

MOVER: JOE NOLAN

MOTION – 2015 ATM – APRIL 6, 2015

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

I move you, sir:

MOVED: that the Town recognize a 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):

Frederick K. Knight	School Building Committee	1989-1995
	School Committee	1996-2005
	High School Study Committee	2005-2006
	High School Building Committee	2006-2013
	Wastewater Management District Commission	2010-Present

MOVER: JOE NOLAN

MOTION – 2015 ATM – APRIL 3, 2015

**ARTICLE 1: RECOGNIZE CITIZENS AND EMPLOYEES FOR
PARTICULAR SERVICE TO THE TOWN
MOTION #2**

I move you, sir:

MOVED: that the Town recognize the following town employees who have retired since the 2014 Annual Town Meeting and have served the Town for over 20 years (service need not be consecutive):

Vincent J. Smith	39 years	Fire Chief
Ruth Backman	34 years	Police Detective
Paul Perry	3 years	Park Department
William Bradford	28 years	Police Officer
Lois M. Toombs	25 years	Town Clerk
Pamela Sway	24 years	Assistant Children's Librarian

MOVER: JOE NOLAN

MOTION – 2015 ATM – APRIL 6, 2015

**ARTICLE 1: RECOGNIZE CITIZENS AND EMPLOYEES FOR
PARTICULAR SERVICE TO THE TOWN
MOTION #3**

I move you, sir:

MOVED: that the Town recognize and observe a moment of silence in remembrance of the following appointed volunteer with at least 10 years of service to the Town, without regard to tenure, who has passed away since the adjournment of the 2014 Annual Town Meeting:

Appointed Volunteer

Sarah (Sally) Newbury December 29, 2014 Conservation Commission

MOVER: CHERRY KARLSON

MOTION – 2015 ATM – APRIL 6, 2015

ARTICLE 2: PAY PREVIOUS FISCAL YEAR UNPAID BILLS

I move you, sir:

MOVED: that the Town pay the bills of prior years listed on page 25 of the Warrant for the 2015 Annual Town Meeting under the heading of “Fiscal 2014 liabilities to be paid using Fiscal 2015 appropriations;” the Fiscal Year 2015 appropriation for Schools be used to pay the bills so listed as items 1), 2) and 3); and the Fiscal Year 2015 appropriation for the Wastewater Management District Commission be used to pay the bills so listed as items 4) and 5); the Fiscal Year 2015 appropriation for Town IT be used to pay a Fiscal 2014 Town IT bill in the amount of \$1,300.00.

MOVER: TOM GREENAWAY

MOTION – 2015 ATM – APRIL 6, 2015

ARTICLE 3: CURRENT YEAR TRANSFERS

I move you, sir:

MOVED: that the following sums be appropriated to be expended by the following boards and committees in Fiscal Year 2015 for the following purposes:

<u>Purpose</u>	<u>Amount</u>	<u>Board or Committee</u>
SNOW AND ICE – PERSONNEL SERVICES	\$ 100,000	Board of Public Works
SNOW AND ICE EXPENSE	\$ 420,000	Board of Public Works
TREASURERS EXPENSE	\$ 45,000	Board of Selectmen
FINANCE EXPENSE	\$ 12,000	Board of Selectmen
VOCATIONAL ASSESSMENT	\$ 3,193	Minuteman Regional Vocational Technical School Committee
VETERANS EXPENSE	\$ 2,000	Board of Selectmen
WASTEWATER EXPENSE	\$ 52,500	Wastewater Management District Commission
TOWN IT EXPENSE	\$ 85,000	Board of Selectmen
TOTAL CURRENT YEAR TRANSFERS	<u>\$ 719,693;</u>	

ARTICLE 3
Page 2

and that said appropriations for snow and ice expenses and vocational assessment be provided by transferring \$523,193 from the General Fund – Unreserved Fund Balance; that said appropriation for the Treasurer’s expense be provided by transferring \$30,000 from the Fiscal Year 2015 Recreation Personnel Services Appropriation and 15,000 from the Fiscal Year 2015 General Insurance Appropriation; that said appropriation for Finance Department Expense be provided by transferring \$12,000 from the Fiscal Year 2015 Finance Department Personnel Services Appropriation; that said appropriation for veterans expense be provided by transferring \$2,000 from the Fiscal Year 2015 Recreation Personnel Services Appropriation; and that said appropriation for Town IT expense be provided by transferring \$65,000 from the Fiscal Year 2015 Unemployment Expense Appropriation and \$20,000 from the Fiscal Year 2015 Retirement Buyback Appropriation; and that said appropriation for Wastewater Fund Expense be provided by transferring \$52,500 from the Fiscal Year 2015 Wastewater Retained Earnings.

MOVER: TONY BOSCHETTO

MOTION – 2015 ATM – APRIL 6, 2015

ARTICLE 4: OPEB FUNDING

MOTION No. 1

I move you, sir:

MOVED: that the Town transfer the sums of money from the enterprise funds and revolving funds listed in Paragraph a) of Article 4 on Page 27 of the Warrant for the 2015 Annual Town Meeting totaling \$115,018.00 to the General Fund.

MOVER: TONY BOSCHETTO

MOTION – 2015 ATM – APRIL 6, 2015

ARTICLE 4: OPEB FUNDING

MOTION No. 2

I move you, sir:

MOVED: that the Town appropriate \$28,769.00 to be deposited in the Town's Other Post-Employment Benefits Trust Fund; and that said appropriation be provided by transferring the sums of money from the enterprise funds and revolving funds listed in Paragraph b) of Article 4 on Pages 27 and 28 of the Warrant for the 2015 Annual Town Meeting totaling \$28,769.00.

MOVER: TONY BOSCHETTO

MOTION – 2015 ATM – APRIL 6, 2015

ARTICLE 4: OPEB FUNDING

MOTION No. 3

I move you, sir:

MOVED: that the Town appropriate \$209,114.00 to be deposited in the Town's Other Post-Employment Benefits Trust Fund; and that said appropriation be provided by transferring \$209,114.00 from the General Fund – Unreserved Fund Balance.

MOVER: TOM GREENAWAY

MOTION – 2015 ATM – APRIL 6, 2015

ARTICLE 5: FY 2016 OMNIBUS BUDGET (MOTION # 1)

I move you, sir:

MOVED: That the report of the Finance Committee respecting the Fiscal Year 2016 Budget be accepted; and that each and every numbered item set forth in the Finance Committee's Budget for Fiscal Year 2016 be voted, granted and appropriated as an expenditure for the several purposes and uses set forth in said budget establishing a total budget of \$76,759,962 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, \$68,449,796 shall be raised by taxation, \$360,000 shall be provided by transfer from Ambulance receipts, \$94,041 shall be provided by transfer from Premium on Bonds Account, \$1,238,947 shall be provided by transfer from other funds, \$150,000 shall be provided by transfer from Overlay Surplus, \$2,350,000 shall be provided by transfer from Unreserved Fund Balance, \$3,332,654 shall be provided from Water revenue, \$34,369 shall be provided from Septage Retained Earnings, and \$750,155 shall be provided from Wastewater revenues.

MOVER: TOM GREENAWAY

MOTION – 2015 ATM – APRIL 6, 2015

ARTICLE 5: FY 2016 OMNIBUS BUDGET (MOTION # 2)

I move you, sir:

MOVED: For what it considers to be the proper management of the Town and its finances, the Finance Committee makes the following recommendations, and they are, therefore, incorporated under the motion to be made under Article 5 at the Annual Town Meeting, as follows:

That the Town Administrator be charged with responsibility for (1) the operation, maintenance, and administration of the Wayland Town Building, the Public Safety Building, the DPW Garage, the Baldwin Pond Water Treatment Plant, and the Cochituate Town Building, their equipment, and their grounds, as well as (2) the supervision, except for matters relating to policy, of all employees in those buildings, other than elected officials, non-salaried appointed officials, and employees of the School Department;

That the Director of Youth and Family Services and Staff be under the jurisdiction of the Youth Advisory Committee which shall report to the Town on the activities of the Director of Youth and Family Services and Staff at the Annual Town Meeting;

That property tax abatements granted to eligible senior citizens under Section 80 and 81 of Chapter 127 of the Acts of 1999, codified as Massachusetts General Laws Chapter 62, Section 6(k), be funded by transfer from the overlay account;

That the Town accept the provisions of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, and allow an additional property tax exemption of up to one hundred percent for Fiscal Year 2016;

That the Town accept the provisions of Massachusetts General Laws Chapter 71, Section 71E to establish a revolving fund for adult education and continuing education programs to be conducted by the Wayland Public Schools;

MOTION TWO FOR ARTICLE 5

Page Two

That the Town continue for Fiscal Year 2016 the Transfer Station revolving fund by vote of the 2011 Annual Town Meeting pursuant to Chapter 44, Section 53E1/2 of the Massachusetts General Laws by the Board of Public Works for transfer station programs and activities, to be funded by user fees and recycling receipts collected; and that the amount to be expended not to exceed the sum of \$549,726;

That the Town continue for Fiscal Year 2016 the revolving fund established by vote of the 2006 Annual Town Meeting pursuant to Chapter 44, Section 53E1/2 of the Massachusetts General Laws by the Recreation Commission for recreation programs and activities, to be funded by user fees collected; and that the amount to be expended not to exceed the sum of \$595,315; and

That the Town continue for Fiscal Year 2016 the revolving fund established by vote of the 1994 Annual Town Meeting pursuant to Chapter 44, Section 53E1/2 of the Massachusetts General Laws for use by the Council on Aging for education, cultural and entertainment programs and purposes, to be funded by receipts from said programs; and that the amount to be expended not exceed the sum of \$50,000.

MOVER: NANCY FUNKHOUSER

MOTION – 2015 ATM – APRIL 6, 2015

ARTICLE 5: FY 2016 OMNIBUS BUDGET (MOTION # 3)

I move you, sir:

MOVED: That each and every numbered item set forth in the Finance Committee's capital budget of Fiscal Year 2016 listed on pages 42-43 in the total amount of \$3,182,100, except for Item Number 25, Claypit Door and Windows, 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, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$1,897,904 pursuant to the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, \$120,439 shall be raised from taxation, \$565,000 shall be provided by transfer from the General Fund - Unreserved Fund Balance, \$310,000 shall be provided from water surplus, and \$0 shall be provided from Water revenues, and \$119,000 shall be provided from Ambulance receipts, and \$0 shall be provided from the Community Preservation Fund, and \$169,757 shall be provided by surplus capital closeouts, and further provided that the debt services costs related to the improvements to the Transfer Station and Recycling Center Facility shall be funded by transfer to the General Fund from fees paid for the use of said facility.

MOVER: NANCY FUNKHOUSER

MOTION – 2015 ATM – APRIL 6, 2015

**ARTICLE 5: FY 2016 OMNIBUS BUDGET (MOTION # 4) –
LINE 23 – CAPITAL BUDGET**

I move you, sir:

MOVED: That the Town:

- a) appropriate the amount of \$690,000 Dollars to supplement the appropriation of the amount of \$1,110,000 appropriated at the 2014 Annual Town Meeting for a total project cost of \$1,800,000 for the purpose of paying costs of repairs to the Claypit Hill School, 40 Adams Lane, Wayland, Massachusetts, 01778, including the payment of all costs incidental or related thereto (the “Project”), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, said amount to be expended under the direction of the Permanent Municipal Building Committee. The Town acknowledges that the MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, any project costs the Town incurs in excess of any grant that may be approved by and received from the MSBA shall be the sole responsibility of the Town of Wayland; provided further that any grant the Town may receive from the MSBA for the Project shall not exceed the lesser of (1) 35.42 percent (%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA, and that, if invited to collaborate with the MSBA on the proposed repair project, the amount of appropriation authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the Town of Wayland and the MSBA;
- b) to meet said appropriation, transfer the sum of \$690,000 from Surplus Bond Proceeds; and
- c) authorize the School Committee to enter into all necessary and appropriate agreements for the repairs to the Claypit Hill School, including but not limited to a project funding agreement and a project scope and budget agreement with the MSBA, which agreements with the MSBA may include a provision requiring the Town to indemnify the MSBA for losses associated with the Town’s performance of its obligations and exercise of its rights under such agreements.

MOVER: CHERRY KARLSON

MOTION – 2015 ATM – APRIL 6, 2015

ARTICLE 6: COMPENSATION FOR TOWN CLERK

I move you, sir:

MOVED: that the Town fix the salary and compensation of the
elected Town Clerk at \$69,122.00 effective July 1, 2015.

MOVER: MARYANNE PEABODY

MOTION – 2015 ATM – APRIL 6, 2015

**ARTICLE 7: PERSONNEL BYLAWS AND WAGE AND
CLASSIFICATION PLAN**

I move you, sir:

MOVED: that the Town amend the Code of the Town of Wayland, Chapter 43, PERSONNEL and the Personnel Wage and Salary Classification Plan previously adopted by the Town, by establishing the non-union wage and salary rates and the effective date for said rates as set forth in Appendix C on pages 133 through 135 of the Warrant for the 2015 Annual Town Meeting.

MOVER: ED COLLINS

MOTION – 2015 ATM – APRIL 6, 2015

**ARTICLE 8: ACCEPT VALOR ACT TO ESTABLISH VETERANS
PROPERTY TAX WORKOFF PROGRAM**

I move you, sir:

MOVED: that the Town accept the provisions of Massachusetts General Laws Chapter 59, Section 5N to establish a real property tax workoff program for veterans.

MOVER: ANNE HARRIS

MOTION – 2015 ATM – APRIL 6, 2015

ARTICLE 9: RESOLUTION REGARDING ESCO PROJECT CHANGES

I move you, sir:

MOVED: that the Town adopt the resolution in support of changes to the Energy Services Company Capital project described at the 2014 Annual Town Meeting as printed on Pages 61 and 62 of the Warrant for the 2015 Annual Town Meeting.

MOVER: ED COLLINS

MOTION – 2015 ATM – APRIL 6, 2015

**ARTICLE 10: ADOPT INSPECTION TESTING AND MAINTENANCE
OF PRIVATELY OWNED WATER BASED FIRE
SUPPRESSION SYSTEMS BYLAW**

I move you, sir:

MOVED: that the Town amend the Code of the Town of Wayland by adding thereto a new chapter entitled “Chapter 123 – Inspection, Testing, & Maintenance of Private Fire Hydrants and Underground and Exposed Piping” as printed on Pages 64 and 65 of the Warrant for the 2015 Annual Town Meeting, except that in the fourth line of Section 2 and the second, fourth, and sixth lines of said proposed bylaw the word “current” shall be replaced with “2014.”

MOVER: GRETCHEN SCHULER

MOTION – 2015 ATM – APRIL 6, 2015

**ARTICLE 11: SET ASIDE COMMUNITY PRESERVATION FUNDS
FOR LATER SPENDING**

I move you, sir:

MOVED: that the Town set aside from the Community Preservation Fund's uncommitted funds for later spending pursuant to Massachusetts General Laws Chapter 44B, Section 6:

- a.) \$95,897 for open space, but not including land for recreational use, \$95,897 for historic resources, and \$95,897 for community housing for Fiscal Year 2015;
- b.) \$163,305 for open space, but not including land for recreational use, \$163,305 for historic resources, and \$163,305 for community housing for underfunding of Fiscal Years 2007, 2008, and 2010 through 2014;
- c.) \$25,000 for administrative expenses; and
- d.) \$250,000 for historic resources.

MOVER: JOHN SULLIVAN

MOTION – 2015 ATM – APRIL 6, 2015

**ARTICLE 12: SET ASIDE FOR LATER SPENDING COMMUNITY
PRESERVATION FUNDS FOR OPEN SPACE**

I move you, sir:

MOVED: that the Town set aside from the Community Preservation Fund's uncommitted funds for later spending \$2,000,000 for open space purposes pursuant to Massachusetts General Laws Chapter 44B, Section 6.

MOVER: SUSAN WEINSTEIN

MOTION – 2015 ATM – APRIL 6, 2015

**ARTICLE 13: TRANSFER COMMUNITY PRESERVATION FUNDS
TO WAYLAND MUNICIPAL AFFORDABLE HOUSING
TRUST FUND**

I move you, sir:

MOVED: that the Town appropriate and transfer from funds set aside from the Community Preservation Fund for community housing \$419,202 to be deposited in the Wayland Municipal Affordable Housing Trust Fund.

MOVER: ELLEN TOHN

MOTION – 2015 ATM – APRIL 6, 2015

**ARTICLE 14: IMPLEMENT SOLAR ENERGY: POWER PURCHASE
AND LICENSE OR LEASE AGREEMENT AND
AUTHORIZATION FOR STRUCTURED TAX PAYMENT**

I move you, sir:

MOVED: that the Town

- a) authorize the Board of Selectmen, with the approval of Town Counsel as to form, to enter into and execute an agreement for the purchase of solar energy or net metering credits generated by solar photovoltaic power generation systems to be installed and operated on canopies located in parking lots at the Wayland High School, the Wayland Middle School, and the Wayland Town Building at 41 Cochituate Road, Wayland, Massachusetts, and on the roof of the new Department of Public Works facility at 66 River Road, for a term of twenty (20) years;

- b) authorize the Board of Selectmen, the School Committee, and the Board of Public Works, as the case may be, with the approval of Town Counsel as to form, to transfer the care, custody, management and control of said areas of land and buildings to the Board of Selectmen for the purpose of leasing, as lessor, or licensing said areas of land and buildings for a term of not more than twenty (20) years for the installation and operation of said systems thereon;

MOTION FOR ARTICLE 14
Page Two

- c) authorize the Board of Selectmen, with approval of Town Counsel as to form, to lease, as lessor, or license said areas of land and buildings for a term of not more than twenty (20) years for said purposes; and
- d) authorize the Board of Selectmen, pursuant to the provisions of Massachusetts General Laws Chapter 59, Section 38H, with the approval of Town Counsel as to form, to enter into and execute a structured tax or payment in lieu of tax (PILOT) agreement in connection with the solar photovoltaic power generation systems to be installed and operated on canopies located in parking lots at the Wayland Middle School, Wayland High School, the Wayland Town Building, and on the new Department of Public Works facility roof located at 66 River Road upon such terms and conditions, as the Board of Selectmen shall deem to be in the best interest of the Town.

MOVER: JOE NOLAN

MOTION – 2015 ATM – APRIL 6, 2015

ARTICLE 15: FUND GLEZEN LANE TRAFFIC CONTROL MEASURES

I move you, sir:

MOVED: that the Town appropriate \$120,000 to be expended by the Board of Public Works for the costs of design and construction of traffic control measures and improvements to Glezen Lane; and that said appropriation be provided by transferring \$120,000 from the General Fund – Unreserved Fund Balance.

MOVER: JOE NOLAN

MOTION – 2015 ATM – APRIL 6, 2015

**ARTICLE 16: LAND AND EASEMENTS ACQUISITIONS FOR
ROUTE 30 AND 27 INTERSECTION
IMPROVEMENTS**

I move you, sir:

MOVED: that the Town:

- a.) authorize the Board of Selectmen, with approval of Town Counsel as to form, acquire by purchase, gift, eminent domain or otherwise, for roadway and utility purposes, the fee or any lesser interests in the parcels of land located at and near the Route 30-27 Intersection as shown on the plan entitled “Plan and Profile of Route 27 (Main Street) and Route 30 (Commonwealth Road) in the Town of Wayland Middlesex County Final Right-of-Way”, Final Right of Way Location Plan, Sheets 1 of 2 and 2 of 2, dated November 25, 2014, prepared by TEC, Inc., a reduced of copy of which plans are attached to the Warrant for the 2015 Annual Town Meeting as Appendix F and filed in the office of the Town Clerk;
- b.) appropriate \$100 to be expended by the Board of Selectmen for the acquisition of said parcels of land or lesser interests therein; and
- c.) provide for said appropriation by transferring \$100 from the General Fund – Unreserved Fund Balance.

MOVER: TONY BOSCHETTO

MOTION – 2015 ATM – APRIL 6, 2015

**ARTICLE 17: WITHDRAW FROM MINUTEMAN REGIONAL
VOCATIONAL SCHOOL DISTRICT**

I move you, sir:

MOVED: that the Town:

- a.) vote to rescind its acceptance of Massachusetts General Laws Chapter 71, Sections 16 through 161, inclusive to establish a regional vocational technical school district with the towns of Arlington, Belmont, Concord and Lexington and such of the towns of Acton, Boxborough, Carlisle, Lincoln, Sudbury, Stow, and Weston which voted to accept such sections, and the construction, maintenance and operation of a regional school by said district in accordance with a proposed agreement filed with the Board of Selectmen; and
- b.) authorize the Board of Selectmen, with the approval of Town Counsel as to form, to (i) file with the Minuteman Regional Vocational School Committee a written request to prepare an amendment to the current Regional Agreement among the member towns of said district setting forth the terms and conditions by which the Town may withdraw from said district; and (ii) take all other actions necessary to withdraw from said district.

MOVER: GEORGE HARRIS

MOTION – 2015 ATM – APRIL 6, 2015

**ARTICLE 18: AMEND BYLAW RE: RECONSIDERATION OF
ARTICLES BY TOWN MEETINGS**

I move you, sir:

MOVED: that the Town amend Section 36-10 of the Code of the Town of Wayland exactly as set forth under Article 18 as printed on page 78 of the Warrant for the 2015 Annual Town Meeting.

MOVER: SHERRE GREENBAUM

MOTION – 2015 ATM – APRIL 6, 2015

**ARTICLE 19: AMEND CHAPTER 193 – STORMWATER AND LAND
DISTURBANCE BYLAW**

I move you, sir:

MOVED: that the Town amend Chapter 193 of the Code of the Town of Wayland, the Town's Stormwater and Land Disturbance Bylaw, by making the revisions thereto set forth in Pages 80 through 88 of the Warrant for the 2015 Annual Town Meeting.

MOVER: PETITIONERS

MOTION – 2015 ATM – APRIL 6, 2015

**ARTICLE 20: AUTHORIZATION FOR THE TOWN OF WAYLAND TO
GRANT AN ADDITIONAL LICENSE FOR THE SALE
OF ALL ALCOHOLIC BEVERAGES NOT TO BE DRUNK
ON THE PREMISES**

I move you, sir:

MOVED: that that the Town vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth pursuant to the Provisions of Clause (1) of Section 8 of Article 2 of the Amendments to the Constitution of the Commonwealth of Massachusetts and all other applicable laws for a Special Law, substantially in the following form, or to take any action relative thereto.

**AN ACT AUTHORIZING THE TOWN OF WAYLAND TO
GRANT AN ADDITIONAL LICENSE FOR THE SALE OF ALL
ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE
PREMISES**

as printed on Page 90 of the Warrant for the 2015 Annual Town Meeting.

MOVER: CHERRY KARLSON

MOTION – 2015 ATM – APRIL 6, 2015

**ARTICLE 21: TRANSFER DUDLEY WOODS PARCELS FOR
PASSIVE RECREATION**

I move you, sir:

MOVED: that that the Town authorize the Board of Selectmen, with approval of Town Counsel as to form, to transfer the care, custody, management and control of the parcels of land on Pond Drive in Wayland, Massachusetts, being part of the area known as “Dudley Woods” and shown as Parcels 47B-055A and 47B-056G on the plan entitled “Plan of Land in Wayland, Massachusetts Prepared for Doran Road-Dudley Pond Comprehensive Feasibility Study” dated September 30, 2010, prepared by the Town of Wayland, Town Surveyors Office which parcels of land are shown in Appendix G, to the Recreation Commission for passive recreation purposes and for the purpose of the construction, installation, operation, repair and replacement of a subsurface community wastewater disposal system under said parcels of land, as long as said system does not interfere with such recreational use of the land.

MOVER: ANNA MELIONES

MOTION – 2015 ATM – APRIL 6, 2015

**ARTICLE 22: DESIGN AND CONSTRUCT TRAILS AND SIGNAGE
AT DUDLEY WOODS**

I move you, sir

MOVED: that the Town:

- a.) appropriate \$85,000 to be expended for the design and construction of trails and signs on the Town-owned land on Doran Road, Curtis Road, Pond Drive, and Cross Street in Wayland, Massachusetts known as “Dudley Woods;” and
- b.) provide for said appropriation by transferring \$85,000 from uncommitted funds for recreational use in the Community Preservation Fund.

MOVER: MARY ANTES

MOTION – 2015 ATM – APRIL 6, 2015

**ARTICLE 23: ACQUIRE OPEN SPACE PARCEL IN SAGE HILL
SUBDIVISION**

I move you, sir

MOVED: that the Town:

- a.) authorize the Board of Selectmen, with approval of Town Counsel as to form, to acquire by purchase, gift, eminent domain or otherwise, for conservation purposes and for the purpose of operation, repair and replacement of a subsurface water pipeline, as long as said pipeline is located within the area of land shown as “Prop. Utility Easement” on the plan hereinafter referenced, and does not interfere with the use of the land for conservation purposes, the fee in the parcel of land located on Concord Road and Bow Road in Wayland, Massachusetts containing 3.51 acres of land, more or less, being shown as “Open Space” on a plan of land entitled “Definitive Subdivision Plan of ‘Sage Hill’ in Wayland, MA”, dated February 26, 2010, prepared by Thomas Land Surveyors, and recorded with the Middlesex South Registry of Deeds as Plan No. 379 of 2010, a copy of which plan is on file in the Office of the Town Clerk;
- b.) appropriate \$1.00 to be expended by the Board of Selectmen for the acquisition of said parcel of land; and
- c.) provide for said appropriation by transferring \$1.00 from the General Fund – Unreserved Fund Balance.

MOVER: MAUREEN CAVANAUGH

MOTION – 2015 ATM – APRIL 6, 2015

ARTICLE 24: FUND CONSTRUCTION OF RAIL-TRAIL IN WAYLAND

I move you, sir

MOVED: that the Town:

- a.) appropriate \$445,000 to be expended on the construction of the rail-trail along the old Massachusetts Central Railroad line in Wayland, Massachusetts; and
- b.) provide for said appropriation by transferring \$445,000 from the uncommitted funds in the Community Preservation Fund for said recreation project.

MOVER: CHERRY KARLSON

MOTION – 2015 ATM – APRIL 6, 2015

**ARTICLE 25: ACQUIRE MUNICIPAL PARCEL IN TOWN CENTER
AND CONVEY ACCESS EASEMENT IN TOWN
CENTER**

MOTION NO. 1

I move you, sir

MOVED: that the Town:

- a.) authorize the Board of Selectmen, with approval of Town Counsel as to form, to lease, as lessee, or acquire by purchase, gift, eminent domain or otherwise, for municipal purposes, the fee or any lesser interest in all or any part of the parcels of land located on an off Boston Post Road (Route 20) and Andrew Avenue in Wayland, Massachusetts shown as Lot 4-1(Assessors Map 23, Lot 52L), Parcel R-20-1 (Assessors Map 23, Lot 52S), Lot 8-1 (Assessors Map 23, Lot 52K) and Parcel R-21 (Assessors Map 23, Lot 52M) on a plan entitled “Plan of Land in Wayland, MA”, dated December 12, 2013 prepared by Hancock Associates and recorded with the Middlesex South Registry of Deeds as Plan No. 1008 of 2013 and on a plan entitled “Plan of Land in Wayland, MA”, dated January 20, 2012 prepared by Hancock Associates, and recorded with the Middlesex South Registry of Deeds as Plan No. 305 of 2012, a copy of which plans are on file in the Office of the Town Clerk;
- b.) appropriate \$1.00 to be expended by the Board of Selectmen for the acquisition or lease of said parcels of land; and
- c.) provide for said appropriation by transferring \$1.00 from the General Fund – Unreserved Fund Balance.

MOVER: CHERRY KARLSON

MOTION – 2015 ATM – APRIL 6, 2015

**ARTICLE 25: ACQUIRE MUNICIPAL PARCEL IN TOWN CENTER
AND CONVEY ACCESS EASEMENT IN TOWN
CENTER**

MOTION NO. 2

I move you, sir

MOVED: that the Town:

- (1) authorize the Wayland Wastewater Management District Commission, with the approval of Town Counsel as to form, to transfer to the Board of Selectmen an area of land comprising part of the westerly portion of the parcel of land on Elyssa Avenue, Wayland, Massachusetts shown as Parcel B on Land Court Plan 17983-I and shown as “Proposed 30’Wide Access and Utility Easement to be Conveyed to Twenty Wayland, L.L.C.” in Appendix J to the Warrant for the 2015 Annual Town Meeting for the purpose of selling, conveying or otherwise disposing of an access easement on, over, across and through said area of land; and
- (2) authorize the Board of Selectmen, with the approval of Town Counsel as to form to convey, sell or otherwise dispose of an access easement on, over, across and through said area of land described in Paragraph (1) above.

MOVER: MARY ANTES

MOTION – 2015 ATM – APRIL 6, 2015

**ARTICLE 26: APPROPRIATE FUNDS FOR DUE DILIGENCE AND
FEASIBILITY DESIGN FOR A PROPOSED COUNCIL
ON AGING/COMMUNITY CENTER AT WAYLAND
TOWN CENTER**

I move you, sir

MOVED: that the Town appropriate \$150,000 to be expended under the direction of the Board of Selectmen for the purpose of confirming program requirements, conducting a review of site conditions, identifying permitting needs and creating conceptual/schematic designs for a Council of Aging/Community Center building on the “Municipal Pad,” the parcels of land located on and off Boston Post Road (Route 20) and Andrew Avenue in Wayland Massachusetts shown as Lot 4-1, Parcel R-20-1, Parcel R-21 and Lot 8-1 on a plan entitled “Plan of Land in Wayland, MA,” dated December 12, 2013 prepared by Hancock Associates and recorded with the Middlesex South Registry of Deeds as Plan No. 1008 or 2013, a copy of which plan is on file in the Office of the Town Clerk; provide for said appropriation by transferring \$150,000 from the General Fund – Unreserved Fund Balance.

MOVER: ALICE BOELTER

MOTION – 2015 ATM – APRIL 6, 2015

ARTICLE 27: AMEND CHAPTER 36 OF THE CURRENT BYLAWS

I move you, sir

MOVED: that the Town amend the Code of the Town of Wayland, Chapter 36-1, titled “Town meeting and election,” as previously adopted by the Town, by changing the start date of the Annual Town Meeting as printed on page 104 of the Warrant for the 2015 Annual Town Meeting.

MOVER: TONY BOSCHETTO

MOTION – 2015 ATM – APRIL 6, 2015

**ARTICLE 28: ACCEPT CHAPTER 390 OF THE ACTS OF 2014 TO
ESTABLISH A TAX TITLE COLLECTION REVOLVING
FUND**

I move you, sir

MOVED: that the Town accept the provisions of Chapter 390 of the Acts of 2014, codified as Massachusetts General Laws Chapter 60, Section 15B, to establish a tax title collection revolving fund.

MOVER: GRETCHEN SCHULER

MOTION – 2015 ATM – APRIL 6, 2015

**ARTICLE 30: APPROPRIATE FUND TO CREATE STEWARDSHIP
AND LAND MANAGEMENT PLANS FOR
CONSERVATION LAND**

I move you, sir

MOVED: that the Town:

- a.) appropriate \$35,000 to create a town-wide stewardship report of conservation land and land management plans for Heard Farm and other town-owned conservation resources as determined by the Conservation Commission; and
- b.) provide for said appropriation by transferring \$35,000 from funds set aside for open space purposes in the Community Preservation Fund.

MOVER: PETITIONERS

MOTION – 2015 ATM – APRIL 6, 2015

**ARTICLE 31: RESOLUTION TO CONTINUE ELECTRONIC VOTING
THROUGH FY 2019**

I move you, sir

MOVED: LET IT BE RESOLVED, that Town Meeting endorses the use of an electronic voting service for all sessions of all town meetings through fiscal year 2019, subject to Moderator's rules, and requests the Board of Selectmen and Finance Committee to include sufficient funding in the FY2017, FY2018, and FY2019 Omnibus Budget articles presented at the 2016, 2017, and 2018 Annual Town Meetings.

MOVER: TOM MCGONEGAL

MOTION – 2015 ATM – APRIL 6, 2015

**ARTICLE 32: PROHIBIT ROADSIDE DISTRIBUTION OF PHONE
BOOKS, ADVERTISING, AND OTHER
PUBLICATIONS**

I move you, sir

MOVED: that the Town amend Chapter 139 of the Code of the Town of
Wayland by adding thereto the following subsection:

No person shall distribute pamphlets, booklets, or leaflets to dwellings
in Wayland by tossing from a vehicle or affixing to mailbox posts,
except as part of a requested subscription.

MOVER: GRETCHEN SCHULER

MOTION – 2015 ATM – APRIL 6, 2015

ARTICLE 33: ACQUIRE 246 STONEBRIDGE ROAD

I move you, sir

MOVED: that the Town:

- a.) authorize the Board of Selectmen, with the approval of Town Counsel as to form, to acquire, for open space purposes, by purchase, gift, eminent domain or otherwise, the land, with the improvements thereon, known and numbered as 246 Stonebridge Road, Wayland, Massachusetts, being shown on Assessors Map 41 as Parcel 001 and described in a deed recorded with the Middlesex South Registry of Deeds in Book 45103, Page 66;
- b.) appropriate \$332,000 for the acquisition of and demolition and removal of the existing structures from said property; and
- c.) provide for said appropriation by transferring \$332,000 from funds set aside for open space purposes in the Community Preservation Fund.

MOVER: ELISA SCOLA

MOTION – 2015 ATM – APRIL 6, 2015

**ARTICLE 34: FUND STABILIZATION OF TWO ARCHES OF
STONE’S BRIDGE**

I move you, sir

MOVED: that the Town:

- a.) appropriate \$480,000 to be expended on the Stone’s Bridge stabilization project; and
- b.) provide for said appropriation by transferring \$480,000 from funds set aside for historic preservation purposes in the Community Preservation Fund’s Historic Preservation Fund.

MOVER: ANNA MELIONES

MOTION – 2015 ATM – APRIL 6, 2015

**ARTICLE 35: FUND DESIGN OF A MULTI-USE GRASS PLAYING
FIELD AT OXBOW MEADOWS (FORMER NIKE SITE)**

I move you, sir

MOVED: that the Town:

- a.) appropriate \$20,000 for professional services for the design of a grass playing field on the Town-owned land on Oxbow Road in Wayland, Massachusetts known as “Oxbow Meadows;” and
- b.) provide for said appropriation by transferring \$20,000 from uncommitted funds for recreational use in the Community Preservation Fund.

MOVER: JOE NOLAN

MOTION – 2015 ATM – APRIL 6, 2015

ARTICLE 36: HEAR REPORTS

I move you, sir:

MOVED: that the Town accept the 2014 Wayland Annual Report,
and those reports included in Appendix N of the 2015 Annual
Town Meeting Warrant.

MOVER: JOE NOLAN

MOTION – 2015 ATM – APRIL 6, 2015

ARTICLE 37: CHOOSE TOWN OFFICERS

I move you, sir:

MOVED: that the following persons be nominated for the following offices in accordance with Article 37 of the 2015 Annual Town Meeting Warrant:

As Trustees of the Allen Fund:

Lois M. Toombs
Benjamin W. Johnson III
Michael B. Patterson

As Fence Viewers:

The Selectmen

As Field Drivers:

The Constables

As Measurers of Wood and Bark:

Paul Doerr
Lewis S. Russell Jr.
Harry F. Sweitzer

As Surveyors of Lumber:

Susan W. Pope
Jean B. Pratt
Harry F. Sweitzer

and, there being no further nominations, the Town Clerk be instructed to cast one ballot for the same.

MOVER: CHERRY KARLSON

MOTION – 2015 ATM – APRIL 6, 2015

ARTICLE 38: ACCEPT GIFTS OF LAND

I move you, sir:

MOVED: that the Town:

- a.) accept, as a gift, from John E. Beard and Mary S. Beard, the conservation restriction on a 10.22 acre area of land, more or less, located on Hazelbrook Lane in the Town of Wayland, Massachusetts and shown as “Conservation Restriction” on the plan recorded with the Middlesex South Registry of Deeds as Plan No. 1051 of 2014, which was donated to the Sudbury Valley Trustees, Inc. and the Town, as co-holders and is recorded with said Registry of Deeds in Book 64750, Page 5; and
- b.) express its appreciation to said John and Mary Beard for their generosity in donating said conservation restriction.

MOVER: JOE NOLAN

MOTION – 2015 ATM – APRIL 6, 2015

ARTICLE 39: SELL OR TRADE VEHICLES AND EQUIPMENT

I move you, sir:

MOVED: that the Town authorize the Board of Selectmen to sell or otherwise dispose of the following surplus equipment in connection with the purchase of new vehicles and/or equipment:

<u>Department</u>	<u>Vehicle/Equipment</u>	<u>Year</u>
Fire Department	Ford Expedition	2008
Public Works	Mobark Chipper	1990
Public Works	Ford F450 Maintenance Truck	2000
Public Works	Ford F450 Dump Truck	2005
Public Works	Ford Ranger Pick Up	2007
Public Works	Wacker Loader	2010

TOWN OF WAYLAND

WARRANT



2015 ANNUAL TOWN MEETING

Monday, April 6, 2015 7:30 P.M.

PLEASE NOTE:

**The location of the Annual Town Meeting
will be the**

WAYLAND HIGH SCHOOL FIELD HOUSE

DOORS OPEN AT 6:00 P.M.

ANNUAL TOWN ELECTION

Tuesday, March 31, 2015

Precincts 1 and 4

Town Building Gymnasium

Precincts 2 and 3

Wayland Middle School Gymnasium

VOTING HOURS: 7:00 A.M. to 8:00 P.M.

www.wayland.ma.us

NOTICE

The Town of Wayland does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Wayland does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 (ADA).

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to Wayland's designated ADA Compliance Coordinator.

Name:	John Senchyshyn
Title:	Assistant Town Administrator/HR Director
Office Address:	41 Cochituate Road, Wayland MA 01778
Phone Number:	(508) 358-3623
Fax Number:	(508) 358-3627
TDD:	(508) 358-0194 or 911
Days/Hours Available:	Monday, 8:00 a.m. to 7:00 p.m. Tuesday to Thursday, 8:00 a.m. to 4:00 p.m. Friday, 8:00 a.m. to 12:30 p.m.

Individuals who need assistance in seating for more effective communication are invited to make their needs and preferences known to the ADA Compliance Coordinator. Notification prior to Annual Town Meeting would be helpful.

**This notice is available in large print and on audio tape
from the ADA Compliance Coordinator.**

TOWN OF WAYLAND
2015 ANNUAL TOWN MEETING WARRANT
WITH REPORT OF THE FINANCE COMMITTEE

TABLE OF CONTENTS

About Town Meeting	1
How to Vote Electronically	2
Report of the Finance Committee (Including Tables and Five-Year Capital Plan)	4
Notice: Election and Annual Town Meeting	23

ANNUAL TOWN MEETING ARTICLES

1. Recognize Citizens and Employees for Particular Service to the Town	24
2. Pay Previous Fiscal Year Unpaid Bills	25
3. Current Year Transfers	25
4. OPEB Funding	27
5. FY 2016 Omnibus Budget	31
6. Compensation for Town Clerk	59
7. Personnel Bylaw and Wage & Classification Plan.....	59
8. Accept Valor Act to Establish Veterans Property Tax Workoff Program	60
9. Resolution Regarding ESCO Project Changes	61
10. Adopt Inspection Testing and Maintenance of Privately Owned Water Based Fire Suppression Systems	64
11. Set Aside Community Preservation Funds for Later Spending	66
12. Set Aside for Later Spending Community Preservation Funds for Open Space	67
13. Transfer Community Housing Funds to Wayland Municipal Affordable Housing Trust Fund	68
14. Implement Solar Energy: Power Purchase and License Agreement and Authorization for PILOT	70
15. Fund Glezen Lane Traffic Control Measures	73
16. Land and Easement Acquisitions for Route 30 and 27 Intersection Improvements ...	75
17. Withdraw from Minuteman Regional Vocational School District	76
18. Amend Bylaw re: Reconsideration of Articles by Town Meetings	78
19. Amend Chapter 193 – Stormwater and Land Disturbance Bylaw	80
20. Authorization for the Town of Wayland to Grant an Additional License for the Sale of All Alcoholic Beverages not to be Drunk on the Premises	90
21. Transfer Dudley Woods Parcels for Passive Recreation	92
22. Design and Construct Trails and Signage at Dudley Woods	93
23. Acquire Open Space Parcel in Sage Hill Subdivision	95

TABLE OF CONTENTS	PAGE TWO
24. Fund Construction of Rail-Trail in Wayland	96
25. Acquire Municipal Parcel in Town Center and Convey Access Easement in Town Center	99
26. Appropriate Funds for Due Diligence and Feasibility Design for a Proposed Council on Aging/Community Center at Wayland Town Center	101
27. Amend Chapter 36 of the Current Bylaws	104
28. Accept Chapter 390 of the Acts of 2014 to Establish a Tax Title Collection Revolving Fund	106
29. Town will Enforce Lowest Speed Limit Allowed by Law	106
30. Appropriate Fund to Create Stewardship and Land Management Plans for Conservation Land	108
31. Resolution to Continue Electronic Voting Through FY 2019	110
32. Prohibit Roadside Distribution of Phone Books and Advertising	111
33. Acquire 246 Stonebridge Road	112
34. Fund Stabilization of Two Arches of Stone's Bridge	113
35. Fund Design of a Multi-Use Grass Playing Field at Oxbow Meadows (Former Nike Site)	115
36. Hear Reports	117
37. Choose Town Officers	117
38. Accept Gifts of Land	119
39. Sell or Trade Vehicles and Equipment	119
APPENDICES	
Appendix A. The Moderator's Rules and Regulations	120
Appendix B. Finance Committee Debt Management Policy	128
Appendix C. List of Town Positions (FTE's) and Personnel Bylaws and Wage and Classification Plan, Article 7	129
Appendix D. M.G.L. Chapter 59, Section 5N, Valor Act, Article 8	138
Appendix E. Glezen Lane Traffic Mitigation Plans, Article 15	139
Appendix F. Route 30/27 Intersection Improvements, Article 16	141
Appendix G. Map, Dudley Woods Parcels for Passive Recreation, Article 21	143
Appendix H. Map, Trails and Signage at Dudley Woods, Article 22	144
Appendix I. Map, Sage Hill Open Space Parcel, Article 23	145
Appendix J. Map, Municipal Parcel and Easement at Town Center, Article 25	146
Appendix K. Proposed Council on Aging/Community Center, Article 26	147
Appendix L. Map, 246 Stonebridge Road, Article 33, and Arches of Stone's Bridge, Article 34	148
Appendix M. Map, Proposed Playing Field at Oxbow Meadows, Article 35	149
Appendix N. Hear Reports	150

ADJOURNED MEETINGS

It is anticipated that if adjourned meetings are necessary to complete action on this warrant, they will be held on the following dates and times, subject to Town Meeting approval:

April 7 – Tuesday	7:30 p.m.
April 8 – Wednesday	7:30 p.m.
April 13 – Monday	7:30 p.m.

and thereafter, as may be necessary, on dates as Town Meeting directs.

If you have any questions about the Articles, please attend **the Warrant Hearing on Monday, March 30, 2015, at 7:00 P.M.** at the Town Building. You may also call the Town Administrator's office at (508) 358-3621 before Town Meeting.

NOTICE REGARDING MOTIONS

This warrant for Wayland Town Meeting is issued by the Board of Selectmen and is served upon all residents by mail to each household and by posting at the Town Building, the Wayland Public Library, the Cochituate Fire Station or the Cochituate Post Office, and at Happy Hollow School. It contains the agenda of subjects to be acted upon - the articles.

By state law, no action at the Town Meeting is valid unless the subject matter is contained in the warrant. This requirement means only that the subjects to be acted upon must be sufficiently stated in the warrant to apprise voters of the nature of the matters with which the meeting is authorized to consider. It does not require that the warrant contain an accurate forecast of the precise action that the meeting will take upon those subjects. A valid motion at Town Meeting may differ from the underlying article, but it must be within the scope of that article.

If you are in doubt about the action Town Meeting might take under an article, you should plan to attend the Town Meeting.

TOWN MEETING PROCEDURES

Town Meeting functions best when all voters are familiar with its rules of procedure. A summary of those rules appears in the document, "The Moderator's Rules and Regulations Governing Wayland's Town Meetings" prepared by the Moderator and included as part of this warrant booklet. See rules at Appendix A at page 120. Copies of the pamphlet, "The Moderator's Handbook for Wayland Town Meetings," are available at the Selectmen's Office in the Wayland Town Building, or online at http://www.wayland.ma.us/Pages/WaylandMA_BComm/Moderator/Handbook2010.pdf.

NO SMOKING NOTICE

Voters are reminded that no smoking is permitted on school grounds.

QUANTUM OF VOTE

The quantum of vote is specified in the warrant for each article.

For those articles involving appropriations which are anticipated to be provided by taxation or from available funds or transferred funds previously appropriated for another purpose, a majority quantum of vote is indicated. For articles which are anticipated to be funded by borrowing, a two-thirds quantum of vote is indicated.

Certain articles request the action of Town Meeting under its general legislative powers (i.e., to hear and accept reports, to appoint a committee, to adopt a resolution or "sense of the meeting" vote, etc.), and in such cases no particular statute is referenced. Town Counsel has advised that, as a matter of common law precedent in Massachusetts, such matters are decided by a majority vote.

HOW TO VOTE ELECTRONICALLY

During the April 2012 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 2015. 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.

This year's Annual Town Meeting will be held in the High School Field House. As in past Town Meetings, check-in will be organized alphabetically by last name. As you're checking in, you'll be issued a handset for your use during that session. 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. To vote *No*, push your handset's 2 button. If you accidentally push the wrong button, you can change your vote by pushing the correct button. If you don't want to participate in a particular vote, don't push any buttons during the 30 second voting interval; 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. 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.

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. When you leave the Field House – either during a session or at the close of a session – please place your handset in one of the boxes at each of the Field House exits. 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 raise your hand; the Moderator will direct personnel from the Help Desk to provide you 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

REPORT OF THE FINANCE COMMITTEE

To the Residents of Wayland:

The Finance Committee is pleased to present our annual report to Town Meeting. Overall, Wayland taxpayers' financial position continues to grow stronger. With this new strength some residents demand more and better services from town government. Others struggle with the property tax obligations and other fees town government imposes on our residents. With our recommendations, we try to balance the demand for services against the cost of delivering those services. We seek efficiency in town operations, budgeting, and finances.

The Town of Wayland has maintained its financial strength since our last report. According to Moody's, Wayland's Aaa bond rating "reflects the town's strong financial position, characterized by healthy reserve levels despite recent draws. The rating also incorporates satisfactory progress towards addressing long-term liabilities for pension and OPEB, a stable tax base with strong wealth and income levels, and an above average debt position."¹ Our Aaa bond rating provides real, permanent savings in our debt service expense as long as we keep it.

Even though Wayland is a wealthy town, averages can be misleading. We know that a small number of households at the top end of the income ranges pull our financial averages well above their corresponding medians. For instance, the Boston Business Journal recently reported that 199 Wayland residents reported more than \$1 million in income to the Department of Revenue in 2012.² On the other hand, some in town—especially those on fixed incomes—struggle to pay their property taxes. The majority of Wayland residents fall somewhere in between. We try to keep all these constituencies in mind as we prepare our recommendations to Town Meeting.

In this report, we first set out background information about the Committee, our mission, strategy, goals, and budget process. We next summarize our operating and capital budget recommendations, including our recommendations on the use of free cash and a new funding source for our capital projects. We briefly discuss Proposition 2 ½, and then finally, we report on our long-range planning projects that we worked on—together with other Boards, Committees and working groups—over the past year.

THE COMMITTEE

The Wayland Finance Committee's seven members are appointed by the Board of Selectmen. The members' three year terms are staggered which allows for a mix of new and more experienced members. Our meetings are open to the public and always include time for public comment. Meeting minutes and other working documents and public presentations are available on the Finance Committee webpage on the Town website.

ROLE

The Bylaws charge the Finance Committee with two primary responsibilities. The Committee is required to prepare, recommend, and present the Omnibus Budget comprising the Town's operating

¹https://www.moody.com/research/Moodys-assigns-Aaa-to-Wayland-MAs-69M-GO-bonds-outlook--PR_317268. "OPEB" stands for "Other Post-Employment Benefits. See Article 4.

² Craig M. Douglas, "Minting Millionaires in Mass.," Boston Business Journal, p. 17, Feb. 13, 2015.

and capital budgets, which appear as motions under an article in the Annual Town Meeting Warrant. The Committee also may comment on articles submitted for inclusion in the Warrant.

MISSION STATEMENT

The mission of the Wayland Finance Committee is to define a financial strategy for the Town and to use this strategy as the basis for recommending to the Town a fiscally responsible operating and capital-spending plan. The Finance Committee seeks to balance the demand for services against the ability of residents with a broad range of financial situations to afford these services.

FINANCIAL STRATEGY AND GOALS

The Finance Committee's strategy has four main elements:

- Maintain quality Town services supplied by an efficient workforce
- Continue infrastructure investment through our capital spending plan
- Maintain appropriate levels of free cash and other reserve funds
- Provide a budget that takes into account the items listed above while being cognizant of residents' desire to restrain the growth in the tax levy

Overall, our challenge is to balance a long-term financial plan that provides residents with the quality and quantity of services they desire as efficiently as possible. One of the consistent concerns and considerations for the Finance Committee is the amount that our residents pay in taxes each year. This concern is balanced by the consideration for the types of services residents expect as members of this community.

BUDGET PROCESS

In September 2014, the Finance Committee reviewed various FY2016 budget scenarios based on our three-year long-range plan, revenue estimates, expense growth as compared to FY2014 actuals and FY2015 year-to-date information, changes to the free cash position, and the economic challenges facing the Town. Following these discussions, the Finance Committee issued FY2016 Budget Guidelines on September 24, 2015.

The Finance Committee's FY2016 operating budget guideline requested boards, committees, and departments to submit level-service operating budget requests. This guideline was different than most of our guidelines over the past several years, which generally called for "level-funded" budgets, excluding agreed salary increases and changes to utility expenses.

Boards, committees, and departments submitted their operating budgets and capital requests to the Finance Committee in November, December, and January. We requested budget summaries from our larger departments (those with budgets greater than \$500,000). The Finance Committee held at least 18 budget meetings beginning in September 2014 through February 2015. In January, the Committee met with boards, departments and commissions to discuss specific operating budget requests and to review those requests against prior and current actual expenses. All participants were reminded that capital requests needed to be in compliance with the capital improvement process.

In addition to board and committee members, and town officials and staff, several members of the community provided valuable comments and insight during the budget season. We appreciate all the help, comments, and questions we receive. We challenged members of the community—as we challenge ourselves—to seek efficiencies in Town government. Moreover, members of the Finance Committee reached out to interested members of the community on an individual basis, seeking their input in the budget process. We tried to incorporate their suggestions in our work and in our recommendations.

For instance, in early February we were presented with a petition signed by more than 270 Wayland residents protesting the School Superintendent's FY2016 school budget proposal, which recommended a 4.5 percent increase over last year's budget. In particular, the petition requested the School Committee to offset budget increases to the extent possible without reducing current services. Through our liaison roles, we worked closely with the School Committee for the next several weeks. In the end, the School Committee recommended a budget with a 3.6 percent increase, which as a quantitative matter came in less than the level-services budget guideline we set in the fall.

On February 17, 2015, the Finance Committee deliberated and unanimously voted to recommend an Omnibus Budget to Town Meeting. This draft budget was presented at a Public Hearing on February 23. The presentation is available on the Finance Committee's website. After closing several open items, and reconsidering others, the Finance Committee recommended the budget printed in the Warrant on February 26 by a unanimous vote.

BUDGET DRIVERS

The top five general fund appropriations that drive the budget higher this year, in dollar terms, are as shown below in Table 1:

Table 1: Operating Budget Drivers		
<i>Department</i>	<i>Dollar Increase</i>	<i>Percent Increase</i>
Schools	1,286,192	3.63%
Health Insurance	585,508	8.45%
Retirement	231,520	5.83%
Reserve for Salary Adjustment	74,000	19.79%
Youth Services	45,400	21.71%
Highway	44,554	3.53%

As explained in more detail in the School Committee's budget presentation,³ there are two main primary drivers of the increase in the school budget: payroll and utilities. Health insurance and retirement budgets are up, in line with municipalities across the Commonwealth and the country. The change in the reserve for salary adjustment is a function of our unsettled collective bargaining contracts. Youth Services is up because we included a portion of the expense for the Wayland Cares activities in the department budget this year. Finally, the Highway line item within the Department of Public Works increased because of a recent settlement with the Teamsters Union contract, and increases in catch-basin cleaning and maintenance.

SUMMARY OF THE FY2016 OMNIBUS OPERATING BUDGET

There are several components to the operating budget. The General Fund Operating Budget funds most municipal and all school operations. Three other municipal enterprise fund operating budgets (Water, Wastewater, and Septage), along with the General Fund Operating Budget add up to the Omnibus Budget. We budget enterprise expenses to equal fee revenues generated in our enterprise fund budgets. In other words, the enterprise funds generally support themselves through fee revenue charged to their users.

In our report, we focus on the General Fund Operating Budget. We recommend an Operating Budget

³ http://www.wayland.k12.ma.us/administration/superintendent/district_budget

with operating expenses totaling \$72.64 million and other expenses of \$1.03 million, for a total amount to be raised of \$73.67 million. We estimate total revenue from property taxes, local receipts, and state aid in FY2016 will be \$69.40 million. The result is an operating budget deficit of about \$4.27 million. We propose to close this operating deficit with \$2.35 million from free cash reserves (a higher-than-normal amount, for the reasons explained immediately below), \$360,000 in ambulance receipts, \$94,000 in prior year bond premiums, \$150,000 from the Overlay Surplus recently released by the Board of Assessors, and \$1.32 million in transfers from other funds. Tables Two and Three, below, summarize General Fund overall budgeted expenses and revenues and expense budget summaries by department. Table Four shows tax history and estimates the average property tax bill if our recommended budget passes Town Meeting.

We recommend using more a higher-than-normal amount of unreserved fund balance—also called free cash—to offset this year’s operating budget for one main reason. Investors paid us about \$1.2 million in bond premium in 2014 and 2015, an unusually high amount. Our underwriters tell us this increase in bond premium is a function of the bond market’s anticipation of higher interest rates to come (taxable investors generally do not want to hold or sell bonds with coupons at below-market interest rates).

After discussion, we agreed that the best use of this bond premium was to “buy down” the property tax rate for a year. We had not planned or budgeted for this bond premium, so the best thing to do, in our view, was to pass the timing benefit on to Wayland taxpayers in the form of a one-year offset to the property tax levy. We appreciate the trust and patience the Selectmen and members of Town Meeting showed last fall as we all decided not to hold a Special Town Meeting. At that time, we suggested we could use the bond premium windfall to offset the FY2016 tax levy, and that is our recommendation to Annual Town Meeting.

TABLE 2: SUMMARY OF GENERAL FUND EXPENSES AND REVENUES			
<i>Thousands of Dollars</i>	Approved FY 2014	Approved FY 2015	Proposed FY 2016
Operating Budget (1)	67,975	70,303	72,643
Change Over Prior Year	3.56%	3.43%	3.33%
Other Expenses (2)	1,268	1,263	1,028
Total Amount to be Raised (1+2)	69,243	71,566	73,671
Total Revenues	69,243	71,566	73,671
Property Tax Revenue	54,589	59,503	60,634
Local Receipts	4,180	4,180	4,180
Free Cash	3,400	1,000	2,350
Overlay Surplus	1,195	665	150
Other Revenue (detail below)	5,879	6,218	6,357
State Aid	4,260	4,581	4,581
Ambulance Receipts	360	360	360
Bond Premium	111	101	94
Transfers from other funds	1,148	1,176	1,322

TABLE 3: EXPENSE BUDGET SUMMARY BY FUNCTION

<i>Thousands of Dollars</i>	FY2014 Expended	FY2015 Adopted	FY2016 Proposed	Percent Change
General Government	3,247,496	3,346,701	3,375,880	0.87%
Public Safety	5,365,439	5,605,735	5,657,091	0.92%
Land Planning and Use	719,432	768,380	812,353	5.72%
Schools	33,516,931	35,433,047	36,719,239	3.63%
Regional Vocational Schools	212,417	199,833	110,045	-44.93%
Public Works	1,885,473	1,884,286	2,125,979	12.83%
Snow Removal	634,825	450,000	450,000	0.00%
Human Services	2,373,445	2,505,939	2,508,371	0.10%
Debt and Interest	7,308,513	7,789,058	7,751,620	-0.48%
Retirement	3,507,480	3,740,468	3,971,988	5.83%
Unclassified	7,251,532	8,579,710	9,160,218	6.77%
TOTAL - GENERAL FUND	66,022,983	70,303,157	72,642,784	3.33%
Water Fund	4,634,508	3,432,054	3,332,654	-2.90%
Septage Fund	33,205	39,502	34,369	-12.99%
Wastewater Management District	662,633	654,905	750,155	14.54%
ENTERPRISE FUNDS	5,330,346	4,126,461	4,117,178	-0.22%
TOTAL - OMNIBUS BUDGET	71,353,329	74,429,618	76,759,962	3.13%

TABLE 4: PROPERTY TAX HISTORY & FORECAST

<i>Thousands of Dollars Unless Noted</i>	Approved 2012	Approved 2013	Approved 2014	Approved 2015	Proposed 2016
Property Tax Levy	55,515	52,011	54,589	59,503	60,634
Divided by Total Valuation	2,920,263	2,907,557	2,978,114	3,240,146	3,240,146
Equals Tax Rate (Mils)	19.01	17.89	18.33	18.36	18.71
Percent Change from Prior Year	-1.7%	-5.9%	2.5%	0.2%	1.9%
Average Single-Family Tax Bill (\$)	11,274	10,529	10,974	12,049	12,261
Percent Change from Prior Year	-1.7%	-6.6%	4.2%	9.8%	1.9%
Cumulative Change from FY11	-1.7%	-8.2%	-4.3%	5.0%	6.9%

For our estimating purposes, we assume the FY2016 valuation and average single-family tax bill (in italics above in Table 4) will not change, even though experience teaches that they will change. The Board of Assessors will not finish their work on the FY2016 valuation until the fall of 2015.

OTHER NON-APPROPRIATED EXPENSES

The Town is responsible for funding other non-operating budget expenses. These expenses are shown in line (2) of Table 2 above, and detailed here, in Table Five:

TABLE 5: OTHER NON OPERATING BUDGET EXPENSES	
<i>Description</i>	<i>Amount</i>
Real Estate Overlay	\$700,000
State / County Assessment	\$122,109
Cash Capital	\$176,439
Cherry Sheet Offsets	\$30,335
Total	\$1,028,883

OMNIBUS BUDGET

When combined, the total appropriation recommended by the Finance Committee is \$77.7 million, as explained above and as summarized below in Table Six:

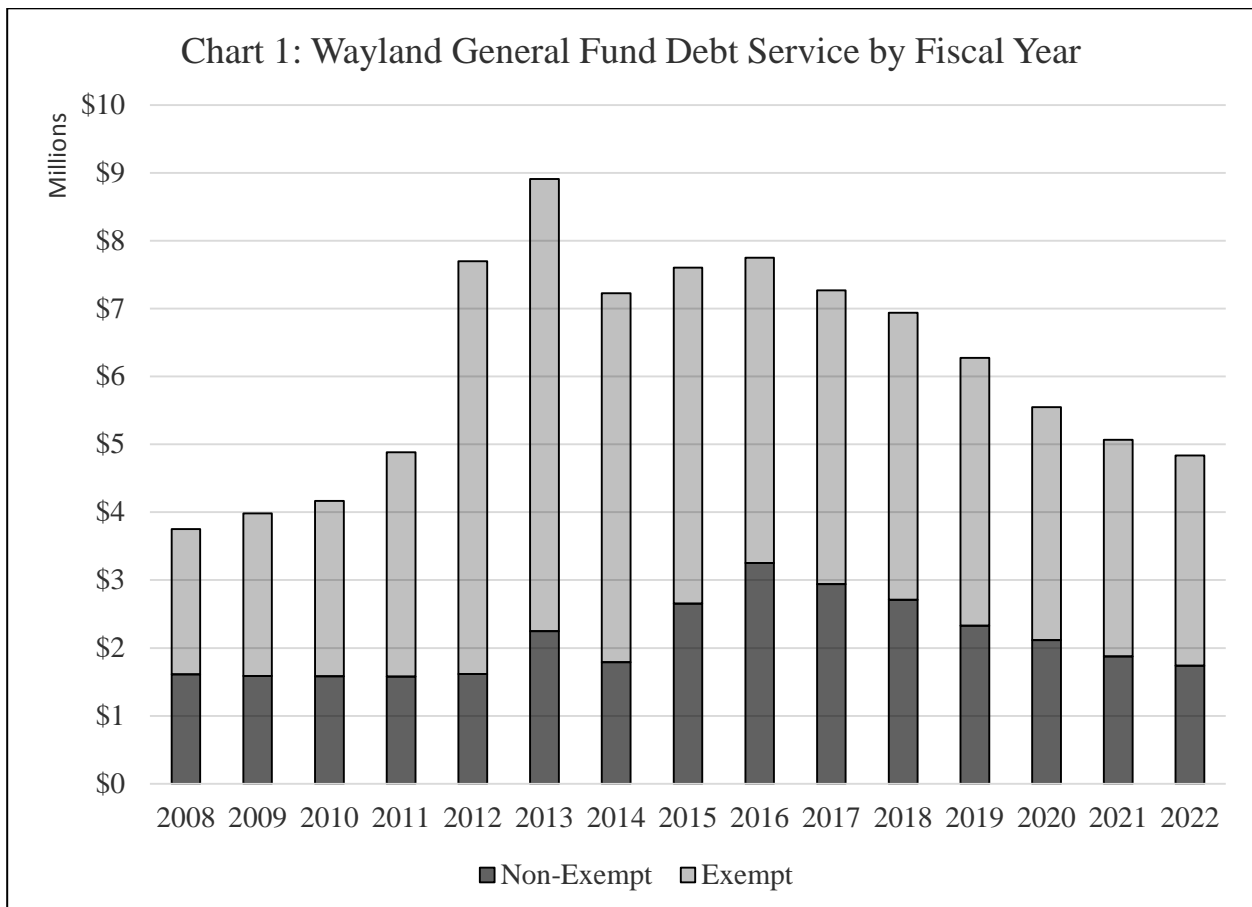
TABLE 6: TOTAL FY 2016 TOWN OPERATING EXPENSES	
<i>Expense</i>	<i>Amount</i>
General Fund	\$72,642,784
Water Enterprise	\$3,332,654
Septage	\$34,369
Wastewater	\$750,155
Non-Appropriated	\$852,444
Cash Capital	\$176,439
Total	\$77,698,574

FIVE-YEAR CAPITAL PLAN

Capital planning is part of the overall financial plan for the Town of Wayland that the Finance Committee prepares each year. Capital needs generally fall into four categories: equipment, buildings, land and roads. During 2008, the Town formalized the capital planning process by implementing a new Capital Improvement Program or "CIP." Capital requests are summarized by department, board or commission. Capital items beyond next fiscal year for FY2017 through FY2020 have not been formally presented by departments or approved by the Finance Committee; we include them for planning purposes only. Significant capital projects listed on the five-year plan include potentially funding a new Council on Aging/Community Center (see feasibility Article 27 in this Warrant) and a ladder truck for the fire department.

CAPITAL REQUESTS

This year, Town boards and departments presented \$7,992,360 in capital requests to the Finance Committee. We recommend that Town Meeting fund \$4,028,100, or about half of the initially requested amount. Our lower capital budget recommendation is driven, among other things, by our policy to try to maintain our debt service levels under 10 percent of the operating budget. Our debt service levels have been above that policy range over the past several years, owing to the high school and DPW construction projects. See Chart 2, below, showing our debt service history and projections. Chart 2 shows exempt and non-exempt debt. Exempt debt, approved by voters and Town Meeting, temporarily adds to the levy limit for the duration of the borrowing, as explained in more detail below. Please note that Chart 1 does not include future debt service for planned borrowings. It only shows our past, current, and future debt service obligations already approved by Town Meeting.



We carefully considered—and tried to balance—our recommendations in order to take advantage of current low interest rates while being mindful of our debt policy and the sustainability of the use of free cash to support the operating budget. If our recommendations are approved by Town Meeting, the Town will need to borrow about \$2 million to fund some of the capital projects we recommend. We estimate that debt service on this incremental debt would be \$250,664 in Fiscal Year 2017, less than the amount debt service is projected to drop based on current obligations. In other words, we are guiding debt service down with our recommendations. Borrowing is the prudent way to finance these investments, because it spreads the cost of buying the asset (debt service) over the asset's useful life at

a time when interest rates are low. The Finance Committee also recommends using free cash to fund \$565,000 of capital requests.

Our capital recommendations were based on properly maintaining the current infrastructure and replacing vehicles and equipment that have outlived their useful lives. Capital expenditure requests are listed on the final page of the Omnibus Budget under the title “Capital Budget.” Additional information supporting each capital expenditure requested is available on the pages following the budget (beginning on page 43) and on the Finance Committee’s webpage in the Capital Improvement Plan “CIP” folder: http://www.wayland.ma.us/Pages/WaylandMA_Finance/plan.

Capital expenditures generally fall in one of these three following categories:

Cash capital items: regularly occurring, replaceable equipment and vehicles with a life span of less than 5 years, funded with cash within the operating budget or from cash reserves. Cash capital items do not impact the tax rate directly as they are funded within the Proposition 2 ½ levy.

Non-exempt capital items: regularly occurring, replaceable equipment and vehicles with an individual unit cost of less than \$100,000, funded by borrowing and limited to the capacity within the existing debt service. Therefore, non-exempt capital items also do not directly impact the tax rate as they are funded within the Proposition 2 ½ levy.

Exempt capital items: includes all building repairs as well as equipment and vehicles with an individual unit cost greater than \$100,000. These items are typically funded with a debt exclusion and normally result in a temporary increase in the tax rate.

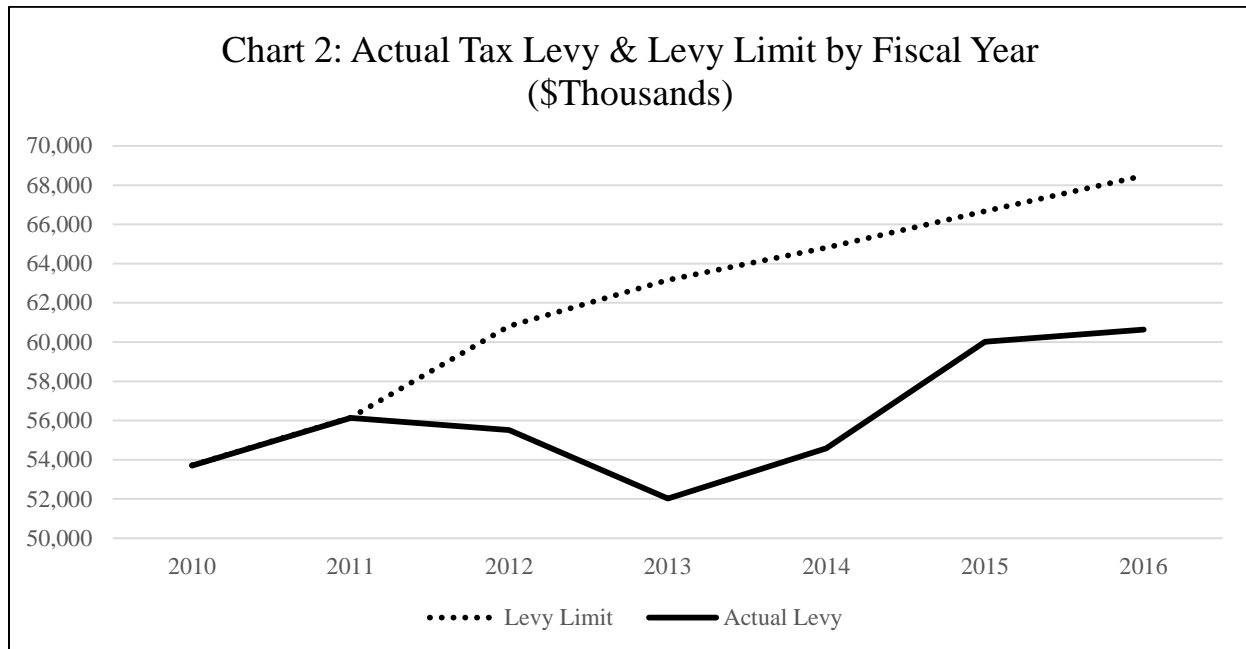
This year, are proud to report that we added a new source of funding our capital projects, called *Surplus Bond Proceeds*. We worked hard over the past several years to scrub the balance sheet for capital funds that could be redeployed. We challenged each department to consider whether prior capital appropriations could be closed out to free up unused cash to pay for new capital projects.

