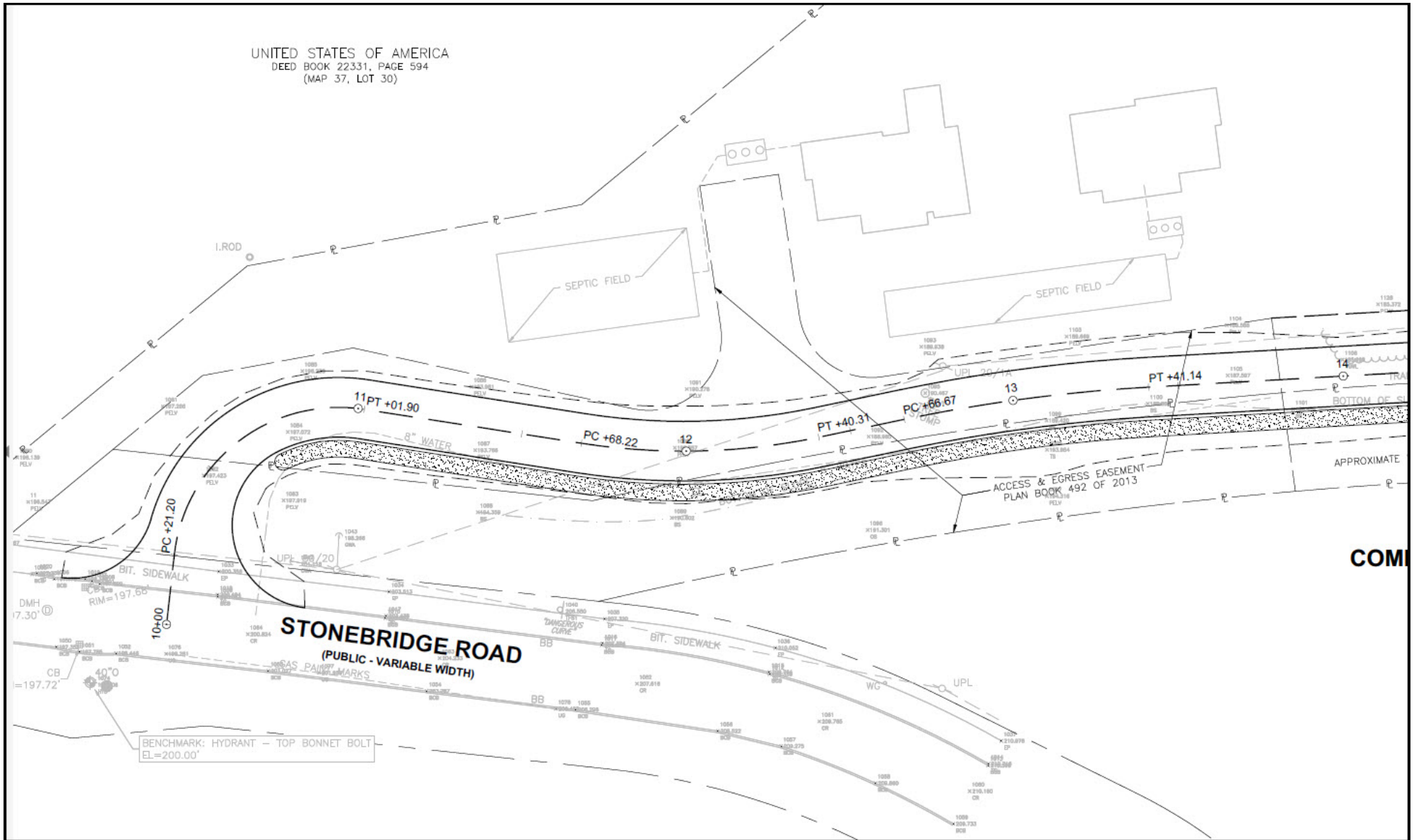


# Happy Hollow Well Access Road



UNITED STATES OF AMERICA  
DEED BOOK 22331, PAGE 594  
(MAP 37, LOT 30)



COMI

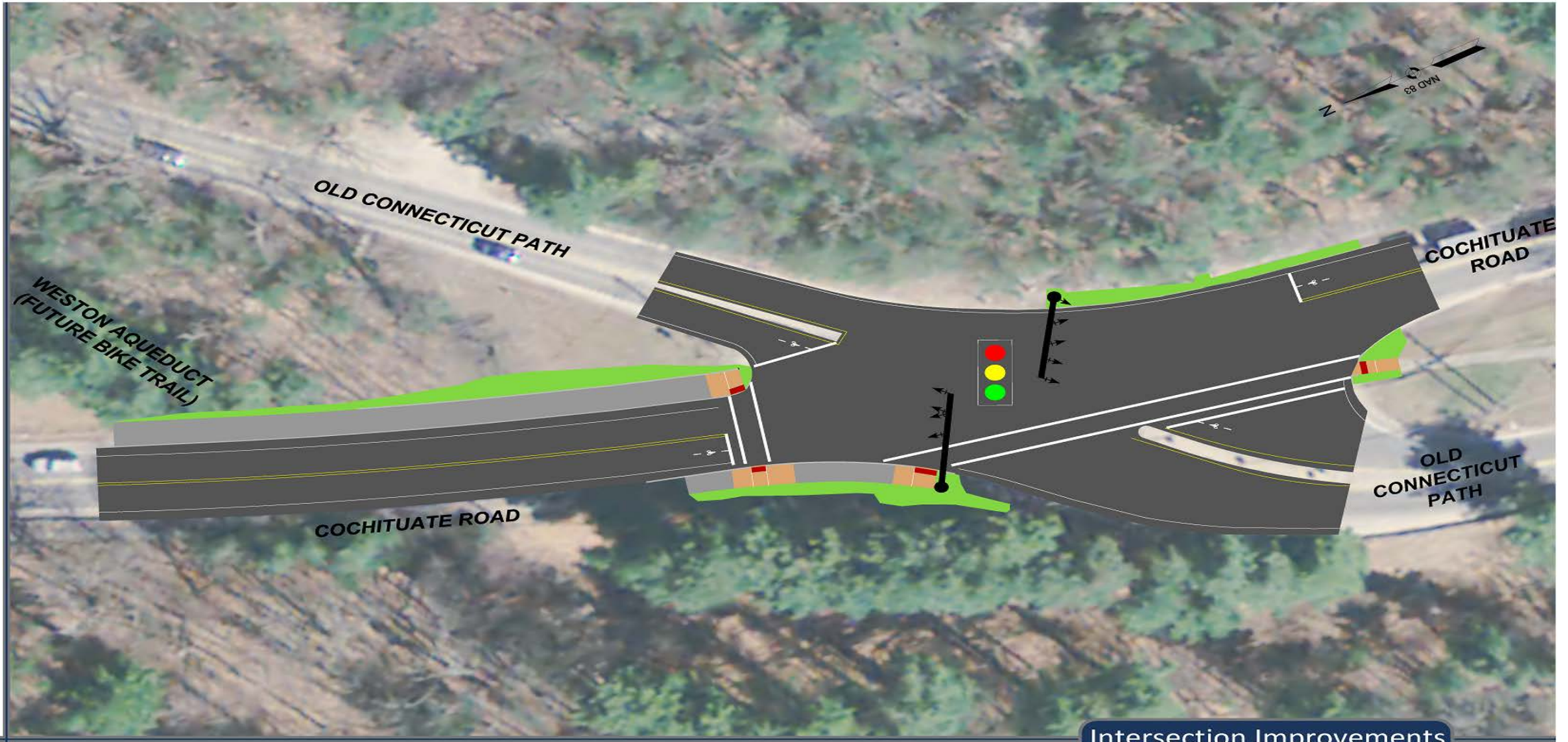
## E. Plain St./School St./Rte. 30 Intersection



### Intersection Improvements

East Plain Street, School Street, Commonwealth Road  
Wayland, Massachusetts

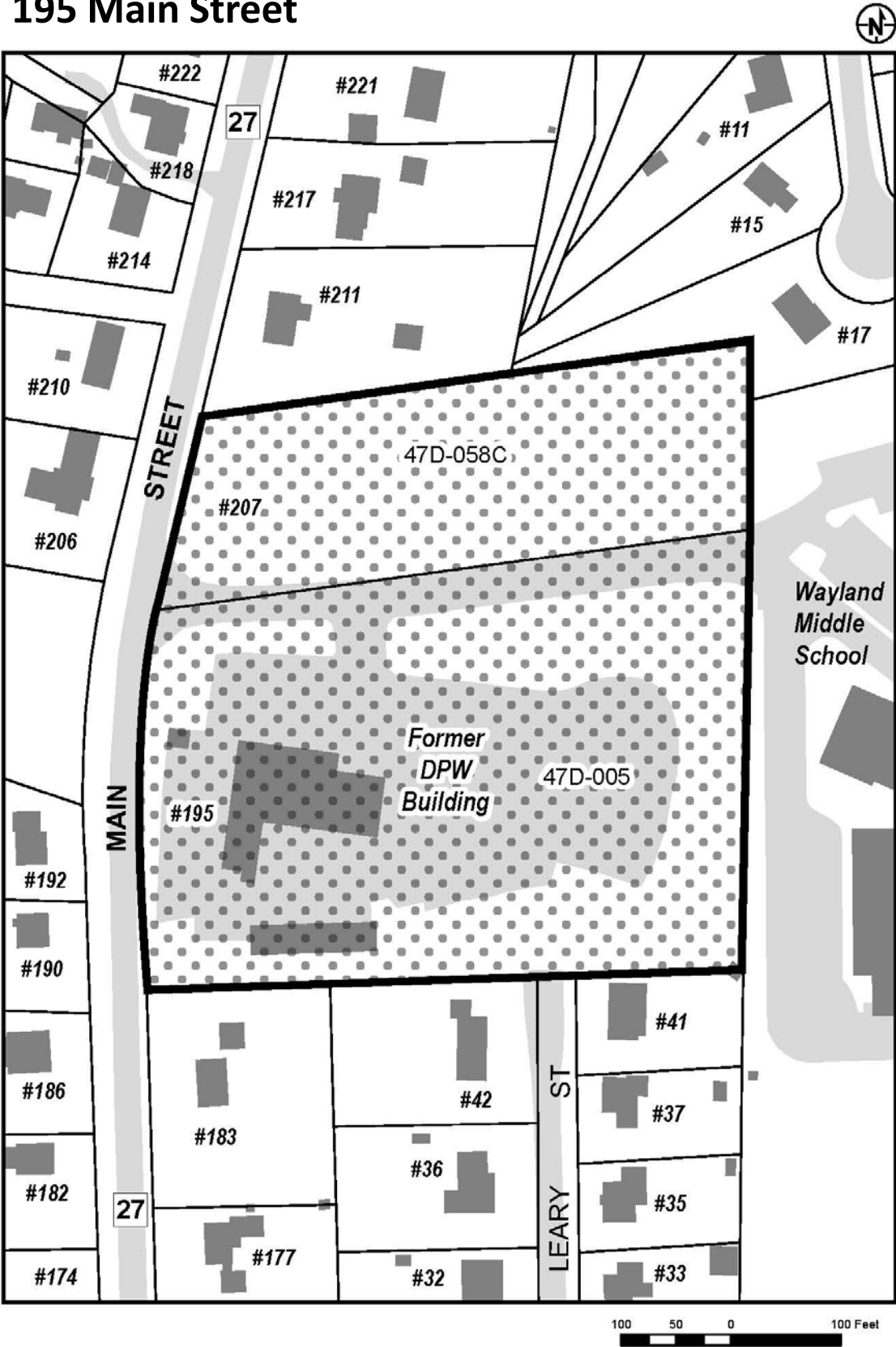
# Five Paths Intersection (Rtes. 27 and 126)



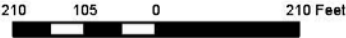
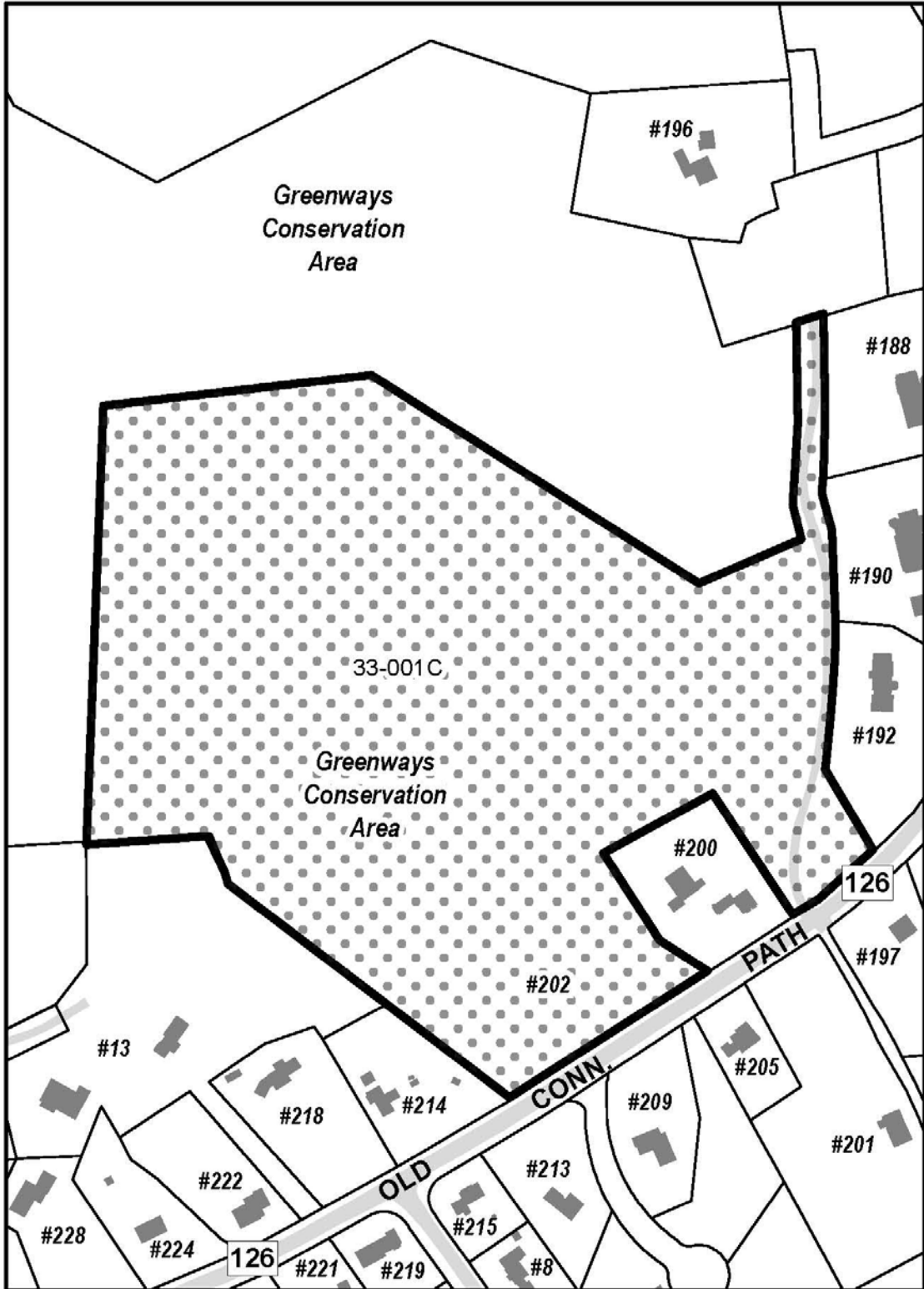
## Intersection Improvements

Cochituate Road (Route 27/126)  
Old Connecticut Path (Route 126)  
Wayland, Massachusetts

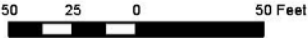
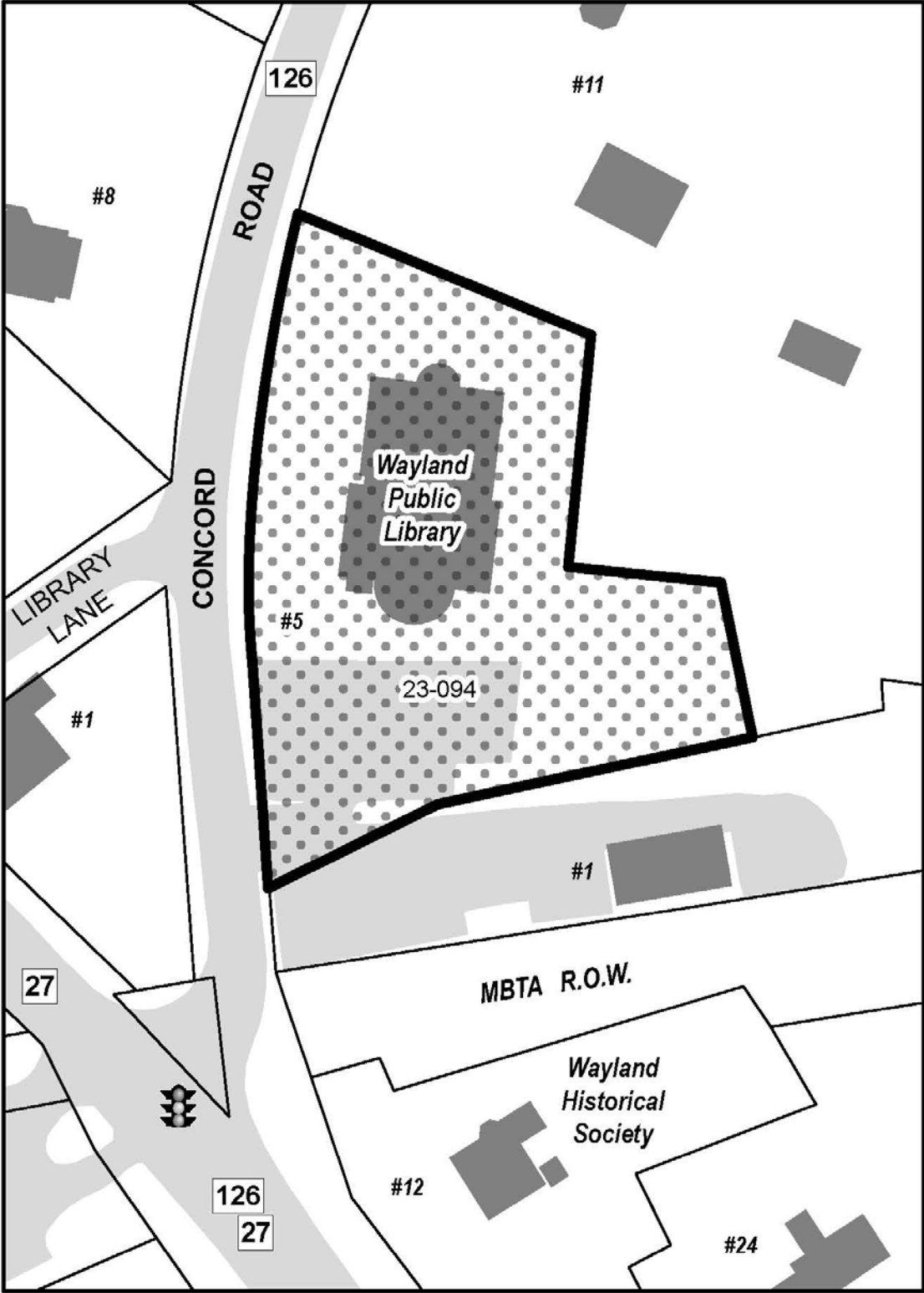
# Article 17: 207 (formerly known as 193) and 195 Main Street



