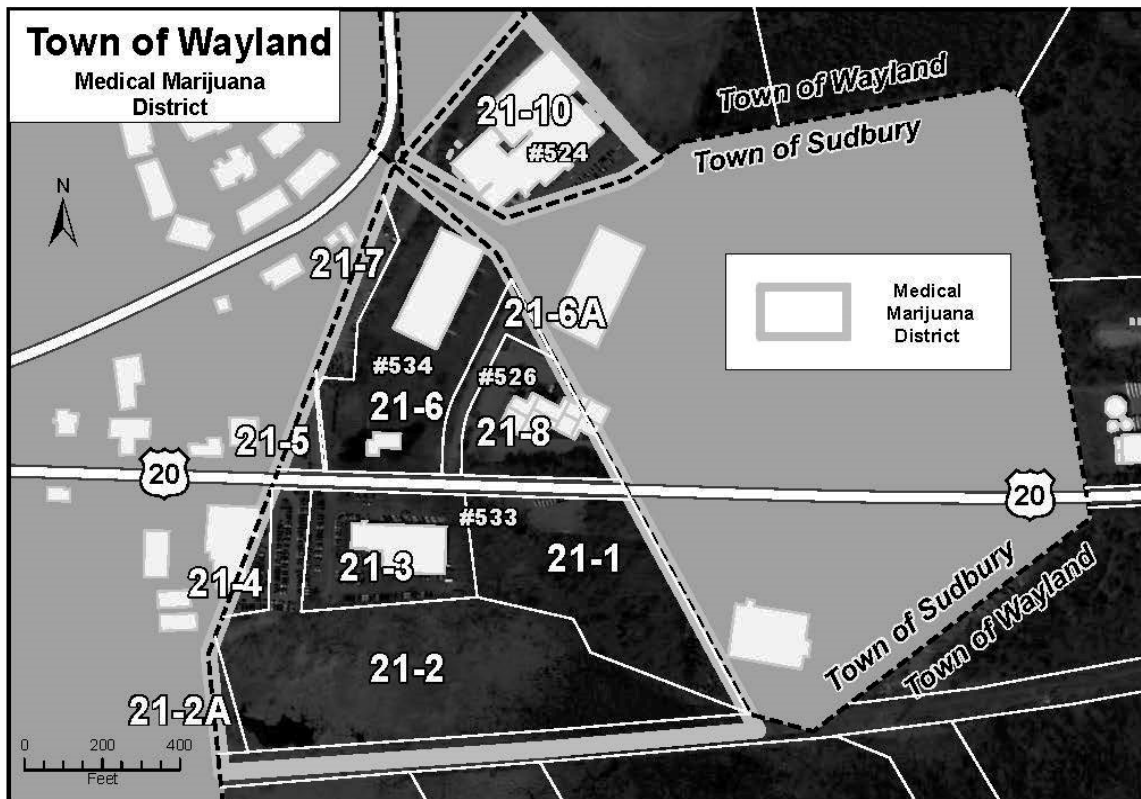
ARTICLE 17: REHABILITATE TRAILHEADS AND CONSTRUCT LIMITED PARKING AT LOKER CONSERVATION AND RECREATION AREA

Page 67, bottom of page, last line:

RECOMMENDATION: The Finance Committee recommends approval. ~~(3-0-0)~~ (3-1-2)

ARTICLE 22: ZONING: AMEND ARTICLE 26 MARIJUANA ESTABLISHMENTS AND MEDICAL MARIJUANA TREATMENT CENTERS

Page 76, top of page, replace Figure 1, as shown below:



ARTICLE 24: LIMIT CARRYING OF WEAPONS IN TOWN BUILDINGS AND TO TOWN EVENTS

Page 84, Arguments Opposed, third bullet, strike out language, as shown below:

- The inclusion of the term “dangerous weapon” implies that a person could not carry pepper spray or a similar device on their person while in a Town building or Town sponsored gathering. Individuals who have taken out a protective court order due to fear of personal harm would have to give up their right to self defense to come to Town Building or attend a Town sponsored function.

APPENDIX B: ARTICLE 7, LIST OF TOWN POSITIONS AND PERSONNEL BYLAWS AND

WAGE & CLASSIFICATION PLAN

Pages 98-102, make the changes shown below to the Benefits Manager, Project Manager, and Wastewater Operations Manager positions

	ACTUAL FTEs	FY 17	ACTUAL FTEs	FY 18	ACTUAL FTEs	FY 19	PROPOSED FTEs	FY 20
FINANCE								
<u>Finance Office</u>								
Finance Director	1.00		1.00		1.00		1.00	
Benefits Manager	1.00		1.00		1.00		1.00	
Accountant	1.00		1.00		1.00		1.00	
Finance Assistant	1.80		1.80		1.80		1.80	
Department Total						4.80		4.80 <u>3.80</u>
ADMINISTRATION								
<u>Public Buildings</u>		4.80		4.80				
Public Buildings Director	1.00		1.00		1.00		1.00	
Project Manager	0.00		0.00		0.00		<u>1.00</u>	
Police Custodian	0.54		0.54		0.54			
Town Building Custodians	2.00		2.00		2.00		0.54	
Library Custodian	1.00		1.00		1.00		2.00	
WW Operations Manager	0.00		0.00		0.00		1.00	
Department Total						4.54	<u>0.40</u>	4.54 <u>5.94</u>
<u>Selectmen's Office</u>		4.54		4.54				
Town Administrator	1.00		1.00		1.00			
Asst Town Adm/HR Director	1.00		1.00		1.00		1.00	
Asst Town Adm/Procurement	0.00		0.00		0.00		0.00	
Financial Administrator	1.00		1.00		1.00		1.00	
Management Analyst	0.00		0.00		0.00		0.00	
HR Manager	0.00		0.00		0.00		1.00	
Benefits Manager	1.00		1.00		1.00		<u>1.00</u>	
Exec Asst to TA	1.00		1.00		1.00		1.00	
HR Asst	0.00		0.00		0.00		0.00	
Clerical Assistant						5.00	0.00	
Department Total								5.00 <u>6.00</u>
DPW								
<u>Engineering Services</u>		5.00		5.00				
Town Engineer	1.00		1.00		1.00		1.00	
Surveyor	1.00		1.00		1.00		1.00	
WW Operations Manager	0.00		0.00		0.00 <u>0.60</u>		0.00 <u>0.60</u>	
Project Manager	1.00		1.00		1.00		1.00 <u>0.00</u>	
GIS Analyst					1.00			
<u>Water</u>								
Water Superintendent	1.00		1.00				1.00	
WTP Manager	1.00		1.00		1.00			
WT & C Manager	0.00		0.00		0.00		1.00	
WW Operations Manager	1.00		1.00		1.00		0.00	
Water Foreman	2.00		2.00		1.00 <u>0.00</u>		1.00 <u>0.00</u>	
Water Worker 3	2.00		2.00		1.00		1.00	
Water Worker 2					1.00		1.00	
Water Worker 1					3.00		3.00	
Department Total					1.00		1.00	
		41.24		41.24		43.82	43.42	43.82 <u>42.42</u>
TOTAL TOWN FTEs	405.45		417.65			175.86 <u>175.46</u>		177.06
SCHOOLS		169.77		169.68				
Total School FTEs					425.54		427.92	
TOTAL TOWN AND SCHOOL FTEs		405.50		417.65		425.54		427.92
		575.27		587.33		601.40 <u>601.00</u>		604.98

FTE counts exclude seasonals, temporaries, call FFs and other non-regular positions.

HOW TO VOTE ELECTRONICALLY

Annual Town Meeting, Wayland High School, Monday, April 29 at 7:00 pm

During the April 2018 Annual Town Meeting, Wayland's citizens approved a resolution endorsing the use of wireless electronic voting for all sessions of all town meetings through fiscal year 2022. Instead of shouting out *Aye* or *No*, raising our hands, or standing to be counted, we'll use electronic handsets to register our votes quickly, accurately, and privately during the upcoming Annual Town Meeting.

The handsets look a bit like a TV remote control, but instead of pushing buttons to change channels, we push buttons to vote: the 1 button for *Yes*, or the 2 button for *No*. Your vote is displayed on your handset's screen and wirelessly transmitted to a computer that counts votes and displays results for the Moderator to announce. Nothing but these totals is permanently recorded, so your vote will remain private.



Town Meeting will be held in the High School Field House. You can use any check-in station; waiting in one line based on the first letter of your last name is no longer required. As you're checking in, you'll be issued a handset for your **exclusive** use during that session. Voting with a handset issued to anyone else is **strictly forbidden**.

If your phone, tablet, or laptop supports Wi-Fi, please disable this feature, as doing so will enhance performance of the electronic voting system.

Before each vote, the Moderator will summarize the Motion or amendment being decided. He'll then announce the beginning of a 30 second interval during which you can convey your vote, and a "voting light" near the Moderator will be illuminated. To vote *Yes*, push your handset's 1 button while the "voting light" is illuminated. To vote *No*, push your handset's 2 button while the "voting light" is illuminated. If you accidentally push the wrong button, you can change your vote by pushing the correct button while the "voting light" is illuminated. If you don't want to participate in a particular vote, don't push any buttons while the "voting light" is illuminated; if you don't want to participate but accidentally push the 1 button or the 2 button, you can clear your unintentional vote by pushing the 3 button while the "voting light" is illuminated. When the 30 second interval is over, the "voting light" will be extinguished, and the Moderator will announce that the vote is complete; shortly thereafter, the Moderator will announce the results.

You should check-in at least 5 minutes before a vote to be certain that your handset can be used in that vote. If pushing your handset's 1 button or 2 button during a vote produces a *can't vote yet* message on its display, please alert the Moderator, and then go to the Help Desk, where you'll be provided with a paper ballot to record your vote.

If you inadvertently turn your handset off by pushing the power button in its lower-right corner, its display will be blank; push the power button briefly to turn your handset back on. Pushing any of your handset's other buttons during the voting interval will not change your vote, but for peace of mind, your handset will encourage you to *Re-Vote*; push the 1 button for *Yes* or the 2 button for *No*.

If you temporarily leave your seat during the meeting, please keep your handset with you. If you're visiting the restroom, you can leave your handset with the Exit Desk staff. When you leave the Field House or Auditorium – either during a session or at the close of a session – please place your handset in one of the bins at the Exit Desks. If you forget to turn in your handset, we'll give you a call the next day and ask you to return it.



Every handset will be tested before each session of Town Meeting, so the probability of a handset failing is very low. That said, if pushing your handset's 1 button or 2 button during a vote does not produce an *Yes* or *No* on its display, please alert the Moderator, and then go to the Help Desk, where you'll be provided with a paper ballot to record your vote, and you'll be issued a new handset. We don't expect this to happen, but like the Boy Scouts, we'll be prepared.

If you're physically unable to use a handset to vote, inform the person who checks you in, and you'll be seated in an area where your votes will be manually counted by Help Desk personnel. If you're wondering how much radio energy is used by a handset to convey your vote wirelessly, it's less than 1% that of a typical cell phone and only for brief instants, employing the same frequencies used for Wi-Fi wireless internet access.

ELVIS: Wayland's Electronic Voting Implementation Subcommittee

ARTICLE 1: RECOGNIZE CITIZENS AND EMPLOYEES FOR PARTICULAR SERVICE TO THE TOWN

Proposed by: Board of Selectmen

To determine whether the Town will recognize the achievements and contributions to Town government of citizens and employees:

1. To recognize citizens who have served in a volunteer capacity on elected and/or appointed boards, committees, and commissions for a minimum of 25 years (service need not be consecutive);
2. To recognize employees who have retired since the previous Annual Town Meeting or intend to retire prior to June 30, 2019, subject to a minimum of 20 years of service;
3. To request Town Meeting observe a moment of silence in memory of elected or appointed volunteers, employees with at least 10 years of service, or an employee while in service to the

Town without regard to tenure who shall have passed away since the adjournment of the 2018 Annual Town Meeting.

ARTICLE No. 1 - MOTION #1:

Lea Anderson moved that the Town recognize the following citizen who has served in a volunteer capacity on elected and/or appointed boards, committees, and commissions for a minimum of 25 years (service need not be consecutive):

Lawrence Scult, 25 years, Representative on the South Middlesex Opportunity Council

VOTE on Article 1 - Motion #1

Votes in favor: 294
Votes in opposition: 13
Motion **PASSED** (majority vote required)

ARTICLE No. 1 - MOTION #2:

Lea Anderson moved that the following town and school employees have retired since the 2018 Annual Town Meeting or will retire before June 30, 2019 and have or will have served the Town for over 20 years:

Marlene Dodyk	39 years	Student Services Director
David Houghton	37 years	Fire Chief
Andrew Holland	34 years	Deputy Fire Chief
Sally Carmody	27 years	Teaching Assistant
James Lee	27 years	Principal
Debra Pierce-Durant	27 years	Firefighter
Sharon Postina	27 years	Teacher
Connie Burgess	26 years	WSCP Group Leader
Robert Reddington	26 years	Teacher
Gretchen Lutz	25 years	Director, The Children's Way
Gwendolyn Sams-Lynch	25 years	IT Technician
Ann Schwartz	25 years	Teacher
Marie Burke	20 years	Food Service Worker
Janet Kaplan	20 years	Developmental Therapist
Susan Rahaim	20 years	Teacher

VOTE on Article 1 - Motion #2

Votes in favor: 346
Votes in opposition: 13
Motion **PASSED** (majority vote required)

ARTICLE No. 1 - MOTION #3:

Lea Anderson moved that the following elected or appointed volunteers or employees have passed away since the 2018 Annual Town Meeting:

Phyllis Matto	March 14, 2018	Police Admin. Assistant
Carol Stewart	March 19, 2018	Teacher

Cornelius Hickey	July 9, 2018	Town Employee
Rita Burke	October 29, 2018	School Secretary
John Sullivan	November 2, 2018	School Custodian
Robert Parker	November 9, 2018	Police Sergeant
Warren Stone	December 13, 2018	DPW
Marjorie Rosengard	December 13, 2018	Teacher
John O'Rourke	December 24, 2018	Teacher

VOTE on Article 1 - Motion #3:

Town meeting attendees indicated vote by standing for a moment of silence.

The majority of the Town attendees standing, the Moderator announced the Motion is considered PASSED.

The Moderator declared the Article disposed of.

ARTICLE 2: PAY PREVIOUS FISCAL YEAR UNPAID BILLS

Proposed by: Board of Selectmen

Estimated Cost: \$5,481.62

To determine whether the Town will vote to:

- a) pay the bills of the prior fiscal years,
- b) appropriate a sum of money for the payment of the foregoing bills of prior fiscal years; and
- c) provide for such appropriation by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing, or otherwise.

Fiscal 2018 liabilities to be paid using Fiscal Year 2019 appropriations:

1. Eversource	\$1,774.18	FY2019 School Budget - Utilities
2. Keane Fire and Safety	\$1,681.44	FY2019 School Budget - Service Fire Extinguishing System
3. Buckeye	\$1,466.00	FY2019 School Budget - School Floor Maintenance
4. AFC Urgent Care	\$ 560.00	FY 2019 Occupational Health - Employment Physicals for Two New Employees

Total	<u>\$5,481.62</u>
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ARTICLE No. 2 MOTION

Lea Anderson moved that Article 2 be adopted under the Abbreviated Presentation Procedure.