Our efforts paid off. We found more than \$859,000 in existing funds that we recommend Town Meeting use to fund new capital projects. This is a more efficient approach than simply building out our balance sheet with new debt every time we recommend a new capital project. Put differently, about 25% of our recommended capital budget will require no new debt, since Town Meeting can “recycle” some of the capital appropriations we already have on hand.

PROPOSITION 2 ½

We do not anticipate the need for an operational override under Proposition 2 ½ in the near term if we keep a lid on expense growth. Some may wonder how property taxes could have gone up in FY2015 by ten percent—as they did—without violating Proposition 2 ½. The reason is that our Proposition 2 ½ “Levy Limit” goes up each year, regardless of whether we actually impose taxes up to the levy limit or not. Therefore, over the past years as we cut taxes, our levy limit continued to grow, as illustrated by Chart 2 below.:

As Chart 2 suggests, if the General Fund expense budget grows at much more than 2 ½ percent each year (we recommend about a 3 ½ percent increase this year), we will eventually reach our levy limit, forcing a decision between passing an operational override or cutting expenses. On the other hand, if we constrain expense budget growth to between 2-3 percent over time, we may not hit our levy limit for some time. New property growth is an additional factor to consider, as Town Center and other developments in town will work to grow our levy limit as well as offer additional opportunity to spread the tax burden more broadly.



LONG-RANGE PLANNING

An important job for the Finance Committee is to look ahead, over the long term. Each year, the Finance Committee crafts and adjusts its financial projections for town expenses and revenues forward over the next several years. Our current financial projections look out through FY2019. Periodically, we take a more comprehensive, broader, and more qualitative look at the long-range outlook. We issued our last long-range report in 2009.⁴ Five years later, and spurred in part by members of the Board of Selectmen, we reinvigorated our long-range planning over the past year, together with the Selectmen, the new Town Administrator, other boards and committees, and interested residents.

We kicked off the long-range planning effort in July 2014. Dozens of interested residents, officials, and members of town committees attended, and we worked collaboratively over the summer and fall, eventually settling on a list of projects shown in Table 7, below.

Progress on each of these projects continued throughout the fall. Some of the more active projects included the School long-range planning effort and the working group on Town-Owned Property. Some of the projects generated proposals at this year's Annual Town Meeting, including the Council on Aging Community Center (Article 27) and the Conservation Commission's renewed focus on long-term land management and stewardship planning (Article 31) and a recommended part-time land manager position. The Library Trustees continue their long-range planning efforts in their typical thoughtful manner, with the formation of a new 2015-2016 Library Planning Committee.

⁴ http://www.wayland.ma.us/pages/WaylandMA_Finance/long.pdf.

TABLE 7: LONG-RANGE PLANNING PROJECTS		
Committee Owner	Project	Working Group
FinCom	Evaluation of Prior FinCom Goals	Finance Committee and Anette Lewis
FinCom	Peer Towns	Finance Committee
Planning	Process for Evaluating Town-Owned Property	Planning Board, Finance Committee, Library Trustees
School	Schools	School Committee
Council on Aging	Community Center	Community Center/Council on Aging Advisory Committee
Board of Selectmen	Efficiencies in Town Government (automation & changes within the current structure)	Board of Selectmen (with input from Mike Lowery & Molly Upton), FinCom
FinCom	Financial Policies (Including sustainability)	Finance Committee
Library	Library (space & delivery, library construction grant)	Library Trustees, School Committee, COA, Recreation
ConCom	Open Space - Renovation & management of properties & update open space plan	Conservation Commission
N/A	Update Zoning Bylaw	N/A

For our part, we evaluated how the Finance Committee performed against the goals we had set for ourselves in 2009, updated our peer towns, and updated our financial policies. It has been two years since our initial update to the Peer Town Benchmarking Study. The Finance Committee felt that, given the significant changes in economic conditions in the past few years, this analysis needed to be updated with more current socio-economic and demographic data. The goal was to refresh the Peer Town list for better comparability to Wayland's current financial measures and fiscal policies. The following measures were used to identify Wayland's Peer Towns including proximity to Boston, population density, per capita income, percentage of school age children, commercial tax base, median home value, average salary, and per capita spend rate. Table 8 shows the Finance Committee's updated peer towns.

TABLE 8: FINANCE COMMITTEE PEER TOWNS	
<ul style="list-style-type: none"> • Cohasset • Medfield • Sudbury • Weston • Andover • Hopkinton 	<ul style="list-style-type: none"> • Lincoln • Scituate • Westford • Bedford • Hingham • Littleton

We reaffirmed our financial policies as part of our long-range planning process. Our debt management policy is attached as Appendix B and posted on our webpage. Here are the policy points we discussed in particular as part of our long-range planning effort:

Select Finance Committee Policies

- Maintain Responsible Fund Balances
 - General Fund: Target 5-10% of Next Year's Operating Budget
- Keep Sustainable Debt Profile
 - Aim for 5-10% Debt Service in General Fund Operating Budget
- Strengthen Capital Improvement Program
 - Enforce five-year capital planning process
 - Evaluate impact of capital projects on future operating budgets
- Review All Fund Management Practices
 - Use Stabilization Fund for Long-Term Projects
 - Monitor Mitigation, Developer Funds, Endowments, & Grants
- Stay Current with OPEB Funding

Our work on long-range planning will continue. Wayland is a different town in some ways than it was in 2009, but in many ways it is very much the same. Our town is conservative in the sense that we do not rush changes - and for good reason. For the most part, we like our town the way it is. Having said that, change is inevitable, necessary, and important. We need to carefully consider how Wayland will change over the next five to ten years, and how our financial decisions affect those changes. We invite all Town boards and committees, members of Town Meeting, and all residents and other stakeholders to stay involved in the process. Our choices and the inevitable changes ahead for Wayland will make a difference for all of us and our families.

CONCLUSION

The Finance Committee voted unanimously to recommend both the FY2016 operating and capital budgets. The Finance Committee believes it is in the best interest of Town Meeting to support the FY2016 budget to maintain core services and infrastructure.

The Finance Committee extends thanks and appreciation to the Town's employees, municipal and school department heads, and the various committees for their support during this year's budget preparation. Finally, we thank the interested residents who provided us timely advice and comments on how to make the budget better.

Respectfully submitted,

WAYLAND FINANCE COMMITTEE

Tom Abdella

Nancy Funkhouser (Vice-Chair)

Tom Greenaway (Chair)

Carol Martin

Bill Steinberg

Dave Watkins

Gil Wolin

Fiscal 2016 thru Fiscal 2020 DEPARTMENTAL CAPITAL PLAN

	2016	2017	2018	2019	2020
ASSESSOR					
Equipment	-	-	-	-	-
Vehicle	-	-	-	-	-
Land / Improvements	-	-	-	-	-
Building Renovations	-	-	-	-	-
Other	-	-	-	-	-
Subtotal	-	-	-	-	-
INFORMATION TECHNOLOGY					
Equipment	156,000.00	50,000.00	210,000.00	35,000.00	60,000.00
Vehicle	-	-	-	-	-
Land / Improvements	-	-	-	-	-
Building Renovations	-	-	-	-	-
Other	-	50,000.00	50,000.00	50,000.00	50,000.00
Subtotal	156,000.00	100,000.00	260,000.00	85,000.00	110,000.00
CONSERVATION					
Equipment	-	-	-	-	-
Vehicle	-	-	-	-	-
Land / Improvements	-	560,000.00	500,000.00	814,000.00	810,000.00
Building Renovations	-	-	-	-	-
Infrastructure	-	100,000.00	50,000.00	200,000.00	-
Other	-	-	-	-	-
Subtotal	-	660,000.00	550,000.00	1,014,000.00	810,000.00
TOWN SURVEYOR					
Equipment	-	-	-	-	-
Vehicle	-	-	-	-	-
Land / Improvements	-	-	-	-	-
Building Renovations	-	-	-	-	-
Other	-	-	-	-	-
Subtotal	-	-	-	-	-
FACILITIES					
Equipment	-	-	-	-	-
Vehicle	75,000.00	-	50,000.00	-	-
Land / Improvements	-	-	-	-	-
Building Renovations	170,000.00	4,585,000.00	1,878,000.00	2,766,250.00	225,000.00
New construction	-	-	12,800,000.00	-	-
Other	-	-	-	-	-
Subtotal	245,000.00	4,585,000.00	14,728,000.00	2,766,250.00	225,000.00
POLICE					
Equipment	-	30,000.00	-	-	-
Vehicle	-	-	-	-	-
Land / Improvements	-	-	-	-	-
Building Renovations	-	-	-	-	-
Other	-	-	-	-	-
Subtotal	-	30,000.00	-	-	-

		2016	2017	2018	2019	2020
JCC						
	Equipment		75,000.00	-	-	-
	Vehicle	-	-	-	-	-
	Land / Improvements	-	-	-	-	-
	Building Renovations	-	-	-	-	-
	Other	-	-	-	-	-
	Subtotal	-	75,000.00	-	-	-
FIRE						
	Equipment	64,000.00				
	Vehicle	55,000.00	1,035,000.00	395,000.00	60,000.00	294,000.00
	Land / Improvements	-	-	-	-	-
	Building Renovations	-	-	-	-	-
	Other	-	-	-	-	-
	Subtotal	119,000.00	1,035,000.00	395,000.00	60,000.00	294,000.00
BUILDING & ZONING						
	Equipment	-	-	-	-	-
	Vehicle	-	-	-	-	-
	Land / Improvements	-	-	-	-	-
	Building Renovations	-	-	-	-	-
	Other	-	-	-	-	-
	Subtotal	-	-	-	-	-
DPW						
	Equipment	375,000.00	385,000.00	295,000.00	370,000.00	300,000.00
	Vehicle	-	-	-	-	-
	Land / Improvements	-	-	-	-	-
	Building Renovations	-	-	-	-	-
	Infrastructure	400,000.00	375,000.00	325,000.00	325,000.00	325,000.00
	Other	-	-	-	-	-
	Subtotal	775,000.00	760,000.00	620,000.00	695,000.00	625,000.00
BOARD OF HEALTH						
	Equipment	-	-	-	-	-
	Vehicle	-	-	-	-	-
	Land / Improvements	-	-	-	-	-
	Building Renovations	-	-	-	-	-
	Other	-	-	-	-	-
	Subtotal	-	-	-	-	-
COUNCIL ON AGING						
	Equipment	-	-	-	-	-
	Vehicle	-	-	-	-	-
	Land / Improvements	-	-	-	-	-
	Building Renovations	-	-	-	-	-
	Other	-	-	-	-	-
	Subtotal	-	-	-	-	-
LIBRARY						
	Equipment	-	-	-	-	-
	Vehicle	-	-	-	-	-
	Land / Improvements	-	-	-	-	-
	Building Renovations	-	-	-	-	-
	Other	-	-	-	-	-
	Subtotal	-	-	-	-	-

	2016	2017	2018	2019	2020
RECREATION					
Equipment	-	-	-	-	-
Vehicle	-	-	-	-	-
Land / Improvements	75,000.00	125,000.00	125,000.00	125,000.00	125,000.00
Building Renovations	-	-	-	-	-
Other	-	-	-	-	-
Subtotal	75,000.00	125,000.00	125,000.00	125,000.00	125,000.00
SCHOOL					
Equipment	130,000.00	120,000.00	70,000.00	70,000.00	-
Vehicle	-	-	-	-	-
Land / Improvements	52,000.00	-	-	-	-
Building Renovations	1,466,100.00	2,469,275.00	150,000.00	75,000.00	-
Other	-	-	-	-	-
Subtotal	1,648,100.00	2,589,275.00	220,000.00	145,000.00	-
SUBTOTAL GENERAL FUND	3,018,100.00	9,959,275.00	16,898,000.00	4,890,250.00	2,189,000.00
WATER FUND					
Equipment	200,000.00	1,080,000.00	-	1,000,000.00	-
Vehicle	60,000.00	75,000.00	75,000.00	80,000.00	80,000.00
Land / Improvements	-	-	-	-	-
Building Renovations	50,000.00	90,000.00	-	-	-
Other	-	-	-	-	-
Infrastructure	700,000.00	700,000.00	700,000.00	700,000.00	700,000.00
Subtotal	1,010,000.00	1,945,000.00	775,000.00	1,780,000.00	780,000.00
WASTEWATER FUND					
Equipment	-	-	-	-	-
Vehicle	-	-	-	-	-
Land / Improvements	-	-	-	-	-
Building Renovations	-	-	-	-	-
Other	-	-	-	-	-
Subtotal	-	-	-	-	-
SUBTOTAL ENTERPRISE FUNDS	1,010,000.00	1,945,000.00	775,000.00	1,780,000.00	780,000.00
Wayland Housing Authority					
Equipment	-	-	-	-	-
Vehicle	-	-	-	-	-
Land / Improvements	-	-	-	-	-
Building Renovations	-	-	-	-	-
Other	-	-	-	-	-
Infrastructure	-	-	-	-	-
Subtotal	-	-	-	-	-
SUBTOTAL ALL FUNDS	4,028,100.00	11,904,275.00	17,673,000.00	6,670,250.00	2,969,000.00

TABLE 9: 5-YEAR CAPITAL BUDGET PLAN BY CATEGORY

SUMMARY BY TYPE						
GENERAL FUND ONLY	FY2016	FY2017	FY2018	FY2019	FY2020	Totals
NEW CONSTRUCTION / RENOVATION	-	-	12,800,000.00	-	-	
EQUIPMENT	725,000.00	660,000.00	575,000.00	475,000.00	360,000.00	2,795,000.00
VEHICLE	130,000.00	1,035,000.00	445,000.00	60,000.00	294,000.00	1,964,000.00
LAND / LAND IMPROVEMENT	127,000.00	685,000.00	625,000.00	939,000.00	935,000.00	3,311,000.00
BUILDING REPAIR	1,636,100.00	7,054,275.00	2,028,000.00	2,841,250.00	225,000.00	13,784,625.00
INFRASTRUCTURE	400,000.00	475,000.00	375,000.00	525,000.00	325,000.00	2,100,000.00
OTHER-	-	50,000.00	50,000.00	50,000.00	50,000.00	200,000.00
Sub-total	3,018,100.00	9,959,275.00	16,898,000.00	4,890,250.00	2,189,000.00	36,954,625.00
SUMMARY BY TYPE						
ENTERPRISE FUNDS ONLY	FY2016	FY2017	FY2018	FY2019	FY2020	Totals
NEW CONSTRUCTION / RENOVATION	-	-	-	-	-	-
EQUIPMENT	200,000.00	1,080,000.00	-	1,000,000.00	-	2,280,000.00
VEHICLE	60,000.00	75,000.00	75,000.00	80,000.00	80,000.00	370,000.00
LAND / LAND IMPROVEMENT	-	-	-	-	-	-
BUILDING REPAIR	50,000.00	90,000.00	-	-	-	140,000.00
INFRASTRUCTURE	700,000.00	700,000.00	700,000.00	700,000.00	700,000.00	3,500,000.00
OTHER-						-
Sub-total	1,010,000.00	1,945,000.00	775,000.00	1,780,000.00	780,000.00	6,290,000.00
SUMMARY BY TYPE						
COMBINED	FY2016	FY2017	FY2018	FY2019	FY2020	Totals
NEW CONSTRUCTION / RENOVATION	-	-	12,800,000.00	-	-	12,800,000.00
EQUIPMENT	925,000.00	1,740,000.00	575,000.00	1,475,000.00	360,000.00	5,075,000.00
VEHICLE	190,000.00	1,110,000.00	520,000.00	140,000.00	374,000.00	2,334,000.00
LAND / LAND IMPROVEMENT	127,000.00	685,000.00	625,000.00	939,000.00	935,000.00	3,311,000.00
BUILDING REPAIR	1,686,100.00	7,144,275.00	2,028,000.00	2,841,250.00	225,000.00	13,924,625.00
INFRASTRUCTURE	1,100,000.00	1,175,000.00	1,075,000.00	1,225,000.00	1,025,000.00	5,600,000.00
OTHER-	-	50,000.00	50,000.00	50,000.00	50,000.00	200,000.00
Sub-total	4,028,100.00	11,904,275.00	17,673,000.00	6,670,250.00	2,969,000.00	43,244,625.00

TABLE 10: CLOSED CAPITAL PROJECTS WITH SURPLUS BOND PROCEEDS TO BE USED TO FUND FISCAL 2016 CAPITAL PROJECTS

SURPLUS BOND PROCEEDS			FY 2016 CAPITAL PROJECT		
<u>CLOSED CAPITAL PROJECT</u>	YEAR	SURPLUS FUNDS	<u>FY 2016 CAPITAL PROJECT</u>	FY 2016 BUDGET	SURPLUS AMOUNT
HIGHWAY CAPITAL EQUIPMENT	2014	3,838.00	SMALL EQUIPMENT- P 34 CHIPPER	60,000.00	3,838.00
FISCAL 2014 CAPITAL EQUIPMENT SP TM 2013	2014	1,176.00			1,176.00
FIELD ANALYSIS	2012	67,511.00	CAPITAL FIELD MAINTENANCE	75,000.00	67,511.00
PARKS FIELD RENOVATION	2012	1,050.00			1,050.00
MIDDLE SCHOOL ROOF	2014	517,611.00	CLAYPIT DOOR AND WINDOWS	690,000.00	517,611.00
PUBLIC SAFETY BUILDING REPAIRS	2012	172,389.00			172,389.00
FISCAL 2013 BUILDING REPAIRS	2013	56,320.00	LOKER SCHOOL TILE REPLACEMENT	110,000.00	56,320.00
FISCAL 2009 BUILDING REPAIRS	2009	15,000.00			15,000.00
PUBLIC SAFETY BUILDING REPAIRS	2012	24,862.00	MIDDLE SCHOOL WINDOWS	250,000.00	24,862.00
TOTAL		<u>859,757.00</u>	TOTAL		<u>859,757.00</u>

TABLE 11: TOWN OF WAYLAND CIP PLAN SUMMARY

SUMMARY BY DEPARTMENT						
	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Year 1-5 Totals
<i>GENERAL FUND:</i>						
ASSESSORS	-	-	-	-	-	-
INFORMATION TECHNOLOGY	156,000.00	100,000.00	260,000.00	85,000.00	110,000.00	711,000.00
CONSERVATION		660,000.00	550,000.00	1,014,000.00	810,000.00	3,034,000.00
FACILITIES	245,000.00	4,585,000.00	14,728,000.00	2,766,250.00	225,000.00	22,549,250.00
POLICE	-	30,000.00	-	-	-	30,000.00
JCC	-	75,000.00	-	-	-	-
FIRE	119,000.00	1,035,000.00	395,000.00	60,000.00	294,000.00	1,903,000.00
DPW	775,000.00	760,000.00	620,000.00	695,000.00	625,000.00	3,475,000.00
RECREATION	75,000.00	125,000.00	125,000.00	125,000.00	125,000.00	575,000.00
HOUSING AUTHORITY	-	-	-	-	-	-
Sub-total	1,370,000.00	7,370,000.00	16,678,000.00	4,745,250.00	2,189,000.00	32,277,250.00
<i>SCHOOL:</i>	1,648,100.00	2,589,275.00	220,000.00	145,000.00	-	4,602,375.00
Total General Fund	3,018,100.00	9,959,275.00	16,898,000.00	4,890,250.00	2,189,000.00	36,954,625.00
<i>ENTERPRISE FUNDS</i>						
WATER FUND	1,010,000.00	1,945,000.00	775,000.00	1,780,000.00	780,000.00	6,290,000.00
WASTEWATER FUND	-	-	-	-	-	-
Sub-total	1,010,000.00	1,945,000.00	775,000.00	1,780,000.00	780,000.00	6,290,000.00
Grand total	4,028,100.00	11,904,275.00	17,673,000.00	6,670,250.00	2,969,000.00	43,244,625.00

TABLE NO. 12 - WAYLAND INCOME AND EXPENSE STATEMENT(ESTIMATED)

	FISCAL 2011	FISCAL 2012	FISCAL 2013	FISCAL 2014	FISCAL 2015	FISCAL 2016
BUDGET	66,029,337	70,906,997	65,827,351	67,975,062	70,303,159	72,642,784
ARTICLES	3,475,000	4,175,000	564,000	629,180	319,180	298,548
TOTAL TOWN EXPENSE	69,504,337	75,081,997	66,391,351	68,604,242	70,622,339	72,941,332
OVERLAY	1,676,989	1,206,448	973,000	614,726	950,000	700,000
NET REC FROM STATE	(4,199,174)	(4,139,522)	(3,973,000)	(4,235,149)	(4,235,149)	(4,550,672)
LOCAL RECEIPTS	(3,325,000)	(4,150,000)	(4,175,000)	(4,180,404)	(4,180,404)	(4,180,404)
OTHER SOURCES: FREE CASH, BORROWINGS, ETC.	(7,529,139)	(12,839,723)	(7,199,000)	(6,214,577)	(3,305,830)	(4,276,621)
TO BE RAISED BY TAXATION	56,128,013	55,159,200	52,017,351	54,588,838	59,850,956	60,633,635

TABLE NO. 13 - HISTORICAL BUDGET SUMMARY (General Fund Only)					
FISCAL YR	SCHOOL	TOWN	TOTAL	INCREASE	%
FY 2016	36,719,239.00	35,923,545.00	72,642,784.00	2,339,625.00	3.33%
FY 2015	35,433,047.00	34,870,112.00	70,303,159.00	2,328,096.00	3.42%
FY 2014	33,397,005.00	34,578,058.00	67,975,063.00	2,147,712.00	3.26%
FY 2013	32,576,704.00	33,250,647.00	65,827,351.00	(1,430,105.00)	-2.13%
FY 2012	31,096,713.00	36,160,743.00	67,257,456.00	8,036,850.00	13.57%
FY 2011	30,596,713.00	28,623,893.00	59,220,606.00	403,440.00	0.69%
FY 2010	31,111,713.00	27,705,453.00	58,817,166.00	2,699,858.00	4.81%
FY 2009	30,091,713.00	26,025,595.00	56,117,308.00	2,972,347.00	5.59%
FY 2008	28,722,212.00	24,422,749.00	53,144,961.00	2,395,484.00	4.72%
FY 2007	28,407,893.00	22,341,584.00	50,749,477.00	1,813,024.00	3.70%
FY 2006	27,379,743.00	21,556,710.00	48,936,453.00	2,420,683.00	5.20%
FY 2005	26,067,251.00	20,448,519.00	46,515,770.00	1,337,108.00	2.96%
FY 2004	25,650,251.00	19,528,411.00	45,178,662.00	2,058,038.00	4.80%

TABLE NO.14 - TOWN REVENUES (GF)	FY 10	FY 11	FY 12	FY13	FY14	FY15	FY16
TAX LEVY	53,708	56,128	55,514	52,017	54,589	59,855	60,634
STATE AID	4,666	4,486	4,448	4,175	4,260	4,260	4,581
LOCAL RECEIPTS							
MOTOR VEHICLE	1,600	1,670	1,975	2,010	2,045	2,045	2,045
OTHER /MEAL TAXES	80	100	150	150	170	170	170
PENALTIES & INTEREST	200	180	140	150	215	215	215
PAYMENT IN LIEU OF TAXES	35	30	30	30	25	25	25
DEPARTMENTAL FEES	900	750	850	825	535	535	535
LICENSE & PERMITS	400	400	725	725	1,000	1,000	1,000
SPECIAL ASSESSMENTS	10	5	5	5	10	10	10
FINES & FORFEITURES	40	40	50	55	80	80	80
INTEREST INCOME	90	150	225	225	95	95	95
MSBA REIMBURSEMENT			0	0	5	5	5
LOCAL RECEIPTS SUB-TOTAL	3,355	3,325	4,150	4,175	4,180	4,180	4,180
OTHER AVAILABLE FUNDS	1,440	610	4,985	7,199	6,214	3,302	4,276
TOTAL	63,169	64,549	69,097	67,566	69,243	71,597	73,671

TABLE NO. 15 (General Fund Departmental Budget)							
% OF BUDGET BY DEPARTMENT	FY 10	FY 11	FY 12	FY 13	FY 14	FY15	FY16
GENERAL GOVERNMENT	4.90%	4.60%	4.40%	5.10%	4.90%	4.76%	4.65%
PUBLIC SAFETY	9.50%	8.80%	8.20%	8.30%	8.20%	7.98%	7.80%
SCHOOLS	52.80%	49.10%	46.20%	49.50%	49.10%	50.44%	50.61%
REG VOC SCHOOL	0.70%	0.60%	0.40%	0.40%	0.30%	0.28%	15.00%
DPW	4.70%	4.30%	3.50%	3.60%	3.50%	3.32%	4.00%
HEALTH	1.10%	1.10%	1.00%	1.10%	1.10%	1.10%	1.11%
LIBRARY	1.60%	1.50%	1.40%	1.50%	1.50%	1.40%	1.42%
RECREATION	0.10%	0.00%	0.50%	0.50%	0.50%	0.46%	0.02%
DEBT & INTEREST	7.30%	8.00%	11.60%	11.70%	10.80%	11.09%	10.57%
RETIREMENT		5.00%	5.10%	4.80%	5.20%	5.32%	5.47%
UNCLASSIFIED	15.30%	15.00%	15.80%	11.80%	13.30%	12.20%	12.63%
FACILITIES	2.00%	2.00%	1.80%	1.70%	1.60%	1.59%	1.53%

TABLE NO. 16 - GENERAL FUND DEPARTMENTAL BUDGET				
% OF BUDGET BY DEPARTMENT	BUDGET FY 15	BUDGET FY 16	\$ INCREASE	% INCREASE
GENERAL GOVERNMENT	2,226,392	2,264,208	37,816	1.70%
PUBLIC SAFETY	5,605,735	5,657,091	51,356	0.92%
SCHOOLS	35,433,047	36,719,239	1,286,192	3.63%
REGIONAL VOC SCH	199,833	110,045	(89,788)	-44.93%
DPW	2,334,286	2,575,979	241,693	10.35%
HEALTH	774,459	811,867	37,408	4.83%
LIBRARY	1,031,000	1,031,000	-	0.00%
RECREATION	320,364	160,500	(159,864)	-49.90%
DEBT & INTEREST	7,789,058	7,751,620	(37,438)	-0.48%
RETIREMENT	3,740,468	3,971,988	231,520	6.19%
UNCLASSIFIED	8,579,710	9,160,218	580,508	6.77%
FACILITIES	1,120,309	1,111,672	(8,637)	-0.77%
TOTAL	69,154,661	71,325,427	2,170,766	3.14%

COMMONWEALTH OF MASSACHUSETTS

To the Residents of Wayland:

Middlesex, ss.

Town of Wayland

***** WARRANT *****

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Wayland who shall be qualified to vote in accordance with the provisions of Massachusetts General Laws, Chapter 51, Section 1, to come to their respective polling places (Precincts 1 and 4 in the Gymnasium of the Town Building and Precincts 2 and 3 in the Gymnasium of the Middle School) on:

TUESDAY, MARCH 31, 2015, BETWEEN 7:00 A.M. and 8:00 P.M.

to vote for the following Town officers by ballot for the following terms of office:

One member of the Planning Board and one member of the Housing Authority for five years; and

Two members of the Board of Assessors, two members of the Board of Selectmen, two members of the School Committee, two members of the Board of Health, one Commissioner of Trust Funds, two Library Trustees, two members of the Board of Public Works, and two Recreation Commissioners for three years.

You are also required to notify all such residents of Wayland to meet in the High School Field House on

MONDAY, APRIL 6, 2015, AT 7:30 P.M.

to act on the following Articles:

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

Sponsored 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, 2015, subject to a minimum of 20 years of service; and
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 2014 Annual Town Meeting.

The following citizens are recognized for their extensive service to the Town:

Frederick K. Knight	School Building Committee	1989-1995
	School Committee	1996-2005
	High School Study Committee	2005-2006
	High School Building Committee	2006-2013
	Wastewater Management District Commission	2010-Present

The following town and school employees have retired since the 2014 Annual Town Meeting and have served the Town for over 20 years:

Vincent J. Smith	39 years	Fire Chief
Ruth Backman	34 years	Police Detective
Paul Perry	33 years	Park Department
William Bradford	28 years	Police Officer
Lois M. Toombs	25 years	Town Clerk
Pamela Sway	24 years	Assistant Children's Librarian

The following volunteers have passed away since the 2014 Annual Town Meeting:

Sarah (Sally) Newbury	December 29, 2014	Conservation Commission
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FINANCE COMMITTEE COMMENTS: This is a standard article that allows recognition and commendation of certain citizens and employees. The Board of Selectmen recommends approval. Vote 5-0.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 7-0.

QUANTUM OF VOTE: Majority.

For more information about this article, contact Nan Balmer, Town Administrator, at (508) 358-3620, or email nbalmer@wayland.ma.us.

ARTICLE 2: PAY PREVIOUS FISCAL YEAR UNPAID BILLS*Proposed by: Board of Selectmen**Estimated Cost: \$47,460.78*

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 following 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 2014 liabilities to be paid using Fiscal 2015 appropriations;

1) School- Direct Energy	\$11,197.30	Fiscal 2015 Budget
2) School- Direct Energy	\$25,412.54	Fiscal 2015 Budget
3) School- J.S.C Transportation	\$3,261.40	Fiscal 2015 Budget
4) Wastewater – DiNicola	\$6,354.98	Fiscal 2015 Budget
5) Wastewater – Whitewater	\$1,234.56	Fiscal 2015 Budget

FINANCE COMMITTEE COMMENTS: Occasionally, bills are not paid at the end of a fiscal year for a number of reasons, including late submission. The unpaid bills from Fiscal Year 2014 are summarized in the article. The Board of Selectmen recommends approval. Vote 5-0.

ARGUMENTS IN FAVOR: This is a standard Article that allows the Town to pay bills for the previous fiscal year.

ARGUMENTS OPPOSED: There are no apparent arguments against this Article.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 7-0.

QUANTUM OF VOTE: Four-fifths – see Massachusetts General Laws Chapter 44, Section 64.

For more information about this article, contact Brian Keveny, Finance Director, at (508) 358-3611, or email bkeveny@wayland.ma.us.

ARTICLE 3: CURRENT YEAR TRANSFERS*Proposed by: Board of Selectmen**Estimated Cost: \$407,793*

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, by borrowing, or 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 TRANSFERS FY 2016

PURPOSE:	AMOUNT
1 SNOW AND ICE PERSONNEL SERVICES	\$ 200,000
2 SNOW AND ICE EXPENSE	\$50,000

3	TREASURERS EXPENSE	\$45,000
4	FINANCE EXPENSE	\$12,000
5	VOCATIONAL ASSESSMENT	\$3,193
6	VETERANS EXPENSE	\$2,000
7	WASTEWATER EXPENSE	\$65,600
8	TOWN IT EXPENSE	\$30,000

TOTAL CURRENT YEAR TRANSFERS	\$ 407,793
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FUNDING SOURCES:

1	UNRESERVED FUND BALANCE	\$ 200,000
2	UNRESERVED FUND BALANCE	\$50,000
3	RECREATION PERSONNEL SERVICES	\$30,000
	GENERAL INSURANCE	\$15,000
4	FINANCE PERSONNEL SERVICES	\$12,000
5	UNRESERVED FUND BALANCE	\$3,193
6	RECREATION PERSONNEL SERVICES	\$2,000
7	WASTEWATER RETAINED EARNINGS	\$65,600
8	UNEMPLOYMENT EXPENSE	\$30,000

TOTAL	\$ 407,793
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FINANCE COMMITTEE COMMENTS: This article authorizes the expenditure of funds for the current fiscal year, which were not foreseen in the current budget. These transfers are required for the following reasons:

Snow Removal (\$250,000) This request covers snow removal for the fiscal year. The funding source for this item is Unreserved Fund Balance (free cash).

Treasury Expense (\$45,000) This request is to cover the cost of financial consultants, mailing expenses, and bank charges. This request would transfer unspent funds from the General Insurance and Recreation Personnel Services lines to the Treasury expense line.

Finance Department (\$12,000) An employee in the Finance Department resigned in FY 15 and the Finance Department has engaged a temporary employment firm to provide staff to perform the duties of the former employee. This request merely would take unspent funds from the Finance Department salary line and transfer them to the Finance Department expense line item.

Vocational Assessment (\$3,193) This request covers the final Minuteman Vocational Assessment for Fiscal 2015. The final assessment was received by the town until after the Fiscal 2015 warrant articles were prepared. The funding source for this item is Unreserved Fund Balance (free cash).

Veterans Expense (\$2,000) This requests covers the unexpected increase in veterans' benefits for Fiscal 2015. The funding source for this item is unspent funds in the General Fund Recreation Personnel Services budget.

Wastewater Enterprise (\$65,600) This requests covers the unexpected cost of legal fees and the cost of paying prior year liabilities. The funding source for these expenses will be the Wastewater Fund Certified Retained Earnings

Information Technology. (\$30,000) This request covers the cost of a vendor who will be performing a risk assessment engagement on the town's information system. The funding source for this expense will be unspent funds in the Unemployment appropriation.

ARGUMENTS IN FAVOR: These expenses were not reasonably anticipated when forecasting the FY2015 budget and they represent binding obligations of the Town.

ARGUMENTS OPPOSED: The Finance Committee is not aware of any.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 7-0.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5 and Chapter 44, Section 33B. For borrowing, two-thirds – see Massachusetts General Laws Chapter 44, Section 7.

For more information about this article, contact Brian Keveny, Finance Director, at (508) 358-3611, or email bkeveny@wayland.ma.us.

ARTICLE 4: OPEB FUNDING

Proposed by: Board of Selectmen, OPEB Advisory Committee

Estimated Cost: \$352,901

To determine whether the Town will vote to:

- a) authorize the transfer of \$115,018 from the following enterprise and revolving funds to the General Fund:

1) Food Service	\$ 25,000
2) Children's Way	\$ 25,000
3) Pegasus	\$ 46,206
4) Building Use	\$ 9,901
5) Enrichment	\$ 8,911;
- b) appropriate an aggregate amount of \$28,769 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	\$ 6,562
2) BASE	\$ 6,885
3) Children's Way	\$ 6,773
4) Full Day Kindergarten	\$ 1,553
5) Water	\$ 3,567
6) Transfer Station	\$ 384
7) Recreation	\$ 1,534
8) Pegasus	\$ 1,074
9) Building Use	\$ 230

- 10) Enrichment \$ 207 ; and
- c) appropriate \$209,114 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.

FINANCE COMMITTEE COMMENTS: The purpose of this warrant article is to comply with the change in the Town Bylaws adopted at the October, 2012 Special Town Meeting. The Town voted "In order for funds to be made available by the Town for contribution to the Other Postemployment Benefits Trust Fund ("OPEB Trust Fund"), such funds must be appropriated by Town Meeting pursuant to a specific Town Meeting warrant article other than the omnibus budget article." This article proposes that the Town appropriate and fund a \$237,883 contribution for FY 2016 to the OPEB Trust Fund (hereinafter referred to as the OPEB Investment Account). This represents a 17% reduction in the OPEB contribution, from \$285,425 in FY 2015 to the proposed \$237,883 for FY2016, benefiting both taxpayers and program users.

This article has three motions in it. The first motion (paragraph "a" above) authorizes the transfer of monies from Food Services and Children's Way to the General Fund as agreed to by the School Committee last year. Food Service and Children's Way did not have sufficient funds last year to cover their prior years' obligations. The full amount for Food Service and Children's Way that should be transferred over time are estimated to be \$278,876 and \$276,140, respectively. Last year, the Town voted to transfer \$25,000.00 from each of Food Service and Children's Way, leaving \$253,876 and \$251,140 to be transferred in the future.

The amounts listed for the other three programs in the first motion represent catch-up or parity payments that each of these programs should have made previously.

The second motion (paragraph "b" above) appropriates the amounts listed from each of the funds to the OPEB Investment Account. These amounts are the pro rata share for each of the listed funds of the total recommended OPEB appropriation based on the number of benefits-eligible active employees in each department.

The third motion (paragraph "c" above) appropriates \$209,114, which represents the balance of the total OPEB recommended appropriation of \$237,883.

OPEB Introduction

The Town of Wayland, like virtually all municipalities in Massachusetts, offers its retirees both pensions and health insurance benefits. These health insurance benefits fall into a category known as "Other Post-Employment Benefits" or OPEB. In simple terms, the OPEB benefits accrue for current active employees and are then paid to them during their retirement many years in the future. As such, money for these benefits are generally set aside now and allowed to accumulate over multiple years or decades as the future benefit accrues. All such benefit accruals are subject to a number of rules, assumptions and accounting practices that hold considerable sway on the estimated present value of the OPEB obligations.

During the prior year, the OPEB Advisory Committee has continued its work to lower the overall cost of OPEB benefits and, using a Premium Based approach, determine an appropriate contribution to the OPEB Investment Account that will achieve fully funded status by 2038.

A more complete presentation of the Committee's work can be found in the OPEB Committee Report at the end of this Warrant (Appendix N). Also, please refer to Warrant Article #4 in Wayland's 2014 Annual Town Meeting Warrant for additional background information.

Current Status

As of 12/31/2014, Wayland's Actuarial Accrued Liability (AAL) as calculated using GASB 45 assumptions was \$30,087,993. Using Wayland's Premium Based assumptions, the AAL is \$26,316,361. The market value of Wayland's OPEB Investment Account as of 12/31/2014 was \$12,305,046.

Assumptions used to calculate the FY2016 OPEB Investment Account Contribution

Continuing to build upon the work begun last year, the OPEB Advisory Committee is using a Premium Based approach for calculating the recommend contribution of \$237,883 to the OPEB Investment Account. This contribution assumes an asset return of 7% and a health care premium inflation rate of 2.5% in calendar year 2016, growing to 5% in calendar year 2020 and holding there for the remainder of the calculation period.

The OPEB Committee voted 5-0 to support this article.

The Board of Selectmen voted 4-0 to support this article.

The School Committee voted 5-0 support this article.

The Personnel Board voted 4-0 to support this article.

ARGUMENTS IN FAVOR: Arguments for funding OPEB in FY2016 include:

1. Fairness to employees, retirees and future taxpayers: Wayland first voted to provide OPEB in 1968, and these benefits have been an integral part of the total compensation package provided to our OPEB eligible employees ever since. To not fund the OPEB Investment Account in FY2016 at all while continuing to promise OPEB to today's employees effectively pushes the cost of today's OPEB onto tomorrow's taxpayers, which is both unfair and fiscally irresponsible.
2. Responsible Investment Management: the Town can lower the cost of OPEB on Wayland taxpayers by making regular contributions to the OPEB Investment Account that are then invested in a fiscally prudent manner over time. The investment returns will reduce the level of OPEB contributions by the Town from levels that it would otherwise have had to contribute had it not contributed the money today and benefited from future investment returns.

Arguments for transferring monies from the listed Enterprise and Revolving funds in FY2016 include:

1. Fairness to current taxpayers: The Enterprise & Revolving funds are designed to be completely self-financing from user fees without taxpayer support, and they have a number of employees who qualify for OPEB. Prior to FY 2014, these funds had not contributed to the OPEB Investment Account.

Arguments for funding to the Premium Based level of \$237,883 instead of the higher GASB 45 level include:

1. More Accurate: A careful examination of the GASB 45 projection reveals that it calls for funding that exceeds the anticipated cash cost of OPEB health insurance premiums, as billed to Wayland by the West Suburban Health Group for our current health plans. The lower level is a more accurate projection.
2. Permissible: It is permissible for Wayland to fund at this lower level under current GASB accounting rules, so long as the Town explains its rationale. The funding strategy will be fully

described in the Notes to Wayland's financial statements. The OPEB liability will still be shown under GASB 45 assumptions on Wayland's financial statements, but it is an "off balance sheet" liability under current GASB accounting rules.

3. Maintains AAA bond rating: There has not been any negative impact to Wayland's AAA bond rating from Wayland's OPEB funding plans to date. Wayland's current OPEB Investment Account balance of approximately \$ 12.3 million as of December 31, 2014 is proportionally among the highest in Massachusetts and will remain so with the additional contribution proposed in this article.

ARGUMENTS OPPOSED: Arguments for not funding the OPEB Investment Account at all in FY2016:

1. Overfunding: Wayland has been overly aggressive in funding OPEB, especially in FY2008 to FY2012. This is reflected in the Net OPEB Asset of approximately \$4.0 million in the Odyssey Advisors 2014 valuation. The Town can well afford to entirely skip its OPEB Investment Account contribution in FY2016. The Town could even draw down a portion of the approximately \$12.3 million in the OPEB Investment Account to make some or all of the approximately \$1.6 million FY 2016 OPEB "pay as you go" payments to current retirees.
2. There are other steps the Town could take to further reduce the scope of its promises of future OPEB obligations. They include raising the minimum retirement age closer to the Medicare eligibility age of 65, increasing the required years of service, reducing the Town's portion of OPEB cost-sharing, and finding lower cost health insurance options. These steps could lead to a lower level of funding for the OPEB Investment Account.

Arguments for not transferring monies from the listed funds to the General Fund

1. These funds were never intended to be completely self-funded. There is a public policy argument to be made that the Town should bear some of this cost.
2. Some of these funds will have difficulty in immediately passing the cost of OPEB along to their customers in the form of higher user fees in FY2016, and need more time to make this transition.
3. The General Fund is in a better position to fund these obligations.

Arguments for funding the OPEB account at the higher GASB 45 level in FY2016

1. Wayland has the means to fund at this higher level now and in future years, which may allow the Town to eliminate the unfunded OPEB liability even sooner than 2038.
2. Wayland will have an even better chance of maintaining its top bond rating by funding at the GASB 45 level.
3. Wayland will be better situated if GASB decides in the future to mandate the funding of OPEB according to GASB 45 assumptions.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 7-0

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5 and Chapter 44, Section 33B

For more information about this article, contact Brian Keveny, Finance Director, at (508) 358-3611, email bkeveny@wayland.ma.us. See OPEB Advisory Committee Report at Appendix N.,

ARTICLE 5: FY 2016 OMNIBUS BUDGET

Sponsored by: Finance Committee

To determine what sum of money the Town will appropriate for the operation and expenses of the Town, including capital expenditures 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.

FINANCE COMMITTEE COMMENTS: Please see the Finance Committee Report on page 4 of this Warrant.

ARGUMENTS IN FAVOR: This budget reflects the cost of operating the Town in an efficient manner in order to maintain delivery of current levels of service to the residents of Wayland.

ARGUMENTS OPPOSED: Some residents believe that this growth in Town spending and the resulting tax increases are unsustainable. Some have communicated that they feel the level of services should be reduced. Other residents believe that insufficient funds have been budgeted to perform all desired services.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 4-0 for the operating budget; 7-0 for the capital budget.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5, and Chapter 44, Section 33B. For borrowing, two-thirds – see Massachusetts General Laws Chapter 44, Section 7.

MOTION UNDER ARTICLE 5:

- 1) “That the report of the Finance Committee respecting the Fiscal Year 2016 Budget be accepted; and that each and every numbered item set forth in the Finance Committee’s Budget for Fiscal Year 2016 be voted, granted and appropriated as an expenditure for the several purposes and uses set forth in said budget establishing a total budget of \$76,759,962 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, \$68,366,163 shall be raised by taxation, \$360,000 shall be provided by transfer from Ambulance receipts, \$94,041 shall be provided by transfer from Premium on Bonds Account, \$1,322,580 shall be provided by transfer from other funds, \$150,000 shall be provided by transfer from Overlay Surplus, \$2,350,000 shall be provided by transfer from Unreserved Fund Balance, \$3,332,654 shall be provided from Water revenue, \$34,369 shall be provided from Septage Retained Earnings, and \$750,155 shall be provided from Wastewater revenues.
- 2) For what it considers to be the proper management of the Town and its finances, the Finance Committee makes the following recommendations, and they are, therefore, incorporated under the motion to be made under Article 5 at the Annual Town Meeting, as follows:

“That the Town Administrator be charged with responsibility for (1) the operation, maintenance, and administration of the Wayland Town Building, the Public Safety Building, the DPW Garage, the Baldwin Pond Water Treatment Plant, the Wastewater Treatment Facility, and the Cochituate Town Building, their equipment, and their grounds, as well as (2) the supervision, except for matters relating to policy, of all employees in those buildings, other than elected officials, non-salaried appointed officials, and employees of the School Department;”

“That the Director of Youth and Family Services and Staff be under the jurisdiction of the Youth Advisory Committee which shall report to the Town on the activities of the Director of Youth and Family Services and Staff at the Annual Town Meeting;”

“That property tax abatements granted to eligible senior citizens under Section 80 and 81 of Chapter 127 of the Acts of 1999 be funded by transfer from the overlay account;”

“That the Town accept the provisions of Section A of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, and allow an additional exemption of up to one hundred percent for Fiscal Year 2016;”

“That the Town continue for Fiscal Year 2016 the Transfer Station revolving fund by vote of the 2011 Annual Town Meeting pursuant to Chapter 44, Section 53E1/2 of the Massachusetts General Laws by the Board of Public Works for transfer station programs and activities, to be funded by user fees and recycling receipts collected; and that the amount to be expended not to exceed the sum of \$549,726;” and

“That the Town continue for Fiscal Year 2016 the revolving fund established by vote of the 2006 Annual Town Meeting pursuant to Chapter 44, Section 53E1/2 of the Massachusetts General Laws by the Recreation Commission for recreation programs and activities, to be funded by user fees collected; and that the amount to be expended not to exceed the sum of \$595,315;” and

“That the Town continue for Fiscal Year 2016 the revolving fund established by vote of the 1994 Annual Town Meeting pursuant to Chapter 44, Section 53E1/2 of the Massachusetts General Laws for use by the Council on Aging for education, cultural and entertainment programs and purposes, to be funded by receipts from said programs; and that the amount to be expended not exceed the sum of \$50,000.”

- 3) “That each and every numbered item set forth in the Finance Committee’s capital budget of Fiscal Year 2016 listed on pages 42-43 in the total amount of \$4,028,100 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, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$1,997,904 pursuant to the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, \$176,439 shall be raised from taxation, \$565,000 shall be provided by transfer from Unreserved Fund Balance, \$310,000 shall be provided from water surplus, and \$0 shall be provided from Water revenues, and \$119,000 shall be provided from Ambulance receipts, and \$0 shall be provided from the CPA Fund, and \$859,757 shall be provided by surplus capital closeouts, and further provided that the debt services costs related to the improvements to the Transfer Station and Recycling Center Facility shall be funded by transfer to the General Fund from fees paid for the use of said facility.
- 4) “That the Town:
 - a.) appropriate the sum of one million eight hundred thousand (\$1,800,000) dollars for the purpose of paying costs of repairs to the Claypit Hill School, 40 Adams Lane, Wayland, Massachusetts, 01778, which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, said sum to be expended under the direction of the Permanent Municipal Building Committee. To meet this appropriation the Town Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44, or pursuant to any other enabling authority. The Town acknowledges that the Massachusetts School Building Authority’s (“MSBA”) grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town; provided further that any grant that Town may receive from the MSBA for the Project shall not exceed the lesser of (1) 35.42 percent (%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the Town and the MSBA.
 - b.) to meet said appropriation, authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow \$1,800,000 under Massachusetts General Laws Chapter 44, or any other enabling authority; and
 - c.) authorize the School Committee to enter into all necessary and appropriate agreements for the repairs to the Claypit Hill School, including but not limited to a project funding agreement and a project scope and budget agreement with the MSBA, which agreements with the MSBA may include a provision requiring the Town to indemnify the MSBA for losses associated with the Town’s performance of its obligations and exercise of its rights under such agreements.”

For more information about this article, contact Tom Greenaway, Chair, Finance Committee, at thomas.greenaway@gmail.com.

<u>FISCAL YEAR 2016 BUDGET</u>		EXPENDED FY 2013	EXPENDED FY 2014	EXPENDED FY 2015	EXPENDED FY 2016
SELECTMEN					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$19,992	\$23,463	\$24,000	\$24,000
	SUPPLIES	\$3,910	\$7,253	\$6,000	\$6,000
1	TOTAL EXPENSES	\$23,902	\$30,716	\$30,000	\$30,000
	TOTAL SELECTMEN	\$23,902	\$30,716	\$30,000	\$30,000
TOWN OFFICE					
	<i>Total FTEs</i>	4.00	4.50	5.00	5.00
2	PERSONNEL SERVICES	\$375,012	\$497,230	\$466,664	\$435,000
	PURCHASE OF SERVICES	\$8,240	\$13,620	\$10,000	\$10,000
	SUPPLIES	\$56,397	\$66,238	\$69,500	\$71,500
3	TOTAL EXPENSES	\$64,637	\$79,858	\$79,500	\$81,500
	TOTAL TOWN OFFICE	\$439,649	\$577,088	\$546,164	\$516,500
PERSONNEL BOARD					
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
4	PERSONNEL SERVICES	\$0	\$0	\$6,750	\$5,000
	PURCHASE OF SERVICES	\$5,268	\$4,157	\$10,000	\$10,000
5	TOTAL EXPENSES	\$5,268	\$4,157	\$10,000	\$10,000
	TOTAL PERSONNEL BOARD	\$5,268	\$4,157	\$16,750	\$15,000
FINANCE					
	<i>Total FTEs</i>	4.43	4.43	4.54	4.54
6	PERSONNEL SERVICES	\$268,198	\$274,089	\$315,161	\$318,301
	PURCHASE OF SERVICES	\$38,553	\$64,946	\$48,700	\$48,700
	SUPPLIES	\$1,573	\$991	\$3,000	\$3,000
7	TOTAL EXPENSES	\$40,126	\$65,937	\$51,700	\$51,700
	TOTAL FINANCE	\$308,324	\$340,026	\$366,861	\$370,001
ASSESSOR					
	<i>Total FTEs</i>	4.00	4.00	4.00	4.00
8	PERSONNEL SERVICES	\$224,238	\$238,932	\$243,090	\$244,460
	PURCHASE OF SERVICES	\$43,736	\$78,663	\$74,800	\$49,850
	SUPPLIES	\$2,931	\$1,705	\$3,000	\$3,000
9	TOTAL EXPENSES	\$46,667	\$80,368	\$77,800	\$52,850

		EXPENDED FY 2013	EXPENDED FY 2014	EXPENDED FY 2015	EXPENDED FY 2016
	TOTAL ASSESSOR	\$270,905	\$319,300	\$320,890	\$297,310
	TREASURER				
	<i>Total FTEs</i>	3.26	3.26	3.26	3.26
10	PERSONNEL SERVICES	\$189,881	\$196,076	\$196,650	\$199,000
	PURCHASE OF SERVICES	\$26,164	\$37,824	\$30,400	\$115,700
	SUPPLIES	\$111	\$0	\$500	\$200
11	TOTAL EXPENSES	\$26,275	\$37,824	\$30,900	\$115,900
	TOTAL TREASURER	\$216,156	\$233,900	\$227,550	\$314,900
	TOWN COUNSEL				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$146,621	\$170,312	\$190,000	\$175,000
	SUPPLIES	\$5,842	\$4,334		
12	TOTAL EXPENSES	\$152,463	\$174,646	\$190,000	\$175,000
	TOTAL TOWN COUNSEL	\$152,463	\$174,646	\$190,000	\$175,000
	INFORMATION TECHNOLOGY				
	<i>Total FTEs</i>	1.00	1.00	1.00	1.00
13	PERSONNEL SERVICES	\$82,197	\$84,085	\$83,842	\$83,842
	PURCHASE OF SERVICES	\$199,949	\$147,743	\$178,484	\$91,890
	SUPPLIES	\$27,869	\$52,351	\$43,000	\$146,300
14	TOTAL EXPENSES	\$227,818	\$200,094	\$221,484	\$238,190
	TOTAL INFORMATION TECHNOLOGY	\$310,015	\$284,179	\$305,326	\$322,032
	TOWN CLERK				
	<i>Total FTEs</i>	2.00	2.00	2.00	2.00
15	PERSONNEL SERVICES	\$130,151	\$124,327	\$121,988	\$120,584
	PURCHASE OF SERVICES	\$4,961	\$7,598	\$10,215	\$15,643
	SUPPLIES	\$1,332	\$1,269	\$1,400	\$1,400
16	TOTAL EXPENSES	\$6,293	\$8,867	\$11,615	\$17,043
	TOTAL TOWN CLERK	\$136,444	\$133,194	\$133,603	\$137,627
	ELECTIONS				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
17	PERSONNEL SERVICES	\$32,238	\$19,966	\$24,328	\$22,608
	PURCHASE OF SERVICES	\$1,239	\$361	\$900	\$2,500

		EXPENDED FY 2013	EXPENDED FY 2014	EXPENDED FY 2015	EXPENDED FY 2016
18	SUPPLIES	\$9,340	\$7,680	\$9,970	\$9,130
	TOTAL EXPENSES	\$10,579	\$8,041	\$10,870	\$11,630
	TOTAL ELECTIONS	\$42,817	\$28,007	\$35,198	\$34,238
	REGISTRAR				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
19	PERSONNEL SERVICES	\$925	\$275	\$275	\$275
	PURCHASE OF SERVICES	\$3,744	\$3,901	\$4,000	\$4,050
20	TOTAL EXPENSES	\$3,744	\$3,901	\$4,000	\$4,050
	TOTAL REGISTRAR	\$4,669	\$4,176	\$4,275	\$4,325
	CONSERVATION				
	<i>Total FTEs</i>	1.83	1.83	1.83	2.37
21	PERSONNEL SERVICES	\$129,552	\$135,052	\$140,444	\$169,457
	PURCHASE OF SERVICES	\$9,511	\$9,711	\$22,500	\$23,000
	SUPPLIES	\$7,578	\$6,233	\$7,400	\$14,400
22	TOTAL EXPENSES	\$17,089	\$15,944	\$29,900	\$37,400
	TOTAL CONSERVATION	\$146,641	\$150,996	\$170,344	\$206,857
	PLANNING				
	<i>Total FTEs</i>	1.40	1.40	1.40	1.40
23	PERSONNEL SERVICES	\$101,375	\$103,703	\$105,990	\$105,000
	PURCHASE OF SERVICES	\$0	\$2,746	\$3,000	\$3,000
	SUPPLIES	\$3,505	\$42	\$1,500	\$1,500
24	TOTAL EXPENSES	\$3,505	\$2,788	\$4,500	\$4,500
	TOTAL PLANNING	\$104,880	\$106,491	\$110,490	\$109,500
	SURVEYOR				
	<i>Total FTEs</i>	2.00	2.00	2.00	2.00
25	PERSONNEL SERVICES	\$157,625	\$160,605	\$160,778	\$160,778
	PURCHASE OF SERVICES	\$10,361	\$12,519	\$22,800	\$22,800
	SUPPLIES	\$5,788	\$2,578	\$4,150	\$4,150
26	TOTAL EXPENSES	\$16,149	\$15,097	\$26,950	\$26,950
	TOTAL SURVEYOR	\$173,774	\$175,702	\$187,728	\$187,728
	FACILITIES				
	<i>Total FTEs</i>	3.54	3.54	3.54	3.54

		EXPENDED FY 2013	EXPENDED FY 2014	EXPENDED FY 2015	EXPENDED FY 2016
27	PERSONNEL SERVICES	\$251,293	\$270,837	\$273,192	\$279,722
28	PURCHASE OF SERVICES	\$202,928	\$196,617	\$240,952	\$263,450
	Contract Services	\$63,619		\$65,102	
	Repairs & Other				
	Expenses	\$105,373		\$175,850	
29	UTILITIES	\$582,087	\$575,564	\$567,665	\$529,000
30	SUPPLIES	\$36,262	\$26,782	\$38,500	\$39,500
	TOTAL FACILITIES	\$1,072,570	\$1,069,800	\$1,120,309	\$1,111,672
	MISC COMMITTEES				
	<i>Historic Commission, Surface</i>				
	<i>Water Quality Commission,</i>				
	<i>Historic District Commission,</i>				
	<i>Public Ceremonies Committee</i>				
	Total FTEs	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$76,482	\$48,307	\$49,775	\$47,275
31	TOTAL EXPENSES	\$76,482	\$48,307	\$49,775	\$47,275
	TOTAL MISC COMMITTEES	\$76,482	\$48,307	\$49,775	\$47,275
	POLICE				
	Total FTEs	24.33	25.33	25.59	25.59
32	PERSONNEL SERVICES	\$2,041,981	\$2,105,446	\$2,196,125	\$2,231,344
	PURCHASE OF SERVICES	\$136,235	\$132,761	\$135,950	\$138,890
	SUPPLIES	\$184,296	\$181,950	\$199,000	\$181,400
33	TOTAL EXPENSES	\$320,531	\$314,711	\$334,950	\$320,290
	TOTAL POLICE	\$2,362,512	\$2,420,157	\$2,531,075	\$2,551,634
	JOINT COMMUNICATIONS				
	Total FTEs	8.00	8.00	8.00	8.00
34	PERSONNEL SERVICES	\$448,558	\$462,562	\$472,650	\$475,400
	PURCHASE OF SERVICES	\$17,599	\$16,186	\$11,600	\$11,600
	UTILITIES	\$13,870	\$13,724	\$10,000	\$10,000
	SUPPLIES	\$8,353	\$6,005	\$5,500	\$5,500
35	TOTAL EXPENSES	\$39,822	\$35,915	\$27,100	\$27,100
	TOTAL JOINT COMMUNICATIONS	\$488,380	\$498,477	\$499,750	\$502,500
	EMERGENCY MANAGEMENT				
	Total FTEs	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$16,079	\$13,447	\$16,000	\$16,000
	SUPPLIES	\$6,730	\$9,125	\$7,000	\$7,000
36	TOTAL EXPENSES	\$22,809	\$22,572	\$23,000	\$23,000

		EXPENDED FY 2013	EXPENDED FY 2014	EXPENDED FY 2015	EXPENDED FY 2016
	TOTAL EMERGENCY MANAGEMENT	\$22,809	\$22,572	\$23,000	\$23,000
	DOG OFFICER				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$22,544	\$22,962	\$21,500	\$21,500
	SUPPLIES	\$0	\$0	\$1	\$0
37	TOTAL EXPENSES	\$22,544	\$22,962	\$21,501	\$21,500
	TOTAL DOG OFFICER	\$22,544	\$22,962	\$21,501	\$21,500
	FIRE & ALS				
	<i>Total FTEs</i>	28.87	28.87	27.87	27.87
38	PERSONNEL SERVICES	\$2,193,795	\$2,204,981	\$2,311,164	\$2,305,349
	PURCHASE OF SERVICES	\$81,308	\$34,528	\$55,500	\$77,500
	SUPPLIES	\$104,316	\$161,762	\$163,745	\$175,608
39	TOTAL EXPENSES	\$185,624	\$196,290	\$219,245	\$253,108
	TOTAL FIRE	\$2,379,419	\$2,401,271	\$2,530,409	\$2,558,457
	BUILDING & ZONING				
	<i>Total FTEs</i>	4.63	4.63	4.63	4.63
40	PERSONNEL SERVICES	\$242,198	\$271,999	\$285,317	\$293,767
	PURCHASE OF SERVICES	\$10,462	\$12,539	\$14,000	\$12,000
	SUPPLIES	\$2,438	\$1,705	\$501	\$2,501
41	TOTAL EXPENSES	\$12,900	\$14,244	\$14,501	\$14,501
	TOTAL BUILDING & ZONING	\$255,098	\$286,243	\$299,818	\$308,268
	SCHOOLS				
	<i>Total FTEs</i>	374.42	374.64	392.35	393.58
42	TOTAL SCHOOLS	\$32,521,598	\$33,516,931	\$35,433,047	\$36,719,239
	REGIONAL VOCATIONAL SCHOOLS				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
43	TOTAL REGIONAL VOC SCHOOLS	\$257,220	\$212,417	\$199,833	\$110,045
	DPW				
	<i>Total FTEs</i>	28.37	28.37	29.41	29.41

		EXPENDED FY 2013	EXPENDED FY 2014	EXPENDED FY 2015	EXPENDED FY 2016
44	PERSONNEL SERVICES	1,307,397	1,304,211	1,339,786	1,465,479
	HIGHWAY PERSONNEL SERVICES	\$929,176	\$925,976	\$936,591	\$960,145
45	PURCHASE SERVICES	\$474,419	\$265,702	\$206,700	\$227,700
46	SUPPLIES	\$54,512	\$65,005	\$74,800	\$74,800
	PARK AND CEMETERY PERSONNEL SERVICES	\$378,221	\$378,235	\$403,195	\$505,334
47	PURCHASE SERVICES	\$120,556	\$101,809	\$100,500	\$185,500
48	SUPPLIES	\$92,243	\$93,289	\$97,500	\$107,500
49	LANDFILL PURCHASE SERVICES	\$52,167	\$55,457	\$65,000	\$65,000
	TOTAL DPW	\$2,101,294	\$1,885,473	\$1,884,286	\$2,125,979
	SNOW				
	Total FTEs	0.00	0.00	0.00	0.00
50	PERSONNEL SERVICES	\$188,254	\$154,947	\$125,000	\$125,000
	PURCHASE OF SERVICES	\$182,738	\$146,689	\$110,000	\$110,000
	SUPPLIES	\$240,668	\$333,189	\$215,000	\$215,000
51	TOTAL EXPENSES	\$423,406	\$479,878	\$325,000	\$325,000
	TOTAL SNOW	\$611,660	\$634,825	\$450,000	\$450,000
	BOARD OF HEALTH				
	Total FTEs	9.15	9.15	9.29	9.29
52	PERSONNEL SERVICES	\$568,742	\$589,601	\$597,418	\$637,877
	PURCHASE OF SERVICES	\$137,030	\$130,144	\$163,500	\$158,290
	SUPPLIES	\$12,803	\$13,447	\$13,541	\$15,700
53	TOTAL EXPENSES	\$149,833	\$143,591	\$177,041	\$173,990
	TOTAL BOARD OF HEALTH	\$718,575	\$733,192	\$774,459	\$811,867
	VETERANS SERVICES				
	Total FTEs	0.00	0.00	0.00	0.00
54	PERSONNEL SERVICES	\$567	\$0	\$0	\$0
	PURCHASE OF SERVICES	\$20,461	\$26,400	\$35,200	\$41,600
	SUPPLIES	\$2,559	\$2,826	\$6,000	\$3,000
55	TOTAL EXPENSES	\$23,020	\$29,226	\$41,200	\$44,600
	TOTAL VETERANS SERVICES	\$23,587	\$29,226	\$41,200	\$44,600
	COUNCIL ON AGING				
	Total FTEs	2.83	2.83	2.83	3.34

		EXPENDED FY 2013	EXPENDED FY 2014	EXPENDED FY 2015	EXPENDED FY 2016
56	PERSONNEL SERVICES	\$160,505	\$166,009	\$167,388	\$195,776
	PURCHASE OF SERVICES	\$39,199	\$44,759	\$46,700	\$46,700
	SUPPLIES	\$7,886	\$9,028	\$8,800	\$8,800
57	TOTAL EXPENSES	\$47,085	\$53,787	\$55,500	\$55,500
	TOTAL COUNCIL ON AGING	\$207,590	\$219,796	\$222,888	\$251,276
	YOUTH SERVICES				
	<i>Total FTEs</i>	2.11	2.11	2.17	3.50
58	PERSONNEL SERVICES	\$153,348	\$157,401	\$159,653	\$205,053
	PURCHASE OF SERVICES	\$2,604	\$2,734	\$2,850	\$2,850
	SUPPLIES	\$1,043	\$907	\$1,225	\$1,225
59	TOTAL EXPENSES	\$3,647	\$3,641	\$4,075	\$4,075
	TOTAL YOUTH SERVICES	\$156,995	\$161,042	\$163,728	\$209,128
	LIBRARY				
	<i>Total FTEs</i>	14.74	14.74	14.74	14.74
60	PERSONNEL SERVICES	\$736,148	\$757,017	\$765,000	\$802,800
	PURCHASE OF SERVICES	\$45,286	\$44,123	\$45,700	\$47,700
	SUPPLIES	\$180,934	\$184,164	\$172,600	\$180,500
61	TOTAL EXPENSES	\$226,220	\$228,287	\$218,300	\$228,200
	TOTAL LIBRARY	\$962,368	\$985,304	\$983,300	\$1,031,000
	RECREATION				
	<i>Total FTEs</i>	2.33	1.83	2.11	2.54
	PERSONNEL SERVICES	\$315,997	\$244,885	\$320,364	\$160,500
	SUPPLIES	\$25,000	\$0	\$0	\$0
	TOTAL EXPENSES				\$160,500
62	TOTAL RECREATION	\$340,997	\$244,885	\$320,364	\$160,500
	DEBT AND INTEREST				
	<i>Total FTEs</i>	0.00	0.00		
63	TOTAL DEBT AND INTEREST	\$7,637,937	\$7,308,513	\$7,789,058	\$7,751,620
	RETIREMENT				
	<i>Total FTEs</i>	0.00	0.00		
	PURCHASE OF SERVICES	\$3,171,056	\$3,507,480	\$3,740,468	\$3,971,988
64	TOTAL RETIREMENT	\$3,171,056	\$3,507,480	\$3,740,468	\$3,971,988

	EXPENDED FY 2013	EXPENDED FY 2014	EXPENDED FY 2015	EXPENDED FY 2016
UNCLASSIFIED				
<i>Total FTEs</i>	0.00	0.00	\$0	\$0
HEALTH & LIFE INSURANCE				
Employee Health Insurance (439)	\$4,007,981	\$5,506,933	\$4,662,231	\$5,094,300
Retiree Health Insurance (443)	\$1,548,554		\$1,455,479	\$1,619,918
Employee HRA Accounts (0)	\$240,220	\$218,712	\$0	\$0
Health Insurance Incentive Waiver (53)	\$129,039	\$165,978	\$150,000	\$150,000
Employee & Retiree Life Insurance (667)	\$15,745	\$15,464	\$17,000	\$16,000
Other Expenses	\$36,478	\$17,424	\$55,000	\$45,000
65 TOTAL HEALTH/LIFE INSURANCE	\$5,978,017	\$5,924,511	\$6,339,710	\$6,925,218
OTHER INSURANCE				
66 PROPERTY, CASUALTY & LIABILITY INSURANCE	\$518,680	\$479,048	\$615,000	\$615,000
67 MEDICARE TAX - 1.45%	\$545,170	\$557,986	\$560,000	\$570,000
68 UNEMPLOYMENT COMPENSATION	\$32,578	\$48,914	\$125,000	\$75,000
69 NON CONTRIBUTORY RETIREMENT	\$17,870	\$16,772	\$19,000	\$18,000
70 POLICE/FIRE DISABILITY	\$5,972	\$6,729	\$15,000	\$15,000
71 OCCUPATIONAL HEALTH	\$4,361	\$5,091	\$8,000	\$8,000
TOTAL OTHER INSURANCE	\$1,124,631	\$1,114,540	\$1,342,000	\$1,301,000
72 SICK LEAVE BUYBACK	--	\$7,500	\$53,000	\$40,000
73 RESERVE FOR SALARY SETTLEMENT	\$0	\$0	\$300,000	\$374,000
74 TOWN MEETING	\$78,294	\$89,999	\$90,000	\$90,000
75 STREET LIGHTING	\$141,999	\$114,982	\$130,000	\$130,000
76 RESERVE FUND	\$0	\$0	\$325,000	\$300,000
TOTAL UNCLASSIFIED	\$7,322,941	\$7,251,532	\$8,579,710	\$9,160,218
TOTAL GENERAL FUND BUDGET	\$65,049,539	\$66,022,983	\$70,303,157	\$72,642,784
WATER FUND				
<i>Total FTEs</i>	9.00	9.00	8.00	8.00
SALARIES	\$1,025,675	\$658,358	\$713,880	\$731,834
PURCHASE OF SERVICES	\$445,000	\$474,673	\$450,117	\$550,117
UTILITIES	\$335,000	\$290,915	\$363,271	\$365,000
SUPPLIES	\$470,000	\$499,600	\$470,000	\$570,000
OTHER FINANCING USES	\$0	\$1,543,213	\$348,583	\$0
DEBT SERVICE	\$1,224,659	\$1,167,749	\$1,086,203	\$1,115,703
78 TOTAL WATER DEPARTMENT	\$3,500,334	\$4,634,508	\$3,432,054	\$3,332,654