# Article 18: 202 Old Connecticut Path



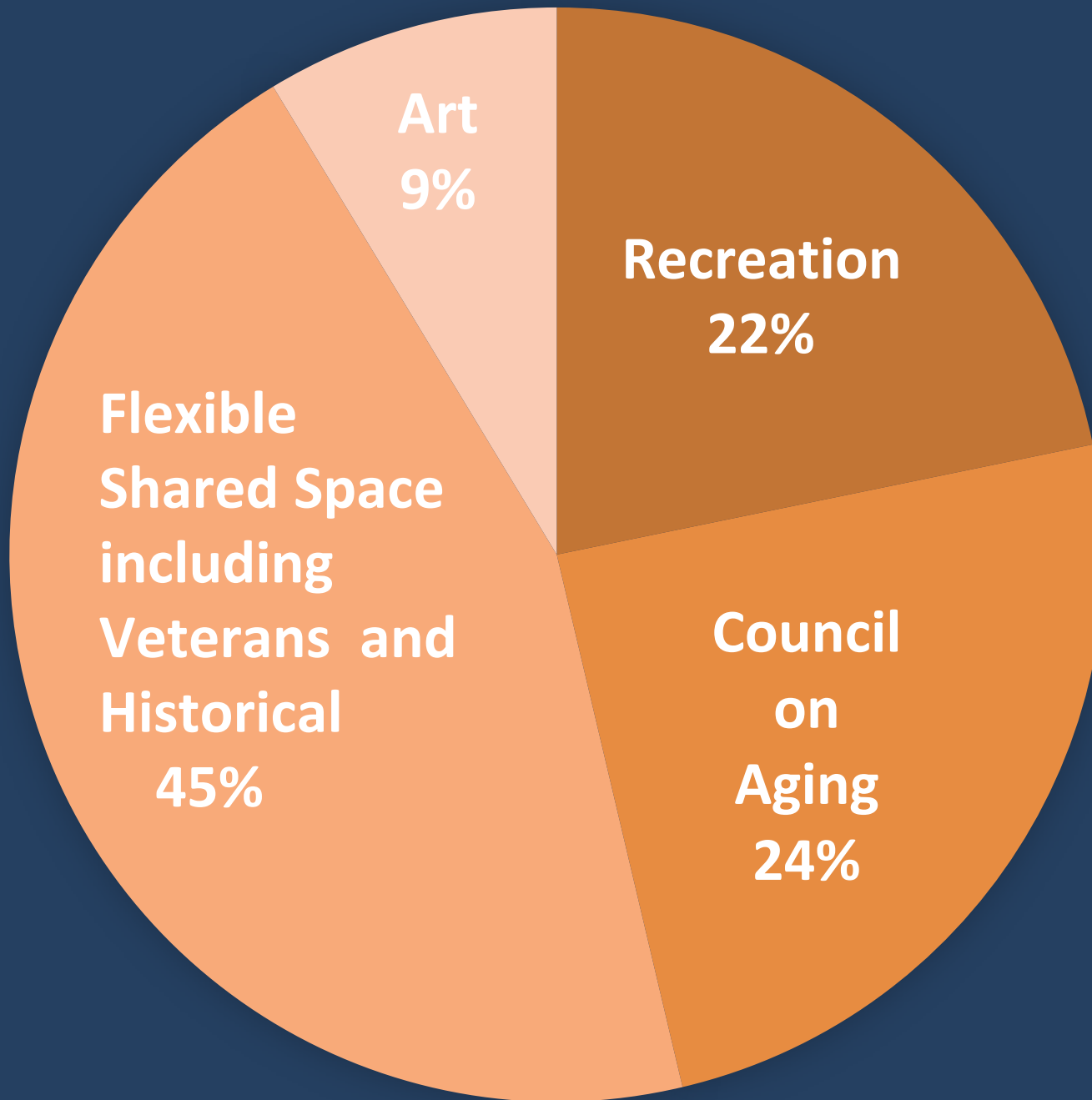
# Article 19: 5 Concord Road



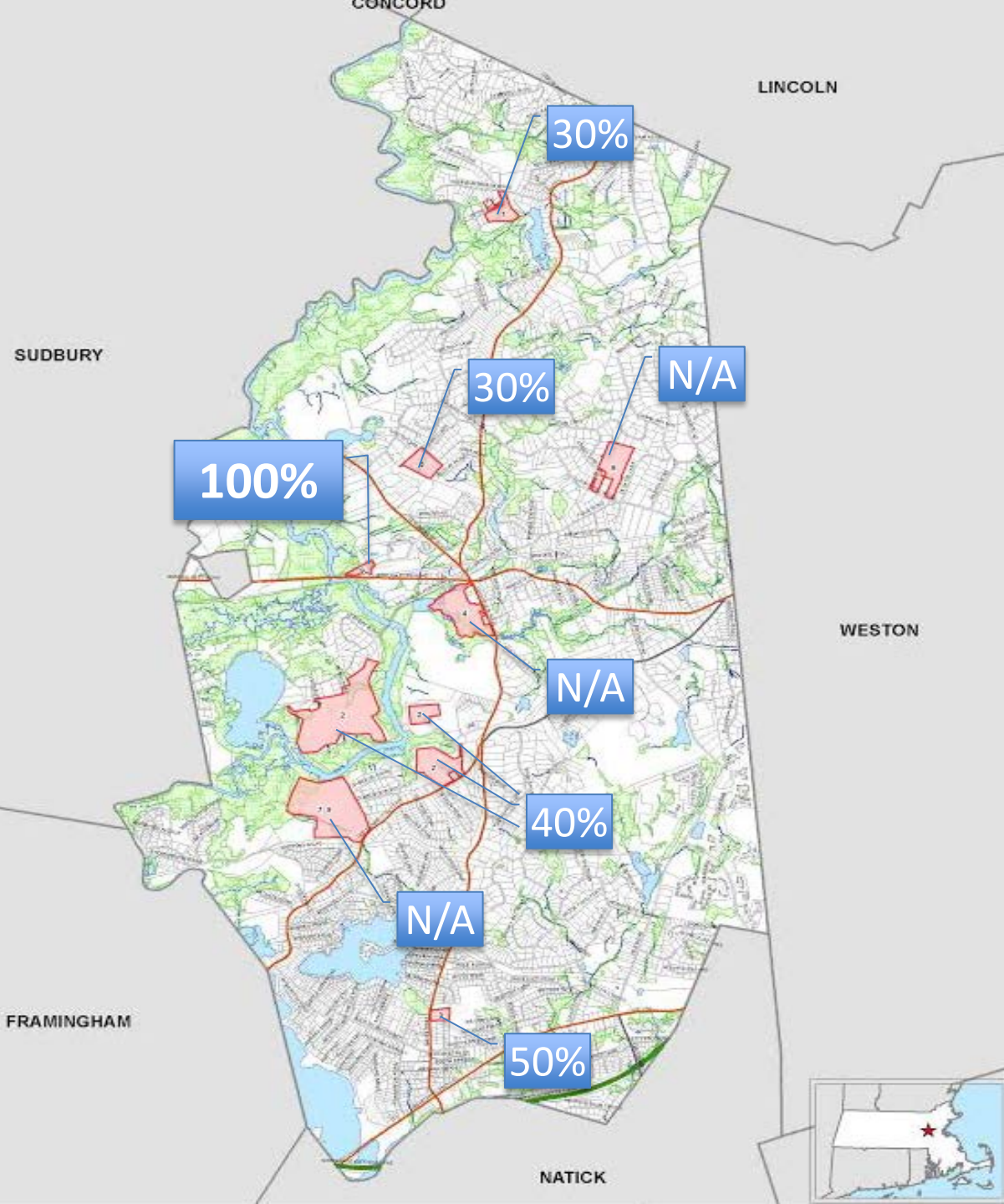
Town	Spring 2016 Annual Town Meeting
Town of Abington	3/12/16
Town of Westborough	3/12/16
Town of Andover	3/21/16
Town of Lincoln	3/26/16
Town of Bedford	3/28/16
Town of Yelland	3/28/16
Town of Amesbury	4/2/16
Town of Kingston	4/2/16
Town of Nantucket	4/2/16
Town of South	4/2/16
Town of Black	4/2/16
Town of Wenham	4/2/16
Town of Westford	4/2/16
Town of Kingston	4/4/16
Town of	4/4/16
Town of Concord	4/4/16
Town of Manchester-by-the-Sea	4/4/16
Town of Provincetown	4/4/16
Town of	4/5/16
Town of Tisbury	4/5/16
Town of Barnardston	4/7/16
Town of Wayland	4/7/16
Town of Scituate	4/11/16
Town of Southborough	4/11/16
Town of Edgemoor	4/12/16
Town of Marlborough	4/12/16
Town of Natick	4/12/16
Town of Oak Bluffs	4/12/16
Town of West Tisbury	4/12/16
Town of	4/18/16
Town of	4/25/16
Town of Carlisle	4/25/16
Town of Chelmsford	4/25/16
Town of	4/25/16
Town of	4/25/16
Town of Groton	4/25/16
Town of Groveland	4/25/16
Town of Hampden	4/25/16
Town of Hingham	4/25/16
Town of Lynnfield	4/25/16



# Town Center Municipal Parcel



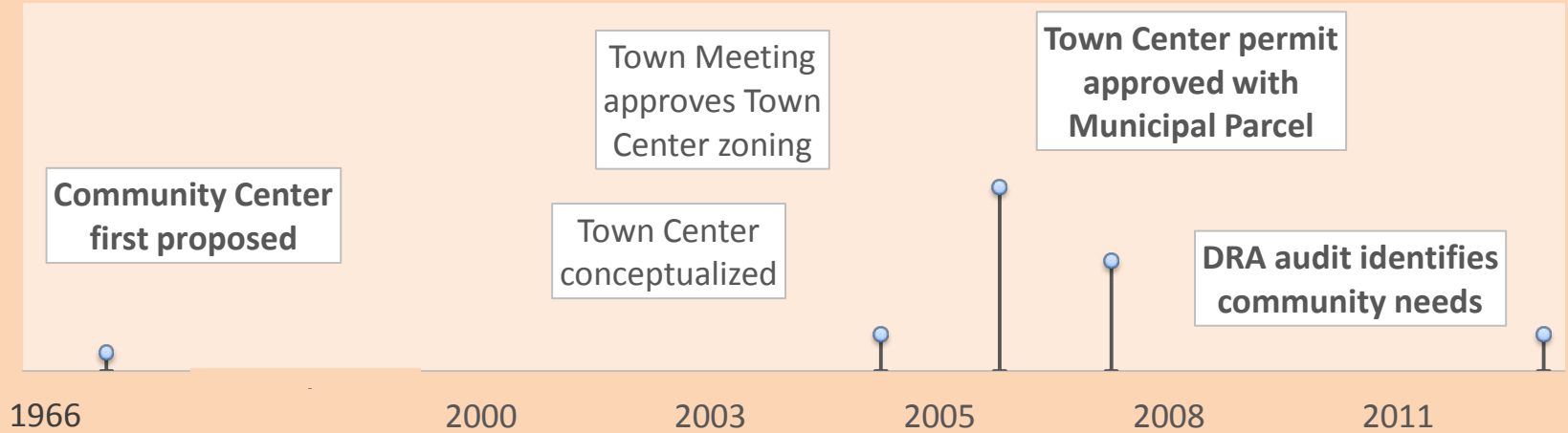
*Programmed  
Community  
Center Space  
Allocation*



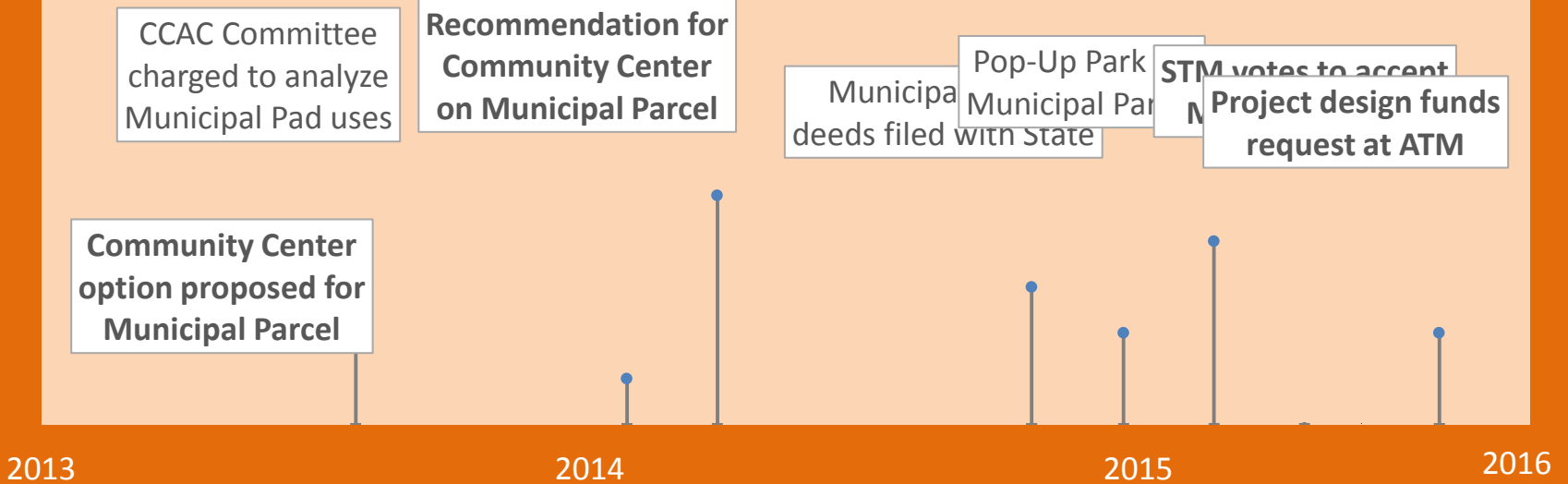
# *Draft Alternatives Analysis*

*Percentage suitability  
for project purposes*

## History



## Recent Work



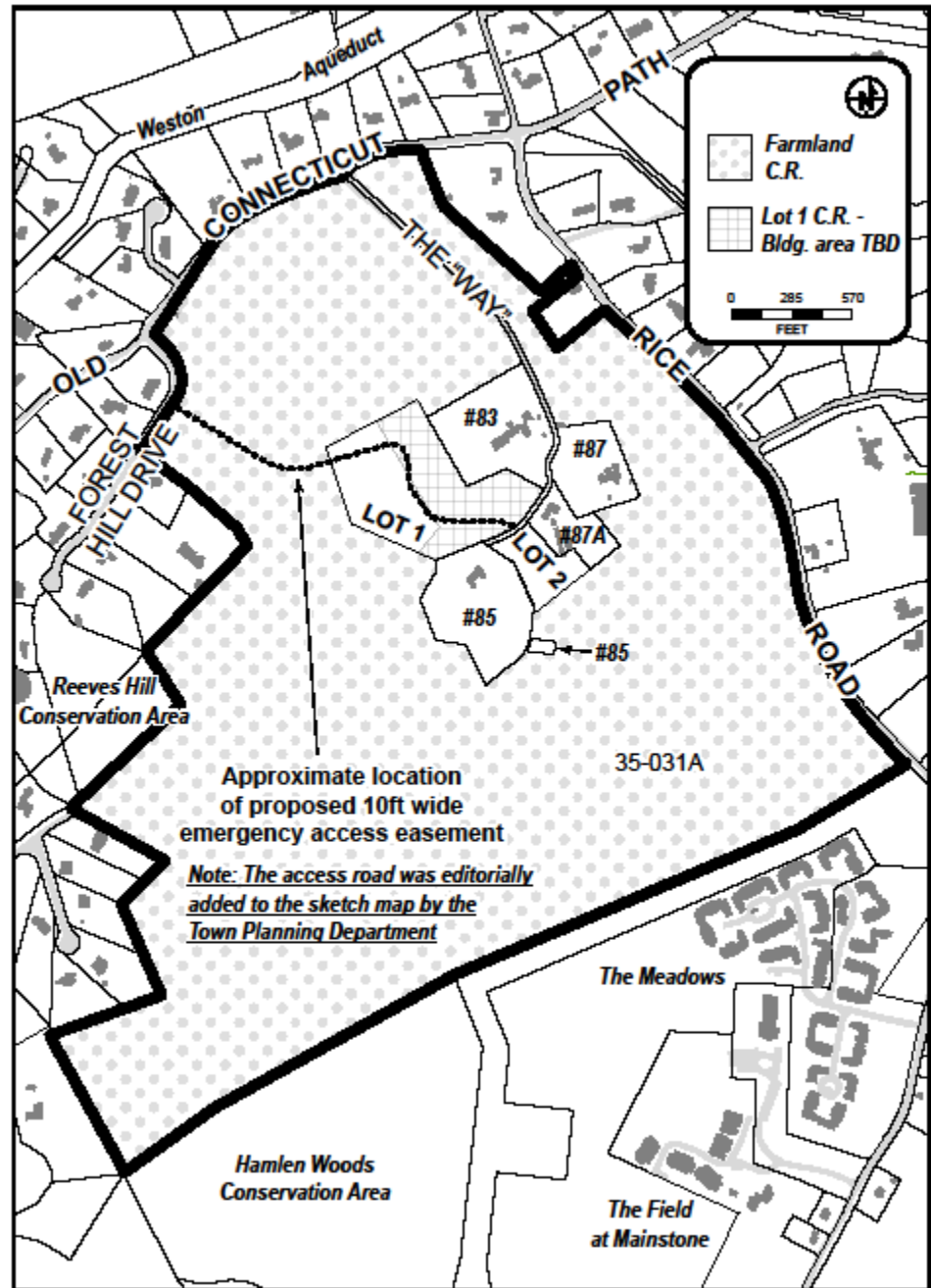
# Community Center Project Timeline



CR DOES NOT COVER  
LOTS IN MIDDLE OF  
PLAN.