The Moderator explained the Abbreviated Presentation Procedure. No opposition made under the Abbreviated Presentation Procedure, the matter went to an immediate vote on Ms. Anderson's Motion that the Town vote to approve the payment of bills of prior fiscal years as listed in the Warrant (Article 2 on page 21).

VOTE on Article 2 Motion

Votes in favor: 377

Votes in opposition: 19

Motion **PASSED** (4/5 vote required)

ARTICLE 3: CURRENT YEAR TRANSFERS
--

Proposed by: Board of Selectmen

Estimated Cost: \$201,600

To determine whether the Town will vote to appropriate a sum or sums of money for the operation and expenses of various Town Departments for the current fiscal year; to determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by funds received as grants from the Commonwealth or federal government, otherwise; and to determine which Town officer, board, or committee of combination of them, shall be authorized to expend the money or monies appropriated therefor.

CURRENT YEAR TRANSFER FY 2019

PURPOSE:	AMOUNT
1) SNOW AND ICE REMOVAL	\$ 130,000
2) DEBT SERVICE	18,000
3) ELECTIONS EXPENSE	8,600
4) UNCLASSIFIED: MEDICARE TAX	15,000
5) FIRE SALARY	30,000

TOTAL	\$ 201,600

FUNDING SOURCES:

1) ENGINEERING SALARY	\$ 55,000
2) SCHOOL BUS PARKING	20,000
3) ASSESSORS SALARY	15,000
4) INFORMATION TECHNOLOGY SALARY	30,000
5) BUILDING SALARY	10,000
6) TREASURY EXPENSE	18,000
7) TREASURY EXPENSE	2,000
8) TREASURY SALARY	6,600
9) UNCLASSIFIED: SICK LEAVE BUYBACK	15,000
10) POLICE SALARY	30,000

TOTAL	\$ 201,600
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ARTICLE No. 3 MOTION:

Cherry Karlson moved that Article 3 be adopted under the Abbreviated Presentation Procedure. The Motion is substantially consistent with the Warrant text it differs only in that it now names the Board or Committee that is authorized to expend the funds.

Nothing said further on the procedure.

VOTE on Article 3 Motion:

Votes in favor: 378

Votes in opposition: 17

Motion **PASSED** (majority vote required)

ARTICLE 4: OPEB FUNDING

Proposed by: Board of Selectmen

Estimated Cost: \$551,054

To determine whether the Town will vote to:

- a) appropriate an aggregate amount of \$51,054 to be deposited in the Town's Other Post-Employment Benefits Trust Fund which amount shall be provided by transferring the following sums of money from the enterprise and revolving funds:

1) Food Service	\$ 7,253
2) BASE	\$ 12,538
3) Children's Way	\$ 13,922
4) Full Day Kindergarten	\$ 5,836
5) Water	\$ 7,753
6) Transfer Station	\$ 834
7) Recreation	\$ 1,667
8) Pegasus	\$ 834
9) Building Use	\$ 417
10) Enrichment	\$ 0; and,

- b) appropriate \$500,000 to be deposited in the Town's Other Post-Employment Benefits Trust Fund; and determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose or otherwise.

ARTICLE No. 4 MOTION:

Cherry Karlson moved that Article 4 be adopted under the Abbreviated Presentation Procedure.

The Moderator noted that there was no opposition on the Motion.

VOTE on Article 4 Motion

Votes in favor: 350

Votes in opposition: 34

Motion **PASSED** (majority vote required)

ARTICLE 5: FISCAL YEAR 2020 REVOLVING FUND EXPENDITURE LIMITS
--

Proposed by: Board of Selectmen

To determine if the Town will vote to set the following enumerated dollar figures as the total amount to be expended from the respective authorized revolving funds for Fiscal Year 2020, or take any action relative thereto:

1. Transfer Station:	\$525,000
2. Council on Aging:	\$ 45,000
3. School Department / Professional Development:	\$ 20,000
4. School Department / Curriculum:	\$ 10,000

- | | |
|------------------------------------|-----------|
| 5. Recreation: | \$800,000 |
| 6. Recreation Athletic Fields: | \$250,000 |
| 7. Conservation Community Gardens: | \$ 1,500 |

ARTICLE No. 5 MOTION:

Cherry Karlson moved that Article 5 be adopted under the Abbreviated Presentation Procedure.

Ms. Karlson stated that the Motion is word for word as in the Article. There was no opposition or question on the Article.

No opposition was made to the Motion.

VOTE on Article No. 5 Motion

Votes in favor: 363

Votes in opposition: 35

Motion **PASSED** (majority vote required)

ARTICLE 6: FY 2020 OMNIBUS BUDGET

Proposed by: Finance Committee

Estimated Cost: \$87,437,521

To determine what sum of money the town will appropriate for the operation and expenses of the town including capital expenses for equipment, improvements or other purposes, and determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing or otherwise.

MOTIONS UNDER ARTICLE 6:

1) "That each and every numbered item set forth in the Finance Committee's Budget for Fiscal Year 2020 be voted, granted and appropriated as an expenditure for several purposes and uses set forth in said budget establishing a total budget of \$ 87,437,521 which sum shall be expended only for the purposes shown under the respective boards, committees and offices of the Town; and, of the total sum so appropriated \$80,782,719 shall be raised by taxation, \$630,400 shall be provided by transfer from Ambulance receipts, \$ 75,329 shall be provided by transfer from premium on Bonds Account, \$1,163,956 shall be transfer from other funds, \$ 3,997,177 shall be provided from Water revenue, and \$727,940 shall be provided from Wastewater Revenues and \$60,000 shall be provided by Wastewater Certified Retained Earnings."

2) "That each and every numbered item set forth in the Finance Committee's capital budget of Fiscal Year 2020 in the total amount of \$3,163,050 be appropriated for equipment and vehicles acquisitions and projected for the listed departments, each of which shall be an appropriation, and of the total sum so appropriated, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$620,000 pursuant to the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, \$580,000 to be raised from taxation, \$1,489,367 shall be provided by transfer from Unreserved Fund Balance, \$140,000 shall be provided from Ambulance Receipts, \$50,000 shall be provided from Water Surplus, \$283,683 shall be provided by surplus bond proceeds, and further, that the Town authorize any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, to be applied to

the payment of costs approved hereunder in accordance with G.L. c. 44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs.”

	FISCAL YEAR 2020 BUDGET	ACTUAL FY 2017	ACTUAL FY 2018	APPROVED FY 2019	REQUESTED FY 2020
	SELECTMEN				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$17,950	\$76,164	\$45,000	\$35,000
	SUPPLIES	\$0	\$0	\$6,000	\$7,500
1	TOTAL EXPENSES	\$17,950	\$76,164	\$51,000	\$42,500
	TOTAL SELECTMEN	\$17,950	\$76,164	\$51,000	\$42,500
	TOWN OFFICE				
	<i>Total FTEs</i>	5.00	5.00	5.00	5.00
2	PERSONNEL SERVICES	\$460,581	\$468,114	\$493,281	\$564,393
	PURCHASE OF SERVICES	\$9,354	\$29,587	\$32,500	\$19,900
3	SUPPLIES	\$61,705	\$48,166	\$53,000	\$53,098
	TOTAL EXPENSES	\$71,059	\$77,753	\$85,500	\$72,998
	TOTAL TOWN OFFICE	\$531,640	\$545,867	\$578,781	\$637,391
	PERSONNEL BOARD				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
4	PERSONNEL SERVICES	\$2,431	\$0	\$5,000	\$4,000
	PURCHASE OF SERVICES	\$4,880	\$8,637	\$10,000	\$25,000
5	TOTAL EXPENSES	\$4,880	\$8,637	\$10,000	\$25,000
	TOTAL PERSONNEL BOARD	\$7,311	\$8,637	\$15,000	\$29,000
	FINANCE				
	<i>Total FTEs</i>	4.80	4.80	4.80	4.80
6	PERSONNEL SERVICES	\$347,968	\$335,622	\$372,393	\$319,242
	PURCHASE OF SERVICES	\$54,610	\$66,455	\$59,115	\$60,865
7	SUPPLIES	\$439	\$710	\$500	\$500
	TOTAL EXPENSES	\$55,049	\$67,165	\$59,615	\$61,365
	TOTAL FINANCE	\$403,017	\$402,787	\$432,008	\$380,607
	ASSESSOR				
	<i>Total FTEs</i>	4.00	4.00	4.00	4.00
8	PERSONNEL SERVICES	\$250,215	\$255,087	\$278,124	\$286,095
	PURCHASE OF SERVICES	\$46,990	\$44,368	\$67,800	\$44,560
9	SUPPLIES	\$1,391	\$3,638	\$600	\$3,000
	TOTAL EXPENSES	\$48,381	\$48,006	\$68,400	\$47,560
	TOTAL ASSESSOR	\$298,596	\$303,093	\$346,524	\$333,655
	TREASURER				
	<i>Total FTEs</i>	3.23	3.23	3.23	3.23
10	PERSONNEL SERVICES	\$186,737	\$166,554	\$202,298	\$208,251
	PURCHASE OF SERVICES	\$37,781	\$57,263	\$50,600	\$41,150
11	SUPPLIES	\$316	\$0	\$20,200	\$20,000
	TOTAL EXPENSES	\$38,097	\$57,263	\$70,800	\$61,150
	TOTAL TREASURER	\$224,834	\$223,817	\$273,098	\$269,401

	FISCAL YEAR 2020 BUDGET	ACTUAL FY 2017	ACTUAL FY 2018	APPROVED FY 2019	REQUESTED FY 2020
	TOWN COUNSEL				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$197,068	\$295,349	\$244,000	\$244,000
	SUPPLIES				
12	TOTAL EXPENSES	\$197,068	\$295,349	\$244,000	\$244,000
	TOTAL TOWN COUNSEL	\$197,068	\$295,349	\$244,000	\$244,000
	INFORMATION TECHNOLOGY				
	<i>Total FTEs</i>	3.00	3.00	3.00	4.00
13	PERSONNEL SERVICES	\$234,633	\$255,038	\$277,140	\$180,965
	PURCHASE OF SERVICES	\$140,922	\$136,809	\$121,497	\$210,370
	SUPPLIES	\$376,657	\$470,436	\$457,808	\$452,641
14	TOTAL EXPENSES	\$517,579	\$607,245	\$579,305	\$663,011
	TOTAL INFORMATION TECHNOLOGY	\$752,212	\$862,283	\$856,445	\$843,976
	TOWN CLERK				
	<i>Total FTEs</i>	2.00	2.00	2.00	2.00
15	PERSONNEL SERVICES	\$125,233	\$132,963	\$137,366	\$142,142
	PURCHASE OF SERVICES	\$14,442	\$11,680	\$15,310	\$13,868
	SUPPLIES	\$2,372	\$3,179	\$1,850	\$1,850
16	TOTAL EXPENSES	\$16,814	\$14,859	\$17,160	\$15,718
	TOTAL TOWN CLERK	\$142,047	\$147,822	\$154,526	\$157,860
	ELECTIONS				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
17	PERSONNEL SERVICES	\$36,738	\$6,139	\$6,991	\$300
	PURCHASE OF SERVICES	\$6,698	\$5,427	\$32,390	\$22,226
	SUPPLIES	\$4,996	\$1,614	\$2,700	\$2,150
18	TOTAL EXPENSES	\$11,694	\$7,041	\$35,090	\$24,376
	TOTAL ELECTIONS	\$48,432	\$13,180	\$42,081	\$24,676
	REGISTRAR				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
19	PERSONNEL SERVICES	\$275	\$1,075	\$1,075	\$1,075
	PURCHASE OF SERVICES	\$4,598	\$4,625	\$4,625	\$4,625
20	TOTAL EXPENSES	\$4,598	\$4,625	\$4,625	\$4,625
	TOTAL REGISTRAR	\$4,873	\$5,700	\$5,700	\$5,700
	CONSERVATION				
	<i>Total FTEs</i>	2.37	2.54	2.80	2.86
21	PERSONNEL SERVICES	\$143,561	\$163,450	\$193,993	\$209,937
	PURCHASE OF SERVICES	\$31,348	\$43,342	\$31,780	\$34,650
	SUPPLIES	\$16,523	\$1,005	\$11,045	\$10,995
22	TOTAL EXPENSES	\$47,871	\$44,347	\$42,825	\$45,645
	TOTAL CONSERVATION	\$191,432	\$207,797	\$236,818	\$255,582
	PLANNING				
	<i>Total FTEs</i>	1.40	1.40	1.40	1.40
23	PERSONNEL SERVICES	\$98,090	\$106,742	\$111,253	\$113,756
	PURCHASE OF SERVICES	\$2,673	\$1,417	\$6,450	\$6,455
	SUPPLIES	\$362	\$275	\$555	\$200
24	TOTAL EXPENSES	\$3,035	\$1,692	\$7,005	\$6,655
	TOTAL PLANNING	\$101,125	\$108,434	\$118,258	\$120,411

	FISCAL YEAR 2020 BUDGET	ACTUAL FY 2017	ACTUAL FY 2018	APPROVED FY 2019	REQUESTED FY 2020
	SURVEYOR				
	<i>Total FTEs</i>	2.00	2.00	0.00	0.00
25	PERSONNEL SERVICES	\$169,040	\$134,075	\$0	\$0
	PURCHASE OF SERVICES	\$26,378	\$12,277	\$0	\$0
26	SUPPLIES	\$1,417	\$11,892	\$0	\$0
	TOTAL EXPENSES	\$27,795	\$24,169	\$0	\$0
	TOTAL SURVEYOR	\$196,835	\$158,244	\$0	\$0
	FACILITIES				
	<i>Total FTEs</i>	4.54	4.54	4.54	4.54
27	PERSONNEL SERVICES	\$265,945	\$265,971	\$273,867	\$393,532
28	PURCHASE OF SERVICES	\$268,266	\$246,123	\$234,500	\$250,500
	Contract Services				
	Repairs & Other Expenses				
29	UTILITIES	\$451,446	\$393,656	\$462,000	\$601,000
30	SUPPLIES	\$21,065	\$97,128	\$98,800	\$101,200
	TOTAL FACILITIES	\$1,006,722	\$1,002,878	\$1,069,167	\$1,346,232
	MISC COMMITTEES				
	<i>Historic Commission, Surface Water Quality Commission, Historic District Commission, Public Ceremonies Committee</i>				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
31	PURCHASE OF SERVICES	\$45,522	\$37,935	\$47,275	\$54,775
	TOTAL EXPENSES	\$45,522	\$37,935	\$47,275	\$54,775
	TOTAL MISC COMMITTEES	\$45,522	\$37,935	\$47,275	\$54,775
	POLICE				
	<i>Total FTEs</i>	25.59	25.59	26.59	26.59
32	PERSONNEL SERVICES	\$2,350,058	\$2,336,075	\$2,707,449	\$2,768,367
	PURCHASE OF SERVICES	\$134,114	\$117,301	\$66,586	\$118,000
33	SUPPLIES	\$147,454	\$182,534	\$232,950	\$208,825
	TOTAL EXPENSES	\$281,568	\$299,835	\$299,536	\$326,825
	TOTAL POLICE	\$2,631,626	\$2,635,910	\$3,006,985	\$3,095,192
	JOINT COMMUNICATIONS				
	<i>Total FTEs</i>	8.00	8.00	8.00	8.00
34	PERSONNEL SERVICES	\$482,735	\$491,856	\$526,915	\$520,051
	PURCHASE OF SERVICES	\$8,925	\$4,552	\$5,100	\$5,500
	UTILITIES	\$15,188	\$12,051	\$14,500	\$14,500
35	SUPPLIES	\$2,886	\$12,497	\$12,000	\$12,000
	TOTAL EXPENSES	\$26,999	\$29,100	\$31,600	\$32,000
	TOTAL JOINT COMMUNICATIONS	\$509,734	\$520,956	\$558,515	\$552,051
	EMERGENCY MANAGEMENT				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$13,853	\$14,800	\$14,000	\$16,250
36	SUPPLIES	\$9,088	\$8,200	\$2,000	\$7,000
	TOTAL EXPENSES	\$22,941	\$23,000	\$16,000	\$23,250
	TOTAL EMERGENCY MANAGEMENT	\$22,941	\$23,000	\$16,000	\$23,250