	EXPENDED FY 2013	EXPENDED FY 2014	EXPENDED FY 2015	EXPENDED FY 2016
<hr/>				
SEPTAGE FUND				
<i>Total FTEs</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
SALARIES - RETIREE				
CHARGES	\$32,807	\$33,205	\$39,502	\$34,369
PURCHASE OF SERVICES	\$0			
<hr/>				
78 TOTAL SEPTAGE DEPARTMENT	\$32,807	\$33,205	\$39,502	\$34,369
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WASTEWATER MGMT DISTRICT COMM				
<i>Total FTEs</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.50</i>
SALARIES	\$0	\$22,864	\$0	\$22,000
PURCHASE OF SERVICES	\$168,000	\$130,434	\$145,725	\$159,275
UTILITIES	\$0	\$42,766	\$57,400	\$52,200
SUPPLIES	\$15,000	\$22,870	\$0	\$30,000
OTHER FINANCING USES		\$15,919		
DEBT SERVICE	\$452,160	\$450,644	\$451,780	\$486,680
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80 TOTAL WASTEWATER MGMT COMM	\$635,160	\$662,633	\$654,905	\$750,155
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<i>Grand Total FTEs</i>	<i>536.24</i>	<i>537.46</i>	<i>555.56</i>	<i>560.10</i>
TOTAL ENTERPRISE FUNDS	\$4,168,301	\$5,330,346	\$4,126,461	\$4,117,178
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GRAND TOTAL OMNIBUS BUDGET	\$69,217,840	\$71,353,329	\$74,429,618	\$76,759,962
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CAPITAL BUDGET - FISCAL 2016

<u>INFORMATION TECHNOLOGY</u>			
1	LIBRARY DATA CENTER	C	26,000.00
2	PUBLIC SAFETY PSB CENTER	C	30,000.00
3	TOWN / SCHOOL SAN UPGRADE	B	100,000.00
<u>FACILITIES</u>			
4	TOWN BUILDING PAINTING AND REPAIRS	B	60,000.00
5	PUBLIC SAFETY BUILDING SEWER PUMP	B	50,000.00
6	LIBRARY OIL TANK REMOVAL	B	25,000.00
7	STATION 2 SEPTIC AND PAVING	B	35,000.00
8	TOWN MOTOR POOL VEHICLES	C	75,000.00
<u>FIRE</u>			
9	JOHN DEERE GATOR	AR	16,000.00
10	BREATHING APPARATUS BOTTLES- 48 UNITS	AR	48,000.00
11	DUTY OFFICER VEHICLE	AR	55,000.00
<u>DPW</u>			
12	TOWN WIDE ROAD CONSTRUCTION	FC	300,000.00
13	CULVERT REPAIR AT TRANSFER STATION	B	100,000.00
14	LIGHT TRUCKS	B	75,000.00
15	LIGHT TRUCKS	FC	90,000.00
16	SMALL EQUIPMENT- P 34 CHIPPER	B / SBP	60,000.00
17	SMALL EQUIPMENT REPLACEMENTS	B	70,000.00
18	HEAVY EQUIPMENT REPLACEMENTS	FC	80,000.00
<u>RECREATION</u>			
19	CAPITAL FIELD MAINTENANCE	C / SBP	75,000.00
<u>SCHOOL</u>			
20	CLAYPIT FURNITURE	FC	35,000.00
21	HAPPY HOLLOW FURNITURE	FC	35,000.00
22	LOKER FURNITURE	B	35,000.00
23	MIDDLE SCHOOL FURNITURE	FC	25,000.00
	TOTAL FURNITURE REPLACEMENT		130,000.00
24	PHONE UPGRADE	C	39,000.00
25	CLAYPIT DOOR AND WINDOWS	SBP	690,000.00
26	HAPPY HOLLOW FLOOR TILE	B	62,100.00
27	HAPPY HOLLOW ART AND CAFÉ RENOVATION	B	195,000.00
28	HAPPY HOLLOW PAVING AND TOP COAT	B	52,000.00
29	LOKER SCHOOL TILE REPLACEMENT	B / SBP	110,000.00
30	LOKER SCHOOL WIRING	B	120,000.00
31	MIDDLE SCHOOL WINDOWS	B / SBP	250,000.00
	TOTAL SCHOOL RENOVATIONS		1,518,100.00
<u>DPW WATER ENTERPRISE FUND</u>			
32	PUMP STATION UPGRADE	WC	50,000.00
33	VEHICLES	WC	60,000.00
34	WATER MAIN REPLACEMENT PROJECTS	B	700,000.00
35	WATER METER REPLACEMENT	WC	200,000.00
	TOTAL BUDGET		4,028,100.00

SUMMARY OF FUNDING SOURCES		
BORROW (NON-EXEMPT)	B	1,997,904.00
CASH CAPITAL	C	176,439.00
FREE CASH	FC	565,000.00
AMBULANCE FUND	AR	119,000.00
SURPLUS BOND PROCEEDS FROM CLOSURES	SBP	859,757.00
WATER CAPITAL	WC	310,000.00
TOTAL FUNDING SOURCES		4,028,100.00

1. Budget: Information Technology - \$26,000	
Title: Town - Library Server Upgrade & Virtualization Project	Project Advocate(s): Director of IT
Description: Upgrade Library Data Center server and introduce thin client/virtual desktop computers	
Justification: The Library data center serving staff and the community is over 6 years old and in need of an upgrade. In FY16 we are moving to virtualized desktops (VDI/Thin Clients) for desktop management to provide quality control and maintenance management. The project will provide upgraded storage hardware and additional capacity for server and desktop virtualization. The request is based on an August 2014 estimate and will be appropriated after a 2015 design and analysis effort that supports Town Standards. Based upon that design and analysis, the Town's IT Department will implement the solution that provides the best short term and long term process for the Town.	
Relationship to General Plan: This request is a new phase in the implementation of the IT Strategic Plan by BDMP in 2010. An updated plan will be completed in 2015.	
History: The Library Data Center is currently managed by Library staff. BDMP proposed the support of Town IT extend to the Library. This CIP allows Town and School IT staff to provide support to the Library and improve services offered to Library staff and patrons. http://www.wayland.ma.us/Pages/WaylandMA_IT/it.pdf	
Schedule: Fiscal Year 2016	In the 5 Year Capital Plan? No.
Source of Funds: Cash Capital	Request: \$26,000

2. Budget: Information Technology - \$30,000	
Title: Town -Public Safety Building Virtualization Project	Project Advocate(s): Director of IT
Description: Upgraded storage hardware capacity for WatchGuard police videos and end-user client desktop virtualization.	
Justification: <p>The Public Safety Building data center serving police, fire and emergency services is over 5 years old and in need of an upgrade. A client virtualization system (thin clients) is the best direction for desktop management and will be introduced in FY 16. The project will provide upgraded storage capacity for WatchGuard police videos (from Police Cruisers) and desktop virtualization. The request is based on an August 2014 estimate and will be appropriated after a 2015 design and analysis effort that supports Town Standards. Based upon that design and analysis, the Town's IT Department will implement the solution that provides the best short term and long term process for the Town.</p>	
Relationship to General Plan: This request is a new phase in the implementation of the IT Strategic Plan by BDMP in 2010. An updated plan will be completed in 2015.	
History: The Public Safety Building IT Support has been done in the past by a Police Officer. At the request of the Police Chief, Town (and School) IT has become more involved in supporting the IT infrastructure for the Public Safety Building. Virtualized desktops (VDI/Thin Clients) are the best direction for desktop management and will be introduced in FY16. For security purposes, the Police network and data center is kept separate from the Town and School.	
Schedule: Fiscal Year 2016	In the 5 Year Capital Plan? No.
Source of Funds: Cash Capital	Request: \$30,000

3. Budget: Information Technology - \$100,000	
Title: Town & School Data Center Upgrade	Project Advocate(s): Director of IT
Description: Upgrade Town and School Data Center SAN Storage device and add management software for virtual machines.	
Justification: The original Data Center SAN for the Town and School business users is outdated (2009) and in need of upgrade/replacement. Upgrading the storage hardware capacity will improve the end-user virtual desktop experience and provide added storage capacity as we digitize Town documents. It will also provide increased performance (speed) in our virtual environments. Along with server virtualization, there are over 60 virtual desktops (thin clients) being used by Town staff and over 50 by School staff. The software application purchase (Unidesk) will improve thin client desktop deployment and management. The datacenter storage and server units serve both the Town and Schools. The request is based on an August 2014 estimate and will be appropriated after a 2015 design and analysis effort that supports Town Standards. Based upon that design and analysis, the Town's IT Department will implement the solution that provides the best short term and long term process for the Town.	
Relationship to General Plan: This request is part of an ongoing infrastructure plan.	
History: The existing SAN storage devices are 2009 (6.4 TB) and 2011 (4.4 TB). This will provide a replacement SAN (13 TB) for the upcoming 5 years for both Town and School requirements.	
Schedule: Fiscal Year 2016	In the 5 Year Capital Plan? No.
Source of Funds: Borrowing	Request: \$100,000

4. Budget: Facilities - \$60,000	
Title: Town Building Painting & Repairs	Project Advocate(s): Selectmen/Facilities Dept.
Description: This request is for Funding for Design in FY 2016 and Construction Funding in FY 2017 to replace all the exterior windows and doors. Four of the door openings have been replaced within the last 15 years and would be evaluated prior to being included in the project.	
Justification: Many of the windows seals are broken and do not operate properly. The project will help reduce energy costs and improve temperature swings in the Town Building	
Relationship to General Plan: This is consistent with the Town's commitment to maintain its physical assets.	
History: This work is part of a multi-year plan to perform maintenance and repairs needed at the Town Building which is an older structure with building systems that must be maintained in order for the town to operate within the facility.	
Schedule: Fiscal Year 2016	In the 5 Year Capital Plan? Yes
Source of Funds: Borrowing	Request: \$60,000

5. Budget: Facilities - \$50,000	
Title: Public Safety Building Sewer Pump Station	Project Advocate(s): Facilities Department
Description: Design and construct sewer collection system to be located within the existing basement above the finish floor grade.	
Justification: This project will prevent and possible ground water infiltration into the system.	
Relationship to General Plan: This is consistent with the Town's commitment to maintain its physical assets.	
History: Since the public safety building was renovated several years ago water infiltration has been an issue in the lower portions of the building. The construction of the sewer pump station will serve the purpose of protecting the facility from water damage in the future.	
Schedule: Fiscal Year 2016	In the 5 Year Capital Plan? Yes
Source of Funds: Borrowing	Request: \$50,000

6. Budget: Facilities - \$25,000	
Title: Library Oil Tank Removal	Project Advocate(s): Facilities Dept. & Library
Description: Removal of the existing underground storage tank and restoration of the front lawn after removal.	
Justification: Removal of an underground oil tank is consistent with appropriate environmental practice.	
Relationship to General Plan: This is consistent with the Town's commitment to maintain its physical assets and to follow responsible environmental practices.	
History: The tank had been required for heating the library facility in the past however it is no longer required.	
Schedule: Fiscal Year 2016	In the 5 Year Capital Plan? Yes
Source of Funds: Borrowing	Request: \$25,000

7. Budget: Facilities - \$35,000	
Title: Station 2 Septic & Paving	Project Advocate(s): Facilities Dept. and Fire Dept.
Description: The request is for funds to supplement the request approved in FY12 to replace the aging septic system and paving at station 2. When the system was designed in late 2013 the cost exceeded the \$60,000 appropriated. This request will allow for the project to be fully funded and completed.	
Justification: Replacement of the original septic system that was constructed in 1954 and is in need of replacement.	
Relationship to General Plan: This is consistent with the Town's commitment to maintain its physical assets.	
History: This septic system has outlived its useful life and is in need of replacement. As noted above, Town Meeting approved this project for FY 2012; however the cost to construct the new system cost more than budgeted at that time. This appropriation will allow for completion of the project.	
Schedule: Fiscal Year 2016	In the 5 Year Capital Plan? Yes
Source of Funds: Borrowing	Request: \$35,000

8. Budget: Facilities - \$75,000	
Title: Vehicles for Facilities Department – Motor Pool	Project Advocate(s): Facilities Department
Description: Replace vehicles in current motor pool. Trade-in future used public safety vehicles.	
Justification: Repairs to the current Facilities Department vehicles have become excessive, thereby bringing about the need to replace the current vehicles.	
Relationship to General Plan: This is consistent with the ongoing program to replace vehicles that have outlived their useful lives and no longer function in an efficient or reliable manner for the Town's departments.	
History: Older vehicles in need of too many repairs to continue their use.	
Schedule: Fiscal Year 2016	In the 5 Year Capital Plan? Yes
Source of Funds: Cash Capital	Request: \$75,000

9. Budget: Fire Department - \$16,000	
Title: Purchase Utility Transport Vehicle (UTV/ATV)	Project Advocate(s): Fire Chief
Description: Purchase one (UTV/ATV type) utility transport vehicle.	
Justification: This vehicle will serve to replace the 5-ton military truck that was on loan to the Town from the DCR but which has been recently taken back by the DCR. This vehicle will enable the fire department personnel to respond to emergency calls in areas that are inaccessible to a fire truck, pick-up truck, ambulance, or other full size vehicles.	
Relationship to General Plan: This vehicle will be used primarily to access remote areas such as the Town's conservation areas, Sudbury Valley properties, MWRA properties, and the future Rail Trail. All of these areas have unique access problems for our current, larger apparatus and equipment. Although the unit's primary mission will be for emergency medical services (EMS) it will also be used to carry personnel and equipment to extinguish brush fires, storm response, lost/injured hikers, etc. Other small equipment options that may enhance the basic operation will be explored once the unit is put into service.	
History: This is a new utility vehicle request that fills a need for a small response and transport vehicle for road and off-road use.	
Schedule: Fiscal Year 2016	In the 5 Year Capital Plan? No
Source of Funds: Ambulance Fund	Request: \$16,000

10. Budget: Fire Department - \$48,000	
Title: Replace Breathing Apparatus Air Tanks	Project Advocate(s): Fire Chief
Description: Purchase 48 self-contained breathing apparatus bottles (air tanks). Replace our existing tanks that have exceeded their useful and safe lifetime.	
Justification: Ongoing replacement of equipment based on age and condition.	
Relationship to General Plan: This is consistent with the Town's commitment to ensure the safety of its fire personnel and comply with federal regulations regarding response to many types of emergency incidents.	
History: After 15 years, our existing tanks are no longer allowed to be used due to the breakdown of the materials of which they are constructed.	
Schedule: Fiscal Year 2016	In the 5 Year Capital Plan? Yes
Source of Funds: Ambulance Fund	Request: \$48,000

11. Budget: Fire Department - \$55,000	
Title: Replace Duty Officer's SUV with new vehicle	Project Advocate(s): Fire Chief
Description: Purchase a new SUV (2015 or 2016 model). Relegate our current primary SUV (2011) to secondary SUV status. Trade in our current secondary SUV (2008) to reduce the cost of the overall project.	
Justification: This vehicle is the most used vehicle in the fleet and reliability is important due to its constant and emergency response role.	
Relationship to General Plan: This is consistent with the ongoing program to replace Town department vehicles.	
History: This vehicle was purchased in 2011 and is used daily. It is on a 4-6 year replacement schedule. Upon replacement, this vehicle be put to lighter back-up use for 4-6 more years.	
Schedule: Fiscal Year 2016	In the 5 Year Capital Plan? Yes
Source of Funds: Ambulance Fund	Request: \$55,000

12. Budget: DPW – -\$300,000	
Title: Construction - Road Renovation Projects	Project Advocate(s): DPW Director / Board of Public Works
Description: This is funding to continue road improvement projects within the town of Wayland. The expected projects next year include Old Connecticut Path East, Route 30 West, and several side roads.	
Justification: This is a Part of the five-year capital plan for the DPW. We have evaluated required water main projects, drainage issues, and pavement conditions. This is intended to be an annual program and combined with the state Chapter 90 funding. The DPW hopes to continue to keep Wayland's roads safe and in good condition.	
Relationship to General Plan: \$300k per year requested through next five years.	
History: Ongoing repair program	
Schedule: Fiscal Year 2016	In the 5 Year Capital Plan? Yes
Source of Funds: Free Cash	Request: \$300,000

13. Budget: DPW – - \$100,000	
Title: Transfer Station Environmental & Road Upgrades	Project Advocate(s) DPW Director / Board of Public Works
Description: This is a request to install or repair two culverts along the access road at the transfer station, install critter crossings on the road, repave the roadway, and regrade the area behind the old salt shed to create flood storage and a wetland habitat area. As required, the DPW would also remove the old salt shed.	
Justification: This project is required as part of the ATM vote to transfer the roadway to the Board of Public Works. This project no longer has any pending litigation.	
Relationship to General Plan Upgrades to sustain use of Transfer Station access road	
History: Work is part of the Conservation Commission's Order of Conditions to allow continued use of the Transfer Station Road.	
Schedule: Fiscal Year 2016	In the 5 Year Capital Plan? Yes
Source of Funds: Borrowing	Request: \$100,000

14. Budget: DPW – -\$75,000	
Title: Equipment Replacement - Ford F450 Dump Truck H3	Project Advocate(s): - DPW Director / Board of Public Works
Description: H3 is a 2005 Ford F450 with approximately 62,500 miles. This is a Foreman's Truck used to carry tools and equipment to job sites. It is also used on a main plow route.	
Justification: H3 suffers from severe corrosion and frame problems, necessitating its replacement.	
Relationship to General Plan: This is a scheduled replacement as part of the DPW 5-Year Capital Plan.	
History: n/a	
Schedule: Fiscal Year 2016	In the 5 Year Capital Plan? Yes
Source of Funds: Borrowing	Request: \$75,000

15. Budget: DPW –\$90,000	
Title: Equipment Replacement - Ford F450 M1	Project Advocate(s): DPW Director / Board of Public Works
Description: This is an adjustment to the DPW's scheduled vehicle replacement. The DPW would like to replace M1 instead of H20. H20, a ten-wheel dump truck, was recently refurbished - effectively extending its operational life. Instead of replacing H20 as originally planned, the DPW would like to replace M1, which is a less expensive vehicle.	
Justification: Rather than replace H20, a 10 wheel dump truck, as originally scheduled; the DPW would like to replace M1 - a 2000 Ford F450 with approximately 89,500 miles. M1 was originally scheduled for replacement in 2018, but due to its poor condition, it should be advanced on the vehicle replacement schedule. M1 is used daily as a fleet maintenance vehicle, and as such carries additional equipment to perform repairs and maintenance in the field.	
Relationship to General Plan: This is an adjustment to the existing DPW vehicle replacement plan.	
History: n/a	
Schedule: Fiscal Year 2016	In the 5 Year Capital Plan? Yes
Source of Funds: Free Cash	Request: \$90,000

16. Budget: DPW – \$60,000	
Title: Equipment Replacement - 1990 Mobark Chipper P34	Project Advocate(s) - DPW Director / Board of Public Works
Description: This is a scheduled replacement for a large wood chipper to support emergency and other tree removal activities.	
Justification: P34 is a 1990 Mobark Chipper with approximately 2400 hours. The unit has reached its useful life.	
Relationship to General Plan: This is a scheduled replacement as part of the DPW 5-Year Capital Plan.	
History: Part of the newly created capital equipment replacement schedule.	
Schedule: Fiscal Year 2016	In the 5 Year Capital Plan? New for this year
Source of Funds: Borrowing/Surplus Bond Proceeds	Request: \$60,000

17. Budget: DPW – \$70,000	
Title: Small Equipment Scheduled Replacement	Project Advocate(s): DPW Director / Board of Public Works
Description: To replace various pieces of small equipment in the Park and Highway Departments (mowers, utility trailers, etc.) that alone cost under \$25,000, but as a whole represent a significant expenditure of DPW funds.	
Justification: Pieces of DPW equipment such as mowers and trailers have a limited life cycle, making regular replacement necessary. Individually, their cost (approximately \$15,000 each) represents a significant expense for the department. As an example, the DPW's tow-behind compressor dates from the early 1980's. It is at the end of its operational life and needs to be replaced before it fails completely. Although under \$25,000, it represents a significant expense.	
Relationship to General Plan: \$70k per year requested through next five years.	
History: Plan is to move small equipment onto the same type of capital replacement schedule as trucks & heavy equipment	
Schedule: Fiscal Year 2016	In the 5 Year Capital Plan? New for this year
Source of Funds: Borrowing	Request: \$70,000

18. Budget: DPW – \$80,000	
Title: Heavy Equipment Replacement - Wacker H21	Project Advocate(s): DPW Director / Board of Public Works
Description: This is a scheduled replacement for a multi-purpose machine to support emergency and day to day operations.	
Justification: H21 is a 2010 Wacker. Although it currently shows approximately 450 hours, the actual hours are much higher, as the hour meter has been replaced. The unit has reached its useful life.	
Relationship to General Plan: Similar out-year requests are FY17 \$240k; FY18 150k; FY19 \$150k; FY20 \$80k	
History: This is a schedule replacement as part of the DPW 5-Year Capital Plan.	
Schedule: Fiscal Year 2016	In the 5 Year Capital Plan? Yes
Source of Funds: Free Cash	Request: \$80,000

19. Budget: Recreation \$75,000	
Title: Capital Field Maintenance	Project Advocate(s): Recreation Commission, Chair; Recreation Director
<p>Description: To provide funding for ongoing repair and update of Wayland's recreation facilities. Planned projects include repairing baseball backstop and playground fencing, improving spectator seating and adding an ADA walkway to spectator seating at Alpine Field, repairing Middle School baseball backstop & netting, purchasing grooming equipment and adding Rubber to High School Turf Field; updating benches at all town playing fields, resurfacing and painting High School Basketball Court, and making necessary lighting and fencing repairs.</p> <p>Also repair goal mouth and center circles on grass playing fields, clean-up Mill Pond and install new lights for ice skating, make necessary playground repairs and inspections and undertake other work that becomes necessary throughout the year based on usage including worn soccer and lacrosse nets/goals, tennis nets and basketball hoops.</p>	
<p>Justification: This work is needed to maintain the infrastructure and equipment of our fields and ensure our recreation facilities are compliant with various governmental regulations including ADA.</p>	
<p>Relationship to General Plan: Included in the long-range capital plan to meet annual field capital maintenance needs.</p>	
<p>History: This is an annual request. It is part of the ongoing repair and renovation program for recreation facilities in Wayland.</p>	
Schedule: FY16	In the 5 Year Capital Plan? Yes
Source of Funds: Cash Capital/Surplus Bond Proceeds	Request: \$75,000

20. Budget: School Department - \$35,000	
Title: Claypit Hill - Furniture Replacement	Project Advocate(s): Chair, School Committee, Public Buildings Director, Facilities Dept.
<p>Description: This is the fourth year request of a 5-year plan to replace classroom furniture throughout the school. This request would replace the furniture in 6 classrooms with new student and teacher desks and chairs, bookshelves or files.</p>	
<p>Justification: The current furniture is 20-25 years old. Classroom furniture has a useful life of 20-25 years. The replacement furniture would be similar to existing furniture but would be ergonomically correct and appropriate for current use. It would help improve the classroom environment.</p>	
<p>Relationship to General Plan: Regular replacement of equipment.</p>	
<p>History: Fourth year of a five year plan</p>	
Schedule: FY2016	In the 5 Year Capital Plan? Yes
Source of Funds: Free Cash	Request: \$35,000

21. Budget: School Department - \$35,000	
Title: Happy Hollow - Furniture Replacement	Project Advocate(s): Chair, School Committee, Public Buildings Director, Facilities Department
Description: This is the fourth year request of a 5-year plan to replace classroom furniture throughout the school. This request would replace the furniture in 6 classrooms with new student and teacher desks and chairs, bookshelves or files.	
Justification: The current furniture is 20-25 years old. Classroom furniture has a useful life of 20-25 years. The replacement furniture would be similar to existing furniture but would be ergonomically correct and appropriate for current use. It would help improve the classroom environment.	
Relationship to General Plan: Regular replacement of equipment.	
History: Fourth year of a five year plan	
Schedule: FY2016	In the 5 Year Capital Plan? Yes
Source of Funds: Free Cash	Request: \$35,000

22. Budget: School Department - \$35,000	
Title: Loker - Furniture Replacement	Project Advocate(s): Chair, School Committee, Public Buildings Director, Facilities Dept.
Description: This is the first year request of a 5-year plan to replace classroom furniture throughout the school. This request would replace the furniture in 6 classrooms with new student and teacher desks and chairs, bookshelves or files.	
Justification: The current furniture is 20-25 years old. Classroom furniture has a useful life of 20-25 years. The replacement furniture would be similar to existing furniture but would be ergonomically correct and appropriate for current use. It would help improve the classroom environment.	
Relationship to General Plan: Regular replacement of equipment.	
History: Initial request	
Schedule: FY2016	In the 5 Year Capital Plan? Yes
Source of Funds: Borrowing	Request: \$35,000

23. Budget: School Department: \$25,000	
Title: Middle School Furniture Replacement	Project Advocate(s): Chair, School Committee, Public Buildings Director, Facilities Department
Description: This is a two-pronged request. The first portion of the request is the second year of a two-year program to replace all of the cafeteria furniture. During this second year, \$8,000 will be used to replace the remaining 10 cafeteria tables in need of replacement. The balance will be used to replace classroom furniture. \$17,000 will outfit approximately 3-4 classrooms with new student and teacher desks and chairs, book shelves or files.	
Justification: The current cafeteria tables are in need of repair. Replacement parts have recently become difficult to obtain. In addition, the locking parts on the current tables have become more difficult to operate over time. The current classroom furniture is 20-25 years old, which represents its useful life. In both cases, the replacement furniture will be similar to the existing furniture but more ergonomically correct and appropriate for current use. It will help improve the cafeteria and classroom environment	
Relationship to General Plan: Regular replacement of equipment	
History: Last year, all but 10 cafeteria tables were replaced. This request completes that two-year project. First year of a multi-year request to replace the classroom furniture	
Schedule: Fiscal Year 2016	In the 5 Year Capital Plan? Yes
Source of Funds: Free Cash	Request: \$25,000

24. Budget: Facilities \$39,000	
Title: Loker School Telephone System	Project Advocate(s): Director of IT
Description: Install a wired Voice Over Internet Protocol (VoIP) telephone system in Loker School.	
Justification: The existing telephone system in Loker School is over 20 years old and is in need of an upgrade. As a K-5 Elementary School, safe school security protocol requires a telephone capable of dialing 911 along with all school paging/intercom capabilities from each room in the school. Only one classroom (BASE) at Loker can dial 911 and/or contact the main office. All other schools in the District have this capability in each of its classrooms. Alternative communication systems were considered, such as a traditional landline telephone system, upgraded PA system, teacher's cell phones, and wireless VoIP service which cost significantly more, provided less capability or did not function in this environment. Weston, Wellesley and Natick have also moved to or are moving to a wired VoIP standard for their school telephone systems. The requested amount is based on an estimate provided by an outside consultant.	
Relationship to General Plan: Maintenance and enhancement to equipment and related services provided to our Schools and School District.	
History: Wired VoIP telephones were installed at the new high school facility based on the recommendation of Garcia, Galuska & DeSousa, Consulting Engineers, Inc., an outside IT consultant for the project. This request is part of long-range plan to provide the same telephone system standard in all Wayland schools.	
Schedule: Fiscal Year 2016	In the 5 Year Capital Plan? Yes
Source of Funds: Cash Capital	Request: \$39,000

25. Budget: School Department - \$690,000	
Title: Claypit Hill Window and Door Replacement	Project Advocate(s): Chair, School Committee, Public Buildings Director, Facilities Department
Description: Replacement of all exterior, single glazed windows and doors (approximately 9,600 sq. ft. of window area and 36 doors), which are original to the construction of the building. The main building was constructed in 1957, with additions made in 1962 and 1974. The modular classrooms were installed in 1999.	
Justification: Currently, some doors and windows do not seal properly allowing colder air to flow into the building, driving up energy use. Several of the frames have rotted or rusted beyond repair. In addition, the modular doors and windows were constructed with a lower quality material than the main building. The new doors will have better insulation than the current ones and the new windows will be triple glazed low "E" type of units, thereby improving the building envelope, extending the useful life of the building and helping to control the increase in energy costs.	
Relationship to General Plan: Ongoing maintenance and investment in school facilities, as well as health and safety of students and staff. Newer doors and windows will help control increases in energy costs.	
History: The School Committee recommended and the Town appropriated \$1,110,000 for this project at the 2014 Town Meeting, contingent upon Massachusetts School Building Authority (MSBA) funding. This project was approved by the MSBA with a reimbursement rate of 35.42%. Based on the results of the feasibility and schematic design phase of this project, it was determined that an additional \$690,000 in funding will be necessary to complete the project. To receive the MSBA funding, the Town needs to authorize the full project cost which is \$1,800,000.	
Schedule: Fiscal Year 2016	In the 5 Year Capital Plan? Yes
Source of Funds: Surplus Bond Proceeds & MSBA	Request: \$690,000

26. Budget: School Department - \$62,100	
Title: Happy Hollow Floor Tile Replacement	Project Advocate(s): Chair, School Committee, Public Buildings Director, Facilities Department
Description: This is the second year of a multiple-year request to replace roughly 5,000 sq. ft. per year of ACM floor tile with vinyl-containing floor tile (VCT). This would equate to 4-5 classrooms per year.	
Justification: With the exception of the tile replaced over the last couple of years, including the main corridor and the corridor leading to the cafeteria, the tile is original to the construction dates of the building. Health issues associated with the current floor tile revolve around the asbestos content in the tile installed prior to 1983. As the tile wears out and breaks down it can emit particles into the air which is a health and safety issue. The other safety related issue is related to the worn carpets laid over the tile in the classrooms that present a tripping hazard. The new material (VCT) has a 30-year life expectancy versus carpet that has a useful life of 10 to 12 years in a school setting if properly maintained. The VCT also requires less maintenance.	
Relationship to General Plan: Ongoing maintenance of school facilities as well as health and safety of students and staff.	
History: Second year of a three year project.	
Schedule: FY2016	In the 5 Year Capital Plan? Yes
Source of Funds: Borrowing	Request: \$62,100

27. Budget: School Department - \$195,000	
Title: Happy Hollow Renovation to Former Art Room, Café and adjoining Spaces	Project Advocate(s): Chair, School Committee, Public Buildings Director, Facilities Department
<p>Description: This request is for construction costs to provide correctly sized space for the school population in the cafeteria and nurse's office areas, as well as in general, reconfigure the space along the southern corridor of the building for optimal program utilization.</p> <p>At the 2013 Town Meeting, \$85,000 was appropriated to renovate the nurse's office. When it was determined, there was insufficient space to complete the project in close proximity to its current location, a more suitable space for the nurse's office was identified along the southern corridor of the building where the cafeteria, art room and staff lounge/copy center are located as separate rooms.</p> <p>The new design will allow the school to take advantage of available space resulting from the relocation of the art room to a classroom, due to the reconfiguration of the elementary schools. It will expand the cafeteria with the potential for added multi-purpose space, move the nurse's office to a more suitable area and in general, repurpose the rooms along this corridor to meet the program needs of the school.</p> <p>At the 2014 Town Meeting \$20,000 was appropriated to design this enhanced project. This current request represents the additional cost of completing this project over and above the funds appropriated for the renovation of the nurse's office at the 2013 Town Meeting and the design funds appropriated at the 2014 Town Meeting.</p>	
<p>Justification:</p> <p>This project will address two specific needs:</p> <ol style="list-style-type: none"> 1. To move the nurse's office to a correctly sized and more private location and 2. To expand the size of the cafeteria with the potential for added multi-purpose space. <p>In general, this project will also better repurpose the rooms along this corridor to meet the needs of the programs, students and staff members.</p> <p>This new design can now be accomplished since the former art room space has become available through the reconfiguration of the elementary schools.</p>	
<p>Relationship to General Plan: Investment in facilities that will provide a private location for nurse's office and appropriate space for the educational program.</p>	
<p>History: Total project cost is \$300K. \$85K was appropriated in 2013 to renovate the nurse's office. \$20K was appropriated in 2014 for project design. The project balance of \$195K is currently being requested.</p>	
Schedule: Fiscal Year 2016	In the 5 Year Capital Plan? Yes
Source of Funds: Borrowing	Request: \$195,000

28. Budget: School Department - \$52,000	
Title: Happy Hollow Paving/Top Coat	Project Advocate(s): Chair, School Committee, Public Buildings Director, Facilities Department
Description: Repave the parking lot on the west side of the building. Project encompasses approximately 16,000 square feet.	
Justification: Scheduled maintenance of parking lot to ensure safety. The current pavement is well over 20 years old. Some repairs were done in 2007.	
Relationship to General Plan: Ongoing maintenance and investment in school facilities.	
History: Last repairs were performed in 2007.	
Schedule: FY2016	In the 5 Year Capital Plan? Yes
Source of Funds: Borrowing	Request: \$52,000

29. Budget: School Department - \$110,000	
Title: Loker Floor Tile Replacement \$110,000	Project Advocate(s): Chair, School Committee, Public Buildings Director, Facilities Department Public Buildings Director, Facilities Department
Description: This is the first year of a two year request to replace roughly 10,500 sq. ft. per year of ACM floor tile with vinyl-containing floor tile (VCT). This would equate to 8-10 classrooms per year.	
Justification: With the exception of the tile replaced over the last couple of years in the teacher's conference room and a small counselor's room, the tile is original to the construction dates of the building. Health issues associated with the current floor tile revolve around the asbestos content in the tile installed prior to 1983. As the tile wears out and breaks down it can emit particles into the air, which is a health and safety issue. The other safety related issue is related to the worn carpets laid over the tile in the classrooms that present a tripping hazard. The new material (VCT) has a 30-year life expectancy versus carpet that has a useful life of 10 to 12 years in a school setting if properly maintained. The VCT also requires less maintenance.	
Relationship to General Plan: Ongoing maintenance and investment in school facilities as well as health and safety of students and staff.	
History: First year of a two year plan	
Schedule: FY2016	In the 5 Year Capital Plan? Yes
Source of Funds: Borrowing/Surplus Bond Proceeds	Request: \$110,000

30. Budget: School Department - \$120,000	
Title: Loker Network Upgrade	Project Advocate(s): Director of IT
<p>Description: Upgrade Loker Elementary School network infrastructure, including network switches, wiring and wireless access points.</p>	
<p>Justification: Network upgrades support Federal and State mandates for District Readiness for Digital Learning. This request assumes an upgrade of network switches to include added firmware capabilities (including improved performance, patch for recently discovered vulnerabilities, installation of new Network protocols, and new security capabilities), Cat6 wiring to go from 100 MB to 1 GB which supports faster connection rates and higher throughput, and wireless coverage through additional access points. This upgrade is in line with the Department of Early and Secondary Education (DESE) and the Department of Education (DOE) Future Ready Guidelines (http://tech.ed.gov/connected/) for K-12 schools. The requested amount is based on an August 2014 estimate provided by Sullivan & McLaughlin Companies, Inc., an outside consultant.</p> <p>The IT Department will conduct a thorough network design and analysis by a third party consultant to be completed in 2015. Based on this analysis, the School's IT Department will implement the solution that provides the best short term and long term network upgrade for Loker Elementary School.</p>	
<p>Relationship to General Plan: This request is a continuation of our long-term technology planning and in line with Claypit Hill and Happy Hollow School network upgrades for our K-5 Elementary Schools. (http://www.wayland.k12.ma.us/administration/technology_department)</p>	
<p>History: Loker had previously been wired as a Kindergarten school where students would use 5-6 iPads in a classroom. In our Elementary Schools, we model 1:1 computing using full sets of computer carts (20-25) and iPad carts (20-25) in the classrooms, requiring a more robust wireless network infrastructure. Each school has one iPad cart and 4-6 laptops carts that are shared by classrooms. Our current plan is to grow this model of 1:1 shared classroom technology resources.</p>	
Schedule: Fiscal Year 2016	In the 5 Year Capital Plan? No.
Source of Funds: Borrowing	Request: \$120,000

31. Budget: School Department - \$250,000	
Title: Middle School Window Replacement	Project Advocate(s): Chair, School Committee, Public Buildings Director, Facilities Department Public Buildings Director, Facilities Department
Description: Replace 43 year old single glazed windows (60 windows - 4' X 5' each) located under the sloping portion of the roof, facing east, with energy efficient, triple glazed windows. Reconfigure the system to raise the sill height to at least 30" above the foundation to prevent melting snow from entering the building.	
Justification: Issues involving these windows were uncovered during the Middle School roof when there was considerable rainfall over a short period of time. The windows are in fair condition because at times snow covers a portion of the windows given the low sill height, causing a breakdown of the window seal which results in leaking, water damage to the carpeting and potential mold concerns. New efficient windows that would eliminate these problems, control the increase in energy costs and increase comfort were approved at the 2014 Town Meeting. During the first phase of this project, it was discovered there is no structural anchoring of the windows in place. Current building code does require the windows be anchored to the superstructure of the building. To install the structural anchoring and complete this project, an additional \$250,000 in funding is requested.	
Relationship to General Plan: Ongoing maintenance and investment in school facilities. More efficient windows should help control increased energy costs.	
History: This project received \$250,000 in funding at the 2014 Town Meeting. This request is for an additional \$250,000 to complete the project.	
Schedule: FY2015-16	In the 5 Year Capital Plan? No
Source of Funds: Borrowing/Surplus Bond Proceeds	Request: \$250,000

32. Budget: DPW - Water - \$50,000	
Title: Infrastructure - Pump Station Upgrades	Project Advocate(s): DPW Director / Board of Public Works
Description: Pump Station upgrades required by the DEP. We have multiple building code violations and equipment that needs to be replaced. The DEP has mandated that all our pump stations be upgraded with the chemical feed safety controls.	
Justification: The pump stations at the Town's five wells need to be upgraded to meet the evolving standards set by the DEP. In the 2010 sanitary survey performed by the DEP we were cited for not having the new chemical feed safety equipment. These upgrades are necessary to ensure that we meet DEP standards and will allow us to continue using our wells as the source of the Town's water.	
Relationship to General Plan: \$1mil approved through FY15; \$50k request in FY16 and a final \$50k request in FY17	
History: Ongoing upgrade program	
Schedule: Planned to complete in FY17	In the 5 Year Capital Plan? Yes
Source of Funds: Water Enterprise Fund	Request: \$50,000

33. Budget: DPW - Water - \$60,000	
Title: Equipment - Water Vehicle Replacements	Project Advocate(s): DPW Director / Board of Public Works
Description: This request is part of the 5-year capital plan to replace Water Department vehicles. In 2016 we intend to replace W7, a 2007 Ford Ranger.	
Justification: We need to replace this vehicle and continue the vehicle replacement program for the Water Department. We intend to replace our oldest and poorest running vehicles at the rate of one each year. W7 is a 2007 Ford Ranger with approximately 67,000 miles.	
Relationship to General Plan: In 2017 we will be replacing W1, a Chevy 3500 truck. In 2018 we will be replacing W4, a Chevy 3500 truck. In 2019 we will be replacing W9, a Ford F550 truck. These are all scheduled replacements.	
History: Ongoing multi-year replacement program	
Schedule: To be purchased in FY16	In the 5 Year Capital Plan? Yes
Source of Funds: Water Enterprise Fund	Request: \$60,000

34. Budget: DPW - Water - \$700,000	
Title: Infrastructure - Water Main Projects	Project Advocate(s): DPW Director / Board of Public Works
Description: This is a continuation to replace the aging, outdated, and failing water mains in Wayland.	
Justification: This program is designed to improve the water pipe network / distribution system. Our current focus will be on the replacement of the water main on Bradford Street, Shawmut Avenue, Harrison Street, and Damon Street. The replacement of the Bradford Street main will facilitate the fire protection for the proposed elderly housing at 106 Main Street.	
Relationship to General Plan: \$700k per year in the five yr capital plan	
History: Ongoing distribution system repair & replacement program	
Schedule: Ongoing program	In the 5 Year Capital Plan? Yes
Source of Funds: Borrowing	Request: \$700,000

35. Budget: DPW – Water - \$200,000	
Title: Equipment - Replace Old Outdated Existing Water Meters	Project Advocate(s): DPW Director / Board of Public Works
Description: Replace all of the old water meters that are still left in town.	
Justification: The older style water meters need to be changed every 10 to 15 years. As the meters get older, their accuracy and reliability diminish. We have been changing out meters in-house as quickly as we can, however we have approximately 2000 meters that are nearly 18 years old.	
Relationship to General Plan: \$200k request in FY16 and a final \$200k request in FY17	
History: Ongoing replacement program	
Schedule: Planned to complete in FY17	In the 5 Year Capital Plan? Yes
Source of Funds: Water Enterprise Fund	Request: \$200,000

ARTICLE 6: COMPENSATION FOR TOWN CLERK*Proposed by: Board of Selectmen*

To determine whether the Town will vote to fix the salary and compensation of the elected Town Clerk, to be effective July 1, 2015, which salary and compensation is printed below.

SALARY SCHEDULE – TOWN CLERK

	<u>FY 2015</u>	<u>FY 2016</u>
Town Clerk	\$ 68,100	\$ 69,122

FINANCE COMMITTEE COMMENTS: This is a standard article that permits the Town to set the salary of the Town Clerk. Because the Town Clerk is an elected position, the salary of the Town Clerk does not fall within the Personnel Wage and Salary Classification Plan and Town Meeting must approve the salary of this position (the article sets the salary, the budget appropriates the monies). This process treats the Town Clerk in a manner comparable to other appointed Department Heads who may enjoy benefits not available to elected officials, such as automatic step increases, merit increases that recognize performance, and cost of living adjustments. The cost of living adjustment recommended by the Board of Selectmen is 1.5%, equivalent to Department Heads.

ARGUMENTS IN FAVOR: The proposed salary reflects a fair compensation for the work performed considering all relevant factors.

ARGUMENTS OPPOSED: Some would say that given current economic conditions, the Town can attract qualified candidates to seek the position at a lower salary. Others may say the salary is too low.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 6-0.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 41, Section 108.

For more information about this article, contact John Senchyshyn, Assistant Town Administrator/Human Resources Director, at (508) 358-3623, or email jsenchyshyn@wayland.ma.us.

ARTICLE 7: PERSONNEL BYLAWS AND WAGE & CLASSIFICATION PLAN*Sponsored by: Personnel Board*

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 previously adopted by the Town.

FINANCE COMMITTEE COMMENTS: This Article is requesting Town Meeting to approve changes to the Wage and Classification Plan as presented. This article only impacts non-union employees of the town. There are no amendments to the language of the Town Bylaw or changes to associated benefits related to Personnel this year.

The Wage and Classification Plan allows for periodic wage increases for non-union employees based on employee longevity and provides for reasonable wage growth over time. The Wage Classification Tables, as included in this warrant, reflect a 1.5% increase for all non-union employees as of July 1, 2015. For informational purposes only, those union employees in bargaining units with negotiated

labor contracts have their wage tables listed as well. Two Town contracts for FY 2015 have been settled as of March 3, 2014.

The Personnel Board voted 3-0 in favor of this article.

ARGUMENTS IN FAVOR: The Wage and Classification Plan allows for periodic wage increases for non-union employees based on employee longevity and provides for reasonable wage growth over time depending on economic conditions. Changes to the union schedules are required to reflect new salary levels that result from executed union contracts and are provided for informational purposes only.

ARGUMENTS OPPOSED: Some would say that salary growth should be lower based on current economic conditions.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 7-0.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 41, Section 108A.

CONSISTENCY WITH LAW: It is the opinion of Town Counsel that the foregoing bylaw amendments are consistent with federal and Massachusetts law.

See Personnel Wage and Salary Classification Plan at Appendix C. For more information about this article, contact John Senchyshyn, Assistant Town Administrator/Human Resources Director, at (508) 358-3623, or email jsenchyshyn@wayland.ma.us.

ARTICLE 8: ACCEPT VALOR ACT TO ESTABLISH VETERANS PROPERTY TAX WORKOFF PROGRAM

Sponsored by: Board of Selectmen

To determine whether the Town will vote to:

- a.) accept the provisions of Massachusetts General Laws Chapter 59, Section 5N to establish a real property tax work off program for veterans; and
- b.) adjust the exemption said Section 5N by:
 - (i) allowing an approved representative for persons physically unable to provide volunteer services to the town; or
 - (ii) allowing the maximum reduction of the real property tax bill to be based on 125 volunteer service hours in a given tax year, rather than \$1,000.

FINANCE COMMITTEE COMMENTS: The passage of this article would allow discharged veterans to receive an abatement on their property taxes in exchange for working a set number of hours for the Town. Any honorably discharged veteran is eligible, regardless of age. There will initially be 30 positions open for the program.

It is estimated that there are approximately 400 veterans in Wayland. Those eligible must own their home and live in Wayland. Those who work a cumulative 50 hours will receive a maximum of \$500 abatement. The program is funded through the assessor's overlay account and has no impact on the town's operating budget. Those who participate in the program can work for any Town Department where they are needed.

The program will not overlap with the existing senior workoff program. They are separate programs that will be administered independently. Those who participate in one program cannot participate in both.

ARGUMENTS IN FAVOR:

- Provides needed support to the veterans and certain other residents coping with the increasing burden of paying property taxes.
- The program adds minimal cost to each taxpayer to honor our veterans

ARGUMENTS OPPOSED:

- To allow the exemptions to eligible residents, the remaining taxpayers must pay slightly more in property taxes.
- Roles and responsibilities for the execution and oversight of the program needs to be finalized.

RECOMMENDATION: The Finance Committee recommends approval. Vote 5-0.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 59, Section 5N.

For more information about this article, contact Ellen Brideau, Director of Assessing, at (508) 358-3658, or email ebrideau@wayland.ma.us. See Massachusetts General Laws Chapter 59, Section 5N at Appendix D.

ARTICLE 9: RESOLUTION REGARDING ESCO PROJECT CHANGES

Proposed by: Board of Selectmen and Energy Initiatives Advisory Committee

To determine whether the Town will vote to adopt a resolution in support of changes to the Energy Services Company Capital project described at the 2014 Annual Town Meeting substantially the same as the following resolution.

WHEREAS Wayland has been a Green Community since 2010 and has committed to reducing energy usage by 20%; and,

WHEREAS Wayland appropriated \$2,813,920 to enter an Energy Savings Contract (ESCO) at Annual Town Meeting 2014 for projects at various municipal buildings; and,

WHEREAS the phase 1 ESCO work totaling \$1,915,510 is underway; and,

WHEREAS a commitment was made to return to Town Meeting if the work on the Town Building in phase 2, totaling \$898,410, was changed; and,

WHEREAS the Board of Selectmen, with input from the Public Buildings Director, has decided to delay any significant capital improvements on Town Building; and,

WHEREAS the Public Buildings Director has recommended the ESCO phase 2 work in the amount of \$820,063 be reallocated to two School buildings by installing new digital energy management controls in Loker and Claypit Hill Elementary Schools that will allow for the control of energy settings, yielding improved comfort and improved energy savings; and,

WHEREAS the proposed work in the two schools is a net decrease of \$78,347 in potential expense and provides equivalent energy savings; and,

WHEREAS the School Committee has voted to support this change in ESCO work; and,

WHEREAS the total contracted work is less than the 2015 appropriation by \$78,347.

NOW, THEREFORE, BE IT RESOLVED, that this Town Meeting supports changing the ESCO project as described at the 2014 Annual Town Meeting by reallocating the phase 2 work from Town Building to Claypit Hill and Loker Schools.

FINANCE COMMITTEE COMMENTS: This article seeks a town meeting resolution to change the work to be completed under phase 2 of the ESCO project voted at the 2014 Annual Town Meeting. The Public Buildings Director has recommended a reallocation of the funding, and this Resolution seeks to inform Town Meeting and to confirm that decision before the next phase of the contract is signed. Town Counsel has opined that the change in work is within the original scope of the motion and voted article; however, during debate of the capital item at the Spring 2014 Annual Town Meeting, proponents stated they would return to Town Meeting if the scope of work under phase 2 was altered, and this Article follows through on that commitment.

Under Article 6 at 2014 ATM, \$2,813,920 was appropriated for a capital item to enter a town-wide energy savings service contract. The motion defined the scope of the appropriation as:

“...for specific energy infrastructure and efficiency projects in municipal and school buildings, including mechanical upgrades involving heating, air conditioning systems, motors/drives, lighting upgrades and lighting controls, energy management systems and controls, and building envelope and weatherization upgrades;...”

A contract was signed with Ameresco on July 30, 2014 for phase 1 work for \$1,915,510 (all projects except the Town Building) and those efforts are in process, with all work expected to be completed by May 2016. Following 2014 Annual Town Meeting, Wayland secured a state grant of \$240,000 to help finance the ESCO work. These funds will be used to reduce the amount the town needs to borrow to finance the ESCO work and will increase net savings to the taxpayers.

After review, the Public Buildings Director recommended that the ESCO project work contemplated for the Town Building be replaced with alternative projects - Integrated and New Energy Management Systems at both Claypit Hill and Loker Schools. This decision was based on several factors:

- Both elementary schools will be utilized as school buildings for the foreseeable future.
- There is some uncertainty as to the future use and configuration of Town Building.
- The existing building control systems at both elementary schools are of an age and condition whereby they could fail within the next 10-12 years; in fact, they could become unusable within only a few years.
- If replaced in an emergency or near emergency manner, the system replacements would be more expensive and less well designed than accomplishing the upgrades now.
- The existing control systems do not provide modern energy conservation capabilities nor do they provide adequate comfort control.
- New Integrated Building Control Systems would result in immediate energy savings, increased comfort control, reduced maintenance costs, and future cost avoidance.

The specific work to be completed is installation of new digital energy management controls in Loker and Claypit Hill Elementary Schools that will allow for the control of energy settings, yielding improved comfort and improved energy savings. The project will replace the aged pneumatic controls that no longer work and do not have the capability to set energy levels at different times of the day to

respond to use. Digital energy management controls are being installed as part of the phase 1 ESCO project in the Middle School and at Happy Hollow.

The change in work product demonstrates fiscal responsibility with lower overall cost and similar estimated savings over 20 years.

- Program costs for the total ESCO project will decrease from \$2,813,920 to \$2,735,573, a net decrease of \$78,347.
- Savings over 20 years, taking into account financing costs, are equivalent to those set forth in the original contract.

Anticipated ESCO savings for gas and electricity, exclusive of this proposed project, have been incorporated into the FY16 budget process. The Public Buildings Director and the Finance Director have established accounting and billing protocols to track energy usage, costs and impact on related budgets.

The School Committee voted January 30, 2015 to support this Resolution and the work at Claypit Hill and Loker Schools.

The Energy Initiatives Advisory Committee voted 3-0 to support this Resolution.

ARGUMENTS IN FAVOR:

- This reallocation of the ESCO work results in a lower project cost (by \$78,347) and equivalent estimated savings to those projected in 2014, over 20 years;
- This reallocation more closely aligns energy saving expenditures with the long-term facilities goals of the Town; and
- This project will allow the Town to replace old and inefficient building systems in the remaining two elementary schools with new, energy efficient systems on a cost-effective basis.
- Completing the ESCO project at Loker and Claypit Hill bring the heating equipment in all three elementary schools to parity.

ARGUMENTS OPPOSED:

- Some might argue that it has been demonstrated by the former Public Buildings Director that the Town Building needs the repairs and replacements approved in 2014 and that moving this work to the elementary schools will cause the Town Building to continue to have mechanical issues that need to be addressed.
- Some may feel that this decision to change phase 2 projects should have come before Town meeting in the form of an article rather than a resolution.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 7-0.

QUANTUM OF VOTE: Majority.

For more information about this article, contact Ellen Tohn, chair of the Energy Initiatives Advisory Committee, ellentohn@gmail.com or Ben Keefe, Public Buildings Director, bkeefe@wayland.ma.us.

ARTICLE 10: ADOPT INSPECTION TESTING AND MAINTENANCE OF PRIVATELY OWNED WATER BASED FIRE SUPPRESSION SYSTEMS BYLAW

Proposed by: Board of Selectmen

To determine whether the Town will vote to amend the Code of the Town of Wayland by adding thereto the following new chapter:

Chapter 123 – Inspection, Testing, & Maintenance of Private Fire Hydrants and Underground and Exposed Piping

Section 1 – Purpose

The purpose of this chapter is to set requirements for the testing, inspection, and maintenance of privately owned fire hydrants and underground and exposed piping. It is the responsibility of the property owner to have all the hydrants and piping located on his/her property maintained, inspected, and tested in accordance with this regulation. This procedure is necessary in order to assure proper function of the fire hydrants located on the property.

Section 2 - Referenced Documents

NFPA Publication. National Fire Protection Association (“NFPA”), 1 Batterymarch Park, Quincy, MA 02169-7471.

NFPA 25, the Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protections Systems (current edition).

Section 3 - Definitions - As used in this section, the following terms shall have the meanings indicated:

Fire Hydrant

A water supply with valve connection(s) having outlet(s) to supply hose and fire department pumpers with water including standpipe connections.

Private Fire Hydrants

Private fire hydrants are those hydrants not owned, rented, or maintained by the Town of Wayland or any other governmental entity.

Underground and Exposed Piping

The supply piping connected to private fire hydrants.

Section 3 – Responsibility

The property owner or designated representative is responsible for compliance with this bylaw.

Section 4 – Application

Fire hydrants shall be inspected, maintained, and tested in accordance with NFPA 25 (current edition).

The Wayland Fire Department reserves the right to inspect private fire hydrants for compliance with this bylaw.

Underground and exposed piping shall be inspected, maintained, and tested in accordance with NFPA 25 (current edition).

Copies of all records related to the hydrants and piping shall be forwarded to the Wayland Fire Department within 30 days of the inspection, maintenance, and/or tests.

The first round of inspection and maintenance procedures which shall include flow tests of the hydrants and piping and shall be completed within the time period April 15, 2016 - June 15, 2016. The records of the inspection, maintenance, and testing shall be filed with the Fire Chief at the Wayland Fire Department by July 15, 2016.

All subsequent yearly procedures shall take place in the time period between April 15 and June 15 of each year. Reports of the procedures shall be filed with the Fire Chief at the Wayland Fire Department by July 15, each year.

Section 5 – Violations

For any violation of this bylaw, the property owner will be assessed the following fines. Property owners will be notified of all fines assessed and must be paid within 30 days of notification.

\$50. First offense, for each violation. This applies to each private fire hydrant. For instance, a subdivision with three hydrants in non-compliance with this bylaw would be assessed a fine of \$150.

\$200. An additional \$200 fine will be assessed if the same violation(s) has (have) not been remedied after notification by the Fire department and after a 30 day period.

\$300. If the same violation(s) is (are) not remedied after notification by the Fire Department during the next April 15 – June 15 time period. Failure to pay the fine within the prescribed time period will result in court action for violation of a Town bylaw or a municipal charges lien being placed on the subject real property pursuant to Massachusetts General Laws Chapter 40, Section 58, in the Middlesex County Registry of Deeds, South District, until the fine is paid.

As an alternative to the assessment of fines through criminal process, violations of this bylaw may be enforced through civil disposition in the manner provided in Massachusetts General Laws Chapter 40, Section 21D. The Fire Chief or his designee shall be the enforcing person.

FINANCE COMMITTEE COMMENTS: The Finance Committee has reviewed this article and determined there is no material financial impact to the town and therefore has declined to comment.

RECOMMENDATION: The Finance Committee recommends approval. Vote 6-0.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 21.

CONSISTENCY WITH LAW: It is the opinion of Town Counsel that the foregoing bylaw amendments are consistent with federal and Massachusetts law.

For more information about this article, contact Nan Balmer, Town Administrator, at (508) 358-3620, or email nbalmer@wayland.ma.us.

ARTICLE 11: SET ASIDE COMMUNITY PRESERVATION FUNDS FOR LATER SPENDING

Proposed by: Community Preservation Committee

To determine whether the Town will vote to set aside from the Community Preservation Fund's uncommitted funds for later spending:

- a.) \$95,897 for open space, but not including land for recreational use, \$95,897 for historic resources, and \$95,897 for community housing pursuant to Massachusetts General Laws Chapter 44B, Section 6 for Fiscal Year 2016;
- b.) \$163,305 for open space, but not including land for recreational use, \$163,305 for historic resources, and \$163,305 for community housing pursuant to Massachusetts General Laws Chapter 44B, Section 6 for underfunding of Fiscal Years 2007, 2008, and 2010 through 2014;
- c.) \$25,000 for administrative expenses; and,
- d.) \$250,000 for historic resources.

FINANCE COMMITTEE COMMENTS: Refer to Appendix N to review the Community Preservation Committee report.

The Community Preservation Act (CPA) was signed into law by the State of Massachusetts on September 14, 2000 and became effective 90 days later on December 13, 2000. The Town of Wayland approved adoption of the CPA and a CPA surcharge in the amount of 1.5% of annual tax payments during the April 2001 Annual Town Meeting.

The CPA enables communities to levy a property tax surcharge on real property for the purpose of creating a community preservation fund and qualifying for state matching funds. This property tax surcharge is calculated and based upon a homeowner's tax payments and not upon assessed valuation. The CPA also establishes a Community Preservation Committee (CPC) that makes recommendations on how the money shall be spent. Town Meeting may appropriate amounts in the Community Preservation Fund for purposes and amounts not greater than amounts recommended by the CPC.

- a) Wayland adopted the Community Preservation Act in 2001. The Act requires that the CPC recommend and that the TM vote to set aside 10% of the annual receipts (local surcharge + State Fund) of the Community Preservation Act (CPA) funds into each of the following categories: Community Housing, Historic Preservation, and Open Space. The remaining funds (70%) stay in an "uncommitted balance" fund unless otherwise voted at TM and can be used for any of the above categories as well as Recreation. $\$95,897 = 10\% [\$210,765 \text{ (State Trust Fund)} + \$748,206 \text{ (Local Surcharge)}]$
- b) A review of the past records of the CPA shows that the full 10% of the 1.5% surcharge + the State Trust Fund distribution was not set aside each year. A vote of TM is necessary to fix the set-aside shortfalls. Below is a chart showing the discrepancies.

FY	Total CPA Receipts (Local + State)	Correct 10% Set Aside (each Category)	ATM Voted Set Aside (each Category)	Amount Due (each Category)	Total Additional Amount to be Set Aside
2007	\$1,100,432	\$110,043	\$90,000	\$20,043	\$60,130
2008	\$1,168,652	\$116,865	\$105,000	\$11,865	\$35,596
2009	\$1,040,954	\$104,095	\$105,000	\$0	\$0
2010	\$879,647	\$87,965	\$70,000	\$17,965	\$53,894
2011	\$863,872	\$86,387	\$60,000	\$26,387	\$79,162
2012	\$857,229	\$85,723	\$60,000	\$25,723	\$77,169
2013	\$814,083	\$81,408	\$60,000	\$21,408	\$64,225
2014	\$999,136	\$99,914	\$60,000	<u>\$39,914</u>	<u>\$119,741</u>
				\$163,305	\$489,915

- c) The CPC uses administrative funds to get appraisals and quotes for large projects and for membership to Community Preservation Coalition – a statewide organization of CPCs.
- d) The CPC intended in FY 2014 that the contribution toward the fire suppression system at Cochituate Village Apartments be taken from Community Housing and Historic Preservation. Town Counsel advised to take the entire amount from Historic Preservation. The purpose of this transfer is to replenish the Historic Preservation Fund of the CPA Fund.

ARGUMENTS IN FAVOR: The article accomplishes (1) the annual distribution of funds to the three purposes as required by the Community Preservation Act; (2) corrects funding deficiencies from prior years; (3) makes a routine appropriation for CPC administrative purposes; and, (4) replenishes the Historic Preservation Fund to compensate for funds appropriated that should have been taken from uncommitted funds. This article sets the fund balances to their proper levels, and any expenditure on specific projects will require Town Meeting votes in the future.

ARGUMENTS OPPOSED: None.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 7-0.

QUANTUM OF VOTE: Majority – See Massachusetts General Laws Chapter 44B, Section 6.

For more information about this article, contact Gretchen Schuler, Chair, Community Preservation Committee, at ggschuler@verizon.net.

ARTICLE 12: SET ASIDE FOR LATER SPENDING COMMUNITY PRESERVATION FUNDS FOR OPEN SPACE

Proposed by: Community Preservation Committee

To determine whether the Town will vote to set aside from the Community Preservation Fund's uncommitted funds for later spending \$2,000,000 for open space purposes pursuant to Massachusetts General Laws Chapter 44B, Section 6.

FINANCE COMMITTEE COMMENTS: The Community Preservation Act (CPA) was signed into law by the Commonwealth of Massachusetts in 2000 and became effective on December 13, 2000. The Town of Wayland approved adoption of the CPA and a CPA surcharge in the amount of 1.5% of annual tax payments during the April 2001 Town Meeting.

The CPA enables communities to levy a property tax surcharge on real property for the purpose of creating a community preservation fund and qualifying for state matching funds. This property tax surcharge is calculated and based upon a homeowner's tax payments which are based upon a formula that considers the assessed valuation. The CPA also established a Community Preservation Committee that makes recommendations on how the money is spent. Town Meeting may appropriate amounts in the Community Preservation Fund for the purposes and amounts not greater than amounts recommended by the CPC.

At this time, the CPC is recommending setting aside these funds so that in the event a parcel of land becomes available at some point in the future, these funds can be used. It should be noted that any future acquisition of such land would also require Town Meeting approval.

Community Preservation Committee board voted in favor of this article on 1-7-2015 with an 8-0-0 vote.

Conservation Commission voted in favor of this on January 13, 2015 with a 5-0 vote (two members were missing).

ARGUMENTS IN FAVOR: The purpose of setting aside funds for Open Space acquisition is to ensure that the funds will be available and to prepare for a purchase of large parcel(s) of land that generally is sizeable compared to other types of projects. Passage of this article is a sense of the town meeting that protection of open space is an important aspect of community preservation. The Commission has a number of targeted parcels of land with values that likely exceed the amount of the set aside.

ARGUMENTS OPPOSED: Since any future acquisition of land would require ATM vote, there is no need for passage of this article at this time.

In the absence of an identified target acquisition, there is no need to set aside money at this time.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 6-0.

QUANTUM OF VOTE: Majority – See Massachusetts General Laws Chapter 44B, Section 6.

For more information about this article, contact Gretchen Schuler, Chair, Community Preservation Committee, at ggschuler@verizon.net.

ARTICLE 13: TRANSFER COMMUNITY HOUSING FUNDS TO WAYLAND MUNICIPAL AFFORDABLE HOUSING TRUST FUND

Proposed by: Community Preservation Committee

Estimated Cost: \$419,202

To determine whether the Town will vote to appropriate and transfer from funds set aside in the Community Preservation Fund for community housing \$419,202 to be deposited in the Wayland Municipal Affordable Housing Trust Fund.

FINANCE COMMITTEE COMMENTS: The Wayland Municipal Affordable Housing Trust Fund (WMAHTF) was established by the 2014 Annual Town Meeting to create and preserve affordable housing in Wayland. Wayland's 2010 Housing Production Plan, which guides our local housing entities, recommended the Trust Fund be established as a means of enhancing the Town's ability to increase its affordable housing stock. Town Meeting also provided the WMAHTF's seed money from money previously designated for affordable housing purposes. The current article provides for additional funding for the WMAHTF, transferring monies that have already been set aside, or are being set aside at this Town Meeting, to be used only for Community Housing related purposes, consistent with the Community Preservation Act. This total includes \$160,000 already in the Community Housing Fund plus all monies that will have been apportioned from current and prior years through Article 12 of this Town Meeting. Transferring the CPA Community Housing Fund to the WMAHTF enables the Town to better address affordable housing issues, as was the intent of the Town in creating the Affordable Housing Trust Fund. The WMAHTF is able to operate in a flexible and responsive manner, subject to the condition that special approval is required when more than two units of affordable housing are to be created. Each year, there will be an article to transfer the current community housing funds to the WMAHTF. Other CPA communities that fund their local Municipal Housing Trusts with their CPA Community Housing monies include Cambridge, Carver, Harvard, Hudson, Lincoln, and Norfolk.

General information about Wayland's Affordable Housing programs can be found at:
http://www.wayland.ma.us/Pages/WaylandMA_Planning/Afford%20Housing%202015.pdf.

The Community Preservation Committee voted in favor of this article on January 7, 2015. Vote 8-0.

ARGUMENTS IN FAVOR: Transferring these funds accomplishes the Town's intent in creating the Affordable Housing Trust Fund, making money available so the Town can advance its affordable housing goals.

The WMAHTF is required to use these funds in a manner consistent with the CPA, subject to the CPA's restrictions and limitations.

The WMAHTF can receive funds from sources other than the Community Preservation Fund, such as private donations, grants, and developer payments, thus consolidating funds to be used only for housing for low- and moderate-income people.

ARGUMENTS OPPOSED: The WMAHTF, appointed by the Board of Selectmen, would have discretion to spend these funds without Town Meeting approval.

Entities seeking funding for community housing purposes would need to go to the WMAHTF, either instead of or in addition to the Community Preservation Committee.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 6-0

QUANTUM OF VOTE: Majority – See Massachusetts General Laws Chapter 44B, Section 5.

For more information about this article, contact Gretchen Schuler, Chair, Community Preservation Committee, at ggschuler@verizon.net.

ARTICLE 14: IMPLEMENT SOLAR ENERGY: POWER PURCHASE AND LICENSE OR LEASE AGREEMENT AND AUTHORIZATION FOR STRUCTURED TAX PAYMENT

Proposed by: Board of Selectmen and Energy Initiatives Advisory Committee

To determine whether the Town will vote to:

- a.) authorize the Board of Selectmen, with the approval of Town Counsel as to form, to enter into and execute an agreement for the purchase of solar energy or net metering credits generated by solar photovoltaic power generation systems to be installed and operated on canopies located in parking lots at the Wayland High School, the Wayland Middle School, and the Wayland Town Building at 41 Cochituate Road, Wayland, Massachusetts, and on the roof of the new Department of Public Works facility at 66 River Road, for a term of twenty (20) years; and
- b.) authorize the Board of Selectmen, the School Committee, and the Board of Public Works, as the case may be, with the approval of Town Counsel as to form, to transfer the care, custody, management and control of said areas of land and buildings to the Board of Selectmen for the purpose of leasing, as lessor, or licensing said areas of land and buildings for a term of not more than twenty (20) years for the installation and operation of said systems thereon; and
- c.) authorize the Board of Selectmen, with approval of Town Counsel as to form, to lease, as lessor, or license said areas of land and buildings for a term of not more than twenty (20) years for said purposes; and
- d.) authorize the Board of Selectmen, pursuant to the provisions of Massachusetts General Laws Chapter 59, Section 38H, with the approval of Town Counsel as to form, to enter into and execute a structured tax or payment in lieu of tax (PILOT) agreement in connection with the solar photovoltaic power generation systems to be installed and operated on canopies located in parking lots at the Wayland Middle School, Wayland High School, the Wayland Town Building, and on the new Department of Public Works facility roof located at 66 River Road upon such terms and conditions, as the Board of Selectmen shall deem to be in the best interest of the Town.

FINANCE COMMITTEE COMMENTS: With passage of this article, the Town will: 1) support its designation as a Green Community and its commitment to reduce town energy use and increase use of renewable energy, 2) enhance resiliency capabilities by providing solar back up to our Middle School shelter leveraging state grant funds and 3) save money through reduced electricity costs and property tax payments from Ameresco.

The article empowers the Town to sign a power purchase agreement (PPA) with an affiliate of Ameresco, Inc. (Ameresco) and to license or lease the roof of the new Department of Public Works Building and portions of the parking lots at the Middle School, High School, and the Town Building, or other Town properties as approved by the Board of Selectmen, for the construction and operation of solar photovoltaic systems at such sites and for the Town to purchase all of the electricity generated by such systems, for a term of 20 years. The article also empowers the Town to enter into a structured tax agreement with Ameresco to set the amount of annual property taxes associated with these solar systems to be paid to the Town for the same term.

As part of its 2010 designation as a “Green Community” the Town is undertaking efforts to reduce its energy consumption by 20%. In June 2014, the Town entered into a letter of intent with Ameresco, Inc., a private developer, to evaluate and propose solar systems on Town lands and facilities. Ameresco proposes to develop solar facilities on four sites listed above.

The power purchase agreement (PPA) is the agreement under which Ameresco will design, permit,

finance, install, and operate four solar electric power systems on Town properties at no cost to the Town. Ameresco will sell the electricity generated to the Town at a negotiated price. The Town will send the solar electricity to the utility (Eversource Energy, formerly known as NStar) and receive credits in dollars from the utility. The state's net metering credit incentive program allows the Town to send electricity generated by the solar systems to the grid and receive credits that the Town can use to reduce its regular electric utility bills. The Town will assign the credits to specific Town utility meters to reduce the Town's payments to Eversource for electricity. The Town expects to save money on its net electricity costs, as the Eversource credits are expected to be higher than the cost of buying the electricity from Ameresco.