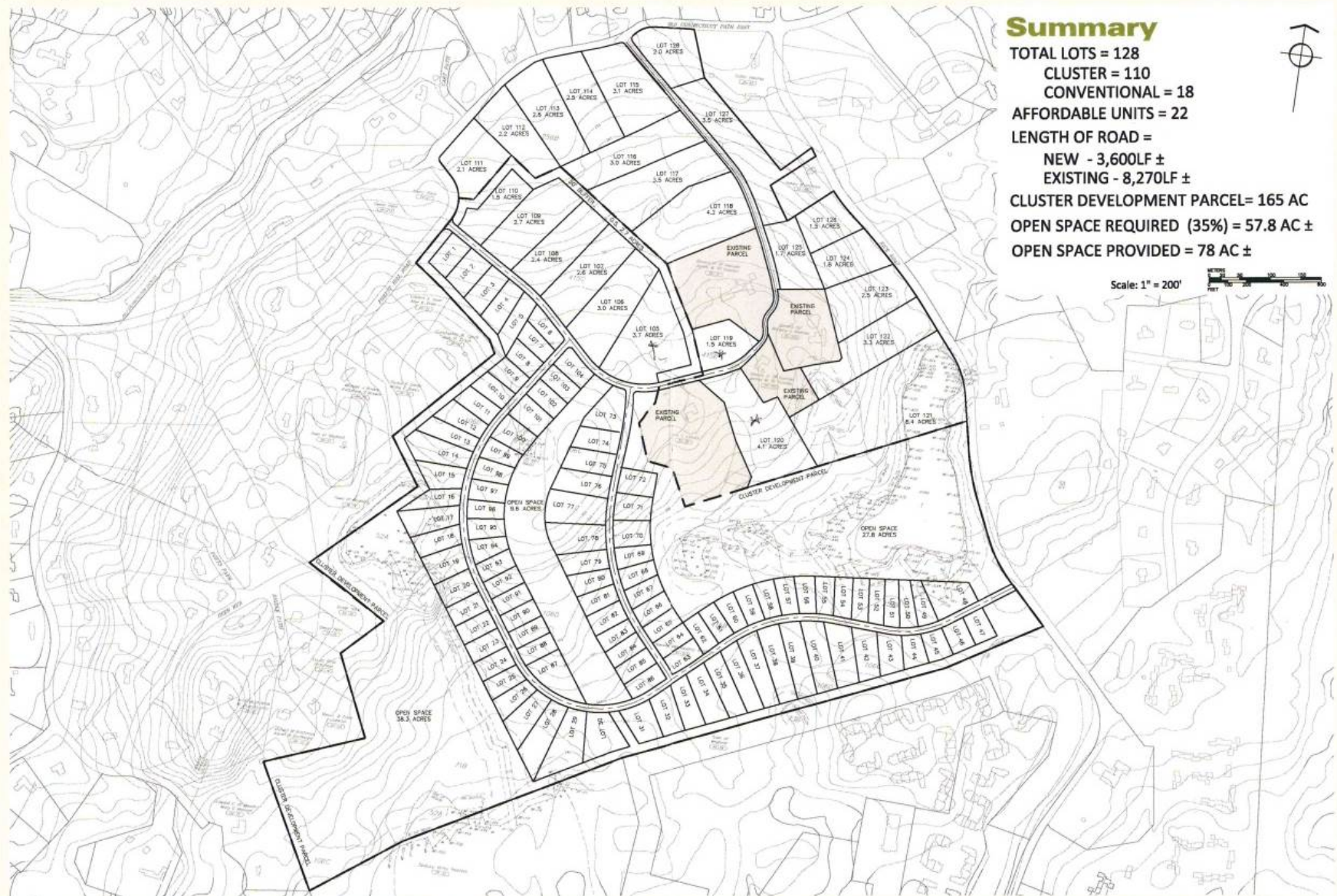
FOUR HOUSES AND  
TWO HOUSE LOTS AT  
TOP OF Hill AT  
MAINSTONE FARM

LOT 1 TO HAVE OWN  
CR WITH DEFINED  
BUILDING AREA.



# Mainstone Farm

Vayland, Massachusetts





**TOWN OF WAYLAND ANNUAL TOWN MEETING - APRIL 7, 2016 - Status**

Article	2016 Article Name	Status
1	Recognize Citizens and Employees for Particular Service to the Town	Passed
2	Pay Previous Fiscal Year Unpaid Bills	Passed over
3	Current Year Transfers	Passed
4	OPEB Funding	Passed
5	Establish 53D Recreation Revolving Fund for the Wayland Town Beach	Passed
6	Establish a Recreation Stabilization Fund	Passed
7	Adopt Massachusetts General Laws Chapter 44, Section 53 E ½, Revolving Accounts as Amended	Passed
8	FY 2017 Omnibus Budget as Amended	Passed
9	Accept Gifts of Land	Passed
10	Confirmatory Taking of Newbury Conservation Land	Passed
11	Streamlining Town Meeting Discussion	Passed
12	Personnel Bylaws and Wage Classification Plan	Passed
13	Compensation for Town Clerk	Passed
14	Amend Chapter 145-Inspection, Testing, Maintenance of Private Fire Hydrants	Passed
15	Fund Permanent Reconfiguration of the Intersection of East Plain St, School St and Rte. 30	Passed
16	Fund Reconfiguration of the Five Paths Intersection (Cochituate Rd and OCP)	Passed
17	Authorize the transfer of 207,195 and 193 Main St. to Library Trustees	Passed
18	Authorize the transfer of 202 Old Con Path to Library Trustees, for Lib use	Passed
19	Fund Payment in Lieu of Sewer Betterment Assessment for Sewer Capacity	Passed
20	Amend Chapter 36 of Current Bylaws (36-1)	Not Passed
21	Appropriate Funds for Design, Construction Documents and Bidding for COA/CC	Not Passed
22	Field Renovations and 207/195 Main St. Feasibility Study	Not Passed
23	Accept Modified Route 30 and 27 Intersection as a Town Way	Passed
24	Set Aside Community Preservation Funds for Later Spending	Passed
25	Transfer Community Housing Funds to Wayland Municipal Affordable Housing Trust	Passed
26	Appropriate Funds to Restore Monuments at North Cemetery	Passed
27	Appropriate Funds to Restore Cochituate Town Clock	Passed
28	Vote to Appropriate Funding for New Minuteman High School	Passed Over
29	Clarify Petitioner Access to Town Counsel	Not Passed
30	Appropriate Funds to Purchase Conservation Restriction on Mainstone Farm	Passed
31	Fund Glezen Lane Traffic Control Measures	Passed Over
32	Rescind Authorized but Unissued Debt	Passed
33	Transfer Custody of Small Portion of Lakeview Cemetery	Passed
34	Accept Law Increasing Real Estate Tax exemption Amounts	Passed
35	Hear Reports	Passed
36	Choose Town Officers	Passed
37	Sell or Trade Vehicles and Equipment	Passed

MOVER: *CHERRY KARLSON*

**MOTION – 2016 ATM – APRIL 7, 2016**

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

**MOTION #1**

I move you, sir:

MOVED: that the Town recognize the following town employees who have retired since the 2015 Annual Town Meeting and have served the Town for over 20 years (service need not be consecutive):

Dexter Chadsey	39 years	Teacher, Claypit Hill School
Christine Brown	33 years	Athletic Trainer, Substitute
Carol Lucenta	32 years	Clerical, School Department
Thomas Cavanaugh	31 years	Teacher, Substitute
Deborah Bearse	23 years	Principal, Claypit Hill School
Donald Gladu	22 years	Transfer Station Foreman
Judith Courchine	22 years	Clerical, School Department
Paula Dettorre	21 years	Human Resources Assistant

MOVER: *CHERRY KARLSON*

**MOTION – 2016 ATM – APRIL 7, 2016**

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

**MOTION #2**

I move you, sir:

MOVED: that the Town recognize and observe a moment of silence in remembrance of the following elected official with at least 10 years of service to the Town, without regard to tenure, who has passed away since the adjournment of the 2015 Annual Town Meeting:

Elected Official

Grace I. Bowen	November 13, 2015	Town Clerk, <del>1977</del> <u>1974</u> - 1986
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*MOVER: CHERRY KARLSON*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 2: PAY PREVIOUS FISCAL YEAR UNPAID BILLS**

I move you, sir:

MOVED: that this article be passed over.

MOVER: CHERRY KARLSON

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 3: CURRENT YEAR TRANSFERS**

I move you, sir:

MOVED: that the following sums be appropriated to be expended by the following boards ~~and~~ or committees in Fiscal Year 2016 for the following purposes:

<u>Purpose</u>	<u>Amount</u>	<u>Board or Committee</u>
Septage Expense	\$17,517	Board of Selectmen
<del>Septage Expense</del>	<del>\$68,614</del>	<del>Board of Selectmen</del>

TOTAL CURRENT YEAR  
TRANSFERS

~~\$ 86,131;~~ \$17,517;

and that said appropriations be provided by transferring ~~\$68,614 from the General Fund—Unreserved Fund and by transferring~~ \$17,517 from the Septage Fund.

MOVER: NANCY FUNKHOUSER

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 4: OPEB FUNDING**

**~~MOTION #1~~**

I move you, sir:

MOVED: that the Town

a.) transfer the sums of money from the enterprise funds and revolving funds listed in Paragraph a) of Article 4 on Page 20 of the Warrant for the 2016 Annual Town Meeting totaling \$50,000.00 to the General Fund.

b.) appropriate \$28,543.00 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 20 of the Warrant for the 2016 Annual Town Meeting totaling \$28,543.00; and

c.) appropriate \$215,285.00 to be deposited in the Town's Other Post-Employment Benefits Trust Fund; and that said appropriation be provided by transferring \$215,285.00 from the General Fund – Unreserved Fund Balance.

**~~MOVER:~~**

**~~MOTION – 2016 ATM – APRIL 7, 2016~~**

**~~ARTICLE 4: — OPEB FUNDING~~**

**~~———— MOTION #2~~**

~~I move you, sir:~~

~~MOVED: — that the Town appropriate \$28,543.00 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 20 of the Warrant for the 2016 Annual Town Meeting  
———— totaling \$28,543.00.~~

~~MOVER:~~

~~MOTION – 2016 ATM – APRIL 7, 2016~~

~~ARTICLE 4: — OPEB FUNDING~~

~~———— MOTION #3~~

~~I move you, sir:~~

~~MOVED: — that the Town appropriate \$215,285.00 to be deposited in the Town's  
———— Other Post-Employment Benefits Trust Fund; and that said  
———— appropriation be provided by transferring \$215,285.00 from the  
———— General Fund — Unreserved Fund Balance.~~

*MOVER: HEIDI SEABORG*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 5: ESTABLISH 53D RECREATION REVOLVING FUND  
FOR THE WAYLAND TOWN BEACH**

I move you, sir:

**MOVED:** that the Town accept the provisions of Massachusetts General Laws Chapter 44, Section 53D to establish and authorize the use of a revolving fund for the Recreation Department to be expended by the Recreation Commission and Recreation Director for the Wayland Town Beach for which the costs, which are seasonal salaries, supplies, materials, services, and utilities, shall be funded by user fees from beach memberships, rentals, and other associated beach facility service fees.

*MOVER: ASA FOSTER*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 6: ESTABLISH A RECREATION STABILIZATION FUND**

I move you, sir:

**MOVED:** that the Town establish and authorize the use of a Recreation Stabilization Fund for the Recreation Department to be expended by the Recreation Commission and Recreation Director.

MOVER: *CHERRY KARLSON*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 7:      ADOPT MASSACHUSETTS GENERAL LAWS  
CHAPTER 44, SECTION 53 E ½ REVOLVING  
ACCOUNTS**

I move you, sir:

MOVED:    that the Town continue the Transfer Station, Recreation and Council on Aging Revolving Accounts and establish the School Department Professional Development and School Department Curriculum Revolving Accounts for the purposes and with the funding sources, expenditure authorities and expenditure limits for the Fiscal Year beginning July 1, 2016 in accordance with Massachusetts General Laws Chapter 44, Section 53 E ½ all as set forth on Page 25 of the Warrant for the 2016 Annual Town Meeting, except that in Line Number 2 of the Chart on Page 25 the Fiscal Year 2017 Spending Limit in the last column on the right shall be decreased from \$585,000 to \$583,000.

*MOVER: NANCY FUNKHOUSER*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 8: FY 2017 OMNIBUS BUDGET (MOTION # 1)**

I move you, sir:

**MOVED:** That each and every numbered item set forth in the Finance Committee's Budget for Fiscal Year 2017 be voted, granted and appropriated as an expenditure for the several purposes and uses set forth in said budget establishing a total budget of \$79,234,945 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, \$71,137,604 shall be raised by taxation, \$360,000 shall be provided by transfer from Ambulance receipts, \$90,291 shall be provided by transfer from Premium on Bonds Account, \$1,263,125 shall be provided by transfer from other funds, \$300,454 shall be provided by transfer from Overlay Surplus, \$1,500,000 shall be provided by transfer from Unreserved Fund Balance, \$3,787,352 shall be provided from Water revenue, \$52,708 shall be provided from Septage Retained Earnings, and \$743,411 shall be provided from Wastewater revenues

*MOVER: DAVE WATKINS*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 8: FY 2017 OMNIBUS BUDGET (MOTION # 2)  
CAPITAL BUDGET**

I move you, sir:

**MOVED:** That each and every numbered item set forth in the Finance Committee's capital budget of Fiscal Year 2017 listed on Pages 40 through 54 of the Warrant for the 2016 Annual Town Meeting in the total amount of \$8,974,000 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 \$6,721,000 pursuant to the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, \$305,000 shall be raised from taxation, \$290,000 shall be provided by transfer from the General Fund - Unreserved Fund Balance, \$450,000 shall be provided from water surplus, \$515,000 shall be provided from Ambulance receipts, \$50,000 shall be provided from the Cemetery Revolving Fund, \$88,000 shall be provided from the Transfer Station Revolving Fund, \$10,000 shall be provided from the Before and After School Account, and \$545,000 shall be provided by transfer from surplus capital closeouts, 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.

April 8, 2016

*MOVER: DAVE WATKINS*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 8: FY 2017 OMNIBUS BUDGET (MOTION # 3)**

I move you, sir:

MOVED: that the Town:

- a) appropriate \$1,900,000 Dollars for the purpose of paying costs of repairs to the Loker School, 47 Loker Street, 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, and for which the Town has applied for a grant from the Massachusetts School Building Authority (“MSBA”), said amount to be expended under the direction of the Permanent Municipal Building Committee; acknowledge that the MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and if the MSBA’s Board of Directors votes to invite the Town to collaborate with the MSBA on this proposed repair project, 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; 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, authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow \$1,900,000 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 Loker 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.

April 8, 2016

*MOVER: NANCY FUNKHOUSER*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 8: FY 2017 OMNIBUS BUDGET (MOTION # 4)**

I move you, sir:

MOVED: That the Town :

- a) Transfer \$482,618 from the Massachusetts General Laws Chapter 44, Section 53E1/2 Recreation Revolving Fund to the General Fund;
- b) Transfer \$80,000 from the General Fund – Unreserved Fund Balance to the Massachusetts General Laws Chapter 44, Section 53D Recreation Department Beach Revolving Fund;
- c) Transfer the balance as of June 30, 2016 in the School Professional Development Account, Project 3225, to the Massachusetts General Laws Chapter 44, Section 53E 1/2 School Professional Development Revolving Fund; and
- d) Transfer the balance as of June 30, 2016 in the School Curriculum Account, Project 3226 to the Massachusetts General Laws Chapter 44, Section 53E ½ School Curriculum Revolving Fund.

April 8, 2016

*MOVER: NANCY FUNKHOUSER*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 8: FY 2017 OMNIBUS BUDGET (MOTION #5)**

I move you, sir:

**MOVED:** That the Town transfer \$402,618 from the General Fund – Unreserved Fund Balance to the Recreation Stabilization Fund.

*MOVER: SHERRE GREENBAUM*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 9: ACCEPT GIFTS OF LAND**

I move you, sir:

**MOVED:** That the Town accept, as a gift, for conservation purposes, to be held under the care, custody, management and control of the Conservation Commission, the parcel of land situated on Pelham Island Road in said Wayland containing approximately 70,953 square feet and shown as Lot 6B on a plan entitled “Plan of land in Wayland-Mass.”, dated September 4, 1973, by Everett M. Brooks Co., Civil Engineers, recorded with the Middlesex South Registry of Deeds as Plan No. 125 of 1976; and express its appreciation to Nathan (Ted) Newbury for his generosity in donating said parcel of land to the Town.

*MOVER: SHERRE GREENBAUM*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 10: CONFIRMATORY TAKING OF NEWBURY  
CONSERVATION LAND**

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 eminent domain, for conservation purposes, to confirm and make clear the Town's title to the fee in the parcel of land situated on Pelham Island Road in said Wayland containing approximately 70,953 square feet and shown as Lot 6B on a plan entitled "Plan of land in Wayland-Mass.", dated September 4, 1973, by Everett M. Brooks Co., Civil Engineers, recorded with the Middlesex South Registry of Deeds as Plan No. 125 of 1976;
- 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.

April 8, 2016

*MOVER: PETITIONERS*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 11: STREAMLINING TOWN MEETING DISCUSSION**

I move you, sir:

MOVED: That the Town vote to adopt a resolution encouraging the town moderator to modify the time period that persons have to address the town meeting, requiring that persons complete their remarks in two (2) minutes or less, excluding principal presenter(s) or principal opponent(s).

MOVER: MARYANNE PEABODY

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 12: PERSONNEL BYLAWS AND WAGE & 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 making the following revisions thereto as set forth on Pages 58 through 60 of the Warrant for the 2016 Annual Town Meeting, except for the word “severance” in the last sentence of Paragraph E on Page 60, which word shall be deleted, and except for the word “Over” shall be deleted, and the words “or more” added, and by establishing the non-union wage and salary rates and the effective date for said rates as set forth in Appendix C on pages 115 through ~~177~~ 117 of said Warrant.

*MOVER: CHERRY KARLSON*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 13: COMPENSATION FOR TOWN CLERK**

I move you, sir:

**MOVED:** that the Town fix the salary and compensation of the elected Town Clerk at \$70,504.00 effective July 1, 2016.

*MOVER: LEA ANDERSON*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 14: AMEND CHAPTER 145 – INSPECTION, TESTING,  
MAINTENANCE OF PRIVATE FIRE HYDRANTS**

I move you, sir:

MOVED: that the Town amend the Code of the Town of Wayland, Chapter 145, Inspection, Testing, & Maintenance of Private Fire Hydrants and Underground and Exposed Piping, by making the revisions thereto set forth on Pages 62 and 63 of the Warrant for the 2016 Annual Town Meeting.

*MOVER: JON MISHARA*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 15: FUND PERMANENT RECONFIGURATION OF THE  
INTERSECTION OF EAST PLAIN STREET, SCHOOL  
STREET, AND ROUTE 30 (COMMONWEALTH ROAD)**

I move you, sir:

**MOVED:** that the Town appropriate \$300,000 to be expended by the Board of Public Works for the costs of design and construction of traffic control measures and improvements to the intersection of East Plain Street, School Street, and Route 30 (Commonwealth Road), making permanent the temporary changes in the configuration of said intersection currently in effect; and, to provide for said appropriation, the Town Treasurer, with the approval of the Board of Selectmen, be authorized to borrow \$300,000 pursuant to the provisions of Massachusetts General Laws Chapter 44, Section 7.

*MOVER: JON MISHARA*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 16: FUND RECONFIGURATION OF THE FIVE PATHS  
INTERSECTION (COCHITUATE ROAD AND OLD  
CONNECTICUT PATH)**

I move you, sir:

**MOVED:** that the Town to appropriate \$335,000 to be expended by the Board of Public Works for the costs of design and construction of traffic control measures and improvements to the intersection of the so-called “Five Paths” Intersection of Cochituate Road and Old Connecticut Path including pedestrian crossings; and, to provide for said appropriation, the Town Treasurer, with the approval of the Board of Selectmen, be authorized to borrow \$335,000 pursuant to the provisions of Massachusetts General Laws Chapter 44, Section 7.

April 8, 2016

MOVER: AIDA GENNIS

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 17: AUTHORIZE THE TRANSFER OF 207 AND 195 MAIN STREET TO LIBRARY TRUSTEES, RECREATION COMMISSION AND SCHOOL COMMITTEE**

I move you, sir:

MOVED: that the Town authorize the Board of Selectmen and/or School Committee and/or the Board of Public Works, as the case may be, with approval of Town Counsel as to form, to transfer the care, custody, management and control of all or any part of 1.) the parcel of land containing 2.0 acres, more or less, at 207 Main Street Wayland, Massachusetts, shown on Assessors Map 47D as Parcel 58C; and 2.) the parcel of land containing 4.7 acres, more or less, with the buildings and structures thereon at 195 Main Street Wayland, Massachusetts shown on Assessors Map 47D as Parcel 5 to the Board of Library Trustees for town library purposes and to the Recreation Commission for recreation purposes and to the School Committee for school purposes.