	FISCAL YEAR 2020 BUDGET	ACTUAL FY 2017	ACTUAL FY 2018	APPROVED FY 2019	REQUESTED FY 2020
	DOG OFFICER				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$21,977	\$22,308	\$24,000	\$37,120
	SUPPLIES	\$0	\$0	\$0	\$0
37	TOTAL EXPENSES	\$21,977	\$22,308	\$24,000	\$37,120
	TOTAL DOG OFFICER	\$21,977	\$22,308	\$24,000	\$37,120
	FIRE & ALS				
	<i>Total FTEs</i>	26.54	26.54	28.54	28.54
38	PERSONNEL SERVICES	\$2,345,969	\$2,467,743	\$2,725,820	\$2,921,706
	PURCHASE OF SERVICES	\$66,446	\$62,497	\$70,300	\$70,300
39	SUPPLIES	\$191,304	\$188,068	\$198,550	\$200,500
	TOTAL EXPENSES	\$257,750	\$250,565	\$268,850	\$270,800
	TOTAL FIRE	\$2,603,719	\$2,718,308	\$2,994,670	\$3,192,506
	BUILDING & ZONING				
	<i>Total FTEs</i>	4.63	4.63	4.63	4.63
40	PERSONNEL SERVICES	\$278,234	\$275,654	\$314,425	\$309,575
	PURCHASE OF SERVICES	\$40,538	\$20,483	\$16,000	\$16,550
41	SUPPLIES	\$3,748	\$2,467	\$3,000	\$3,000
	TOTAL EXPENSES	\$44,286	\$22,950	\$19,000	\$19,550
	TOTAL BUILDING & ZONING	\$322,520	\$298,604	\$333,425	\$329,125
	SCHOOLS				
	<i>Total FTEs</i>	405.45	417.65	425.54	427.92
42	TOTAL SCHOOLS	\$37,653,150	\$39,122,141	\$40,524,035	\$41,919,750
	REGIONAL VOCATIONAL SCHOOLS				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
43	TOTAL REGIONAL VOC SCHOOLS	\$93,215	\$161,637	\$199,452	\$230,000
	DPW				
	<i>Total FTEs</i>	33.24	33.24	34.82	34.82
44	PERSONNEL SERVICES	\$1,490,220	\$1,557,080	\$2,077,256	\$2,042,173
	DPW ENGINEERING				
45	PERSONNEL SERVICES	\$0	\$0	\$391,193	\$332,227
46	PURCHASE SERVICES	\$0	\$0	\$32,800	\$30,500
	SUPPLIES	\$0	\$0	\$11,710	\$14,920
	HIGHWAY				
47	PERSONNEL SERVICES	\$939,665	\$993,042	\$1,048,497	\$1,026,246
48	PURCHASE SERVICES	\$226,555	\$353,755	\$459,000	\$384,300
	SUPPLIES	\$72,760	\$156,078	\$157,800	\$147,500
	PARK AND CEMETERY				
49	PERSONNEL SERVICES	\$550,555	\$564,038	\$637,566	\$683,700
50	PURCHASE SERVICES	\$188,058	\$201,619	\$289,800	\$280,800
	SUPPLIES	\$102,046	\$110,916	\$110,000	\$120,000
51	LANDFILL				
	PURCHASE SERVICES	\$41,820	\$53,149	\$40,000	\$40,000
	TOTAL DPW	\$2,121,459	\$2,432,597	\$3,178,366	\$3,060,193
	SNOW				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
52	PERSONNEL SERVICES	\$176,405	\$207,581	\$125,000	\$175,000
	PURCHASE OF SERVICES	\$155,157	\$186,957	\$110,000	\$110,000
53	SUPPLIES	\$429,843	\$335,591	\$215,000	\$215,000
	TOTAL EXPENSES	\$585,000	\$522,548	\$325,000	\$325,000
	TOTAL SNOW	\$761,405	\$730,129	\$450,000	\$500,000

	FISCAL YEAR 2020 BUDGET	ACTUAL FY 2017	ACTUAL FY 2018	APPROVED FY 2019	REQUESTED FY 2020
	BOARD OF HEALTH				
	<i>Total FTEs</i>	9.29	9.29	9.29	9.43
54	PERSONNEL SERVICES	\$676,423	\$690,979	\$730,298	\$762,122
	PURCHASE OF SERVICES	\$137,785	\$152,989	\$169,055	\$153,115
55	SUPPLIES	\$11,419	\$14,946	\$13,200	\$13,000
	TOTAL EXPENSES	\$149,204	\$167,935	\$182,255	\$166,115
	TOTAL BOARD OF HEALTH	\$825,627	\$858,914	\$912,553	\$928,237
	VETERANS SERVICES				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$34,683	\$36,747	\$44,000	\$44,000
56	SUPPLIES	\$2,248	\$4,007	\$4,000	\$4,000
	TOTAL EXPENSES	\$36,931	\$40,754	\$48,000	\$48,000
	TOTAL VETERANS SERVICES	\$36,931	\$40,754	\$48,000	\$48,000
	COUNCIL ON AGING				
	<i>Total FTEs</i>	3.34	3.34	3.69	3.69
57	PERSONNEL SERVICES	\$204,743	\$207,249	\$234,225	\$239,495
	PURCHASE OF SERVICES	\$45,100	\$40,893	\$46,130	\$51,780
58	SUPPLIES	\$7,903	\$9,714	\$13,150	\$13,500
	TOTAL EXPENSES	\$53,003	\$50,607	\$59,280	\$65,280
	TOTAL COUNCIL ON AGING	\$257,746	\$257,856	\$293,505	\$304,775
	YOUTH SERVICES				
	<i>Total FTEs</i>	3.03	2.77	2.77	2.77
59	PERSONNEL SERVICES	\$221,077	\$202,705	\$214,360	\$222,008
	PURCHASE OF SERVICES	\$2,917	\$3,759	\$4,600	\$4,600
60	SUPPLIES	\$857	\$1,000	\$1,625	\$1,625
	TOTAL EXPENSES	\$3,774	\$4,759	\$6,225	\$6,225
	TOTAL YOUTH SERVICES	\$224,851	\$207,464	\$220,585	\$228,233
	LIBRARY				
	<i>Total FTEs</i>	13.69	13.69	13.69	13.69
61	PERSONNEL SERVICES	\$788,488	\$744,832	\$839,020	\$850,985
	PURCHASE OF SERVICES	\$45,107	\$42,896	\$46,300	\$49,300
62	SUPPLIES	\$187,451	\$208,478	\$220,167	\$229,550
	TOTAL EXPENSES	\$232,558	\$251,374	\$266,467	\$278,850
	TOTAL LIBRARY	\$1,021,046	\$996,206	\$1,105,487	\$1,129,835
	RECREATION				
	<i>Total FTEs</i>	3.54	3.54	3.54	3.54
63	PERSONNEL SERVICES	\$158,939	\$119,170	\$166,626	\$178,193
	PURCHASE OF SERVICES	\$0	\$0	\$44,839	\$2,275
64	SUPPLIES	\$0	\$0	\$0	\$0
	TOTAL EXPENSES	\$0	\$0	\$44,839	\$2,275
	TOTAL RECREATION	\$158,939	\$119,170	\$211,465	\$180,468

	FISCAL YEAR 2020 BUDGET	ACTUAL FY 2017	ACTUAL FY 2018	APPROVED FY 2019	REQUESTED FY 2020
	DEBT AND INTEREST				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
65	TOTAL DEBT AND INTEREST	\$7,470,289	\$7,557,941	\$7,201,386	\$6,814,789
	RETIREMENT				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$4,235,414	\$4,362,369	\$4,648,984	\$4,862,852
66	TOTAL RETIREMENT	\$4,235,414	\$4,362,369	\$4,648,984	\$4,862,852
	UNCLASSIFIED				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	HEALTH & LIFE INSURANCE				
	Employee Health Insurance (426)	\$5,326,100	\$5,241,839	\$5,405,700	\$5,859,349
	Retiree Health Insurance (456)	\$1,511,945	\$1,616,588	\$1,801,900	\$1,770,651
	Health Insurance Incentive Waiver (53)	\$176,600	\$191,820	\$232,600	\$240,000
	Employee & Retiree Life Insurance (603)	\$16,000	\$18,600	\$18,000	\$18,000
	Other Expenses	\$41,500	\$66,200	\$65,200	\$67,200
67	TOTAL HEALTH/LIFE INSURANCE	\$7,072,145	\$7,135,047	\$7,523,400	\$7,955,200
	OTHER INSURANCE				
68	PROPERTY, CASUALTY & LIABILITY INSURANCE	\$621,417	\$651,566	\$686,000	\$686,000
69	MEDICARE TAX - 1.45%	\$624,343	\$660,173	\$664,451	\$681,062
70	UNEMPLOYMENT COMPENSATION	\$28,407	\$32,802	\$50,000	\$50,000
71	NON CONTRIBUTORY RETIREMENT	\$0	\$0	\$0	\$0
72	POLICE/FIRE DISABILITY	\$1,389	\$93	\$15,000	\$15,000
73	OCCUPATIONAL HEALTH	\$4,596	\$8,000	\$8,000	\$8,000
	TOTAL OTHER INSURANCE	\$1,280,152	\$1,352,634	\$1,423,451	\$1,440,062
74	SICK LEAVE BUYBACK	\$27,921	\$37,355	\$40,000	\$40,000
75	RESERVE FOR SALARY SETTLEMENT	\$0	\$0	\$0	\$25,000
76	TOWN MEETING	\$63,642	\$150,957	\$115,000	\$115,000
77	STREET LIGHTING	\$130,450	\$123,077	\$95,000	\$95,000
78	RESERVE FUND BUDGET	\$0	\$0	\$250,000	\$250,000
79	SCHOOL BUS PARKING	\$0	\$0	\$50,000	\$0
80	STORMWATER	\$0	\$0	\$0	\$210,000
81	EMPLOYEE MITIGATION				\$340,000
	TOTAL UNCLASSIFIED	\$8,574,310	\$8,799,070	\$9,496,851	\$10,470,262
	TOTAL GENERAL FUND BUDGET	\$73,716,515	\$76,265,321	\$79,894,945	\$82,652,404

	FISCAL YEAR 2020 BUDGET	ACTUAL FY 2017	ACTUAL FY 2018	APPROVED FY 2019	REQUESTED FY 2020
	WATER FUND				
	<i>Total FTEs</i>	8.00	8.00	9.00	9.00
	SALARIES	\$778,470	\$719,600	\$762,296	\$808,888
	PURCHASE OF SERVICES	\$580,117	\$585,117	\$539,117	\$524,000
	UTILITIES	\$414,500	\$414,500	\$435,225	\$410,000
	SUPPLIES	\$570,000	\$570,000	\$591,800	\$542,000
	OTHER FINANCING USES	\$338,601	\$381,660	\$383,537	\$374,779
	DEBT SERVICE	\$1,105,664	\$1,331,350	\$1,307,263	\$1,337,510
82	TOTAL WATER DEPARTMENT	\$3,787,352	\$4,002,227	\$4,019,238	\$3,997,177
	SEPTAGE FUND				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	SALARIES - RETIREE CHARGES	\$52,708	\$0	\$0	\$0
	PURCHASE OF SERVICES	\$0	\$0	\$0	\$0
83	TOTAL SEPTAGE DEPARTMENT	\$52,708	\$0	\$0	\$0
	WASTEWATER MGMT DISTRICT COMM				
	<i>Total FTEs</i>	0.54	0.54	0.54	0.54
	SALARIES	\$33,552	\$24,317	\$26,500	\$88,300
	PURCHASE OF SERVICES	\$134,155	\$116,623	\$171,626	\$67,500
	UTILITIES	\$48,563	\$46,916	\$39,972	\$89,240
	SUPPLIES	\$25,000	\$25,000	\$10,000	\$59,700
	OTHER FINANCING USES	\$24,669	\$28,831	\$94,965	\$34,913
	DEBT SERVICE	\$477,472	\$471,057	\$452,086	\$448,287
84	TOTAL WASTEWATER MGMT COMM	\$743,411	\$712,744	\$795,149	\$787,940
	<i>Grand Total FTEs</i>	575.27	587.33	601.40	604.98
	TOTAL ENTERPRISE FUNDS	\$4,583,471	\$4,714,971	\$4,814,387	\$4,785,117
	GRAND TOTAL OMNIBUS BUDGET	\$40,645,544	\$81,805,055	\$84,709,332	\$87,437,521

Proposed Capital Budget – Fiscal Year 2020

DPW

1. Town Wide Road Reconstruction Projects	CC/SBP	\$ 500,000
2. Stonebridge Road Bridge Design	FC	\$ 100,000
3. Drainage and Storm Water Improvements	FC	\$ 250,000
4. Trash Compactor	CC	\$ 55,000
5. Light Equipment - Backhoe P55	FC	\$ 125,000

JCC

6. Fire Alarm Wireless Receiver Upgrade	AMB	\$ 64,000
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Information Technology

7. Permit Management System	CC	\$ 40,000
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Fire

8. Fire Vehicle	AMB	\$ 50,000
9. Replace Cardiac Monitor	AMB	\$ 26,000

School

10. Communication Controls and Intercom Systems	SBP	\$ 196,900
11. Loker Elementary School Roof Design	FC	\$ 312,500
12. HH Fire Alarm Control Panel/Smoke Detection	FC	\$ 40,250
13. Loker Elementary School Chair Lift	FC	\$ 36,800
14. Middle and Loker School Gymnasium Floors	FC/SBP	\$ 167,200
15. Network Switches and Wireless Access Points	FC	\$ 215,000
16. Middle School Floor Tile and Slab Moisture Barrier	FC	\$ 156,000
17. Claypit Hill Elementary School Food Service Equipment	FC	\$ 75,900
18. Happy Hollow School Floor Tils Replacement	FC	\$ 82,500

DPW Water Enterprise Fund

19. Reeves Hill Water Tank Interior Rehabilitation	WB	\$ 350,000
20. Reeves Hill Water Booster Station Upgrades	WB	\$ 270,000
21. MWRA Connection Study	WC	\$ 50,000

TOTAL BUDGET

\$3,163,050

SUMMARY OF FUNDING SOURCES

BORROW (WITHIN THE LEVY)	B	\$ 0
CASH CAPITAL	CC	\$ 580,000
FREE CASH	FC	\$1,489,367
AMBULANCE FUND	AMB	\$ 140,000
SURPLUS BOND PROCEEDS FROM CLOSE OUTS	SBP	\$ 283,683
WATER BORROWING	WB	\$ 620,000
WATER CAPITAL	WC	\$ 50,000

TOTAL FUNDING SOURCES

\$3,163,050

ERRATA

Carol Martin pointed out on the second line there is a typo on the written Motion that states “pages 27-35” should read pages 29-35. The Moderator noted the small errata.