As the owner of the solar systems, the Ameresco affiliate will be required, by statute, to pay personal property taxes to the Town. Under state law, Wayland can enter into a structured tax agreement with Ameresco to set the amount of the annual tax payment. A level tax payment enables Wayland to: 1) count on a known property tax income stream over 20 years, and 2) simplify the Town's tax administration. The warrant article is needed to authorize the Board of Selectmen, in consultation with the Board of Assessors, to enter into the structured tax agreement.

The town expects financial benefits from the project in two ways: 1) Ameresco will pay annual property taxes on the solar systems, and 2) savings on the Town's electricity bills. The Town's combined savings and property tax payments are projected to be up to \$140,000 in each of the first three years. Of this amount, the two school-sited projects are expected to generate up to \$70,000 in annual savings in school utility costs. The aggregate potential benefits are approximately \$3 million over 20 years.

There are no anticipated indirect operating costs. Ameresco is responsible for all costs including the construction, operation, maintenance, and removal of the solar systems. Through a state energy resiliency initiative, the Energy Committee secured a \$264,627 state grant to the Town to install advanced controls to enable the Middle School solar array to continue to operate in an integrated system with the diesel generator to provide steady electricity to the school shelter. The grant can only be used if the Middle School solar array is installed.

Town Staff and Committee Reviews:

- The Permanent Municipal Building Committee voted 4-0 in favor on November 5, 2014 to support the installation of the solar array on the new DPW roof, subject to certain technical conditions: no voidance of roof warranty, satisfactory roof attachments, equipment locations, acceptable grid connections, and acceptable insurance and indemnity provisions.
- The Board of Public Works voted 5-0 in favor on November 13, 2014 to support continuing the process with Ameresco regarding the DPW roof site, provided that Ameresco meets the requirements set forth by the Permanent Municipal Building Committee.
- The School Committee voted 5-0 in favor on November 17, 2014 of the Ameresco letter of intent, and will vote in early March on whether to support the solar projects.
- Consideration by the Board of Assessors of a structured tax agreement will be subject to approval of this article.
- The Conservation Commission was briefed on the projects; the solar canopies at the Town Building will require submittal of a Notice of Intent.
- The Board of Selectmen approved the Ameresco letter of intent 5-0 on December 8, 2014, and is a co-sponsor of this article. As of the printing date of the Warrant, the Board of Selectmen had yet to vote on whether to recommend passage of this article.

If Town Meeting approves this article, the Board of Selectmen will negotiate the power purchase

agreement with the assistance of the Town Administrator, Town Counsel, the Energy Committee, and a team of solar technical and legal services experts hired by the Town for this purpose. Approval also will enable the Town to negotiate the structured tax agreement.

If the agreements are signed in April, Ameresco intends to commence construction in June. Ameresco plans to start construction of the school projects immediately after school ends and complete them by the end of September 2015. Ameresco plans to install the Town Building solar canopies and the DPW building roof array in the summer and early fall. Ameresco will manage the construction activities to minimize the impact on school and Town activities.

The Town website has further details: www.wayland.ma.us/Pages/WaylandMA_BComm/Energy/index

ARGUMENTS IN FAVOR:

- The four projected solar projects will be a visible and significant demonstration of the Town's commitment to reducing its fossil fuel energy consumption and fulfilling its obligation as a Green Community.
- The Middle School solar project, combined with the state grant, will improve the resiliency of the Town's primary emergency shelter by enabling solar power when the grid is down, thereby reducing use of the school's existing diesel-powered emergency generator and extending the on-site diesel fuel supply.
- The Town expects the solar projects to generate significant electric utility bill savings and property tax payments for the Town each year.
- Several Massachusetts towns and other entities are using solar projects and the net metering credit incentive program to save on their utility bills.
- The solar projects will give the Town partial protection from future utility electricity rate increases. The U.S. Department of Energy estimates that Northeast electricity prices will increase at an average annual rate of between 3.0-6.9% per year from 2015-2040.
- Ameresco will have sole liability related to construction and operation of the solar arrays.

ARGUMENTS OPPOSED:

- The projected net electricity saving levels assumes continuation of the state's net metering credit solar incentive program.
- The value of the net metering credits will vary; as it is not set by contract. Lower electricity prices might reduce the value of the Town's net metering credits and the Town's net savings from the solar projects.
- There is no guaranty that Ameresco will be in existence to maintain the solar arrays during the twenty year life of the power purchase agreement or to remove the arrays at the end of the agreement.
- Town operating costs might marginally increase as a result of working around the canopies.
- Solar canopies at the Town Building and Middle School parking lots might complicate any future remodeling of these facilities during the next twenty years.
- There can be incremental costs if the Town damages the solar systems or if solar panels on the DPW building need to be removed to support roof maintenance.

RECOMMENDATION: On February 26, 2015, the Finance Committee voted 5-0 to defer recommendation until Town Meeting.

QUANTUM OF VOTE: a.) Majority – see Massachusetts General Laws Chapter 40, Section 4 and Chapter 30B, Section 12(b)
b.) Two-thirds – see Massachusetts General Laws Chapter 40, Section 15A.

- c.) Majority – see Massachusetts General Laws Chapter 40, Section 3.
- d.) Majority – see Massachusetts General Laws Chapter 59, Section 38H.

For more information about this article, contact Ellen Tohn, chair of the Energy Initiatives Advisory Committee, ellentohn@gmail.com, Ben Keefe, Public Buildings Director, bkeefe@wayland.ma.us, or Nan Balmer, Town Administrator, nbalmer@wayland.ma.us

ARTICLE 15: FUND GLEZEN LANE TRAFFIC CONTROL MEASURES

Proposed by: Board of Selectmen

Estimated Cost: \$120,000

To determine whether the Town will vote to appropriate a sum of money to be expended by the Board of Public Works for the costs of design and construction of traffic control measures and improvements to Glezen Lane; 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 under Massachusetts General Laws Chapter 44 or other enabling authority, or otherwise.

FINANCE COMMITTEE COMMENTS: The purpose of this Article is to allow the Town of Wayland to install various traffic measures at the intersection of Glezen Lane and Route 27 as set forth in a settlement agreement between several Wayland residents and the Town of Wayland in 2008. The history of this traffic mitigation stems from the development of the Town Center project. During the hearings before the Planning Board and open to Town residents, a series of traffic mitigation measures were proposed by the developer of Town Center and these were analyzed by the traffic consultant for the Town of Wayland. The Town of Wayland Planning Board incorporated some of those measures into the recommended traffic plan. A group of residents, primarily focused on mitigation measures associated with Glezen Lane, as noted above, felt that these recommended traffic mitigation measures were insufficient to allay their concerns, and they filed litigation against the Town of Wayland in order to alter the finding of the Planning Board. That litigation was settled with the Town upon July 16, 2008, and the traffic mitigation plan set forth in that settlement is set forth on the town website.

The current estimate for the cost of this work including all plans and designs was prepared by the town's traffic engineer and is \$100,000. The original funding source for improvements under the settlement agreement was gift funds from the developer of the Town Center project. These funds are insufficient to complete the required work, as funds have been spent on interim traffic measures and materials costs have increased since the original cost estimate for the work in 2009. As the warrant goes to print, the Board of Selectmen and Finance Committee continue to consider the appropriate funding source for this article.

Based upon the settlement agreement, the initial traffic mitigation measures were set in place and enforced by the Town, as set forth in the settlement agreement. Per that agreement, additional mitigation measures are now due to be instituted by the Town, which include the following traffic mitigation measures:

- Install permanent barriers at Glezen Lane and Rte 27 that will prevent northbound vehicles on Route 27 from turning right onto Glezen Lane (eastbound) and will prevent westbound vehicles on Glezen Lane from turning left onto Rte 27 southbound, as set forth in Section G4 of that agreement.

The purpose of this Article is for Town Meeting to vote to authorize the expenditure of funds to now institute those measures. A map of the proposed intersection redesign is shown in Appendix E.

ARGUMENTS IN FAVOR:

- Funding this mitigation provides for the Town to be in compliance with the terms of the settlement agreement for traffic mitigation.
- Some would argue that the proposed mitigation would improve the quality of life for residents in the Glezen Lane neighborhood in terms of being safer, quieter and more conducive to the nature of a residential neighborhood.
- According to the Chief of Police for the Town, he believes that the speed humps have slowed traffic on Glezen Lane.

ARGUMENTS OPPOSED:

- Some would argue that the level of traffic along Glezen Lane has never risen to the level requiring the measures installed due to the settlement agreement and therefore the additional measures are not warranted.
- There are neighbors and residents who have argued that the mitigation measures in place due to the settlement agreement should be removed as they have burdened neighbors and other residents travelling in the area.
- Some might argue that given that none of the traffic engineers for the Town Center project recommended most of the traffic mitigation measures in the settlement agreement, they never should have been installed and that the new measures go well-beyond what any engineers suggested in the studies of traffic in this corridor.
- According to the Chief of Police for the Town, the efforts of the police force in Wayland to monitor people turning on and off Glezen Lane has had multiple detrimental impacts on the Wayland police force: a) has limited directed motor vehicle enforcement on other streets in Town, as the police are required to monitor Glezen Lane, per the settlement agreement; and b) has strained relations between the police force and many residents, including neighbors in the Glezen Lane area, who are angry that they cannot easily access their neighborhood and who have received traffic tickets for ignoring the turn restrictions.
- According to the Chief of Police for the Town, there is no demonstrated need for the turn restrictions in place and those proposed, as set forth in the settlement agreement.
- According to the Fire Chief for the Town, these traffic measures will create a public safety hazard for residents, as constructing additional restrictions on the ability to access the Glezen Lane neighborhood will increase the time it takes for emergency vehicles (fire related vehicles and ambulances) to access the neighborhood, by forcing them to travel a circuitous route to respond to emergencies.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 3-1.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, section 5 and Chapter 44, Section 33B. For borrowing, two-thirds – see Massachusetts General Laws Chapter 44, Section 7 and 8.

For more information about this article, contact Nan Balmer, Town Administrator, at (508) 358-3620, or email nbalmer@wayland.ma.us. The settlement agreement between residents and the Town of Wayland is available on the town website at http://www.wayland.ma.us/Pages/WaylandMA_Selectmen/GlezenLaneSettlementJuly2005.pdf Map of Proposed Redesign is available at Appendix E.

ARTICLE 16: LAND AND EASEMENTS ACQUISITIONS FOR ROUTE 30 AND 27 INTERSECTION IMPROVEMENTS*Sponsored by: Board of Selectmen**Estimated Cost: \$100.00*

To determine whether the Town will vote to:

- a.) authorize the Board of Selectmen, with approval of Town Counsel as to form, acquire by purchase, gift, eminent domain or otherwise, for roadway and utility purposes, the fee or any lesser interests in the parcels of land located at and near the Route 30-27 Intersection as shown on the plan entitled “Plan and Profile of Route 27 (Main Street) and Route 30 (Commonwealth Road) in the Town of Wayland Middlesex County Final Right-of-way”, Final Right of Way Location Plan, Sheets 1 of 2 and 2 of 2, dated November 25, 2014, prepared by TEC, Inc., a reduced of copy of which plans are attached to this warrant as Appendix F and filed in the office of the Town Clerk.
- b.) appropriate \$100.00 to be expended by the Board of Selectmen for the acquisition of said parcels of land or lesser interests therein; and
- c.) determine whether said appropriation shall be provided by taxation, transfer from unappropriated available funds, transfer from available funds appropriated for other purposes, by borrowing, or otherwise.

FINANCE COMMITTEE COMMENTS: Passage of this article will allow the Town to move forward with acquisition of Right-of-Way easements necessary to finalize design and prepare for construction of the upgraded intersection of Route 30 and Route 27.

The Route 30 (Commonwealth Road)-27 (Main Street) intersection has long been identified for improvement. The redesign of the intersection will include widening the area with turning lanes, reconstruction of the sidewalks, changing pedestrian walk signals and adding new bike lanes. The intersection has been identified as a hazardous intersection and the design will address noted safety issues. ATM 2010 approved a nominal amount of \$4.00 for initial pursuit of land acquisition from four specific properties adjacent to the intersection. ATM 2013 approved \$180,000 for completion of the intersection design and easement acquisition. This article will allow for negotiation of land and easement acquisition based on the most recent engineering drawings dated November 25, 2014.

ARGUMENTS IN FAVOR: Acquiring these easements will allow for the Town to proceed with final plans for construction which will allow for implementation of safety and other upgrades to the Route 30 and Route 27 intersection.

ARGUMENTS OPPOSED: The Finance Committee is unaware of any opposing arguments.

RECOMMENDATION: The Finance Committee recommends approval. Vote 4-0-2.

QUANTUM OF VOTE: a. and b.) Two-thirds – see Massachusetts General Laws Chapter 40, Section 14
c.) Majority - see Massachusetts General Laws Chapter 40, Section 5 and Chapter 44, Section 33B. For borrowing, two-thirds – see Massachusetts General Laws Chapter 44, Sections 7 and 8.

For more information about this article, contact Stephen Kadlik, DPW Director, at skadlik@wayland.ma.us, telephone 508-358-3678, or Sarkis Sarkisian, Town Planner, at ssarkisian@wayland.ma.us, telephone (508) 358-3778. See plans at Appendix F.

ARTICLE 17: WITHDRAW FROM MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT

Proposed by: Board of Selectmen

To determine whether the town will vote to rescind its acceptance of Massachusetts General Laws Chapter 71, Sections 16 through 161, inclusive to establish a regional vocational technical school district with the towns of Arlington, Belmont, Concord and Lexington and such of the towns of Acton, Boxborough, Carlisle, Lincoln, Sudbury, Stow, and Weston which voted to accept such sections, and the construction, maintenance and operation of a regional school by said district in accordance with a proposed agreement filed with the Board of Selectmen and to take all actions necessary to withdraw from said district.

FINANCE COMMITTEE COMMENTS: The purpose of this article is to start the process of withdrawing from the Minuteman Regional School District.

Massachusetts state law mandates that each school district provide a vocational education option for its secondary school students under Massachusetts General Law, Part 1, Title XII, Chapter 69, where it repeatedly references the requirement for “public elementary, secondary and vocational-technical education in the commonwealth.”

In 1971, Wayland helped establish the Minuteman Regional Vocational School in accordance with Chapter 71, Section 14(B) of the General Laws of Massachusetts. Today Wayland is one of 16 Minuteman member school districts, together with Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, and Weston. The current regional agreement provides one vote on the Minuteman Regional School Committee per member town. This means that Wayland has a one-sixteenth (or 6.25%) representation on the Minuteman Regional School Committee. Our representative is appointed by the Moderator. The Wayland School Committee does not participate in governance of the Minuteman Regional School District.

Of the 745 students currently enrolled at Minuteman, currently 4 are from Wayland, one of whom is post-grad. Wayland’s four-year rolling average of enrolled students is 7.9, less than 1% of Wayland’s High School student body, and 1% of Minuteman’s. Wayland’s Minuteman Regional enrollment has declined steadily in recent years, from a peak of 19 students in 2009.

Because the minimum student assessment for member towns is 5 students, Wayland’s total assessment for FY2016 would be \$110,045, based on its per student assessment for FY2016 of \$22,009. There are several available alternatives to remaining a Minuteman District member. If Wayland withdrew from Minuteman, Wayland can continue to provide a vocational education option to its students as required by law by paying out-of-district tuition at Minuteman or at another school. For instance, Wayland students would have the option to attend Minuteman (\$18,467 per student), Assabet Valley (\$16,587 per student), Shawsheen Tech (\$15,837), Nashoba Valley (\$15,668) or Keefe Tech (\$18,467) as out-of-district students. These costs do not include special education surcharges or transportation, which the School Committee estimates would be \$31,680 per year for a 5-passenger van. A 6th student attending Minuteman would require a second van at the same cost.

Minuteman is considering undertaking a large capital project in the near future: either refurbishing the existing school at an estimated cost of more than \$170 million, or building a new school to accommodate more than 800 students, at an estimated cost between \$145 and \$174 million. Any new

capital expenses would all be borne by member towns, with some offsets by state funds (yet to be determined). Under the current arrangement, out-of-district students pay no capital costs.

Several Minuteman School Committee members, including those from Wayland, Sudbury, Carlisle, and Boxborough, have concerns regarding Minuteman Regional's current operating and capital budgets, the administration, and the possible new capital project. Recognizing those concerns, Minuteman has proposed amending the 1971 agreement and reapportioning assessment and capital costs.

Other district members (e.g., Carlisle, Sudbury, and Weston) also are considering withdrawing from the Minuteman district, which, if that came to pass, would raise Wayland's apportioned cost for capital and operating budgets.

If Annual Town Meeting votes to withdraw from Minuteman, then the Minuteman School Committee must draw up an amendment to the Regional Agreement, and the selectmen of each member town shall include in the warrant for their next town meeting or special town meeting called for the purpose, an article stating Wayland's proposed withdrawal. Every member must vote to accept Wayland's withdrawal, via a majority vote in favor at each member town meeting. Altogether, the process of withdrawing from Minuteman will take from one to four years from time of approval at Wayland Annual Town Meeting, giving time for all Wayland students currently enrolled at Minuteman time to complete their studies and graduate.

ARGUMENTS IN FAVOR: Withdrawal would give Wayland students more flexibility and more cost effective choices on vocational options, with no compromise in educational quality.

The District is proposing a large scale capital project, which would require incurring significant debt that would significantly raise Wayland's own debt obligation for many years.

Wayland's Minuteman tuition could be lower as an out-of-district participant, with no capital assessment or long term commitment.

Wayland's Minuteman enrollment has declined steadily for five years, and vocational enrollment is not expected to rise in the near term.

Cost estimates for the proposed Minuteman capital projects continue to fluctuate in response to continued questions and review, providing little assurance of project completion being on time and/or on budget.

ARGUMENTS OPPOSED: Remaining a member of Minuteman assures availability of an established, DESE-approved curriculum for future Wayland students opting for vocational education.

Transportation costs required to attend another vocational school could raise the cost to attend other schools.

Withdrawing from Minuteman adds an additional step for students pursuing a vocational education, requiring them to review, apply and await acceptance by a school.

Wayland is a founding member of the forty-year-old Minuteman regional vocational school district. We should not withdraw from the district without carefully considering the matter.

We should work to improve Minuteman from our current position within the district with our seat on the Minuteman School Committee.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 4-0-1.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 71, Section 15.

For more information about this article, contact Nan Balmer, Town Administrator, at (508) 358-3620, or email nbalmer@wayland.ma.us.

ARTICLE 18: AMEND BYLAW RE: RECONSIDERATION OF ARTICLES BY TOWN MEETINGS

Proposed by: Petitioners

To determine whether the Town will vote to amend its General Bylaws relative to reconsideration of articles by town meetings, Town Code Section 36-10, as follows:

[Key to changes: underlining denotes additions; ~~striketrough~~ denotes deletions]

If an article of the warrant has once been acted upon and disposed of, a motion to return to the article may be made at any time, if the Moderator determines that the person offering the motion discloses significant new factual information to the town meeting concerning said article, which ~~existed but~~ had not been disclosed or made available to the meeting when the motion under that article was debated, and the Moderator thereupon explains why such information satisfies the foregoing criteria; provided, however, that debate and action on said motion shall be deferred until all other articles shall have been disposed of. In any event, a ~~two-thirds~~ four-fifths vote shall be required for approval of a motion to return to an article.

PETITIONERS' COMMENTS: The purpose of the proposed amendment is to clarify and refine the nature of the significant new information that will justify a motion to reconsider an article and to ensure that town meeting voters understand the Moderator's rationale for permitting such a motion.

Reconsideration is a means of correcting a possibly mistaken action by town meeting. However, it is a controversial parliamentary procedure because it gives the losing side a second bite of the apple, that is, a second chance at an argument previously lost. In contested legal affairs, second chances are typically frowned upon. At town meeting, reconsideration may be gamed by the losing side in various ways. Towns use a variety of different rules in an attempt to avoid such abuse of procedure.

The four-fifths vote is intended to dissuade individuals on the losing side from attempting reconsideration unless the new information is profoundly relevant.

FINANCE COMMITTEE COMMENTS: Passage of this article would change the standard for and quantum of vote required for article reconsideration at Town Meeting.

There is nothing in the Massachusetts General Laws about reconsideration at town meetings. It is a matter of local practice, and those practices vary widely across the Commonwealth.

Rules regulating reconsideration are governed by each town's individual bylaws.

For example, Andover allows no reconsideration for any reason. Tewksbury allows reconsideration only “to correct a procedural defect, or Scrivener’s error (a mistake made while copying or transmitting legal documents or an oversight)” and requires a majority vote to do so.

Weston does not allow reconsideration during the same session in which it was disposed, except by vote of two-thirds of the registered voters present. Either prevailing or losing side may make the motion to reconsider, and that motion must be voted on during the same session as its original disposition, to avoid one side “packing the house” with favorable voters at a later date.

Falmouth’s bylaw is similar to the Petitioner’s proposal. It allows reconsideration only if new information not available at the time of the original debate is being brought forward, so long as the article does not involve the appropriation of money. In that latter case, it requires notification of reconsideration within 30 minutes of the original vote on the article.

Sudbury’s rule is similar to Weston’s, but does allow a motion to reconsider after adjournment of the original disposition session, and requires a unanimous vote of those present. One exception is defined: reconsideration based upon information not originally presented is allowed if 15 of the original attending voters sign a petition and present it to the Town Clerk by noon of the next weekday following the original disposition.

The petitioner’s article is a blend of what appears to accepted rules for reconsideration enacted by Wayland’s peer towns, both in allowable reasons and voting threshold for reconsideration.

ARGUMENTS IN FAVOR: This amendment insures that articles voted at Town Meeting accurately reflect the decision of registered voters who chose to attend.

It allows for reconsideration for sound reasons of new information not available during the original vote, with a hurdle sufficiently high to prevent specious and time-consuming re-voting on facts already considered, debated, and voted upon by registered voters who chose to attend Town Meeting.

It expedites Town Meeting. Many registered voters have expressed concerns regarding the length of Town Meeting, as it often has extended over several sessions.

This amendment prevents a minority of voters or special interest group from reversing the decision of the majority of Wayland voters who believe an issue has been decided, by packing a subsequent Town Meeting session with voters known to favor the minority position.

ARGUMENTS OPPOSED: No other town has reconsideration bylaws quite like those proposed in this amendment.

The four-fifths quantum of vote is too high a hurdle for reconsideration. A lesser percentage should be required.

This could potentially prevent reversal of a voting outcome that was actually unfavorable to Wayland and its residents.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 4-1.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 21.

CONSISTENCY WITH LAW: It is the opinion of Town Counsel that the foregoing bylaw amendments are consistent with federal and Massachusetts law.

For more information about this article, contact petitioner George Harris at geoharris2@gmail.com

ARTICLE 19: AMEND CHAPTER 193 – STORMWATER AND LAND DISTURBANCE BYLAW

Proposed by: Conservation Commission

To determine whether the Town will vote to amend Chapter 193 of the Code of the Town of Wayland, the Town's Stormwater and Land Disturbance Bylaw, by making the following revisions thereto:

[Key to revisions: underlining = additions; ~~strike throughs~~ = deletions]

Chapter 193

STORMWATER AND LAND DISTURBANCE

§ 193-1. Purposes and objectives.

§ 193-2. Definitions.

§ 193-3. Authority.

§ 193-4. Applicability.

§ 193-5. Administration.

§ 193-6. Procedures.

§ 193-7. Enforcement.

§ 193-8. Severability.

[HISTORY: Adopted by the Annual Town Meeting of the Town of Wayland 4-10-2008 by Art. 25. Amendments noted where applicable.]

GENERAL REFERENCES

Wetlands and water resources protection -See Ch. 194.

Zoning -See Ch. 198

~~Aquifer Protection District – See Ch. 300~~

Aquifer Protection District – See Ch. 198, Art 16.

Site plan review and approval -See Ch. 302.

Subdivision of land -See Ch. 303.

§ 193-1. Purposes and objectives.

A. The purpose of this chapter is to:

- (1) Protect the quantity and quality of water recharge to the Town's water supply aquifers;
- (2) Protect cold water fisheries and other designated outstanding water resources from discharges of toxic pollutants, nutrients, and temperature changes;
- (3) Protect and enhance wildlife habitat;
- (4) Protect streams, rivers, and private property from additional flood damage from changed flow patterns;

B. This chapter seeks to implement these goals through the following objectives:

- (1) Complement and expand upon the requirements of state and federal statutes and regulations relating to stormwater and illicit discharges;
- (2) Establish provisions for long-term responsibility for and maintenance of structural stormwater control facilities/devices and nonstructural stormwater management practices to ensure they continue to function as designed, are maintained, and pose no threat to public safety;
- (3) Ensure that soil erosion control measures, sedimentation control measures and stormwater runoff control practices are incorporated into the site planning and design process and are implemented and maintained;
- (4) Require that new development and redevelopment maintain the pre-development hydrologic characteristics in the post-development state as nearly as practicable in order to reduce flooding, stream bank erosion, and non-point source pollution, to maintain the integrity of stream channels and aquatic habitats and to provide protection from property damage.
- (5) Establish minimum design criteria for the protection of properties and aquatic resources downstream from land development and land conversion activities from damages due to increases in volume, velocity, frequency, duration and peak flow rate of stormwater runoff; establish minimum design criteria for BMP measures to minimize point and non-point source pollution from stormwater runoff which would otherwise degrade water quality;
- (6) Control the volume and rate of stormwater runoff resulting from land disturbance activities; establish minimum post-development stormwater management standards and design criteria for the regulation and control of stormwater runoff quantity and quality; establish minimum design criteria for the protection of properties and aquatic resources downstream from land development, redevelopment and land conversion activities from damages due to increases in volume, velocity, frequency, duration and peak flow rate of stormwater runoff;
- (7) Establish minimum design criteria for BMP measures to minimize point and non-point source pollution from stormwater runoff which would otherwise degrade water quality;
- (8) Require that there be no increase in post-development discharge from storm drainage systems or any other changes in post-development conditions that alter the post-development watershed boundaries;
- (9) Require that all catch basin discharge points or other point source discharge points shall be designed with structures to disperse stormwater energy;
- (10) Encourage the use of non-structural stormwater management and low-impact stormwater site design standards such as reducing impervious cover and the preservation of open space and other natural areas;
- (11) Require practices to control waste such as discarded building materials, truck washouts, chemicals, litter and sanitary waste at construction sites that may cause adverse impacts to water quality;
- (12) Ensure compliance with the provisions of this bylaw through inspection, monitoring and enforcement;
- (13) Establish provisions to ensure there is an adequate funding mechanism, including a performance guarantee, for the proper review, inspection and long-term maintenance of stormwater facilities implemented as part of this chapter;
- (14) Establish administrative procedures and fees for the submission, review, approval or disapproval of stormwater management plans, and for the inspection of approved active projects, and long-term follow up.

- C. Nothing in this chapter is intended to replace the requirements of Chapter 194 of the Town Code, the Town's Wetlands and Water Resources Bylaw, or any other bylaw that may be adopted by the Town.

§ 193-2. Definitions.

The following definitions shall apply in the interpretation and implementation of this chapter.

~~ALTER - Any activity which will measurably change the ability of a ground surface area to absorb water or will change existing surface drainage patterns.~~

ALTER shall include, but is not limited to, one or more of the following actions upon areas described in this Bylaw:

The removal, excavation or dredging of soil, sand, gravel or aggregate material of any kind;

The changing of pre-existing drainage characteristics, flushing characteristics, salinity distribution, sedimentation patterns, flow patterns and flood storage retention areas;

The drainage or disturbance of the water level or water table, the dumping, discharging or filling with any material or drainage which could degrade the water quality;

The driving of piles, erection of buildings or structures of any kind;

The placing of obstructions, including docks and piers, whether or not they interfere with the flow of water;

The destruction of plant life, including the cutting of trees;

The changing of water temperature, biochemical oxygen demand and other natural characteristics of the receiving water;

Any activity, change or work which pollutes or degrades the quality of any stream, body of water, wetland, buffer zone, or water resource area whether located in or out of the Town of Wayland;

The flowage of water, piped or otherwise channelized, through irrigation or other unnatural means into or onto any wetlands, buffer zones, and related water resources.

~~AUTHORIZED ENFORCEMENT AGENCY AGENT-~~ The Wayland Conservation Commission, hereinafter the Commission, its employees or agents designated to enforce this chapter.

BEST MANAGEMENT PRACTICE (BMP) - Structural, nonstructural and managerial techniques that are recognized to be the most effective and practical means to prevent and/or reduce increases in stormwater volumes and flows, reduce point source and non-point source pollution, and promote stormwater quality and protection of the environment.

- A. Structural BMPs are devices that are engineered and constructed to provide temporary storage and treatment of stormwater runoff.
- B. Nonstructural BMPs use natural measures to reduce pollution levels, do not require extensive construction efforts, and/or promote pollutant reduction by eliminating the pollutant source.

BETTER SITE DESIGN - Site design approaches and techniques that can reduce a site's impact on the watershed through the use of nonstructural stormwater management practices. Better site design includes conserving and protecting natural areas and open space, reducing impervious cover, and using natural features for stormwater management.

CLEARING - Any activity that removes the vegetative surface cover.

CONSTRUCTION AND WASTE MATERIALS - Excess or discarded building or site materials, including but not limited to concrete truck washout, chemicals, litter and sanitary waste at construction sites that may adversely impact water quality.

DEVELOPMENT - The modification of land to accommodate a new use or expansion of an existing use, usually involving construction.

DISCHARGE - A general outflow term including flow from a pipe into a stream, or from a stream to a body of water.

- A. **DISCHARGE POINT** -The outlet of a pipe or a particular location along a stream.
- B. **DISCHARGE (FLOW) RATE** - Volume of water passing a particular point in a given time.
- C. **DISCHARGE (FLOW) VOLUME** - Includes both sheet runoff and point source discharges from pipes or stream channels.

EROSION - The wearing away of the land surface by natural or artificial forces such as wind, water, ice, gravity, or vehicle traffic and the subsequent detachment and transportation of soil particles.

EROSION AND SEDIMENTATION CONTROL PLAN - A document containing narrative, drawings and details developed by a qualified professional engineer (PE) or a Certified Professional in Erosion and Sedimentation Control (CPESC), which includes best management practices, or equivalent measures designed to control surface runoff, erosion and sedimentation during pre-construction and construction related land disturbance activities.

ILLCIT DISCHARGE - Any direct or indirect discharge to the municipal separate storm sewer system and municipal storm drain system that is not composed entirely of stormwater, except for projects exempted by this Bylaw or regulations issued thereunder. The term does not include a discharge in compliance with an NPDES stormwater discharge permit or resulting from fire-fighting activities.

INFILTRATION - The movement of water downward into the soil. Infiltration is important to replenishing the groundwater.

IMPERVIOUS SURFACE - Any material or structure on or above the ground that prevents water infiltration to the underlying soils. "Impervious surface" includes without limitation roads, paved parking lots, sidewalks, stone patios, decking, and rooftops.

LAND-DISTURBING ACTIVITY - Any activity including clearing, the removal of trees and other vegetation that causes a change in the position or location of soil, sand, rock, gravel, or similar earth material.

LAND USE CONVERSION ACTIVITY - Any activity which will measurably change the ability of a ground surface area to absorb water or will change existing surface drainage patterns.

LOCAL GENERAL PERMIT - Work permitted by right under this chapter, providing that there is an approved erosion and sediment control plan for the land disturbing activity.

MASSACHUSETTS STORMWATER MANAGEMENT POLICY- The policy issued by the Department of Environmental Protection, and as amended, that coordinates the requirements prescribed by state regulations promulgated under the authority of the Massachusetts Wetlands

Protection Act, MGL c. 131, § 40, and the Massachusetts Clean Waters Act, MGL c. 21, §§ 23 through 56.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) or MUNICIPAL STORM DRAIN SYSTEM - The system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the Town of Wayland.

NATURAL VEGETATED STATE- Ground cover of native plants species and other trees, shrubs, and/or grasses that is not mowed more than twice a year.

NEW DEVELOPMENT - Any construction or land disturbance of a parcel of land that is currently in a natural vegetated state and does not contain alteration by man-made activities.

NPDES PERMIT – National Pollutant Discharge Elimination System, a permit program of the Clean Water Act administered by the Environmental Protection Agency, Region I for the Commonwealth of Massachusetts.

NON-POINT SOURCE POLLUTION - Pollution from many diffuse sources caused by rainfall or snowmelt moving over and through the ground. As the runoff moves, it picks up and carries away natural and human-made pollutants, finally depositing them into water resource areas.

OPERATION AND MAINTENANCE PLAN (O & M) Plan: A plan setting up the functional, financial, and organizational mechanisms for the ongoing operation and maintenance of a stormwater management system to ensure that it continues to function as designed.

OUTFALL- A pipe or conduit discharging water.

OWNER - A person with a legal or equitable interest in property.

POST-DEVELOPMENT - The conditions that reasonably may be expected or anticipated to exist after completion of the land development activity on a specific site or tract of land. Post-development refers to the phase of a new development or redevelopment project after completion and does not refer to the construction phase of the project.

PRE-CONSTRUCTION - All activity in preparation for construction.

RECHARGE - The replenishment of underground water reserves.

REDEVELOPMENT - Any ground surface disturbing construction, alteration, demolition, or improvement of a parcel of land that currently lacks a natural vegetated state and contains alterations by man-made activities.

RUNOFF- Water from precipitation, rainfall, snowmelt, or irrigation, which flows broadly over the ground surface as opposed to a channel. Also called “stormwater runoff” or “direct runoff.”

- A. **RUNOFF VOLUME** - The total volume of water that occurs as direct runoff from a given rainfall event.

- B. RUNOFF RATE-The volume of water passing a particular point in a given period of time, often expressed as cubic feet per second.
- C. TOTAL RUNOFF -Includes both sheet or non-point runoff (water flowing over the ground and point sources from stream channels/pipes).

SEDIMENT - Mineral or organic soil material that is transported by wind or water from its origin to another location; the product of erosion processes.

SEDIMENTATION - The process or act of deposition of sediment.

SITE - Any lot or parcel of land or area of property where land-disturbing activities are, were, or will be performed.

SLOPE - The incline of a ground surface expressed as a ratio of horizontal distance to vertical distance.

SOIL - Any earth, sand, rock, gravel, or similar material.

STABILIZATION - The use, singly or in combination, of mechanical, structural, or vegetative methods, to prevent or retard erosion.

STORMWATER – ~~Stormwater~~ Runoff from precipitation or snowmelt runoff, and surface water runoff and drainage.

STORMWATER MANAGEMENT AND LAND DISTURBANCE PERMIT (SMLDP) - The permit issued following a review ~~on~~ of an application, plans, calculations and other supporting documents, which is designed to protect the environment of the Town of Wayland from deleterious effects of uncontrolled and untreated stormwater runoff.

STRIP - Any activity that removes vegetative ground surface cover, including, but not limited to, tree removal, clearing, grubbing, and storage or removal of topsoil.

TOTAL SUSPENDED SOLIDS (TSS) - A measure of the sediments in a unit volume of water. Small particles of mineral and organic matter that are suspended within water runoff. TSS does not include sediment fractions larger than two millimeters in size.

VERNAL POOL - ~~“Vernal pool” shall include, in addition to any vernal pool certified by the Massachusetts Division of Wildlife and Fisheries Natural Heritage and Endangered Species Program, a~~Any confined basin or depression not occurring in existing lawns, gardens, landscaped areas, or driveways, which normally holds water for a minimum of two continuous months during the spring and/or summer, contains at least 200 cubic feet of water at some time during most years, is free of adult predatory fish populations, and provides essential breeding and rearing habitat functions for amphibian, reptile, or other vernal pool community species. In addition this definition shall include any vernal pool certified by the Natural Heritage and Endangered Species Program (NHESP) of the Massachusetts Division of Fisheries and Wildlife.

WATERCOURSE - A natural or man-made channel through which water flows or a stream of water, including a river, brook, or underground stream.

WATERS OF THE COMMONWEALTH – All waters within the jurisdiction of the Commonwealth, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, estuaries, wetlands, coastal waters, and groundwater.

WAYLAND'S WETLANDS AND WATER RESOURCES PROTECTION BYLAW- Chapter 194 of the Town Code.

WETLAND RESOURCE AREA - Areas specified in the Massachusetts Wetlands Protection Act and/or in Wayland's Wetlands and Water Resources Bylaw.

WETLANDS - ~~“Wetland” means a~~ Wet meadows, marshes, swamps, bogs, and other areas where groundwater, flowing or standing surface water or ice provide a significant part of the supporting substrate for a hydrophilic plant community, or emergent and submergent plant communities in inland waters.

§ 193-3. Authority.

This chapter is adopted under authority granted by the Home Rule Amendment of the Massachusetts Constitution.

§ 193-4. Applicability.

- A. This chapter shall apply to all new development and redevelopment within the Town of Wayland, including, but not limited to, site plan applications, subdivision applications, grading applications, land use conversion applications, any activity that is likely to result in an increased amount of stormwater runoff or pollutants flowing from a parcel of land, or any activity that is likely to alter the drainage characteristics of a parcel of land, unless exempt pursuant to § 193-4B of this chapter. A ~~stormwater management permit~~ SMLDP shall be required for all new development and redevelopment regulated by this chapter.
- B. Exemptions. No person shall alter land within the Town of Wayland without having obtained ~~an stormwater management permit~~ SMLDP for the property, except for the following activities:
 - (1) Any activity ~~in the Aquifer Protection District that will either disturb an area less than 20,000 square feet or increase impervious surfaces less than 500 square feet~~ disturbing an area less than 5,000 square feet or 10% of the lot area, whichever is less;
 - (2) ~~Any activity not in the Aquifer Protection District that will disturb either an area less than 40,000 square feet or increase impervious surface less than 1,000 square feet, providing the activity is temporary and is implemented with a soil erosion plan that includes the use of sediment barriers and permanent soil stabilization specifications, and containment of erodible materials. A copy of this plan shall be provided to the Conservation Commission or an agent of the Commission prior to commencing work at the site~~ Any activity creating new impervious surface or increasing existing impervious surfaces less than a total of 500 square feet;
 - (3) Normal maintenance and improvement of land in agricultural use as defined in 310 CMR 10.04 and MGL c. 40A, § 3;
 - (4) Construction and repair of septic systems when required and approved by the Board of Health for the protection of public health and in compliance with Massachusetts Title V requirements, providing no other local permit is needed and the applicant has

- implemented a soil erosion plan that includes the use of sediment barriers, temporary and permanent soil stabilization specifications, and containment of erodible materials;
- (5) Projects wholly within the jurisdiction of the ~~Conservation~~ Commission and requiring an Order of Conditions pursuant to the Wetlands Protection Act and/or a wetlands permit pursuant to Chapter 194 of the Town Code;
 - (6) Construction activities associated with utilities (gas, water, electric, telephone, fiber-optic cable) other than drainage, which will not permanently alter terrain, ground cover or drainage patterns;
 - (7) Emergency repairs to any stormwater management facility or practice that poses a threat to public health or public safety or as deemed necessary by the ~~Conservation~~ Commission;
 - (8) Any work or projects for which all necessary approvals and permits have been issued prior to the effective date of this chapter;
 - (9) Construction or reconstruction of an existing stonewall and all other retaining walls less than 12 feet in length that will not deter drainage or runoff;
 - (10) The construction of any fence that will not alter existing terrain or drainage patterns;
 - (11) The repair or replacement of an existing roof of a single-family dwelling;
 - (12) Municipal activities for public safety or public health such as water line flushing, street sweeping and dye testing, provided notification is given to the Authorized Enforcement Agency.

§ 193-5. Administration.

- A. The Conservation Commission shall administer, and implement ~~and enforce~~ this chapter.
- B. Stormwater and Land Disturbance regulations. The ~~Conservation~~ Commission may adopt, and periodically amend, rules and regulations relating to the terms, conditions, definitions, enforcement, ~~application and inspection~~ fees (including application, inspection and/or consultant), procedures and administration of this chapter by majority vote of the ~~Conservation~~ Commission, after conducting a public hearing to receive comments on any proposed revisions. Such hearing date shall be advertised in a newspaper of general local circulation, at least seven days prior to the hearing date. After public notice and public hearing, the ~~Conservation~~ Commission may promulgate rules and regulations to effectuate the purposes of this bylaw. Failure of the Commission to promulgate such rules and regulations shall not act to suspend or invalidate the effect of this Chapter.
- C. Waiver: The ~~Conservation~~ Commission may waive strict compliance with any requirement of this chapter or the rules and regulations promulgated hereafter, where such action:
 - (1) Is allowed by federal, state and local statutes and/or regulations;
 - (2) Is in the public interest; and
 - (3) Is not inconsistent with the purpose and ~~interest~~ objectives of this chapter.

§ 193-6. Procedures,

Permit procedures and requirements shall be defined and included as part of any rules and regulations promulgated as permitted under § 193-5 of this ~~Bylaw~~.

§ 193-7. Enforcement.

The ~~Conservation Commission or an~~ authorized enforcement agent of the Conservation Commission shall enforce this chapter, regulations, orders, violation notices, and enforcement orders, and may pursue all civil (noncriminal) and criminal remedies for such violations.

§ 193-8. Severability.

The invalidity of any section, provision, paragraph, sentence, or clause of this chapter shall not invalidate any section, provision, paragraph, sentence, or clause thereof, nor shall it ~~inviolate~~ invalidate any permit or determination that previously has been issued.

FINANCE COMMITTEE COMMENTS: The Conservation Commission's authority comes from several sources: The Conservation Commission Act (MGL Chapter 40 section 8C) for open space protection; the Wetlands Protection Act (MGL Chapter 131 section 40) for protecting wetlands and waterways, and the home rule provisions of the state constitution for non-zoning bylaws. Chapter 193 of the Bylaws, dealing with Stormwater and Land Disturbance, is a home rule provision. Chapter 193 gives the Commission authority to regulate the effects of surface water outside wetlands and open space.

The principal law governing pollution of the nation's surface waters is the Federal Water Pollution Control Act, or Clean Water Act (CWA). The CWA provides for a National Pollutant Discharge Elimination System (NDPES) permit system, which requires facilities that discharge pollutants into surface waters obtain a permit from the EPA. EPA has delegated its NDPES permitting authority to 46 states, but not in Massachusetts.⁵ EPA requires an NDPES permit for construction activity in Massachusetts only if the activity will disturb an acre or more of land and result in a discharge to the Waters of the United States (a defined term) that will require dewatering or sump discharge system.

Wayland's Stormwater Bylaw is stricter than the CWA standard for construction activity. In 2008, when Wayland adopted Chapter 193 of the Town Code, our Town was in the forefront of cities and towns regulating stormwater and land disturbance. Since that time, the Conservation Commission has realized that Wayland's Bylaw could better meet its objectives with some revision of the activities it regulates. The Commission also noted that the Bylaw contained some omissions and grammatical errors as well as some definitions which needed re-wording for clarification and conformity with other existing bylaws. The role of the Commission in administering and enforcing the Bylaw also needed clarification.

The Conservation Commission offered the following summary of the proposed changes to the Bylaw:

- Under Section 193-1 A "Purposes and Objectives," the Commission proposes to add: "(3) Protect and enhance wildlife habitat."
- Under Section 193-4 "Applicability," the Commission proposes to make changes under "Exemptions" so that the regulation of land disturbance and impervious surface coverage will be more effective in controlling stormwater.
- The Commission proposes to define "illicit discharge" and add it to Section 193-1 B (1), so it now reads "Complement and expand upon the requirements of state and federal statutes and regulations relating to stormwater and illicit discharges;" This was done in order to comply with provisions of the federal Clean Water Act regarding illicit discharges.
- Definitions such as "impervious surface," "NPDES," "Operation and Maintenance Plan," and "waters of the Commonwealth" have been added. The definition of "alter" was revised to conform to its definition in Chapter 194 of the Town Code (Wetlands).
- To correspond with the chapter title and purpose, the Commission proposes to change the name of the permit from "Stormwater Management Permit (SMP)" to "Storm Management and Land

⁵ In 2013, at the request of the Massachusetts legislature, the Massachusetts Department of Environmental Protection produced a report on the Topic of NDPES Authorization. To date, the Massachusetts legislature has not acted on the report. <http://www.mass.gov/eea/docs/dep/water/wastewater/a-thru-n/npdesdel.pdf>

Disturbance Permit” (SMLDP) because originally the phrase “Land Disturbance” had been omitted.

The proposed changes, if enacted, will require more developers, builders, site work contractors, and homeowners to go before the Conservation Commission for a Stormwater permit because of the proposed reduced scope of the exemptions and the increased scope of the definition of “alter” in the Bylaw. The table below shows the proposed changes to the Exemptions from the Bylaw:

Exemptions to the Stormwater Bylaw			
	Current		Proposed
	<i>Aquifer Protection District</i>	<i>Non-Aquifer Protection District</i>	<i>Town-wide</i>
Area of Disturbed Land	Less than 20,000 sq. feet.	Less than 40,000 sq. feet, provided disturbance is temporary and includes soil erosion plan	Less than 5,000 sq. feet or 10% of lot area, whichever is less.
New or expanded impervious surfaces	500 sq. feet	1000 sq. feet	500 sq. feet

Until now, the Conservation Commission has not issued regulations implementing the Stormwater Bylaw. The Conservation Commission believes that the proposed changes are necessary in order to propose regulations. The Conservation Commission estimates that these proposed Bylaw changes would result in an additional 35-50 additional applications per year. No deposit, bond, or performance guarantee would be associated with these permit applications.

ARGUMENTS IN FAVOR:

- Wayland should stay at the forefront of towns and cities in regulating stormwater, land disturbance, and illicit discharges.
- We have an obligation to protect the quantity and quality of water recharge to the Town’s water supply aquifers.
- Water flows downhill, so the best way to protect our wetlands is to ensure that stormwater, land disturbances, and illicit discharges are properly controlled.
- The proposed changes will make the Bylaw more uniform, consistent, and fair.

ARGUMENTS OPPOSED:

- We need less regulation, not more regulation, in Wayland.
- Homeowners, builders, and site work contractors shouldn’t have to apply for a permit for small jobs outside of wetland areas.
- The Conservation Commission cannot take on any more enforcement activities at this time, given resource constraints.
- The proposal needs more study.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 4-1.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 21.

CONSISTENCY WITH LAW: It is the opinion of Town Counsel that the foregoing bylaw amendments are consistent with federal and Massachusetts law.

For more information about this article, contact Brian Monahan, Conservation Administrator, at (508) 358-3045 or email bmonahan@wayland.ma.us.

ARTICLE 20: AUTHORIZATION FOR THE TOWN OF WAYLAND TO GRANT AN ADDITIONAL LICENSE FOR THE SALE OF ALL ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES

Proposed by: Petitioners

To determine whether the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth pursuant to the Provisions of Clause (1) of Section 8 of Article 2 of the Amendments to the Constitution of the Commonwealth of Massachusetts and all other applicable laws for a Special Law, substantially in the following form, or to take any action relative thereto.

AN ACT AUTHORIZING THE TOWN OF WAYLAND TO GRANT AN ADDITIONAL LICENSE FOR THE SALE OF ALL ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of same as follows:

SECTION 1.

- (a) Notwithstanding Section 17 of Chapter 138 of the General Laws, the licensing authority of the Town of Wayland may grant an additional license for the sale of all alcoholic beverages not to be drunk on the premises pursuant to section 15 of said Chapter 138, to Eastbrook, Inc., located at 87 Andrews Avenue, Wayland, Massachusetts. The license shall be subject to said Chapter 138, except said section 17;
- (b) Upon the issuance of the license authorized by this act, Eastbrook, Inc. shall surrender to the licensing authority the license currently held for the sale of wines and malt beverages not to be drunk on the premises;
- (c) The licensing authority shall not approve the transfer of the license to any other location, but it may grant the license to a new applicant at the same location if the applicant files with the licensing authority a letter from the Department of Revenue and the department of unemployment assistance indicating that the licensee is in good standing with those entities, and that all applicable taxes have been paid;
- (d) If the license granted under this act is cancelled, revoked, or no longer in use, it shall be physically returned with all legal rights, privileges and restrictions pertaining thereto, to the licensing authority, which may then grant the license to a new applicant at the same location and under the same conditions as specified in this act.

SECTION 2.

This action shall take effect upon its passage.

PETITIONERS' COMMENTS: The petitioner, Eastbrook, Inc. ("Eastbrook"), presently holds a wine and malt license at 87 Andrews Avenue, Wayland, Massachusetts, which is a store in the Wayland Town Center. Eastbrook is asking for approval of a Home Rule Petition to request the State Legislature to approve an additional all alcoholic beverage not to be drunk on the premises license.

Wayland is presently limited to three such licenses which are already issued. The new license will be restricted to the 87 Andrews Avenue location.

The addition of liquors and spirits has been requested by Eastbrook's existing customers and local shoppers would benefit from the convenience of one stop shopping. Eastbrook has an established track record of operating responsibly and community involvement.

Upon approval of the all alcoholic liquor store license by Town Meeting, the Legislature and Board of Selectmen, the existing wine and malt license will be returned to the Town.

FINANCE COMMITTEE COMMENTS: Passage of this article will allow a home rule petition to go before the Massachusetts State Legislature requesting an additional All Alcoholic liquor license. The license is a "license for the sale of all alcoholic beverages not to be drunk on the premise" or a full liquor store license opposed to the present beer and wine license at Wayland Town Center. The petitioner has indicated that the passage of this Article results in no additional costs to the Town.

Massachusetts law places a restriction commonly referred to as a "quota" on the number of on-premises and off-premises licenses a city or town can issue. The quota is based on Wayland's population enumerated in the most recent federal census (2010). State Law Off-Premises (M.G.L. c. 138, §15) provides for the ability for each city or town to issue one off-premises (Section 15) all-alcoholic beverages license for each unit of 5,000 persons (or fraction thereof) with a minimum of 2. One wine and malt license may be granted for each unit of 5,000 persons (or fraction thereof) with a minimum of 5.

The Town has issued three All Alcoholic licenses granted including Post Road Liquors at 44 Boston Post Road, Wayland Wine and Spirits at 302 Commonwealth Road and Lavins Liquors at 330 Old Connecticut Path.

The Petitioner, Eastbrook, Inc. (d/b/a Sperry's Fine Wines, Brew and Cigars) is requesting that a fourth All Alcoholic license be granted at the New Wayland Town Center retail location. Petitioner currently has a license to serve beer and wine (Wine and Malt). Eastbrook wants the ability to sell cordials and liqueurs as a matter of convenience to allow for one stop shopping at the Wayland Town Center

An affirmative vote would initiate a process where a home rule petition is sent to a committee of the Massachusetts House and Senate called Joint Committee on Consumer Protection and Professional Licensure. It would be reported out and voted on by the House and Senate and if approved, signed by the Governor. The process takes approximately two to three months. The approved action by the legislature at the State level would then be sent back to the Board of Selectmen, who may then grant such a license if they deem it appropriate.

ARGUMENTS IN FAVOR:

- Allowing a retail store to sell cordials and liquors in addition to Wine and Beer makes it convenient for Town Center patrons.
- Keeps business in Wayland instead of it being lost to neighboring towns.
- Potentially enhances the value of the leasehold.
- Potentially enhances the livability of the newly constructed residences.
- No extra costs incurred to police and monitor adherence with the local laws.
- There is an extra yearly fee of \$1,600.00 to the Town for the new license.

ARGUMENTS OPPOSED:

- This would set a precedent allowing other retail locations to request for the Town to support their petitions for an All Alcoholic license.
- The Town already has three All Alcoholic licenses. It does not need a fourth.
- 2006 Boston study has identified links between violent crime and alcohol outlet density.
<http://www.cadca.org/files/resources/RIA-May-June-2014.pdf>.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 5-0-1.

QUANTUM OF VOTE: Majority – see Clause (1) of Section 8 of Article 2 of the Amendments to the Constitution of the Commonwealth of Massachusetts.

For more information about this article, contact Attorney William Brewin at wbrewin@verizon.net.

ARTICLE 21: TRANSFER DUDLEY WOODS PARCELS FOR PASSIVE RECREATION

Sponsored by: Board of Selectmen

To determine whether the Town will vote to authorize the Board of Selectmen, with approval of Town Counsel as to form, to transfer the care, custody, management and control of the parcels of land on Pond Drive in Wayland, Massachusetts, being part of the area known as “Dudley Woods” and shown as Parcels 47B-055A and 47B-056G on the plan entitled “Plan of Land in Wayland, Massachusetts Prepared for Doran Road-Dudley Pond Comprehensive Feasibility Study” dated September 30, 2010, prepared by the Town of Wayland, Town Surveyors Office which parcels of land are shown in Appendix G, to the Recreation Commission for passive recreation purposes and for the purpose of the construction, installation, operation, repair and replacement of a subsurface community wastewater disposal system under said parcels of land, as long as said system does not interfere with such recreational use of the land.

FINANCE COMMITTEE COMMENTS: Passage of this article will complete the land transfers contemplated in Article 9 of the 2014 Annual Town Meeting (ATM). These two parcels were inadvertently omitted.

Article 9 at the 2014 ATM transferred fourteen (14) parcels in “Dudley Woods” to the Recreation Commission for passive recreation purposes. Two additional parcels need to be transferred to complete the intended Dudley Woods area. In editing the Warrant, parcel 47B-055A was mistakenly dropped. The second parcel, 47B-056G was shown as one on the Town’s records, but when the transfer was being recorded, legal records showed two parcels instead of one. This article transfers both the omitted parcel and the newly identified one.

These two parcels will be transferred to the Recreation Commission for passive recreational use and become part of Dudley Woods. As stated in Article 9 and voted upon at the 2014 Annual Town Meeting, the Recreation Commission will permit the construction of a subsurface wastewater system on the land as long as the system does not interfere with passive recreational use.

ARGUMENTS IN FAVOR: Transferring these two additional parcels will complete the transfer of the seven (7) acre parcel to the Recreation Commission.

These parcels are part of Dudley Woods and should be preserved for passive recreation.

ARGUMENTS OPPOSED: Given previous Town Meeting action to create Dudley Woods, no arguments opposed are known.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 7-0.

QUANTUM OF VOTE: Two-thirds – see Massachusetts General Laws Chapter 40, Section 15A.

For more information concerning this article, contact Jessica Brodie, Recreation Director at jbrodie@wayland.ma.us. See map at Appendix G.

ARTICLE 22: DESIGN AND CONSTRUCT TRAILS AND SIGNAGE AT DUDLEY WOODS

Proposed by: Community Preservation Committee

Estimated Cost: \$85,000

To determine whether the Town will vote to:

- a.) appropriate a sum of money not to exceed \$85,000 to be expended for the design and construction of trails and signs on the Town-owned land on Doran Road, Curtis Road, Pond Drive, and Cross Street in Wayland, Massachusetts known as “Dudley Woods;” and
- b.) provide for said appropriation by taxation, transfer from unappropriated available funds, transfer from available funds appropriated for other purposes, by borrowing, or otherwise, provided that not more than \$85,000 of the funds so appropriated shall be transferred from uncommitted funds for recreational use in the Community Preservation Fund.

FINANCE COMMITTEE COMMENTS: Passage of this article will fund the design and construction of trails and signage at Dudley Woods. In 2011 the Board of Selectmen (BoS) established the Dudley Area Advisory Committee (DAAC) with the charge of determining the best use for this land. After two years of deliberations, the DAAC recommended this seven (7) acre parcel be used for passive recreation.

Article 9 of ATM 2014 transferred fourteen (14) parcels of this land to the Recreation Commission. Article 21 of ATM 2015 contemplates the transfer of the remaining two (2) parcels, which were inadvertently omitted from the 2014 action. The land transfer is made with the restriction that the Recreation Commission permit the construction of a subsurface community wastewater system on the land as long as the wastewater system does not interfere with the passive recreational use.

The Recreation Commission worked with the BETA Group to develop a concept plan (Appendix H) and budget (below).

This project proposes to construct ADA accessible walkways that loop around the property and will situate rain gardens along the trails and within the property for storm water management and control. It is anticipated that parking will be off of Pond Drive and signage will be added to the parking area and along the trails. Historical monitoring or surveying will be completed as deemed necessary.

The \$85,000 budget is expected to be expended as follows:

Design	\$10,000
Survey/Permits	\$5,000
Historical monitoring/survey	\$10,000
Trails	\$35,000

Rain Gardens	\$15,000
Signage	\$3,000
Total	\$85,000

In developing the final design, the Recreation Commission intends to seek input from the Historical Commission, Conservation Commission, Planning Board, Board of Public Works and interested resident groups.

The Recreation Commission voted 4-0-0 to support this project. The Community Preservation Committee (CPC) voted 8-0-0 on January 7, 2015 to support this application. The monies will be drawn from the CPC uncommitted Fund, the balance of which is over \$6 million.

ARGUMENTS IN FAVOR: Passage of this article completes the vision for Dudley Woods as a passive recreation area as discussed at the 2014 ATM.

This project will reserve open space, historical artifacts and manage storm water while providing residents of all ages with a place to enjoy nature as well as the history of the area.

Adding trails and parking at Dudley Woods turns an unused area into a community gathering place, fulfilling the recommendation of the DAAC.

The design maintains the flexibility to construct a wastewater system if needed as required by passage of the article at ATM 2014.

ARGUMENTS OPPOSED: Some may argue a scaled back design would be more appropriate for a seven (7) acre parcel.

Some may feel the parcel is too small for development or too close to the pond and should remain as open space with no trail development.

Some may feel such a small parcel does not warrant an \$85,000 design.

Maintaining the trails will increase the field maintenance work of the Department of Public Works.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 6-1.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5 and Chapter 44, Section 33B. For borrowing, two-thirds – see Massachusetts General Laws Chapter 44, Sections 7 and 8.

For more information concerning this article contact Gretchen Schuler, CPC Chair at ggschuler@verizon.net or Jessica Brodie, Recreation Director at jbrodie@wayland.ma.us. See concept plan at Appendix H.

ARTICLE 23: ACQUIRE OPEN SPACE PARCEL IN SAGE HILL SUBDIVISION*Sponsored by: Board of Selectmen**Estimated Cost: \$1.00*

To determine whether the Town will vote to:

- a.) authorize the Board of Selectmen, with approval of Town Counsel as to form, to acquire by purchase, gift, eminent domain or otherwise, for conservation purposes, the fee in the parcel of land located on Concord Road and Bow Road in Wayland, Massachusetts containing 3.51 acres of land, more or less, being shown as "Open Space" on a plan of land entitled "Definitive Subdivision Plan of 'Sage Hill' in Wayland, MA", dated February 26, 2010, prepared by Thomas Land Surveyors, and recorded with the Middlesex South Registry of Deeds as Plan No. 379 of 2010, a copy of which plan is on file in the Office of the Town Clerk;
- b.) appropriate \$1.00 to be expended by the Board of Selectmen for the acquisition of said parcel of land; and
- c.) determine whether said appropriation shall be provided by taxation, transfer from unappropriated available funds, or transfer from available funds.

FINANCE COMMITTEE COMMENTS: The intent of the article is to allow the Town to move forward with acquisition of a donated parcel of open space land (identified as 18-092 in Appendix I) from developer Lingley Lane, LLC, as intended by the execution of the Sage Hill conservation cluster development subdivision plan. This intention is memorialized in Planning Board Decision 02-2010, Section III Findings, sub-section C 9 which states: "*The Board finds that 3.5 acres of open space will be owned by the Conservation Commission and will be permanently protected. Said open space shall provide the neighborhood and the public with a passive park and trails that enhances the overall development.*" The acquisition involves release of an old and unneeded driveway easement associated with three lots adjacent to parcel 18-092 in order to receive clear title to the land. Once the releases are received, the Town will then record the releases, the deed and then the confirmatory order of taking.

The Conservation Commission voted on January 13, 2015 to co-sponsor the article with two conditions: 1) clarification of the proposed friendly taking and 2) details on how the easement will be removed. Vote was 5-0.

ARGUMENTS IN FAVOR: Passage of this article will allow the Town to take ownership and permanently protect 3.5 acres of open space as originally intended under the approved subdivision plan.

ARGUMENTS OPPOSED: The Finance Committee is unaware of any opposing arguments.

RECOMMENDATION: The Finance Committee recommends approval. Vote 6-0.

QUANTUM OF VOTE: a.) and b.) Two-thirds – see Massachusetts General Laws Chapter 40, Section 14. c.) Majority – see Massachusetts General Laws Chapter 40, Section 5 and Chapter 44, Section 33B.

For more information about this article, contact Sarkis Sarkisian, Town Planner, at (508) 358-3778, or email ssarkisian@wayland.ma.us. See map at Appendix I.

ARTICLE 24: FUND CONSTRUCTION OF RAIL-TRAIL IN WAYLAND*Proposed by: Community Preservation Committee**Estimated Cost: \$445,000*

To determine whether the Town will vote to:

- a.) appropriate a sum of money not to exceed \$445,000 to be expended on the construction of the rail-trail along the old Massachusetts Central Railroad line in Wayland, Massachusetts; and
- b.) provide for said appropriation by taxation, transfer from unappropriated available funds, transfer from available funds appropriated for other purposes, by borrowing, or otherwise, provided that not more than \$445,000 of the funds so appropriated shall be transferred from the uncommitted funds in the Community Preservation Fund for said recreation project.

FINANCE COMMITTEE COMMENTS: This Article provides for the funding of a rail-trail that will run through the Town, along the Massachusetts Central Railroad line in Wayland. It is the conversion of an industrial use property into a three-mile long recreational path that will cross Wayland from Weston to Sudbury, in a line that runs somewhat parallel to Route 20. The Massachusetts Department of Conservation and Recreation (“DCR”) has leased from the Massachusetts Bay Transportation Authority (“MBTA”) a twenty-three mile rail corridor to be developed as a hard-surface multi-use-trail referred to as the “Wayside Trail”.

Why Wayland Residents Are Working On This Project

Residents of Wayland have set forth several reasons for supporting this project. Documents providing a detailed description of the rail-trail project can be found on the Wayland Planning Board Web Site (http://www.wayland.ma.us/Pages/WaylandMA_BComm/Rail/index). The document contained thereon, and entitled: “Wayland Rail Trail Project Application for the CPC, Dec 12, 2014 (Updated numbers Jan 6, 2015),” notes that 241 Wayland residents have signed a petition in favor of the rail-trail, and their reasons for this include the following:

Outdoor Recreation: Walk and bike, jog, family fun, wonderful opportunity for outdoor exercise, safe and healthy space, active recreation, much enjoyment, beautiful surroundings, more recreational time outdoors, promotes family outings, bike thru Great Meadows.

Improves the Community: Vital link to center of Wayland, benefits the whole community, excellent reuse of public space, bike to neighboring towns, community building resource, open space, connecting our communities, creates more of a community, bike to the library, walk to Claypit Hill school

Value to the town: Benefit Wayland for years and years, important improvement, great recreation and conservation asset, increase property values, wondrous resource, preserve Wayland’s history, huge positive for our community

Safety from automobiles: Few sidewalks in Wayland, ride safely in our town, bike on a safe trail, Wayland roads are dangerous for kids on bikes, safe place to walk, kids can feel safe, dangerous local roads. A link to all petition signers and comments is the following: <http://www.thepetitionsite.com/1/WaylandRailTrail/>

Recent History of the Proposed Rail-Trail

A description of the project concept from the DCR is the following (from their website - <http://www.mass.gov/eea/agencies/dcr/conservation/planning-and-resource-protection/projects/mass-central-rail-trail-wayside-branch.html>):

“In 2011, The Massachusetts Department of Conservation and Recreation (DCR) executed a lease with the Massachusetts Bay Transportation Authority (MBTA) for 23 miles of former railroad corridor from Berlin to Waltham for the purpose of designing and developing a multi-use rail trail in partnership with the local municipalities. Since 2011, DCR has worked to assess any potential soil contamination issues; delineate the 20-foot wide “path development corridor;” identify other leases, licenses and encroachments on the corridor; and initiate design and permitting of the future rail trail.

DCR envisions a 10-foot wide multi-use path along this entire corridor, and is seeking to work in partnership with the local municipalities to design, develop and manage this path. The corridor passes through Berlin, Hudson, Sudbury, Wayland, Weston, Waltham and short sections of Bolton and Stowe.”

The DCR desires to work with the towns, the federal and state governments and friends groups such as the Friends of the Wayland Rail-Trail in a partnership based development approach. Their approach recognizes that a federally funded MASSDOT Wayside trail has been estimated to cost approximately \$30,000,000. Per this estimate, Wayland’s piece would be \$4,300,000 or about \$1,400,000 a mile. DCR realizes that it could take twenty years or more before a twenty-three mile hard surface multi-use trail could be funded and built.

Current Plans for Development

The Wayland group working on developing Wayland’s rail trail consists of Friends of the Wayland Rail Trail, and the Wayland Representative to the Mass Central Rail Trail Committee, members of the Wayland Planning Board and the Wayland Town Planner. This group, working within DCR guidelines and within the Town’s permitting bylaws, believes that this abandoned rail corridor can become a rail trail within the next twenty four months, at an estimated cost \$724,700 for three miles in Wayland or about \$240,000 a mile. This estimate is based on two major differences from the DCR broad brush estimates: the rails will be removed and the base of the trail will be laid at a reduced cost due to the ability to recycle the rails to cover much of the cost of building the base; and the Wayland trail will be made of a pervious surface of crushed packed stone dust, rather than asphalt at this time. Two positive reasons for this type of surface are to accommodate wetlands issues in a less expensive and less invasive manner and the overall cost per mile of stone dust over asphalt.

The Town will seek a permit from DCR, and will build Wayland’s section of the Wayside Trail, funded through a combination of the proposed CPA funding (per this Article, \$445,000) and through the use of private funds, in the amount of about \$290,000, from the developer of Town Center and others. The plan is to engage an engineering firm and then to hire a contractor who will remove the tracks and ties and apply a hard pack stone dust material according to The Department of Environmental Managements (DEM’s) Best Management Practices, DCR trail guidelines and Wayland Bylaws.

The Town will continue to leverage the remaining \$25,000 of CPA feasibility funds that were approved by Town Meeting in 2010 to evaluate the condition of the existing bridge over the Sudbury River, pay for the cost of permitting, and integrate the rail trail with a future Railroad Interpretive Site Plan (funded by CPA – ATM 2003, completed and available at http://www.wayland.ma.us/Pages/WaylandMA_BComm/Historicalcom/railroadsite).

Update From DCR

The DCR website provides ongoing updates of the project status from the perspective of the Commonwealth, and key items over the past 18 months include the following:

“December 2014

DCR has established path development guidelines for working in partnership with communities;

January 2014

On January 10, 2014 the Secretary of Energy and Environmental affairs issued a MEPA Certificate for the MCRT – Wayside. This certificate, among other things, found that the project as proposed did not require further review under MEPA;

November 2013

DCR filed an Expanded Environmental Notification Form (EENF) with the Massachusetts Environmental Policy Act office on November 15. The EENF describes the existing conditions, proposed project, potential environmental impacts, project benefits, and efforts to avoid, minimize and mitigate any environmental impacts.”

The development of the rail-trail has involved input and effort from the following Town boards and committees: Wayland Planning Board; Conservation Commission; Historic District Commission; Historical Commission; and Community Preservation Committee (CPC) and Recreation Commission. The Recreation Commission has agreed to be the steward of the Rail Trail after it is built. The CPC voted 8-0 to recommend this article.

ARGUMENTS IN FAVOR:

- See the comments from residents in the Finance Committee Comments – Outdoor Recreation; Improves the Community; Value to the Town; and Safety from automobiles.
- Funding combines private and public monies; thereby making this a more cost effective project than if it required 100% public funding.
- Connects Wayland residents to neighboring towns through means other than driving.

ARGUMENTS OPPOSED:

- Wayland residents do not need to add a project that would be nice to have, but is not a need to have at a time when residential tax bills are increasing.
- Wayland should withhold its funding of the project until adjacent towns have funding for their portions of the project such that the Wayland portion of the project is not limited in its scope to the three miles within the Town.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 7-0.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5 and Chapter 44, Section 33B. For borrowing, two-thirds – see Massachusetts General Laws Chapter 44, Sections 7 and 8.

For more information about this article, contact Larry Kiernan, the Wayland Representative to the Mass Central Rail Trail Committee, at: larrykiernan04@gmail.com .