*MOVER: AIDA GENNIS*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 18: AUTHORIZE THE TRANSFER OF 202 OLD  
CONNECTICUT PATH TO LIBRARY TRUSTEES FOR  
LIBRARY USE**

I move you, sir:

**MOVED:** 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 parcel of land on and off Cochituate Road and Old Connecticut Path, 202 Old Connecticut Path, Wayland, Massachusetts shown as Parcel C on the plan entitled “Plan of Land in Wayland, Massachusetts Showing Proposed Division of the Paine Estate” dated March 22, 1994, prepared by the Wayland Town Surveyor’s Office and recorded with the Middlesex South Registry of Deeds as Plan No. 693 of 1995, to the Board of Library Trustees for town library purposes.

April 8, 2016

*MOVER: AIDA GENNIS*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 19: FUND PAYMENT IN LIEU OF SEWER BETTERMENT  
ASSESSMENT FOR SEWER CAPACITY FOR TOWN  
LIBRARY OR OTHER TOWN BUILDING**

I move you, sir:

**MOVED:** that the Town appropriate \$56,000 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 Library building or other Town building at 5 Concord Road, Wayland, Massachusetts thereto; and, to provide for said appropriation, transfer \$56,000 from the General Fund – Unreserved Fund Balance.

MOVER: MARY ANTES

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 21: APPROPRIATE FUNDS FOR DESIGN,  
CONSTRUCTION DOCUMENTS AND BIDDING FOR A  
PROPOSED COUNCIL ON AGING/COMMUNITY  
CENTER AT WAYLAND TOWN CENTER**

I move you, sir:

MOVED: that the Town

- a) appropriate \$425,000 to be expended under the direction of the Board of Selectmen for the purpose of preparing bid documents and obtaining bids for a Council on Aging/Community Center building on the so-called “Municipal Pad,” which is comprised of the parcels of land located on and off Boston Post Road (Route 20) and Andrew Avenue in Wayland Massachusetts containing, in the aggregate, 4.16 acres and 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;
- b) to provide for said appropriation, authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow \$425,000 pursuant to the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8; and

April 8, 2016

**ARTICLE 21**  
**Page 2**

- c) authorize the Town Administrator, ~~with the approval by the voters of the Town of Wayland,~~ to take any action necessary to carry out the said tasks in Paragraph a.) above, provided that (i) the design scope of said building project shall include renovations to the existing 10,250 square foot building situated on said Municipal Pad and expansion, as needed, as well as related site development, and shall accommodate up to 21,000 square feet of building area, with engineering confirmation that wastewater capacity is available and sufficient for said size of building and for the proposed community center use; and (ii) no funds so appropriated shall be expended until the Town of Wayland acquires control of said Municipal Pad and achieves satisfactory environmental testing for polychlorinated biphenyls as authorized at the November 9, 2015 Special Town Meeting.

*MOVER: ANNA MELIONES*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 22: FIELD RENOVATIONS AND 207/195 MAIN STREET  
FEASIBILITY STUDY**

I move you, sir:

**MOVED:** that the Town appropriate \$150,000 to be expended by the Recreation Commission for field renovations at Town Building and to do a feasibility study to investigate the construction of a potential multi-purpose, rectangular, natural or artificial turf field at 207 and 195 Main Street, Wayland, Massachusetts; and provide for said appropriation by transferring \$150,000 from the Recreation Stabilization Fund.

*MOVER: MIKE LOWERY*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 23: ACCEPT MODIFIED ROUTE 30 AND 27  
INTERSECTION AS A TOWN WAY**

I move you, sir:

**MOVED:** that the Town accept as a town way the modified intersection of Main Street (Route 27) and Commonwealth Road (Route 30) as laid out by the Board of Public Works by adding to and incorporating into the respective layouts of said town ways the parcels of Town-owned land on said Main Street and Commonwealth Road shown as Parcel No.'s 1-T-1, 1-T-2, 1-T-3 and 1-T-4 on a plan entitled "Layout, Alteration and Easement Plan of Land in Wayland, Massachusetts", (Sheet 1 of 2 sheets) dated October 27, 2015, prepared by Hancock Associates, Civil Engineers, Land Surveyors and Wetlands Scientists and recorded with the Middlesex County South District Registry of Deeds as Plan No. 879 of 2015.

April 8, 2016

*MOVER: GRETCHEN SCHULER*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 24: 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) \$95,694 for open space, but not including land for recreational use, \$95,694 for historic resources, and \$95,694 for community housing for Fiscal Year 2016; and
- b) \$10,000 for administrative expenses.

*MOVER: SUSAN WEINSTEIN*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 25: 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 \$95,694 to be deposited in the Wayland Municipal Affordable Housing Trust Fund.

*MOVER: ELISA SCOLA*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 26: APPROPRIATE FUNDS TO RESTORE MONUMENTS  
AT NORTH CEMETERY**

I move you, sir:

**MOVED:** that the Town appropriate \$72,000 to be expended by the Wayland Historical Commission to preserve monuments in the Stoney section of the North Cemetery on Old Sudbury Road; and provide for said appropriation by transferring \$72,000 from funds set aside in the Community Preservation Fund for historic preservation.

*MOVER: GRETCHEN SCHULER*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 27: APPROPRIATE FUNDS TO RESTORE COCHITUATE  
TOWN CLOCK**

I move you, sir:

**MOVED:** that the Town appropriate \$29,000 to be expended by the Wayland Historical Commission to preserve and restore the Town-owned clock located in the Community United Methodist Church tower in Cochituate; and provide for said appropriation by transferring \$29,000 from funds set aside in the Community Preservation Fund for historic preservation.

*MOVER: LEA ANDERSON*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 28: VOTE TO APPROPRIATE FUNDING FOR NEW  
MINUTEMAN HIGH SCHOOL**

I move you, sir:

MOVED: that this article be passed over.

*MOVER: GRETCHEN SCHULER*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 30: APPROPRIATE FUNDS TO PURCHASE  
CONSERVATION RESTRICTION ON MAINSTONE  
FARM**

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 by purchase, gift, eminent domain or otherwise a conservation restriction in accordance with Massachusetts General Laws Chapter 184, Sections 31 through 33, to be held by the Town of Wayland Conservation Commission and by the Sudbury Valley Trustees, Inc., on a parcel of land located on Old Connecticut Path and Rice Road, Wayland, Massachusetts containing 208.7 acres, more or less, which parcel of land to be covered by said conservation restriction is part of the parcel of land shown on Wayland Assessors Map as Parcel 35-031A and is shown as “87 Old Connecticut Path” on a plan entitled “Subdivision Plan of Land in Wayland Middlesex County Massachusetts” dated December 22, 2015, prepared for Mainstone Land Trust by Samiotes Consultants Inc., and recorded with the Middlesex South Registry of Deeds as Plan No. 100 of 2016 (Sheets 2 and 3 of 3), which plan is the basis for the sketch map attached to the Warrant for the Annual Town Meeting 2016 in Appendix K;
- b.) appropriate \$12,000,000 to be expended by the Board of Selectmen for the acquisition of said conservation restriction to be held by the Town of

April 8, 2016

**ARTICLE 30**  
**Page 2**

Wayland Conservation Commission and by Sudbury Valley Trustees, Inc.;

and

- c.) provide for said appropriation by (i) transferring \$2,100,000 from funds set aside in the Community Preservation Fund for open space (ii) transferring \$2,900,000 from the uncommitted funds in the Community Preservation Fund;
- and (iii) authorizing the Town Treasurer, with the approval of the Board of Selectmen, to borrow \$7,000,000 in anticipation of future Community Preservation Fund revenues pursuant to Massachusetts General Laws Chapter 44B, Section 11.

*MOVER: CHERRY KARLSON*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 31: FUND GLEZEN LANE TRAFFIC CONTROL MEASURES**

I move you, sir:

**MOVED:** that the Town appropriate \$55,000 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 \$55,000 from the General Fund – Unreserved Fund Balance.

MOVER: *CHERRY KARLSON*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 32: RESCIND AUTHORIZED BUT UNISSUED DEBT**

I move you, sir:

MOVED: that the Town rescind the borrowings that are deemed no longer necessary because the projects funded by the borrowings have been completed as listed on Page 96 of the Warrant for the 2016 Annual Town Meeting, except that “7(3a)” immediately following “4.) Middle School Replacement” shall be deleted from the description of said borrowing.

MOVER: MIKE LOWERY

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 33: TRANSFER CUSTODY OF SMALL PORTION OF LAKEVIEW CEMETERY**

I move you, sir:

MOVED: that the Town authorize the Recreation Commission, with approval of Town Counsel as to form, to transfer the care, custody, management and control of a portion of the Lakeview Cemetery shown on Appendix M to the 2016 Annual Town Meeting Warrant as “Area to transferred from Recreation Commission to the Board of Public Works. A portion of Parcel 51C-047A” containing 0.66 acres being part of the parcel of land shown on the Town’s Assessors Map as Parcel 51C-047A to the Board of Public Works for cemetery purposes.

*MOVER: LEA ANDERSON*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 34: ACCEPT LAW INCREASING REAL ESTATE TAX  
EXEMPTION AMOUNTS**

I move you, sir:

**MOVED:** that the Town accept the provisions of Massachusetts General Laws Chapter 59, Section 5C½, which provides for an additional real estate exemption for taxpayers who are granted personal exemptions on their domiciles under Massachusetts General Laws Chapter 59, Section 5, including certain blind persons, veterans, surviving spouses and seniors, and to provide that the additional exemption shall be up to 100% percent of the personal exemption, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2016.

*MOVER: CHERRY KARLSON*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 35: HEAR REPORTS**

I move you, sir:

**MOVED:** that the Town accept the 2015 Wayland Annual Report, and the reports of the Town officers, agents, trustees, commissioners, boards and committees listed on Page 98 of the Warrant for the 2016 Annual Town Meeting.

MOVER: CHERRY KARLSON

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 36: CHOOSE TOWN OFFICERS**

I move you, sir:

MOVED: that the following persons be nominated for the following offices in accordance with Article 36 of the 2016 Annual Town Meeting Warrant:

As Trustees of the Allen Fund:

Lynn S. Dowd  
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: JOE NOLAN

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 37: 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:

Department	Vehicle/Equipment	Year
Fire Department	Emergency One Ladder Truck	1993
Fire Department	Emergency One Fire Engine	2004
Fire Department	Fire Alarm Equipment: up to 240 Fire Alarm Boxes, and up to 60 Fire Alarm Box Pedestals	
Public Works	F800 J Hook	1998
Public Works	F350 Dump Truck	1999
Public Works	John Deere Turf Tractor	1999
Public Works	F350 Dump Truck	2005
Public Works	Elgin Sweeper	2010

MOVER: *CHERRY KARLSON*

**MOTION – 2016 ATM – APRIL 7, 2016**

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

**MOTION #1**

I move you, sir:

MOVED: that the Town recognize the following town employees who have retired since the 2015 Annual Town Meeting and have served the Town for over 20 years (service need not be consecutive):

Dexter Chadsey	39 years	Teacher, Claypit Hill School
Christine Brown	33 years	Athletic Trainer, Substitute
Carol Lucenta	32 years	Clerical, School Department
Thomas Cavanaugh	31 years	Teacher, Substitute
Deborah Bearse	23 years	Principal, Claypit Hill School
Donald Gladu	22 years	Transfer Station Foreman
Judith Courchine	22 years	Clerical, School Department
Paula Dettorre	21 years	Human Resources Assistant

*MOVER: CHERRY KARLSON*

**MOTION – 2016 ATM – APRIL 7, 2016**

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

**MOTION #2**

I move you, sir:

**MOVED:** that the Town recognize and observe a moment of silence in remembrance of the following elected official with at least 10 years of service to the Town, without regard to tenure, who has passed away since the adjournment of the 2015 Annual Town Meeting:

Elected Official

Grace I. Bowen	November 13, 2015	Town Clerk, 1974 - 1986
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*MOVER: CHERRY KARLSON*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 2: PAY PREVIOUS FISCAL YEAR UNPAID BILLS**

I move you, sir:

MOVED: that this article be passed over.

MOVER: *CHERRY KARLSON*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 3: CURRENT YEAR TRANSFERS**

I move you, sir:

MOVED: that the following sum be appropriated to be expended by the following board or committee in Fiscal Year 2016 for the following purpose:

<u>Purpose</u>	<u>Amount</u>	<u>Board or Committee</u>
Septage Expense	\$17,517	Board of Selectmen
TOTAL CURRENT YEAR TRANSFERS	<u>\$ 17,517;</u>	

and that said appropriation be provided by transferring \$17,517 from the Septage Fund.

*MOVER: NANCY FUNKHOUSER*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 4: OPEB FUNDING**

I move you, sir:

MOVED: that the Town

- a.) transfer the sums of money from the enterprise funds and revolving funds listed in Paragraph a) of Article 4 on Page 20 of the Warrant for the 2016 Annual Town Meeting totaling \$50,000.00 to the General Fund.
- b.) appropriate \$28,543.00 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 20 of the Warrant for the 2016 Annual Town Meeting totaling \$28,543.00; and
- c.) appropriate \$215,285.00 to be deposited in the Town's Other Post-Employment Benefits Trust Fund; and that said appropriation be provided by transferring \$215,285.00 from the General Fund – Unreserved Fund Balance.

*MOVER: HEIDI SEABORG*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 5: ESTABLISH 53D RECREATION REVOLVING FUND  
FOR THE WAYLAND TOWN BEACH**

I move you, sir:

**MOVED:** that the Town accept the provisions of Massachusetts General Laws Chapter 44, Section 53D to establish and authorize the use of a revolving fund for the Recreation Department to be expended by the Recreation Commission and Recreation Director for the Wayland Town Beach for which the costs, which are seasonal salaries, supplies, materials, services, and utilities, shall be funded by user fees from beach memberships, rentals, and other associated beach facility service fees.

*MOVER: ASA FOSTER*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 6: ESTABLISH A RECREATION STABILIZATION FUND**

I move you, sir:

**MOVED:** that the Town establish and authorize the use of a Recreation Stabilization Fund for the Recreation Department to be expended by the Recreation Commission and Recreation Director.

*MOVER: CHERRY KARLSON*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 7:      ADOPT MASSACHUSETTS GENERAL LAWS  
CHAPTER 44, SECTION 53 E ½ REVOLVING  
ACCOUNTS**

I move you, sir:

**MOVED:**    that the Town continue the Transfer Station, Recreation and Council on Aging Revolving Accounts and establish the School Department Professional Development and School Department Curriculum Revolving Accounts for the purposes and with the funding sources, expenditure authorities and expenditure limits for the Fiscal Year beginning July 1, 2016 in accordance with Massachusetts General Laws Chapter 44, Section 53 E ½ all as set forth on Page 25 of the Warrant for the 2016 Annual Town Meeting, except that in Line Number 2 of the Chart on Page 25 the Fiscal Year 2017 Spending Limit in the last column on the right shall be decreased from \$585,000 to \$583,000.

April 8, 2016

*MOVER: NANCY FUNKHOUSER*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 8: FY 2017 OMNIBUS BUDGET (MOTION # 1)**

I move you, sir:

**MOVED:** That each and every numbered item set forth in the Finance Committee's Budget for Fiscal Year 2017 be voted, granted and appropriated as an expenditure for the several purposes and uses set forth in said budget establishing a total budget of \$79,234,945 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, \$71,137,604 shall be raised by taxation, \$360,000 shall be provided by transfer from Ambulance receipts, \$90,291 shall be provided by transfer from Premium on Bonds Account, \$1,263,125 shall be provided by transfer from other funds, \$300,454 shall be provided by transfer from Overlay Surplus, \$1,500,000 shall be provided by transfer from Unreserved Fund Balance, \$3,787,352 shall be provided from Water revenue, \$52,708 shall be provided from Septage Retained Earnings, and \$743,411 shall be provided from Wastewater revenues

*MOVER: DAVE WATKINS*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 8: FY 2017 OMNIBUS BUDGET (MOTION # 2)  
CAPITAL BUDGET**

I move you, sir:

**MOVED:** That each and every numbered item set forth in the Finance Committee's capital budget of Fiscal Year 2017 listed on Pages 40 through 54 of the Warrant for the 2016 Annual Town Meeting in the total amount of \$8,974,000 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 \$6,721,000 pursuant to the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, \$305,000 shall be raised from taxation, \$290,000 shall be provided by transfer from the General Fund - Unreserved Fund Balance, \$450,000 shall be provided from water surplus, \$515,000 shall be provided from Ambulance receipts, \$50,000 shall be provided from the Cemetery Revolving Fund, \$88,000 shall be provided from the Transfer Station Revolving Fund, \$10,000 shall be provided from the Before and After School Account, and \$545,000 shall be provided by transfer from surplus capital closeouts, 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.

April 8, 2016

*MOVER: DAVE WATKINS*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 8: FY 2017 OMNIBUS BUDGET (MOTION # 3)**

I move you, sir:

MOVED: that the Town:

- a) appropriate \$1,900,000 Dollars for the purpose of paying costs of repairs to the Loker School, 47 Loker Street, 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, and for which the Town has applied for a grant from the Massachusetts School Building Authority (“MSBA”), said amount to be expended under the direction of the Permanent Municipal Building Committee; acknowledge that the MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and if the MSBA’s Board of Directors votes to invite the Town to collaborate with the MSBA on this proposed repair project, 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; 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, authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow \$1,900,000 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 Loker 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.

April 8, 2016

*MOVER: NANCY FUNKHOUSER*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 8: FY 2017 OMNIBUS BUDGET (MOTION # 4)**

I move you, sir:

MOVED: That the Town :

- a) Transfer \$482,618 from the Massachusetts General Laws Chapter 44, Section 53E1/2 Recreation Revolving Fund to the General Fund;
- b) Transfer \$80,000 from the General Fund – Unreserved Fund Balance to the Massachusetts General Laws Chapter 44, Section 53D Recreation Department Beach Revolving Fund;
- c) Transfer the balance as of June 30, 2016 in the School Professional Development Account, Project 3225, to the Massachusetts General Laws Chapter 44, Section 53E 1/2 School Professional Development Revolving Fund; and
- d) Transfer the balance as of June 30, 2016 in the School Curriculum Account, Project 3226 to the Massachusetts General Laws Chapter 44, Section 53E ½ School Curriculum Revolving Fund.

April 8, 2016

*MOVER: NANCY FUNKHOUSER*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 8: FY 2017 OMNIBUS BUDGET (MOTION #5)**

I move you, sir:

**MOVED:** That the Town transfer \$402,618 from the General Fund – Unreserved Fund Balance to the Recreation Stabilization Fund.

*MOVER: SHERRE GREENBAUM*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 9: ACCEPT GIFTS OF LAND**

I move you, sir:

**MOVED:** That the Town accept, as a gift, for conservation purposes, to be held under the care, custody, management and control of the Conservation Commission, the parcel of land situated on Pelham Island Road in said Wayland containing approximately 70,953 square feet and shown as Lot 6B on a plan entitled “Plan of land in Wayland-Mass.”, dated September 4, 1973, by Everett M. Brooks Co., Civil Engineers, recorded with the Middlesex South Registry of Deeds as Plan No. 125 of 1976; and express its appreciation to Nathan (Ted) Newbury for his generosity in donating said parcel of land to the Town.