ARTICLE No. 6 MOTION #1:

Carol Martin moved that each and every numbered item set forth in the Finance Committee’s Budget for Fiscal Year 2020 listed on pages 29-35 be voted, granted and appropriated as an expenditure for the several purposes and uses set forth in said budget establishing a total budget of \$87,437,521 which sum shall be expended only for the purposes shown under the respective boards, committees and offices of the Town; and, of the total sum so appropriated, \$80,782,719 shall be raised by taxation, \$630,400 shall be provided by transfer from Ambulance receipts, \$75,329 shall be provided by transfer from Premium on Bonds Account, \$3,997,177 shall be provided from Water revenue, \$727,940 shall be provided from Wastewater revenue, \$60,000 shall be provided by Wastewater Certified Retained Earnings, and \$1,163,956 shall be provided by transfer from the following funds:

\$ 2,210	from Council on Aging Revolving Fund
\$374,779	from Water Enterprise Fund
\$ 34,913	from Wastewater Enterprise Fund
\$ 51,717	from Recreation Revolving Fund
\$ 9,945	from Recreation Field Revolving Fund
\$237,701	from BASE Revolving Fund
\$237,300	from Children’s Way Revolving Fund
\$161,581	from Food Service Revolving Fund
\$ 53,810	from Full Day Kindergarten Revolving Fund

ERRATA

Brian Keveny, finance director, indicated an errata on page 35 of the Warrant reflects as to the Water and Wastewater Management District Commission actual FY’18 figures for the Enterprise Funds, and that there is no errata for requested FY’20.

VOTE on Article 6 - Motion #1

Votes in favor: 428

Votes in opposition: 55

Motion **PASSED** (majority vote required)

ARTICLE No. 6 MOTION #2:

Steve Correira moved that each and every numbered item set forth in the Finance Committee’s capital budget of Fiscal Year 2020 listed on pages 36-44 of the Warrant for the 2019 Annual Town Meeting in the total amount of \$3,163,050 be appropriated for equipment and vehicle acquisitions and projects for the listed departments, each of which shall be a separate appropriation, and, of the total sum so appropriated, \$580,000 shall be raised from taxation, \$1,489,367 shall be provided by transfer from Unreserved Fund Balance, \$140,000 shall be provided from Ambulance Receipts, \$283,683 shall be provided by transfer from the following surplus bond proceeds:

STM 2013 New DPW Building	\$100,000
ATM 2014 Middle School Air Conditioning	\$ 27,099
ATM 2014 Parkland / Charles	\$ 15,000
FY 2016 Public Safety Sewer Pump	\$ 50,000
FY 2016 Library Oil Tank Removal	\$ 12,867
Bond Premium	\$ 78,717

and that \$50,000 shall be provided by transfer from Water Surplus and, further, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$620,000 pursuant to the provisions of G.L. c. 44, §§7 and 8 , or any other enabling legislation for the purposes of rehabilitation of the interior of the Reeves Hill water tank, and for upgrades to the Reeves Hill Booster Station, and to issue bonds or notes of the Town therefor, and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c.44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs.

Motion is substantially the same as in the Warrant.

ERRATA NOTED BY MODERATOR

Errata in the Warrant on page 27, third line, which was corrected in the Motion “projected” should be “projects.”

MOTION TO AMEND TO STRIKE LINE ITEM 4 TRASH COMPACTOR

Annette Lewis Motioned to strike line item 4, trash compactor, cash capital \$55,000.

VOTE ON AMENDMENT TO DELETE LINE ITEM 4 – TRASH COMPACTOR

Votes in favor: 114 (includes 1 manual ballot vote)

Votes in opposition: 421

Motion **NOT PASSED**

MOTION TO AMEND THE FUNDING SOURCE OF THE DPW WATER ENTERPRISE FUND

Duane Galbi moved to amend line budget items 19 and 20 to change the source of funding, from water borrowing (noted as WB, on page 36 Proposed Capital Budget sources -Fiscal Year 2020) to water enterprise funds retained earnings, that is, water capital, WC.

Motion duly seconded.

VOTE ON MOTION TO AMEND THE FUNDING SOURCE OF THE DPW WATER ENTERPRISE FUND

Votes in favor: 140

Votes in opposition: 421

Motion **NOT PASSED**

VOTE on Article No. 6 - Motion #2

Votes in favor: 448
Votes in opposition: 76
Motion **PASSED** (quantum of vote: 2/3)

PROCEDURAL MOTION TO TAKE 3 ARTICLES OUT OF ORDER

Lea Anderson moved that Articles, 18, 19, and 20 be taken out of order and considered directly after Article 9.

MOTION TO AMEND PROCEDURAL MOTION

Duane Galbi moved to add Article 24 out of order after Article 9.

**MOTION TO TERMINATE DEBATE ON THE
AMENDMENT**

Clifford Lewis moved to terminate the debate.

**VOTE ON MOTION TO TERMINATE DEBATE ON THE
AMENDMENT**

Votes in favor: 549
Votes in opposition: 101
Motion **PASSED** (2/3 vote required)

VOTE ON MOTION TO AMEND PROCEDURAL MOTION

Vote in favor: 260
Votes in opposition: 348
Motion **NOT PASSED**

**MOTION TO TERMINATE THE DEBATE OF THE PROCEDURAL
MOTION**

Clifford Lewis Motioned to terminate the debate.

VOTE ON MOTION TO TERMINATE THE DEBATE

Votes in favor: 497
Votes in opposition: 146
Motion **PASSED** (2/3 votes required)

VOTE on Procedural Motion to Take 3 Articles Out of Order

Votes in favor: 350

Votes in opposition: 264

Motion **NOT PASSED** (2/3 vote required)

ARTICLE 7: PERSONNEL BYLAWS AND WAGE & CLASSIFICATION PLAN

Proposed by: Personnel Board

Estimated Cost: \$39,352

To determine whether the Town will vote to amend the Code of the Town of Wayland, Chapter 43, PERSONNEL, and the Personnel Wage and Salary Classification Plan (Appendix TBD) previously adopted by the Town for non-union Town employees, and further, to determine whether the Town will vote to raise and appropriate, transfer from available funds, transfer from funds already appropriated for another purpose, or otherwise, the sum of \$39,352 for the purpose of funding said adjustments to wages and salaries for non-union Town employees for fiscal year 2020, and to authorize the Town Accountant to allocate said sums to and among the personnel and line items affected thereby in such accounts as are proper and required.

ARTICLE No. 7 MOTION:

Miranda Jones moved that Article 7 be adopted under the Abbreviated Presentation Procedure.

POINT OF ORDER:

Anette Lewis rose to note that as listed in the Warrant there are multiple sources for the funding and there was an errata put together today that explains where the funds come from, that is, from funds already appropriated.

CORRECTED ARTICLE No. 7 MOTION:

Miranda Jones moved that that the Town vote to amend the Code of the Town of Wayland, Chapter 43, PERSONNEL, and the Personnel Wage and Salary Classification Plan previously adopted by the Town for non-union Town employees, as set forth in Article 7 on page 45 and in Appendix B on pages 103-106 of the Warrant for the 2019 Annual Town Meeting, and that the Town Accountant be authorized to allocate from funds already appropriated said sums to and among the personnel and line items affected thereby in such accounts as are proper and required.

Ms. Jones indicated that the Motion differed from the Warrant in that the Motion deleted “and further that the sum of \$39,352 be appropriated by taxation for the purpose of funding said increase effective July 1, 2019,” and that added to the Motion after the words “the Account be authorized to allocate” the words “from funds already appropriated.”

QUESTION/POINT OF ORDER:

Tom Maglione asked the Moderator to review the Corrected Motion as is contained more than 25 words.

The Moderator questioned whether the Corrected differed significantly from the Article in the Warrant and whether the assembly was confused by the Corrected Motion. The Moderator did not find that the assembly was confused as he found the Corrected Motion to be very clear and that Ms. Jones repeated the Corrected Motion three times.

POINT OF ORDER:

Alice Boelter noted that Mr. Maglione is confused and she observed Ms. Jones also seemed confused, and, if the proponent of this Article is having trouble, it is only reasonable the rest of the Town, who has not been looking at it day after day have some confusion and should see the Motion in writing.

RESPONSE TO POINTS OF ORDER:

Cherry Karlson responded the revised Motion is consistent with what is in the Warrant. She noted that a resident pointed out that the draft Motion online mistakenly appropriated funds in the language. However, the language as to appropriation of funds is unnecessary because the funds have already been appropriated in the Article on the budget. The text in the Warrants states for that money already appropriated. The language in the Warrant and in the Motion is correct.

MODERATOR:

The Moderator indicated that Motion does not exceed 25 words.

VOTE on Corrected Article No. 7 Motion

Votes in favor: 417

Votes in opposition: 69

Votes to abstain: 1

Motion **PASSED** (majority vote required)

Article declared disposed of.

ARTICLE 8: COMMUNITY PRESERVATION FUND GENERAL BUDGET – SET ASIDES AND TRANSFERS

Proposed by: Community Preservation Committee (CPC)

Estimated Cost: \$697,206

To determine:

- a) Whether the Town will vote to set aside from the Community Preservation Fund's Uncommitted Fund for later spending:
 - \$104,375 for open space, but not including land for recreational use, \$104,375 for historic preservation, and \$104,375 for community housing pursuant to Massachusetts General Laws Chapter 44B, Section 6 for FY 2020;
 - \$10,000 for administrative expenses;
- b) Whether the Town will vote to set aside from the Community Preservation Fund for later spending

\$374,081 of which \$200,000 shall come from the Open Space Fund and \$174,081 from the Uncommitted Fund for annual debt service obligations for the purchase of the conservation restriction on Mainstone Farm, as previously approved by Town Meeting; and

- c) Whether the Town will vote to transfer funds in the amount of \$104,375 from the Community Housing Fund of the Community Preservation Fund to the Wayland Municipal Affordable Housing Trust Fund.

ARTICLE No. 8 MOTION:

Gretchen Schuler moved that Article 8 be adopted under the Abbreviated Presentation Procedure.

Ms. Schuler noted that the Motion is word to word to the Warrant.

No opposition.

VOTE on Article 8 Motion

Votes in favor: 457

Votes in opposition: 70 (includes 1 manual ballot vote)

Motion **PASSED** (majority vote required)

ARTICLE 9: COMPENSATION FOR THE TOWN CLERK
--

Proposed by: Board of Selectmen

Estimated Cost: \$70,602

To determine whether the Town will vote to fix the salary for the Town Clerk, pursuant to Massachusetts General Laws Chapter 41, Section 108, to be effective July 1, 2019.

Salary Schedule – Town Clerk

Town Clerk with fewer than 6 years of service in that position	\$70,602
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Town Clerk with 6 years or more of service in that position	\$81,845
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ARTICLE No. 9 MOTION:

Lea Anderson moved that the Town vote to fix the salary and compensation of the elected Town Clerk, pursuant to G.L. c.41, §108, at \$70,602.

VOTE on Article 9 Motion

Votes in favor: 462

Votes in opposition: 70 (includes 1 manual ballot vote)

Motion **PASSED** (majority vote required)

ARTICLE 10: WAYLAND WELCOMES RESOLUTION

Proposed by: Petitioners

To determine whether the Town will vote to ensure that Wayland remains a welcoming community for all individuals who visit, work, or live here by:

- adopting the following formal resolution relative to immigrants who work, live, or visit Wayland, adhering to current practices already taken by the Wayland Police Department
- joining the growing number of towns and cities in Massachusetts and across the country that have expressed their support of immigrants by becoming welcoming communities.

WHEREAS; aligned with our country's core values, our Town government, the Town's police department, and schools continue to welcome everyone regardless of their ethnicity, religion, race, gender identity, or sexual orientation.

WHEREAS; the Wayland Police Department and Town agencies have a strong history of working to protect the rights and just treatment of all individuals, including undocumented immigrants.

WHEREAS; the enforcement of the nation's federal civil immigration laws is the sole responsibility of the federal government and not that of state or local agencies or departments.

WHEREAS; the trust that undocumented immigrants have in Town employees, including law enforcement personnel and local medical and domestic violence agencies, is paramount to the well-being of our community and the safety of all residents.

BE IT RESOLVED: that Town Meeting affirms the following eight principles:

- No employee of Wayland inquires about the immigration status of an individual, including but not limited to, a crime victim, a witness, or a person who calls or approaches the police or other Town employee, unless necessary to facilitate a criminal investigation, protect the personal safety of an individual, or keep the peace.
- The enforcement of the nation's federal civil immigration laws is solely the responsibility of the federal government, not the Wayland Police Department or other Town agencies. No local police officer or employee of Wayland performs the functions of an immigration officer, and no department of the Town uses Town funds, resources, facilities, property, or personnel to assist in the enforcement of federal civil immigration laws. Nothing in this section prevents an officer, employee, or department from lawfully discharging duties in compliance with and in response to a lawfully issued judicial Warrant.
- No police officer of Wayland arrests, detains, or prolongs an individual's detention based solely on their immigration status unless such detainer or document is accompanied by a judicial Warrant.
- No Wayland police officer or Town employee will provide Immigration and Customs Enforcement (ICE) or Customs Border Protection (CBP) with any information about any individual in regards to any civil immigration violation investigations.

- Nothing in this resolution prohibits or restrains any Wayland law enforcement officer or Town employee from sending to, or receiving from, any local, state, or federal agency information regarding citizenship or immigration status, consistent with 8 U.S.C. § 1373.
- No police officer of the Wayland Police Department allows ICE or CBP agents investigating a civil immigration violation access to municipal facilities or a person in custody unless acting under a duly authorized Warrant.
- The Wayland Police Department will continue to investigate reports of hate crimes, criminal discrimination, and criminal harassment of persons based upon their protected status, including, but not limited to, religion, race, ethnicity, or national origin without regard to the person's known or suspected immigration status within the United States.
- Nothing shall prevent an officer or employee of the Town from lawfully discharging his or her duties in compliance with and in response to a court order from a court of competent jurisdiction, lawfully issued judicial Warrant, judicial subpoena, or judicial detainer or acting when necessary to protect public or personal safety.