**ARTICLE 25: ACQUIRE MUNICIPAL PARCEL IN TOWN CENTER AND
CONVEY ACCESS EASEMENT IN TOWN CENTER***Proposed by: Board of Selectmen**Estimated Cost: \$1.00*

To determine whether the Town will vote to:

- a.) authorize the Board of Selectmen, with approval of Town Counsel as to form, to lease, as lessee, or acquire by purchase, gift, eminent domain or otherwise, for municipal purposes, the fee or any lesser interest in all or any part of the parcels of land located on an off Boston Post Road (Route 20) and Andrew Avenue in Wayland, Massachusetts shown as Lot 4-1 (Assessors Map 23, Lot 52L), Parcel R-20-1 (Assessors Map 23, Lot 52S), Lot 8-1 (Assessors Map 23, Lot 52K) and Lot R-21 (Assessors Map 23, Lot 52M) on a plan entitled "Plan of Land in Wayland, MA", dated December 12, 2013 prepared by Hancock Associates and recorded with the Middlesex South Registry of Deeds as Plan No. 1008 of 2013 and on a plan entitled "Plan of Land in Wayland, MA", dated January 20, 2012 prepared by Hancock Associates, and recorded with the Middlesex South Registry of Deeds as Plan No. 305 of 2012, a copy of which plans are on file in the Office of the Town Clerk;
- b.) appropriate \$1.00 to be expended by the Board of Selectmen for the acquisition or lease of said parcels of land;
- c.) determine whether said appropriation shall be provided by taxation, transfer from unappropriated available funds, transfer from available funds appropriated for other purposes, or otherwise;
- d.) authorize the Wayland Wastewater Management District Commission, with the approval of Town Counsel as to form, to transfer to the Board of Selectmen an area of land comprising part of the westerly portion of the parcel of land on Elyssa Avenue, Wayland, Massachusetts shown as Parcel B on Land Court Plan 17983-I for the purpose of selling, conveying or otherwise disposing of an access easement on, over, across and through said area of land; and
- e.) authorize the Board of Selectmen, with the approval of Town Counsel as to form to convey, sell or otherwise dispose of an access easement on, over, across and through said area of land described in Paragraph d above.

FINANCE COMMITTEE COMMENTS: Passage of this Article allows the Town to move forward with elements of the Town Center development. There are two elements to this Article. The first has three steps, which allow the Board of Selectmen to acquire the municipal parcels in Town Center. The second has two steps, which allow the BoS to grant an easement on existing Waste Water Management District Commission land for improved traffic and parking flow.

Municipal Parcels: The Town of Wayland entered into a Development Agreement with the developer of the Wayland Town Center project (Twenty Wayland), which provides for the right of the Town to own or lease parcels of land for \$1.00, containing approximately 70,000 square feet of land for the purpose of developing a municipal building of up to 40,000 square feet and 100 parking spaces. The purpose of this opportunity was to create a gathering place for residents of Wayland, as set forth in the Mixed Use Overlay District document that was signed by the Planning Board in January 2008. The Town's ownership of this parcel and the eventual development of the parcel with a municipal facility, will help to create what the name of the Project was meant to convey, which is a town center for all residents.

In this article, the number and size of the parcels to be leased or purchased is more than the minimum stated in the Development Agreement. The area covered in the article is about 4.0 acres, or approximately 209,000 square feet, and represents all the land west of Andrew Avenue and south of Lillian Drive, excluding the retention area, and including the existing building. Listing all of these

parcels gives the Town the most flexibility in negotiating the lease or purchase of the municipal parcel. It may give the Town more usable land surrounding the existing building and gives the option to put some of the Town Green space closer to the riverfront. A map is shown in Appendix J.

This article does not address the improvement of the Town Green area, as that is a separate issue within the Town Center development, addressed by the Master Special Permit from the Planning Board.

The site abuts the Sudbury River and associated wetlands. Any design and usage will be reviewed with the Wayland Conservation Commission for compliance with local and MA Department of Environment Protection (DEP) standards. Any development of a municipal facility on these parcels will also require the approval of Town Meeting.

This municipal pad site is subject to an environmental Activities and Use Limitations (AUL) restriction based on the site cleanup prior to Town Center. That restriction does allow for a variety of potential municipal uses that have been contemplated by various Town boards and committees for this site. Detailed information about the condition of the site and mediation efforts are found at: Raytheon Remediation of the Former Raytheon Facility in Wayland, MA: <http://raytheon.erm.com/home.htm>

Easement: As the Town Center project nears completion, the Town Planner suggested an additional easement to improve the traffic and parking flow to the parking lot behind Phase 2 of the project and allow for more contiguous area for already permitted residential development. Granting an easement over the land near the wastewater treatment plant will allow traffic to enter the parking lot from Andrew Avenue. This article gives permission to grant the easement; it does not bind the Town to do so. Decisions on access to the parking lot will be made through the Planning Board process.

The second motion authorizes the Waste Water Management District Commission to transfer land to the Board of Selectmen for the purpose of granting an easement. A map of the proposed easement is shown in Appendix J.

ARGUMENTS IN FAVOR:

- Completes a provision of the Development Agreement for the Town Center project, which was one of the important aspects of that Agreement for the Town.
- Provides the Town with more usable land for future development.
- Affords the Town the opportunity to lease or purchase more land than originally planned (4.8 acres vs. about 2) allowing for more flexibility in development.
- Provides the Town with the opportunity to own and occupy a facility for a variety of potential uses (the existing building near the Sudbury River);
- Brings additional activity to the Wayland Town Center project; thereby creating a gathering place for residents of Wayland for a variety of reasons, which is one of the key concepts behind the Wayland Town Center project – a gathering place for residents to live, work, recreate, shop and dine.
- Allows for improved traffic flow to one of the parking lots and better placement for future residential development.

ARGUMENTS OPPOSED:

- Given that the cost of the parcel (whether by lease or fee title) is \$1.00, there is no apparent reason why the Town should not transfer control of this parcel from the developer to the Town.
- Some residents may object to a parking lot entrance near the wastewater facility.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 7-0.

QUANTUM OF VOTE: a.) and b.) Two-thirds – see Massachusetts General Laws Chapter 40, Section 14
c.) Majority – see Massachusetts General Laws Chapter 40, Section 5 and Chapter 44, Section 33B
d.) Two-thirds – see Massachusetts General Laws Chapter 40, Section 15A.
e.) Majority – see Massachusetts General Laws Chapter 40, Section 3.

For more information about this article, contact Nan Balmer, Town Administrator, at (508) 358-3620, or email nbalmer@wayland.ma.us. See map at Appendix J on page 146..

ARTICLE 26: APPROPRIATE FUNDS FOR DUE DILIGENCE AND FEASIBILITY DESIGN FOR A PROPOSED COUNCIL ON AGING/COMMUNITY CENTER AT WAYLAND TOWN CENTER

Proposed by: Board of Selectmen

Estimated Cost: \$150,000

To determine whether the Town will vote to appropriate a sum of money to be expended under the direction of the Board of Selectmen for the purpose of confirming program requirements, conducting a review of site conditions, identifying permitting needs, and creating conceptual/schematic designs for a Council of Aging/Community Center building on the “Municipal Pad,” the parcels of land located on and off Boston Post Road (Route 20) and Andrew Avenue in Wayland Massachusetts shown as Lot 4-1, Parcel R-20-1, Parcel R-21 and Lot 8-1 on a plan entitled “Plan of Land in Wayland, MA,” dated December 12, 2013 prepared by Hancock Associates and recorded with the Middlesex South Registry of Deeds as Plan No. 1008 or 2013, a copy of which plan is on file in the Office of the Town Clerk; 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 under Massachusetts General Law Chapter 44 or other enabling authority, or otherwise; and authorize the Town Administrator, with the approval by the voters of the Town of Wayland, to take any action necessary to carry out said program, review and designs.

FINANCE COMMITTEE COMMENTS: This article appropriates money for funding Due Diligence and a Feasibility Design for the proposed Council on Aging/Community Center on the “municipal pad” at Wayland Town Center that contains a minimum of 70,000 feet of land and a 10,250 square foot existing building. Article 25 addresses the conveyance of the municipal pad that is sited at corner of Andrew Avenue and Lillian Drive as shown on the map in Appendix J.

In 2012, the Board of Selectmen (BoS) requested the Town Center developers not to demolish the existing building on the municipal pad to allow the Town the opportunity to determine whether there was a future use for the building, particularly since renovating an existing structure could be done at a lower cost than building a new one. If not, the BoS reasoned the building could be demolished at a later date.

Both the Council on Aging (CoA) and Library expressed interest in relocating to the municipal pad. Working together to create a multi-generational Community Center, they developed a combined Senior Center and Library project. When the proposed 40,000 square foot facility and related parking were deemed too large for the site, the Library stepped away and began to explore alternative locations. The (CoA) remained interested, since the existing municipal pad building could suffice for a large piece of the CoA’s projected needs as a stand-alone structure. The CoA looked into partnering

with the Recreation Department since the two departments share programming at the Art Center which is currently housed at the Cochituate Fire Station.

On November 17, 2014, the (BoS) created the Council on Aging/Community Center Advisory Committee (CoA/CCAC) and charged this advisory group with reviewing space needs and potential use of the municipal pad at the Town Center. The CoA/CCAC spoke with representatives of the CoA, Recreation Commission, Planning Board, Historical Commission, Conservation Commission, Finance Committee as well as several community groups and determined that many space needs of the Recreation Department and Historical Commission could be addressed by a space-sharing arrangement with the CoA.

On December 15, 2014, the CoA/CCAC issued its report to the BoS, indicating that the finished exterior envelope of the existing building on the municipal pad and its partially finished interior offers excellent reprogramming potential for town use. Based on this assessment and the guidelines of the Massachusetts State Council on Aging, the CoA/CCAC recommended the existing building be renovated and an addition be constructed for a combined maximum project of approximately 21,500 square feet.

The CoA/CCAC further recommended the CoA/Community Center provide space for the Council on Aging, Recreation and Veteran's Services departments as well as display space for Wayland's historic documents, images, and objects. Their overall stated goal being to maximize resources and create a multi-generational senior/community center.

The vision for the site includes renovating the existing building to create a multi-generational facility. It will be used weekday by the CoA and during evening and weekend hours other groups including the Recreation Department will use the building. It is anticipated that trails will be constructed to connect the building to the river and a potential Community Boat House as well as the Rail Trail and existing trails to the community gardens creating an "emerald bracelet" on Wayland's river front. A conceptual design is shown in Appendix K.

This is a two phased project consisting of a Due Diligence study and a Feasibility Design study. The first phase will undertake all necessary due diligence to evaluate the quality of the construction of the existing building, test the site for hazardous materials, site utilities and determine the maximum capacity of the parcel in relation to building size and related parking requirements. It will also determine the building's potential capacity in relation to Conservation Commission (ConCom) regulations, delineate any environmental constraints and ensure compliance with the environmental Activities and Use Limitations (AUL) restriction based on prior site cleanup.

The Due Diligence study will cost \$63,500 as follows:

HAZMAT testing/reporting	\$ 4,500
21 E report	\$ 8,000
Survey by botanist	\$ 8,000
Civil engineering and landscape design	\$25,000
Soil testing for drainage	\$ 1,000
Alternatives analysis	\$ 5,000
Septic layout	\$ 1,000
Expenses for printing, etc.	\$ 6,000
Contingency	\$ 5,000
Subtotal	<u>\$63,500</u>

The second phase of the project, the Feasibility Design, will only be undertaken if the results of the Due Diligence study indicate that a functional building at the municipal pad is permissible. If it is deemed not a permissible concept for the site, the project will stop.

During the Feasibility Design phase, the needs of the CoA, Recreation and the community at large as well as their potential use of the parcel will be evaluated. The Feasibility Design study will cost \$86,500 as follows:

Space programming	\$15,000
Conceptual design	\$20,000
Schematic design for pricing	\$40,000
Expenses for printing, etc.	\$ 6,500
Contingency	\$ 5,000
Subtotal	<u>\$86,500</u>

Combined Due Diligence and Feasibility Design Studies: \$150,000

The Due Diligence and Feasibility Design studies will be conducted by third-party professionals and managed by BoS or their designees. The BoS will recommend payment of bills with actual payment of funds to be administered by the BoS or their designees. The CoA/CCAC intends to continue to solicit feedback from various Town boards and departments as well as the community at large during the Feasibility Design phase of the project.

The Feasibility Design will include projected construction costs. It is anticipated the cost estimates will be based on the building industry average of \$320/square foot. Renovating the existing building at \$320/square foot will cost approximately \$2M. If the project includes an 11,000 square foot addition, the project is estimated at approximately \$5.52M. Actual estimates will not be known until both the Due Diligence and Design Feasibility studies are completed.

At the conclusion of these studies, the Town will have a program that will be fully analyzed and will understand the available options. This will allow the Town to make an informed decision at a future Town Meeting as to the scope and costs of any proposed project and whether and how to proceed with the undertaking.

The Council on Aging Committee voted 7-0 to support this project. The Recreation Commission voted 6-0 to support this project. Historical Commission voted 6-0 to support this project.

ARGUMENTS IN FAVOR: Many questions exist concerning the feasibility of constructing on the municipal pad. This study will address those issues and provide this much needed planning information to the Town.

No design work will be undertaken until the feasibility study has been completed and the appropriate size and location of a structure has been determined for the municipal pad.

The current CoA is located in what is essentially a 2,500 square feet hallway in the Town Building. Building a CoA/Community Center on the municipal pad would increase the dedicated space allotted to the Council on Aging.

A CoA/Community Center will complete the vision of the Town Center development, elevating it from a “shopping center” to a place where citizens congregate formally and informally as a community.

Using the existing building is an economical solution to the recognized need for additional space for the CoA and growing demand for a community center.

Including trails in the site design will connect the municipal pad site to the river, the Rail Trail and existing trails to the north completing the concept of an “emerald bracelet” on Wayland’s river front.

ARGUMENTS OPPOSED: Some may argue the COA has ample space to conduct its programs in its current space.

Some may feel providing better indoor facilities for recreation is not a priority at this time.

The Town has recently built a new High School and is currently building a new DPW building and an additional building project may not be fiscally prudent at this time.

Some may feel alternative sites with better potential for the CoA/Community Center not been adequately explored.

Some may fear the municipal pad has environmental issues, be too close to the Sudbury River, or infringe on riverfront setbacks.

Some may feel there may be better uses for the municipal pad.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 7-0.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5 and Chapter 44, Section 33B. For borrowing, two-thirds – see Massachusetts General Laws Chapter 44, Sections 7 and 8.

For more information about this article, contact Julie Secord, Director of the Council of Aging at jsecord@wayland.ma.us or Ben Keefe, Director of Facilities at Bkeefe@wayland.ma.us. See conceptual design at Appendix K.

ARTICLE 27: AMEND CHAPTER 36 OF THE CURRENT BYLAWS

Proposed by: Petitioners

To determine whether the Town will vote to amend § 36-1 of the Code of the Town of Wayland titled “Town meeting and election” by changing the start date of annual Town meeting as follows:

[Key to changes: underlining denotes additions; ~~strikethroughs~~ denotes deletions]

“§ 36-1. Town meeting and election.

The annual Town meeting shall commence on ~~a day between April 1 and May 15 inclusive~~ the fourth Thursday in April, or as soon thereafter as possible, as ordered by the Selectmen. The election of Town officers and the determination of all matters placed on the official ballot at such election shall take place within seven days, but no fewer than two days, before the annual Town meeting. In addition to the warrant required by MGL c. 39, § 9A, the Selectmen shall cause notice of the time and place(s) of each annual and special Town meeting and each annual and special election (1) to be published in a newspaper of general circulation in Wayland no later than the date fixed by them for the closing of the warrant pursuant to § 36-3 below and (2) to be posted on the Town sign boards. Such notice shall be posted on the Town sign boards commencing at least two weeks prior to the election and Town meeting and shall remain posted until the election is held and Town meeting is concluded.”

PETITIONERS' COMMENTS: This amendment would provide residents, town staff, boards and committees with predictability about the timing of Annual Town Meeting (ATM) while eliminating conflicts with traditional religious observances. It would allow more adequate time to prepare the warrant, and afford real-time financial information for budget projections. Snow season should be well past, daylight hours will be longer, and residents will feel more ready to do the business of the Town.

At meetings of the Moderator's *Town Meeting Procedures Subcommittee*, a majority of the members recommended that ATM start on a standard date certain. And, public comment at their forums following the 2012 and 2013 ATMs included that there should be a set date for the start of ATM and that it should be later in April. Many other communities, including peer towns Weston, Medfield, Marshfield, and Lynnfield have had such provisions for years.

FINANCE COMMITTEE COMMENTS: Traditionally, Wayland Annual Town Meeting was held in April and sometimes in May. In 2009, Town Meeting amended the Bylaw to allow for Town Meeting within the window of April 1 to May 15. For the past several years, the Finance Committee has recommended, and the Selectmen have agreed, that completing Annual Town Meeting before the April school vacation, if possible, is preferred. Generally, the Finance Committee wants to complete its work on the budget as soon as possible, and Town Departments need time to plan the next fiscal year before July 1. For instance, the current fiscal year's school reconfiguration vote required advance planning on the part of the School Superintendent office, planning that could not begin until the outcome of the proposal at last year's Annual Town Meeting was known.

ARGUMENTS IN FAVOR: Thorough preparation and maximum participation are critical to making ATM successful. Passage of this article will give everyone more time to prepare budgets and warrant articles. More voters would be in town at a later date.

ARGUMENTS OPPOSED: The proposal would mean that Annual town Meeting could interfere with school vacation plans and spring sports schedules. Allowing extra time doesn't necessarily mean that a better result will occur, and the process already takes too long as it is.

RECOMMENDATION: The Finance Committee recommends approval. Vote 3-2.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 21.

CONSISTENCY WITH LAW: It is the opinion of Town Counsel that the foregoing bylaw amendment is consistent with federal and Massachusetts law.

For more information about this article, contact petitioner Alice Boelter at (508) 650-3592.

**ARTICLE 28: ACCEPT CHAPTER 390 OF THE ACTS OF 2014 TO ESTABLISH
A TAX TITLE COLLECTION REVOLVING FUND***Proposed by: Board of Selectmen**Estimated Cost: \$1,780*

To determine whether the Town will vote to accept the provisions of Chapter 390 of the Acts of 2014 to establish a tax title collection revolving fund.

FINANCE COMMITTEE COMMENTS: Passage of this article will enable Wayland to accept and implement the provisions of the recently-passed Chapter 390 of the Acts of 2014. This Chapter provides for a local option for a tax title collection revolving fund. Currently the expense for such collections is carried in the Treasurer's budget, while receipts are deposited in the General Fund. Accepting the provisions of this Act charges the costs expended in connection to the tax title and foreclosure collection processes against the revolving fund. The fees and charges then collected upon the redemption of tax titles and sales of real property acquired through such processes are deposited into the revolving fund, to offset the expense. Any interest collected on the tax title and tax possession accounts would be deemed General Revenue and would not be included in this local option revolving fund.

Accepting this Act requires that Wayland initially fund the account, moving between \$1,500 and \$2,000 from the Treasurer's budget into this revolving fund. In recognition of the town's founding in 1780, \$1,780 has been suggested as an initial funding amount. This out-of-pocket expense is to pay Registrar to record and to undo deeds. It should be budget-neutral going forward.

ARGUMENTS IN FAVOR: Accepting this Act has little or no impact on the Town's net revenue.

It simplifies the treasurer's budgeting process.

It provides a more correct accounting procedure, aligning tax title and foreclosure expense with the collections for same in a single fund account.

ARGUMENTS OPPOSED: The Finance Committee is not aware of any.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 4-0.

QUANTUM OF VOTE: Majority – see Chapter 390 of the Acts of 2014.

For more information about this article, contact Nan Balmer, Town Administrator, at (508) 358-3620, or email nbalmer@wayland.ma.us.

**ARTICLE 29: TOWN WILL ENFORCE LOWEST SPEED LIMIT ALLOWED
BY LAW***Proposed by: Petitioners*

To determine whether the Town will vote to amend Chapter 19, Finances, of the Town Code by adding thereto the following new section:

“§19-10. Expenditures on Speed Limit Signs.

The Town shall not expend any funds for the erection or replacement of speed limit signs on Town

ways which result in an increase in the enforceable speed limit along the way or portion of the way to which the sign relates.”

PETITIONERS’ COMMENTS: This is a common sense article. The Board of Selectmen and/or the Town Administrator could adopt the article policy without the need for a town meeting vote.

This is a town wide issue. The state’s position is to set speed limits at the 85% percentile of the speed of cars on the road. Hence, the town administration could petition the state to raise the speed limit on almost any road in town. This article will prohibit such actions.

East and West Plain Street, Old Connecticut Path, Route 126, and Stonebridge Rd are currently posted in a manner which increases the enforceable speed limit. In the last three years, the enforceable speed limit on Old Connecticut Path was increased from 30MPH to 40MPH, and on Stonebridge from 30MPH to 35MPH. Wayland should not be raising the speed limit on town roads. Voting yes on this article will prohibit such actions.

FINANCE COMMITTEE COMMENTS: This article attempts to return the speed control of the town’s roadways to the statutory speed limits, at least where those limits would be lower than the current posted speed limits established under Special Speed Regulations. The Chief of Police disagrees with several of the premises of the article. He also disagrees with several points in the Petitioners’ comments.

Speed regulation is, and always has been, a subject of both interest and controversy to almost everyone, according to the Massachusetts Department of Transportation (DOT). In this respect, at least, Wayland is no different than other towns.

Wayland has developed Special Speed Regulations because they allow for a posted speed limit sign to be erected and for police to enforce that speed limit. Once established, speed limits can be changed only by going through the same speed zoning process and applying through the Board of Selectmen to the DOT.

It is easier for police to enforce posted speed limits than to enforce statutory speed limits, which by law, cannot be not posted, except in school zones. To enforce statutory speed limits, a police officer would have to determine if the zone where the subject vehicle was in, fell into certain criteria based on Chapter 90, Section 17 of the Massachusetts General Laws:

- 20 mph in a school zone;
- 30 mph in a thickly settled or business district for a distance of 1/8 of a mile;
- 40 mph on an undivided highway outside of a thickly settled or business district for a distance of 1/4 of a mile; and
- 50 mph on a divided highway outside of a thickly settled or business district for a distance of 1/4 of a mile.

Furthermore, as noted above, the police officer must establish that the motor vehicle was operated in excess of these speed limits for the entire distance associated with each respective speed limit.

A “thickly settled or business district” is defined as “the territory contiguous to any way which is built up with structures devoted to business, or the territory contiguous to any way where dwelling houses are situated at such distances as will average less than two hundred feet between them for a distance of a quarter of a mile or over.”

A DOT representative noted that Petitioners' comment that the Town's Board of Selectmen could choose to post a "Thickly Settled" speed limit of 30 MPH on Stonebridge Road or Old Connecticut Path seems inconsistent with the definition of "Thickly Settled" and the Wayland Speed Zoning Procedure. Old Connecticut Path, for instance, is not thickly settled. Statutory speed limits cannot be posted with regulatory (black text on a white background) speed limit signs, the DOT representative also noted.

According to the Chief of Police, Wayland has never petitioned the state to raise speed limits. To the contrary, the town has conducted speed zone studies and applied to the state for speed limits appropriate for various streets. These applications have included specific requests to lower speed limits.

The speed limit for Old Connecticut Path is set by Special Speed Regulation 1043 and has never been altered. In 2009 the Board of Selectmen applied to the DOT to reduce the speed limit at two locations on Old Connecticut Path and were denied. In the case of Stonebridge Road, that Special Speed Regulation is No. 945. The 35 mile per hour speed limit extends from the Framingham town line for 0.38 miles, in both directions. Last spring the Board of Selectmen applied to the DOT to lower the limit for that 0.38 miles of road to 30 mph, but the DOT declined to do so.

The Chief of Police believes the current process for establishing speed zones in our community is effective. The town of Wayland does not raise speed limits. Most speed limits, including the speed limit on Stonebridge Road, are set below the statutory speed limit. It is easier to enforce and prosecute speeding violations on streets with posted speed limits, according to the Chief of Police.

The procedures for speed zoning state and municipal roadways may be found at the following link: http://www.massdot.state.ma.us/Portals/8/docs/manuals/SpeedZoning_0512.pdf

RECOMMENDATION: The Finance Committee took no position on this Article.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 21.

CONSISTENCY WITH LAW: It is the opinion of Town Counsel that the foregoing bylaw amendment is inconsistent with the provisions of Massachusetts General Laws Chapter 90, Section 18, which authorizes the Board of Selectmen, acting as the Town's traffic commission, to order the erection of speed limit signs posting speed limits on Town ways, regardless of whether the sign indicates a speed limit that is greater than the previously enforceable speed limit along the way.

For more information about this article, contact petitioner Duane Galbi at duane.wayland4wayland@gmail.com.

ARTICLE 30: APPROPRIATE FUND TO CREATE STEWARDSHIP AND LAND MANAGEMENT PLANS FOR CONSERVATION LAND

Proposed by: Community Preservation Committee

Estimated Cost: \$35,000

To determine whether the Town will vote to:

- a.) appropriate a sum of money not to exceed \$35,000 to create a town-wide stewardship report of conservation land and land management plans for Heard Farm and other town-owned conservation resources as determined by the Conservation Commission; and

- b.) provide for said appropriation by taxation, transfer from unappropriated available funds, transfer from available funds appropriated for other purposes, by borrowing, or otherwise, provided not more than \$35,000 of the funds so appropriated shall be transferred from funds set aside for open space purposes in the Community Preservation Fund.

FINANCE COMMITTEE COMMENTS: Passage of this article is intended to obtain a stewardship report on the Town's conservation lands and land management plans for prioritized areas in order to assist the Conservation Commission in setting short and long term management goals for the next five to twenty years for Conservation properties. A stewardship report will describe and evaluate the current condition of the land and a land management report covers future maintenance of the land.

The Commission, together with volunteers, currently manages and maintains over 1,200 acres of Conservation land. Better land management planning will preserve Conservation lands for future generations by providing guidance for invasive plant control, habitat restoration, inventorying biodiversity, field mowing to balance farming and wildlife interests, field renovation, and scenic vista maintenance. It will also provide guidelines for budgeting for the completion of such work. In an effort to determine the most effective use of resources for maintaining our assets, the Commission would benefit from management plans for the heavily used properties under its jurisdiction. Based on past experience, neglecting the maintenance of conservation areas (letting invasive plants take over, losing the edges of fields) changes the ecosystem of an area and can result in diminishing value to the land as well as increased cost for land restoration. The Commission has researched land management studies in other towns and will use that information as they seek to engage consultants for similar work in Wayland. Going forward, this plan will be reviewed and revised as is necessary for continued stewardship and management activity.

Funding for this appropriation would come from the Community Preservation Committee's Open Space Fund.

The Community Preservation Committee voted in favor of this article. Vote: 8-0-0 on January 7, 2015. The Conservation Commission voted 5-0 on January 13, 2015 to co-sponsor this article with CPC.

ARGUMENTS IN FAVOR: Our Conservation lands are town amenities enjoyed by all ages and demographics. Not properly managing Conservation lands can result in diminished use of the areas and increased restoration costs.

The studies will help to provide the level of service both expected by the citizens and required to protect and maintain the Conservation lands as mandated by state law.

ARGUMENTS OPPOSED: The Finance Committee is not aware of any.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 5-0.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5 and Chapter 44, Section 33B. For borrowing, two-thirds – see Massachusetts General Laws Chapter 44, Sections 7 and 8.

For more information about this article, contact Brian Monahan, Conservation Administrator, at (508) 358-3669 or bmonahan@wayland.ma.us.

ARTICLE 31: RESOLUTION TO CONTINUE ELECTRONIC VOTING THROUGH FY2019

Proposed by: Petitioners

To determine whether the Town will vote to:

LET IT BE RESOLVED, that Town Meeting endorses the use of an electronic voting service for all sessions of all town meetings through fiscal year 2019, subject to Moderator's rules, and requests the Board of Selectmen and Finance Committee to include sufficient funding in the FY2017, FY2018, and FY2019 Omnibus Budget articles presented at the 2016, 2017, and 2018 Annual Town Meetings.

PETITIONERS COMMENTS: We adopted electronic voting in Wayland

- because voice voting is inaccurate
- because voice voting requires voters to scream and shout to be heard
- because standing counts are time-consuming
- because public voting can produce bad decisions due to intimidation or fear of retribution

Over the past 3 years

- we've experienced fast and accurate votes; analysis shows that we've saved an average of 3 hours each Annual Town Meeting
- we've experienced voters making decisions on the merits, without concern for consequences from family, friends, neighbors, employers, or employees
- we've experienced a more relaxed, deliberate, and methodical Town Meeting; decisions made in this environment are better, to the benefit of every Wayland citizen – whether they attend or not.

Please join the petitioners in putting Town Meeting “on the record” as supporting the use of Electronic Voting at every Town Meeting for the next 3 years by voting “yes” on this Article.

FINANCE COMMITTEE COMMENTS: The passage of this article supports a resolution to use electronic voting devices at town meetings for the next three fiscal years 2016, 2017 and 2018 through FY 2019. This is not a request for funding.

In April of 2010 Wayland accepted electronic voting on a trial basis. Wayland was the first town in New England to use and incorporate wireless keypad electronic voting. In April 2012, it was resolved that electronic voting would be used for a period of 3 years, 2013, 2014 and 2015 through FY 2015. The initial three (3) year resolution ends in April 2015.

The average historical cost for each of the approximate 9,000 registered voters has been \$4.72 for Annual Town Meeting (ATM) and \$2.04 for Special Town Meeting (STM). In 2014, Wayland spent \$42,971.99 to use electronic voting for ATM and STM. The eVoting portion of the median residential tax bill in FY 2015 is \$6.11.

ARGUMENTS IN FAVOR:

- Voters gain privacy when voting and do not feel intimidated by their votes.
- Vote counting is more accurate than a voice vote or a hand count.
- Speed of counting is improved when a vote requires a standing count or even a hand count.
- Voting integrity is preserved and the quality of government is improved.

- Town Meeting is made more efficient and is preserved as Wayland's legislative body.
- The use of eVoting devices has saved the town an average of 4.4 hours per Town Meeting.
- eVoting greatly inhibits non-residents from fraudulently voting.

ARGUMENTS OPPOSED:

- An alternative use for these funds could be an employee for a department or the debt service on a capital project of close to \$1mm.
- The overall number of days of Town Meeting seems unaffected.
- While privacy is a plus, some voters would like to see how their Town officials vote.
- Electronic voting does not prevent voter fraud.
- Electronic voting is too expensive for the Town at this time.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 5-1-1.

QUANTUM OF VOTE: Majority.

For more information about this article, contact petitioner Alan J. Reiss at (508) 254-2094, or email alanjreiss@verizon.net. You may also go to their website at www.electronicvoting.info.

ARTICLE 32: PROHIBIT ROADSIDE DISTRIBUTION OF PHONE BOOKS AND ADVERTISING

Proposed by: Petitioners

To determine whether the Town will vote to amend the Code of the Town of Wayland, Chapter 139 or wherever appropriate, by adding thereto the following subsection:

No person shall systematically distribute advertising or leaflets to dwellings throughout Wayland by tossing from a vehicle or affixing to mailboxes. Articles such as telephone books or advertising flyers distributed in this manner shall be considered litter.

PETITIONERS' COMMENTS: A few times each year, telephone books are distributed around town, tossed from a moving car with little regard for where they land, whether they get wet, or whether they'll be picked up at all. These books are no longer produced by "the phone company," but by publishing houses. Phone books were once important for a community, but are not often used now. Soon, a few thousand end up recycled or trashed.

Opting out doesn't work, maybe because of Wayland's twisty roads and scattered addresses.

Other advertising is also tossed into driveways or attached to mailbox posts. When multiplied by our few thousand households, it is a large amount of litter. If not picked up, these may even make houses look vacant.

This article would eliminate the form of distribution that resembles littering. There are other ways that phone books or advertising can reach residents, particularly those who want them.

FINANCE COMMITTEE REPORT: Section 139-3 of the Bylaws provides: "No person shall litter on public property or on the property of others." The penalty for violating the littering bylaw is a fine not exceeding \$300 for each offense or for each day of a continued offense, under section 2-1 of the

Bylaws, the General Penalty provision. The Article would add to this bylaw for the reasons explained in the Petitioners' comments. As aggravating as advertising and leaflets may be to some, they are protected in varying degrees by the right to free speech under both the U.S. and Massachusetts Constitutions. For instance, the City of Seattle tried to restrict the distribution of telephone books, but lost when challenged in federal court on First Amendment grounds. *Dex Media West, Inc. v. Seattle*, 696 F.3d 952 (9th Cir. 2012).

RECOMMENDATION: The Finance Committee took no position on this Article.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 21.

CONSISTENCY WITH LAW: It is the opinion of Town Counsel that the foregoing bylaw amendment, to the extent that it restricts advertising, is inconsistent with federal law in that it impermissibly restricts commercial speech in violation of protections provided by the First Amendment to the United States Constitution. However, to the extent that the foregoing bylaw amendment regulates littering, it is the opinion of Town Counsel that the foregoing bylaw amendment is consistent with federal and Massachusetts law.

For more information about this article, contact tom01778@websiteperson.com, petitioner Tom McGonegal.

ARTICLE 33: ACQUIRE 246 STONEBRIDGE ROAD

Proposed by: Community Preservation Committee

Estimated Cost: \$342,000

To determine whether the Town will vote to:

- a.) authorize the Board of Selectmen, with the approval of Town Counsel as to form, to acquire, for open space purposes, by purchase, gift, eminent domain or otherwise, the land, with the improvements thereon, known and numbered as 246 Stonebridge Road, Wayland, Massachusetts, being shown on Assessors Map 41 as Parcel 001 and described in a deed recorded with the Middlesex South Registry of Deeds in Book 45103, Page 66;
- b.) appropriate a sum of money not to exceed \$342,000 for the acquisition of and demolition and removal of the existing structures from said property; and
- c.) determine whether said appropriation shall be provided by taxation, transfer from unappropriated available funds, transfer from available funds appropriated for other purposes, by borrowing, or otherwise, provided not more than \$342,000 of the funds so appropriated shall be transferred from funds set aside for open space purposes in the Community Preservation Fund.

FINANCE COMMITTEE COMMENTS: This property is immediately adjacent to the Sudbury River and to Stone's Bridge. The lot is a 15,580 sf L-shaped lot with the Sudbury River adjacent to the western boundary. Much of the lot is within the wetlands and a FEMA flood zone. The 1-story bungalow was built in ca. 1924. The small dwelling is neglected and will be demolished. The Conservation Commission's request includes funds to cover demolition costs as well. The plan is to purchase the property, demolish the house and create a small area of protected open space adjacent to Old Stonebridge Road and Stone's Bridge. This project supplements the efforts of the Historical Commission and provides a link to important resources including the historic Stone's Bridge, the Sudbury River and the land abutting each.

This lot is right on the river and within the 100-year floodplain. It provides a focal point to the

Sudbury River and the historic Stone's Bridge abutments on the right of way. The Historical Commission is supportive of this acquisition and it does, as a whole, represent meaningful cooperation between both the Conservation and Historical Commissions. A small area of dedicated open space would be desirable for this neighborhood in which there is currently no conservation area to enjoy. In the future the town may explore improved access to the river for kayaks and canoes. It is across Stonebridge Road from the MWRA aqueduct where public access is now being explored. An offer to purchase has been signed and the Purchase and Sale Agreement is being drafted.

Town bylaws require that the purchase price be no more than the appraised value. Funds for this acquisition would come from the Community Preservation Fund's Open Space Fund.

Community Preservation Committee voted in favor of this article 8-0-0 on January 7, 2015.

Conservation Commission voted in favor of acquiring the parcel on December 4, 2014 (7-0) and to support the CPC Article on January 8, 2015 (5-0).

ARGUMENTS IN FAVOR: When combined with work on Stone's Bridge these efforts will bring open space preservation, passive recreation, and historic preservation together.

Any improvements on lot including septic for a house would be a challenge due to proximity to wetlands and river.

Completion of this acquisition is recommended by the Town's CPC and CC.

ARGUMENTS OPPOSED: There may be other more appropriate projects on which to spend these funds.

The acquisition of the property by the town will result in diminished tax revenue.

There will be an added cost of maintenance for this property once acquired.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 6-0-1.

QUANTUM OF VOTE: a. and b.) Two-thirds – see Massachusetts General Laws Chapter 40, Section 14
c.) Majority - see Massachusetts General Laws Chapter 40, Section 5 and Chapter 44, Section 33B. For borrowing, two-thirds – see Massachusetts General Laws Chapter 44, Sections 7 and 8.

For more information about this article, contact Gretchen Schuler, Chair, Community Preservation Committee, at ggschuler@verizon.net. See map at Appendix L.

ARTICLE 34: FUND STABILIZATION OF TWO ARCHES OF STONE'S BRIDGE

Proposed by: Community Preservation Committee

Estimated Cost: \$480,000

To determine whether the Town will vote to:

- a.) appropriate a sum of money not to exceed \$480,000 to be expended on the Stone's Bridge stabilization project; and

- b.) provide for said appropriation by taxation, transfer from unappropriated available funds, transfer from available funds appropriated for other purposes, by borrowing, or otherwise; provided that not more than \$480,000 of the funds so appropriated shall be transferred from funds set aside for historic preservation purposes in the Community Preservation Fund's Historic Preservation Fund, if available, and uncommitted funds in the Community Preservation Fund, if necessary.

FINANCE COMMITTEE COMMENTS: Passage of this article seeks fund to repair two arches of Stone's Bridge. Stone's Bridge is the oldest extant bridge in Wayland. It dates back to at least the mid-1800s and the bridge is located on the site of the Knox Trail. It is the only dry laid stone bridge still in existence in Wayland or any neighboring towns and thus, it is historically significant. It was preserved in the 1950s due to the efforts of the Wayland Historical Society. The bridge has deteriorated since then and has not been in use since the construction of the new bridge on Stonebridge Rd. According to a historical renovation review of the bridge, it is estimated that it could fully lose its structural integrity within five years. Full preservation of the bridge is a costly project, thus the Historical Commission is requesting funds to begin restoration by completing work on two of the four arches. The Historic Preservation Fund within the Community Preservation Fund is meant to be used for historic preservation and this project will contribute to preserving an important Wayland historic resource and provide a recreational asset as well.

The amount \$480,000 is based on a review completed in 2012 by Structures North, a consulting engineer located in Salem, MA. These costs include all of the work necessary to completely restore and repair two of the four bridge arches. It should be noted that ownership of the bridge is split between Wayland and Framingham because the Town boundary is the middle of the river and the work to be done will be on the part of the bridge that is east of the boundary, thus belonging to Wayland. It is our current understanding that when the counties were discontinued, roadways and bridges within the county's jurisdiction passed to the Town (i.e., the part within Wayland). Therefore, the Town of Wayland would own the portion of the bridge and the land under it from the eastern shoreline to the center of the river. The part of the bridge that extends beyond the center line of the river is believed to be owned by the Town of Framingham. The work that this article seeks approval for is only on that part of the bridge that lies within Wayland boundary. If at a later date the Town of Wayland seeks to repair the portion of the bridge in Framingham it would enter into an inter-municipal agreement with Framingham.

The Community Preservation Committee voted 7-0-1 in favor of this article on January 7, 2015. The Historical Commission voted in favor of this article on January 12, 2015 with a 6-0 vote.

ARGUMENTS IN FAVOR: Preservation of this bridge is important because it is integral to the history of our town. Viewing this bridge for its architectural beauty as well as historical significance is a privilege for all passersby; hence its preservation is an asset to the community as a whole. Funding for this project will be provided by CPA funds, a portion of which currently exists in the Town's Historic Preservation Fund of the Community Preservation Fund and the remainder from the uncommitted balance fund.

The contemplated work will be done to the part of the bridge that is owned by Wayland.

ARGUMENTS OPPOSED: There may be other more pressing historic preservation initiatives that will require further/future (?) funding.

It is possible that given that the estimate was prepared in 2012, the cost may exceed \$480,000 once the project is underway and/or the scope of the repairs is better understood.

Repairs only to the Wayland-owned part of the bridge will not fully preserve the structural integrity of the bridge.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 6-0.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5 and Chapter 44, Section 33B. For borrowing, two-thirds – see Massachusetts General Laws Chapter 44, Sections 7 and 8.

For more information about this article, contact Gretchen Schuler, Chair, Community Preservation Committee, at ggschuler@verizon.net. See map at Appendix L.

ARTICLE 35: FUND DESIGN OF A MULTI-USE GRASS PLAYING FIELD AT OXBOW MEADOWS (FORMER NIKE SITE)

Proposed by: Community Preservation Committee

Estimated Cost: \$20,000

To determine whether the Town will vote to:

- a.) appropriate a sum of money not to exceed \$20,000 for professional services for the design of a grass playing field on the Town-owned land on Oxbow Road in Wayland, Massachusetts known as “Oxbow Meadows;” and
- b.) provide for said appropriation by taxation, transfer from unappropriated available funds, transfer from available funds appropriated for other purposes, by borrowing, or otherwise, provided that not more than \$20,000 of the funds so appropriated shall be transferred from uncommitted funds for recreational use in the Community Preservation Fund.

FINANCE COMMITTEE COMMENTS: Passage of this article will fund design work of a multi-use grass playing field at Oxbow Meadows, the former Nike Site located off of Oxbow Road as shown in the map in Appendix M. Under Article 41 of the 2004 TM, the Town acquired this 10.71 acre site from the United States General Services Administration (GSA). The GSA sold the land to the Town for passive or active recreation use. This land is currently under the jurisdiction of the Board of Public Works (BoPW).

In 2013, the Recreation Commission worked with GALE Associates to evaluate usage of Town fields. This study identified the need for additional soccer and baseball/softball fields. In 2014, the Recreation Commission amended its Field Master Plan to include four (4) additional fields: One (1) Artificial, full size, rectangular, multi-purpose field with lighting for soccer and lacrosse, one (1) Natural Grass, full size, rectangular, multi-purpose field with irrigation for Soccer and Lacrosse, one (1) sixty foot (60') Baseball Diamond and an additional natural grass fields in Wayland that would be used for soccer, lacrosse, field hockey and etc.

This project is both a feasibility and design study. The feasibility study will evaluate the Oxbow Meadows site and determine the maximum size field that can be constructed. Once the field size has been determined, a design will be developed.

The vision is to construct a full size (11v11) natural grass, multi-purpose rectangular playing field for soccer and lacrosse. If it is determined the site cannot support a full size field, a design will be commissioned for the maximum allowable sized field which would be either an 8v8 soccer field or two 6v6 natural grass soccer fields.

It is anticipated the final design will include irrigation, expanded parking and the field will meet a goal of the Field Master Plan. During the design process, the Recreation Commission intends to work closely with the BoPW. Public meetings will be held to collect resident input and feedback.

The Recreation Commission anticipates this field will be a low-cost addition to its field inventory. Contractor estimates to build the field are expected to be approximately \$200K. To reduce costs, once the design phase is completed the Recreation Commission will consult with the BoPW to determine which aspects of the project, if any, could be performed by the Department of Public Works.

The Community Preservation Committee (CPC) voted 8-0-0 on January 7, 2015 to support this application. The monies will be drawn from the CPC uncommitted Fund, the balance of which is over \$6 million.

The BoPW which has jurisdiction over the land voted 4-0-0 on February 5, 2014 to support the project and co-sponsor this article. The Recreation Commission voted 4-0-0 on October 1, 2014 to support the project and 4-0-0 on February 18, 2014 to co-sponsor this article.

ARGUMENTS IN FAVOR: The GSA sold Oxbow Meadows to the Town for passive or active recreational use. Building a field on this land will increase the recreational use of this land.

Oxbow Meadows will provide a necessary addition to the town's field inventory, allowing for additional practices and games to be scheduled.

An additional field will facilitate necessary maintenance to be performed and allow existing fields to be rested, resulting in less damage to the Town's fields.

The Recreation Commission Master Plan has identified the need for four additional playing fields. Building a field at Oxbow Meadows will fulfill one of these identified needs.

ARGUMENTS OPPOSED: Some may say there is no need for additional fields.

Abutters may be uncomfortable with the additional traffic.

Building an additional field will increase the field maintenance work of the Department of Public Works.

This is the third request in five years for field design: 2011 at the Middle School, 2013 at Loker Conservation and 2015 at Oxbow Meadows. The Loker project still has money pending. Some would argue the Loker project should be finished before requesting any additional design funds.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 6-0.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5 and Chapter 44, Section 33B. For borrowing, two-thirds – see Massachusetts General Laws Chapter 44, Sections 7 and 8.

For more information about this article contact Gretchen Schuler, Chair of the Community Preservation Committee at ggschuler@verizon.net or Jessica Brodie, Recreation Director at jbrodie@wayland.ma.us. See map at Appendix M.

ARTICLE 36: HEAR REPORTS*Sponsored 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
- OPEB Advisory Committee
- Youth Advisory Committee

FINANCE COMMITTEE COMMENTS: This is a standard article that allows reports commissioned by the Town to be heard. The Board of Selectmen recommends approval. Vote 5-0.

RECOMMENDATION: The Finance Committee recommends approval. Vote: 7-0.

QUANTUM OF VOTE: Majority.

For more information about this article, contact Nan Balmer, Town Administrator, at (508) 358-3620, or email nbalmer@wayland.ma.us. Reports are printed in Appendix N.

ARTICLE 37: 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.

As Trustees of the Allen Fund:	Lois M. Toombs Benjamin W. Johnson III Michael B. Patterson
As Fence Viewers:	The Selectmen
As Field Drivers:	The Constables
As Measurers of Wood and Bark:	Paul Doerr Lewis S. Russell Jr. Harry F. Sweitzer
As Surveyors of Lumber:	Susan W. Pope Jean B. Pratt Harry F. Sweitzer

FINANCE COMMITTEE COMMENTS: This is a standard article that allows the Town to fill various positions. While many of these positions are obsolete in our current society, they are part of the charm and history of New England town meetings. To date, Wayland has continued the tradition of electing these positions at Town Meeting even though the Board of Selectmen (BOS) may appoint some of them. The purpose of the article as written is to decide whom to elect, not the method of appointment.

A brief description of each position and future alternate means of selection follows.

The Allen Fund was established in 1854 through a gift from Miss Debby Allen and Mrs. Nabby (Allen) Draper. The permanent fund was intended for “beneficent objects.” Although the Allen Fund

was virtually depleted by 1990 it has recently grown so that it can now provide annual gifts. As of June 30, 2014 the balance in the Allen Fund was \$5,985.38 with \$400.00 having been disbursed during the last fiscal year. The trustees are responsible for overseeing the fund. The trust provides that the trustee shall be selected annually by vote of the annual town meeting; it also provides that in case no board of trustees is selected, the Selectmen shall be the Trustees of the Allen Fund. At a future Town meeting, citizens could vote to amend the trust document to provide that the Commissioners of Trust Funds serve as Trustees of the Allen Fund without annual vote.

Fence Viewers are arbitrators of fence disputes among neighbors and are established under MGL c. 49, §1. The BOS is authorized to appoint two or more fence viewers for one-year terms.

Field Drivers collect loose sheep, goats or other beasts and under M.G.L. c. 49, §22, the BOS is authorized to appoint one or more field drivers for the Town.

Measurers of Wood and Bark are responsible for inspection, survey, measurement and sale of wood, coal and bark for fuel. They are appointed according to M.G.L. c. 94, §296, which provides for town meeting election of one or more measurers of wood and bark for one-year terms. A future town meeting could delegate the appointment power to the Board of Selectmen, thereby eliminating the need for this article thereafter.

Surveyors of Lumber, sometimes called a Measurer of Lumber, are responsible for measuring, marking or numbering the contents of any kind of wood or lumber, and M.G.L. c. 96, §7 authorizes that towns may elect one or more measurers (surveyors) of lumber. A home rule petition is required to make the position appointive by the BOS.

If town meeting declines to elect the Fence Viewers, Field Drivers and Measurers of Wood and Bark, the Selectmen would make the appointment at the next regular meeting. The Selectmen would serve as the Trustees of the Allen Fund until the 2013 Annual Town Meeting. However, a home rule petition is required to make the position of Surveyors of Lumber appointive by the BOS and given the obsolete nature of the position it may be easier not to fill it if that is the desire of town meeting.

ARGUMENTS IN FAVOR: Choosing town officers allows the Town to conduct its normal business.

ARGUMENTS OPPOSED: Some feel that this article is outdated and also takes too much time to decide at Town Meeting. They suggest that the authority to appoint be deferred to the Board of Selectmen where allowed. (Note: deferral is not within the scope of the article this year.)

RECOMMENDATION: The Finance Committee recommends approval. Vote: 7-0.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 41, Section 1, Chapter 94, Section 296 and Chapter 96, Section 7.

For more information about this article, contact Nan Balmer, Town Administrator, at (508) 358-3620, or email nbalmer@wayland.ma.us.

ARTICLE 38: ACCEPT GIFTS OF LAND*Proposed by: Board of Selectmen*

To determine whether the Town will vote to accept real property or interests in real property which have been tendered to it as a gift, by devise, or otherwise.

ARGUMENTS IN FAVOR: Acquisition of land by the Town gives the Town more control over the use of such gifted land.

ARGUMENTS OPPOSED: Accepting gifts of land reduces the amount of property subject to real estate taxation.

RECOMMENDATION: The Finance Committee defers action on this article until Annual Town Meeting.

QUANTUM OF VOTE: Majority.

For more information about this article, contact Nan Balmer, Town Administrator, at (508) 358-3620, or email nbalmer@wayland.ma.us.

ARTICLE 39: SELL OR TRADE VEHICLES AND EQUIPMENT*Proposed by: Board of Selectmen*

To determine whether the Town will vote to authorize the Board of Selectmen to sell or otherwise dispose of the following surplus vehicles, equipment, or other personal property in connection with the purchase of new vehicles, equipment, or other personal property.

Department	Vehicle/Equipment	Year
Fire Department	Ford Expedition	2008
Public Works	Mobark Chipper	1990
Public Works	Ford F450 Maintenance Truck	2000
Public Works	Ford F450 Dump Truck	2005
Public Works	Ford Ranger Pick Up	2007
Public Works	Wacker Loader	2010

FINANCE COMMITTEE COMMENTS: This standard article allows the Town to sell used vehicles or other personal property. Items are being sold due to mileage and/or condition and a replacement vehicle is part of the FY2016 capital budget to be approved under Article 5.

ARGUMENTS IN FAVOR: The selling of used property contributes to the Town's general fund.

ARGUMENTS OPPOSED: The Finance Committee is not aware of any.

RECOMMENDATION: The Finance Committee defers action on this article until Annual Town Meeting.

QUANTUM OF VOTE: Majority.

For more information about this article, contact Nan Balmer, Town Administrator, at (508) 358-3620, or email nbalmer@wayland.ma.us.

APPENDIX A

THE MODERATOR'S RULES AND REGULATIONS GOVERNING WAYLAND'S TOWN MEETINGS

The following information may help you to participate fully in Wayland's town meetings, which have been held each year since 1639:

I. THE WARRANT

This booklet, which includes the Warrant for Wayland's Town Meeting, was compiled by the Selectmen and served upon all residents by mail and by posting in accordance with applicable provisions of the Code of the Town of Wayland. It contains the agenda of the subjects to be acted upon (articles), including the omnibus budget proposed (if this is an annual meeting), the report and recommendations of the Finance Committee, and additional information concerning the finances and administration of the Town to help us formulate our votes.

No action of this Town Meeting will be valid unless it shall have been taken under an article set forth in the Warrant.

Each article will be considered in the order in which it appears on the Warrant, unless the meeting shall have voted to do otherwise by a TWO-THIRDS vote.

II. THE VOTERS

A. All residents of Wayland, who have been duly registered as voters, are urged to attend, participate, debate and vote at all annual and special town meetings subject to laws of the Commonwealth of Massachusetts, the Bylaws of the Town and these rules and regulations.

B. The Town Administrator, Assistant Town Administrator, Police Chief, Fire Chief, Finance Director, Director of Public Works, Public Buildings Director and Superintendent of Schools, shall have the right to attend and sit on the floor of town meetings, but they shall not be considered in determining the presence of a quorum unless they are registered voters of the Town.

C. All other persons, including members of the press, may attend and observe Wayland's town meetings so long as they remain seated in the special section reserved for non-residents, unless the Moderator shall have authorized them to sit among the registered voters. And see paragraph IV.B.3 below.

D. A registered voter may bring his or her child(ren) to sit among the voters so long as the child(ren) sit(s) quietly beside his or her parent at all times.

III. THE MODERATOR

The Moderator is elected by ballot for a three year term at the annual election of town officers to preside at all Town meetings during his or her term of office and is authorized by state law to regulate the proceedings, decide all questions of order and make public declaration of all votes, subject to the Bylaws that Wayland has enacted to regulate the proceedings of town meetings. All rulings of the Moderator are final.

IV. THE MEETING

A. The Call to Order

1. The Moderator will call each session of town meeting to order at 7:30 p.m., or as soon thereafter as the Town Clerk has determined that a quorum of one hundred (100) registered voters has been checked into the hall.

2. The Moderator will announce the number of each article about to be considered and invite a motion thereunder; the Moderator will omit the reading of the articles, unless a MAJORITY of the meeting shall vote otherwise.

B. To Address the Town Meeting

1. No person may address a town meeting until and unless he or she shall have been recognized by the Moderator. All persons shall, at the request of the Moderator, be silent.

2. All persons, who wish to be recognized, shall approach one of the three microphones placed at the front of the room, which most closely reflects the purpose for which they seek recognition:

- a. The Procedural Microphone (in the middle) will be available to those who have been recognized by the Moderator and wish to offer:
 - 1) The main motion under the article being considered and a presentation in support thereof;
 - 2) The principal presentation in opposition to the main motion. See paragraph IV.C.2.a, below;
 - 3) An amendment to a main motion;
 - 4) A question seeking information concerning the motion or other matter then under discussion, or guidance from the Moderator as to procedure, including a point of order;
 - 5) An answer to a question seeking information; and
 - 6) A point of order or procedural motion, such as:
 - a) a motion to terminate debate;
 - b) a motion challenging the Moderator's declaration of a vote;
 - c) a motion questioning the presence of a quorum; and
 - d) a motion to adjourn.
- b. The "Pro" Microphone will be available to those persons recognized by the Moderator who wish to speak in support of a motion on the floor.
- c. The "Con" Microphone will be available to those persons recognized by the Moderator who wish to speak in opposition to a motion on the floor.

The Moderator will normally recognize those persons, who are standing behind or seated near each microphone in a single file, in the order of their entry into that file, alternating between the Pro and the Con mikes; but reserves the right to recognize any person at any time, including a person who has not approached a mike, a person who is handicapped or a person who has risen to a point of order. Any person whose remarks are not consistent with the purpose of the microphone that he has been permitted to use, shall yield the floor upon request of the Moderator.

3. Those individuals granted the right to sit on the floor under Section II B above, if non-residents, shall have the right to answer questions, but they do not have the right to vote unless they are registered voters of the Town.

4. If a person, who has not registered to vote, seeks permission to address the meeting, the Moderator will ask whether there are any objections. If there are any, he will immediately call for a vote. If the majority shall vote to hear the non-resident, the Moderator will give him/her the floor.

C. The Debate

1. When you have been recognized by the Moderator, address the Chair as follows: "Mr. Moderator, I am (Name) of (Street Address)." Then proceed as follows:
 - a. "I move that . . .";
 - b. "May I ask you . . ."; or
"May I ask through you (then state the question which you want a board, official, or previous speaker to answer);
 - c. "I rise to a point of order"; or
2. Once you have been recognized, you may offer any motion, amendment, argument, comment, suggestion or question relevant to the article then under consideration, unless the Moderator shall have authorized debate or invited comments upon subjects not listed in the Warrant; but
 - a. Any person who wishes to offer the principal presentation in support of the main motion under an article, must so notify the Moderator prior to that article being called and complete the same within ten (10) minutes, or less, and yield the floor. A light will warn you to conclude your remarks and yield the floor during the final minute. The Moderator may divide the time if more than one person indicates a desire to make a presentation in support.
 - b. Any person wishing to offer a presentation in opposition to the main motion under an article must so notify the Moderator prior to that article being called and complete the same within the time used by the proponent, or within three (3) minutes, whichever is longer, and yield the floor. The same one (1) minute warning light will warn you to conclude your remarks. The Moderator may divide the time if more than one person indicates a desire to make a presentation in opposition.
 - c. All other persons who wish to address the Town Meeting shall, when recognized, complete their remarks in three (3) minutes, or less, and yield the floor. The same one (1) minute warning light will be turned on when you have used up the first two (2) minutes.
 - d. You may be interrupted only by a question of privilege, a point of order, a request that you speak more distinctly or by the Moderator.
 - e. When you have completed your motion, question, or remarks, you relinquish your claim to the floor; and you must yield the floor upon request of the Moderator.
 - f. The Moderator will rule, or take other appropriate action on any generally recognized incidental, subsidiary or privileged motion.

3. Abbreviated Presentation Procedure. With notice to and leave of the Moderator any person making a main motion under an article may present that motion under the Abbreviated Presentation Procedure. Under this procedure:

- a. The motion must be presented in or be substantially consistent with the words of the Article as printed in the Warrant, and without making further presentation in support of that article. The Moderator may allow minor or editorial variation from the words of the Article as printed in the Warrant.
- b. The Moderator will ask if anyone wishes to speak in opposition to the motion or if anyone has a question regarding the motion.
- c. Should there be a question, the questioner will be permitted to state his or her question and the presenter of the motion will be permitted to answer that question.
- d. Should any individual state that he or she is opposed to the motion, or if the Moderator determines that the questions are of significant depth or importance, the presentation and debate will continue in the normal course as set forth in these Rules.

4. If you have a question concerning the legality or propriety of the proceedings, you may approach the Procedural Microphone and address the Moderator without waiting to be recognized, saying: "Mr. Moderator, I rise to a point of order." When you have been recognized, you must state the reason for your point, which may include that a motion is beyond the scope of the article under consideration, that the person who has the floor is not addressing the merits of the motion or that a quorum is not present. The Moderator will then rule on the point and his ruling is final.

5. If you wish to offer a motion within the scope of the article under consideration, follow the procedure outlined under paragraph IV. B. and C., above.

- a. If your motion is the main motion, you must then declare that it is identical word-for-word with the substantive portion of the article printed in the warrant which is then under consideration, or describe all of the substantive differences in wording between the article and the motion; otherwise the Moderator will permit no debate or action upon your motion.
- b. If you plan to offer a main motion that contains more than twenty-five (25) words and differs significantly from the article printed in the Warrant, you must first print and distribute a copy thereof to those attending the session of town meeting at which said motion is presented.
- c. No motion or amendment of a motion that exceeds ten (10) words in length will be accepted, unless it shall have been offered to the Moderator in writing.
- d. A motion that is not identical word-for-word with the substantive portion of the article printed in the warrant then under consideration will not be accepted, unless the Moderator shall determine that said motion is within the scope of the article; i.e., that it does not change the substantial character of the proposal described in that article or would not further restrict, if passed, the liberties of the residents of Wayland than the proposal set forth in the article.
- e. The Moderator will accept no motion proposing a layout, taking, acceptance of gift, purchase, sale, lease or rezoning of land, unless the

article under which the motion is offered contains a running description of the land in question, a description by metes and bounds or a reference to a plan suitable for recording that is available for public inspection at the office of the Town Clerk, the Town Surveyor, the Planning Board or another place to which the public has access during normal business hours.

- f. The Moderator will accept no motion to appropriate and/or expend a sum of money, which exceeds the estimated cost set forth in the article then under consideration by fifteen (15%) percent, except for motions under the omnibus budget article and motions under a supplementary budget article that contemplates the appropriation of additional money for the current fiscal year to augment moneys previously appropriated and proposes to fund such appropriations by transfer from unappropriated funds, funds appropriated for another purpose or from funds received by the Town as grants or gifts.
- g. The Moderator will accept no motion that in the Moderator's view would eviscerate or be completely opposite of the motion under the Article under consideration.
- h. The Moderator may rule on your motion, even if no one has risen to challenge that motion by way of a point of order.

6. You will not be recognized to speak on the merits of a motion if you have already spoken three times on its merits, but you may be recognized to answer a question put by another or to raise a procedural issue with respect to that motion.

7. Wayland's practice with respect to some common subsidiary motions is generally as follows:

- a. You may amend a motion by moving to add and/or delete words to and/or from the main motion or by substituting a new motion therefor; but the Moderator permits no more than two amendments to a main motion *at a time*. A motion to amend is debatable and requires only a MAJORITY vote, even though the main motion may require a TWO-THIRDS vote.
- b. You may move to refer a matter for further study, if your motion identifies the official or committee who shall conduct such study, how it shall report, when and to whom. In the event that you wish to establish a new committee for this purpose, the motion must specify the number of members who shall serve and who shall appoint them. A motion to refer is debatable and may be amended and requires a MAJORITY vote.
- c. You may move to advance or postpone to a time certain within the then current session of the meeting consideration of an article listed in the Warrant. Such a motion is debatable, may be amended and requires a TWO-THIRDS vote.
- d. You may move to lay an article on the table ("table"). Such a motion is NOT debatable or amendable and requires a TWO-THIRDS vote. A motion to remove such article from the table is also NOT debatable or amendable and requires a TWO-THIRDS vote.

You may ask the Meeting to take no action under an article by moving "that the article be passed over." Such a motion may be deemed a substitute for the main motion, is debatable, may not be amended, requires a MAJORITY vote and serves to dispose of the article under consideration.

8. Upon the expiration of sixty (60) minutes after the main motion under any article shall have been seconded, the Moderator will terminate debate thereon, unless the Town Meeting shall have voted to extend the time available for further debate. The time needed to count the vote(s) upon the

motion(s) under the article will not be included in the sixty (60) minutes. The aforesaid sixty (60) minute limit does not apply to debate under the omnibus budget article.

9. Although the Moderator has absolute authority to regulate the proceedings at town meetings, debate under a motion can be terminated by a TWO-THIRDS vote of the Town Meeting. Therefore, if you believe that debate under a motion has gone on long enough, approach the Procedural Microphone, and, when you have been recognized, make a motion to terminate debate (move the previous question). If your motion receives a second, the Moderator may, but need not, defer the termination of debate for a reasonable time to permit both sides of the issue to be heard. If a motion to terminate debate carries by a TWO-THIRDS vote, the Moderator will put the previous motion under consideration to a vote without further debate; but if said motion does not carry by a TWO-THIRDS vote, the Moderator will permit debate to continue.

10. If an article of the Warrant has been acted upon and disposed of, a motion to reconsider the article may be made at any time by citing significant new information concerning said article that had not been disclosed or made available to the Meeting when the motion under that article was debated. If the Moderator determines that the information cited is both significant and previously undisclosed to the Meeting, debate and action on said motion to reconsider shall occur after all other articles have been disposed of. In the event that more than one article has been moved for reconsideration, then each article will be dealt with in the order in which it appeared in the Warrant. A motion for reconsideration may not be amended, can be debated, and requires a TWO-THIRDS vote to carry. If a motion for reconsideration carries, then the Moderator will ask for a new motion under the article that is being reconsidered.

D. The Vote

Before calling for a vote, the Moderator will usually repeat the motion under consideration (as the same may have been amended), unless it is substantially identical to the article:

1. In the event that electronic handset voting equipment shall have been made available for use by voters at any Annual or Special Town Meeting, all votes shall be taken by secret ballot using such equipment, unless the Moderator shall decide otherwise for reasons he/she shall state publicly. When calling for an electronic vote, the Moderator will ask voters to press the number "1" if they wish to register an "aye" or the number "2" if they wish to vote "no". In the event that a voter wishes to abstain, he or she may (but need not) press "3". Voters may change their mind as many times as they wish, but the last vote recorded upon the expiration of thirty seconds will count. Any voter who believes that his or her keypad is not functioning properly or is failing to record his or her vote accurately should proceed to the designated help desk. If a vote is in progress, the voter should raise his or her hand; if seen by the Moderator, the Moderator will dispatch help desk staff to examine the handset for any defect. If it is determined by help desk staff that the handset is defective, the voter will be offered a paper ballot and pen to record his or her vote on that question and will be provided with another handset for the next vote. Such paper vote shall be promptly relayed by help desk staff to the Moderator.

- a. If a voter cannot use the electronic handset offered by the Checkers, he or she will be provided with a colored piece of paper or cardboard and directed to sit in a special section reserved for those who will not be using an electronic handset to vote. Whenever the Moderator shall call for a vote, tellers will provide a ballot to each voter in the special section(s), who has such a colored paper or cardboard, collect those ballots within thirty seconds and deliver them to the Moderator, who will add the total of the ballots to the vote received electronically and declare the vote on the motion before the meeting.
- b. Each person receiving a handset must retain and use only that handset until turned in at the Help Desk, given to a Teller or turned in at the end of the session. No person may lend or give that handset to another person, nor may any person vote with a handset originally given to another.

Voters with handsets may retain them if they wish to leave the room for any reason, but they must hand their handset to an exit attendant if they plan to leave the building.

2. In the event that electronic voting is for any reason not to be employed, the Moderator will first ask all those in favor to say, "Aye". He will then invite those opposed to say, "No". If the Moderator is in doubt as to whether the motion has carried, he or she may call for another voice vote; or may ask those in favor to stand, before he asks those opposed to stand. Sometimes, the Moderator will reverse this procedure before declaring the vote.

3. If the Moderator is still in doubt, or if seven (7) or more voters shall immediately question a voice or an uncounted vote taken by non-electronic means, he will call for the tellers to help him take a standing counted vote – two tellers for each section of the hall so that they may check each other's results. The Moderator will then repeat the motion and say, "All those in favor will rise and remain standing until counted." When the count has been completed, the Moderator will ask those who are opposed to stand and be counted. As soon as each team of tellers has agreed upon the count in their section, they will be asked to report the number of voters they have counted from the Procedural Microphone. When all of the tellers have reported, the Moderator will declare the vote and his declaration of the vote is final, unless clear and convincing evidence shall have been submitted to the Moderator that fraud, errors by of one or more tellers or some other irregularity has infected the accuracy of the vote count just completed; in which event the Moderator will repeat the standing counted vote procedure outlined above.

4. If a vote taken by electronic means is questioned by seven (7) or more voters, the Moderator will audit the vote by choosing a set of voters to come forward and present their handsets in turn to the Town Clerk, who will compare the vote shown on each handset with the vote received by the Electronic Voting System for that handset. If the correlation is less than fully accurate, the Moderator shall discard the electronic vote and call for a standing counted non-electronic vote under the previously set out procedures."

5. In the event that the law requires a vote of TWO-THIRDS or more to carry a motion acted on by non-electronic means the Moderator will normally ask whether there is unanimous support for the motion; but if there is not such support, he will take a standing counted vote. If the Moderator shall have perceived that more than TWO-THIRDS of the voters voted in the affirmative the Moderator may by hand vote determine that the TWO-THIRDS majority was met.

6. If a TWO-THIRDS vote is required to carry a subsidiary or procedural motion, such as a motion to terminate debate ("move the previous question"), the Moderator need not take a count, even though the voice vote upon such motion was not unanimous, if the Moderator shall have perceived that more than TWO-THIRDS of the voters voted in the affirmative. The Moderator shall then declare that such motion has carried and the Clerk shall record such declaration together with a note that there was "a scattering of nos."

7. In the event that a majority shall have voted that the vote on a particular motion shall be by secret ballot, the Moderator will ask the Tellers to come forward and take their places at the ballot boxes that will be placed at the front of the Hall by the Town Clerk. The Moderator will then direct the attention of each section of voters to their respective ballot box. The voters will then rise and proceed row-by-row to their box, tear their ballots into two parts, deposit one half in the box, the other half in the discard box and return to their seat. In order to assure the security of all secret ballots:

- a. No one will be allowed to vote without a ballot.
- b. No one will be permitted to cast a ballot until he or she shall have discarded the other half of the ballot into the discard box in the custody of the Teller.
- c. No one will be permitted to leave the hall until after the meeting has adjourned, unless he or she shall have turned all of the ballots that have

not actually been used during a vote to the Checkers at the door.

When all of the ballots shall have been cast, the Tellers will open the ballot boxes and count the ballots at the tables situated at the front of the Hall in front of the podium.

The Moderator will then ask for the consent of the meeting (a TWO-THIRDS vote is required) to proceed to consideration of another Article. When the Tellers have completed their count, they shall report their count to the Moderator, the Moderator will declare the vote upon disposition of the Article then under debate. The declaration of the Moderator is final.