*MOVER: SHERRE GREENBAUM*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 10: CONFIRMATORY TAKING OF NEWBURY  
CONSERVATION LAND**

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 eminent domain, for conservation purposes, to confirm and make clear the Town's title to the fee in the parcel of land situated on Pelham Island Road in said Wayland containing approximately 70,953 square feet and shown as Lot 6B on a plan entitled "Plan of land in Wayland-Mass.", dated September 4, 1973, by Everett M. Brooks Co., Civil Engineers, recorded with the Middlesex South Registry of Deeds as Plan No. 125 of 1976;
- 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.

April 8, 2016

*MOVER: PETITIONERS*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 11: STREAMLINING TOWN MEETING DISCUSSION**

I move you, sir:

MOVED: That the Town vote to adopt a resolution encouraging the town moderator to modify the time period that persons have to address the town meeting, requiring that persons complete their remarks in two (2) minutes or less, excluding principal presenter(s) or principal opponent(s).

*MOVER: MARYANNE PEABODY*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 12: PERSONNEL BYLAWS AND WAGE & 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 making the following revisions thereto as set forth on Pages 58 through 60 of the Warrant for the 2016 Annual Town Meeting, except for the word “severance” in the last sentence of Paragraph E on Page 60, which word shall be deleted, and except for the word “Over” shall be deleted, and the words “or more” added, and by establishing the non-union wage and salary rates and the effective date for said rates as set forth in Appendix C on pages 115 through 117 of said Warrant.

*MOVER: CHERRY KARLSON*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 13: COMPENSATION FOR TOWN CLERK**

I move you, sir:

**MOVED:** that the Town fix the salary and compensation of the elected Town Clerk at \$70,504.00 effective July 1, 2016.

*MOVER: LEA ANDERSON*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 14: AMEND CHAPTER 145 – INSPECTION, TESTING,  
MAINTENANCE OF PRIVATE FIRE HYDRANTS**

I move you, sir:

MOVED: that the Town amend the Code of the Town of Wayland, Chapter 145, Inspection, Testing, & Maintenance of Private Fire Hydrants and Underground and Exposed Piping, by making the revisions thereto set forth on Pages 62 and 63 of the Warrant for the 2016 Annual Town Meeting.

*MOVER: JON MISHARA*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 15: FUND PERMANENT RECONFIGURATION OF THE  
INTERSECTION OF EAST PLAIN STREET, SCHOOL  
STREET, AND ROUTE 30 (COMMONWEALTH ROAD)**

I move you, sir:

**MOVED:** that the Town appropriate \$300,000 to be expended by the Board of Public Works for the costs of design and construction of traffic control measures and improvements to the intersection of East Plain Street, School Street, and Route 30 (Commonwealth Road), making permanent the temporary changes in the configuration of said intersection currently in effect; and, to provide for said appropriation, the Town Treasurer, with the approval of the Board of Selectmen, be authorized to borrow \$300,000 pursuant to the provisions of Massachusetts General Laws Chapter 44, Section 7.

*MOVER: JON MISHARA*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 16: FUND RECONFIGURATION OF THE FIVE PATHS  
INTERSECTION (COCHITUATE ROAD AND OLD  
CONNECTICUT PATH)**

I move you, sir:

**MOVED:** that the Town to appropriate \$335,000 to be expended by the Board of Public Works for the costs of design and construction of traffic control measures and improvements to the intersection of the so-called “Five Paths” Intersection of Cochituate Road and Old Connecticut Path including pedestrian crossings; and, to provide for said appropriation, the Town Treasurer, with the approval of the Board of Selectmen, be authorized to borrow \$335,000 pursuant to the provisions of Massachusetts General Laws Chapter 44, Section 7.

April 8, 2016

*MOVER: AIDA GENNIS*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 17: AUTHORIZE THE TRANSFER OF 207 AND 195 MAIN STREET TO LIBRARY TRUSTEES, RECREATION COMMISSION AND SCHOOL COMMITTEE**

I move you, sir:

**MOVED:** that the Town authorize the Board of Selectmen and/or School Committee and/or the Board of Public Works, as the case may be, with approval of Town Counsel as to form, to transfer the care, custody, management and control of all or any part of 1.) the parcel of land containing 2.0 acres, more or less, at 207 Main Street Wayland, Massachusetts, shown on Assessors Map 47D as Parcel 58C; and 2.) the parcel of land containing 4.7 acres, more or less, with the buildings and structures thereon at 195 Main Street Wayland, Massachusetts shown on Assessors Map 47D as Parcel 5 to the Board of Library Trustees for town library purposes and to the Recreation Commission for recreation purposes and to the School Committee for school purposes.

*MOVER: AIDA GENNIS*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 18: AUTHORIZE THE TRANSFER OF 202 OLD  
CONNECTICUT PATH TO LIBRARY TRUSTEES FOR  
LIBRARY USE**

I move you, sir:

**MOVED:** 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 parcel of land on and off Cochituate Road and Old Connecticut Path, 202 Old Connecticut Path, Wayland, Massachusetts shown as Parcel C on the plan entitled “Plan of Land in Wayland, Massachusetts Showing Proposed Division of the Paine Estate” dated March 22, 1994, prepared by the Wayland Town Surveyor’s Office and recorded with the Middlesex South Registry of Deeds as Plan No. 693 of 1995, to the Board of Library Trustees for town library purposes.

*MOVER: AIDA GENNIS*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 19: FUND PAYMENT IN LIEU OF SEWER BETTERMENT  
ASSESSMENT FOR SEWER CAPACITY FOR TOWN  
LIBRARY OR OTHER TOWN BUILDING**

I move you, sir:

**MOVED:** that the Town appropriate \$56,000 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 Library building or other Town building at 5 Concord Road, Wayland, Massachusetts thereto; and, to provide for said appropriation, transfer \$56,000 from the General Fund – Unreserved Fund Balance.

MOVER: MARY ANTES

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 21: APPROPRIATE FUNDS FOR DESIGN,  
CONSTRUCTION DOCUMENTS AND BIDDING FOR A  
PROPOSED COUNCIL ON AGING/COMMUNITY  
CENTER AT WAYLAND TOWN CENTER**

I move you, sir:

MOVED: that the Town

- a) appropriate \$425,000 to be expended under the direction of the Board of Selectmen for the purpose of preparing bid documents and obtaining bids for a Council on Aging/Community Center building on the so-called “Municipal Pad,” which is comprised of the parcels of land located on and off Boston Post Road (Route 20) and Andrew Avenue in Wayland Massachusetts containing, in the aggregate, 4.16 acres and 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;
- b) to provide for said appropriation, authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow \$425,000 pursuant to the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8; and

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**ARTICLE 21**  
**Page 2**

- c) authorize the Town Administrator to take any action necessary to carry out the tasks in Paragraph a.) above, provided that (i) the design scope of said building project shall include renovations to the existing 10,250 square foot building situated on said Municipal Pad and expansion, as needed, as well as related site development, and shall accommodate up to 21,000 square feet of building area, with engineering confirmation that wastewater capacity is available and sufficient for said size of building and for the proposed community center use; and (ii) no funds so appropriated shall be expended until the Town of Wayland acquires control of said Municipal Pad and achieves satisfactory environmental testing for polychlorinated biphenyls as authorized at the November 9, 2015 Special Town Meeting.

*MOVER: ANNA MELIONES*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 22: FIELD RENOVATIONS AND 207/195 MAIN STREET  
FEASIBILITY STUDY**

I move you, sir:

**MOVED:** that the Town appropriate \$150,000 to be expended by the Recreation Commission for field renovations at Town Building and to do a feasibility study to investigate the construction of a potential multi-purpose, rectangular, natural or artificial turf field at 207 and 195 Main Street, Wayland, Massachusetts; and provide for said appropriation by transferring \$150,000 from the Recreation Stabilization Fund.

*MOVER: MIKE LOWERY*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 23: ACCEPT MODIFIED ROUTE 30 AND 27  
INTERSECTION AS A TOWN WAY**

I move you, sir:

**MOVED:** that the Town accept as a town way the modified intersection of Main Street (Route 27) and Commonwealth Road (Route 30) as laid out by the Board of Public Works by adding to and incorporating into the respective layouts of said town ways the parcels of Town-owned land on said Main Street and Commonwealth Road shown as Parcel No.'s 1-T-1, 1-T-2, 1-T-3 and 1-T-4 on a plan entitled "Layout, Alteration and Easement Plan of Land in Wayland, Massachusetts", (Sheet 1 of 2 sheets) dated October 27, 2015, prepared by Hancock Associates, Civil Engineers, Land Surveyors and Wetlands Scientists and recorded with the Middlesex County South District Registry of Deeds as Plan No. 879 of 2015.

*MOVER: GRETCHEN SCHULER*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 24: 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) \$95,694 for open space, but not including land for recreational use, \$95,694 for historic resources, and \$95,694 for community housing for Fiscal Year 2016; and
- b) \$10,000 for administrative expenses.

*MOVER: SUSAN WEINSTEIN*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 25: 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 \$95,694 to be deposited in the Wayland Municipal Affordable Housing Trust Fund.

*MOVER: ELISA SCOLA*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 26: APPROPRIATE FUNDS TO RESTORE MONUMENTS  
AT NORTH CEMETERY**

I move you, sir:

**MOVED:** that the Town appropriate \$72,000 to be expended by the Wayland Historical Commission to preserve monuments in the Stoney section of the North Cemetery on Old Sudbury Road; and provide for said appropriation by transferring \$72,000 from funds set aside in the Community Preservation Fund for historic preservation.

*MOVER: GRETCHEN SCHULER*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 27: APPROPRIATE FUNDS TO RESTORE COCHITUATE  
TOWN CLOCK**

I move you, sir:

**MOVED:** that the Town appropriate \$29,000 to be expended by the Wayland Historical Commission to preserve and restore the Town-owned clock located in the Community United Methodist Church tower in Cochituate; and provide for said appropriation by transferring \$29,000 from funds set aside in the Community Preservation Fund for historic preservation.

*MOVER: LEA ANDERSON*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 28: VOTE TO APPROPRIATE FUNDING FOR NEW  
MINUTEMAN HIGH SCHOOL**

I move you, sir:

MOVED: that this article be passed over.

*MOVER: GRETCHEN SCHULER*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 30: APPROPRIATE FUNDS TO PURCHASE  
CONSERVATION RESTRICTION ON MAINSTONE  
FARM**

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 by purchase, gift, eminent domain or otherwise a conservation restriction in accordance with Massachusetts General Laws Chapter 184, Sections 31 through 33, to be held by the Town of Wayland Conservation Commission and by the Sudbury Valley Trustees, Inc., on a parcel of land located on Old Connecticut Path and Rice Road, Wayland, Massachusetts containing 208.7 acres, more or less, which parcel of land to be covered by said conservation restriction is part of the parcel of land shown on Wayland Assessors Map as Parcel 35-031A and is shown as “87 Old Connecticut Path” on a plan entitled “Subdivision Plan of Land in Wayland Middlesex County Massachusetts” dated December 22, 2015, prepared for Mainstone Land Trust by Samiotes Consultants Inc., and recorded with the Middlesex South Registry of Deeds as Plan No. 100 of 2016 (Sheets 2 and 3 of 3), which plan is the basis for the sketch map attached to the Warrant for the Annual Town Meeting 2016 in Appendix K;
- b.) appropriate \$12,000,000 to be expended by the Board of Selectmen for the acquisition of said conservation restriction to be held by the Town of

April 8, 2016

**ARTICLE 30**  
**Page 2**

Wayland Conservation Commission and by Sudbury Valley Trustees, Inc.;

and

- c.) provide for said appropriation by (i) transferring \$2,100,000 from funds set aside in the Community Preservation Fund for open space (ii) transferring \$2,900,000 from the uncommitted funds in the Community Preservation Fund;
- and (iii) authorizing the Town Treasurer, with the approval of the Board of Selectmen, to borrow \$7,000,000 in anticipation of future Community Preservation Fund revenues pursuant to Massachusetts General Laws Chapter 44B, Section 11.

*MOVER: CHERRY KARLSON*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 31: FUND GLEZEN LANE TRAFFIC CONTROL MEASURES**

I move you, sir:

**MOVED:** that the Town appropriate \$55,000 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 \$55,000 from the General Fund – Unreserved Fund Balance.

*MOVER: CHERRY KARLSON*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 32: RESCIND AUTHORIZED BUT UNISSUED DEBT**

I move you, sir:

**MOVED:** that the Town rescind the borrowings that are deemed no longer necessary because the projects funded by the borrowings have been completed as listed on Page 96 of the Warrant for the 2016 Annual Town Meeting, except that “7(3a)” immediately following “4.) Middle School Replacement” shall be deleted from the description of said borrowing.

*MOVER: MIKE LOWERY*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 33:   TRANSFER CUSTODY OF SMALL PORTION OF  
LAKEVIEW CEMETERY**

I move you, sir:

**MOVED:**   that the Town authorize the Recreation Commission, with approval of Town Counsel as to form, to transfer the care, custody, management and control of a portion of the Lakeview Cemetery shown on Appendix M to the 2016 Annual Town Meeting Warrant as “Area to transferred from Recreation Commission to the Board of Public Works. A portion of Parcel 51C-047A” containing 0.66 acres being part of the parcel of land shown on the Town’s Assessors Map as Parcel 51C- 047A to the Board of Public Works for cemetery purposes.

*MOVER: LEA ANDERSON*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 34: ACCEPT LAW INCREASING REAL ESTATE TAX  
EXEMPTION AMOUNTS**

I move you, sir:

**MOVED:** that the Town accept the provisions of Massachusetts General Laws Chapter 59, Section 5C½, which provides for an additional real estate exemption for taxpayers who are granted personal exemptions on their domiciles under Massachusetts General Laws Chapter 59, Section 5, including certain blind persons, veterans, surviving spouses and seniors, and to provide that the additional exemption shall be up to 100% percent of the personal exemption, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2016.

*MOVER: CHERRY KARLSON*

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 35: HEAR REPORTS**

I move you, sir:

**MOVED:** that the Town accept the 2015 Wayland Annual Report, and the reports of the Town officers, agents, trustees, commissioners, boards and committees listed on Page 98 of the Warrant for the 2016 Annual Town Meeting.

MOVER: CHERRY KARLSON

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 36: CHOOSE TOWN OFFICERS**

I move you, sir:

MOVED: that the following persons be nominated for the following offices in accordance with Article 36 of the 2016 Annual Town Meeting Warrant:

As Trustees of the Allen Fund:

Lynn S. Dowd  
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.

April 8, 2016

MOVER: JOE NOLAN

**MOTION – 2016 ATM – APRIL 7, 2016**

**ARTICLE 37: 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:

Department	Vehicle/Equipment	Year
Fire Department	Emergency One Ladder Truck	1993
Fire Department	Emergency One Fire Engine	2004
Fire Department	Fire Alarm Equipment: up to 240 Fire Alarm Boxes, and up to 60 Fire Alarm Box Pedestals	
Public Works	F800 J Hook	1998
Public Works	F350 Dump Truck	1999
Public Works	John Deere Turf Tractor	1999
Public Works	F350 Dump Truck	2005
Public Works	Elgin Sweeper	2010

April 8, 2016



# TOWN OF WAYLAND ANNUAL TOWN MEETING April 2016 ERRATA SHEET

## REPORT OF THE FINANCE COMMITTEE

Page 15, top of chart:

5-YEAR CAPITAL BUDGET PLAN BY CATEGORY						
SUMMARY BY TYPE GENERAL FUND ONLY	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Totals
NEW CONSTRUCTION / RENOVATION	-	12,800,000.00	-	-	-	<u>12,800,000.00</u>
EQUIPMENT	985,000.00	1,066,500.00	1,284,000.00	555,000.00	705,000.00	4,595,500.00
VEHICLE	1,440,000.00	345,000.00	-	600,000.00	180,000.00	2,565,000.00
LAND / LAND IMPROVEMENT	100,000.00	3,035,000.00	985,000.00	825,000.00	885,000.00	5,830,000.00
BUILDING REPAIR	2,963,000.00	1,263,000.00	6,146,250.00	535,000.00	-	10,907,250.00
INFRASTRUCTURE	825,000.00	2,106,000.00	1,816,600.00	3,033,560.00	2,137,586.00	9,918,746.00
OTHER-	-	50,000.00	50,000.00	50,000.00	-	150,000.00
Sub-total	6,313,000.00	20,665,500.00	10,281,850.00	5,598,560.00	3,907,586.00	46,766,496.00

## ARTICLE 7: ADOPT MASSACHUSETTS GENERAL LAWS CHAPTER 44, SECTION 53 E ½ REVOLVING ACCOUNTS

Page 25, change table row 2, Recreation:

	REVOLVING FUND	AUTHORITY TO SPEND FUND	REVENUE SOURCES	USE OF FUNDS	FY 17 SPENDING LIMIT
2	Recreation	Recreation Director and Commission	Recreation program and event user fees, sponsorships and miscellaneous related revenue (excluding beach, field and gym user fees)	Personnel costs, vendor payments, supplies, transportation, indirect costs and miscellaneous related expenses for recreation programs (excluding expenses to make fields, gym and beaches available for users)	<del>\$585,000</del> <u>\$583,000</u>
	TOTAL				<del>\$1,265,000</del> <u>\$1,263,000</u>

Page 26, second full paragraph:

The Town may authorize total revolving fund expenses of up to 10% of the prior year's total taxation, which for FY17 is \$5.85 million, provided no department is authorized to spend more than 1% of the prior year's taxation. The 1% cap for FY17 is ~~\$585,000~~ \$583,000. The total authorization requested for FY 17 for Section 53 E ½ is ~~\$1,265,000~~ \$1,265,000 as follows:

*Key to Revisions: ~~Strikethrough~~ indicates deletions, underlining indicates added text*

Page 26, fifth full paragraph:

Recreation Revolving Fund: For FY17, the 53 E ½ Recreation Revolving Fund will be used primarily to account for programs such as camps, recreational programs provided by vendors, training and events. Program expenses will include one full-time employee with benefits to manage the programs, seasonal wages, instructor fees, supplies, transportation as well as miscellaneous related costs and indirect administrative expenses. The recommended cap on this fund is the full 1% maximum which is ~~\$585,000~~ \$583,000.