ARTICLE No. 10 MOTION:

Nora Rothchild moved that that the Town adopt the resolution set forth in Article 10 on pages 48-49 of the Warrant for the 2019 Annual Town Meeting.

The Motion was duly seconded.

MOTION TO TERMINATE DEBATE

Gil Wolin moved to terminate the debate.

VOTE ON MOTION TO TERMINATE DEBATE

Votes in favor: 426 (includes 1 manual ballot vote)

Votes in opposition: 224

Motion **NOT PASSED** (2/3 vote required)

MOTION TO AMEND ARTICLE No. 10 TO ADD “VOLUNTEER” AND “INDEPENDENT CONTRACTOR”

Brad Young moved to amend the Motion to add the words “volunteer” an “independent contractor” to the first bullet of Article 10 after the words “no employee.”

VOTE ON MOTION TO AMEND ARTICLE 10 TO ADD “VOLUNTEER” AND “INDEPENDENT CONTRACTOR”

Votes in favor: 171 total (includes 1 manual ballot vote)

Votes in opposition: 497

Motion **NOT PASSED**

VOTE on Article No. 10 Motion

Votes in favor: 505 (includes 1 manual ballot vote)

Votes in opposition: 154

Motion **PASSED** (majority vote)

The Moderator declared the Article disposed of.

<p>ARTICLE 11: RESOLUTION TO CREATE A COMMITTEE TO ORGANIZE A WAYLAND MUSIC FESTIVAL</p>

Proposed by: Petitioners

WHEREAS; Wayland values the arts and music, recognizing that music is a big part of all cultures;
WHEREAS; we want opportunities that will be fun for all generations, from children to senior citizens;

WHEREAS; bringing the community together in all roles (participating in organization, performance and audience) will make lasting Wayland memories; and

WHEREAS; at Town Meeting we often hear about the things people disagree about and this event would be an opportunity to reflect our shared values.

Therefore, we request the Board of Selectmen create a committee to develop and host a one-time, town-wide, intergenerational music festival in March 2020 that is free of charge. The committee should have a mix of youth and adults who will collaborate to create this celebration.

ARTICLE No. 11 MOTION:

[Katrien] Kaat Vander-Straeten moved that the Town adopt the resolution set forth in Article 11 on pages 50-51 of the Warrant for the 2019 Annual Town Meeting.

The Motion was duly seconded.

**MOTION TO ALLOW 3 STUDENTS/UNREGISTERED VOTERS,
JOSS OHERON, KYRA SPOONER & ELIANA BARENBOYM
SPEAK ON THE ARTICLE**

Ms. Vander-Straeten moved to allow three students speak on the Motion.

VOTE TO ALLOW 3 STUDENTS SPEAK

Votes in favor: 548

Votes in opposition: 94

Motion **PASSED** (majority vote)

VOTE on Article 11 Motion

Votes in favor: 656

Votes in opposition: 42

Vote to abstain: 1

Motion **PASSED** (majority vote required)

MOTION TO ADJOURN TO APRIL 30, 2019, 7:00 P.M.

Joshua Rose moved to adjourn and reconvene at 7:00 p.m. on April 30, 2019.

The Motion was duly seconded.

MOTION TO AMEND

George Harris moved to amend the Motion to adjourn immediately after Article No. 12.

VOTE ON AMENDMENT TO ADJOURN AFTER ARTICLE No. 12

Vote in favor: 503

Vote in opposition: 195

Motion: **PASSED** (majority vote required)

ARTICLE 12: AUTOMATIC WATER METER READING

Proposed by: Board of Public Works

Estimated Cost: \$1,300,000

To determine whether the Town will authorize the Board of Public Works (BoPW) to:

- a) appropriate the sum of \$1,300,000 to purchase and install automatic water meter reading equipment and software to enable more efficient, timely readings and quality invoicing (as now required by the Massachusetts Department of Environmental Protection [DEP]), emergency leak detection alerts, and customer self-monitoring capabilities to support conservation; and
- b) provide said funds by transfer from the Water Enterprise Fund Retained Earnings.

ARTICLE No. 12 MOTION:

Jon Mishara moved that the Town vote to

- a) appropriate the sum of \$1,300,000 to be expended by Board of Public Works to purchase and install automatic water meter reading equipment and software to enable more efficient, timely readings and quality invoicing, emergency leak detection alerts, and customer self-monitoring capabilities to support conservation; and
- b) provide for said appropriation by transferring said sum from funds in the Water Enterprise Fund Retained Earnings;
- c) customer self-monitoring via the internet shall not be enabled until the selected water meter reading equipment and software has passed a cybersecurity audit conducted by an independent consulting audit firm.

The Moderator noted that the Amendment, section c): customer self-monitoring via the internet shall not be enabled until the selected water meter reading equipment and software has passed a

cybersecurity audit conducted by an independent consulting audit firm, was within the scope of the Article.

POINT OF ORDER

George Harris that the Motion differs from the Warrant in that the words, “(as now required by the Massachusetts Department of Environmental Protection [DEP])”, on page 52 have been excluded in the Motion.

Mr. Mishara indicated that Mr. Harris was correct and those are part of his Motion and is in the Warrant.

Mr. Harris noted that the words are excluded from the Motion.

Alice Bolter requested that Mr. Mishara repeat the Motion.

Mr. Mishara moved that the town

- a) appropriate the sum of \$1,300,000 to be expended by Board of Public Works to purchase and install automatic water meter reading equipment and software to enable more efficient, timely readings and quality invoicing (as now required by the Massachusetts Department of Environmental Protection [DEP]), emergency leak detection alerts, and customer self-monitoring capabilities to support conservation; and
- b) provide for said appropriation by transferring said sum from funds in the Water Enterprise Fund Retained Earnings;
- c) customer self-monitoring via the internet shall not be enabled until the selected water meter reading equipment and software has passed a cybersecurity audit conducted by an independent consulting audit firm.

VOTE on Article No. 12 Motion

Votes in favor: 289

Votes in opposition: 122 (includes 1 manual ballot vote)

Motion **PASSED** (majority vote)

The Moderator declared the Article disposed of.

Adjourned at 10:45 p.m. to Tuesday, April 30, 2019, 7:00 p.m.

Attendance: 837

TUESDAY, APRIL 30, 2019 AT 7:00 P.M.

Annual Town Meeting called to order, 7:00 p.m. with a quorum.

Attendance: 797

ARTICLE 13: HIGH SCHOOL ATHLETIC COMPLEX RENOVATION

Proposed by: School Committee and Recreation Commission

Estimated Cost: \$7,750,000

To determine whether the Town will vote to:

- a) appropriate the sum of \$7,750,000 to be expended under the direction of the School Committee for design, permitting, engineering, reconstruction and construction of the Wayland High School Stadium Complex Renovation and Tennis Court and Softball Field Reconstruction, including the replacement of bleachers and lighting, as described in Parts 1 and 2 of the Wayland High School Facility Strategic Master Plan (High School Athletic Preferred Improvement Plan), including any and all other costs incidental or related thereto;
- b) provide for said appropriation by transferring \$175,000 from funds in the Recreation: Athletic Field Revolving Fund, and transferring \$500,000 from the Community Preservation fund Account (CPA funds are exclusively for Part 2 of the project);
- c) authorize the Town Treasurer with the approval of the Board of Selectmen, to borrow the sum of \$7,075,000 pursuant to G.L c.44, §§7 or 8 or any other enabling authority, and issue bonds or notes of the Town therefor; and
- d) authorize any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved hereunder in accordance with G.L. c.44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs.

ARTICLE No. 13 MOTION:

Jeannie Downs moved that the Town vote to:

- a) appropriate the sum of \$7,250,000 to be expended under the direction of the School Committee for the design, permitting, engineering, reconstruction and construction of the Wayland High School Stadium Complex Renovation and Tennis Court and Softball Field Reconstruction, including the replacement of bleachers and lighting, as described in Parts 1 and 2 of the Wayland High School Facility Strategic Master Plan (High School Athletic Preferred Improvement Plan), including any and all other costs incidental or related thereto;
- b) provide for said appropriation by transferring \$175,000 from funds in the Recreation: Athletic Field Revolving Fund;
- c) authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow the sum of \$7,075,000 pursuant to the provisions of G.L c.44, §§7 and 8, or any other enabling authority, and issue bonds or notes of the Town therefor; and
- d) authorize any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved hereunder in accordance with G.L.

c.44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs.

- e) provided, however, that the vote taken hereunder shall be expressly contingent upon approval by the voters of the Town of a Proposition 2 ½ debt exclusion question in accordance with the provisions of G.L. c.59, §21C(k).

Ms. Downs indicated that the Motion is substantially consistent with the Warrant text, but has been revised in two places. In section b) the language which relates to the use of CPA funds has been removed as it will be covered in the next article, article 14. So, therefore, the dollar amount to be appropriated in section a) has been decreased.

VOTE on Article No. 13 Motion

Votes in favor: 1,030

Votes in opposition: 224

Motion **PASSED** (2/3 vote required)

<p>ARTICLE 14: PARTIAL FUNDING FOR CONSTRUCTION OF PART 2 OF THE WAYLAND HIGH SCHOOL MASTER ATHLETIC PLAN</p>
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Proposed by: Community Preservation Committee

Estimated Cost: \$500,000

To determine whether the Town will vote to:

appropriate a sum of money from the Community Preservation Fund's Uncommitted Fund for recreational use of up to \$500,000 to be expended by the Wayland School Committee as partial funding for the construction of the Wayland High School athletic facilities, including tennis court and softball field swap, outdoor basketball court renovations, and adjacent parking lot renovations.

ARTICLE No. 14 MOTION:

Gretchen Schuler moved that the Town vote to appropriate the sum of \$500,000 to be expended by the Wayland School Committee as partial funding for the design, permitting, engineering, reconstruction and construction of the Wayland High School athletic facilities, including only the tennis court and softball field swap, outdoor basketball court renovations, and adjacent parking lot renovations for recreational use, as described in Part 2 of the Wayland High School Facility Strategic Master Plan (High School Athletic Preferred Improvement Plan); and provide for said appropriation by transferring said sum from the Community Preservation Fund's Uncommitted Fund for Recreational use.

MODERATOR

In response to the Moderator's inquiry if the Motion was word for word as to what is in the Article, Gretchen Schuler noted the Motion is the same as the Article with the exception of the word "only" inserted before the word tennis court on line 3. The Moderator ruled this a small amendment and found the Motion otherwise substantially the same as the Article.

VOTE on Article No. 14 Motion

Votes in favor: 1,142

Votes in opposition: 162

Motion **PASSED** (majority vote required)

ARTICLE 15: LOKER TURF FIELD CONSTRUCTION
--

Proposed by: Recreation Commission

Estimated Cost: \$3,753,901

To determine whether the Town will vote to:

- a) Appropriate a sum of money of not more than \$3,753,901 to be expended under the direction of the Wayland Recreation Commission for designing, permitting, engineering and constructing a multi-purpose synthetic turf athletic playing field at the Loker Conservation & Recreation Area including playing surfaces, lighting, drainage, landscaping, recreational amenities, access and parking areas; and any and all other costs incidental or related thereto;
- b) Provide for said appropriation by borrowing, taxation, transfer from unappropriated funds, transfer from available funds appropriated for other purposes, or otherwise, provided not more than \$150,000 of the funds appropriated shall be transferred from the Recreation Stabilization Fund uncommitted funds for designing, permitting, engineering and constructing a multi-purpose synthetic turf athletic playing field at the Loker Conservation & Recreation Area including playing surfaces, lighting, drainage, landscaping, recreational amenities, access and parking areas; and any and all other costs incidental or related thereto;
- c) Authorize the Town Treasurer with the approval of the Board of Selectmen, to borrow up to said sum pursuant to G.L. c. 44, §§7 or 8 or any other enabling authority, and issue bonds or notes of the Town therefor; and
- d) Authorize any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, to be applied to the payment of costs approved hereunder in accordance with G.L. c.44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs.

ARTICLE No. 15 MOTION

Chris Fay moved that the Town vote to:

- a) appropriate the sum of \$3,300,000 to be expended under the direction of the Wayland Recreation Commission for designing, permitting, engineering and constructing a multi-purpose synthetic turf athletic playing field at the Loker Conservation & Recreation Area including playing surfaces, lighting, drainage, landscaping, recreational amenities, access and parking areas and any and all other costs incidental or related thereto;
- b) provide for said appropriation by transferring \$150,000 from the Recreation Stabilization Fund;
- c) authorize the Town Treasurer with the approval of the Board of Selectmen, to borrow the sum of \$3,150,000 pursuant to G.L. c. 44, §§7 and 8 or any other enabling authority, and issue bonds or notes of the Town therefor; and
- d) authorize any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, to be applied to the payment of costs approved hereunder in accordance with G.L. c.44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs.

MODERATOR

The Moderator asked if the Motion was word for word as what is in the Warrant. Mr. Fay responded the cost of borrowing was reduced approximately 15% to reflect the amount that could be reduced (which is the maximum reduction allowed at Annual Town Meeting). He further indicated that the reduction more closely reflects the bids received to date.

MOTION TO AMEND ARTICLE No. 15 TO REDUCE THE APPROPRIATION AND BORROWING TO \$2.8 MILLION

Tom Maglione moved to amend the main Motion. Specifically, everywhere in the Motion where it mentions \$3.3 million for borrowing is to be replaced with \$2.8 million.

Upon clarification by the Moderator, Mr. Maglione also moved to amend the main Motion to also replace the \$3,150,000 figure in section c) with \$2.8 million.

MOTION TO TERMINATE DEBATE ON AMENDMENT:

Scott Walters Motioned to terminate the debate.

VOTE ON MOTION TO TERMINATE DEBATE ON AMENDMENT:

Votes in favor: 1,261
Votes in opposition: 78
Motion **PASSED** (2/3 vote required)

VOTE MOTION ON MOTION TO AMEND ARTICLE No. 15 TO REDUCE THE APPROPRIATION AND BORROWING TO \$2.8 MILLION:

Votes in favor: 332
Votes in opposition: 971
Motion **NOT PASSED** (majority vote required)

MOTION TO EXTEND DEBATE BY 15 MINUTES:

Margo Melnicove moved to extend the debate by 15 minutes.

MOTION TO AMEND THE MOTION TO EXTEND THE DEBATE BY 15 MINUTES

Josh Rose moved to terminate the debate.

The Moderator found it was not an amendment to the Motion.

Mr. Rose then moved to amend the Motion to extend the debate from 15 minutes to 30 seconds.

MODERATOR

The Moderator suggested that, if Mr. Rose wanted to Motion to terminate the debate on the Motion to extend the debate by 15 minutes, that would be a proper Motion. The Moderator, seeing no one at the pro and con microphones, moved to the Motion to extend the debate by 15 minutes.