The Moderator will then ask for the consent of the meeting to return to the Article (a TWO-THIRDS vote is required) under which the secret ballot has been taken and if there is no other business under that article, will declare that article disposed of.

E. Adjournment

1. If you wish to adjourn a session of the Town Meeting before all of the articles have been disposed of, you must specify the date and time when the Meeting shall resume. Such motion may be made at any time, is debatable, may be amended and requires a MAJORITY vote, provided, however, that the Moderator will permit no such motion if it shall be offered after debate shall have been terminated upon a pending motion until the final declaration of the vote taken upon the motion then under consideration.

2. Each session of a Town Meeting shall be adjourned by the Moderator (a) at 10:30 p.m., or as soon thereafter as the Meeting has disposed of the article then under consideration or postponed action thereunder, or (b) voted to adjourn at a different time.

3. No motion to dissolve the Town Meeting (to adjourn *sine die*) is in order until every article shall have been duly considered, acted upon and declared as disposed of.

V. QUESTIONS

In the event that you have a question concerning the conduct of the meeting, you need further information to cast your vote, or the status of any motion being considered, you are invited to approach the Procedural Microphone and to address your question to the Moderator as soon as you have been recognized.

VI. MISCELLANEOUS RULES

Residents of the Town of Wayland may, with the prior permission of the Moderator, place and/or post documents intended and designed to inform and influence the action of voters at town meetings on the tables and wooden walls located behind and on either side of the tables occupied by the checkers at the entrance of the Field House and each other venue where town meetings are conducted, so long as said documents are germane to any of the articles set forth in the warrant.

The Selectmen, the Chief of Police and the Chief of the Fire Department and other town officers and employees may also be permitted by the Moderator to post and place documents pertaining to the safety of the public in the aforesaid locations.

Thank you for joining us to do the Town's business.

Dennis J. Berry, Moderator

March 1, 2015

APPENDIX B: TOWN OF WAYLAND DEBT MANAGEMENT POLICY

Purpose:

- To establish a criteria for the issuance of debt obligations so as not to exceed acceptable levels of indebtedness,
 - To provide consistency and continuity to public policy development through the Town's Capital Improvement Plan, a mechanism that provides evidence of a commitment to meet infrastructure needs through a planned program of future financing,
 - To transmit a message to investors and rating agencies who value such evidence of a community's commitment to financial management, and
 - To state the guiding principles and general policies related to debt management.
1. Capital items must be \$10,000 or greater to issue debt to finance the project.
 2. Debt will not be issued for a term longer than the expected useful life of the asset.
 3. Total net debt service should not exceed ten percent of the total general fund expenditures.
 4. On an overall basis, all general obligation debt should be structured to retire approximately seventy five percent of the Town's indebtedness within 10 years.
 5. All street reconstruction, building repairs, improvements, design and related expenditures should be subject to a debt exclusion vote.
 6. All land purchases from the general fund should be subject to a debt exclusion vote.
 7. All equipment purchases/repairs \$100,000 or greater should be subject to a debt exclusion vote.
 8. Other items will be reviewed on an individual basis to be considered for inclusion in a debt exclusion vote.
 9. All police cruisers are deemed to be operating expenditures, not capital.
 10. All passenger vehicles and small ticket equipment should be financed with cash capital and not financed by issuing debt (for example, inspection or other staff vehicles).
 11. In order to maintain the highest bond rating, AAA, general fund reserve levels should be in the range of 5-10 % of operating expenditures.

Debt Policy - Town of Wayland 1-22-08

**APPENDIX C: LIST OF TOWN POSITIONS (FTE's) AND PERSONNEL
BYLAWS AND WAGE AND CLASSIFICATION PLAN**

FULL TIME EQUIVALENTS (FTEs) - BY DEPARTMENT

	ACTUAL FTEs FY 12	ACTUAL FTEs FY 13	ACTUAL FTEs FY 14	PROPOSED FTEs FY 15
LAND USE				
<u>Building & Zoning</u>				
Building Commissioner	1.00	1.00	1.00	1.00
Local Building Inspector	1.00	1.00	1.00	1.00
Gas & Plumbing Inspector	0.52	0.52	0.52	0.52
Wiring Inspector	0.51	0.51	0.51	0.51
Department Assistant	1.60	1.60	1.60	1.60
Department Total	4.63	4.63	4.63	4.63
<u>Conservation</u>				
Conservation Administrator	1.00	1.00	1.00	1.00
Land Manager				0.54
Department Assistant	0.83	0.83	0.83	0.83
Department Total	1.83	1.83	1.83	2.37
<u>Planning</u>				
Planning Director	1.00	1.00	1.00	1.00
Department Assistant	0.40	0.40	0.40	0.40
Department Total	1.40	1.40	1.40	1.40
<u>Survey</u>				
Surveyor	1.00	1.00	1.00	1.00
GIS Analyst	1.00	1.00	1.00	1.00
Department Total	2.00	2.00	2.00	2.00
FINANCE				
<u>Assessing Office</u>				
Assessing Director	1.00	1.00	1.00	1.00
Assistant Assessor	1.00	1.00	1.00	1.00
Administrative Assessor	1.00	1.00	1.00	1.00
Department Assistant	1.00	1.00	1.00	1.00
Department Total	4.00	4.00	4.00	4.00
<u>Finance Office</u>				
Finance Director	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00
Finance Assistant	2.43	2.43	2.54	2.54
Department Total	4.43	4.43	4.54	4.54
<u>Treasurer/Collector</u>				
Treasurer/Collector	1.00	1.00	1.00	1.00
Finance Assistant	1.00	1.00	1.00	1.00
Department Assistant	1.26	1.26	1.26	1.26
Department Total	3.26	3.26	3.26	3.26

	ACTUAL FTEs FY 12		ACTUAL FTEs FY 13		ACTUAL FTEs FY 14		PROPOSED FTEs FY 15	
ADMINISTRATION								
<u>Council on Aging</u>								
COA Director	1.00		1.00		1.00		1.00	
Outreach Coordinator	0.83		0.83		0.83		0.83	
Project Coordinator							0.51	
Department Assistant	1.00		1.00		1.00		1.00	
		2.83		2.83		2.83		3.34
<u>Information Technology</u>								
IT Manager	1.00		1.00		1.00		1.00	
		1.00		1.00		1.00		1.00
<u>Public Buildings</u>								
Public Buildings Director	1.00		1.00		1.00		1.00	
Police Custodian	0.54		0.54		0.54		0.54	
Town Building Custodians	2.00		2.00		2.00		2.00	
Library Custodian	1.00		1.00		1.00		1.00	
Department Total		4.54		4.54		4.54		4.54
<u>Public Health</u>								
Public Health Director	1.00		1.00		1.00		1.00	
Sanitarian/Health Agent	1.00		1.00		1.00		1.00	
Public Health Nurse	0.86		0.86		0.86		0.86	
Community Health Nurse	4.86		4.86		5.00		5.00	
Department Assistant	1.20		1.20		1.00		1.00	
Sr Clerk	0.23		0.23		0.43		0.43	
Department Total		9.15		9.15		9.29		9.29
<u>Recreation</u>								
Recreation Director	0.57		0.57		0.57		1.00	
Recreation Program Adm	1.00		1.00		1.00		1.00	
Recreation Program Coor	0.50							
Recreation Assistant	0.26		0.26		0.54		0.54	
Department Total		2.33		1.83		2.11		2.54
<u>Selectmen's Office</u>								
Town Administrator	1.00		1.00		1.00		1.00	
Asst Town Adm/HR Director	1.00		1.00		1.00		1.00	
Financial/Research Analyst			0.50		1.00		1.00	
Exec Asst to TA	1.00		1.00		1.00		1.00	
HR Asst	1.00		1.00		1.00		1.00	
Department Total		4.00		4.50		5.00		5.00
<u>Town Clerk</u>								
Town Clerk	1.00		1.00		1.00		1.00	
Asst Town Clerk	1.00		1.00		1.00		1.00	
Department Total		2.00		2.00		2.00		2.00
<u>Veteran's Agent</u>								
Veteran's Agent	0.00		0.00		0.00		0.00	
Department Total		0.00		0.00		0.00		0.00

	ACTUAL FTEs FY 12	ACTUAL FTEs FY 13	ACTUAL FTEs FY 14	PROPOSED FTEs FY 15
<u>Youth & Family Services</u>				
Y & F Services Director	1.00	1.00	1.00	1.00
Assistant Youth Director	1.00	1.00	1.00	1.00
Substance Abuse Professional *			0.86	0.86
Substance Abuse Clerk **			0.47	0.47
Administrative Assistant	0.11	0.11	0.17	0.17
Department Total	2.11	2.11	3.50	3.50
DPW				
<u>Administration</u>				
DPW Director	1.00	1.00	1.00	1.00
Administrative Coordinator			1.00	1.00
Department Assistant	2.80	2.80	1.80	1.80
Sr Clerk	0.71	0.71	0.71	0.71
<u>Highway/Parks/Transfer Station</u>				
Highway/TS Superintendent	1.00	1.00	1.00	1.00
Park Superintendent	1.00	1.00	1.00	1.00
Senior Foreman	1.00	1.00	1.00	1.00
Transfer Station Foreman	1.00	1.00	1.00	1.00
Working Foreman	2.00	2.00	2.00	2.00
HCO	3.86	3.86	3.90	3.90
MEO	5.00	4.00	4.00	4.00
Sr Grounds Worker	1.00	1.00	1.00	1.00
Grounds Worker	1.00	1.00	3.00	3.00
Maintenance Worker	5.00	6.00	4.00	4.00
<u>Mechanics</u>				
Lead Mechanic	1.00	1.00	1.00	1.00
Maintenance Mech/Welder	1.00	1.00	1.00	1.00
Mechanic/Welder	1.00	1.00	1.00	1.00
<u>Water</u>				
Water Superintendent	1.00	1.00	1.00	1.00
WTP Manager	1.00	1.00	1.00	1.00
Water Foreman	1.00	1.00	1.00	1.00
Water Worker 3	1.00	2.00	2.00	2.00
Water Worker 2	3.00	1.00	2.00	2.00
Water Worker 1	1.00	2.00	1.00	1.00
Department Total	37.37	37.37	37.41	37.41
LIBRARY				
Library Director	1.00	1.00	1.00	1.00
Assistant Library Director	1.00	1.00	1.00	1.00
Head of Circulation	1.00	1.00	1.00	1.00
Bibliographic Serv Librarian	1.00	1.00	1.00	1.00
Children's Librarian	1.00	1.00	1.00	1.00
Assistant Children's Librarian	1.00	1.00	1.00	1.00
Reference Librarian	0.77	0.77	0.77	0.77
Comp Spec/Ref Librarian	0.71	0.71	0.71	0.71
Library Assistant	1.77	1.77	1.77	1.77

	ACTUAL FTEs FY 12	ACTUAL FTEs FY 13	ACTUAL FTEs FY 14	PROPOSED FTEs FY 15
Library Associate	0.89	0.89	0.89	0.89
Library Administrative Asst	1.00	1.00	1.00	1.00
Part-Time Weekend	2.60	2.60	2.60	2.60
Department Total	13.74	13.74	13.74	13.74
PUBLIC SAFETY				
<u>Fire</u>				
Fire Chief	1.00	1.00	1.00	1.00
Deputy Chief	1.00	1.00	1.00	1.00
Captain	3.00	3.00	3.00	3.00
Lieutenant	4.00	4.00	4.00	4.00
Inspector	1.00	1.00	1.00	1.00
Electrician	1.00	1.00	1.00	1.00
Mechanic	1.00	1.00	1.00	1.00
Firefighter/EMT	10.00	7.00	5.00	5.00
Firefighter/Paramedic	3.00	6.00	9.00	9.00
Paramedic - Per Diem	3.33	3.33	1.33	1.33
Secretary	0.54	0.54	0.54	0.54
Department Total	28.87	28.87	27.87	27.87
<u>Police</u>				
Police Chief	1.00	1.00	1.00	1.00
Police Lieutenant	1.00	1.00	1.00	1.00
Administrative Sgt	1.00	1.00	1.00	1.00
Detective Sgt	1.00	1.00	1.00	1.00
Investigator	2.00	2.00	2.00	2.00
Sgt	4.00	4.00	4.00	4.00
Community Services Officer	1.00	1.00	1.00	1.00
Youth Officer	1.00	1.00	1.00	1.00
Patrolman	10.00	11.00	11.00	11.00
Administrative Asst	1.00	1.00	1.00	1.00
Traffic Supervisors	1.33	1.33	1.59	1.59
Department Total	24.33	25.33	25.59	25.59
<u>JCC</u>				
JCC Dispatcher	8.00	8.00	8.00	8.00
	8.00	8.00	8.00	8.00
TOTAL TOWN FTEs	161.82	162.82	164.53	166.02
SCHOOLS				
Total School FTEs	374.42	374.64	391.86	393.50
	374.42	374.64	391.86	393.50
TOTAL TOWN AND SCHOOL FTEs	536.24	537.46	556.39	559.52

FTE counts exclude seasonals, temporaries, call FFs and other non-regular positions.

* Substance Abuse Professional - partially grant funded position

** Substance Abuse Clerk - fully grant funded position

Supplemental information regarding School staffing is available on line at:
http://www.wayland.k12.ma.us/administration/superintendent/district_budget

NON-UNION WAGE SCALE, N SCHEDULE
Effective July 1, 2015 (1.5% Adjustment)

Grade	1	2	3	4	5
N-1	36,253	37,341	38,461	39,616	40,802
N-2	39,449	40,631	41,851	43,106	44,401
N-3	39,844	41,037	42,270	43,538	44,846
N-4	43,357	44,657	45,996	47,374	48,797
N-5	47,604	49,033	50,503	52,017	53,579
N-6	52,269	53,838	55,452	57,116	58,828
N-7	57,392	59,114	60,885	62,713	64,596
N-8	63,016	64,907	66,853	68,860	70,923
N-9	73,602	75,510	77,486	79,667	82,059
N-10	75,974	78,252	80,600	83,018	86,012
N-11	83,418	85,921	88,499	91,153	93,886
N-12	87,504	90,130	92,863	95,623	98,487
N-13	91,592	94,338	97,170	100,086	103,088
N-14	100,569	103,586	106,694	109,894	113,191
N-15*					

Grade	6	7	8	9	10
N-1	42,026	43,289	44,587	45,923	47,302
N-2	45,732	47,103	48,516	49,973	51,472
N-3	46,192	47,577	49,000	50,472	51,985
N-4	50,261	51,295	53,322	54,920	56,569
N-5	55,186	56,541	58,547	60,303	62,113
N-6	59,982	62,413	64,285	66,213	68,200
N-7	66,533	68,528	70,583	72,703	74,883
N-8	73,054	75,243	77,502	79,825	82,222
N-9	84,520	87,054	89,667	92,328	95,059
N-10	87,642	90,716	94,177	95,809	99,126
N-11	96,703	99,604	102,594	105,670	108,843
N-12	101,442	104,485	108,255	110,847	114,343
N-13	106,182	109,366	113,914	116,025	119,843
N-14	116,587	120,084	123,167	127,397	131,221
N-15					*

N-1 Secretary, Fire – PT
 N-1 Sr Clerk, Health – PT
 N-1 Asst Rec Program Coord – PT
 N-2 Administrative Asst Y/S – PT
 N-3 Outreach Coordinator
 N-3 Administrative Asst – Police
 N-3 Computer Technician
 N-3 Human Resources Assistant
 N-3 Recreation Program Asst – PT
 N-3 WWMDC Account Specialist
 N-5 Exec Asst to Town Administrator

N-6 Financial/Research Analyst
 N-8 Recreation Director
 N-9 Police Lieutenant
 N-10 Library Director
 N-11 Public Buildings Director
 N-12 DPW Director
 N-13 Asst Town Administrator/Human Resources Director
 N-13 Finance Director/Town Accountant
 N-13 Fire Chief
 N-14 Police Chief
 N-15 * Town Administrator per contract

GROUP: NON-UNION – BUILDING INSPECTORS

Effective: July 1, 2015 (1.5% Adjustment)

STEP	1	2	3	4	5
	22.81	23.95	25.15	26.41	27.75

Gas & Plumbing Inspector (PT) Wiring Inspector (PT)

GROUP: NON-UNION SUBSTITUTE NURSES

Effective: July 1, 2015 (1.5% Adjustment)

Hourly
28.72

GROUP: NON UNION - PUBLIC SAFETY

Effective: July 1, 2015 (1.5% Adjustment)

	Annually	Per Day	Hourly
Traffic Supervisors	7,987	--	--
Traffic Supervisor Substitute	--	45.78	--
Special Police Matrons	--	--	20.35
Call Firefighters	--	--	20.35
Call Firefighter Coordinator	--	--	21.71
Paramedic	--	--	21.11
Police Custodian (PT)	--	--	16.24
Police Intern	--	--	10.54

GROUP: NON-UNION - ON-CALL DISPATCHERS

Effective: July 1, 2015 (1.5% Adjustment)

	Year 1	Year 2	Year 3	Year 4
On-call Dispatcher	19.20	20.10	20.97	21.85

GROUP: NON-UNION - HOURLY LIBRARY CLERKS

Effective: July 1, 2015 (1.5% Adjustment)

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	15.38	15.74	16.11	16.42	16.74	17.10	17.42	17.72	18.09	18.42	18.73	19.09	19.43	19.75	20.09

GROUP: NON-UNION - HOURLY LIBRARY PART-TIME WEEKEND PROFESSIONALS

Effective: July 1, 2015 (1.5% Adjustment)

Step	1	2	3	4	5	6	7	8	9	10	11	12
	24.25	24.80	25.14	25.58	26.01	26.45	26.91	27.33	27.80	28.22	28.66	29.10

GROUP: NON-UNION - LIBRARY PAGES

Effective: July 1, 2015 (1.5% Adjustment)

Step	Year 1	Year 2	Year 3
	9.11	9.69	10.22

GROUP: NON-UNION SEASONAL – MISCELLANEOUS

Effective: May 1, 2015 (1.5% Adjustment)

	Year 1	Year 2	Year 3
Seasonal Laborer	12.62	13.26	13.89
Landfill Clerk	12.75		

GROUP: NON-UNION – SEASONAL – MISCELLANEOUS

Effective: May 1, 2015

	Year 1	Year 2	Year 3	Year 4
Beach Director	18.45	19.00	19.58	20.16
Asst. Beach Director	15.38	15.84	16.31	16.80
Beach Head Lifeguard/ Water Safety Instructor	12.30	12.67	13.05	--
Lifeguard	10.76	11.08	11.41	--
Gate Guard	10.25	10.58	10.90	--
Substitute Lifeguard	10.25	--	--	--
Jr. Lifeguard/Swim Aide	9.23			
Snack Bar Supervisor	14.00	14.42	14.85	15.29
Snack Bar I	9.74	10.03	10.33	--
Snack Bar II	9.00	--	--	--

GROUP: NON-UNION – SEASONAL – SUMMER DAY PROGRAMS

Effective: May 1, 2015

	Year 1	Year 2	Year 3	Year 4
Program Coordinator	18.45	19.00	19.58	20.16
Spec./Asst. Coordinator	15.38	15.84	16.31	16.80
Lead Teacher	13.33	13.73	14.14	--
Assistant Teacher	12.30	12.67	13.05	--
Sr. Counselor	11.28	11.65	12.00	--
Counselor	9.74	10.03	10.33	--
Substitute Counselor	9.50	--	--	--
Jr. Counselor	9.00	--	--	--

GROUP: LIBRARY

Effective: July 1, 2015 (1.5% Adjustment)

Step	1	2	3	4	5	6	7	8	9	10
L-1	37,219	38,347	39,494	40,677	41,896	43,152	44,444	45,773	47,156	48,558
L-2	40,204	41,423	42,661	43,935	45,245	46,610	48,012	49,449	50,924	52,471
L-3	43,425	44,717	46,064	47,466	48,885	50,341	51,852	53,399	55,019	56,657
L-4	46,901	48,303	49,741	51,251	52,780	54,363	55,983	57,676	59,405	61,188
L-5	50,651	52,161	53,745	55,346	57,002	58,713	60,479	62,299	64,155	66,084
L-6	54,691	56,347	58,022	59,787	61,571	63,427	65,302	67,285	69,287	71,362
L-7	59,077	60,843	62,681	64,537	66,485	68,487	70,525	72,654	74,838	77,077
LC	35,672	37,001	38,311	39,712	41,168	43,079				

L-1 - Library Assistant - Circulation

L-1 - Library Assistant – Children's

L-2 - Library Associate - Periodicals

L-3 - Assistant Children's Librarian

L-4 - Bibliographic Services Librarian

L-4 - Library Administrative Assistant

L-4 - Computer Specialist/Ref Librarian

L-4 - Head of Circulation

L-4 - Reference Librarian

L-5 - Children's Librarian

L-7 - Assistant Director

LC - Custodian

GROUP: SEIU

Effective: July 1, 2014 (Pending Contract Negotiations)

Step	1	2	3	4	5	6	7	8	9	10
C-10	31,421	32,363	33,335	34,334	35,628	36,689	37,781	38,907	40,067	41,878
C-12	33,935	34,954	36,001	37,082	38,458	39,603	40,783	42,000	43,251	45,209
C-13	35,303	36,362	37,454	38,576	39,998	41,191	42,417	43,683	44,986	47,020
C-14	36,724	37,827	38,962	40,131	41,597	42,837	44,116	45,432	46,786	48,903
C-15	38,142	39,286	40,465	41,680	43,193	44,481	45,809	47,175	48,582	50,781
CD	35,466	39,566	41,312	43,058	44,806	46,553	49,026			

C-12	Senior Clerk	C-15	Finance Assistant, Accounting
C-13	Principal Clerk	C-15	Finance Assistant, Benefits
C-14	Department Assistant	C-15	Finance Assistant, Payroll
C-15	Assistant Town Clerk	CD	JCC Dispatcher
C-15	Finance Assistant, Treasurer/Collector		

GROUP: AFSCME

Effective: July 1, 2014 (Pending Contract Negotiations)

Step	1	2	3	4	5	6	7	8	9	10
G-1	36,136	37,213	38,322	39,463	40,639	41,851	43,098	44,383	45,706	48,000
G-2	39,004	40,165	41,364	42,596	43,867	45,175	46,522	47,910	49,339	51,817
G-3	42,107	43,359	44,652	45,985	47,357	48,769	50,223	51,723	53,269	55,943
G-4	45,451	46,808	48,203	49,643	51,124	52,650	54,220	55,841	57,508	60,397
G-5	49,065	50,530	52,037	53,592	55,191	56,838	58,536	60,289	62,085	65,204
G-6	52,972	54,554	56,181	57,859	59,589	61,368	63,199	65,087	67,033	70,404
G-7	57,882	59,610	61,391	63,225	65,113	67,059	69,064	71,127	73,253	76,936
G-7A	60,212	62,018	63,879	65,796	67,769	69,802	71,897	74,053	76,275	80,123
G-7B	60,476	62,282	64,143	66,059	68,033	70,067	72,161	74,317	76,539	80,388
G-8	63,071	64,954	66,895	68,894	70,953	73,074	75,258	77,508	79,825	83,842
G-9	68,722	70,778	72,891	75,071	78,211	79,626	82,008	84,459	86,984	91,362
G-10	74,621	76,859	79,165	81,539	83,985	86,505	89,100	91,774	94,527	99,298
G-15	43,980	46,532	47,813	49,291	50,733	53,451	54,981	56,555	58,179	62,282

G-3 – Admin Assessor	G-6 – Rec Program Adm	G-8 – Conservation Adm	G-9 – Assessing Dir
G-5 – Assistant Assessor	G-6 – Water Treat Plant Mgr	G-8 – DPW Hwy/TS Supt	G-9 – Building Comm
G-5 – Assistant Youth Dir	G-7 – COA Director	G-8 – IT Manager	G-9 – DPW Water Supt
G-5 – Sanitarian/Health Ag	G-7 – GIS Analyst	G-8 – Town Planner	G-9 – Health Director
G-6 – Accountant	G-7A – Public Health Nurse	G-8 – Town Surveyor	G-9 – Treasurer/Coll
G-6 – Local Building Insp	G-7B – DPW Parks Supt	G-8 – Y&F Services Dir	G-15 – Comm Health Nurse

GROUP: TEAMSTERS - DPW

Effective: July 1, 2015 (1.5% Adjustment)

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
D1	--	--	--	--	--	--
D2	18.03	18.68	19.35	20.04	20.76	21.92
D3	18.57	19.25	19.93	20.66	21.40	22.64
D4	19.40	20.10	20.82	21.56	22.35	23.65
D5	19.84	20.56	21.32	22.07	22.86	24.34
D6	--	--	--	--	--	--
D7	22.53	23.35	24.17	25.03	25.94	27.48
D8	22.92	23.74	24.60	25.50	26.41	27.99
D9	23.35	24.17	25.03	25.94	26.87	28.47
D10	--	--	--	--	--	--
D11	25.19	26.09	27.02	27.98	28.99	30.72

D-2	Maintenance Worker	D-5	Water Worker 1	D-7	Highway Working Foreman
D-3	Grounds Worker 1	D-5	Heavy Equipment Operator	D-8	Maintenance Mech/Welder
D-4	Medium Equipment Operator	D-7	Mechanic/Welder	D-9	Sr Foreman/Leader Mech
D-4	Grounds Worker 2	D-7	Parks Working Foreman	D-9	Water Worker 3
D-5	Sr Grounds Worker	D-7	Water Worker 2	D-11	Water Working Foreman

GROUP: FIRE

Effective: July 1, 2014 (Pending Contract Negotiations)

Title		Step 1	Step 2	Step 3	Step 4
Deputy	F-6E				78,676
Captain	F-5E	66,311	68,343	70,541	72,735
Lieutenant	F-4E	60,835	62,700	64,717	66,850
FF/Elec/Mech/Insp	F-3E	57,786	59,497	61,608	63,636
Firefighter/EMT	F-1E	52,630	54,328	56,088	57,907

GROUP: POLICE

Effective: July 1, 2014 (Pending Contract Negotiations)

Title	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Patrolman	P-1	37,076	49,434	51,907	54,501	57,226	58,251
Sergeant	P-2	61,354	64,422	67,642	71,078	N/A	N/A

APPENDIX D: Article 8, M.G.L. Chapter 59, Section 5N**MASSACHUSETTS GENERAL LAWS****PART I ADMINISTRATION OF THE GOVERNMENT****TITLE IX TAXATION****CHAPTER 59 ASSESSMENT OF LOCAL TAXES****Section 5N Reduction of Property Tax Obligation of Veteran in Exchange for Volunteer Services**

[First paragraph as amended by 2014, 62, Sec. 15 effective July 2, 2014.]

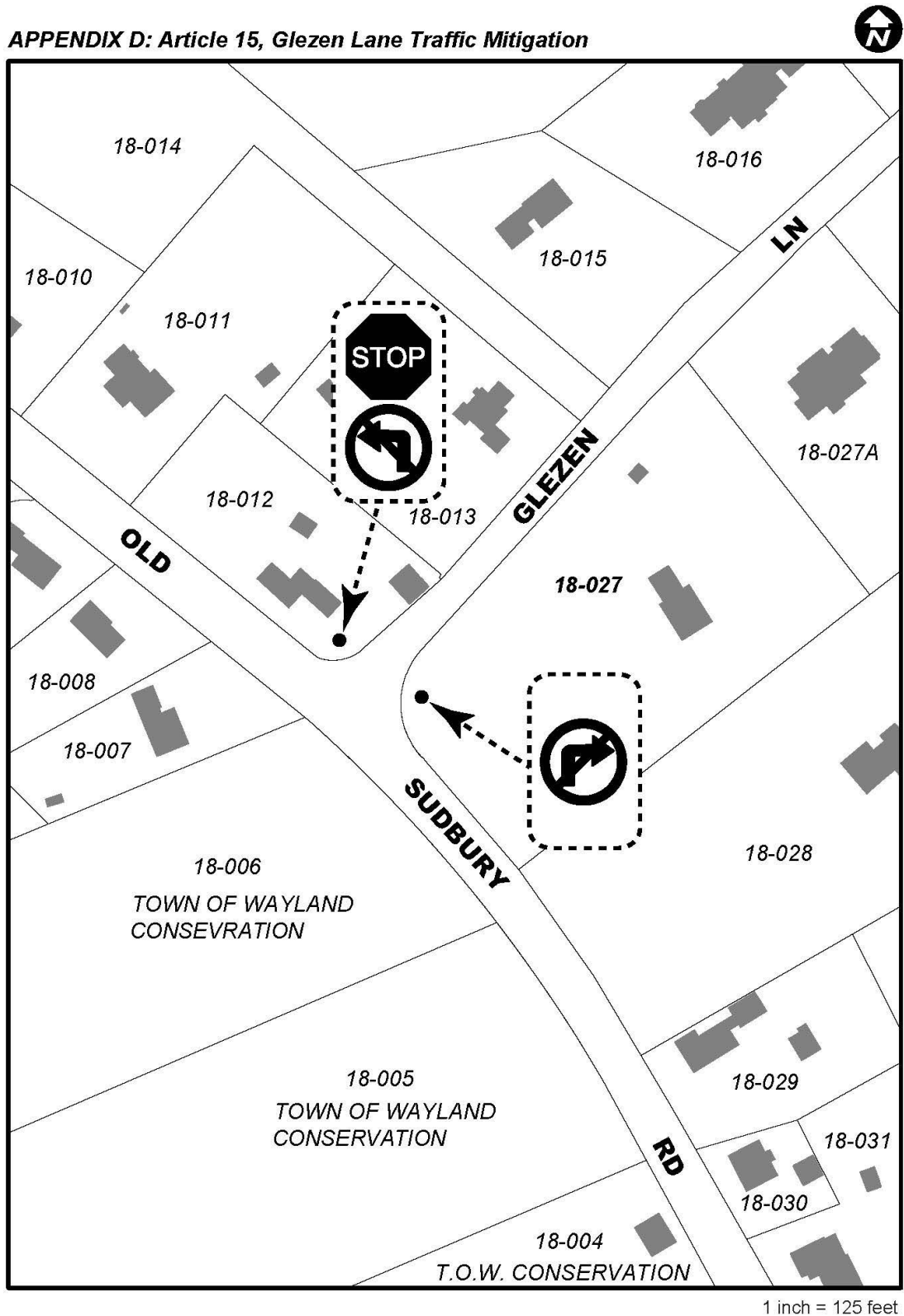
In any city or town which accepts this section, the board of selectmen of a town, or in a municipality having a town council form of government, the town council or the mayor, with the approval of the city council in a city, may establish a program to allow veterans, as defined in clause Forty-third of section 7 of chapter 4 or a spouse of a veteran in the case where the veteran is deceased or has a service-connected disability, to volunteer to provide services to that city or town. In exchange for such volunteer services, the city or town shall reduce the real property tax obligations of that veteran on the veteran's tax bills and that reduction shall be in addition to any exemption or abatement to which that person is otherwise entitled; provided, however, that person shall not receive a rate of, or be credited with, more than the current minimum wage of the commonwealth per hour for the services provided pursuant to that reduction; and provided further, that the reduction of the real property tax bill shall not exceed \$1,000 in a given tax year. It shall be the responsibility of the city or town to maintain a record for each taxpayer including, but not limited to, the number of hours of service and the total amount by which the real property tax has been reduced and to provide a copy of that record to the assessor in order that the actual tax bill reflect the reduced rate. A copy of that record shall also be provided to the taxpayer prior to the issuance of the actual tax bill. The cities and towns shall have the power to create local rules and procedures for implementing this section in a way that is consistent with the intent of this section. Nothing in this section shall be construed to permit the reduction of workforce or otherwise replace existing staff.

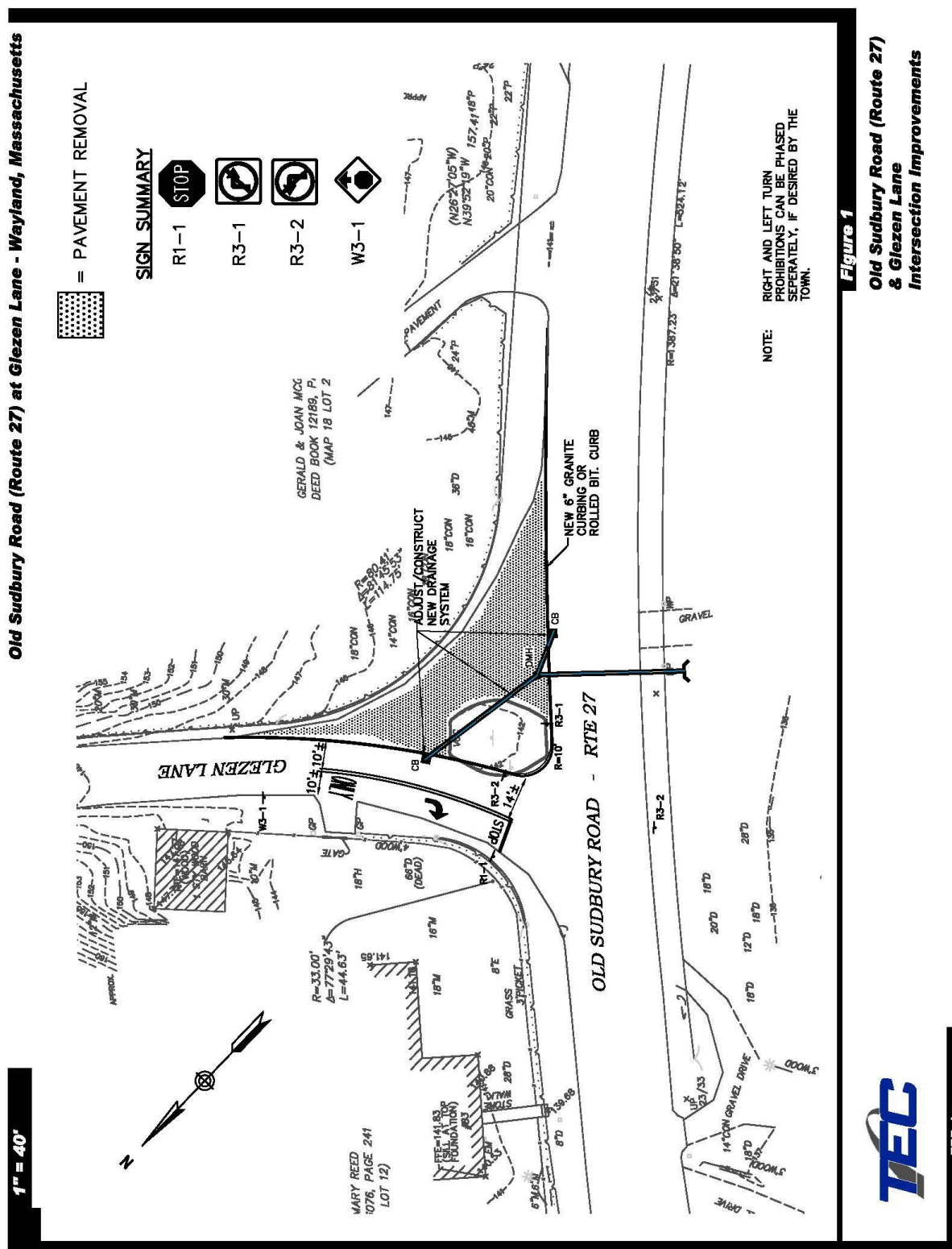
The amount by which a person's property tax liability is reduced in exchange for the volunteer services shall not be considered income, wages or employment for purposes of taxation as provided in chapter 62, for the purposes of withholding taxes as provided in chapter 62B, for the purposes of workers' compensation as provided in chapter 152 or any other applicable provisions of the General Laws. While providing such volunteer services, that person shall be considered a public employee for the purposes of chapter 258 and those services shall be deemed employment for the purposes of unemployment insurance as provided in chapter 151A.

A city or town, by vote of its legislative body, subject to its charter, may adjust the exemption in this clause by: (i) allowing an approved representative for persons physically unable to provide such services to the city or town; or (ii) allowing the maximum reduction of the real property tax bill to be based on 125 volunteer service hours in a given tax year, rather than \$1,000.

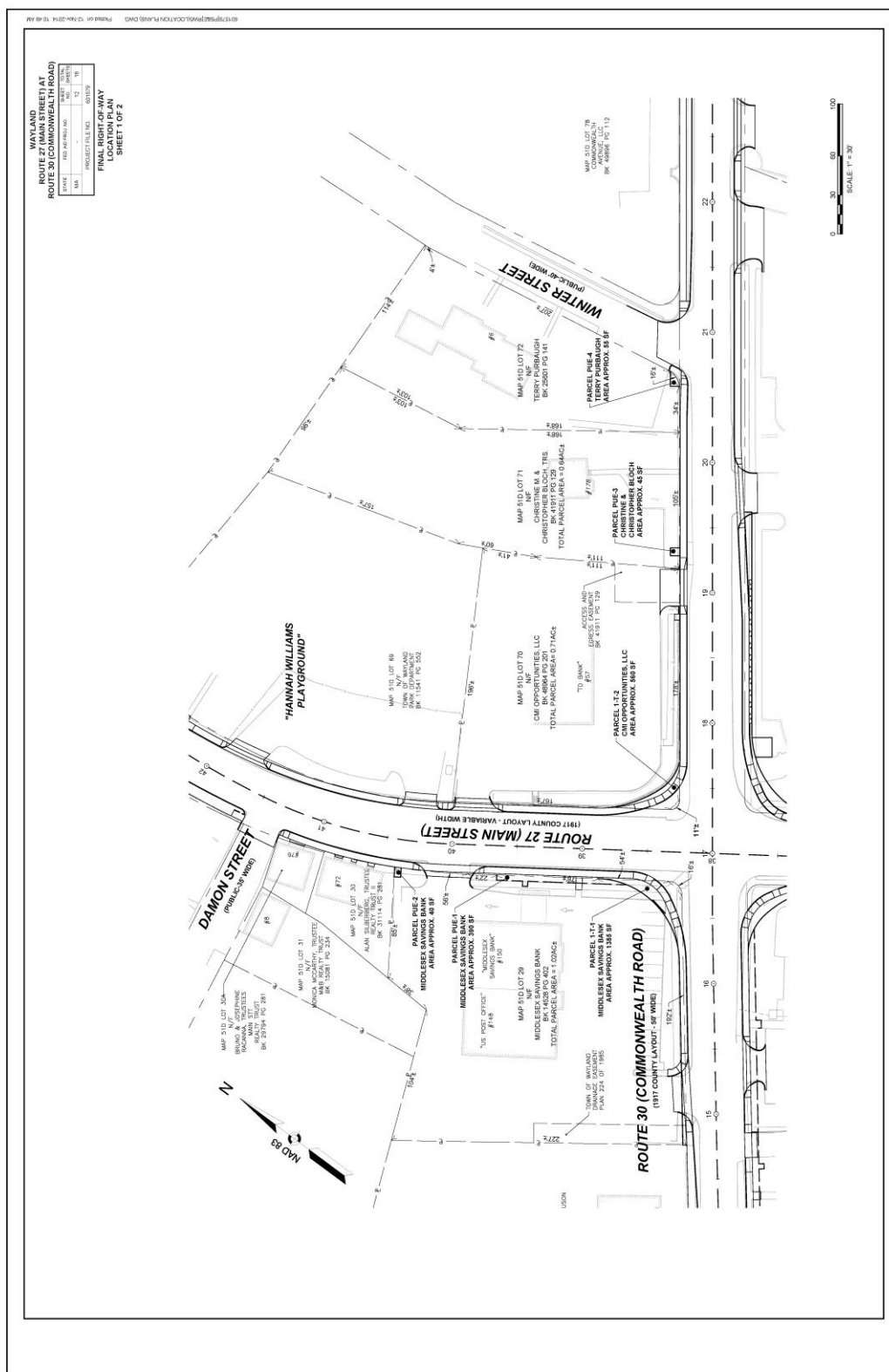
APPENDIX E: Article 15, Glezen Lane Traffic Mitigation

APPENDIX D: Article 15, Glezen Lane Traffic Mitigation



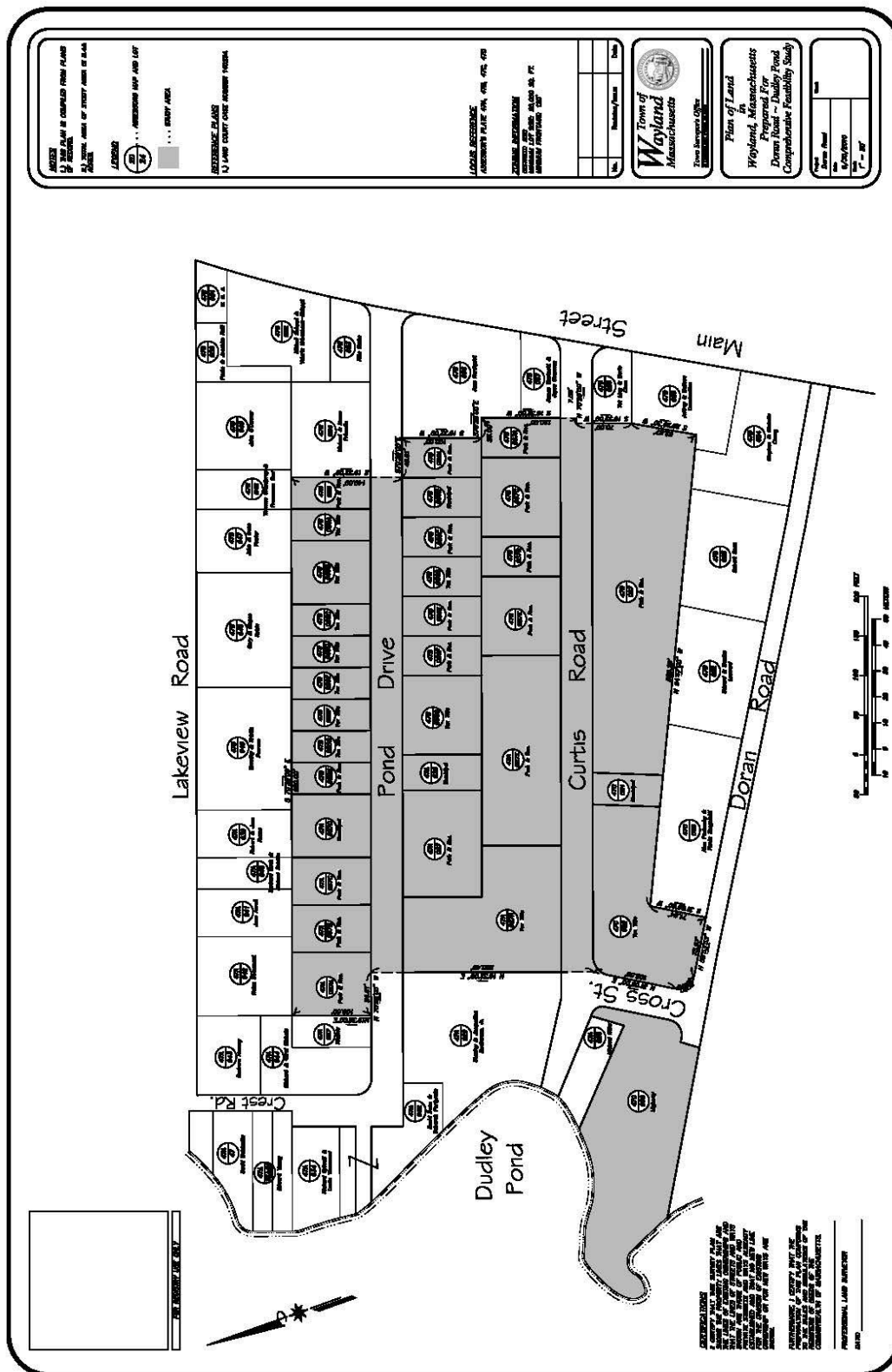


APPENDIX F: Article16, Route 30/Route 27 Intersection Improvements





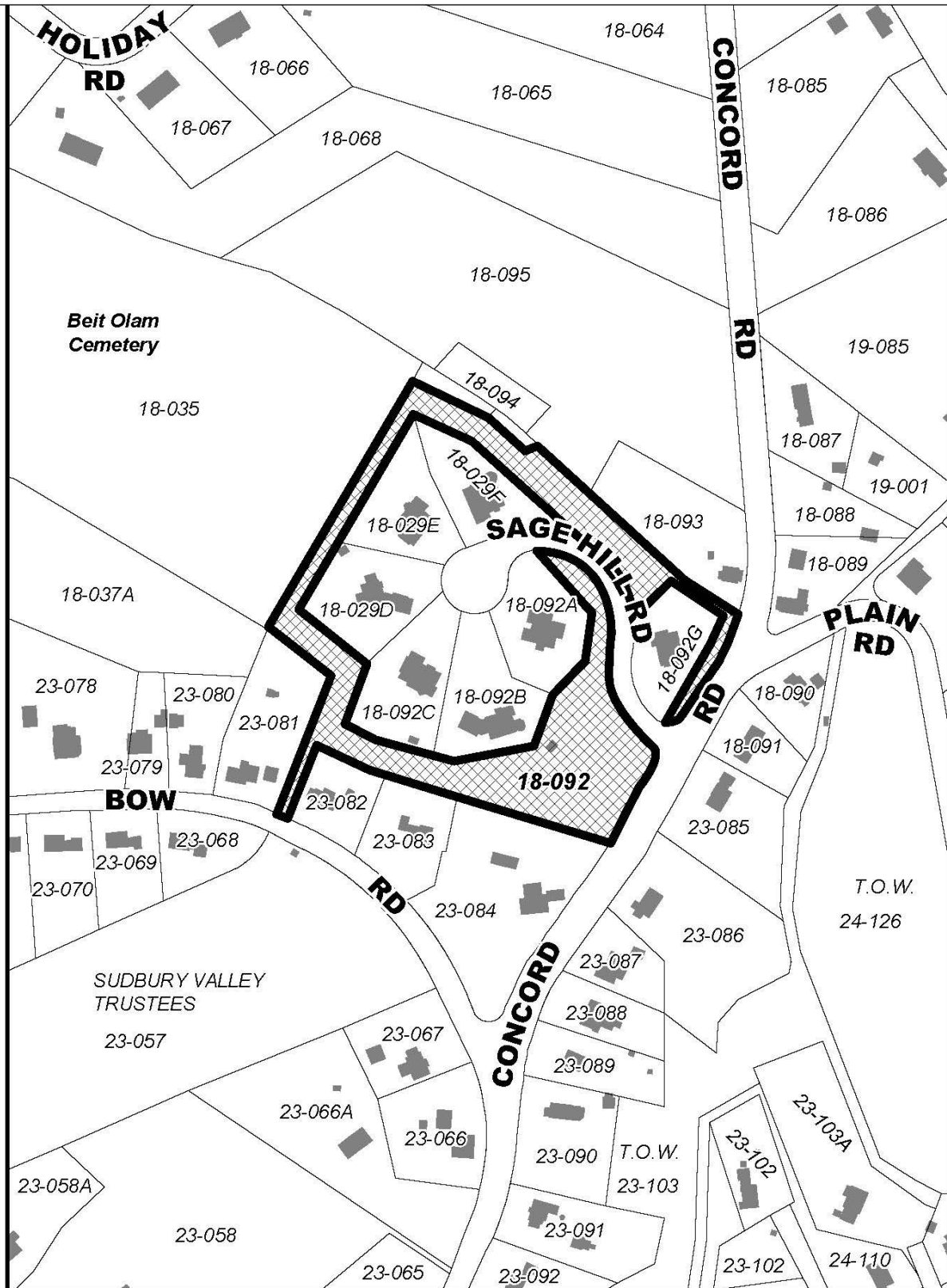
APPENDIX G: Article 21, Dudley Woods Parcels



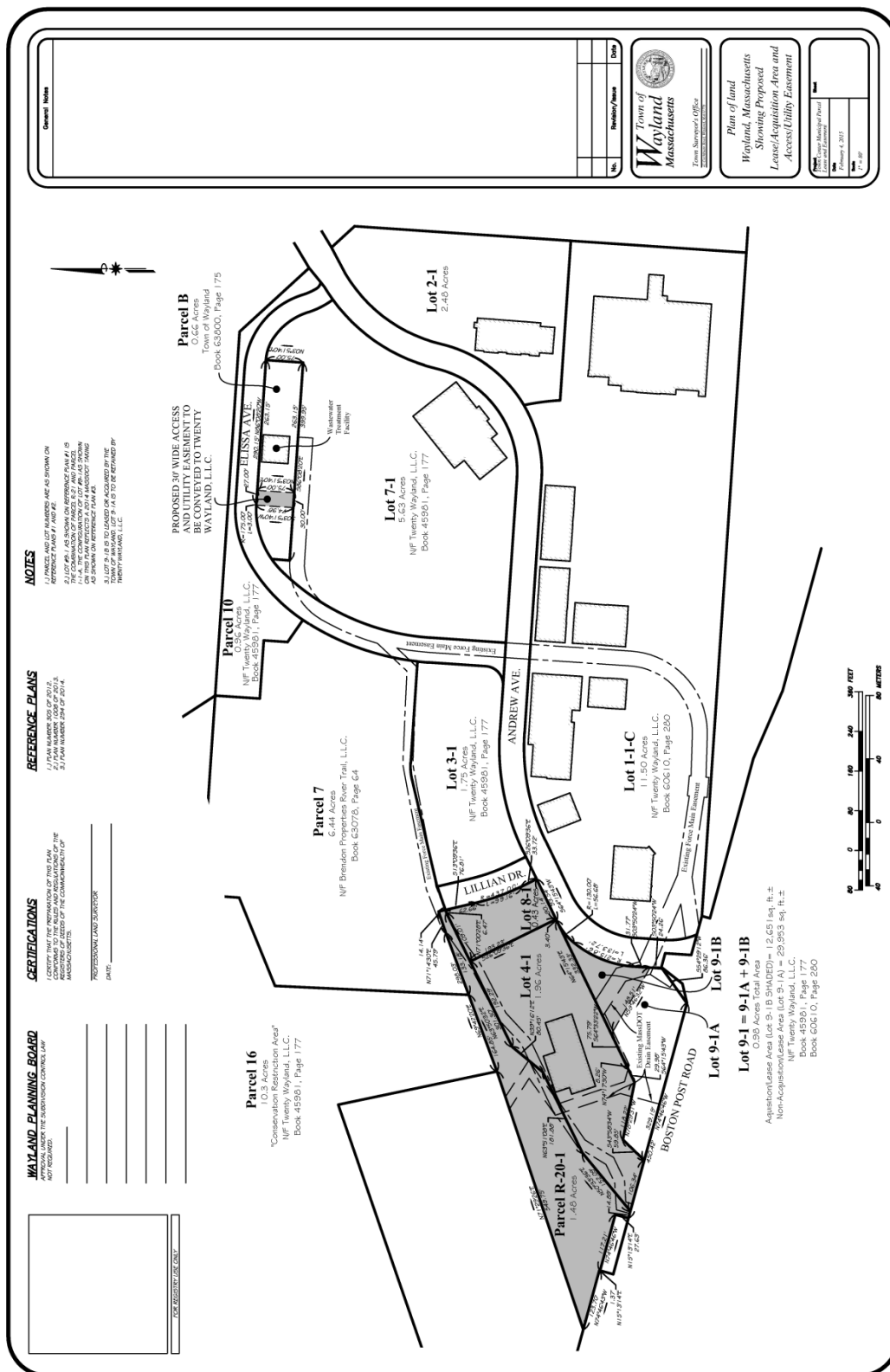
APPENDIX H: Article 22, Trails and Signage at Dudley Woods



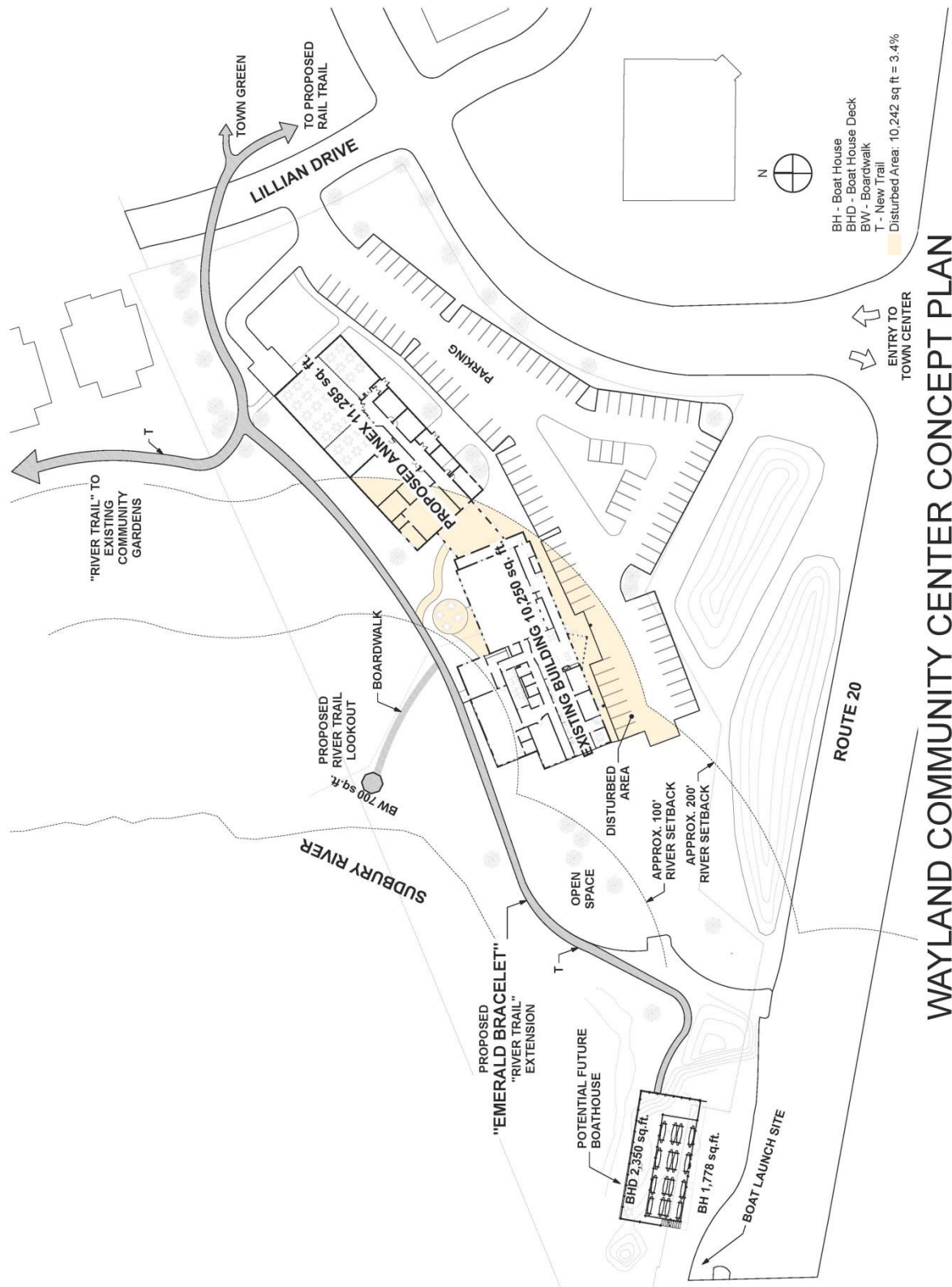
APPENDIX I: Article 23, Sage Hill Open Space Parcel



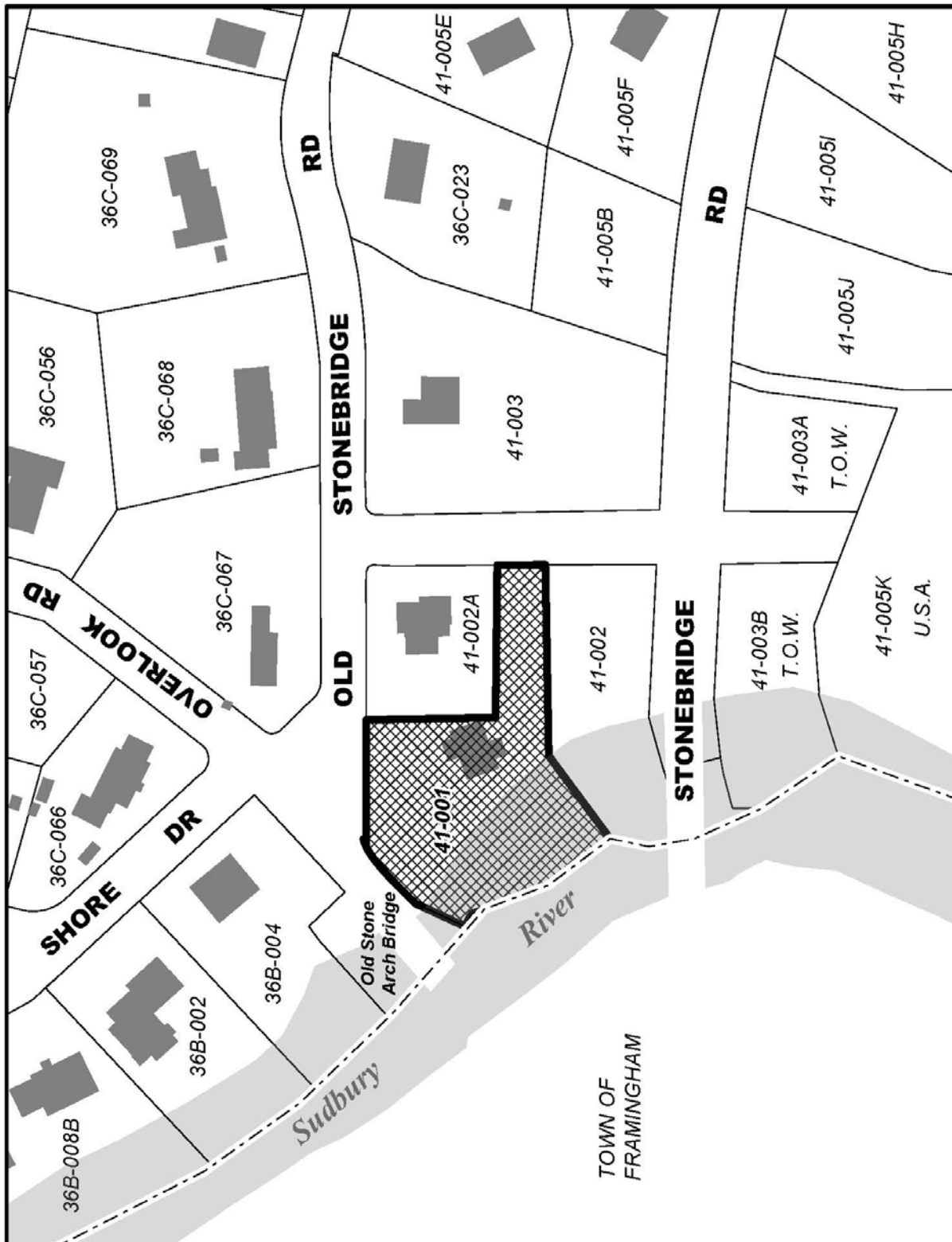
APPENDIX J: Article 25, Municipal Parcel and Easement at Town Center



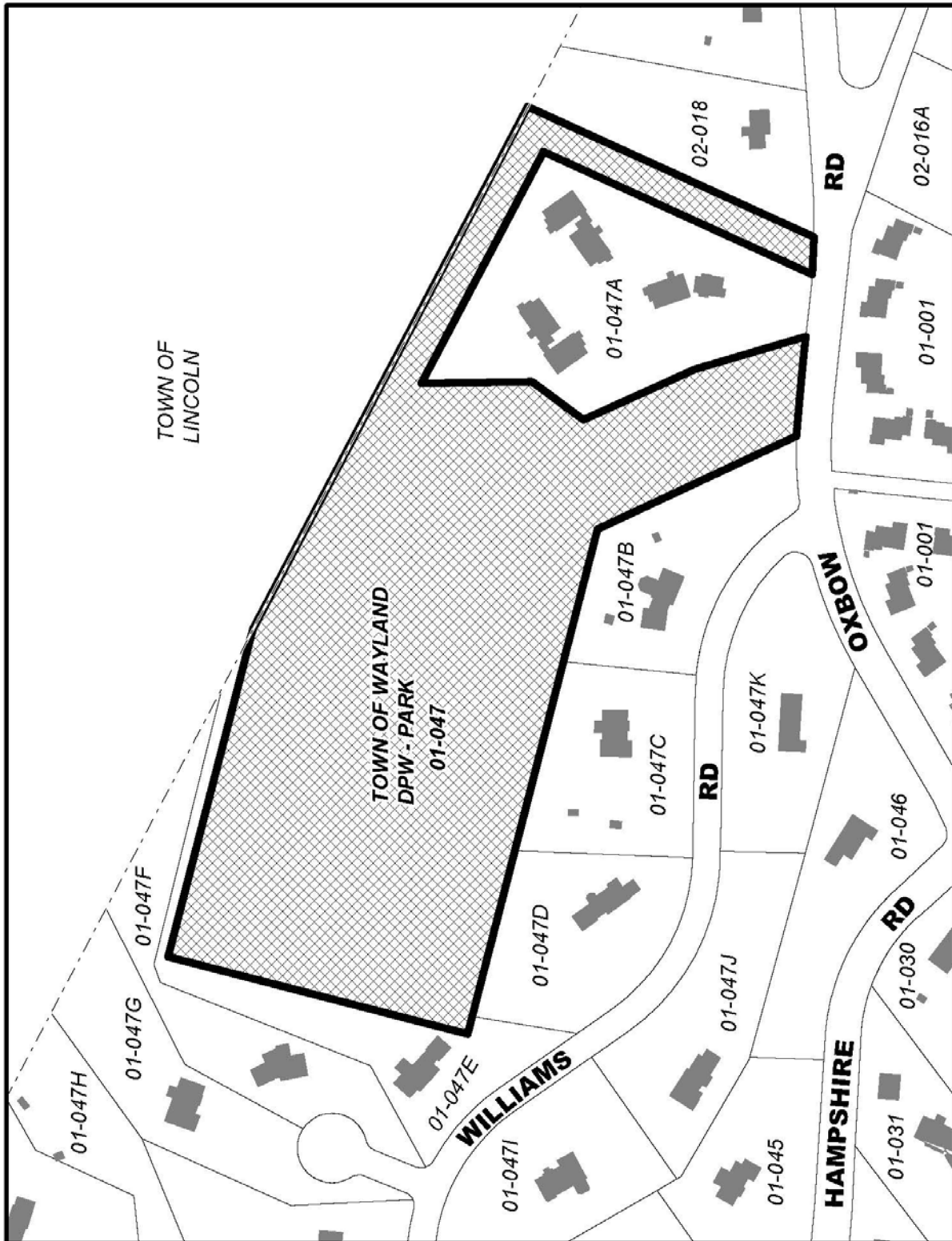
APPENDIX K: Article 26, Proposed Council on Aging/Community Center



**APPENDIX L: Article 33, 246 Stonebridge Road, and
Article 34, Arches of Stone's Bridge**



APPENDIX M: Article 35, Proposed Playing Field at Oxbow Meadows



APPENDIX N: HEAR REPORTS

REPORT OF THE BOARD OF ASSESSORS

In accordance with section 19-8 of the Code of the Town of Wayland, a report for the Board of Assessors covering the last twelve months (proceeding February 23, 2015) is hereby submitted.

The Board submits the following:

1. Annual Report of calendar year 2014 property transfers.

127 Single Family parcels

35 Condominium parcels

2 Multi Family parcels

6 Land parcels

2 Commercial parcels

149 Family Title Transfers or Non-valid transfers

The data reported above is in the process of being validated and may be modified.

2. The following numbers have been reported related to abatement applications and Appellate Tax Board cases:

- a. The Board of Assessors logged in 84 real estate and 2 personal property applications, by the filing deadline.
- b. As of February 23, 2015, 15 real estate abatements had been granted for FY'15.
- c. The average value of an abatement granted in FY'14 was \$1,939.75
- d. There were 10 filings with the Appellate Tax Board (ATB) in FY'14; 3 of which are for telecommunication accounts; 2 have been dismissed for lack of jurisdiction, 1 has been withdrawn by the appellant, the 7 remaining are pending hearings dates with the ATB
- e. The following is a listing of cases and the decisions issued by the ATB since the last report of March 1, 2013.

Fiscal Year	Property	Assessed Value	ATB Decision
2013	12 Ellie Ln	\$1,850,000	Granted

2. The following data verification visits were extracted from the computer assisted mass appraisal database:

Total Property Visits: 3/1/14-2/23/15 5,478

Building Permits:

Interior and Exterior	54
Exterior Only	156
Interior Only	76
Refusals	4
Total	290

Sales:

Interior and Exterior	49
Exterior Only	51
Interior Only	40
Refusals	15
Total	155

Abatements:

Interior and Exterior	38
Total	38

Quality Control:

Interior and Exterior	3
Exterior Only	8
Interior Only	4
Total	15

Field Review:

Exterior Review	4865
Total	4865

Informal Hearings:

Interior and Exterior	115
Total	115

Please note that some of the data verification visits addressed several requirements in one visit, such as a property requiring a building permit visit may also have required a sales visit. One visit would have met both

obligations of data verification. An exterior data verification visit represents a visit to the property by a representative of the Assessing Department. The representative measures and verifies the exterior components of the property and leaves a door hanger requesting that the property owner contact the office to schedule an appointment for an interior data verification visit.

In Fiscal Year 2015 the Assessing Department completed the Department of Revenue (DOR) triennial certification of assessments, during this period a Full Field Review of all properties was conducted in compliance with DOR guidelines.

The Board members are Susan Rufo, Chair; Jayson Brodie, Vice Chair; Molly Upton; Zachariah Ventress and David Hill.