## ARTICLE 8: FY 2017 OMNIBUS BUDGET

Page 32, bottom of table

<b>FACILITIES</b>				
Total FTEs	<del>3.54</del>	<del>3.54</del>	<del>3.54</del>	<del>4.54</del>
	<u>4.54</u>	<u>4.54</u>	<u>4.54</u>	<u>4.54</u>

Page 34, bottom third of table

<b>SCHOOLS</b>				
Total FTEs	374.64	<del>392.35</del>	<del>393.58</del>	405.45
		<u>391.86</u>	<u>393.50</u>	

Page 36, top third of table

<b>YOUTH SERVICES</b>				
Total FTEs	2.11	<del>2.17</del>	<del>3.50</del>	<del>3.50</del>
		<u>3.03</u>	<u>3.03</u>	<u>3.03</u>
<b>LIBRARY</b>				
Total FTEs	<del>14.74</del>	<del>14.74</del>	<del>14.74</del>	13.69
	<u>13.74</u>	<u>13.74</u>	<u>13.74</u>	

Page 38, middle of table

Grand Total FTEs	537.46	<del>555.56</del>	<del>551.60</del>	<del>577.39</del>
		<u>556.92</u>	<u>561.59</u>	<u>576.92</u>

Page 41, table 3:

3. Budget: Facilities - \$48,000.	
<b>Title:</b> Transfer Station Building Improvement	<b>Project Advocate(s):</b> Public Buildings Director
<b>Description:</b> Replace roof and doors at Transfer Station Building	
<b>Justification:</b> Current condition of roof and doors are beyond economical repair. New roof and doors needed to continue safe use of building.	
<b>Relationship to General Plan:</b> Ongoing maintenance and investment in the Town's assets.	
<b>History:</b> <del>This work is part of a multi-year plan to perform maintenance and repairs needed at the Transfer Station building, which is an older structure with building systems that must be maintained in order for the town to operate within the facility.</del> <u>Ongoing building maintenance.</u>	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> No
<b>Source of Funds:</b> Transfer Station Fund	<b>Request:</b> \$48,000.

<b>4. Budget: Facilities - \$330,000.</b>	
<b>Title:</b> Demolition of old DPW Building	<b>Project Advocate(s):</b> Public Buildings Director
<b>Description:</b> Demolition of old DPW Building	
<b>Justification:</b> <del>Current condition of building is unsafe for occupancy and beyond economical repair. Current conditions present a safety and liability risk. Additionally, the Town is considering alternative uses for this site, which will require the removal of the current building.</del> <u>Preparatory work for future re-use of this municipally owned parcel.</u>	
<b>Relationship to General Plan:</b> <del>Consistent with good planning to understand the long-term use of assets before undertaking major repairs and renovations.</del> <u>DPW Garage has been closed/abandoned with no future use.</u>	
<b>History:</b> N/A	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> No
<b>Source of Funds:</b> Other Funds	<b>Request:</b> \$330,000.

<b>5. Budget: Fire Department - \$950,000.</b>	
<b>Title:</b> Ladder and Fire Truck	<b>Project Advocate(s):</b> Fire Chief
<b>Description:</b> Purchase a new ladder truck, that serves as both a ladder truck and an engine (a quint), to replace the current 24 year old piece of apparatus. Along with the actual truck we will be upgrading radio equipment and some safety equipment. This project is part of a normal and expected replacement schedule for this large specialized truck.	
<b>Justification:</b> In 2017, our quint will be 24 years old and is fast approaching the upper end of its normal projected life. While the current vehicle is currently in acceptable and safe condition we need to plan for this replacement before major items fail and leave us without this valuable piece of equipment. The newer truck will have the same features that the current one has proven to work well for us and will have the latest in safety and technology. With the challenges of larger commercial buildings since this truck was originally purchased, coupled with the challenges of maneuverability on busier streets connecting longer narrow driveways the fire department has been doing research on newer apparatus to accomplish the operational challenges that are faced with keeping an eye on the size and overall cost.	
<b>Relationship to General Plan:</b> Ongoing replacement of fire vehicles based on age and condition.	
<b>History:</b> <del>Last year's CIP planned for this to occur at this time.</del> <u>Planned replacement.</u>	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> Yes
<b>Source of Funds:</b> Borrowing	<b>Request:</b> \$950,000.

Page 42, table 6:

<b>6. Budget: Fire Department - \$490,000.</b>	
<b>Title:</b> Rescue Pump Truck	<b>Project Advocate(s):</b> Fire Chief
<b>Description:</b> Purchase a new rescue pumper to put in service as the busiest first line engine at Station #2.	
<b>Justification:</b> Wayland has maintained three structural rescue style pumpers in its fleet for a number of years now. The newest engine is operated out of Station 2 and is staffed 24/7. This vehicle is used to transport staffing and equipment to every type of call in Wayland. Wayland does not have any specialized pumpers ( except a brush truck) and therefore apparatus is designed to carry a modest amount of equipment to handle a variety of incident types. (i.e. water and hose for firefighting, jaws of life and other rescue tools, ems equipment, hazardous materials response equipment etc..)	
<b>Relationship to General Plan:</b> Ongoing replacement of fire vehicles based on age and condition.	
<b>History:</b> <del>Last year's CIP planned for this to occur at this time.</del> <u>Planned replacement.</u>	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> Yes
<b>Source of Funds:</b> Ambulance Fund	<b>Request:</b> \$490,000.

Page 43, table 7:

<b>7. Budget: JCC - \$25,000.</b>	
<b>Title:</b> Radios	<b>Project Advocate(s):</b> Police Chief
<b>Description:</b> Two police and fire radio repeaters are in need of replacement/upgrade. These repeaters have been in operation since March 11, 2002 and have outlived their operational expectancy. Nine individual radio dispatch transmitters that are 15 years old will also be replaced.	
<b>Justification:</b> These radio repeaters and radio transmitters will maintain and enhance the ability of police and firefighters to communicate over the public safety radio system.	
<b>Relationship to General Plan:</b> This is the regular replacement of equipment with improved <u>public safety and security</u> benefits.	
<b>History:</b> This is a planned replacement.	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> Yes
<b>Source of Funds:</b> Ambulance Fund	<b>Request:</b> \$25,000.

Page 43, table 8:

<b>8. Budget: Department of Public Works - \$775,000.</b>	
<b>Title:</b> Town Wide Road Reconstruction	<b>Project Advocate(s):</b> Director, DPW
<b>Description:</b> This is funding to continue road improvement projects on the Town's 96 miles of roadway. At present construction rates, resurfacing costs approximately \$250,000 per mile.	

**Justification:** The Board of Public Works and DPW requested funding of \$1,400,000, representing a 15-year resurfacing schedule, factoring in an annual 10% cost escalation. We have evaluated required water main projects, drainage issues, and pavement conditions. This is intended to be an annual program and combined with State Chapter 90 funding. The DPW hopes to continue to keep Wayland's roads safe and in good condition. The Finance Committee is recommending this lesser amount. In past years, the Town has funded approximately \$300,000 per annum for this ongoing maintenance and an increase to the full amount requested was viewed as placing a larger burden on taxpayers than was deemed appropriate for this budget cycle.

We have evaluated required water main projects, drainage issues, and pavement conditions. This is intended to be an annual program and combined with State Chapter 90 funding. The DPW hopes to continue to keep Wayland's roads safe and in good condition. In past years, the Town has funded approximately \$300,000 per annum for this ongoing maintenance. This underfunded ongoing maintenance activity has led to increased deferred maintenance.

**Relationship to General Plan:** Maintenance and improvement of infrastructure/roads.

**History:** Part on the ongoing repair and maintenance of Town roadways.

**Schedule:** Fiscal Year 2017

**In the 5 Year Capital Plan?** Yes

**Source of Funds:** Borrowing

**Request:** \$775,000.

Page 52, table 28:

28. Budget: Department of Public Works, Water - \$936,000.	
<b>Title:</b> Stonebridge Water Main	<b>Project Advocate(s):</b> Director, DPW
<b>Description:</b> Costs associated with design, permitting, bid and construction of the Happy Hollow Access Road and Water Main.	
<p><b>Justification:</b> Happy Hollow Well Site and Chemical Feed Facility is a critical component to the Town's water supply, which requires frequent site visits by Town personnel. Access to the site is limited, which requires Town vehicles, bulk chemical deliveries and contractors to drive through the main entrance to the Wayland High School off Old Connecticut Path and around the back of the school adjacent to the football, lacrosse, and soccer fields which can be a hazard to all participants and spectators.</p> <p>Therefore, the Town is proposing to construct approximately 1,800 lf by 18-foot wide paved access road off Stonebridge Road and come in at the rear of the site. The work will also include the installation of approximately 1,200 lf of guardrail and country drainage to handle stormwater runoff. The estimated cost of construction for the access road is approximately \$600,000.</p> <p>In addition, the Town is proposing to install approximately 1,200 linear feet (lf) of 12-inch diameter ductile iron water main to construct a continuous loop to improve hydraulics within the system (and especially the Stonebridge Rd service area) and the ability to redirect flow distribution if needed. The estimated cost of construction for the installation of the 12-inch diameter water main is approximately \$336,000. The Board of Public works indicates that the new pipes will significantly improve water service to this area, and the road noted above is needed for the installation of these pipes.</p> <p>Total estimated cost of construction for the access road and water main is \$936,000.</p>	
<b>Relationship to General Plan:</b> Included in the long-range capital plan to maintain and improve our water distribution system.	
<b>History:</b> This is part of an ongoing, <del>multiyear project</del> plan for sustainment of the water distribution system.	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> Yes
<b>Source of Funds:</b> Water Borrowing	<b>Request:</b> \$936,000.

<b>30. Budget: Department of Public Works, Water - \$200,000.</b>	
<b>Title:</b> Completion of Water Meter Replacement	<b>Project Advocate(s):</b> Director, DPW
<b>Description:</b> Replace all of the old, outdated existing analog water meters that are still left in Town.	
<b>Justification:</b> 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 2,000 meters that are nearly 18 years old. Any new meters installed will be compatible with potential future radio-read programs.	
<b>Relationship to General Plan:</b> Included in the long-range capital plan to maintain infrastructure and equipment.	
<b>History:</b> <del>This is the third time that this project has been requested at Town Meeting. Concerns of Town Meeting in the past were primarily that the financial benefits were not clear and some residents were concerned about potential radiation emissions from the radio meters. The DPW has provided information for this Town Meeting that may overcome these objections by residents.</del> <u>This is final phase to replace the old, worn out analog water meters to ensure accurate readings and billings of water consumed.</u>	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> Yes
<b>Source of Funds:</b> Water Surplus	<b>Request:</b> \$200,000.

<b>31. Budget: Department of Public Works, Water - \$250,000.</b>	
<b>Title:</b> Water Tank Cleaning	<b>Project Advocate(s):</b> Director, DPW
<b>Description:</b> Costs associated with cleaning the interior and exterior of the 2.0 MG Water Storage Tank at Reeve's Hill.	
<b>Justification:</b> In accordance with Massachusetts Department of Environmental Protection (MassDEP) Guidelines for Public Water Systems, Chapter 8 – Finished Water Storage, the Reeve's Hill Water Storage Tank was inspected October 1, 2012 by DN Tanks Concrete Tank Services. Upon completion of the inspection, it was recommended that the exterior of the tank be cleaned and coated. It was also noted that there was 2-3 inches of silt build up on the bottom of the interior of the tank that should be removed. Silt can build up over time at the bottom of the tank as material may come off the pipes in the distribution system or settle out of the treated water. The Reeve's Hill Water Storage Tank is currently the only storage tank in the distribution system and we recommend it be maintained to minimize the risk of potential of having to remove the tank from service for long periods of time.	
<b>Relationship to General Plan:</b> Included in the long-range capital plan to maintain and improve our water distribution system.	
<b>History:</b> <del>This request supports maintenance of the wells where over 50% of Town water is sourced.</del> <u>This is part of an ongoing, multiyear plan for sustainment of the water distribution system.</u>	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> Yes
<b>Source of Funds:</b> Water Surplus	<b>Request:</b> \$250,000.

## ARTICLE 12: PERSONNEL BYLAWS AND WAGE & CLASSIFICATION PLAN

Page 59, center of page:

- (5) While out of work on leave for more than 20 days due to, but not limited to, on-the-job injury for which the employee is collecting workers' compensation, long-term disability, sick leave, family medical leave or leave of absence, employees shall not be eligible to earn annual leave.

[Added 5-3-1999 ATM by Art. 9; amended 5-5-2005 ATM by Art.32]

Page 60, top third of page:

- E. When a regular employee retires, or dies, he/she or his beneficiary shall receive ~~severance~~ pay equal to the employee's most recent daily straight-time rate multiplied by 60% of his unused accumulated sick leave days in effect as of his retirement or death. Such ~~severance~~ pay shall not exceed a ~~maximum of \$7,500.~~ an amount as follows:

Less than 20 Years of Service  
Over 20 or More Years of Service

Not to Exceed \$7,500  
Not to Exceed \$10,000

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## ARTICLE 19: FUND PAYMENT IN LIEU OF SEWER BETTERMENT ASSESSMENT FOR SEWER CAPACITY FOR TOWN LIBRARY OR OTHER TOWN BUILDING

Page 71, center of second full paragraph:

District Commission ("WWMDC") believes that the design flow capacity under the control of the WWMDC is approximately 76,000 gpd. The WWMDC's current NPDES permit allows up to 52,000 gpd annualized average flow of treated water discharge to the Sudbury River. At 80% of that level the ~~WWMC~~ WWMDC will need to take specific actions we agreed to as part of an Administrative Consent Order. The current flows average only about 24,000 gpd, which is well below the 80% threshold. Our NPDES permit is under renewal by the EPA and DEP; the renewal seeks an increase to 78,000 gpd.

Page 71, sixth full paragraph:

Even if we don't expand the library, the current septic system is nearing the end of its useful life, and moving to ~~WWMD~~ WWMDC is likely to be the best replacement option.

---

## ARTICLE 32: RESCIND AUTHORIZED BUT UNISSUED DEBT

Page 96, second paragraph

1.) Septic System Repair	Article 6	5/8/00	\$188,425
2.) Feasibility Study-High School	Article 7	4/13/09	\$411,000
3.) High School	Article 2	11/18/09	\$2,313,814
4.) <del>Middle School Replacement</del> 7(3a) Middle School Roof Replacement	Article 5	4/07/13	\$890,000

## **ARTICLE 35: HEAR REPORTS**

Page 99, top of page:

**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.~~

The Board of Selectmen voted 3-0 to support this article.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote: ~~7-0~~ 5-0.

**TOWN OF WAYLAND**

# **WARRANT**



## **2016 ANNUAL TOWN MEETING**

**Thursday, April 7, 2016 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, April 5, 2016**

**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](http://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 711
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**  
**2016 ANNUAL TOWN MEETING WARRANT**  
**WITH REPORT OF THE FINANCE COMMITTEE**

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**ARTICLE 35, HEAR REPORTS, can be found online at**  
[http://www.wayland.ma.us/Pages/WaylandMA\\_Selectmen/HearReports](http://www.wayland.ma.us/Pages/WaylandMA_Selectmen/HearReports)

**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 10	–	Sunday	1:00 p.m.
April 11	–	Monday	7:00 p.m.
April 12	–	Tuesday	7:00 p.m.
April 14	–	Thursday	7:00 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 28, 2016, 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 102. 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/ModHandbook.pdf](http://www.wayland.ma.us/Pages/WaylandMA_BComm/Moderator/ModHandbook.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

### WAYLAND HIGH SCHOOL - Thursday, April 7, 2016 at 7:30 PM

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.

Town Meeting will be held in the High School Field House. You can use any check-in station; waiting in one line based on the first letter of your last name is no longer required. As you're checking in, you'll be issued a handset for your **exclusive** use during that session. Voting with a handset issued to anyone else is **strictly forbidden**.



If your phone, tablet, or laptop supports Wi-Fi, please disable this feature, as doing so will enhance performance of the electronic voting system.

Before each vote, the Moderator will summarize the motion or amendment being decided. He'll then announce the beginning of a 30 second interval during which you can convey your vote, and a "voting light" near the Moderator will be illuminated. To vote *Yes*, push your handset's 1 button. 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. If you're visiting the restroom, you can leave your handset with the Exit Desk staff. 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 bins at the Exit Desks. If you forget to turn in your handset, we'll give you a call the next day and ask you to return it.



Every handset will be tested before each session of Town Meeting, so the probability of a handset failing is very low. That said, if pushing your handset's 1 button or 2 button during a vote does not produce an *Yes* or *No* on its display, please 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 and the FY17 budget recommendation. Overall, Wayland taxpayers' financial position has remained strong. The Finance Committee seeks to balance the goals, desires and limitations of a broad spectrum of residents in Wayland. Some residents demand more and better services from town government. Others struggle with the property tax obligations and other fees that 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 to gain efficiencies, cost savings and benefits from innovations in town operations, budgeting, and finances.

The Town of Wayland has remained financially strong since we reported at ATM last year. According to Moody's, Wayland's Aaa bond rating "reflects a stable tax base with strong socio-economic indicators, satisfactory financial position, and manageable debt and pension burdens. The rating also incorporates the town's comprehensive fiscal management that includes aggressive funding of long-term liabilities."<sup>1</sup> Our rating enables us to obtain favorable rates on our debt issuances and represents real savings in our debt service expense.

There is a significant amount of socio-economic diversity in our Town. There are residents who struggle to pay their property taxes as well as residents whose incomes are well above the average. A majority of Wayland residents fall somewhere in between. As such, we try to keep all of these varied constituencies in mind as we prepare our recommendations to Town Meeting.

### 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 between 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 and capital budgets, which appear as motions under an article in this Warrant. The Committee also may, and typically does, 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.

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<sup>1</sup> Moody's Investor's Service, *Credit Opinion*, 25, January 2016

## **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**

Throughout the Fall of 2015 the Finance Committee reviewed various FY2017 budget scenarios based on revenue estimates, expense growth as compared to FY2015 actuals and FY2016 year-to-date information, changes to our free cash position, the effect on the tax levy and feedback from residents of the Town. Following these discussions, the Finance Committee issued the FY2017 Operating Budget Process Memorandum on September 29, 2015.

The Finance Committee's FY2017 operating budget process memorandum requested boards, committees, and departments to explore creative ways to gain efficiencies, explore innovations and take on new initiatives with the goal to control costs. This memorandum cited our goal for a lesser than 2.5% Total General Operating Budget increase which was a new approach in that it didn't call for either "level-funded" or a "level service" budget as we have done in the past. This goal was not meant to be a "hard" ceiling, but its purpose was to provide context to departments and committees as they prepared their 2017 budgets.

Boards, committees, and departments submitted their capital requests to the Finance Committee in the Fall and the operating budgets submissions were due in November. We requested written budget summaries with explanatory statements of changes from the amounts appropriated for the same purposes in FY 2016. In addition to board and committee members, and town officials and staff, members of the community provided valuable comments and insight during the budget season. We worked diligently to incorporate their suggestions in our work and in our recommendations.

For instance, with respect to Information Technology (IT), we worked closely with the Board of Selectmen, the Town Administrator, members of the public and our outside consultants to put forth an IT budget that is sensible. Our efforts reflect our consideration to support the need for enhanced infrastructure, as well as an eye on affirming sensible, timely and an appropriate level of spending for staff, products, and infrastructure. On February 29, 2016, the Finance Committee deliberated and unanimously voted this recommended Omnibus Budget to Town Meeting.

### BUDGET DRIVERS

The general fund appropriations that drive the budget higher this year are as shown below in Table 1:

Table 1 : Operating Budget Drivers		
<i>Department</i>	<i>Dollar Increase</i>	<i>Percent Increase</i>
Information Technology	475,241	147.58%
Fire Department	192,864	7.54%
Retirement	263,426	6.63%
Police Department	115,169	4.51%
Health Insurance	239,782	3.46%
Schools	1,003,594	2.73%

The largest percentage departmental increase is in Information Technology. This increase is the result of proposed funding for an IT leadership position as well as a support position, and funding for operating expense consisting of MUNIS off-site hosting, network penetration testing, virtual desktop reconfiguration, managed services, and hardware replacement. The increase in Fire and ALS reflects agreed upon salary increases over a four-year period. Police Department increases are due to negotiated contract and DashCam settlements, covering the last three years. Retirement and health insurance budgets are up, in line with municipalities across the Commonwealth and the country. The increase in the School budget is primarily the result of increases in salaries and new hires.