MOTION TO TERMINATE DEBATE ON THE MOTION TO EXTEND THE DEBATE BY 15 MINUTES

Adam Hirsh moved to terminate the debate on the Motion to extend the debate by 15 minutes.

VOTE ON MOTION TO TERMINATE DEBATE ON THE MOTION TO EXTEND DEBATE BY 15 MINUTES

Votes in favor: 1,246
Votes in Opposition: 104
Motion **PASSED** (2/3 vote required)

VOTE ON MOTION TO EXTEND THE DEBATE BY 15 MINUTES:

Votes in favor: 254
Votes in opposition: 1,072
Motion **NOT PASSED** (majority vote required)

VOTE ON ARTICLE No. 15 MOTION

Votes in favor: 894
Votes in opposition: 468
Motion **NOT PASSED** (2/3 vote required)

The Moderator Article declared disposed of.

MOTION TO TAKE ARTICLE 22 OUT OF ORDER AND ADVANCE TO FOLLOW ARTICLE 17

Heidi Heilman moved to take Article 22 out of order and advance it to follow Article 17.

VOTE

Votes in favor: 437
Votes in opposition: 572
Motion: **NOT PASSED** (2/3 vote required)

ARTICLE 16: BUILD A GRASS ATHLETIC FIELD ON LOKER RECREATION AND CONSERVATION AREA PROPERTY
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Proposed by: Petitioners

Estimated Cost: \$1,500,000

To determine if the Town will vote to build a grass athletic field on Loker Recreation and Conservation Area Property and

- a) appropriate a sum of money of up to one-million five hundred thousand dollars to be expended under the direction of the Wayland Recreation Commission for the permitting, design, engineering, and construction of a multi-purpose grass athletic playing 100 yards by 60 yards at the Loker Conservation & Recreation Area including playing surfaces, drainage, landscaping, irrigation system, traffic (including a Rt 30 traffic congestion mitigation plan to deal with Loker field traffic), access (must meet all state and local emergency vehicle access requirements) and parking and any and all other costs incidental or related thereto;
- b) determine whether said appropriation should be provided by taxation, transfer from unappropriated funds, transfer from available funds appropriated for other purposes, by borrowing, or otherwise;
- c) authorize the Treasurer with the approval of the Board of Selectmen, to borrow said sum pursuant to G.L. c. 44, §§7 or 8 or any other enabling authority, and issue bonds or notes of the Town therefor; and
- d) authorize any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, to be applied to the payment of costs approved hereunder in accordance with G.L. c.44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs.

ARTICLE No. 16 MOTION:

John Sax moved to adopt Article 16 as written in the Warrant. The Motion was duly seconded.

Mr. Sax indicated Motion is word for as in the Warrant.

MOTION TO AMEND ARTICLE No.16 TO REPLACE THE WORDS “GRASS” WITH “SYNTHETIC TURF”

Ward Russell moved to amend Article 16 to replace the word “grass” with the term “synthetic turf,” specifically [in the title of the Article where it says “grass” and where it says in the 3rd line of section in the Article, where it references “multiple purpose grass athletic field,” replace that multi-purpose 11V11 playing field-synthetic turf, 330’ by 195,’ approximately.]

POINT OF ORDER ON MOTION TO AMEND

Anette Lewis stated that the Moderator Rules indicated that a moving party cannot eviscerate an Article; that is, you cannot change the full intent of the Article. It is clear

that the intent of Article 16 is for a grass field, not a synthetic field. The Town has already
voted on a synthetic turf field.

Moderator Ruling

The Moderator ruled the Motion out of order.

Motion to Amend Article No. 16 -to Change the Size of the Field and Cost to \$1.725 Million, and to Include "Lights"

David Pearlman moved to amend the main Motion to change the proposed grass field (9V9 field/ 300'x180') to 330'x195' (making it a 11V11 field), add "lights" (after the words "irrigation system"), and change to cost 15% up from cost \$1.5 million to \$1.725 million. More specifically, he moved to insert "lights" after "irrigation system."

The Moderator ruled that the Motion was properly within the scope of the Moderator's Rules, and the Motion was duly seconded.

Motion to Terminate Debate on the Amendment

Adam Hirsh moved to terminate the debate on the amendment

Vote on to Terminate Debate Amendment to Resize the Field

Votes in favor: 857
Votes in opposition: 110
Motion **PASSED** (2/3 vote required)

Vote on Motion to Amend Article 16

Votes in favor: 652
Votes in opposition: 363 (majority vote required)
Motion **PASSED**

Motion to Move to Terminate the Debate on Article 16 as Amended

[from the auditorium with Mr. Whitney as assistant Moderator]

Jim Van Scriber moved to terminate the debate.

Vote on Motion to Terminate the Debate on Article 16 as Amended

Votes in favor: 874
Votes in opposition: 115

Motion **PASSES**

VOTE on Article 16 Motion with Amendment to Change the Size of the Field, Cost (to \$1.75 million), and to Include Lights

Votes in favor: 404

Votes in opposition: 586

Motion **NOT PASSED** (2/3 vote required for borrowing)

The Moderator moved that the Article was disposed of.

MOTION TO RECONSIDER ARTICLE 15

Michael Brown moved to reconsider Article 15 based enough substantial evidence; specifically, based on the length of discussion on Articles 15 and 16; the close vote count on the Motion on Article 15 (by 2 to 3 votes); and, confusion voiced by the audience as to what Motion voters were being asked to vote on.

Motion duly seconded.

MODERATOR

The Moderator found that no new factual information to allow the Motion to Reconsider Article 15 and that the mover repeated the Motion and the Moderator repeated the Motion.

SECOND MOTION TO RECONSIDER ARTICLE 15

Jason Traue moved to reconsider Article 15 based on the fact significant new information considering the Article that existed, but had not disclosed or made available at the Town Meeting when the Motion under the Article was made. That is, there was sufficient information to reconsider the vote as the debate was terminated before the proponents of the Motion were able to establish facts refuting erroneous scientific claims by those opposed to the Motion.

As support for the Motion to reconsider, Mr. Traue summarized the abstract of an article indicating a limited number of studies have shown that the concentration of volatile and semi-volatile organic compounds in the air above artificial turf fields were typically not high than the local background while the concentration of heavy metals were generally below the respective regulatory limits. Health risk assessment studies suggested that users of artificial turf fields, even professional athletes, were not exposed to elevated risks. Preliminary life cycle assessment suggested that the environmental impacts of artificial turf fields were lower than equivalent grass fields. Areas that need further research to better understand and mitigate the potential negative environmental effects are identified.

MODERATOR

The Moderator did not find significant factual information to reconsider the information here was plenty of discussion of the environmental impact one way or the other and was not new information intended.

ARTICLE 17: REHABILITATE TRAILHEADS AND CONSTRUCT LIMITED PARKING AT LOKER CONSERVATION AND RECREATION AREA
--

Proposed by: Community Preservation Committee

Estimated Cost: \$118,000

To determine whether the Town will vote to appropriate the following sums of money to be transferred from the Community Preservation Fund's Uncommitted Fund for Recreational use:

- a) up to \$15,000 to be expended by the Recreation Commission to rehabilitate and enhance trailheads at the Loker Conservation and Recreation Area; and
- b) up to \$103,000 to be expended by the Wayland Recreation Commission to construct a parking area to accommodate limited parking for trail use and to include Americans with Disabilities Act (ADA)-compliant parking at the Loker Conservation and Recreation Area.

ARTICLE No. 17 MOTION #1

Dave Pearlman moved that the Town vote to appropriate the sum of \$15,000 to be expended by the Recreation Commission to rehabilitate and enhance trailheads at the Loker Conservation and Recreation Area for recreational use and provide for said appropriation by transferring \$15,000 from the Community Preservation Fund's Uncommitted Fund for Recreational Use.

Mr. Perlman indicated that the Motion was substantially as in the Warrant with the difference being almost word for word except that Motion #1 encompasses section a) of the Article in the Warrant and Motion #2 encompasses section b) of the Article.

VOTE on Article 17 Motion #1

Votes in favor: 423

Votes in opposition: 86

Motion **PASSED** (majority vote required)

ARTICLE No. 17 MOTION #2

David Pearlman moved that the Town vote to appropriate the sum of \$103,000 to be expended by the Recreation Commission to construct a parking area to accommodate limited parking for trail use and to include Americans with Disabilities Act (ADA)-compliant parking at the Loker Conservation and Recreation Area for recreational use and provide for said appropriation by transferring \$103,000 from the Community Preservation Fund's Uncommitted Fund for Recreational Use.

Mr. Pearlman indicated that the Motion substantially the same as in the Article with no differences.

MOTON TO TERMINATE DEBATE ON MOTION #2

Margo Melnicove moved to terminate the debate on Motion #2 of Article 17.

VOTE ON MOTION TO TERMINATE DEBATE ON MOTION #2

Votes in favor: 492

Votes in opposition: 21

Motion **PASSED**

VOTE on Article 17 Motion #2

Votes in favor: 298
Votes in opposition: 205
Motion **PASSED** (majority vote required)

ARTICLE 18: CPA RECREATION PROJECTS TO INCLUDE CONSTRUCTION OF BOAT RAMP ON DUDLEY POND AND CLASSROOM AND POLLINATOR GARDEN AT COW COMMON
--

Proposed by: Community Preservation Committee

Estimated Cost: \$24,000

To determine whether the Town will vote to appropriate monies from the Community Preservation Fund's Uncommitted Fund for recreational use for the following recreation projects:

- a) up to \$21,000 to be expended by the Board of Public Works to construct a boat launch at Dudley Pond; and
- b) up to \$3,000 to be expended by the Wayland Conservation Commission to construct at Cow Common an outdoor classroom and plant a native pollinator garden.

ARTICLE 18 MOTION #1:

Mike Lowery moved that the Town vote to appropriate the sum of \$21,000 to be expended by the Board of Public Works to construct a boat launch at Dudley Pond for recreational purposes and provide for said appropriation by transferring \$21,000 from the Community Preservation Fund's Uncommitted Fund for Recreational use.

Mr. Lowery indicated that the Motion was substantially the same as in the Warrant. "For recreational use" has been added to each Motion.

VOTE on Article 18 Motion #1

Votes in favor: 223
Votes in opposition: 157
Motion **PASSED** (majority vote required)

ARTICLE 18 MOTION #2

Mike Lowery moved that the Town vote to appropriate the sum of \$3,000 to be expended by the Wayland Conservation Commission to construct at Cow Common an outdoor classroom and plant a native pollinator garden for recreational purposes and provide for said appropriation by transferring \$3,000 from the Community Preservation Fund's Uncommitted Fund for Recreational use.

Mr. Lowery noted the Motion was substantially the same as the Article, with the addition of "recreational use" added to the end of the Motion.

VOTE on Article 18 Motion #2

Votes in favor: 319
Votes in opposition: 42

Motion **PASSED** (majority vote required)

MOTION TO EXTEND THE 10:30 P.M. TOWN MEETING END TIME UNTIL THE WARRANT IS COMPLETED

Kim Reichelt moved to extend Town Meeting 10:30 p.m. end time until when the Warrant was completed.

VOTE

Votes in favor: 255

Votes in opposition: 101

Motion **PASSED** (majority vote required)

The Moderator declared Article 18 disposed of.

<p>ARTICLE 19: CPA HISTORIC PRESERVATION PROJECTS TO RESTORE FENCE AT FIRST PARISH CHURCH, PRESERVE ARCHED WINDOW AT COCHITUATE VILLAGE APARTMENTS, AND RESTORE STONE'S BRIDGE</p>

Proposed by: Community Preservation Committee

Estimated Cost: \$320,500

To determine whether the Town will vote to appropriate up to:

- a) \$17,000 from the Community Preservation Fund's Historic Preservation Fund to be expended by the First Parish Church with approval of the Wayland Historical Commission to preserve and rehabilitate historic fencing of granite posts and wood rails along Boston Post Road and Cochituate Road at the First Parish Church, primarily in the Town's right-of-way; and
- b) \$3,500 from the Community Preservation Fund's Historic Preservation Fund to be expended by the Wayland Housing Authority with approval of the Wayland Historical Commission to preserve the segmental arched window on the north side of the 1948 addition of the historic Cochituate School, now community housing known as Cochituate Village Apartments; and
- c) \$300,000 from the Community Preservation Fund of which \$100,000 shall come from the Historic Preservation Fund and \$200,000 shall come from the Uncommitted Fund to be expended by the Board of Selectmen with the approval of the Permanent Municipal Building Committee to preserve the historic ca. 1858 Stone's Bridge over the Sudbury River.

ARTICLE 19 MOTION #1

Elisa Scola moved that the Town vote to appropriate the sum of \$17,000 to be expended by the First Parish Church with approval of the Wayland Historical Commission to preserve and rehabilitate historic fencing of granite posts and wood rails along Boston Post Road and Cochituate Road at the First Parish Church, primarily in the Town's right-of-way for historic preservation purposes, and provide for said appropriation by transferring \$17,000 from the Community Preservation Fund's Historic Preservation Fund, and further, to authorize the Board of Selectmen to enter into a grant agreement with First Parish Church for said purpose.

Ms. Scola indicated that Motion is word for word the same as the Article.

MOTION TO AMEND TO REDUCE THE APPROPRIATION FROM \$17,000 TO \$3,000

Steve Glovsky moved to amend the Motion to reduce the appropriation amount from \$17,000 to \$3,000.

The Moderator noted that the Motion was duly seconded.

VOTE ON MOTION TO AMEND TO REDUCE THE APPROPRIATION FROM \$17,000 TO \$3,000

Votes in favor: 69
Votes in opposition: 247
Motion **NOT PASSED**

VOTE on Article 19 Motion #1

Votes in favor: 239
Votes in opposition: 53
Motion **PASSED** (majority vote required)

ARTICLE 19 MOTION #2

Elisa Scola moved that the Town vote to appropriate the sum of \$3,500 to be expended by the Wayland Housing Authority with approval of the Wayland Historical Commission to preserve the segmented arched window on the north side of the 1948 addition of the historic Cochituate School, now community housing known as Cochituate Village Apartments, and provide for said appropriation by transferring \$3,500 from the Community Preservation Fund's Historic Preservation Fund.

Ms. Scola indication that the Motion is the same as the Article in the Warrant with the addition of "and provide for said appropriation by transferring \$3,500 from the Community Preservation Fund's Historic Preservation Fund."

VOTE on Article 19 Motion #2

Votes in favor: 260
Votes in opposition: 37
Motion **PASSED** (majority vote required)

ARTICLE 19 MOTION #3

Elisa Scola moved that that the Town vote to appropriate the sum of \$300,000 to be expended by the Board of Selectmen with approval of the Permanent Municipal Building Committee to preserve the historic ca. 1858 Stone's Bridge over the Sudbury River for historic preservation purposes, and provide for said appropriation by transferring \$100,000 from the Community Preservation Fund's Historic Preservation Fund and \$200,000 from the Community Preservation Fund's Uncommitted Fund for Historical use.