2014 Arms Length Sales Report *

Sale Date	Map	Lot	No.	Street Address	LUC	Sale Price	Sale Date	Map	Lot	No.	Street Address	LUC	Sale Price
1/6/14	20	14	11	WILDWOOD RD	101	1,091,000	6/16/14	39	4	36	WOODRIDGE RD	101	1,095,000
1/10/14	47A	62	90	DUDLEY RD	101	290,000	6/18/14	37	15	30	OAK HILL RD	101	700,000
1/16/14	42B	5	4	PINERIDGE RD	101	728,000	6/18/14	43A	41	52	PEQUOT RD	101	556,000
1/17/14	7	058D	229	CONCORD RD	101	890,000	6/18/14	52	125	10	DEAN RD	101	689,000
1/17/14	51A	73	73	WEST PLAIN ST	101	250,000	6/19/14	33	5	163	COCHITUATE RD	101	504,000
1/24/14	18	20	24	GLEZEN LN	101	625,000	6/19/14	47A	20	17	CREST RD	101	285,000
1/27/14	14	029C	5	PHEASANT RUN	101	1,400,000	6/20/14	15	2	141	CONCORD RD	101	625,000
1/30/14	36C	30	36	RIVER VIEW CIR	101	350,000	6/23/14	5	27	132	LINCOLN RD	101	705,000
1/30/14	38	49	15	DAVELIN RD	101	508,000	6/25/14	43C	9	20	PARK LN	101	649,000
1/30/14	51A	48	26	FULLER RD	101	426,000	6/27/14	4	83	317	CONCORD RD	101	560,000
1/31/14	23	77	27	BOW RD	101	1,460,000	6/27/14	46D	97	9	PARKRIDGE RD	101	902,812
1/31/14	44	5	6	BREWSTER RD	101	745,000	6/28/14	34	29	147	OLD CONN PATH	101	731,525
2/21/14	38	163	10	CAMERON RD	101	695,000	6/28/14	39	44	9	WOODRIDGE RD	101	615,000
2/28/14	4	89	6	SUMMER LN	101	1,310,000	6/30/14	48	15	46	BARNEY HILL RD	101	870,000
3/4/14	46B	46	3	CHESTNUT RD	101	175,000	6/30/14	48	100D	15	LOKER ST	101	835,000
3/7/14	42B	15	22	STONEBRIDGE RD	101	585,000	6/30/14	49	28	22	CLUBHOUSE LN	101	679,000
3/11/14	51A	14	7	PLEASANT ST	101	385,000	7/2/14	16	34	8	HIGHLAND CIR	101	1,120,000
3/21/14	48	89	40	LOKER ST	101	725,000	7/2/14	39	41	194	COCHITUATE RD	101	795,000
3/31/14	12	24	214	GLEZEN LN	101	590,000	7/10/14	19	78	23	SEARS RD	101	750,000
3/31/14	42D	126	35	WOODLAND RD	101	428,000	7/10/14	42C	10	23	WALLACE RD	101	630,000
3/31/14	46D	70	163	WEST PLAIN ST	101	465,000	7/15/14	47D	22	15	DORAN RD	101	465,000
4/7/14	43D	016B	8	PEQUOT RD	101	518,500	7/16/14	19	44	18	ADAMS LN	101	1,120,000
4/10/14	44	123	101	WOODRIDGE RD	101	529,000	7/17/14	14	50	58	SEDGEMEADW RD	101	717,900
4/25/14	4	39	50	RED BARN RD	101	856,000	7/18/14	10	58	11	SPRUCE TREE LN	101	885,000
4/25/14	42B	35	27	STONEBRIDGE RD	101	504,000	7/18/14	11	96	145	CONCORD RD	101	672,000
4/26/14	51C	52	15	SHAWMUT AVE EXT	101	589,875	7/22/14	25	090A	4	FIELDS LN	101	1,469,390
4/30/14	7	16	12	SHERMAN BRDG RD	101	920,000	7/23/14	49	5	6	WAYLAND HLLS RD	101	606,200
4/30/14	19	10	8	LONGFELLOW RD	101	737,000	7/25/14	8	14	79	LINCOLN RD	101	1,300,000
5/1/14	3	12	183	OXBOW RD	101	431,875	7/31/14	14	45	70	GLEZEN LN	101	672,000

Sale Date	Map	Lot	No.	Street Address	LUC	Sale Price	Sale Date	Map	Lot	No.	Street Address	LUC	Sale Price
5/1/14	19	12	5	LONGFELLOW RD	101	726,000	7/31/14	53	10	11	VALLEY VIEW RD	101	510,000
5/21/14	51C	73	14	GRACE RD	101	531,000	8/1/14	43C	5	12	PARK LN	101	705,000
5/22/14	44	2	139	WOODRIDGE RD	101	633,000	8/4/14	24	130	30	PLAIN RD	101	735,000
5/29/14	47B	17	12	DUDLEY RD	101	312,000	8/4/14	43A	35	25	GARDEN PATH	101	668,000
5/29/14	52	209C	17	CAULFIELD RD	101	765,000	8/8/14	38	118F	1	NOLAN FARM RD	101	770,000
5/30/14	34	030A	10	SHAW DR	101	856,250	8/12/14	43D	19	18	PEQUOT RD	101	592,000
6/2/14	42B	4	323	OLD CONN PATH	101	405,000	8/13/14	46B	58	9	RICHARD RD	101	425,000
6/3/14	1	047F	1	KELLEY LANE	101	1,141,000	8/18/14	43D	20	22	PEQUOT RD	101	699,000
6/9/14	36C	20	20	OAK HILL RD	101	506,000	8/19/14	30	50	17	PINEBROOK RD	101	625,000
6/11/14	39	46	15	WOODRIDGE RD	101	1,325,000	8/20/14	10	53	62	MOORE RD	101	698,000
6/12/14	20	19	18	AUDUBON RD	101	2,796,400	8/20/14	35	030J	225	RICE RD	101	2,350,000
6/13/14	47B	065A	281	MAIN ST	101	953,000	8/22/14	14	33	65	GLEZEN LN	101	535,000
6/16/14	4	055F	36	YORK RD	101	1,300,000	8/27/14	38	59	8	OLD FARM RD	101	624,240
6/16/14	35	29	131	BUCKSKIN DR	101	1,360,000	8/27/14	42D	32	364	OLD CONN PATH	101	415,000
8/28/14	4	88	12	WALTHAM RD	101	667,000	2/21/14	40	041A	3	DAYBREAK	102	385,000
8/28/14	4	108	283	CONCORD RD	101	474,000	2/24/14	40	060C	603	WISTERIA WAY	102	640,000
8/28/14	30	057B	50	OLD CONN PATH	101	1,300,000	2/28/14	45	086A	68	PICKWICK WAY	102	618,000
8/28/14	46D	39	181	WEST PLAIN ST	101	310,000	2/28/14	29	041K	19	WADSWORTH LN	102	490,000
8/28/14	46D	102	7	RIDGEFIELD RD	101	585,000	3/19/14	53	026D	106	WILLOWBROOK DR	102	610,000
8/29/14	10	29	55	SEDGEMEADOW RD	101	472,000	4/2/14	29	041J	19	WADSWORTH LN	102	487,500
9/5/14	42D	130	21	WOODLAND RD	101	337,500	4/4/14	29	041C	7	WADSWORTH LN	102	619,000
9/12/14	16	50	9	JERICO LN	101	1,040,000	4/17/14	40	017B	101	HAYFIELD LN	102	1,160,000
9/12/14	38	6	181	COCHITUATE RD	101	580,000	4/18/14	45	097D	54	PICKWICK WAY	102	511,000
9/12/14	44	116	12	RESERVOIR RD	101	720,000	4/29/14	45	104A	13	GLEN OAK DR	102	765,625
9/12/14	48	1	129	SCHOOL ST	101	610,000	5/9/14	29	041D	9	WADSWORTH LN	102	679,000
9/17/14	24	019A	201	BOSTON POST RD	101	799,900	5/30/14	40	031A	6	FOX HOLLOW	102	460,000
9/19/14	55	19	5	STANTON ST	101	575,000	5/30/14	45	092D	14	PICKWICK WAY	102	596,000
9/23/14	51C	83	10	GRACE RD	101	560,000	6/13/14	53	028A	111	WILLOWBROOK DR	102	595,000
9/26/14	24	019B	5	BENNETT RD	101	1,025,000	6/18/14	29	041O	19	WADSWORTH LN	102	639,000
9/30/14	30	34	10	BLOSSOM LN	101	978,500	6/26/14	40	022A	409	HAYFIELD LN	102	1,150,000
10/3/14	2	14	76	OXBOW RD	101	1,250,000	6/30/14	23	139	12	HASTINGS WAY	102	630,000
10/14/14	19	032A	41	CLAYPIT HILL RD	101	1,575,000	7/17/14	53	034B	303	WILLOWBROOK DR	102	585,000
10/15/14	42D	90	14	EMERSON RD	101	427,500	7/23/14	33	023P	6	GREEN WAY	102	307,000
10/27/14	36C	6	10	MEADOW VIEW RD	101	589,000	7/24/14	45	090B	34	HILLSIDE DR	102	525,000
10/29/14	23	51	10	OLD SUDBURY RD	101	940,000	8/15/14	40	067C	1303	MAGNOLIA DR	102	640,000
10/29/14	23	86	31	CONCORD RD	101	510,000	8/20/14	33	023B	6	GREEN WAY	102	325,000
11/5/14	10	49	52	MOORE RD	101	713,000	9/15/14	40	064A	1001	WISTERIA WAY	102	780,000
11/7/14	11	3	152	CONCORD RD	101	390,500	9/28/14	40	030A	11	FOX HOLLOW	102	535,125
11/14/14	12	41	197	GLEZEN LN	101	1,190,000	9/30/14	45	074D	25	HILLSIDE DR	102	605,000
11/14/14	20	16	1	WILDWOOD RD	101	2,150,000	10/1/14	40	059B	502	DAHLIA DR	102	586,000
11/17/14	46D	21	208	LAKESHORE DR	101	266,000	10/8/14	40	025C	9	BRANDYWYNE	102	389,000

Sale Date	Map	Lot	No.	Street Address	LUC	Sale Price	Sale Date	Map	Lot	No.	Street Address	LUC	Sale Price
11/18/14	35	030M	10	COVERED BRIDGE LN	101	1,425,000	10/24/14	45	051A	15	STEEPLETREE	102	540,000
11/20/14	51A	19	16	PLEASANT ST	101	725,000	11/24/14	40	033A	3	FOX HOLLOW	102	433,800
11/20/14	11	016A	15	LEWIS PATH	101	1,465,000	12/1/14	40	023B	513	HAYFIELD LN	102	970,000
11/21/14	11	83	7	LINCOLN RD	101	375,000	12/17/14	45	039A	5	LAKESPUR	102	443,500
11/21/14	46B	13	11	SIMPSON RD	101	709,475	12/17/14	45	055C	5	STEEPLETREE	102	472,900
11/24/14	4	18	25	RED BARN RD	101	422,000	12/29/14	55	002D	92	COMMUNWLT RD	102	360,000
12/1/14	19	081F	21	HIDDEN SPRINGS LN	101	2,476,500	6/10/14	24	93	203	BOSTON POST RD	109	633,500
12/3/14	47D	53	36	JOYCE RD	101	589,000	7/9/14	46B	1	426	OLD CONN PATH	109	895,000
12/11/14	46D	62	8	LODGE RD	101	317,500	10/17/14	5	12	5	APPLETREE LN	130	700,000
12/12/14	44	95	84	WOODRIDGE RD	101	689,000	10/22/14	5	13	1	APPLETREE LN	130	555,000
12/16/14	46B	46	3	CHESTNUT RD	101	610,000	7/7/14	49	31	34	CLUBHOUSE LN	132	511,000
12/17/14	16	27	108	DRAPER RD	101	1,000,000	7/10/14	42C	11	23	WALLACE RD	132	630,000
12/18/14	52	45	60	DEAN RD	101	460,000	8/26/14	42C	17	396	OLD CONN PATH	132	8,870,000
12/29/14	51B	9	3	WILLOW LN	101	350,000	9/12/14	38	5	181	COCHITUATE RD	132	580,000
1/23/14	40	020B	204	HAYFIELD LN	102	1,150,000	9/12/14	29	048A	136	BOSTON POST RD	322	650,000
2/7/14	40	072A	1801	WISTERIA WAY	102	772,500	3/21/14	23	43	9	PELHAM ISL RD	342	320,000

*2014 Arms Length Sales are in the process of being validated and may be modified

LUC= Land Use Code (101-Single Family, 102-Residential Condominium, 104-Two Family, 106-Vacant Lot with an outbuilding, 109-Two Dwellings on 1 Lot, 130-Vacant Land)

REPORT OF THE COMMUNITY PRESERVATION COMMITTEE

The provisions of the Community Preservation Act (CPA) were adopted at the Annual Town Meeting in 2001. The Community Preservation Committee is charged with evaluating potential community preservation projects and, if appropriate, submitting project recommendation articles at town meeting. The CPA requires that the projects focus on open space, historic preservation, and community housing. Funds can also be used for certain recreational purposes. The Committee currently consists of eight members, one each from the Planning Board, Historical Commission, Recreation Commission, Conservation Commission, Housing Commission, Department of Public Works, and two appointed by the Board of Selectmen. There is one vacancy that is a Board of Selectmen's appointed position.

CPA Revenue – Since the adoption of the CPA in 2001 through November of fiscal 2015, Wayland has received \$7,563,824 from the residential property tax surcharge (two quarters only for FY2015), \$4,499,834 in matching State Trust Fund distributions, and \$737,362 in interest for total revenue of \$12,800,721. The funds collected are known as the Community Preservation Fund and are held and administered by the Town's Treasurer. Below is the list of ongoing projects for which appropriation was voted in the past.

Project	Amount	Year Approved	Unexpended Balance
Repair/Restore historic markers	\$5,000	2004	\$4,000
Provide funds for the purpose of engaging an engineering firm to evaluate the environmental and engineering related to a proposed Wayland Rail Trail	\$25,000	2010	\$19,625

Provide funds for the purpose of engaging a land planner and appraiser for the purpose of determining the value of Mainstone Farm and a proposed conservation restriction on a portion of such land	\$40,000	2010	\$750
Provide funds for pre-permitting and due diligence testing of Town owned land on Boston Post Road	\$90,000	2012	\$49,947
Study and design athletic fields at Loker Conservation and Recreation Area	\$92,000	2013	\$79,327
Administrative costs of the CPC to be expended for appraisals, association dues, and similar expenditures	\$25,000	2013	\$8,625
Restoration funds for First Parish meetinghouse and carriage sheds	\$150,000	2014	\$27,794
Preservation Plan for North Cemetery	\$15,000	2014	\$7,480
Fire suppression system for Cochituate Village Apts.	\$500,000	2014	\$500,000

FUND SET ASIDES AND BALANCES AS OF NOVEMBER, 2014

Category	Balance
Remainder of CPC administrative appropriations	8,625.00
Remainder of committed project appropriations	688,923.00
Reserved for Open Space	136,858.00
Reserved for Historical Preservation	116,778.00
Reserved for Community Housing	160,000.00
Uncommitted Balance	6,401,791.00
Total	7,512,975.00

REPORT OF THE OPEB ADVISORY COMMITTEE

Background

In 1966, the United States instituted Medicare health care coverage for citizens retired from the private sector. Medicare was funded 50% by the employer and 50% by the employee. Public sector employees had no similar benefit, so in 1968, Wayland's citizens voted to extend similar benefits to Wayland's retirees in addition to their pensions. These other benefits are principally healthcare related and are called Other Post Employment Benefits (OPEB). Unfortunately, even though Wayland voted to incur a future obligation, there was no money set aside to cover that future obligation. In 1968, healthcare benefits were pretty inexpensive, but healthcare costs, as well as Municipal employee salaries have grown considerably and Wayland's future obligations have grown considerably as well.

To help cover the OPEB obligations for the general government employees, Wayland set aside about \$10 million into an investment account. The set aside was made from 2008 to 2012 and amounted to \$16,502 for each general government Full Time Equivalent Employee (FTE).

Wayland also retained an actuary to calculate the future obligation according to a set of accounting rules and actuarial analysis known as GASB45. The actuarial calculation from 2010 showed that by 2038, Wayland would have an obligation of \$132 million, requiring an annual contribution to an OPEB Investment Account of \$750,000.

The OPEB Committee

In 2013, Wayland established the OPEB Committee to study the OPEB obligations and make funding recommendations. We remeasured the problem, taking extra care to examine all the actuarial assumptions. Working closely with Town employees, we collectively examined areas to reduce costs and have successfully implemented a cost saving of \$175,000 annually in the Town's portion of its retirees' Medicare expenses (with the retirees themselves enjoying a similar \$175,000 reduction in their portion of the premiums). Also in conjunction with the Town employees, we collectively have implemented improved investment management and worked to ensure that all benefits eligible employees contribute equally to meet the obligation.

The OPEB Committee Results

The results of the work have been heartening. We have lowered the overall obligation to \$80 million. Contributions and investment returns are keeping us on track to reach our goal of full funding by 2038. That goal was set in 2008. At the time it was 30 years out. Now, we are six years into the program and we are on track. The goal is now 24 years out - final goal has not changed.

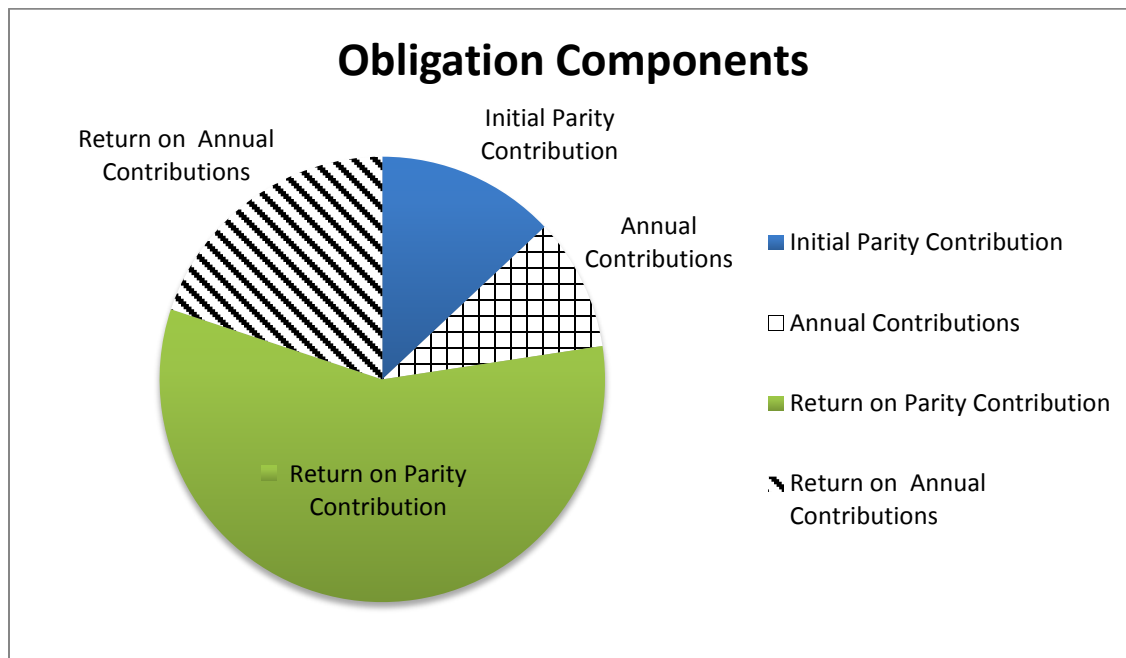
We have lowered the annual contribution from \$750,000 calculated for FY2013 to \$285,425 for FY 2015 and lowered the contribution again for FY 2016's contribution of \$237,883. It may be the only aspect of the budget that is on track to meet its obligation for 17% less cost than last year.

We have also identified that the Wayland's Fee-Based, Enterprise and Revolving Funds have about 12% of the total FTE count. We have worked closely with the Town and with the Schools to ensure that contributions from the fee-based programs match their respective FTE counts.

To be sure that everyone is treated the same, we have collected an initial contribution from each of the fee-based programs that is the same amount per FTE as that which was originally set aside for each employee of the general government, i.e. the direct school and town government employees. We refer to these initial contributions as a "Parity Contribution", since it puts everyone on the same basis and lets us have only one accounting process going forward for all FTE's. The Parity Contributions received from Wayland's fee based programs will amount to a one-time contribution to Wayland's General Fund, aka "Free Cash" of somewhat over \$1million.

Meeting the OPEB Obligation

The goal of the present OPEB funding initiative is to set aside funds today, earn a return on those funds and accumulate sufficient funds by 2038 to meet the expected obligations by that year.



Our obligation in 2038 now stands at \$80 million or about \$129,000 per FTE. There are an infinite number of ways to build assets sufficient to cover the obligation. The funding method of the OPEB Committee builds on the initial contribution.

How much we need is simply a mathematical calculation, which starts with how much we have now, how much we contribute each year and the return on the investment account. In these calculations, the contribution from all sources is shown in this chart.

The annual contributions get tweaked every couple of years based on actual investment returns and changes in various actuarial assumptions. You can see the overwhelming contribution arising from the 7% return and from the initial contribution.

Summary and Conclusion

Summarizing the OPEB Committee's work in the past couple of years concludes where we are:

- 1) Remeasuring our OPEB obligation to more accurately reflect the actual obligation:
- 2) Striving for an equitable sharing the OPEB costs between the general government employees and the various fee-based programs, whereby the obligation for every employee will be treated with parity:
- 3) Fortunate to have had our Investment Account achieve the 7% investment return goal:
- 4) Maintaining our 2038 end goal for full funding of the obligation.

We appreciate the support we have received from every Wayland employee and from the Wayland Selectmen, the Finance Committee, the School Committee and from the Personnel Board, all of whom have overwhelming supported the work and efforts of the OPEB Committee and without their support, we would not have been able to complete our work.

Before concluding our work, the Committee is planning to build a long-term program to continue the focus on the main points that will be necessary to achieve the 2038 funding goal. Those aspects going forward are: continued investment management and reporting; focus on possible ways to contain OPEB costs; definition of the legal structure of the investment account to ensure the funds are protected and used appropriately to meet the OPEB obligations; and finally monitoring of the assumptions necessary for the biennial actuarial studies.

Further Information

Further background information is available in the OPEB Appendix, starting on page 157 of the 2014 Annual Town Meeting Warrant. The most recent actuarial study is also available on the OPEB Committee portion of the Town of Wayland website. The on-line link is:

http://www.wayland.ma.us/Pages/WaylandMA_BComm/OPEB/index

Respectfully submitted,

Clifford Lewis, CFA, OPEB Advisory Committee Chairman

This Report was approved by the Committee on March 2, 2015:

<i>Name</i>	<i>Telephone</i>	<i>Email Address</i>
Kent George	508-740-8997	kentgsr63@gmail.com
David Gutschenritter	508-651-0589	djgutschenritter@statestreet.com
Clifford Lewis	508-358-4973	cliffordlewis66@gmail.com
Maryanne Peabody	508-651-7071	peabody@stybelpeabody.com
Jay Sherry	508-308-3422	sherry.jay@gmail.com

REPORT OF THE YOUTH ADVISORY COMMITTEE

The Youth Advisory Committee oversees the Youth and Family Services Department, otherwise known as Wayland Youth and Family Services (WYFS). This board is comprised of appointees from the School Committee, the Board of Selectmen, the Board of Health, the Clergy Association, and the Police Department.

Five categories of services are provided by the department: counseling; consultation; community education and mental health and substance abuse prevention; information and referral; and crisis intervention. After hours emergency coverage is provided by Psychiatric Emergency Services in Framingham.

Confidential counseling services for children and their families are provided free of charge to Wayland children and their families. 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 Wayland Police and the High School, our Diversion Program offers a constructive alternative to court involvement 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 well-being of children and families. In collaboration with Friends of WYFS, Parent/Teacher Organizations, and other Town departments, we provide lectures, workshops, and other informative events each year. We also lead discussion groups for parents, offering support and information to address challenges in parenting at each stage of development. Conversations That Count are another parent offering, and center on providing up-to-date information and facilitated discussion on topics selected by the parent group. WaylandCares, a community based youth substance abuse prevention program, was funded at Spring Town Meeting and placed within this department. Subsequently in September, WaylandCares was awarded a Drug Free Communities federal grant, which could potentially mean five years of additional support for substance abuse prevention programming.

In recent years, providing opportunities for community service has become 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 evening, where this past year we recognized 25 high school students for significant service over the previous twelve months. They served in 85 sites/activities for a total of 2053 hours. Also honored was Mary Antes, for her contributions over the years to the Wayland community in many capacities. As in past years, our department offered an 8 week Summer Community Service Program, led again this year by Jennifer Parra. This year 26 high school students volunteered, sometimes several times per week, at their choice of 17 sites/activities.



You are required to serve this Warrant by posting copies thereof, attested by you, at the Town Building, at the Public Library in Wayland Center, at the Cochituate Fire Station or the Cochituate Post Office, and at the Happy Hollow School, and by mailing or delivering a copy thereof addressed to each residence in the Town fourteen (14) days, at least, before the time appointed for the Annual Town Meeting.

Hereof, fail not and deliver this Warrant with your return thereon to the Town Clerk on or before March 17, 2015.

Given under our hands and seals this 16th day of March, 2015.

Joseph F. Nolan, Chair

Cherry C. Karlson, Vice Chair

Mary M. Antes

Tony V. Boschetto

Edward J. Collins

Selectmen of the Town of Wayland

Thomas Greenaway, Chair

Nancy Funkhouser, Vice Chair

Tom Abdella

Carol B. Martin

William Steinberg

David Watkins

Gil Wolin

Finance Committee of the Town of Wayland



**TOWN OF WAYLAND
ANNUAL TOWN MEETING
April 6, 2015 ERRATA SHEET**

REPORT OF THE FINANCE COMMITTEE

Page 7, Table 2:

TABLE 2: SUMMARY OF GENERAL FUND EXPENSES AND REVENUES			
<i>Thousands of Dollars</i>	Approved FY 2014	Approved FY 2015	Proposed FY 2016
Operating Budget (1)	67,975	70,303	72,643
Change Over Prior Year	3.56%	3.43%	3.33%
Other Expenses (2)	1,268	1,263	1,028
Total Amount to be Raised (1+2)	69,243	71,566	73,671
Total Revenues	69,243	71,566	73,671
Property Tax Revenue	54,589	59,503	60,634 <u>60,718</u>
Local Receipts	4,180	4,180	4,180
Free Cash	3,400	1,000	2,350
Overlay Surplus	1,195	665	150
Other Revenue (detail below)	5,879	6,218	6,357 <u>6,273</u>
State Aid	4,260	4,581	4,581
Ambulance Receipts	360	360	360
Bond Premium	111	101	94
Transfers from other funds	1,148	1,176	1,322 <u>1,238</u>

Page 8, Table 4:

TABLE 4: PROPERTY TAX HISTORY & FORECAST					
	Approved 2012	Approved 2013	Approved 2014	Approved 2015	Proposed 2016
<i>Thousands of Dollars Unless Noted</i>					
Property Tax Levy	55,515	52,011	54,589	59,503	60,634 <u>60,718</u>
Divided by Total Valuation	2,920,263	2,907,557	2,978,114	3,240,146	3,240,146 <u>3,240,146</u>
Equals Tax Rate (Mils)	19.01	17.89	18.33	18.36	18.71 <u>18.74</u>
Percent Change from Prior Year	-1.7%	-5.9%	2.5%	0.2%	1.9% <u>2.04%</u>
Average Single-Family Tax Bill (\$)	11,274	10,529	10,974	12,049	12,261 <u>12,261</u>
Percent Change from Prior Year	-1.7%	-6.6%	4.2%	9.8%	1.9% <u>1.76%</u>
Cumulative Change from FY11	-1.7% <u>-1.80%</u>	-8.2% <u>-7.6%</u>	-4.3% <u>-5.3%</u>	5.0% <u>-5.09%</u>	6.9% <u>-3.16%</u>

Key to Revisions: ~~Strikethrough~~ indicates deletions, underlining indicates added text

TABLE 5: OTHER NON OPERATING BUDGET EXPENSES	
<i>Description</i>	<i>Amount</i>
Real Estate Overlay	\$700,000
State / County Assessment	\$122,109
Cash Capital	\$176,439 <u>\$120,439</u>
Cherry Sheet Offsets	\$30,335
Total	\$1,028,883 <u>\$972,883</u>

TABLE 6: TOTAL FY 2016 TOWN OPERATING EXPENSES	
<i>Expense</i>	<i>Amount</i>
General Fund	\$72,642,784
Water Enterprise	\$3,332,654
Septage	\$34,369
Wastewater	\$750,155
Non-Appropriated	\$852,444
Cash Capital	\$176,439 <u>\$120,439</u>
Total	\$77,698,574 <u>\$77,732,845</u>

Page 12, last paragraph:

Progress on each of these projects continued throughout the fall. Some of the more active projects included the School long-range planning effort and the working group on Town-Owned Property. Some of the projects generated proposals at this year's Annual Town Meeting, including the Council on Aging Community Center (Article ~~27~~ 26) and the Conservation Commission's renewed focus on long-term land management and stewardship planning (Article ~~34~~ 30) and a recommended part-time land manager position. The Library Trustees continue their long-range planning efforts in their typical thoughtful manner, with the formation of a new 2015-2016 Library Planning Committee.

Page 20, Table 12:

TABLE NO. 12 - WAYLAND INCOME AND EXPENSE STATEMENT(ESTIMATED)						
	FISCAL 2011	FISCAL 2012	FISCAL 2013	FISCAL 2014	FISCAL 2015	FISCAL 2016
BUDGET	66,029,337	70,906,997	65,827,351	67,975,062	70,303,159	72,642,784
ARTICLES	3,475,000	4,175,000	564,000	629,180	319,180	298,548
TOTAL TOWN EXPENSE	69,504,337	75,081,997	66,391,351	68,604,242	70,622,339	72,941,332
OVERLAY	1,676,989	1,206,448	973,000	614,726	950,000	700,000
NET REC FROM STATE	(4,199,174)	(4,139,522)	(3,973,000)	(4,235,149)	(4,235,149)	(4,550,672)
LOCAL RECEIPTS	(3,325,000)	(4,150,000)	(4,175,000)	(4,180,404)	(4,180,404)	(4,180,404)
OTHER SOURCES: FREE CASH, BORROWINGS, ETC.	<u>(7,529,139)</u>	<u>(12,839,723)</u>	<u>(7,199,000)</u>	<u>(6,214,577)</u>	<u>(3,305,830)</u>	(4,276,621) <u>(4,192,988)</u>
TO BE RAISED BY TAXATION	56,128,013	55,159,200	52,017,351	54,588,838	59,850,956	60,633,635 <u>60,717,268</u>

TABLE NO.14 - TOWN REVENUES (GF)	FY 10	FY 11	FY 12	FY13	FY14	FY15	FY16
TAX LEVY	53,708	56,128	55,514	52,017	54,589	59,855	60,634 <u>60,718</u>
STATE AID	4,666	4,486	4,448	4,175	4,260	4,260	4,581
LOCAL RECEIPTS							
MOTOR VEHICLE	1,600	1,670	1,975	2,010	2,045	2,045	2,045
OTHER /MEAL TAXES	80	100	150	150	170	170	170
PENALTIES & INTEREST	200	180	140	150	215	215	215
PAYMENT IN LIEU OF TAXES	35	30	30	30	25	25	25
DEPARTMENTAL FEES	900	750	850	825	535	535	535
LICENSE & PERMITS	400	400	725	725	1,000	1,000	1,000
SPECIAL ASSESSMENTS	10	5	5	5	10	10	10
FINES & FORFEITURES	40	40	50	55	80	80	80
INTEREST INCOME	90	150	225	225	95	95	95
MSBA REIMBURSEMENT			0	0	5	5	5
LOCAL RECEIPTS SUB-TOTAL	3,355	3,325	4,150	4,175	4,180	4,180	4,180
OTHER AVAILABLE FUNDS	1,440	610	4,985	7,199	6,214	3,302	4,276 <u>4,192</u>
TOTAL	63,169	64,549	69,097	67,566	69,243	71,597	73,671

ARTICLE 3: CURRENT YEAR TRANSFER

Page 25, change Table Header:

CURRENT YEAR TRANSFERS FY ~~2016~~ 2015**ARTICLE 5: FY 2016 OMNIBUS BUDGET**

Page 31, second paragraph under item 2):

“That the Town Administrator be charged with responsibility for (1) the operation, maintenance, and administration of the Wayland Town Building, the Public Safety Building, the DPW Garage, the Baldwin Pond Water Treatment Plant, ~~the Wastewater Treatment Facility~~, and the Cochrane Town Building, their equipment, and their grounds, as well as (2) the supervision, except for matters relating to policy, of all employees in those buildings, other than elected officials, non-salaried appointed officials, and employees of the School Department;”

Pages 33-41, Change Table Headings

EXPENDED FY 2013	EXPENDED FY 2014	EXPENDED <u>APPROVED</u> FY 2015	EXPENDED <u>REQUESTED</u> FY 2016
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ARTICLE 11: SET ASIDE COMMUNITY PRESERVATION FUNDS FOR LATER SPENDING

Page 66:

- a.) \$95,897 for open space, but not including land for recreational use, \$95,897 for historic resources, and \$95,897 for community housing pursuant to Massachusetts General Laws Chapter 44B, Section 6 for Fiscal Year ~~2016~~ 2015;

Page 67: ARGUMENTS IN FAVOR, second line:

purposes as required by the Community Preservation Act; (2) corrects funding deficiencies ~~form~~ from

ARTICLE 13: TRANSFER COMMUNITY HOUSING FUNDS TO WAYLAND MUNICIPAL AFFORDABLE HOUSING TRUST FUND

Page 69, Finance Committee COMMENTS: (11th line):

years through Article ~~12~~ 11 of this Town Meeting. Transferring the CPA Community Housing Fund to

APPENDIX C: LIST OF TOWN POSITIONS (FTE's) AND PERSONNEL BYLAWS AND WAGE AND CLASSIFICATION PLAN

Pages 129-132, change table header:

FULL TIME EQUIVALENTS (FTEs) - BY DEPARTMENT

ACTUAL FTEs FY ~~12~~ 13 ACTUAL FTEs FY ~~13~~ 14 ACTUAL FTEs FY ~~14~~ 15 PROPOSED FTEs FY ~~15~~ 16

APPENDIX E: Article 15, Glezen Lane Traffic Mitigation

Page 139, change title attached to map:

APPENDIX ~~D~~ E: Article 15, Glezen Lane Traffic Mitigation



TOWN OF WAYLAND
ANNUAL TOWN MEETING
April 6, 2015 – REVISIONS

Page 25: Delete current table for CURRENT YEAR TRANSFERS and replace with the following:

ARTICLE 3: CURRENT YEAR TRANSFERS

Proposed by: Board of Selectmen

Estimated Cost: \$719,693

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, by borrowing, or 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 TRANSFERS FY 2015	
PURPOSE:	AMOUNT
1 SNOW AND ICE PERSONNEL SERVICES	\$100,000
2 SNOW AND ICE EXPENSE	\$420,000
3 TREASURERS EXPENSE	\$45,000
4 FINANCE EXPENSE	\$12,000
5 VOCATIONAL ASSESSMENT	\$3,193
6 VETERANS EXPENSE	\$2,000
7 WASTEWATER EXPENSE	\$52,500
8 TOWN IT EXPENSE	\$85,000
TOTAL CURRENT YEAR TRANSFERS	\$ 719,693
FUNDING SOURCES:	
1 UNRESERVED FUND BALANCE	\$100,000
2 UNRESERVED FUND BALANCE	\$420,000
3 RECREATION PERSONNEL SERVICES	\$30,000
GENERAL INSURANCE	\$15,000
4 FINANCE PERSONNEL SERVICES	\$12,000
5 UNRESERVED FUND BALANCE	\$3,193
6 RECREATION PERSONNEL SERVICES	\$2,000
7 WASTEWATER RETAINED EARNINGS	\$52,500
8 UNEMPLOYMENT EXPENSE	\$65,000
RETIREMENT BUYBACK	\$20,000
TOTAL	\$ 719,693

APPENDIX C: LIST OF TOWN POSITIONS (FTE's) AND PERSONNEL BYLAWS AND WAGE AND CLASSIFICATION PLAN

Three collective bargaining agreements with Town labor unions were recently settled: Library Union, Teamsters Local 170 (DPW labor force) and AFSCME Local 690 (professional staff). The successor agreements are for a 3-year period beginning July 1, 2014 and continuing through June 30, 2017.

The Library and Teamster wage scales were included in the warrant for July 1, 2015. The July 1, 2014 wage scales were not included and are listed below for informational purposes.

Appendices, Page 135: Add the LIBRARY table below:

GROUP: LIBRARY

Effective: July 1, 2014 (1.0% Adjustment)

Step	1	2	3	4	5	6	7	8	9	10
L-1	36,673	37,783	38,912	40,076	41,277	42,515	43,789	45,100	46,465	47,848
L-2	39,603	40,804	42,024	43,279	44,572	45,919	47,301	48,721	50,177	51,688
L-3	42,788	44,062	45,391	46,756	48,157	49,595	51,087	52,616	54,200	55,819
L-4	46,210	47,593	49,013	50,487	51,997	53,563	55,164	56,820	58,531	60,278
L-5	49,904	51,397	52,944	54,527	56,165	57,840	59,587	61,370	63,209	65,101
L-6	53,890	55,510	57,166	58,895	60,661	62,481	64,337	66,284	68,268	70,307
L-7	58,203	59,951	61,753	63,591	65,502	67,467	69,488	71,581	73,728	75,930
LC	35,144	36,455	37,747	39,130	40,568	42,442				

L-1 - Library Assistant - Circulation

L-1 - Library Assistant – Children's

L-2 - Library Associate - Periodicals

L-3 - Assistant Children's Librarian

L-4 - Bibliographic Services Librarian

L-4 - Library Administrative Assistant

L-4 - Computer Specialist/Ref Librarian

L-4 - Head of Circulation

L-4 - Reference Librarian

L-5 - Children's Librarian

L-7 - Assistant Director

LC - Custodian

Appendices, Page 136: Add the AFSCME table below:

GROUP: AFSCME

Effective: July 1, 2014

Step	1	2	3	4	5	6	7	8	9	10
G-1	36,497	37,585	38,705	39,857	41,045	42,270	43,529	44,827	46,163	48,480
G-2	39,394	40,567	41,778	43,022	44,306	45,627	46,987	48,389	49,833	52,335
G-3	42,528	43,793	45,099	46,445	47,831	49,257	50,726	52,240	53,802	56,503
G-4	45,900	47,284	48,685	50,141	51,633	53,180	54,764	56,402	58,076	61,006
G-5	49,559	51,033	52,562	54,127	55,747	57,403	59,114	60,897	62,699	65,848
G-6	53,508	55,091	57,748	58,440	60,187	61,989	63,827	65,738	67,704	71,107
G-7	58,458	60,206	62,007	63,864	65,757	67,722	69,760	71,835	73,983	77,714
G-7A	60,806	62,644	64,519	66,448	68,450	70,507	72,618	74,802	77,041	80,917
G-7B	61,079	62,899	64,792	66,721	68,705	70,762	72,891	75,057	77,295	81,190
G-8	63,700	65,611	67,558	69,579	71,653	73,801	76,003	78,278	80,626	84,685

GROUP: AFSCME (continued)

Effective: July 1, 2014

Step	1	2	3	4	5	6	7	8	9	10
G-8A	66,568	68,556	70,604	72,714	74,887	77,126	79,431	81,806	84,251	88,491
G-9	69,415	71,490	73,619	75,821	78,988	80,426	82,828	85,303	87,851	92,274
G-10	75,367	77,628	79,957	82,354	84,825	87,370	89,991	92,692	95,472	100,291
G-15	44,420	46,997	48,291	49,784	51,240	53,985	55,530	57,120	58,761	62,905

G-3 – Admin Assessor	G-6 – Rec Program Adm	G-8 – Conservation Adm	G-9 – Assessing Dir
G-5 – Assistant Assessor	G-6 – Water Treat Plant Mgr	G-8 – DPW Hwy/TS Supt	G-9 – Building Comm
G-5 – Substance Abuse Pr	G-7 – GIS Analyst	G-8 – IT Manager	G-9 – DPW Water Supt
G-5 – Local Bldg Inspector	G-7A - Public Health Nurse	G-8 - Town Planner	G-9 – Health Director
G-6 - Accountant	G-7B – Council on Ag Dir	G-8 – Town Surveyor	G-9 – Treasurer/Coll
G-6 – Sanitarian/Health Ag	G-7B – DPW Parks Supt	G-8A – Y&F Services Dir	G-15 – Comm Health Nurse
G-6 – Assistant Youth Dir			

Appendices, Page 136: Replace the current AFSCME table with the table below:

GROUP: AFSCME

Effective: July 1, 2015

Step	1	2	3	4	5	6	7	8	9	10
G-1	37,045	38,149	39,286	40,455	41,661	42,904	44,182	45,499	46,856	49,207
G-2	39,985	41,175	42,404	43,667	44,971	46,311	47,692	49,115	50,580	53,120
G-3	43,166	44,450	45,775	47,141	48,549	49,996	51,487	53,024	54,609	57,351
G-4	46,589	47,993	49,415	50,893	52,408	53,978	55,585	57,248	58,947	61,922
G-5	50,302	51,798	53,350	54,939	56,583	58,264	60,000	61,811	63,640	66,835
G-6	54,311	55,918	57,599	59,317	61,090	62,919	64,785	66,725	68,720	72,174
G-7	59,335	61,109	62,938	64,822	66,743	68,738	70,807	72,913	75,093	78,880
G-7A	61,718	63,584	65,487	67,445	69,477	71,564	73,707	75,924	78,196	82,131
G-7B	61,995	63,843	65,764	67,722	69,736	71,823	73,985	76,183	78,455	82,408
G-8	64,656	66,595	68,572	70,623	72,728	74,908	77,143	79,452	81,836	85,955
G-8A	67,567	69,584	71,664	73,805	76,011	78,283	80,623	83,033	85,515	89,818
G-9	70,456	72,562	74,723	76,958	80,173	81,632	84,071	86,583	89,169	93,658
G-10	76,498	78,792	81,156	83,589	86,097	88,681	91,341	94,082	96,904	101,795
G-15	45,086	47,702	49,015	50,530	52,009	54,795	56,364	57,977	59,642	63,848

G-3 – Admin Assessor	G-6 – Rec Program Adm	G-8 – Conservation Adm	G-9 – Assessing Dir
G-5 – Assistant Assessor	G-6 – Water Treat Plant Mgr	G-8 – DPW Hwy/TS Supt	G-9 – Building Comm
G-5 – Substance Abuse Pr	G-7 – GIS Analyst	G-8 – IT Manager	G-9 – DPW Water Supt
G-6 – Local Bldg Inspector	G-7A - Public Health Nurse	G-8 - Town Planner	G-9 – Health Director
G-6 - Accountant	G-7B – Council on Ag Dir	G-8 – Town Surveyor	G-9 – Treasurer/Coll
G-6 – Sanitarian/Health Ag	G-7B – DPW Parks Supt	G-8A – Y&F Services Dir	G-15 – Comm Health Nurse
G-6 – Assistant Youth Dir			

Appendices, Page 137: Add the LIBRARY table below:

GROUP: TEAMSTERS - DPW

Effective: July 1, 2014 (1.0% Adjustment)

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
D1	--	--	--	--	--	--
D2	17.76	18.40	19.06	19.74	20.45	21.60
D3	18.30	18.97	19.64	20.35	21.08	22.31
D4	19.11	19.80	20.51	21.24	22.02	23.30
D5	19.55	20.26	21.00	21.74	22.52	23.98
D6	--	--	--	--	--	--
D7	22.20	23.00	23.81	24.66	25.56	27.07
D8	22.58	23.39	24.24	25.12	26.02	27.58
D9	23.00	23.81	24.66	25.56	26.47	28.05
D10	--	--	--	--	--	--
D11	24.82	25.70	26.62	27.57	28.56	30.27

D-2	Maintenance Worker	D-5	Water Worker 1	D-7	Highway Working Foreman
D-3	Grounds Worker 1	D-5	Heavy Equipment Operator	D-8	Maintenance Mech/Welder
D-4	Medium Equipment Operator	D-7	Mechanic/Welder	D-9	Sr Foreman/Leader Mech
D-4	Grounds Worker 2	D-7	Parks Working Foreman	D-9	Water Worker 3
D-5	Sr Grounds Worker	D-7	Water Worker 2	D-11	Water Working Foreman

2015

ANNUAL TOWN ELECTION/ANNUAL TOWN MEETING SCHEDULE

2014

Mon Sept 15	Capital Projects due to the Finance Committee
Mon Sept 22	Finance Committee votes FY2016 Budget Guidelines issued to departments, boards and committees
Mon. Sept 29	Board of Selectmen makes tentative decision on dates for Annual Town Meeting and Annual Town Election
Mon Sept 29	Preliminary Board of Selectmen review of capital project requests for committees and departments under BOS jurisdiction
Oct 15 and 27	Review of Capital Projects by Finance Committee
Fri Oct 31	FY2016 operating budget requests due to Finance Department from departments, boards and committees
Tues Nov 4	State Election
Wed. Nov 12	Finance Committee review of Capital Projects
Mon Nov 17	FY2016 operating expense budget submitted to Board of Selectmen by Town Administrator for departments under the jurisdiction of the Board of Selectmen (per Town Code Sec. 19-4)
Mon Dec 1	Board of Assessors to present recommendation on tax classification; Joint Hearing of Board of Selectmen, Board of Assessors and Finance Committee on tax recapitulation. (per Town Code Sec. 19-9)
Mon Dec 1	Board of Selectmen vote to open warrants for Annual Town Meeting and Election (per Town Code Sec. 36-1, the Annual Town Meeting shall commence on a day between April 1 and May 15 ordered by the Selectmen) Notice of the warrant closing date public library in Wayland Center, at the Cochituate Fire Station or Cochituate Post Office and at the Happy Hollow School.
Wed Dec 3	Notice of the opening of the warrant shall be sent to all Town boards and committees and as required by Town Code Section 19-3, shall be published in a newspaper of general circulation and posts at public library in Wayland Center, at the Cochituate Fire Station or Cochituate Post Office and at the Happy Hollow School.
Mon Dec 8	Planning Board has preliminary meeting with Board of Selectman on Zoning and Planning Board articles.
Mon Dec 8 and 15	FY2016 operating budget review by Board of Selectmen for selected budget drivers or departments.

Except for Town Meeting and Election, dates required by Town Code / State Law and dates for final submission of warrant articles, this schedule is subject to change.

Mon Dec 15	Deadline for submission of all FY2016 operating budgets by departments, Town Administrator and committees (revenue and expenditures) to Finance Committee (per Town Code Sec. 19-4)
Mon Dec 15	Presentation of FY2014 Audit Report and Management Letter by independent town auditor to joint meeting of Audit Committee, Finance Committee and Board of Selectmen.
Mon Dec 15	Finance Committee votes recommendation on FY 16 Capital Budget and FY 17-20 Capital Improvement Plan
Mon Dec 15	School Superintendent presents preliminary FY 16 Operating Budget to School Committee

2015

Mon Jan 5	Nomination papers available from Town Clerk for Town Election
Mon Jan 5	Petitioners' Workshop with Selectmen
Week of Jan 5	Departments review 12/31/14 expenditure data to estimate FY 15 turn backs and confirm FY 16 budget with Finance Director and Town Administrator
Jan 5- 29	Finance Committee conducts budget review and deliberations
Tues Jan 6	Planning Board Public Hearing on Zoning Articles; Hearing to be continued or closed – Vote before Jan 15.
Mon Jan 12	Board of Selectmen votes any warrant articles it will propose.
Mon Jan 12	Finance Committee deadline for capital project sponsors to provide draft warrant summaries to Finance Committee.
Mon Jan 5 and Jan 12	Large Departments make presentations to Finance Committee. By January 15 th Board of Selectmen will recommend to Finance Committee budgets for entities under its jurisdiction (19-4)
Mon Jan 12	Prior to January 15 of each year, unless another date is agreed to, the Town Administrator shall review and make recommendations to the Board of Selectmen with respect to the budget requests, including both capital and expense items, and income estimates of all other Town boards, committees, offices and departments except for the School Committee. In addition, the Board of Selectmen shall, no later than the 15th of January in each year, unless another date is agreed to, make both a capital and expense budget recommendation to the Finance Committee for the ensuing fiscal year for each Town board, officer and committee under its jurisdiction. (Town Code 19-4)

Except for Town Meeting and Election, dates required by Town Code / State Law and dates for final submission of warrant articles, this schedule is subject to change.

Mon Jan 12	Advertise Finance Committee Warrant Article Hearing 2 weeks before for 1/26 hearing date or advertise on 1/19 for 1/20 hearing date.
Thurs Jan 15	Deadline for submission of warrant articles at 4:30 p.m. (per Town Code Sec. 36-3) No article, other than one submitted by the Moderator, Town Clerk, or the requisite number of petitioners, shall be inserted in the warrant for any Town meeting unless so voted by a board, commission, committee, or other governmental body of the Town of Wayland by 4:30 p.m. on the date fixed by the Board of Selectmen for closing of the warrant for such meeting. (Town Code 36-3C)
Fri Jan 16	Articles are draft ordered (A,B,C) by Town Administrator and distributed to Moderator, Finance Committee, Selectmen, Town Counsel and Town Clerk; conveyance of submitted zoning by-law articles to the Planning Board, (Town Clerk per MGL c. 40A s.5)
Mon Jan 19	Martin Luther King Jr, Day
Mon Jan 19	Advertise date of Finance Committee presentation of budget article to Board of Selectmen 2 weeks before if hearing is held 2/2/14.
Tues Jan 20	Finance Committee approves letter to Board of Selectmen requesting debt exclusion ballot question (if any)
Tues Jan 20	Possible date for Finance Committee Warrant Article Hearing (see alternate 1/26 below)
Mon Jan 26	Town Counsel, Town Planner, Building Commissioner, Town Clerk and Town Administrator meet to review zoning articles, if needed
Mon Jan 26	Alternate -Finance Committee ATM article hearing (Tentative)
Mon Jan 26	Finance Committee presents debt exclusion recommendation to Selectmen (if any proposed – N/A)
Thurs Jan 29	Finance Committee votes FY 16 operating budget recommendation
Mon Feb 2	Finance Committee presents FY 16 operating budget recommendation (tentative)
Mon Feb 2	Board of Selectmen votes to include articles for insertion in Warrant. (See Board Policy)
Mon Feb 2	<i>Board considers opening of STM Warrant from Tuesday 2/3 through Monday 2/9 at 4:30 pm and sets all related date at that time. Last date to set STM within annual is 45 days before or 2/20/15. The warrant for any Special Town Meeting shall remain open for at least seven days after it is called by the Board of Selectmen. Within 48 hours after calling any Town meeting, the Selectmen shall post notice of the warrant closing date at the locations specified in § 36-2</i>

Except for Town Meeting and Election, dates required by Town Code / State Law and dates for final submission of warrant articles, this schedule is subject to change.

Mon Feb 9	Selectmen meeting with Planning Board on Town Meeting articles (if necessary)
Mon Feb 9	Selectmen determine final (numbered) order of ATM warrant articles
Tues Feb 10	Last day for submission of nomination papers to Town Clerk for Town Election (49 days before Election)
Fri Feb 13	Deadline, Noon, for submission of sponsor's report and petitioners' comments for ATM articles.
Mon Feb 16 – 20	President's Day and School Vacation week
Tues Feb 17	Planning Board discuss, vote reports on zoning articles (May be earlier)
Wed. Feb 20	Articles put in final form by Town Counsel.
Mon Feb 23	Selectmen accept public comment; discuss wording and vote on ballot questions (if any)
Tues Feb 24	Last day to withdraw nomination papers for Town Election (35 days)
Tues Feb 24	Last day for Selectmen to submit ballot question (if any) to Town Clerk (35 days before election)
Wed Feb 25	Town Clerk sends ballot to printer
Wed Feb 25	Last date for Vehicle descriptions to be filed with Town Clerk (vehicles valued at \$10,000 or more) per Town Code Sec. 19-7
Wed Feb 25	Finance Committee article comments (with supporting charts and appendices) and Planning Board articles due to Board of Selectmen Executive Assistant – <u>No changes accepted after this date.</u>
Thurs March 5	Compilation of warrant completed and all changes made; Warrant to printer
Mon March 9	Final copy of Warrant delivered to Selectmen, Moderator, Finance Committee, Town Clerk, Town Counsel and Finance Director
March 11	Last day to register to vote prior to Town Election / Town Meeting (20 days prior)
Mon March 16	Selectmen sign warrants for posting
Mon March 16	Motions for articles submitted by Town Counsel and provided to Moderator and Town Clerk
Tues Mar 17	Postal delivery of warrants (Town Code 36-2A, MGL c. 39, s10)
Tues Mar 17	Motions for articles are posted at Town Building and Library
Tues Mar 17	Town Clerk post warrants (Town Building, Library, Happy Hollow School, Cochituate Post Office) per Town Code Sec. 36-2A (at least 7 days prior to Annual Town Election and 14 days prior to Special Election) and under 36-1, posts on town sign boards no later than 2 weeks before election and town meeting

Except for Town Meeting and Election, dates required by Town Code / State Law and dates for final submission of warrant articles, this schedule is subject to change.

Thurs Mar 19	Candidates Night – League of Women Voters
Weds Mar 24	Moderator’s Form (Tentative Date)
Mon March 30	Selectmen conduct ATM Warrant Hearing at 7:00 p.m.; Finance Committee make presentation on debt exclusion ballot question (if any)
Mon March 30	Last day for Selectmen to review proposed motions and vote positions on Annual Town Meeting Warrant articles
Tues March 31	ANNUAL TOWN ELECTION
Thurs Apr 2	Prepare and print final errata sheets, Moderator’s instructions to Town Clerk, tellers, and Planning Board reports (if necessary) for distribution at Town Meeting
Fri Apr 3	Warrants and lists delivered to Town Meeting site. List of non-resident employees provided to Moderator and Town Clerk
Fri April 3	Passover begins
Sun Apr 5	Easter
Mon. APR. 6	ANNUAL TOWN MEETING (Monday at 7:30 p.m.)
April 7, 8, 13 (T, W, M)	Adjourned sessions of Annual Town Meeting (Tuesday at 7:30 p.m., Wednesday at 7:30 p.m., and Monday at 7:30 p.m. as necessary)
April 20–24	Patriot’s Day (April 21) and school spring recess
Mon April 27	Annual Town Meeting follow-up with Town Counsel, Town Clerk, Town Administrator

Except for Town Meeting and Election, dates required by Town Code / State Law and dates for final submission of warrant articles, this schedule is subject to change.



ARTICLES SUBMITTED FOR ADMISSION TO WARRANT FOR ANNUAL TOWN MEETING

April 6, 2015

The following articles were submitted for consideration for inclusion in the Warrant for the Annual Town Meeting to begin on Monday, April 6, 2015. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.

RECOGNIZE CITIZENS AND EMPLOYEES FOR PARTICULAR SERVICE TO THE TOWN

Sponsored 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, 2015, subject to a minimum of 20 years of service; and
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 2014 Annual Town Meeting.

PAY PREVIOUS FISCAL YEAR UNPAID BILLS

Proposed by: Board of Selectmen

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.

CURRENT YEAR TRANSFERS

Sponsored by: Board of Selectmen

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, by borrowing, or 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.

OPEB FUNDING

Proposed by: Board of Selectmen, OPEB Advisory Committee

To determine whether the Town will vote to:

- a) authorize the transfer of \$200,289 from the following enterprise and revolving funds to the general fund:
- | | |
|------------------------|-----------|
| 1) Food Service | \$ 25,000 |
| 2) Children's Way | \$ 25,000 |
| 3) Pegasus | \$ 65,278 |
| 4) Building Use | \$ 16,699 |
| 5) Enrichment | \$ 7,590 |
| 6) Ice Hockey | \$ 4,554 |
| 7) Athletics | \$ 37,952 |
| 8) High School Parking | \$ 6,072 |
| 9) Instrumental Music | \$ 9,108 |
| 10) Transportation | \$ 3,036 |
- b) appropriate an aggregate amount of \$xx.xx to be deposited in the Town's Other Post-Employment Benefits Fund. The source of the funding shall be from the following enterprise and revolving funds:
- | | |
|--------------------------|----------|
| 1) Food Service | \$ xx.xx |
| 2) BASE | \$ xx.xx |
| 3) Children's Way | \$ xx.xx |
| 4) Full Day Kindergarten | \$ xx.xx |
| 5) Water | \$ xx.xx |
| 6) Transfer Station | \$ xx.xx |
| 7) Recreation | \$ xx.xx |
| 8) Pegasus | \$ xx.xx |
| 9) Building Use | \$ xx.xx |
| 10) Enrichment | \$ xx.xx |
| 11) Ice Hockey | \$ xx.xx |
| 12) Athletics | \$ xx.xx |
| 13) High School Parking | \$ xx.xx |
| 14) Instrumental Music | \$ xx.xx |
| 15) Transportation | \$ xx.xx |
- c) appropriate \$300,000 to be deposited in the Town's Other Post-Employment Benefits Fund and to 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.
-

These articles were submitted for consideration for inclusion in the Warrant for the Annual Town Meeting to begin on Monday, April 6, 2015. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.

FY 2016 OMNIBUS BUDGET

Sponsored by: Finance Committee

To determine what sum of money the Town will appropriate for the operation and expenses of the Town, including capital expenditures 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.

COMPENSATION FOR TOWN CLERK

Proposed by: Board of Selectmen

To determine whether the Town will vote to fix the salary and compensation of the elected Town Clerk, to be effective July 1, 2015, which salary and compensation is printed below.

SALARY SCHEDULE – TOWN CLERK

	<u>FY 2015</u>	<u>FY 2016</u>
Town Clerk	\$ 68,100	\$ 69,122

PERSONNEL BYLAWS AND WAGE & CLASSIFICATION PLAN

Sponsored by: Personnel Board

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 previously adopted by the Town.

RESCIND AUTHORIZED BUT UNISSUED DEBT

Proposed by: Board of Selectmen

To determine whether the Town will vote to rescind the \$ xx.xx remaining from the borrowing authorized at the town meetings listed.

TRANSFER DUDLEY WOODS PARCELS FOR PASSIVE RECREATION

Sponsored by: Board of Selectmen

To determine whether the Town will vote to authorize the Board of Selectmen, with approval of Town Counsel as to form, to transfer the *care*, custody, management and control of the parcels of land on Pond Drive in Wayland, Massachusetts, being part of the area known as “Dudley Woods” and shown as Parcels 47B-055A and 47B-056G on the plan entitled “Plan of Land in Wayland, Massachusetts Prepared for Doran Road-Dudley Pond Comprehensive Feasibility Study” dated September 30, 2010, prepared by the Town of Wayland, Town Surveyors Office which parcels of land are shown in Appendix ___, to the Recreation Commission for passive recreation purposes.

<p>These articles were submitted for consideration for inclusion in the Warrant for the Annual Town Meeting to begin on Monday, April 6, 2015. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.</p>
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ACQUIRE OPEN SPACE PARCEL IN SAGE HILL SUBDIVISION

Sponsored by: Board of Selectmen

To determine whether the Town will vote to:

- a.) authorize the Board of Selectmen, with approval of Town Counsel as to form, to acquire by purchase, gift, eminent domain or otherwise, for conservation purposes, the fee in the parcel of land located on Concord Road and Bow Road in Wayland, Massachusetts containing 3.51 acres of land, more or less, being shown as "Open Space" on a plan of land entitled "Definitive Subdivision Plan of 'Sage Hill' in Wayland, MA", dated February 26, 2010, prepared by Thomas Land Surveyors, and recorded with the Middlesex South Registry of Deeds as Plan No. 379 of 2010, a copy of which plan is on file in the Office of the Town Clerk;
- b.) appropriate \$1. 00 to be expended by the Board of Selectmen for the acquisition of said parcel of land; and
- c.) determine whether said appropriation shall be provided by taxation, transfer from unappropriated available funds, transfer from available funds

LAND AND EASEMENTS ACQUISITIONS FOR ROUTE 30 AND 27 INTERSECTION IMPROVEMENTS

Sponsored by: Board of Selectmen

To determine whether the Town will vote to:

- a.) authorize the Board of Selectmen, with approval of Town Counsel as to form, acquire by purchase, gift, eminent domain or otherwise, for roadway and utility purposes, the fee or any lesser interests in the parcels of land located at and near the Route 30-27 Intersection as shown on the plan entitled "COMMONWEALTH ROAD & MAIN STREET INTERSECTION IMPROVEMENTS MASSDOT PROJECT #601579- WAYLAND, MARIGHT-OF-WAY PLANS", dated November 25, 2014, prepared by TEC, Inc., a reduced of copy of which plans are attached to this warrant as Appendix ____ and filed in the office of the Town Clerk.
- b.) appropriate \$100.00 to be expended by the Board of Selectmen for the acquisition of said parcels of land or lesser interests therein; and
- c.) determine whether said appropriation shall be provided by taxation, transfer from unappropriated available funds, transfer from available funds appropriated for other purposes, by borrowing, or otherwise.

ACCEPT VALOR ACT TO ESTABLISH VETERANS PROPERTY TAX WORKOFF PROGRAM

Sponsored by: Board of Selectmen

To determine whether the Town will vote to:

- a.) accept the provisions of Massachusetts General Laws Chapter 59, Section 5N to establish a real property tax work off program for veterans; and

<p>These articles were submitted for consideration for inclusion in the Warrant for the Annual Town Meeting to begin on Monday, April 6, 2015. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.</p>
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b.) adjust the exemption said Section 5N by:

- (i) allowing an approved representative for persons physically unable to provide volunteer services to the town; or
- (ii) allowing the maximum reduction of the real property tax bill to be based on 125 volunteer service hours in a given tax year, rather than \$1,000.

INSPECTION TESTING AND MAINTENANCE OF PRIVATELY OWNED WATER BASED FIRE SUPPRESSION SYSTEMS

Proposed by: Board of Selectmen

To determine whether the Town will vote to accept the proposed bylaw:

Division 5, Fire Department Regulations.
New chapter, Chapter 500

Chapter 500 – Inspection, Testing, & Maintenance of Private Fire Hydrants and Underground and Exposed Piping

Section 1 – Purpose

The purpose of this chapter is to set requirements for the testing, inspection, and maintenance of privately owned fire hydrants and underground and exposed piping. It is the responsibility of the property owner to have all the hydrants and piping located on his/her property maintained, inspected, and tested in accordance with this regulation. This procedure is necessary in order to assure proper function of the fire hydrants located on the property.

Section 2 - Referenced Documents

NFPA Publication. National Fire Protection Association (“NFPA”), 1 Batterymarch Park, Quincy, MA 02169-7471.

NFPA 25, the Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protections Systems (current edition).

Section 3 - Definitions - As used in this section, the following terms shall have the meanings indicated:

Fire Hydrant

A water supply with valve connection(s) having outlet(s) to supply hose and fire department pumpers with water including standpipe connections.

Private Fire Hydrants

Private fire hydrants are those hydrants not owned, rented, or maintained by the Town of Wayland or any other governmental entity.

Underground and Exposed Piping

The supply piping connected to private fire hydrants.

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Section 3 – Responsibility

The property owner or designated representative is responsible for compliance with this bylaw.

Section 4 – Application

Fire hydrants shall be inspected, maintained, and tested in accordance with NPFA 25 (current edition).

The Wayland Fire Department reserves the right to inspect private fire hydrants for compliance with this bylaw.

Underground and exposed piping shall be inspected, maintained, and tested in accordance with NFPA 25 (current edition).

Copies of all records related to the hydrants and piping shall be forwarded to the Wayland Fire Department within 30 days of the inspection, maintenance, and/or tests.

The first round of inspection and maintenance procedures which shall include flow tests of the hydrants and piping and shall be completed within the time period April 15, 2016 - June 15, 2016. The records of the inspection, maintenance, and testing shall be filed with the Fire Chief at the Wayland Fire Department by July 15, 2016.

All subsequent yearly procedures shall take place in the time period between April 15 and June 15 of each year. Reports of the procedures shall be filed with the Fire Chief at the Wayland Fire Department by July 15, each year.

Section 5 – Violations

For any violation of this bylaw, the property owner will be assessed the following fines. Property owners will be notified of all fines assessed and must be paid within 30 days of notification.

\$50. Initially, for each violation. [This applies to each private fire hydrant. For instance, a subdivision with three hydrants in non-compliance with this bylaw would be assessed a fine of \$150.]

\$200. An additional \$200 fine will be assessed if the same violation(s) has (have) not been remedied after notification by the fire department and after a 30 day period.

\$300. If the same violation(s) is (are) not remedied after notification by the Fire Department during the next April 15 – June 15 time period. Failure to pay the fine within the prescribed time period will result in court action for violation of a Town bylaw or a municipal charges lien being placed on the subject real property pursuant to Massachusetts General Laws Chapter 40, Section 58, in the Middlesex County Registry of Deeds, South District, until the fine is paid.

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As an alternative to the assessment of fines through criminal process, violations of this bylaw may be enforced through civil disposition in the manner provided in Massachusetts General Laws Chapter 40, Section 21D. The Fire Chief or his designee shall be the enforcing person.

IMPLEMENT SOLAR ENERGY: POWER PURCHASE AND LICENSE AGREEMENT AND AUTHORIZATION FOR PILOT

Proposed by: Board of Selectmen

To determine whether the Town will vote to:

- a.) authorize the Board of Selectmen to execute an agreement with Ameresco, Inc. or an affiliate to purchase solar energy or net metering credits generated by solar photovoltaic power generation systems to be installed and operated by Ameresco on canopies located in parking lots at the High School, the Middle School, and the Town Building at 41 Cochituate Road, and on the roof of the new DPW building at 484 Boston Post Road, for a term of twenty years; and to enter into long-term license or lease of twenty-years with Ameresco for such Town properties; and/or act in any other manner in relation thereto, and **[check with town counsel on adequacy of location definitions]**
- b.) amend Section ____ of its General By-laws by inserting at the end of the section the following: *“Lease of Public Lands and/or buildings for the installation of solar photovoltaic power generation systems 20 years Purchase of power or net metering credits from solar photovoltaic power generation systems installed on land leased or licensed from the Town 20 years”* or take any other action relative thereto, and **[check with town counsel on the wording and necessity of this section]**
- c.) authorize the Board of Selectmen, pursuant to the provisions of M.G.L. c.59, §38H, to enter into a structured tax or payment in lieu of tax (PILOT) agreement with Ameresco, Inc. or an affiliate in connection with the solar photovoltaic power generating systems to be installed and operated by Ameresco on canopies located in parking lots at the Middle School, High School, the Town building, and on the new DPW Building rooflocated at 484 Boston Post Road upon such terms and conditions, as the Board of Selectmen shall deem to be in the best interest of the Town; or take any other action relative thereto.

WITHDRAW FROM MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT

Proposed by: Board of Selectmen

To determine whether the town will vote to rescind its acceptance of Massachusetts General Laws Chapter 71, Sections 16 through 161, inclusive to establish a regional vocational technical school district with the towns of Arlington, Belmont, Concord and Lexington and such of the towns of Acton, Boxborough, Carlisle, Lincoln, Sudbury, Stow, and Weston which voted to accept such sections, and the construction, maintenance and operation of a regional school by said district in accordance with a proposed agreement filed with the Board of Selectmen and to take all actions necessary to withdraw from said district.

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AMENDMENTS TO THE DISTRICT AGREEMENT FOR THE MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT

Proposed by: Board of Selectmen

To determine if the Town will vote, consistent with Section VII of the existing “Agreement with Respect to the Establishment of a Technical and Vocational Regional School District” for the Minuteman Regional Vocational School District, to accept the amendments to said Agreement which have been initiated and approved by a majority of the Regional School Committee on March 11, 2014 and which have been submitted as a restated “Regional Agreement” bearing the date of March 11, 2014 to the Board of Selectmen of each member town.

APPROPRIATE FUNDS FOR DUE DILIGENCE AND FEASIBILITY DESIGN FOR A PROPOSED COUNCIL ON AGING/COMMUNITY CENTER AT WAYLAND TOWN CENTER

Proposed by: Board of Selectmen

To determine whether the Town will vote to appropriate a sum of money to be expended under the direction of the Board of Selectmen for the purpose of confirming program requirements, conducting review of site conditions, identifying permitting needs, and creating conceptual/ schematic designs for a Council of Aging/Community Center building on the “municipal pad”, the parcels of land located on and off Boston Post Road (Route 20) and Andrew Avenue in Wayland Massachusetts shown as Lot 4-1, Parcel R-20-1, Parcel R-21 and Lot 8-1 on a plan entitled “Plan of Land in Wayland, MA”, dated December 12, 2013 prepared by Hancock Associates and recorded with the Middlesex South Registry of Deeds as Plan No. 1008 of 2013, a copy of which plan is on file in the Office of the Town Clerk. And, 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 borrowing under Massachusetts General Law Chapter 44 or other enabling authority, or otherwise, and to authorize the Town Administrator with the approval by the voters of the Town of Wayland to take any action necessary to carry out this program.

ACQUIRE MUNICIPAL PARCEL IN TOWN CENTER AND CONVEY ACCESS EASEMENT IN TOWN CENTER

Proposed by: Board of Selectmen

To determine whether the Town will vote to:

- a.) authorize the Board of Selectmen, with approval of Town Counsel as to form, to lease, as lessee, or acquire by purchase, gift, eminent domain or otherwise, for municipal purposes, the fee or any lesser interest in all or any part of the parcels of land located on an off Boston Post Road (Route 20) and Andrew Avenue in Wayland, Massachusetts shown as Lot 4-1, Parcel R-20-1, Parcel R-21 and Lot 8-1 on a plan entitled “Plan of Land in Wayland, MA”, dated December 12, 2013 prepared by Hancock Associates and recorded with the Middlesex South Registry of Deeds as Plan No. 1008 of 2013, a copy of which plan is on file in the Office of the Town Clerk;

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- b.) appropriate \$1.00 to be expended by the Board of Selectmen for the acquisition or lease of said parcels of land;
- c.) determine whether said appropriation shall be provided by taxation, transfer from unappropriated available funds, transfer from available funds appropriated for other purposes, by borrowing, or otherwise;
- d.) authorize the Wayland Wastewater Management District Commission, with the approval of Town Counsel as to form, to transfer to the Board of Selectmen an area of land comprising part of the westerly portion of the parcel of land on Elyssa Avenue, Wayland, Massachusetts shown as Parcel B on Land Court Plan 17983-I for the purpose of selling, conveying or otherwise disposing of an access easement on, over, across and through said area of land; and
- e.) authorize the Board of Selectmen, with the approval of Town Counsel as to form to convey, sell or otherwise dispose of an access easement on, over, across and through said area of land described in Paragraph d above.

FUND GLEZEN LANE TRAFFIC CONTROL MEASURES

Proposed by: Board of Selectmen

To determine whether the Town will vote to appropriate a sum of money to be expended by the Board of Public Works for the costs of design and construction of traffic control measures and improvements to Glezen Lane; 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 under Massachusetts General Laws Chapter 44 or other enabling authority, or otherwise.