### SUMMARY OF THE FY2017 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 this report, we focus on the General Fund Operating Budget. We recommend an Operating Budget with operating expenses totaling \$74.6 million and other expenses of approximately \$1.0 million (cash capital -\$305,000, Overlay -\$600,000, State Assessments -\$127,500), for a total amount to be raised of \$75.6 million. We estimate total revenue from property taxes, local receipts, and state aid in FY2017 will be \$72.1 million. The result is an operating budget deficit of about \$3.5 million. We propose to close this operating deficit with \$1.5 million from free cash reserves, \$360,000 in ambulance receipts, \$90,000 in prior year bond premiums, \$300,000 from the Overlay Surplus recently released by the Board of Assessors, and \$1.2 million in transfers from other funds. Tables Two and Three, below, summarize General Fund overall budgeted expenses and revenues and expense budget summaries by category. Table Four shows tax history and estimates the average property tax bill if our recommended budget is approved.

We recommend using \$1.5 million of free cash to offset this year's operating budget. This is substantially lower than the total used last year and is intended to mark the beginning of more stable annual recommended cash use going forward.

<b>TABLE 2: SUMMARY OF GENERAL FUND EXPENSES AND REVENUES</b>			
Thousands of Dollars	Approved FY 2015	Approved FY 2016	Proposed FY 2017
Operating Budget	70,303	72,643	74,651
Change Over Prior Year	3.43%	3.33%	2.77%
Other Expenses	1,263	771	1,032
Total Amount to be Raised (1+2)	<b>71,566</b>	<b>73,414</b>	<b>75,683</b>
Total Revenues	<b>71,566</b>	<b>73,414</b>	<b>75,683</b>
Property Tax Revenue	59,503	58,376	63,131
Local Receipts	4,180	4,180	4,300
Free Cash	1,000	4,350	1,500
Overlay Surplus	665	150	300
Other Revenue	6,218	6,358	6,452
State Aid	4,581	4,666	4,741
Ambulance Receipts	360	360	360
Bond Premium	101	94	90
Transfers from other funds	1,176	1,238	1,261

<b>TABLE 3: EXPENSE BUDGET SUMMARY BY FUNCTION</b>					
<i>Thousands of Dollars</i>	FY 2014 Expended	FY 2015 Expended	FY 2016 Adopted	FY 2017 Proposed	Percent Change
General Government	3,247,496	3,153,958	3,375,879	3,933,342	16.51%
Public Safety	5,365,439	5,368,881	5,657,091	5,986,399	5.82%
Land and Planning Use	719,432	727,256	812,353	849,868	4.62%
Schools	33,516,931	35,194,711	36,719,239	37,722,833	2.73%
Regional Vocational Schools	212,417	203,026	110,045	68,618	-37.65%
Public Works	1,885,473	1,710,417	2,125,979	2,247,348	5.71%
Snow Removal	634,825	944,141	450,000	450,000	0.00%
Human Services	2,373,445	2,397,233	2,508,371	2,622,401	4.55%
Debt and Interest	7,308,513	7,692,910	7,751,620	7,507,251	-3.15%
Retirement	3,507,480	3,740,468	3,971,988	4,235,414	6.63%
Unclassified	7,251,532	7,743,551	9,160,218	9,028,000	-1.44%
<b>TOTAL - GENERAL FUND</b>	<b>66,022,983</b>	<b>68,876,552</b>	<b>72,642,783</b>	<b>74,651,474</b>	<b>2.77%</b>
Water Fund	4,634,508	3,432,054	3,679,379	3,787,352	2.93%
Septage Fund	33,205	39,502	34,369	52,708	53.36%
Wastewater Fund	662,633	654,905	750,155	743,411	-0.90%
<b>TOTAL - ENTERPRISE FUNDS</b>	<b>5,330,346</b>	<b>4,126,461</b>	<b>4,463,903</b>	<b>4,583,471</b>	<b>2.68%</b>
<b>TOTAL - OMNIBUS BUDGET</b>	<b>71,353,329</b>	<b>73,003,013</b>	<b>77,106,686</b>	<b>79,234,945</b>	<b>2.76%</b>

<b>TABLE 4: PROPERTY TAX HISTORY &amp; FORECAST</b>					
<i>Thousands of Dollars</i>	Approved 2013	Approved 2014	Approved 2015	Approved 2016	Proposed 2017
Real Property Tax Rate Forecast					
Property Tax Revenue	52,011	54,589	59,586	58,374	63,131
Divided by Total Assessed Valuation	2,907,557	2,978,114	3,240,146	3,366,486	3,366,486
Equals Tax Rate (Mils)	17.89	18.33	18.39	17.34	18.75
Percent Change in Tax Rate from Prior Year	-5.90%	2.50%	0.19%	-5.58%	8.13%
<i>Average Residential Real Property Tax Bill</i>	10,529	10,974	12,049	11,730	12,675
<i>Average Annual Change from prior year</i>	-6.60%	4.20%	9.80%	-2.65%	8.05%
<i>Cumulative Change from FY 12</i>	-6.60%	-2.66%	6.87%	4.04%	12.42%

For our estimating purposes, we assume the FY2017 valuation and average real property 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 its work on the FY2017 valuation until the fall of 2016.

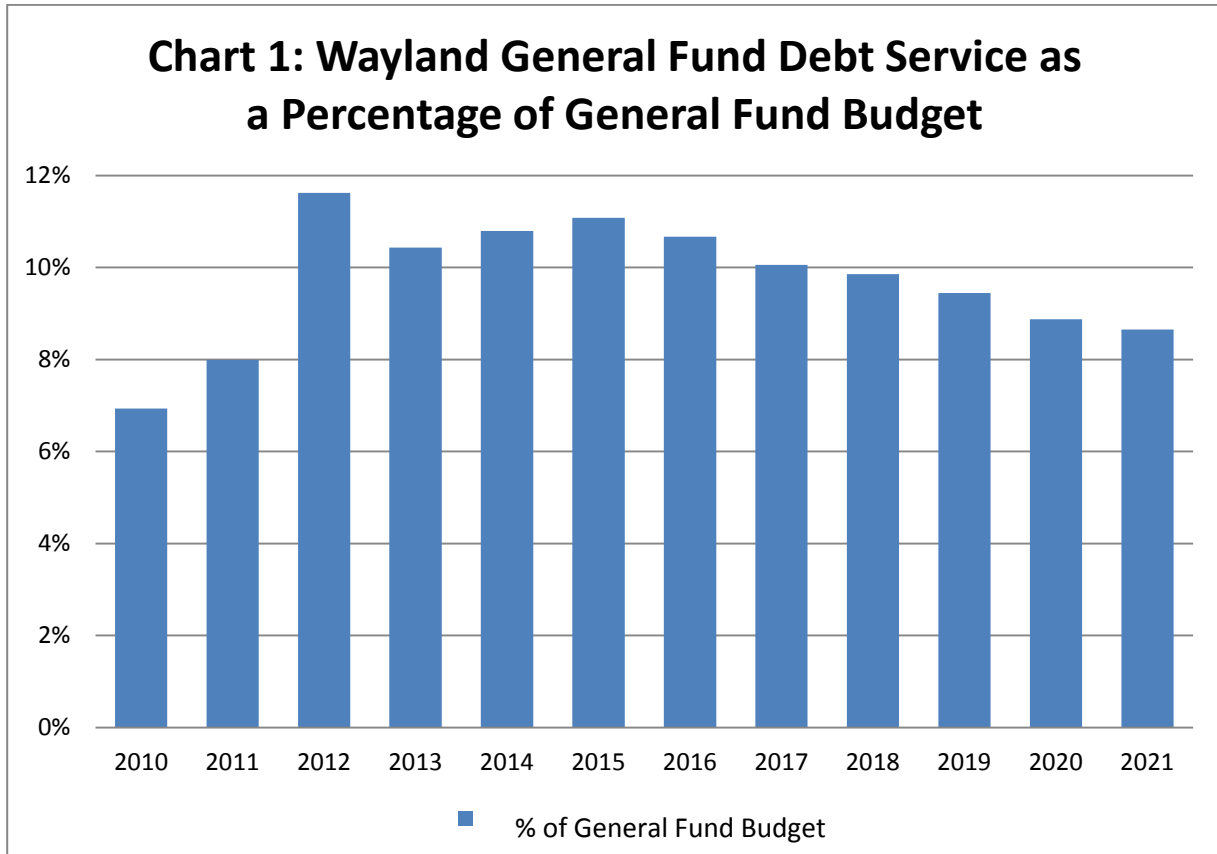
### **FIVE-YEAR CAPITAL PLAN**

A capital plan 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.” The five year capital improvement plan is presented immediately after this report. Capital requests are summarized by department, board or commission. Capital items beyond next fiscal year for FY2018 through FY2022 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, and the construction of a new Library.

### **CAPITAL REQUESTS**

This year, Town boards and departments presented \$26.9 million in capital requests to the Finance Committee. These included funding for the Mainstone Conservation Restriction, a new Council on Aging, as well as road improvements, a new Library, and replacement of doors and windows at Loker School, among others. We recommend that Town Meeting fund \$8,974,000, or about one third of the initially requested amount. Our capital budget recommendation is driven, among other things, by our policy to try to maintain our General Fund debt service 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. We believe that the ongoing costs of maintaining the town’s roads and Information Technology infrastructure will grow and there may be risks associated with not providing an appropriate level of support for these types of items in the future.

See Chart 1 below, showing the General Fund debt budget as a percentage of the total General Fund budget. As depicted in the chart, the debt service levels are expected to be less than the 10% goal.



Assumes \$5.0 million of new borrowings in years 2018 -21

With respect to debt service levels, we evaluated many different borrowing levels so as 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 this year and going forward. Our recommendation is to borrow \$6.7 million to fund many of the capital projects we recommend. Of that aggregate borrowing amount, roughly \$950,000 is intended to pay for a new ladder truck; we are leveraging this low interest rate environment and utilizing the Ambulance Fund to service the aggregate debt over the life of the truck. Another \$1.9 million of the total capital budget is for replacement of Loker Doors and Windows and actual expenditures will be lower due to MSBA funding, and the bulk of the remaining large ticket items include infrastructure improvements such as roads, and water main replacement and equipment and vehicles. We estimate that debt service on this incremental debt would be \$369,000 in Fiscal Year 2018.

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 40) and on the Finance Committee's webpage in the Capital Improvement Plan "CIP" folder: [http://www.wayland.ma.us/Pages/WaylandMA\\_Finance/plan](http://www.wayland.ma.us/Pages/WaylandMA_Finance/plan).

Capital expenditures generally fall in one of these two 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.

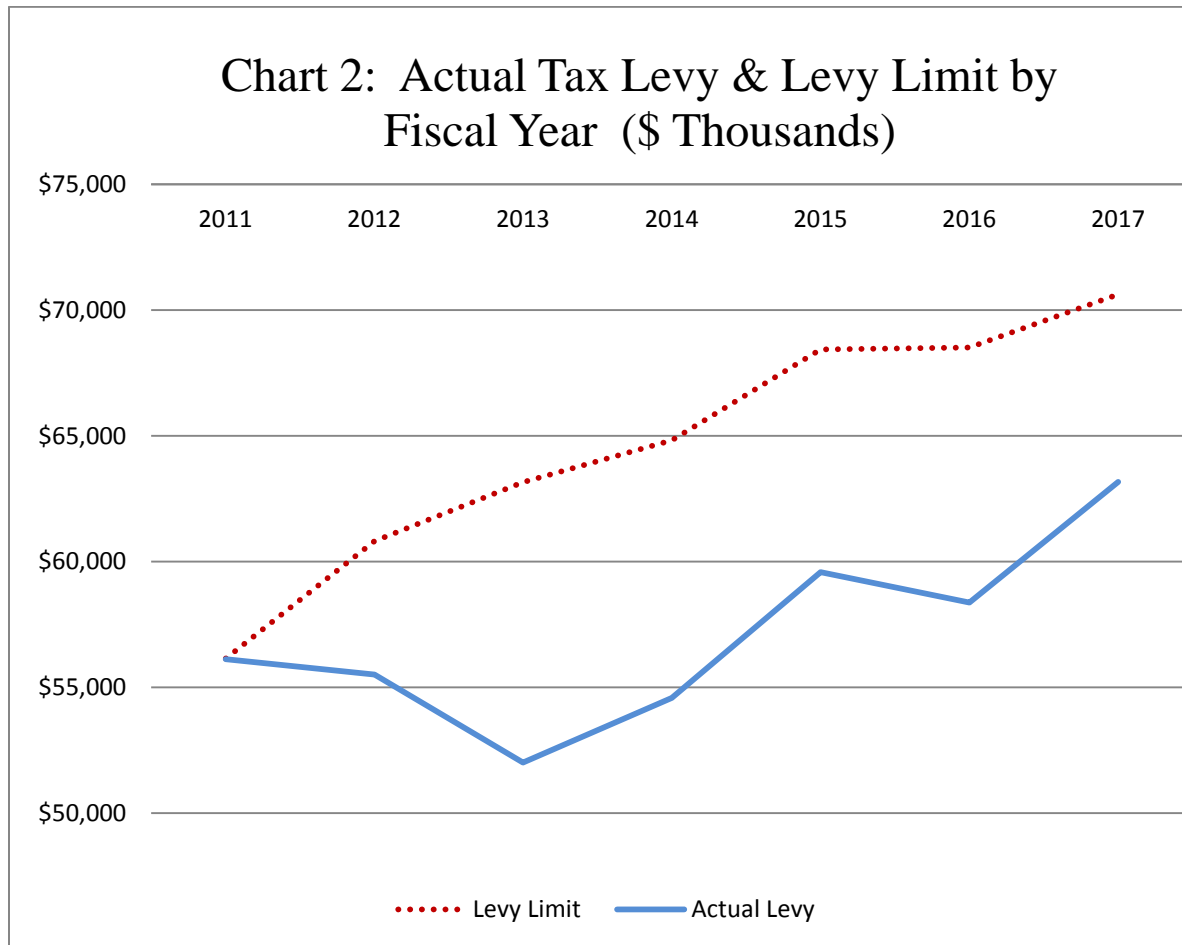
*Non-exempt capital items:* regularly occurring, replaceable equipment and vehicles with an individual unit cost of less than \$100,000, funded by borrowing and limited to the capacity within the existing debt service. Therefore, non-exempt capital items also do not directly impact the tax rate as they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

Finally, we have worked diligently over the past several years to examine the balance sheet for capital funds that could be redeployed and we found more than \$693,000 in existing funds that we recommend Town Meeting use to fund new capital projects. These include *Surplus Bond Proceeds from Closeouts* which consists of \$545,000 of funds that weren't used from previously appropriated real estate projects. Other unique funding sources include \$138,000 from the *Cemetery Revolving Fund* and the *Transfer Station Revolving Fund*, and \$10,000 from the *BASE* program (Schools). This is a more efficient approach than simply building out our balance sheet with new debt every time we recommend a new capital project.

### **PROPOSITION 2 ½**

We do not anticipate the need for an operational override under Proposition 2 ½ in the near term if we limit expense growth. Our Proposition 2 ½ "Levy Limit" goes up each year, regardless of whether we actually impose taxes up to the levy limit or not. Over the past years as we cut taxes our levy limit continued to grow. However, the spread between the levy limit and taxation is shrinking. If we remain on this path, in future years, this difference should remain constant. See 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 just under a three percent increase this year), at some point 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 continue to increase our levy limit as well as offer additional opportunity to spread the tax burden more broadly.



### CONCLUSION

The Finance Committee voted unanimously to recommend both the FY2017 operating and capital budgets. The Finance Committee believes it is in the best interest of Town Meeting to support the FY2017 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  
Gordon Cliff  
Bill Steinberg  
Gil Wolin

Nancy Funkhouser (Chair)  
Carol Martin  
Dave Watkins (Vice Chair)

## FISCAL 2017 THRU FISCAL 2021 DEPARTMENTAL CAPITAL PLAN

	2017	2018	2019	2020	2021
INFORMATION TECHNOLOGY					
Equipment	120,000	150,000	95,000	-	-
Vehicle	-	-	-	-	-
Land / Improvements	-	-	-	-	-
Building Renovations	-	-	-	-	-
Other	-	50,000	50,000	50,000	-
Subtotal	120,000	200,000	145,000	50,000	-
CONSERVATION					
Equipment	-	-	-	-	-
Vehicle	-	-	-	-	-
Land / Improvements	-	810,000	760,000	750,000	810,000
Building Renovations	30,000	-	-	-	-
Infrastructure	-	100,000	50,000	200,000	-
Other	-	-	-	-	-
Subtotal	30,000	910,000	810,000	950,000	810,000
FACILITIES					
Equipment	-	-	-	-	-
Vehicle	-	-	-	-	-
Land / Improvements	-	-	-	-	-
Building Renovations	378,000	693,000	3,951,250	185,000	-
New construction	-	12,800,000	-	-	-
Other	-	-	-	-	-
Subtotal	378,000	13,543,000	3,951,250	235,000	-
JCC					
Equipment	25,000	-	-	-	-
Vehicle	-	-	-	-	-
Land / Improvements	-	-	-	-	-
Building Renovations	-	-	-	-	-
Other	-	-	-	-	-
Subtotal	25,000	-	-	-	-
FIRE					
Equipment	-	-	210,000	-	-
Vehicle	1,440,000	295,000	-	550,000	145,000
Land / Improvements	-	-	-	-	-
Building Renovations	-	-	-	-	-
Other	-	-	-	-	-
Subtotal	1,440,000	295,000	210,000	550,000	145,000
PLANNING					
Equipment	-	-	-	-	-
Vehicle	-	-	-	-	-
Land / Improvements	-	-	-	-	-
Building Renovations	-	-	-	-	-
Infrastructure	-	400,000	-	890,300	-
Other	-	-	-	-	-
Subtotal	-	400,000	-	890,300	-

		2017	2018	2019	2020	2021
DPW						
	Equipment	645,000	380,000	645,000	535,000	705,000
	Vehicle	-	-	-	-	-
	Land / Improvements	-	-	-	-	-
	Building Renovations	-	-	-	-	-
	Infrastructure	825,000	1,606,000	1,766,600	1,943,260	2,137,586
	Other	-	-	-	-	-
	Subtotal	1,470,000	1,986,000	2,411,600	2,478,260	2,842,586
RECREATION						
	Equipment	-	-	-	-	-
	Vehicle	-	-	-	-	-
	Land / Improvements	100,000	75,000	75,000	75,000	75,000
	Building Renovations	-	-	-	-	-
	Other	-	-	-	-	-
	Subtotal	100,000	75,000	75,000	75,000	75,000
SCHOOL						
	Equipment	195,000	536,500	334,000	20,000	-
	Vehicle	-	-	-	-	35,000
	Land / Improvements	-	2,150,000	150,000	-	-
	Building Renovations	2,080,000	570,000	2,195,000	350,000	-
	Other	-	-	-	-	-
	Subtotal	2,275,000	3,256,500	2,679,000	370,000	35,000
<i>SUBTOTAL GENERAL FUND</i>		5,838,000	20,665,500	10,281,850	5,598,560	3,907,586
WATER FUND						
	Equipment	450,000	-	1,000,000	-	-
	Vehicle	-	75,000.00	80,000.00	80,000	-
	Land / Improvements	-	-	-	-	-
	Building Renovations	525,000	-	-	-	-
	Other	-	-	-	-	-
	Infrastructure	1,686,000	1,400,000	1,400,000	1,400,000	1,400,000
	Subtotal	2,661,000	1,475,000	2,480,000	1,480,000	1,400,000
<i>SUBTOTAL ENTERPRISE FUNDS</i>		2,661,000	1,475,000	2,480,000	1,480,000	1,400,000
Wayland Housing Authority						
	Equipment	-	-	-	-	-
	Vehicle	-	-	-	-	-
	Land / Improvements	-	-	-	-	-
	Building Renovations	475,000	-	-	-	-
	Other	-	-	-	-	-
	Infrastructure	-	-	-	-	-
	Subtotal	475,000	-	-	-	-
<i>SUBTOTAL ALL FUNDS</i>		8,974,000	22,140,500	12,761,850	7,078,560	5,307,586