Ms. Scola indicated that the Motion is substantially the same as in the Warrant.

VOTE on Article 19 Motion #3

Votes in favor: 246
Votes in opposition: 62
Motion **PASSED** (majority vote required)

ARTICLE 20: CPA FUNDING FOR HOUSING CONSULTANT

Proposed by: Community Preservation Committee

Estimated Cost: \$15,000

To determine whether the Town will vote to appropriate up to \$15,000 from the Community Preservation Fund's Uncommitted Fund for community housing to be expended by the Board of Selectmen or their designee(s) to engage one or more housing consultants to support, coordinate, and advance the Town's affordable housing efforts including but not limited to monitoring for compliance with deed restrictions and other applicable requirements, reporting the findings of such monitoring to the Town Administrator, and working with Town Counsel on resolution of violations; providing public education about accessing, creating, and supporting community housing; assisting Town departments, boards, committees, and the Wayland Municipal Affordable Housing Trust Fund on affordable housing issues; providing expertise for advancing community housing projects such as the River's Edge development, securing funding, and resolving issues with regulatory agencies; producing reports and plans regarding affordable housing in Wayland; and keeping the Town Administrator or her designee(s) apprised of affordable housing activities in or affecting Wayland and, for the purposes of this Article, the term "affordable housing" shall mean income-restricted community housing, consistent with the Community Preservation Act, G.L. c. 44B.

ARTICLE NO. 20 MOTION:

Gretchen Schuler moved that the Town vote to appropriate the sum of \$15,000 to be expended by the Board of Selectmen or their designee(s) to engage one or more housing consultants to support, coordinate, and advance the Town's affordable housing efforts as described in Article 20 on pages 71-72 of the Warrant for the 2019 Annual Town Meeting and provide for said appropriation by transferring the sum of \$15,000 from the Community Preservation Fund's Uncommitted Fund for community housing.

Ms. Schuler stated that the Motion is substantially the same as the Warrant.

VOTE on Article 20 Motion

Votes in favor: 245
Votes in opposition: 65
Motion **PASSED** (majority vote required)

The Moderator declared the Article disposed of.

ARTICLE 21: ACCEPT SPENCER CIRCLE AS A PUBLIC WAY
--

Proposed by: Petitioners

Estimated Cost: \$32,000

To determine whether the Town will vote to:

accept Spencer Circle as a public way, and any easements appurtenant thereto, as laid out by the Board of Selectman and/or the Highway Department and as shown on a plan or plans

thereof; and to see if the Town will vote to authorize the Board of Selectman and/or the Highway Department to acquire by gift, purchase, eminent domain or otherwise, easements in any land necessary for laying out and the acceptance of Spencer Circle, or other easements related to; and further, to authorize the Board of Selectman and/or the Highway Department, the Board of Public Works, and/or any other applicable Town of Wayland Board and their personnel and/or representatives, to take any and all related actions necessary or appropriate to accomplish the purposes of this Article and/or otherwise act thereon.

MOTION TO PASS OVER ARTICLE 21:

Gordon Schultz moved that the Town vote pass over Article 21 in anticipation that it be rescheduled for the fall meeting.

VOTE on Article No. 21 Motion

Votes in favor: 282

Votes in opposition: 11

Motion **PASSED** (majority vote required)

The Moderator declared the Article disposed of.

ARTICLE 22: ZONING: AMEND ARTICLE 26 MARIJUANA ESTABLISHMENTS AND MEDICAL MARIJUANA TREATMENT CENTERS
--

Sponsored by: Planning Board

To see whether the Town will vote to amend the Town's Zoning Map to create a new "Medical Marijuana District," and further to amend Chapter 198 of the code of the Town of Wayland, the Town's Zoning Bylaw, by making the following revisions:

SECTION ONE:

Delete Article 26 of Chapter 198 of the code of the Town of Wayland and replace it with the following.

ARTICLE 26

Medical Marijuana District

§198-2601 Purpose and intent

2601.1. The general purpose of this section is to provide for the placement of Registered Marijuana Dispensaries ("RMD") (also known as "Medical Marijuana Treatment Centers") in suitable locations in the Town of Wayland (the "Town") in recognition of and in accordance with "Medical Use of Marijuana," M.G.L. c. 94I. The specific purpose of this section is to permit compliance with state law in a manner that protects public health, safety and welfare and mitigates community and neighborhood impacts, while ensuring that those entities permitted to operate an RMD, as defined herein, comply with the relevant provisions of Chapter 55 of the Acts of 2017, and the regulations promulgated by the Cannabis Control Commission (CCC) found at 935 CMR 501.000 et seq., and any successor statutes and regulations, as applicable.

§198-2602 Definitions

2602.1 As used in this article, the following terms shall have the meanings indicated:

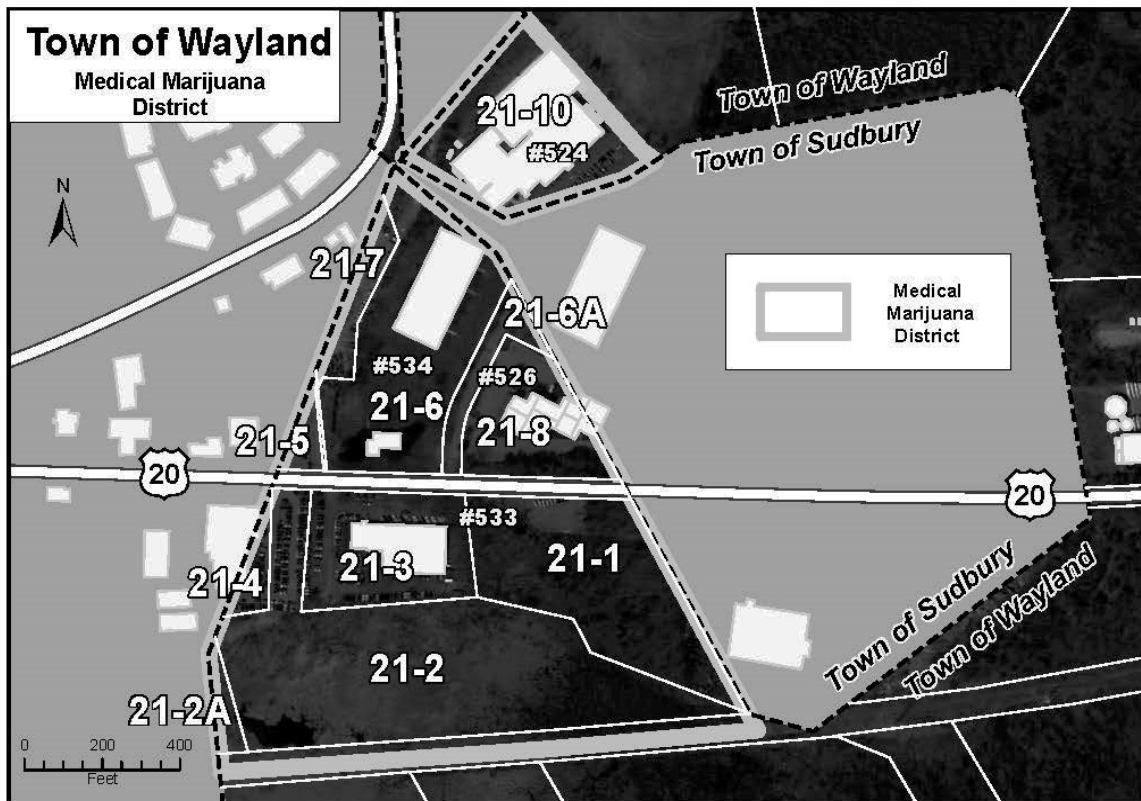
Registered Marijuana Dispensaries (RMD) – an entity as defined in 935 CMR 501.000, et seq. that acquires, cultivates, possesses, processes (including development of related products such as, edible MIPs, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers medical marijuana, products containing medical marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers for medical purposes.

§198-2603 Location of the Medical Marijuana District

2603.1.1 RMDs may only be sited within the Medical Marijuana District, as further defined as Wayland Assessors Parcels 21-010, 21-005, 21-008A, 21-002, 21-004, 21-002A, 21-001, 21-008, 21-006A, 21-006 and 21-003, as per Figure 1.

Figure 1

As in the Warrant on Page 76, top of page, replace Figure 1, and as shown below:



2603.1.2 No RMD shall be located within 500 feet of a pre- existing public or private school providing education in kindergarten or any of grades 1 through 12. The distance shall be measured in a

straight line from the nearest point of the property line in question to the nearest point of the property line where the RMD is or will be located.

2603.1.3 Within the Medical Marijuana District, all requirements of the underlying zoning district remain in effect, except where these regulations provide an alternative to such requirements. If the provisions of the Medical Marijuana District are silent on a zoning regulation, the requirements of the underlying district shall apply. If the provisions of the Medical Marijuana District conflict with the requirements of the underlying district, the requirements of the Medical Marijuana District shall control.

§198-2604 Designated Number of RMDs

2604.1.1 The total number of RMDs permitted within the Town shall not exceed one (1).

§198-2605 Special Permit Required.

2605.1.1 An RMD shall not be operated or expanded without first obtaining a Special Permit from the Special Permit Granting Authority in accordance with §198-203 of the Zoning Bylaw.

2605.1.2 The Special Permit Granting Authority for an RMD shall be the Planning Board.

2605.1.3 A Special Permit shall only be valid for use by the Applicant and will become null and void upon the sale or transfer of the Certificate of Registration of a RMD to a new owner or operator.

2605.1.4 The Special Permit shall lapse if construction has not begun on the project within 2 years of obtaining said permit, as determined by the Building Inspector or their designee(s).

§198-2606 Site Plan Review.

Applications to operate an RMD shall be subject to §198-601, et seq. of the Zoning Bylaw. The site plan shall be submitted in conjunction with the Special Permit application and joined to the final approval for the Special Permit.

§198-2607 General Requirements for RMDs

2607.1.1 Outside storage. No outside storage of marijuana, marijuana products, or related supplies shall be permitted.

2607.1.2 Visibility of activities. All activities shall be conducted indoors, except for the lawfully authorized delivery or transportation of medical marijuana.

2607.1.3 Paraphernalia. No retail marijuana, marijuana products, or paraphernalia shall be displayed so as to be visible from outside of the licensed premises.

2607.1.4 Hours of operation. The Special Permit Granting Authority may impose restrictions on the hours of operation.

2607.1.5 On-site consumption of marijuana is prohibited.

2607.1.6 Allowed uses. The Special Permit Granting Authority may permit some or all of the following uses or activities of an RMD, subject to any conditions that may be imposed by the Special Permit Granting Authority and upon a finding that such uses satisfy the special permit criteria of Section 203.1: the sale, dispensing or administering of marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers (“Principal Uses”). The Special Permit Granting Authority may also permit the following additional uses, provided that such uses are and shall be incidental to the Principal Uses of the RMD: marijuana cultivation, processing, product research and manufacturing. Any marijuana cultivation, processing and product manufacturing operations allowed under this Section shall be limited to serving the needs of the RMD in the sale, dispensing and administering of marijuana and related products at the specific location for which the special permit is sought.

§198-2608 Design Requirements for RMDs.

2608.1.1 Permanent location. All RMDs shall be operated from a fixed location within a fully enclosed building.

2608.1.2 Signage. All signage must comply with the regulations set forth in § 198-501 of the Zoning Bylaw.

2608.1.3 Lighting. Outdoor light levels shall not exceed one (1) foot-candle along property lines, nor ten (10) foot-candles for any location on the property. Any light poles, new or existing, may not exceed eighteen (18) feet in overall height. All outdoor light fixtures must be shielded and aimed down in order to prevent light trespass onto adjacent properties. RMDs may not illuminate growing operations between dusk and dawn, unless within a fully-enclosed, opaque building. The Special Permit Granting Authority may modify this requirement for adequate security or other reasons specified.

2608.1.4 Landscaping. Landscaping shall be designed in harmony with the building with surrounding uses as stated in § 198-601, et seq. of the Zoning Bylaw.

2608.1.5 Parking. Off-street parking must be provided as stated in section §198-506 of the Zoning Bylaw. Off-street loading must be provided as stated in section §198-507 of the Zoning Bylaw. For buildings or sites that contain more than one type of marijuana use, each use shall be calculated separately and parking provided for each use on-site, based on gross floor area of the individual uses. These requirements may be modified or waived by the Special Permit Granting Authority.

2608.1.6 Drive-through facilities. Drive-through RMDs shall be prohibited.

2608.1.7 Fencing. Fencing may be required if determined necessary by the Special Permit Granting Authority. In no instance shall barbed-wire fencing be permitted.

2608.1.8 Odor Control. RMDs engaged in cultivation, processing, product manufacturing, storage and/or transportation shall employ odor control technology such that no odor from the RMD can be detected by a person with an unimpaired and otherwise normal sense of smell at the exterior of the facility or at any adjoining use or property.

§198-2609 Filing Requirements.

Applications to permit an RMD must be submitted to the Planning Board. Such applications shall include the following.

2609.1.1 Site Plan. A site plan shall be submitted that includes all information required under §198-601, et seq., Site Plan Approval, and must also include the following.

2609.1.2 The names, mailing addresses, phone numbers, email addresses, and signatures of the applicant, owner, and operator.

2609.1.3 Physical address (if one exists), and the map, lot, and block number of the proposed site.

2609.1.4 Security Plan. The security plan shall be delivered directly to the local Police Chief and reviewed and approved by the local Police Chief, or their designee, to ensure the safety of employees, patrons, and the public to protect the premises from theft or other criminal activity. The Security Plan shall include the following.

- a. An interior floorplan (including secured areas, windows, doors, etc.)
- b. Exterior lighting
- c. Fencing (if any)
- d. Gates (if any)
- e. Alarms
- f. Hour cameras
- g. Any other security measures as requested by the Police Chief.

2609.1.12 Traffic Study. The Special Permit Granting Authority may require a traffic study that includes an analysis of traffic generation, circulation, and off-street parking demand to determine sufficient parking and optimum configuration for site ingress and egress.

2609.1.13 Photometric Plan. A photometric plan may be required by the Special Permit Granting Authority, or their designee, before or after the marijuana use is in operation.

2609.1.14 State License. Proof of a Provisional Certificate of Registration from the Cannabis Control Commission or any successor licensing entity shall be required for RMDs.

2609.1.15 Proof of Site Control. Evidence that the Applicant has site control and the right to use the site for a marijuana use in the form of a deed, valid lease, or purchase & sale agreement or a notarized statement from the property owner certifying the Applicant has site control.

2609.1.16 Energy Resource Plan. All RMDs engaged in marijuana cultivation, processing and product manufacturing shall submit an energy and resource use plan to the Special Permit Granting Authority to demonstrate best practices for resource conservation. The plan shall include an electrical system overview, proposed energy demand, ventilation system and air quality, proposed water system and utility demand.

§198-2610 Discontinuance of Use.