ACCEPT CHAPTER 390 OF THE ACTS OF 2014 TO ESTABLISH A TAX TITLE COLLECTION REVOLVING FUND

Proposed by: Board of Selectmen

To determine whether the Town will vote to accept the provisions of Chapter 390 of the Acts of 2014 to establish a tax title collection revolving fund.

CREATE CHAPTER 44 SECTION 53 F 1/2 RECREATION ENTERPRISE FUND

Proposed by: Board of Selectmen

To see if the town will accept the provisions of Chapter 44, Section 53F ½ of the Massachusetts General Laws establishing recreation as an enterprise fund effective fiscal year 2016.

CREATE CHAPTER 44 SECTION 53D RECREATION REVOLVING FUND

Proposed by: Board of Selectmen

To see if the town will accept the provisions of Chapter 44, § 53 D of the Massachusetts General Laws establishing recreation as an revolving fund effective fiscal year 2016.

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FUND PAYMENT IN LIEU OF SEWER BETTERMENT ASSESSMENT FOR TOWN OWNED BUILDINGS

Proposed by: Board of Selectmen

To determine whether the Town will vote to appropriate a sum of money to be expended by the Board of Selectmen for a payment in lieu of a betterment assessment relative to the new Town-owned wastewater treatment plant for sewer capacity at said plant to connect a Town-owned building or buildings thereto; and 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 borrowing under Massachusetts General Law Chapter 44 or other enabling authority, or otherwise.

RESOLUTION REGARDING ESCO PROJECT CHANGES

Proposed by: Board of Selectmen

To determine whether the Town will vote to adopt a resolution in support of changes to the ESCO project described at the 2014 Annual Town Meeting.

AMEND CHAPTER 193 – STORMWATER AND LAND DISTURBANCE BYLAW

Proposed by: Conservation Commission

Chapter 193

STORMWATER AND LAND DISTURBANCE

§ 193-1. Purposes and objectives.

§ 193-2. Definitions.

§ 193-3. Authority.

§ 193-4. Applicability.

§ 193-5. Administration.

§ 193-6. Procedures.

§ 193-7. Enforcement.

§ 193-8. Severability.

[HISTORY: Adopted by the Annual Town Meeting of the Town of Wayland 4-10-2008 by Art. 25. Amendments noted where applicable.]

GENERAL REFERENCES

Wetlands and water resources protection -See Ch. 194.

Zoning -See Ch. 198

~~Aquifer Protection District – See Ch. 300~~

Aquifer Protection District – See Ch. 198, Art 16.

Site plan review and approval -See Ch. 302.

Subdivision of land -See Ch. 303.

§ 193-1. Purposes and objectives.

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A. The purpose of this chapter is to:

- (1) Protect the quantity and quality of water recharge to the Town's water supply aquifers;
- (2) Protect cold water fisheries and other designated outstanding water resources from discharges of toxic pollutants, nutrients, and temperature changes;
- (3) Protect and enhance wildlife habitat;
- (4) Protect streams, rivers, and private property from additional flood damage from changed flow patterns;

B. This chapter seeks to implement these goals through the following objectives:

- (1) Complement and expand upon the requirements of state and federal statutes and regulations relating to stormwater and illicit discharges;
- (2) Establish provisions for long-term responsibility for and maintenance of structural stormwater control facilities/devices and nonstructural stormwater management practices to ensure they continue to function as designed, are maintained, and pose no threat to public safety;
- (3) Ensure that soil erosion control measures, sedimentation control measures and stormwater runoff control practices are incorporated into the site planning and design process and are implemented and maintained;
- (4) Require that new development and redevelopment maintain the pre-development hydrologic characteristics in the post-development state as nearly as practicable in order to reduce flooding, stream bank erosion, non-point source pollution, to maintain the integrity of stream channels and aquatic habitats and to provide protection from property damage.
- (5) Establish minimum design criteria for the protection of properties and aquatic resources downstream from land development and land conversion activities from damages due to increases in volume, velocity, frequency, duration and peak flow rate of stormwater runoff; establish minimum design criteria for BMP measures to minimize point and non-point source pollution from stormwater runoff which would otherwise degrade water quality;
- (6) Control the volume and rate of stormwater runoff resulting from land disturbance activities; establish minimum post-development stormwater management standards and design criteria for the regulation and control of stormwater runoff quantity and quality; establish minimum design criteria for the protection of properties and aquatic resources downstream from land development, redevelopment and land conversion activities from damages due to increases in volume, velocity, frequency, duration and peak flow rate of stormwater runoff;
- (7) Establish minimum design criteria for BMP measures to minimize point and non-point source pollution from stormwater runoff which would otherwise degrade water quality;
- (8) Require that there be no increase in post-development discharge from storm drainage systems or any other changes in post-development conditions that alter the post-development watershed boundaries;
- (9) Require that all catch basin discharge points or other point source discharge points shall be designed with structures to disperse stormwater energy;
- (10) Encourage the use of non-structural stormwater management and low-impact stormwater site design standards such as reducing impervious cover and the preservation of open space

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- and other natural areas;
- (11) Require practices to control waste such as discarded building materials, truck washouts, chemicals, litter and sanitary waste at construction sites that may cause adverse impacts to water quality;
 - (12) Ensure compliance with the provisions of this bylaw through inspection, monitoring and enforcement;
 - (13) Establish provisions to ensure there is an adequate funding mechanism, including a performance guarantee, for the proper review, inspection and long-term maintenance of stormwater facilities implemented as part of this chapter;
 - (14) Establish administrative procedures and fees for the submission, review, approval or disapproval of stormwater management plans, and for the inspection of approved active projects, and long-term follow up.
- C. Nothing in this chapter is intended to replace the requirements of Chapter 194 of the Town Code, the Town's Wetlands and Water Resources Bylaw, or any other bylaw that may be adopted by the Town.

§ 193-2. Definitions.

The following definitions shall apply in the interpretation and implementation of this chapter.

~~ALTER Any activity which will measurably change the ability of a ground surface area to absorb water or will change existing surface drainage patterns.~~

ALTER shall include, but is not limited to, one or more of the following actions upon areas described in this Bylaw:

The removal, excavation or dredging of soil, sand, gravel or aggregate material of any kind;

The changing of pre-existing drainage characteristics, flushing characteristics, salinity distribution, sedimentation patterns, flow patterns and flood storage retention areas;

The drainage or disturbance of the water level or water table, the dumping, discharging or filling with any material or drainage which could degrade the water quality;

The driving of piles, erection of buildings or structures of any kind;

The placing of obstructions, including docks and piers, whether or not they interfere with the flow of water;

The destruction of plant life, including the cutting of trees;

The changing of water temperature, biochemical oxygen demand and other natural characteristics of the receiving water;

Any activity, change or work which pollutes or degrades the quality of any stream, body of water, wetland, buffer zone, or water resource area whether located in or out of the Town of Wayland;

The flowage of water, piped or otherwise channelized, through irrigation or other unnatural means into or onto any wetlands, buffer zones, and related water resources.

AUTHORIZED ENFORCEMENT AGENCY - The Wayland Conservation Commission, hereinafter the Commission, its employees or agents designated to enforce this chapter.

BEST MANAGEMENT PRACTICE (BMP) - Structural, nonstructural and managerial techniques

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that are recognized to be the most effective and practical means to prevent and/or reduce increases in stormwater volumes and flows, reduce point source and non-point source pollution, and promote stormwater quality and protection of the environment.

- A. Structural BMPs are devices that are engineered and constructed to provide temporary storage and treatment of stormwater runoff.
- B. Nonstructural BMPs use natural measures to reduce pollution levels, do not require extensive construction efforts, and/or promote pollutant reduction by eliminating the pollutant source.

BETTER SITE DESIGN - Site design approaches and techniques that can reduce a site's impact on the watershed through the use of nonstructural stormwater management practices. Better site design includes conserving and protecting natural areas and open space, reducing impervious cover, and using natural features for stormwater management.

CLEARING - Any activity that removes the vegetative surface cover.

CONSTRUCTION AND WASTE MATERIALS - Excess or discarded building or site materials, including but not limited to concrete truck washout, chemicals, litter and sanitary waste at construction sites that may adversely impact water quality.

DEVELOPMENT - The modification of land to accommodate a new use or expansion of an existing use, usually involving construction.

DISCHARGE - A general outflow term including flow from a pipe into a stream, or from a stream to a body of water.

- A. **DISCHARGE POINT** -The outlet of a pipe or a particular location along a stream.
- B. **DISCHARGE (FLOW) RATE** - Volume of water passing a particular point in a given time.
- C. **DISCHARGE (FLOW) VOLUME** - Includes both sheet runoff and point source discharges from pipes or stream channels.

EROSION - The wearing away of the land surface by natural or artificial forces such as wind, water, ice, gravity, or vehicle traffic and the subsequent detachment and transportation of soil particles.

EROSION AND SEDIMENTATION CONTROL PLAN - A document containing narrative, drawings and details developed by a qualified professional engineer (PE) or a Certified Professional in Erosion and Sedimentation Control (CPESC), which includes best management practices, or equivalent measures designed to control surface runoff, erosion and sedimentation during pre-construction and construction related land disturbance activities.

ILLICIT DISCHARGE - Any direct or indirect discharge to the municipal separate storm sewer system and municipal storm drain system that is not composed entirely of stormwater, except for projects exempted by this Bylaw or regulations issued thereunder. The term does not include a discharge in compliance with an NPDES stormwater discharge permit or resulting from fire-fighting activities.

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INFILTRATION - The movement of water downward into the soil. Infiltration is important to replenishing the groundwater.

IMPERVIOUS SURFACE - Any material or structure on or above the ground that prevents water infiltration to the underlying soils. “Impervious surface” includes without limitation roads, paved parking lots, sidewalks, stone patios, decking, and rooftops.

LAND-DISTURBING ACTIVITY - Any activity including clearing, the removal of trees and other vegetation that causes a change in the position or location of soil, sand, rock, gravel, or similar earth material.

LAND USE CONVERSION ACTIVITY - Any activity which will measurably change the ability of a ground surface area to absorb water or will change existing surface drainage patterns.

LOCAL GENERAL PERMIT - Work permitted by right under this chapter, providing that there is an approved erosion and sediment control plan for the land disturbing activity.

MASSACHUSETTS STORMWATER MANAGEMENT POLICY- The policy issued by the Department of Environmental Protection, and as amended, that coordinates the requirements prescribed by state regulations promulgated under the authority of the Massachusetts Wetlands Protection Act, MGL c. 131, § 40, and the Massachusetts Clean Waters Act, MGL c. 21, §§ 23 through 56.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) or MUNICIPAL STORM DRAIN SYSTEM - The system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the Town of Wayland.

NATURAL VEGETATED STATE- Ground cover of native plants species and other trees, shrubs, and/or grasses that is not mowed more than twice a year.

NEW DEVELOPMENT - Any construction or land disturbance of a parcel of land that is currently in a natural vegetated state and does not contain alteration by man-made activities.

NPDES PERMIT – National Pollutant Discharge Elimination System, a permit program of the Clean Water Act administered by the Environmental Protection Agency, Region I for the Commonwealth of Massachusetts.

NON-POINT SOURCE POLLUTION - Pollution from many diffuse sources caused by rainfall or snowmelt moving over and through the ground. As the runoff moves, it picks up and carries away natural and human-made pollutants, finally depositing them into water resource areas.

OPERATION AND MAINTENANCE PLAN (O & M) Plan: A plan setting up the functional, financial, and organizational mechanisms for the ongoing operation and maintenance of a stormwater

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management system to ensure that it continues to function as designed.

OUTFALL- A pipe or conduit discharging water.

OWNER - A person with a legal or equitable interest in property.

POST-DEVELOPMENT - The conditions that reasonably may be expected or anticipated to exist after completion of the land development activity on a specific site or tract of land. Post-development refers to the phase of a new development or redevelopment project after completion and does not refer to the construction phase of the project.

PRE-CONSTRUCTION - All activity in preparation for construction.

RECHARGE - The replenishment of underground water reserves.

REDEVELOPMENT - Any ground surface disturbing construction, alteration, demolition, or improvement of a parcel of land that currently lacks a natural vegetated state and contains alterations by man-made activities.

RUNOFF- Water from precipitation, rainfall, snowmelt, or irrigation, which flows broadly over the ground surface as opposed to a channel. Also called “stormwater runoff” or “direct runoff.”

- A. **RUNOFF VOLUME** - The total volume of water that occurs as direct runoff from a given rainfall event.
- B. **RUNOFF RATE**-The volume of water passing a particular point in a given period of time, often expressed as cubic feet per second.
- C. **TOTAL RUNOFF** -Includes both sheet or non-point runoff (water flowing over the ground and point sources from stream channels/pipes).

SEDIMENT - Mineral or organic soil material that is transported by wind or water from its origin to another location; the product of erosion processes.

SEDIMENTATION - The process or act of deposition of sediment.

SITE - Any lot or parcel of land or area of property where land-disturbing activities are, were, or will be performed.

SLOPE - The incline of a ground surface expressed as a ratio of horizontal distance to vertical distance.

SOIL - Any earth, sand, rock, gravel, or similar material.

STABILIZATION - The use, singly or in combination, of mechanical, structural, or vegetative methods, to prevent or retard erosion.

STORMWATER – ~~Stormwater~~ Runoff from precipitation or snowmelt runoff, and surface water

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runoff and drainage.

STORMWATER MANAGEMENT PERMIT (SMP) - The permit issued following a review on an application, plans, calculations and other supporting documents, which is designed to protect the environment of the Town of Wayland from deleterious effects of uncontrolled and untreated stormwater runoff.

STRIP - Any activity that removes vegetative ground surface cover, including, but not limited to, tree removal, clearing, grubbing, and storage or removal of topsoil.

TOTAL SUSPENDED SOLIDS (TSS) - A measure of the sediments in a unit volume of water. Small particles of mineral and organic matter that are suspended within water runoff. TSS does not include sediment fractions larger than two millimeters in size.

VERNAL POOL - “Vernal pool” shall include, in addition to any vernal pool certified by the Massachusetts Division of Wildlife and Fisheries Natural Heritage and Endangered Species Program (NHESP), any confined basin or depression not occurring in existing lawns, gardens, landscaped areas, or driveways, which normally holds water for a minimum of two continuous months during the spring and/or summer, contains at least 200 cubic feet of water at some time during most years, is free of adult predatory fish populations, and provides essential breeding and rearing habitat functions for amphibian, reptile, or other vernal pool community species.

WATERCOURSE - A natural or man-made channel through which water flows or a stream of water, including a river, brook, or underground stream.

WATERS OF THE COMMONWEALTH – All waters within the jurisdiction of the Commonwealth, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, estuaries, wetlands, coastal waters, and groundwater.

WAYLAND’S WETLANDS AND WATER RESOURCES PROTECTION BYLAW- Chapter 194 of the Town Code.

WETLAND RESOURCE AREA - Areas specified in the Massachusetts Wetlands Protection Act and/or in Wayland’s Wetlands and Water Resources Bylaw.

WETLANDS - ~~“Wetland” means a~~Wet meadows, marshes, swamps, bogs, and other areas where groundwater, flowing or standing surface water or ice provide a significant part of the supporting substrate for a hydrophilic plant community, or emergent and submergent plant communities in inland waters.

§ 193-3. Authority.

This chapter is adopted under authority granted by the Home Rule Amendment of the Massachusetts Constitution.

§ 193-4. Applicability.

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- A. This chapter shall apply to all new development and redevelopment within the Town of Wayland, including, but not limited to, site plan applications, subdivision applications, grading applications, land use conversion applications, any activity that is likely to result in an increased amount of stormwater runoff or pollutants flowing from a parcel of land, or any activity that is likely to alter the drainage characteristics of a parcel of land, unless exempt pursuant to § 193-4B of this chapter. A ~~stormwater management permit~~ (SMP) shall be required for all new development and redevelopment regulated by this chapter.
- B. Exemptions. No person shall alter land within the Town of Wayland without having obtained ~~an stormwater management permit~~ (SMP) for the property, except for the following activities:
- (1) Any activity ~~in the Aquifer Protection District~~ that will either disturb an area not ~~to~~ exceeding 5,000 square feet or 10% of the lot area, whichever is less;
 - (2) Any activity that will create new impervious surface or increase existing impervious surfaces less than not to exceeding 500 square feet;
 - (3) Normal maintenance and improvement of land in agricultural use as defined in 310 CMR 10.04 and MGL c. 40A, § 3;
 - (4) Construction and repair of septic systems when required and approved by the Board of Health for the protection of public health and in compliance with Massachusetts Title V requirements, providing no other local permit is needed and the applicant has implemented a soil erosion plan that includes the use of sediment barriers, temporary and permanent soil stabilization specifications, and containment of erodible materials;
 - (5) Projects wholly within the jurisdiction of the ~~Conservation~~ Commission and requiring an Order of Conditions pursuant to the Wetlands Protection Act and/or a wetlands permit pursuant to Chapter 194 of the Town Code;
 - (6) Construction activities associated with utilities (gas, water, electric, telephone, fiber-optic cable) other than drainage, which will not permanently alter terrain, ground cover or drainage patterns;
 - (7) Emergency repairs to any stormwater management facility or practice that poses a threat to public health or public safety or as deemed necessary by the ~~Conservation~~ Commission;
 - (8) Any work or projects for which all necessary approvals and permits have been issued prior to the effective date of this chapter;
 - (9) Construction or reconstruction of an existing stonewall and all other retaining walls less than 12 feet in length that will not deter drainage or runoff;
 - (10) The construction of any fence that will not alter existing terrain or drainage patterns;
 - (11) The repair or replacement of an existing roof of a single-family dwelling;
 - (12) Municipal activities for public safety or public health such as water line flushing, street sweeping and dye testing, provided notification is given to the Authorized Enforcement Agency.

§ 193-5. Administration.

- A. The Conservation Commission shall administer, implement and enforce this chapter.
- B. Stormwater regulations. The ~~Conservation~~ Commission may adopt, and periodically amend, rules and regulations relating to the terms, conditions, definitions, enforcement, application

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and inspection fees, procedures and administration of this chapter by majority vote of the ~~Conservation~~ Commission, after conducting a public hearing to receive comments on any proposed revisions. Such hearing date shall be advertised in a newspaper of general local circulation, at least seven days prior to the hearing date. After public notice and public hearing, the ~~Conservation~~ Commission may promulgate rules and regulations to effectuate the purposes of this bylaw.

- C. Waiver: The ~~Conservation~~ Commission may waive strict compliance with any requirement of this chapter or the rules and regulations promulgated hereafter, where such action:
- (1) Is allowed by federal, state and local statutes and/or regulations;
 - (2) Is in the public interest; and
 - (3) Is not inconsistent with the purpose and ~~interest~~ objectives of this chapter.

§ 193-6. Procedures,

Permit procedures and requirements shall be defined and included as part of any rules and regulations promulgated as permitted under § 193-5 of this ~~b~~Bylaw.

§ 193-7. Enforcement.

The Conservation Commission or an authorized agent of the ~~Conservation~~ Commission shall enforce this chapter, regulations, orders, violation notices, and enforcement orders, and may pursue all civil (noncriminal) and criminal remedies for such violations.

§ 193-8. Severability.

The invalidity of any section, provision, paragraph, sentence, or clause of this chapter shall not invalidate any section, provision, paragraph, sentence, or clause thereof, nor shall it ~~inviolate~~ invalidate any permit or determination that previously has been issued.

SET ASIDE COMMUNITY PRESERVATION FUNDS FOR LATER SPENDING

Proposed by: Community Preservation Committee

To determine whether the Town will vote to set aside from the Community Preservation Act Fund's uncommitted funds for later spending:

- a.) \$95,897 for open space, but not including land for recreational use, \$95,897 for historic resources, and \$95,897 for community housing pursuant to Massachusetts General Laws Chapter 44B, Section 6 for FY 2016;
- b.) \$123,391 for open space, but not including land for recreational use, \$163,305 for historic resources, and \$141,897 for community housing pursuant to Massachusetts General Laws Chapter 44B, Section 6 for underfunding of FY2007, FY2008, FY2010-FY2014;
- c.) \$25,000 for administrative expenses; and,
- d.) \$250,000 for historic resources.

<p>These articles were submitted for consideration for inclusion in the Warrant for the Annual Town Meeting to begin on Monday, April 6, 2015. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.</p>
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SET ASIDE FOR LATER SPENDING \$2 MILLION FOR OPEN SPACE

Proposed by: Community Preservation Committee

To determine whether the Town will vote to set aside for later spending \$2 million for Open Space purposes to be transferred from the uncommitted fund to the Open Space Fund of the Community Preservation Fund.

TRANSFER COMMUNITY HOUSING FUNDS TO WAYLAND MUNICIPAL AFFORDABLE HOUSING TRUST FUND

Proposed by: Community Preservation Committee

To determine whether the Town will vote to transfer funds in the amount of \$397,794 from the Community Housing Fund of the Community Preservation Act Fund to the Wayland Municipal Affordable Housing Trust Fund.

APPROPRIATE FUND TO CREATE STEWARDSHIP AND LAND MANAGEMENT PLANS FOR CONSERVATION LAND

Proposed by: Community Preservation Committee

To determine whether the Town will vote to:

- a.) appropriate a sum of money not to exceed \$35,000 to create a town-wide stewardship report of conservation land and land management plans for Heard Farm and other town-owned conservation resources as determined by the Conservation Commission;
 - b.) determine whether said appropriation shall be provided by taxation, transfer from un-appropriated available funds, transfer from available funds appropriated for other purposes, by borrowing, or otherwise, provided not more than \$35,000 of the funds so appropriated shall be transferred from the Community Preservation Fund's Open Space Fund.
-

ACQUIRE LAND AND HOUSE AT 246 STONEBRIDGE ROAD

Proposed by: Community Preservation Committee

To determine whether the Town will vote to:

- a.) appropriate a sum of money not to exceed \$342,000 to be expended to purchase the property at 246 Stone Bridge Road (Map and Parcel 41-001) and demolish the existing house;
 - b.) determine whether said appropriation shall be provided by taxation, transfer from un-appropriated available funds, transfer from available funds appropriated for other purposes, by borrowing, or otherwise, provided not more than \$342,000 of the funds so appropriated shall be transferred from the Community Preservation Fund's Open Space Fund.
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APPROPRIATE FUNDS TO STABILIZE TWO ARCHES OF STONE'S BRIDGE

Proposed by: Community Preservation Committee

To determine whether the Town will vote to:

- a.) appropriate a sum of money up to \$480,000 to be expended on the Stone's Bridge stabilization project;
- b.) determine whether said appropriation shall be provided by taxation, transfer from un-appropriated available funds, transfer from available funds appropriated for other purposes, by borrowing, or otherwise; provided not more than \$480,000 of the funds so appropriated shall be transferred from the Community Preservation Fund's Historic Preservation Fund if available and uncommitted fund if necessary.

CONSTRUCT RAIL-TRAIL IN WAYLAND

Proposed by: Community Preservation Committee

To determine whether the Town will vote to:

- a.) appropriate a sum of money not to exceed \$445,000 to be expended on the construction of the rail-trail along the old Massachusetts Central Railroad line in Wayland.
- b.) determine whether said appropriation shall be provided by taxation, transfer from un-appropriated available funds, transfer from available funds appropriated for other purposes, by borrowing, or otherwise, provided not more than \$445,000 of the funds so appropriated shall be transferred from the Community Preservation Fund's Uncommitted Fund for this Recreation project.

DESIGN OF A MULTI-USE GRASS PLAYING FIELD AT OXBOW MEADOWS (FORMER NIKE SITE)

Proposed by: Community Preservation Committee

To determine whether the Town will vote to:

- a.) appropriate a sum of money not to exceed \$20,000 for the purpose of engaging a professional firm to prepare a design for a grass playing field at Oxbow Meadows;
- b.) determine whether said appropriation shall be provided by taxation, transfer from un-appropriated available funds, transfer from available funds appropriated for other purposes, by borrowing, or otherwise, provided not more than \$20,000 of the funds so appropriated shall be transferred from the Community Preservation Fund's uncommitted funds for recreational use.

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DESIGN AND CONSTRUCT TRAILS AND SIGNAGE AT DUDLEY WOODS

Proposed by: Community Preservation Committee

To determine whether the Town will vote to:

- a.) appropriate a sum of money not to exceed \$85,000 to be expended on the design and construction of trails and signs at Dudley Woods.
- b.) determine whether said appropriation shall be provided by taxation, transfer from un-appropriated available funds, transfer from available funds appropriated for other purposes, by borrowing, or otherwise, provided not more than \$85,000 of the funds so appropriated shall be transferred from the Community Preservation Fund's uncommitted balance for Recreational Use Fund.

AUTHORIZATION FOR THE TOWN OF WAYLAND TO GRANT AN ADDITIONAL LICENSE FOR THE SALE OF ALL ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES

Proposed by: Petitioners

To determine whether the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth pursuant to the Provisions of Clause (1) of Section 8 of Article 2 of the Amendments to the Constitution of the Commonwealth of Massachusetts and all other applicable laws for a Special Law, substantially in the following form, or to take any action relative thereto.

AN ACT AUTHORIZING THE TOWN OF WAYLAND TO GRANT AN ADDITIONAL LICENSE FOR THE SALE OF ALL ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES.

*Be it enacted by the Senate and House of Representatives in General Court assembled,
and by the authority of same as follows:*

SECTION 1.

- (a) Notwithstanding section 17 of Chapter 138 of the General Laws, the licensing authority of the Town of Wayland may grant an additional license for the sale of all alcoholic beverages not to be drunk on the premises pursuant to section 15 of said Chapter 138, to Eastbrook, Inc., located at 87 Andrews Avenue, Wayland, Massachusetts. The license shall be subject to said Chapter 138, except said section 17;
- (b) Upon the issuance of the license authorized by this act, Eastbrook, Inc. shall surrender to the licensing authority the license currently held for the sale of wines and malt beverages not to be drunk on the premises;
- (c) The licensing authority shall not approve the transfer of the license to any other location, but it may grant the license to a new applicant at the same location if the applicant files with the licensing authority a letter from the Department of Revenue and the department of unemployment assistance indicating that the licensee is in good standing with those entities, and that all applicable taxes have been paid;
- (d) If the license granted under this act is cancelled, revoked, or no longer in use, it shall be physically returned with all legal rights, privileges and restrictions pertaining thereto, to the licensing authority,

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which may then grant the license to a new applicant at the same location and under the same conditions as specified in this act.

SECTION 2.

This action shall take effect upon its passage.

AMEND BYLAW RE: RECONSIDERATION OF ARTICLES BY TOWN MEETINGS

Proposed by: Petitioners

To determine whether the Town will vote to amend its General Bylaws relative to reconsideration of articles by town meetings, Town Code Section 36-10, as follows:

[Key to changes: underlining denotes additions; ~~strike through~~ denotes deletions]

If an article of the warrant has once been acted upon and disposed of, a motion to return to the article may be made at any time, if the Moderator determines that the person offering the motion discloses significant new information to the town meeting concerning said article, which existed but had not been disclosed or made available to the meeting when the motion under that article was debated; provided, however, that debate and action on said motion shall be deferred until all other articles shall have been disposed of. In any event, a ~~two-thirds~~ four-fifths vote shall be required for approval of a motion to return to an article.

AMEND CHAPTER 36 OF THE CURRENT BYLAWS

Proposed by: Petitioners

To determine whether the Town will vote to amend § 36-1 of the Code of the Town of Wayland titled “Town meeting and election” by changing the start date of annual Town meeting as follows:

[Key to changes: underlining denotes additions; ~~strike throughs~~ denotes deletions]

“§ 36-1. Town meeting and election.

The annual Town meeting shall commence on ~~a day between April 1 and May 15 inclusive~~ the fourth Thursday in April, or as soon thereafter as possible, as ordered by the Selectmen. The election of Town officers and the determination of all matters placed on the official ballot at such election shall take place within seven days, but no fewer than two days, before the annual Town meeting. In addition to the warrant required by MGL c. 39, § 9A, the Selectmen shall cause notice of the time and place(s) of each annual and special Town meeting and each annual and special election (1) to be published in a newspaper of general circulation in Wayland no later than the date fixed by them for the closing of the warrant pursuant to § 36-3 below and (2) to be posted on the Town sign boards. Such notice shall be posted on the Town sign boards commencing at least two weeks prior to the election and Town meeting and shall remain posted until the election is held and Town meeting is concluded.”

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INCREASE WATER RATES FOR HIGH DENSITY HOUSING

Proposed by: Petitioners

To determine whether the Town will vote to raise water rates for developments which exceed 12 bedrooms. The BOPW has ability to grant exceptions to this bylaw.

TOWN WILL ENFORCE LOWEST SPEED LIMIT ALLOWED BY LAW

Proposed by: Petitioners

To determine whether the Town will vote to: Along densely settled sections of roadway, the town will add and/or remove signage to allow the town to enforce the lowest speed limit allowed by state law.

PROHIBIT ROADSIDE DISTRIBUTION OF PHONE BOOKS AND ADVERTISING

Proposed by: Petitioners

To determine whether the Town will vote to amend the Code of the Town of Wayland, Chapter 139 or wherever appropriate, by adding thereto the following subsection:

No person shall systematically distribute advertising or leaflets to dwellings throughout Wayland by tossing from a vehicle or affixing to mailboxes. Articles such as telephone books or advertising flyers distributed in this manner shall be considered litter.

RESOLUTION TO CONTINUE ELECTRONIC VOTING THROUGH FY2019

Proposed by: Petitioners

To determine whether the Town will vote to:

LET IT BE RESOLVED, that Town Meeting endorses the use of an electronic voting service for all sessions of all town meetings through fiscal year 2019, subject to Moderator's rules, and requests the Board of Selectmen and Finance Committee to include sufficient funding in the FY2017, FY2018, and FY2019 Omnibus Budget articles presented at the 2016, 2017, and 2018 Annual Town Meetings.

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.

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SELL OR TRADE VEHICLES AND EQUIPMENT

Proposed by: Board of Selectmen

To determine whether the Town will vote to authorize the Board of Selectmen to sell or otherwise dispose of the following surplus vehicles, equipment, or other personal property in connection with the purchase of new vehicles, equipment, or other personal property.

ACCEPT GIFTS OF LAND

Proposed by: Board of Selectmen

To determine whether the Town will vote to accept real property or interests in real property which have been tendered to it as a gift, by devise, or otherwise.

HEAR REPORTS

Sponsored 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
 - Energy Initiatives Advisory Committee
 - OPEB Advisory Committee
 - Youth Advisory Committee
-

These articles were submitted for consideration for inclusion in the Warrant for the Annual Town Meeting to begin on Monday, April 6, 2015. Please note these articles are not in their final order, and are subject to nonsubstantive revisions between now and the time the Warrant is finalized.

ANNUAL TOWN MEETING WARRANT 2015

THE MODERATOR'S RULES AND REGULATIONS GOVERNING WAYLAND'S TOWN MEETINGS

The following information may help you to participate fully in Wayland's town meetings, which have been held each year since 1639:

I. THE WARRANT

This booklet, which includes the Warrant for Wayland's Town Meeting, was compiled by the Selectmen and served upon all residents by mail and by posting in accordance with applicable provisions of the Code of the Town of Wayland. It contains the agenda of the subjects to be acted upon (articles), including the omnibus budget proposed (if this is an annual meeting), the report and recommendations of the Finance Committee, and additional information concerning the finances and administration of the Town to help us formulate our votes.

No action of this Town Meeting will be valid unless it shall have been taken under an article set forth in the Warrant.

Each article will be considered in the order in which it appears on the Warrant, unless the meeting shall have voted to do otherwise by a TWO-THIRDS vote.

II. THE VOTERS

A. All residents of Wayland, who have been duly registered as voters, are urged to attend, participate, debate and vote at all annual and special town meetings subject to laws of the Commonwealth of Massachusetts, the Bylaws of the Town and these rules and regulations.

B. The Town Administrator, Assistant Town Administrator, Police Chief, Fire Chief, Finance Director, Director of Public Works, Public Buildings Director and Superintendent of Schools, shall have the right to attend and sit on the floor of town meetings, but they shall not be considered in determining the presence of a quorum unless they are registered voters of the Town.

C. All other persons, including members of the press, may attend and observe Wayland's town meetings so long as they remain seated in the special section reserved for non-residents, unless the Moderator shall have authorized them to sit among the registered voters. And see paragraph IV.B.3 below.

D. A registered voter may bring his or her child(ren) to sit among the voters so long as the child(ren) sit(s) quietly beside his or her parent at all times.

III. THE MODERATOR

The Moderator is elected by ballot for a three year term at the annual election of town officers to preside at all Town meetings during his or her term of office and is authorized by state law to regulate the proceedings, decide all questions of order and make public declaration of all votes, subject to the Bylaws that Wayland has enacted to regulate the proceedings of town meetings. All rulings of the Moderator are final.

IV. THE MEETING

A. The Call to Order

1. The Moderator will call each session of town meeting to order at 7:30 p.m., or as soon thereafter as the Town Clerk has determined that a quorum of one hundred (100) registered voters has been checked into the hall.

2. The Moderator will announce the number of each article about to be considered and invite a motion thereunder; the Moderator will omit the reading of the articles, unless a MAJORITY of the meeting shall vote otherwise.

B. To Address the Town Meeting

1. No person may address a town meeting until and unless he or she shall have been recognized by the Moderator. All persons shall, at the request of the Moderator, be silent.

2. All persons, who wish to be recognized, shall approach one of the three microphones placed at the front of the room, which most closely reflects the purpose for which they seek recognition:

- a. The Procedural Microphone (in the middle) will be available to those who have been recognized by the Moderator and wish to offer:
 - 1) The main motion under the article being considered and a presentation in support thereof;
 - 2) The principal presentation in opposition to the main motion. See paragraph IV.C.2.a, below;
 - 3) An amendment to a main motion;
 - 4) A question seeking information concerning the motion or other matter then under discussion, or guidance from the Moderator as to procedure, including a point of order;
 - 5) An answer to a question seeking information; and
 - 6) A point of order or procedural motion, such as:
 - a) a motion to terminate debate;
 - b) a motion challenging the Moderator's declaration of a vote;
 - c) a motion questioning the presence of a quorum; and
 - d) a motion to adjourn.
- b. The "Pro" Microphone will be available to those persons recognized by the Moderator who wish to speak in support of a motion on the floor.
- c. The "Con" Microphone will be available to those persons recognized by the Moderator who wish to speak in opposition to a motion on the floor.

The Moderator will normally recognize those persons, who are standing behind or seated near each microphone in a single file, in the order of their entry into that file, alternating between the Pro and the Con mikes; but reserves the right to recognize any person at any time, including a person who has not approached a mike, a person who is handicapped or a person who has risen to a point of order. Any person whose remarks are not consistent with the purpose of the microphone that he has been permitted to use, shall yield the floor upon request of the Moderator.

3. Those individuals granted the right to sit on the floor under Section II B above, if non-residents, shall have the right to answer questions, but they do not have the right to vote unless they are registered voters of the Town.

4. If a person, who has not registered to vote, seeks permission to address the meeting, the Moderator will ask whether there are any objections. If there are any, he will immediately call for a vote. If the majority shall vote to hear the non-resident, the Moderator will give him/her the floor.

C. The Debate

1. When you have been recognized by the Moderator, address the Chair as follows: "Mr. Moderator, I am (Name) of (Street Address)." Then proceed as follows:
 - a. "I move that . . .";
 - b. "May I ask you . . ."; or
"May I ask through you (then state the question which you want a board, official, or previous speaker to answer);
 - c. "I rise to a point of order"; or
2. Once you have been recognized, you may offer any motion, amendment, argument, comment, suggestion or question relevant to the article then under consideration, unless the Moderator shall have authorized debate or invited comments upon subjects not listed in the Warrant; but
 - a. Any person who wishes to offer the principal presentation in support of the main motion under an article, must so notify the Moderator prior to that article being called and complete the same within ten (10) minutes, or less, and yield the floor. A light will warn you to conclude your remarks and yield the floor during the final minute. The Moderator may divide the time if more than one person indicates a desire to make a presentation in support.
 - b. Any person wishing to offer a presentation in opposition to the main motion under an article must so notify the Moderator prior to that article being called and complete the same within the time used by the proponent, or within three (3) minutes, whichever is longer, and yield the floor. The same one (1) minute warning light will warn you to conclude your remarks. The Moderator may divide the time if more than one person indicates a desire to make a presentation in opposition.
 - c. All other persons who wish to address the Town Meeting shall, when recognized, complete their remarks in three (3) minutes, or less, and yield the floor. The same one (1) minute warning light will be turned on when you have used up the first two (2) minutes.
 - d. You may be interrupted only by a question of privilege, a point of order, a request that you speak more distinctly or by the Moderator.
 - e. When you have completed your motion, question, or remarks, you relinquish your claim to the floor; and you must yield the floor upon request of the Moderator.
 - f. The Moderator will rule, or take other appropriate action on any generally recognized incidental, subsidiary or privileged motion.

3. Abbreviated Presentation Procedure. With notice to and leave of the Moderator any person making a main motion under an article may present that motion under the Abbreviated Presentation Procedure. Under this procedure:

- a. The motion must be presented in or be substantially consistent with the words of the Article as printed in the Warrant, and without making further presentation in support of that article. The Moderator may allow minor or editorial variation from the words of the Article as printed in the Warrant.
- b. The Moderator will ask if anyone wishes to speak in opposition to the motion or if anyone has a question regarding the motion.
- c. Should there be a question, the questioner will be permitted to state his or her question and the presenter of the motion will be permitted to answer that question.
- d. Should any individual state that he or she is opposed to the motion, or if the Moderator determines that the questions are of significant depth or importance, the presentation and debate will continue in the normal course as set forth in these Rules.

4. If you have a question concerning the legality or propriety of the proceedings, you may approach the Procedural Microphone and address the Moderator without waiting to be recognized, saying: "Mr. Moderator, I rise to a point of order." When you have been recognized, you must state the reason for your point, which may include that a motion is beyond the scope of the article under consideration, that the person who has the floor is not addressing the merits of the motion or that a quorum is not present. The Moderator will then rule on the point and his ruling is final.

5. If you wish to offer a motion within the scope of the article under consideration, follow the procedure outlined under paragraph IV. B. and C., above.

- a. If your motion is the main motion, you must then declare that it is identical word-for-word with the substantive portion of the article printed in the warrant which is then under consideration, or describe all of the substantive differences in wording between the article and the motion; otherwise the Moderator will permit no debate or action upon your motion.
- b. If you plan to offer a main motion that contains more than twenty-five (25) words and differs significantly from the article printed in the Warrant, you must first print and distribute a copy thereof to those attending the session of town meeting at which said motion is presented.
- c. No motion or amendment of a motion that exceeds ten (10) words in length will be accepted, unless it shall have been offered to the Moderator in writing.
- d. A motion that is not identical word-for-word with the substantive portion of the article printed in the warrant then under consideration will not be accepted, unless the Moderator shall determine that said motion is within the scope of the article; i.e., that it does not change the substantial character of the proposal described in that article or would not further restrict, if passed, the liberties of the residents of Wayland than the proposal set forth in the article.
- e. The Moderator will accept no motion proposing a layout, taking, acceptance of gift, purchase, sale, lease or rezoning of land, unless the article under which the motion is offered contains a running description of the land in question, a description by metes and bounds or a reference to a plan suitable for recording that is available for public inspection at the office of the Town Clerk, the Town Surveyor, the Planning Board or another place to which the

public has access during normal business hours.

- f. The Moderator will accept no motion to appropriate and/or expend a sum of money, which exceeds the estimated cost set forth in the article then under consideration by fifteen (15%) percent, except for motions under the omnibus budget article and motions under a supplementary budget article that contemplates the appropriation of additional money for the current fiscal year to augment moneys previously appropriated and proposes to fund such appropriations by transfer from unappropriated funds, funds appropriated for another purpose or from funds received by the Town as grants or gifts.
- g. The Moderator will accept no motion that in the Moderator's view would eviscerate or be completely opposite of the motion under the Article under consideration.
- h. The Moderator may rule on your motion, even if no one has risen to challenge that motion by way of a point of order.

6. You will not be recognized to speak on the merits of a motion if you have already spoken three times on its merits, but you may be recognized to answer a question put by another or to raise a procedural issue with respect to that motion.

7. Wayland's practice with respect to some common subsidiary motions is generally as follows:

- a. You may amend a motion by moving to add and/or delete words to and/or from the main motion or by substituting a new motion therefor; but the Moderator permits no more than two amendments to a main motion *at a time*. A motion to amend is debatable and requires only a MAJORITY vote, even though the main motion may require a TWO-THIRDS vote.
- b. You may move to refer a matter for further study, if your motion identifies the official or committee who shall conduct such study, how it shall report, when and to whom. In the event that you wish to establish a new committee for this purpose, the motion must specify the number of members who shall serve and who shall appoint them. A motion to refer is debatable and may be amended and requires a MAJORITY vote.
- c. You may move to advance or postpone to a time certain within the then current session of the meeting consideration of an article listed in the Warrant. Such a motion is debatable, may be amended and requires a TWO-THIRDS vote.
- d. You may move to lay an article on the table ("table"). Such a motion is NOT debatable or amendable and requires a TWO-THIRDS vote. A motion to remove such article from the table is also NOT debatable or amendable and requires a TWO-THIRDS vote.

You may ask the Meeting to take no action under an article by moving "that the article be passed over." Such a motion may be deemed a substitute for the main motion, is debatable, may not be amended, requires a MAJORITY vote and serves to dispose of the article under consideration.

8. Upon the expiration of sixty (60) minutes after the main motion under any article shall have been seconded, the Moderator will terminate debate thereon, unless the Town Meeting shall have voted to extend the time available for further debate. The time needed to count the vote(s) upon the motion(s) under the article will not be included in the sixty (60) minutes. The aforesaid sixty (60) minute limit does not apply to debate under the omnibus budget article.

9. Although the Moderator has absolute authority to regulate the proceedings at town meetings, debate under a motion can be terminated by a TWO-THIRDS vote of the Town Meeting. Therefore, if you believe that debate under a motion has gone on long enough, approach the Procedural Microphone, and, when you have been recognized, make a motion to terminate debate (move the previous question). If your motion receives

a second, the Moderator the Moderator may, but need not, defer the termination of debate for a reasonable time to permit both sides of the issue to be heard. If a motion to terminate debate carries by a TWO-THIRDS vote, the Moderator will put the previous motion under consideration to a vote without further debate; but if said motion does not carry by a TWO-THIRDS vote, the Moderator will permit debate to continue.

10. If an article of the Warrant has been acted upon and disposed of, a motion to reconsider the article may be made at any time by citing significant new information concerning said article that had not been disclosed or made available to the Meeting when the motion under that article was debated. If the Moderator determines that the information cited is both significant and previously undisclosed to the Meeting, debate and action on said motion to reconsider shall occur after all other articles have been disposed of. In the event that more than one article has been moved for reconsideration, then each article will be dealt with in the order in which it appeared in the Warrant. A motion for reconsideration may not be amended, can be debated, and requires a TWO-THIRDS vote to carry. If a motion for reconsideration carries, then the Moderator will ask for a new motion under the article that is being reconsidered.

D. The Vote

Before calling for a vote, the Moderator will usually repeat the motion under consideration (as the same may have been amended), unless it is substantially identical to the article:

1. In the event that electronic handset voting equipment shall have been made available for use by voters at any Annual or Special Town Meeting, all votes shall be taken by secret ballot using such equipment, unless the Moderator shall decide otherwise for reasons he/she shall state publicly. When calling for an electronic vote, the Moderator will ask voters to press the number "1" if they wish to register an "aye" or the number "2" if they wish to vote "no". In the event that a voter wishes to abstain, he or she may (but need not) press "3". Voters may change their mind as many times as they wish, but the last vote recorded upon the expiration of thirty seconds will count. Any voter who believes that his or her keypad is not functioning properly or is failing to record his or her vote accurately should proceed to the designated help desk. If a vote is in progress, the voter should raise his or her hand; if seen by the Moderator, the Moderator will dispatch help desk staff to examine the handset for any defect. If it is determined by help desk staff that the handset is defective, the voter will be offered a paper ballot and pen to record his or her vote on that question and will be provided with another handset for the next vote. Such paper vote shall be promptly relayed by help desk staff to the Moderator.

- a. If a voter cannot use the electronic handset offered by the Checkers, he or she will be provided with a colored piece of paper or cardboard and directed to sit in a special section reserved for those who will not be using an electronic handset to vote. Whenever the Moderator shall call for a vote, tellers will provide a ballot to each voter in the special section(s), who has such a colored paper or cardboard, collect those ballots within thirty seconds and deliver them to the Moderator, who will add the total of the ballots to the vote received electronically and declare the vote on the motion before the meeting.
- b. Each person receiving a handset must retain and use only that handset until turned in at the Help Desk, given to a Teller or turned in at the end of the session. No person may lend or give that handset to another person, nor may any person vote with a handset originally given to another.

Voters with handsets may retain them if they wish to leave the room for any reason, but they must hand their handset to an exit attendant if they plan to leave the building.

2. In the event that electronic voting is for any reason not to be employed, the Moderator will first ask all those in favor to say, "Aye". He will then invite those opposed to say, "No". If the Moderator is in doubt as to whether the motion has carried, he or she may call for another voice vote; or may ask those in favor to stand, before he asks those opposed to stand. Sometimes, the Moderator will reverse this procedure before declaring the vote.

3. If the Moderator is still in doubt, or if seven (7) or more voters shall immediately question a voice or an uncounted vote taken by non-electronic means, he will call for the tellers to help him take a standing counted vote – two tellers for each section of the hall so that they may check each other's results. The Moderator will then repeat the motion and say, "All those in favor will rise and remain standing until counted." When the count has been completed, the Moderator will ask those who are opposed to stand and be counted. As soon as each team of tellers has agreed upon the count in their section, they will be asked to report the number of voters they have counted from the Procedural Microphone. When all of the tellers have reported, the Moderator will declare the vote and his declaration of the vote is final, unless clear and convincing evidence shall have been submitted to the Moderator that fraud, errors by of one or more tellers or some other irregularity has infected the accuracy of the vote count just completed; in which event the Moderator will repeat the standing counted vote procedure outlined above.

4. If a vote taken by electronic means is questioned by seven (7) or more voters, the Moderator will audit the vote by choosing a set of voters to come forward and present their handsets in turn to the Town Clerk, who will compare the vote shown on each handset with the vote received by the Electronic Voting System for that handset. If the correlation is less than fully accurate, the Moderator shall discard the electronic vote and call for a standing counted non-electronic vote under the previously set out procedures."

5. In the event that the law requires a vote of TWO-THIRDS or more to carry a motion acted on by non-electronic means the Moderator will normally ask whether there is unanimous support for the motion; but if there is not such support, he will take a standing counted vote. If the Moderator shall have perceived that more than TWO-THIRDS of the voters voted in the affirmative the Moderator may by hand vote determine that the TWO-THIRDS majority was met.

6. If a TWO-THIRDS vote is required to carry a subsidiary or procedural motion, such as a motion to terminate debate ("move the previous question"), the Moderator need not take a count, even though the voice vote upon such motion was not unanimous, if the Moderator shall have perceived that more than TWO-THIRDS of the voters voted in the affirmative. The Moderator shall then declare that such motion has carried and the Clerk shall record such declaration together with a note that there was "a scattering of nos."

7. In the event that a majority shall have voted that the vote on a particular motion shall be by secret ballot, the Moderator will ask the Tellers to come forward and take their places at the ballot boxes that will be placed at the front of the Hall by the Town Clerk. The Moderator will then direct the attention of each section of voters to their respective ballot box. The voters will then rise and proceed row-by-row to their box, tear their ballots into two parts, deposit one half in the box, the other half in the discard box and return to their seat. In order to assure the security of all secret ballots:

- a. No one will be allowed to vote without a ballot.
- b. No one will be permitted to cast a ballot until he or she shall have discarded the other half of the ballot into the discard box in the custody of the Teller.
- c. No one will be permitted to leave the hall until after the meeting has adjourned, unless he or she shall have turned all of the ballots that have not actually been used during a vote to the Checkers at the door.

When all of the ballots shall have been cast, the Tellers will open the ballot boxes and count the ballots at the tables situated at the front of the Hall in front of the podium.

The Moderator will then ask for the consent of the meeting (a TWO-THIRDS vote is required) to proceed to consideration of another Article. When the Tellers have completed their count, they shall report their count to the Moderator, the Moderator will declare the vote upon disposition of the Article then under debate. The declaration of the Moderator is final.

The Moderator will then ask for the consent of the meeting to return to the Article (a TWO-THIRDS vote is required) under which the secret ballot has been taken and if there is no other business under that article, will declare that article disposed of.

E. Adjournment

1. If you wish to adjourn a session of the Town Meeting before all of the articles have been disposed of, you must specify the date and time when the Meeting shall resume. Such motion may be made at any time, is debatable, may be amended and requires a MAJORITY vote, provided, however, that the Moderator will permit no such motion if it shall be offered after debate shall have been terminated upon a pending motion until the final declaration of the vote taken upon the motion then under consideration.

2. Each session of a Town Meeting shall be adjourned by the Moderator (a) at 10:30 p.m., or as soon thereafter as the Meeting has disposed of the article then under consideration or postponed action thereunder, or (b) voted to adjourn at a different time.

3. No motion to dissolve the Town Meeting (to adjourn *sine die*) is in order until every article shall have been duly considered, acted upon and declared as disposed of.

V. QUESTIONS

In the event that you have a question concerning the conduct of the meeting, you need further information to cast your vote, or the status of any motion being considered, you are invited to approach the Procedural Microphone and to address your question to the Moderator as soon as you have been recognized.

VI. MISCELLANEOUS RULES

Residents of the Town of Wayland may, with the prior permission of the Moderator, place and/or post documents intended and designed to inform and influence the action of voters at town meetings on the tables and wooden walls located behind and on either side of the tables occupied by the checkers at the entrance of the Field House and each other venue where town meetings are conducted, so long as said documents are germane to any of the articles set forth in the warrant.

The Selectmen, the Chief of Police and the Chief of the Fire Department and other town officers and employees may also be permitted by the Moderator to post and place documents pertaining to the safety of the public in the aforesaid locations.

Thank you for joining us to do the Town's business.

Dennis J. Berry, Moderator

March 1, 2015

ANNUAL TOWN MEETING WARRANT ~~2014~~2015

THE MODERATOR'S RULES AND REGULATIONS GOVERNING WAYLAND'S TOWN MEETINGS

The following information may help you to participate fully in Wayland's town meetings, which have been held each year since 1639:

I. THE WARRANT

This booklet, which includes the Warrant for Wayland's Town Meeting, was compiled by the Selectmen and served upon all residents by mail and by posting in accordance with applicable provisions of the Code of the Town of Wayland. It contains the agenda of the subjects to be acted upon (articles), including the omnibus budget proposed (if this is an annual meeting), the report and recommendations of the Finance Committee, and additional information concerning the finances and administration of the Town to help us formulate our votes.

No action of this Town Meeting will be valid unless it shall have been taken under an article set forth in the Warrant.

Each article will be considered in the order in which it appears on the Warrant, unless the meeting shall have voted to do otherwise by a TWO-THIRDS vote.

II. THE VOTERS

A. All residents of Wayland, who have been duly registered as voters, are urged to attend, participate, debate and vote at all annual and special town meetings subject to laws of the Commonwealth of Massachusetts, the Bylaws of the Town and these rules and regulations.

B. The Town Administrator, Assistant Town Administrator, Police Chief, Fire Chief, Finance Director, Director of Public Works, Public Buildings Director and Superintendent of Schools, shall have the right to attend and sit on the floor of town meetings, but they shall not be considered in determining the presence of a quorum unless they are registered voters of the Town.

C. All other persons, including members of the press, may attend and observe Wayland's town meetings so long as they remain seated in the special section reserved for non-residents, unless the Moderator shall have authorized them to sit among the registered voters. And see paragraph IV.B.3 below.

D. A registered voter may bring his or her child(ren) to sit among the voters so long as the child(ren) sit(s) quietly beside his or her parent at all times.

III. THE MODERATOR

The Moderator is elected by ballot for a three year term at the annual election of town officers to preside at all Town meetings during his or her term of office and is authorized by state law to regulate the proceedings, decide all questions of order and make public declaration of all votes, subject to the Bylaws that Wayland has enacted to regulate the proceedings of town meetings. All rulings of the Moderator are final.

IV. THE MEETING

A. The Call to Order

1. The Moderator will call each session of town meeting to order at 7:30 p.m., or as soon thereafter as the Town Clerk has determined that a quorum of one hundred (100) registered voters has been checked into the hall.

2. The Moderator will announce the number of each article about to be considered and invite a motion thereunder; the Moderator will omit the reading of the articles, unless a MAJORITY of the meeting shall vote otherwise.

B. To Address the Town Meeting

1. No person may address a town meeting until and unless he or she shall have been recognized by the Moderator. All persons shall, at the request of the Moderator, be silent.

2. All persons, who wish to be recognized, shall approach one of the three microphones placed at the front of the room, which most closely reflects the purpose for which they seek recognition:

- a. The Procedural Microphone (in the middle) will be available to those who have been recognized by the Moderator and wish to offer:
 - 1) The main motion under the article being considered and a presentation in support thereof;
 - 2) The principal presentation in opposition to the main motion. See paragraph IV.C.2.a, below;
 - 3) An amendment to a main motion;
 - 4) A question seeking information concerning the motion or other matter then under discussion, or guidance from the Moderator as to procedure, including a point of order;
 - 5) An answer to a question seeking information; and
 - 6) A point of order or procedural motion, such as:
 - a) a motion to terminate debate;
 - b) a motion challenging the Moderator's declaration of a vote;
 - c) a motion questioning the presence of a quorum; and
 - d) a motion to adjourn.
- b. The "Pro" Microphone will be available to those persons recognized by the Moderator who wish to speak in support of a motion on the floor.
- c. The "Con" Microphone will be available to those persons recognized by the Moderator who wish to speak in opposition to a motion on the floor.

The Moderator will normally recognize those persons, who are standing behind or seated near each microphone in a single file, in the order of their entry into that file, alternating between the Pro and the Con mikes; but reserves the right to recognize any person at any time, including a person who has not approached a mike, a person who is handicapped or a person who has risen to a point of order. Any person whose remarks are not consistent with the purpose of the microphone that he has been permitted to use, shall yield the floor upon request of the Moderator.

3. ~~The Town Administrator, Assistant Town Administrator, Police Chief, Fire Chief, Finance Director, Director of Public Works and Superintendent of Schools. Those individuals granted the right to sit on the floor under Section II B above, if non-residents, shall~~ have the right to answer questions, but they do not have the right to vote unless they are registered voters of the Town.

4. If a person, who has not registered to vote, seeks permission to address the meeting, the Moderator will ask whether there are any objections. If there are any, he will immediately call for a vote. If the majority shall vote to hear the non-resident, the Moderator will give him/her the floor.

C. The Debate

1. When you have been recognized by the Moderator, address the Chair as follows: "Mr. Moderator, I am (Name) of (Street Address)." Then proceed as follows:

- a. "I move that . . .";
- b. "May I ask you . . .", or
"May I ask through you (then state the question which you want a board, official, or previous speaker to answer);
- c. "I rise to a point of order"; or

2. Once you have been recognized, you may offer any motion, amendment, argument, comment, suggestion or question relevant to the article then under consideration, unless the Moderator shall have authorized debate or invited comments upon subjects not listed in the Warrant; but

a. Any person who wishes to offer the principal presentation in support of the main motion under an article, must so notify the Moderator prior to that article being called and complete the same within ten (10) minutes, or less, and yield the floor. A light will warn you to conclude your remarks and yield the floor during the final minute. The Moderator may divide the time if more than one person indicates a desire to make a presentation in support.
~~a.~~

b. Any person wishing to offer a presentation in opposition to the main motion under an article must so notify the Moderator prior to that article being called and complete the same within the time used by the proponent, or within three (3) minutes, whichever is longer, and yield the floor. The same one (1) minute warning light will warn you to conclude your remarks. The Moderator may divide the time if more than one person indicates a desire to make a presentation in opposition.

c. All other persons who wish to address the Town Meeting shall, when recognized, complete their remarks in three (3) minutes, or less, and yield the floor. The same one (1) minute warning light will be turned on when you have used up the first two (2) minutes.

d. You may be interrupted only by a question of privilege, a point of order, a request that you speak more distinctly or by the Moderator.

e. When you have completed your motion, question, or remarks, you relinquish your claim to the floor; and you must yield the floor upon request of the Moderator.

e-f. The Moderator will rule, or take other appropriate action on any generally recognized incidental, subsidiary or privileged motion.

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3. Abbreviated Presentation Procedure. With notice to and leave of the Moderator any person making a main motion under an article may present that motion under the Abbreviated Presentation Procedure. Under this procedure:

- a. The motion must be presented in or be substantially consistent with the words of the Article as printed in the Warrant, and without making further presentation in support of that article. The Moderator may allow minor or editorial variation from the words of the Article as printed in the Warrant.
- b. The Moderator will ask if anyone wishes to speak in opposition to the motion or if anyone has a question regarding the motion.
- c. Should there be a question, the questioner will be permitted to state his or her question and the presenter of the motion will be permitted to answer that question.
- d. Should any individual state that he or she is opposed to the motion, or if the Moderator determines that the questions are of significant depth or importance, the presentation and debate will continue in the normal course as set forth in these Rules.

4. If you have a question concerning the legality or propriety of the proceedings, you may approach the Procedural Microphone and address the Moderator without waiting to be recognized, saying: "Mr. Moderator, I rise to a point of order." When you have been recognized, you must state the reason for your point, which may include that a motion is beyond the scope of the article under consideration, that the person who has the floor is not addressing the merits of the motion or that a quorum is not present. The Moderator will then rule on the point and his ruling is final.

5. If you wish to offer a motion within the scope of the article under consideration, follow the procedure outlined under paragraph IV. B. and C., above.

- a. If your motion is the main motion, you must then declare that it is identical word-for-word with the substantive portion of the article printed in the warrant which is then under consideration, or describe all of the substantive differences in wording between the article and the motion; otherwise the Moderator will permit no debate or action upon your motion.
- b. If you plan to offer a main motion that contains more than twenty-five (25) words and differs significantly from the article printed in the Warrant, you must first print and distribute a copy thereof to those attending the session of town meeting at which said motion is presented.
- c. No motion or amendment of a motion that exceeds ten (10) words in length will be accepted, unless it shall have been offered to the Moderator in writing.
- d. A motion that is not identical word-for-word with the substantive portion of the article printed in the warrant then under consideration will not be accepted, unless the Moderator shall determine that said motion is within the scope of the article; i.e., that it does not change the substantial character of the proposal described in that article or would not further restrict, if passed, the liberties of the residents of Wayland than the proposal set forth in the article.
- e. The Moderator will accept no motion proposing a layout, taking, acceptance of gift, purchase, sale, lease or rezoning of land, unless the article under which the motion is offered contains a running description of the land in question, a description by metes and bounds or a reference to a plan suitable for recording that is available for public inspection at the office of the Town Clerk, the Town Surveyor, the Planning Board or another place to which the

public has access during normal business hours.

f. The Moderator will accept no motion to appropriate and/or expend a sum of money, which exceeds the estimated cost set forth in the article then under consideration by fifteen (15%) percent, except for motions under the omnibus budget article and motions under a supplementary budget article that contemplates the appropriation of additional money for the current fiscal year to augment moneys previously appropriated and proposes to fund such appropriations by transfer from unappropriated funds, funds appropriated for another purpose or from funds received by the Town as grants or gifts.

f.g. The Moderator will accept no motion that in the Moderator's view would eviscerate or be completely opposite of the motion under the Article under consideration.

g.h. The Moderator may rule on your motion, even if no one has risen to challenge that motion by way of a point of order.

6. You will not be recognized to speak on the merits of a motion if you have already spoken three times on its merits, but you may be recognized to answer a question put by another or to raise a procedural issue with respect to that motion.

7. Wayland's practice with respect to some common subsidiary motions is generally as follows:

- a. You may amend a motion by moving to add and/or delete words to and/or from the main motion or by substituting a new motion therefor; but the Moderator permits no more than two amendments to a main motion *at a time*. A motion to amend is debatable and requires only a MAJORITY vote, even though the main motion may require a TWO-THIRDS vote.
- b. You may move to refer a matter for further study, if your motion identifies the official or committee who shall conduct such study, how it shall report, when and to whom. In the event that you wish to establish a new committee for this purpose, the motion must specify the number of members who shall serve and who shall appoint them. A motion to refer is debatable and may be amended and requires a MAJORITY vote.
- c. You may move to advance or postpone to a time certain within the then current session of the meeting consideration of an article listed in the Warrant. Such a motion is debatable, may be amended and requires a TWO-THIRDS vote.
- d. You may move to lay an article on the table ("table"). Such a motion is NOT debatable or amendable and requires a TWO-THIRDS vote. A motion to remove such article from the table is also NOT debatable or amendable and requires a TWO-THIRDS vote.
- e. You may ask the Meeting to take no action under an article by moving "that the article be passed over." Such a motion may be deemed a substitute for the main motion, is debatable, may not be amended, requires a MAJORITY vote and serves to dispose of the article under consideration.

8. Upon the expiration of sixty (60) minutes after the main motion under any article shall have been seconded, the Moderator will terminate debate thereon, unless the Town Meeting shall have voted to extend the time available for further debate. The time needed to count the vote(s) upon the motion(s) under the article will not be included in the sixty (60) minutes. The aforesaid sixty (60) minute limit does not apply to debate under the omnibus budget article.

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9. Although the Moderator has absolute authority to regulate the proceedings at town meetings, debate under a motion can be terminated by a TWO-THIRDS vote of the Town Meeting. Therefore, if you believe that debate under a motion has gone on long enough, approach the Procedural Microphone, and, when you have been recognized, make a motion to terminate debate (move the previous question). If your motion receives a second, the Moderator ~~will ask if anyone, who has not spoken to the motion under consideration, wishes to be recognized. If no one expresses such a wish by raising his or her hand, the Moderator will immediately terminate debate and take a vote upon your motion without permitting any amendment or debate; but if one or more persons, who have not spoken to said motion, raise their hand,~~ the Moderator may, but need not, defer the termination of debate for a reasonable time to permit both sides of the issue to be heard. If a motion to terminate debate carries by a TWO-THIRDS vote, the Moderator will put the previous motion under consideration to a vote without further debate; but if said motion does not carry by a TWO-THIRDS vote, the Moderator will permit debate to continue.

10. If an article of the Warrant has been acted upon and disposed of, a motion to reconsider the article may be made at any time by citing significant new information concerning said article that had not been disclosed or made available to the Meeting when the motion under that article was debated. If the Moderator determines that the information cited is both significant and previously undisclosed to the Meeting, debate and action on said motion to reconsider shall occur after all other articles have been disposed of. In the event that more than one article has been moved for reconsideration, then each article will be dealt with in the order in which it appeared in the Warrant. A motion for reconsideration may not be amended, can be debated, and requires a TWO-THIRDS vote to carry. If a motion for reconsideration carries, then the Moderator will ask for a new motion under the article that is being reconsidered.

D. The Vote

Before calling for a vote, the Moderator will usually repeat the motion under consideration (as the same may have been amended), unless it is substantially identical to the article:

1. In the event that electronic handset voting equipment shall have been made available for use by voters at any Annual or Special Town Meeting, all votes shall be taken by secret ballot using such equipment, unless the Moderator shall decide otherwise for reasons he/she shall state publicly. When calling for an electronic vote, the Moderator will ask voters to press the number "1" if they wish to register an "aye" or the number "2" if they wish to vote "no". In the event that a voter wishes to abstain, he or she may (but need not) press "3". Voters may change their mind as many times as they wish, but the last vote recorded upon the expiration of thirty seconds will count. Any voter who believes that his or her keypad is not functioning properly or is failing to record his or her vote accurately should proceed to the designated help desk. If a vote is in progress, the voter should raise his or her hand; if seen by the Moderator, the Moderator will dispatch help desk staff to examine the handset for any defect. If it is determined by help desk staff that the handset is defective, the voter will be offered a paper ballot and pen to record his or her vote on that question and will be provided with another handset for the next vote. Such paper vote shall be promptly relayed by help desk staff to the Moderator.

- a. If a voter cannot use the electronic handset offered by the Checkers, he or she will be provided with a colored piece of paper or cardboard and directed to sit in a special section reserved for those who will not be using an electronic handset to vote. Whenever the Moderator shall call for a vote, tellers will provide a ballot to each voter in the special section(s), who has such a colored paper or cardboard, collect those ballots within thirty seconds and deliver them to the Moderator, who will add the total of the ballots to the vote received electronically and declare the vote on the motion before the meeting.
- b. Each person receiving a handset must retain and use only that handset until turned in at the Help Desk, given to a Teller or turned in at the end of the session. No person may lend or give that handset to another person, nor may any person vote with a handset originally given to another.

Voters with handsets may retain them if they wish to leave the room for any reason, but they must hand their handset to an exit attendant if they plan to leave the building.

2. In the event that electronic voting is for any reason not to be employed, the Moderator will first ask all those in favor to say, "Aye". He will then invite those opposed to say, "No". If the Moderator is in doubt as to whether the motion has carried, he or she may call for another voice vote; or may ask those in favor to stand, before he asks those opposed to stand. Sometimes, the Moderator will reverse this procedure before declaring the vote.

3. If the Moderator is still in doubt, or if seven (7) or more voters shall immediately question a voice or an uncounted vote taken by non-electronic means, he will call for the tellers to help him take a standing counted vote – two tellers for each section of the hall so that they may check each other's results. The Moderator will then repeat the motion and say, "All those in favor will rise and remain standing until counted." When the count has been completed, the Moderator will ask those who are opposed to stand and be counted. As soon as each team of tellers has agreed upon the count in their section, they will be asked to report the number of voters they have counted from the Procedural Microphone. When all of the tellers have reported, the Moderator will declare the vote and his declaration of the vote is final, unless clear and convincing evidence shall have been submitted to the Moderator that fraud, errors by of one or more tellers or some other irregularity has infected the accuracy of the vote count just completed; in which event the Moderator will repeat the standing counted vote procedure outlined above.

4. If a vote taken by electronic means is questioned by seven (7) or more voters, the Moderator will audit the vote by choosing a set of voters to come forward and present their handsets in turn to the Town Clerk, who will compare the vote shown on each handset with the vote received by the Electronic Voting System for that handset. If the correlation is less than fully accurate, the Moderator shall discard the electronic vote and call for a standing counted non-electronic vote under the previously set out procedures."

5. In the event that the law requires a vote of TWO-THIRDS or more to carry a motion acted on by non-electronic means the Moderator will normally ask whether there is unanimous support for the motion; but if there is not such support, he will take a standing counted vote. If the Moderator shall have perceived that more than TWO-THIRDS of the voters voted in the affirmative the Moderator may by hand vote determine that the TWO-THIRDS majority was met.

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- a. No one will be allowed to vote without a ballot.
- b. No one will be permitted to cast a ballot until he or she shall have discarded the other half of the ballot into the discard box in the custody of the Teller.
- c. No one will be permitted to leave the hall until after the meeting has adjourned, unless he or she shall have turned all of the ballots that have not actually been used during a vote to the Checkers at the door.

When all of the ballots shall have been cast, the Tellers will open the ballot boxes and count the ballots at the tables situated at the front of the Hall in front of the podium.

The Moderator will then ask for the consent of the meeting (a TWO-THIRDS vote is required) to proceed to consideration of another Article. When the Tellers have completed their count, they

shall report their count to the Moderator, the Moderator will declare the vote upon disposition of the Article then under debate. The declaration of the Moderator is final.

The Moderator will then ask for the consent of the meeting to return to the Article (a TWO-THIRDS vote is required) under which the secret ballot has been taken and if there is no other business under that article, will declare that article disposed of.

E. Adjournment

1. If you wish to adjourn a session of the Town Meeting before all of the articles have been disposed of, you must specify the date and time when the Meeting shall resume. Such motion may be made at any time, is debatable, may be amended and requires a MAJORITY vote, provided, however, that the Moderator will permit no such motion if it shall be offered after debate shall have been terminated upon a pending motion until the final declaration of the vote taken upon the motion then under consideration.

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The Selectmen, the Chief of Police and the Chief of the Fire Department and other town officers and employees may also be permitted by the Moderator to post and place documents pertaining to the safety of the public in the aforesaid locations.

Thank you for joining us to do the Town's business.

Dennis J. Berry, Moderator

~~APRIL~~ March 1 2014-2015

Field Code Changed