2610.1 Any RMDs permitted under this Section shall be required to remove all material, plants, equipment, and other paraphernalia in compliance with regulations established by the CCC within thirty (30) days after the expiration or voiding of its license.

§198-2611 Annual Inspections for RMDs

2611.1.1 Any operating RMD within the Town shall be inspected annually by the Building Inspector, or their designee(s), to ensure compliance with this section and with any conditions imposed by the Special Permit Granting Authority as a condition of the Special Permit approval.

2611.1.2 The first annual inspection shall be more than one (1) year, but not more than two (2) years after beginning operation.

§198-2612 Other laws remain applicable.

2612.1.1 License Required. At all times while a permit is in effect all RMDs shall possess a valid Provisional or Final RMD Certificate of Registration from the CCC or other state licensing entity, as applicable.

2612.1.2 Prior to the issuance of a Special Permit the RMD must have entered into a Host Community Agreement (HCA) with the Town. The HCA shall, at a minimum, include or reference the following:

- a. A Community Impact Fee, not to exceed 3% of gross sales, in compliance with G.L. c. 94G, § 3(d), if applicable; and
- b. A description of the activities that will occur on site.

§198-2613 Independent Consultants

2613.1.1 Due to the complex technical character of the information to be provided by an applicant pursuant to these regulations, and the monitoring, testing and inspection of facilities and operations, the Special Permit Granting Authority may hire, at the applicant's expense, such consultants as it deems reasonably necessary to assist said authority in making determinations under this Bylaw.

SECTION TWO:

Amend the Table of Permitted Principal Uses as follows:

Table of Permitted Principal Uses by Districts

Overlay Districts	Description
<i>Medical Marijuana District</i>	<i>Requirements of Article 26 apply-SP</i>

ARTICLE NO. 22- REVISED MOTON:

Dan Hill moved that the Town vote to amend the Town's Zoning map to delete the marijuana establishments overlay zoning district, and to create a new "medical marijuana district," and further to amend Chapter 198 of the Code of the Town of Wayland, the Town's Zoning Bylaw by deleting the existing Article 26 and replacing it with a new Article 26 and amending the table of permitted uses as described in Article 22 on pages 74 and 81 of the Warrant with one amendment by adding Parcel 21-007 to the list of parcels enumerated under section 2603.1.1, which defines the medical marijuana district.

ERRATA

Mr. Hill indicated two minor changes, the first, to delete the existing marijuana establishment overlay district to replace it with the medical marijuana district. The second change is to add one parcel that was inadvertently left off of the district, a small sliver of parcel (21-7) that is within the district that is shown on figure 1 in the Warrant, but not listed in the Article.

MODERATOR

The Moderator found that the Motion is within the scope the Article.

MOTION TO TERMINATE DEBATE

John Sax moved to terminate the debate.

VOTE ON MOTION TO TERMINATE DEBATE

Votes in favor: 242

Votes in opposition: 65

Motion **PASSED** (2/3 vote required)

VOTE on Article 22 – Revised Motion

Votes in favor: 241

Votes in opposition: 60

Motion **PASSED** (2/3 vote required)

The Moderator disposed of the Article.

PLANNING BOARD REPORT:

In accordance with the provisions of Section XXVIA, Notice for Public Hearings, of the Zoning Bylaw, and Chapter 40A of the General Laws of the Commonwealth of Massachusetts, the Planning Board convened a duly advertised public hearing on Tuesday, February 26, 2019 on the proposed amendments to the Zoning Bylaws as contained in the Warrant for the April 29, 2019 Annual Spring Town Meeting (Article 22). Following the public hearing and as further required by the Zoning Bylaw and General Laws of the Commonwealth of Massachusetts, the Planning Board produced this Report with a 3-0 vote in favor of this article for consideration by Town Meeting.

The proposed Zoning Article is sponsored by the Planning Board, and proposes to amend the Zoning Bylaw - Article 26, Marijuana Establishment District recently approved at Town Meeting on November 13, 2018 and approved by the Attorney General on January 11, 2019. The proposed amendment would strike all references to recreational Marijuana Establishments (MEs) and would only allow Registered Marijuana Dispensaries (“RMD”) (also known as “ Medical Marijuana Treatment Centers” (MMTCs) within the same district.

The purpose of this Zoning Bylaw amendment is to provide an area in town for the placement and control of RMD in a suitable location superimposed over the existing districts as shown on Figure 1. The district would only apply to an RMD, which cannot be prohibited.

The proposed bylaw amendment would prohibit RMD's within 500 feet of a public or private school providing education in kindergarten or any of grades 1 through 12. Within the Medical Marijuana District, all requirements of the underlying zoning district remain in effect, except where these regulations provide an alternative to such requirements. If the provisions of the Medical Marijuana District conflict with the requirements of the underlying district, the requirements of the Medical Marijuana District shall control.

The Board of Selectmen authorized a special election for the town to consider a ban on recreational MEs in Wayland, which was held on October 2, 2018. At the election, Wayland residents supported a town-wide prohibition by voting, 1,226 in favor of the ban and 465 opposed. The process of prohibiting recreational MEs in Wayland also requires adoption of a zoning amendment which was approved via Article 7 at the Special Town Meeting held on November 13, 2018. Town of Wayland By-law and Mass General Law include a provision that requires a notice of the special election be mailed to every household in Wayland. This did not occur and under the advice of Town Counsel, the Board of Selectmen will repeat the same ballot question as part of the annual town election in April 2019.

If the voters do not reaffirm the ban at the annual town election in the spring of 2019, the Planning Board would recommend that we pass over this Article because the District for both recreational marijuana and medical marijuana is already in place from Article 6 approved at Special Town Meeting on November 13, 2018. If the voters reaffirm the town-wide ban on recreational MEs at the annual town election in the spring of 2019, then the District as it applies to recreational marijuana would be unnecessary and thus approval of the amended zoning district in this Article would serve to simplify the District to apply only to RMD's, which cannot be prohibited.

More information can be found on the Planning Board website: <https://www.wayland.ma.us/planning-board-department/pages/marijuana-material>

Committee Membership: Dan Hill, Kevin Murphy, Ira Montague, Jennifer Steel, Andrew Reck, Sarkis Sarkisian

ARTICLE 23: APPROPRIATE FUNDS FOR SNAKE BROOK DAM VALVE REPAIRS

Proposed by: Conservation Commission

Estimated Cost: \$115,000

To determine whether the Town will vote to:

- a) Appropriate a sum of money to be expended under the direction of the Conservation Commission for the purpose of designing and permitting the repairs recommended by the Town's contracted engineer to make the low-level outlet operational and to provide access to the low-level outlet inside the gatehouse;
- b) Determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, transfer from available funds already appropriated for another purpose, by borrowing under Massachusetts General Law Chapter 44 or other enabling authority, or otherwise;
- c) Authorize the Town Administrator to take any action necessary to carry out this program, and;
- d) Provided that a qualified contractor with expertise in dam repairs is contracted to perform the necessary design and permitting documents.

ARTICLE NO. 23 MOTION:

Sean Fair moved that the Town vote to:

- a) appropriate the sum of \$115,000 to be expended under the direction of the Conservation Commission for the purpose of designing and permitting the repairs recommended by the Town's contracted engineer to make the lower-level outlet operational and to provide access to the low-level outlet inside the gatehouse; and
- b) provide for said appropriation by taxation and authorize the Town Administrator to take any action necessary to carry out this program.

Moderator ruled Motion substantially the same as in the Warrant.

MOTION TO AMEND TO ADD "SNAKE BROOK DAM"

Cherry Karlson moved to amend the Motion to add the words "to the Snake Brook Dam" on the third line of the Motion to read "repairs recommended by the Town's contracted engineer to the Snake Brook Dam to make the low level...."

VOTE ON MOTION TO AMEND

Motion: **PASSED by acclamation**

VOTE on Article 23 Motion

Votes in favor: 178

Votes in opposition: 13

Motion: **PASSED (majority vote required)**

The Moderator declared the Article disposed of.

ARTICLE 24: LIMIT CARRYING OF WEAPONS IN TOWN BUILDINGS AND TO TOWN EVENTS
--

Proposed by: Petitioner

To determine whether the Town will vote to:

Amend §139-8 of Chapter 139 of the code of the Town of Wayland by adding said section

(b) For the purposes of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged.

No person, not being a law enforcement officer and notwithstanding any license obtained by the person pursuant to Mass. State Law Chapter 140, shall carry on the person a firearm, loaded or unloaded, or other dangerous weapon in any building on town property, or to any town sponsor gathering, including athletic events, on town property without the written authorization of the Board of Selectmen.

ARTICLE NO. 24 MOTION:

Duane Galbi moved that the Town vote to Amend §139 [§139-8] of the code of the Town of Wayland by adding said section:

(b) For the purposes of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged.
No person, not being a law enforcement officer and notwithstanding any license obtained by the person pursuant to Mass. State Law Chapter 140, shall carry on the person a firearm, loaded or unloaded, or other dangerous weapon in any building on town property, or to any town sponsored gathering, including athletic events, on town property without the written authorization of the Board of Selectmen.

The Motion was duly seconded.

MOTION TO TERMINATE DEBATE

Joe Schwendt moved to terminate the debate.

VOTE ON MOTION TO TERMINATE DEBATE

Votes in favor: 175
Votes in opposition: 13
Motion **PASSED** (2/3/ vote required)

VOTE on Article 24 Motion

Votes in favor: 63
Votes in opposition: 121 (majority vote required)
Motion **NOT PASSED**

The Moderator declared the Article disposed of.

ARTICLE 25: CHOOSE TOWN OFFICERS

Proposed by: Board of Selectmen

To determine whether the Town will vote to choose Town officers, agents, trustees, councils, commissioners, boards, and committees not elected by official ballot

Trustees of the Allen Fund	The Selectmen
Fence Viewers	The Selectmen
Field Drivers	The Constables
Measurers of Wood and Bark	Paul Doerr
	Lewis S. Russell, Jr.
	John R. Sullivan
Surveyors of Lumber	Susan W. Pope
	Jean B. Pratt
	Richard Hoyt

ARTICLE NO. 25 MOTION:

Mary Antes moved that Article 25 be adopted under the Abbreviated Presentation Procedure.

Ms. Antes indicated her Motion is identical to the Warrant.

VOTE on Article 25 Motion

Votes in favor: 138

Votes in opposition: 4

Motion **PASSED** (majority vote required)

The Moderator declared the Article disposed of.

ARTICLE 26: HEAR REPORTS

Proposed by: Board of Selectmen

To determine whether the Town will vote to receive and act upon reports of Town officers, agents, trustees, commissioners, boards and committees:

Board of Assessors

Community Preservation Committee

Planning Board

ARTICLE NO. 26 MOTION:

Mary Antes moved that Article 26 be adopted under the Abbreviated Presentation Procedure. She further noted that the Public Ceremonies report is not part of what is in the Warrant.

The Moderator indicated that it is in the Motion.

ANNOUNCEMENT

Richard Turner, Public Ceremonies Chairman, read the following report:

With appreciation admiration for the many exceptional individuals who enhance and enrich our Wayland community, The Public Ceremonies Committee each year makes the Lydia Maria Child Award for Outstanding Public Service. The award is given to the person, or persons or group who the PCC determines best represents the concern and care that Lydia Maria Child demonstrated for making the community a better place. The recipient of the 2019 award is Michael Patterson for his 108 cumulative years of service to the town as a volunteer on various Board committees. The presentation will take place at the next meeting of the Public Ceremonies Committee, in the Town Building on May 1, 2019 if the town meeting has third session the meeting will rescheduled to Wednesday May 8, 2019 in the Town Building.

VOTE on Article 26

The Moderator had a voice vote taken and the Motion **PASSED** by unanimous voice vote.

The Moderator noted we have a Motion to Adjourn and announced that the Annual Town Meeting is dissolved. The vote on the Motion to Adjourn is voted upon by leaving the Meeting.

Annual Town Meeting dissolved at 11:40 pm. The Moderator indicated that Article 26 was disposed of and the Meeting is dissolved.

Attendance: 1,587

Respectfully submitted,

**Anna M. Ludwig
Town Clerk**

5/20/19

INDEX TO REPORTS

Animal Control Office	102
Animal Inspector.....	75
Annual Town Election Results, April 23, 2019	124
Annual Town Meeting Minutes, April 29, 2019	130
Appointed Town Official	7
Assessors, Board of.....	20
Audit Committee.....	22
Auxiliary Police	97
Balance Sheet.....	32
Board of Assessors	20
Board of Selectmen.....	1
Board of Health.....	64
Board of Public Works.....	80
Budget, Total Town Budget	30
Building Department.....	79
Cable Advisory Committee.....	115
Capital Project Activity Report.....	34
Collector.....	22
Commissioners of Trust Funds	26
Community Fund	106
Community Health Nursing.....	72
Community Preservation Committee.....	49
Conservation Commission & Conservation Department.....	48
Council on Aging	103
Cultural Council.....	114
Department of Public Works.....	81
Dog Control Appeals Board.....	102
Economic Development Committee	57
Elected Town Official	5
Election Results – Annual Town Election, April 23, 2019	127
Election Results – State Primary, September 4, 2018.....	118
Election Results – State Election, November 6, 2018	124
Energy and Climate Committee.....	60
Federal and State Officials Representing Wayland.....	5
Finance Committee	27
Finance Director/Accountant	30
Fire Department	92
General Fund Revenue Report.....	33
General Information.....	4
Health, Board of.....	64
Highway Division	81
Historical Commission.....	15
Historic District Commission	17
Housing Authority.....	107
Housing Partnership	108
Human Relations Service, Inc.	76
Information Technology.....	13
Inspection/Building Department.....	79

Library, Board of Library Trustees	44
Library Planning Committee.....	63
Local Emergency Preparedness Committee	98
Maturing Debt and Interest	23
Minutes Annual Town Meeting, April 29, 2019	130
Municipal Affordable Housing Trust Fund Board	110
Park Division	82
Permanent Municipal Building Committee	59
Personnel Board.....	15
Planning Board.....	57
Police Department.....	95
Public Ceremonies Committee	18
Public Health Nursing Services	73
Public Works, Board of.....	80
Public Works, Department of.....	81
Recreation Commission.....	87
River's Edge Advisory Committee	61
School Committee.....	42
Selectmen, Board of.....	1
Senior Tax Relief Committee.....	106
Sudbury Assabet and Concord River Stewardship Council.....	50
Surface Water Quality Committee	85
Town Clerk.....	12
Town Annual Election Results, April 23, 2019.....	127
Town Meeting Electronic Voting Implementation Subcommittee.....	13
Town Meeting Minutes Annual Town Meeting April 29, 2019.....	130
Transfer Station.....	83
Treasurer/Collector	22
Trust Funds	26
Veterans' Agent	111
Veterans' Graves Office	112
Vital Records.....	12
Wastewater Management District Commission.....	89
Water Division	83
WayCAM (Wayland Community Access and Media Inc.)	115
Wayland Community Fund	106
Youth Advisory Committee	113
Zoning Board of Appeals	58



**Town of Wayland
41 Cochituate Road
Wayland, MA 01778**