5-YEAR CAPITAL BUDGET PLAN BY CATEGORY						
<b>SUMMARY BY TYPE</b>						
<b>GENERAL FUND ONLY</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Totals</b>
NEW CONSTRUCTION /	-	12,800,000.00	-	-	-	2,800,000.00
RENOVATION						
EQUIPMENT	985,000.00	1,066,500.00	1,284,000.00	555,000.00	705,000.00	4,595,500.00
VEHICLE	1,440,000.00	345,000.00	-	600,000.00	180,000.00	2,565,000.00
LAND / LAND IMPROVEMENT	100,000.00	3,035,000.00	985,000.00	825,000.00	885,000.00	5,830,000.00
BUILDING REPAIR	2,963,000.00	1,263,000.00	6,146,250.00	535,000.00	-	10,907,250.00
INFRASTRUCTURE	825,000.00	2,106,000.00	1,816,600.00	3,033,560.00	2,137,586.00	9,918,746.00
OTHER-	-	50,000.00	50,000.00	50,000.00	-	150,000.00
Sub-total	6,313,000.00	20,665,500.00	10,281,850.00	5,598,560.00	3,907,586.00	46,766,496.00
<b>SUMMARY BY TYPE</b>						
<b>ENTERPRISE FUNDS ONLY</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Totals</b>
NEW CONSTRUCTION /	-	-	-	-	-	-
RENOVATION						
EQUIPMENT	450,000.00	-	1,000,000.00	-	-	1,450,000.00
VEHICLE	-	75,000.00	80,000.00	80,000.00	-	235,000.00
LAND / LAND IMPROVEMENT	-	-	-	-	-	-
BUILDING REPAIR	525,000.00	-	-	-	-	525,000.00
INFRASTRUCTURE	1,686,000.00	1,400,000.00	1,400,000.00	1,400,000.00	1,400,000.00	7,286,000.00
OTHER-	-	-	-	-	-	-
Sub-total	2,661,000.00	1,475,000.00	2,480,000.00	1,480,000.00	1,400,000.00	9,496,000.00
<b>SUMMARY BY TYPE</b>						
<b>COMBINED</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Totals</b>
NEW CONSTRUCTION /	-	12,800,000.00	-	-	-	12,800,000.00
RENOVATION						
EQUIPMENT	1,435,000.00	1,066,500.00	2,284,000.00	555,000.00	705,000.00	6,045,500.00
VEHICLE	1,440,000.00	420,000.00	80,000.00	680,000.00	180,000.00	2,800,000.00
LAND / LAND IMPROVEMENT	100,000.00	3,035,000.00	985,000.00	825,000.00	885,000.00	5,830,000.00
BUILDING REPAIR	3,488,000.00	1,263,000.00	6,146,250.00	535,000.00	-	11,432,250.00
INFRASTRUCTURE	2,511,000.00	3,506,000.00	3,216,600.00	4,433,560.00	3,537,586.00	17,204,746.00
OTHER-	-	50,000.00	50,000.00	50,000.00	-	150,000.00
Sub-total	8,974,000.00	22,140,500.00	12,761,850.00	7,078,560.00	5,307,586.00	56,262,496.00

<b>COMMONWEALTH OF MASSACHUSETTS</b>
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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, APRIL 5, 2016, 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 for five years; and

One Town Clerk, one member of the Board of Selectmen, one member of the School Committee, one member of the Board of Assessors, two Library Trustees, one member of the Board of Health, two members of the Board of Public Works, one member of the Planning Board, one Associate member of the Planning Board, two Recreation Commissioners, and one Commissioner of Trust Funds for three years; and

One member of the Board of Health for two years.

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

**THURSDAY, APRIL 7, 2016, AT 7:30 P.M.**

to act on the following Articles:

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## 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, 2016, 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 2015 Annual Town Meeting.

The following citizens are recognized for their extensive service to the Town: (None)

The following town and school employees have retired since the 2015 Annual Town Meeting and have served the Town for over 20 years:

Dexter Chadsey	39 years	Teacher, Claypit Hill School
Christine Brown	33 years	Athletic Trainer, Substitute
Carol Lucenta	32 years	Clerical, School Department
Thomas Cavanaugh	31 years	Teacher, Substitute
Deborah Bearse	23 years	Principal, Claypit Hill School
Donald Gladu	22 years	Transfer Station Foreman
Judith Courchine	22 years	Clerical, School Department
Paula Dettorre	21 years	Human Resources Assistant

The following elected official has passed away since the 2015 Annual Town Meeting:

Grace I. Bowen	November 13, 2015	Town Clerk, 1977 - 1986
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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 3-0.

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

**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](mailto:nbalmer@wayland.ma.us).*

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## ARTICLE 2: 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 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 2015 liabilities to be paid using Fiscal 2016 appropriations: (None)

**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 previous years are summarized in this article.

**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 took no position.

**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](mailto:bkeveny@wayland.ma.us).*

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### ARTICLE 3: CURRENT YEAR TRANSFERS

*Proposed by: Board of Selectmen*

*Estimated Cost: \$ 86,131*

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 or combination of them, shall be authorized to expend the money or monies appropriated therefor.

<b>CURRENT YEAR TRANSFERS FY 2016</b>
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PURPOSE:	AMOUNT
1 Septage Expense	\$17,517
2 Septage Expense	\$68,614

<b>TOTAL CURRENT YEAR TRANSFERS</b>	<b>\$ 86,131</b>
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FUNDING SOURCES:	
1 Septage Facility Enterprise Fund, Fund Balance	\$17,517
2 General Fund Unreserved Fund	\$68,614

<b>TOTAL</b>	<b>\$ 86,131</b>
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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 recommended for the following reasons:

1. Septage Expense (\$17,517): This transfer results from the October 5, 2015 Intermunicipal Agreement between the Towns of Wayland and Sudbury which itemizes deductions by fiscal year for the retirees of the Septage facility. The FY16 benefits projection of \$34,369, which was appropriated at Wayland's ATM 2015, was too low by \$17,517 because it did not take into account Sudbury's Septage retiree and because Wayland's estimates of indirect costs were too low. This current year transfer brings the appropriation to the full allocation of \$51,886 per the agreement by transferring additional Septage funds and fulfills the obligation to pay additional indirect costs to the Town general fund and to the Town of Sudbury. Of this amount, \$9,902 will reimburse Wayland's General Fund and \$7,615 will be paid to Sudbury. The recommended appropriation for FY 2017 in Article 8 is \$52,708, which, without other action noted below, would leave the Septage Facility Enterprise Fund balance at under \$10,000.

2. Septage Expense (\$68,614): This transfer results from the October 5, 2015 Intermunicipal Agreement between the Towns of Wayland and Sudbury. The Agreement identifies a one-time payment to the Town of Sudbury for the amount of \$68,614 for retiree health insurance and pension benefit costs for the period 2004 through 2015. The amount will be transferred from General Fund unreserved fund balance to the Septage Facility Enterprise Fund with payment made to Sudbury from the Septage Facility Enterprise Fund per the terms of the Intermunicipal Agreement.

Wayland has consistently drawn upon the Septage Facility Enterprise Fund to reimburse the General Fund for expenses incurred for its Septage retirees' and spouses' health insurance and pension costs. The Sudbury Septage retiree's expenses have been paid solely by the Town of Sudbury without drawing upon the Fund. Reimbursing Sudbury for Wayland's share of the past retiree's expenses is in keeping with sharing all expenses of the Septage Facility and the governing agreements over the 35+ year history.

In the Intermunicipal Agreement Wayland and Sudbury have agreed to equally fund the Septage Facility retirees' benefits costs going forward by making equal appropriations to the Septage Facility Enterprise Fund each year starting in FY2018 until obligations to all septage retired employees have been fully met.

The October 5, 2015 Intermunicipal Agreement and additional background information can be found at: [http://www.wayland.ma.us/Pages/WaylandMA\\_Selectmen/Septage](http://www.wayland.ma.us/Pages/WaylandMA_Selectmen/Septage). The Board of Selectmen voted 4-0 to support this article.

**ARGUMENTS IN FAVOR:** These expenses were not reasonably anticipated when forecasting the FY2016 budget since they result primarily from the Intermunicipal Agreement finalized in October; they represent a well informed and careful negotiation of the contractual obligations of both Wayland and Sudbury relative to the past, current, and ongoing expenses of the Septage Facility enterprise.

**ARGUMENTS OPPOSED:** As with any negotiation, some may argue that Wayland Board of Selectmen should have negotiated a better deal (recognizing that some Sudbury voters could be arguing the same thing about their Board of Selectmen).

**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, Section 7.

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

## **ARTICLE 4: OPEB FUNDING**

*Proposed by: Board of Selectmen, OPEB Advisory Committee*

*Estimated Cost: \$243,829\**

To determine whether the Town will vote to:

- a) authorize the transfer of \$50,000 from the following enterprise and revolving funds to the General Fund:

1) Food Service	\$	25,000
2) Children's Way	\$	25,000

- b) appropriate an aggregate amount of \$28,543 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	\$	6,571
2) BASE	\$	7,058
3) Children's Way	\$	6,917
4) Full Day Kindergarten	\$	1,868
5) Water	\$	3,657
6) Transfer Station	\$	393
7) Recreation	\$	786
8) Pegasus	\$	845
9) Building Use	\$	236
10) Enrichment	\$	212

; and

- c) appropriate \$215,285 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:** Like other towns in Massachusetts, as part of the compensation arrangements with its employees for more than 30 years Wayland has provided retiree health insurance as a benefit to employees that meet defined eligibility criteria. About 10 years ago accountants started to raise concerns that this practice was producing a significant and growing unfunded/underfunded liability. Bond rating agencies like Moody's have been watching what steps towns have been taking to address this issue and factoring it into their ratings decisions.

In 2008 we voted to establish an Other Postemployment Benefits Trust Fund ("OPEB Trust Fund"). From 2008-2012, \$9.7 million of taxpayer money was contributed (ranging from \$0.8 million in 2008 to \$3.2 million in 2011). A large group of citizens raised concerned that this level of annual funding was too high.

In 2013 the Board of Selectmen created an OPEB Advisory Committee ("OAC") to examine the

OPEB issue and make recommendations. With respect to new contributions, the OAC made three fundamental recommendations:

1. Taxpayers should make annual contributions to the OPEB Trust Fund but should do so at an amount determined based on analyzing our actual incurred costs rather than the much higher amounts recommended by our actuaries.
  2. Revolving funds with employees potentially covered under OPEB should also make annual contributions representing their “fair share” of new amounts contributed.
  3. Revolving funds should also make contributions to the General Fund to reimburse taxpayers to bring them up to “fair share” parity with the amounts taxpayers had already contributed.
- \* The estimated cost of \$243,829 is the total amount appropriated to be contributed to the OPEB Trust Fund under b) and c) above. The \$50,000 under a) is a transfer from the two revolving funds noted to the General Fund and effectively results in a net current year cost to general fund taxpayers of \$166,243.

Amounts under a) are based on OAC recommendation #3. Last year all of the Town’s revolving funds were able to make contributions to the General Fund to get to parity level except Food Services and Children’s Way. The OAC discussed with the School Committee and agreed that these two funds should make contributions of \$25,000 per year until they reach parity level (approximately 10 years). The School Committee agreed to recommend that level of contribution in FY 2015 and FY 2016, and has agreed to do so again for FY 2017.

Amounts under b) and c) are based on OAC recommendations # 1 and #2. The total recommended contribution based on our actual retiree health care expenditures is \$243,829 with the amount in b) representing the fair share of that total amount coming from the revolving funds and the amount in c) representing the fair share of the total amount coming from taxpayers.

Some have argued that the methodologies used to determine fair share amounts for the revolving funds should be reconsidered. Some have argued that we should contribute at the amount (or at least closer to the amount) that our actuaries have recommended rather than the much lower amount based on the actual expense calculation methodology recommended by the OAC.

In 2013 and 2014, how much to contribute to the OPEB Trust Fund was widely debated. Last year, the town voted to support the contributions that were based on the OAC’s recommended approach. The amounts in this year’s article are based on continuing that approach.

The School Committee recommends approval. Vote 4-1.

The Board of Selectmen recommends approval. Vote 4-0.

**ARGUMENTS IN FAVOR:** The amounts above are based on the recommendations of the OPEB Advisory Committee; a similar motion presented at the 2015 Annual Town Meeting was approved.

**ARGUMENTS OPPOSED:** Some may argue that the methodologies used to determine the fair share amounts of revolving funds should be considered.

Some may argue that the Town should be contributing to OPEB at a considerably higher amount that is recommended in the Town’s bi-annual actuarial report.

**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 more information about this article, contact Brian Keveny, Finance Director, at [bkeveny@wayland.ma.us](mailto:bkeveny@wayland.ma.us). See OPEB Advisory Committee Report online at [http://www.wayland.ma.us/Pages/WaylandMA\\_BComm/OPEB/OPEBFinalSep2015.pdf](http://www.wayland.ma.us/Pages/WaylandMA_BComm/OPEB/OPEBFinalSep2015.pdf)*

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## **ARTICLE 5: ESTABLISH 53D RECREATION REVOLVING FUND FOR THE WAYLAND TOWN BEACH**

*Sponsored by: Recreation Commission, Board of Selectmen*

To determine whether the Town will vote to accept the provisions of Massachusetts General Laws Chapter 44, Section 53D to establish, authorize the use of and fund a revolving fund for the Recreation Department to be expended by the Recreation Commission and Recreation Director for the Wayland Town Beach for which the costs, which are seasonal salaries, supplies, materials, services, and utilities, shall be funded by user fees from beach memberships, rentals, and other associated beach facility service fees.

**FINANCE COMMITTEE COMMENTS:** Passage of this article will create a 53D Revolving Fund that the Recreation Commission and Recreation Director will use for the Town Beach. A motion under Article 8 will fund the Beach Revolving Fund with \$80,000 from the existing Recreation 53E ½ Revolving Fund. These funds will be used to support the operation of the Town Beach.

Currently the Town Beach is included in the Recreation Revolving Fund which cannot spend more than 1% of certified taxation. For FY17 that cap is \$585,000. At the 2015 November Special Town Meeting, the Recreation Commission sought authorization for the Board of Selectmen (BoS) to seek special legislation that would increase the spending cap of Recreation's 53E ½ Revolving Fund. The BoS has filed the petition for the Special Legislation. Concerned the process could take 12-18 months to pass through the State House, the Recreation Commission and the Town Administrator evaluated a number of alternatives that would provide spending cap relief for FY17.

Moving the Town Beach to a separate Revolving Fund is one of these alternatives. It would reduce the spending in the Recreation Revolving fund by approximately \$95,000 which will provide Recreation the opportunity to expand its program. Additionally, establishing this fund will delineate the annual revenue stream and expenses of running the Town Beach.

To establish and fund this 53D is a two-step process. First, passage of this article is necessary to establish a 53D Revolving Fund for the Beach. Secondly, to fund the 53D under Article 8, Town Meeting will be asked to authorize a transfer of \$80,000 from the Recreation Department's 53E ½ Revolving Fund to the General Fund and at the same time, authorize an \$80,000 transfer from the General Fund to the 53D Revolving Fund.

All direct expenses and revenues for the beach will be handled through the 53D Revolving Fund. The Recreation Commission projects FY17 Beach revenue will be approximately \$120,000. Expenses include seasonal salaries and all general direct operating expenses which are expected to be \$95,000. Indirect costs including administrative fees and employee benefit expenses cannot be charged to a

53D. Therefore, for FY17 indirect costs associated with the beach will be supported by the General Fund. Creating this separate fund will provide the Recreation 53E ½ Revolving Fund with 18-20% increased spending capacity.

While a 53D Revolving Fund may encumber all outstanding expenses, the state statute governing 53D Funds restricts the year-end surplus to \$10,000. Any balance in excess of the \$10,000 is “swept” to the General Fund. In order to continue to operate the Beach Revolving Fund in future years, Annual Town Meeting will need to transfer funds to the Beach Revolving fund every year. It is anticipated the funds “swept” at the end of one fiscal year would be returned/transferred back to the Beach Revolving Fund less any outstanding obligations.

The Recreation Commission voted 5-0 to support this article. The Board of Selectmen voted 4-0 to support this article.

**ARGUMENTS IN FAVOR:** Creating a separate fund for the Town Beach will free up approximately 20% additional spending cap for the Recreation 53E ½ Revolving Fund in FY17.

A separate fund for the Town Beach will clearly show direct revenues and expenses for the facility over the course of the year.

A 53D Fund is voted each year at Town Meeting providing the option to revert the beach program back into the 53E ½ Fund once Special Legislation passes.

**ARGUMENTS OPPOSED:** Some may prefer all recreation programs remain in the 53E ½ Revolving Fund and may argue the Town should wait until the special legislation is passed and the spending cap increased before making any changes to the Recreation’s financial model.

Indirect costs for the beach that are currently assessed to the 53E ½ can not be assessed to a 53D. These costs would shift to the operating budget as long as the 53D exists.

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

**QUANTUM OF VOTE:** Majority – see Massachusetts General Laws Chapter 44, Section 53D.

*For more information about this article, contact Jessica Brodie, Recreation Director, at 508-358-3662 or jbrodie@wayland.ma.us.*

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## **ARTICLE 6: ESTABLISH A RECREATION STABILIZATION FUND**

*Sponsored by: Recreation Commission*

To determine whether the Town will vote to establish and authorize the use of a Recreation Stabilization Fund for the Recreation Department to be expended by the Recreation Commission and Recreation Director.

**FINANCE COMMITTEE COMMENTS:** Passage of this article will establish a Recreation Stabilization Fund for future use by the Recreation Commission and Department. Once established, the Recreation Commission plans to fund the Stabilization Fund with \$402,618 from its existing Recreation 53E ½ Revolving Fund.

By the end of fiscal 2016, the Recreation 53E ½ Revolving Fund is projected to have a year-end balance of approximately \$800,000. This balance has resulted from a number of sources including user fees and various recreation programs. It exceeds the Recreation spending cap of \$585,000. The Town's auditors have indicated the high balance is an issue that should be addressed.

The Recreation Commission would like to spend these funds on field related capital projects but due to its 1% spending cap is unable to spend these funds and remain within their spending cap/budget. While waiting for the Special Legislation to pass that would allow their spending cap to be increased, the Recreation Commission wishes to establish a Stabilization Fund. This fund is not subject to the 1% spending cap.

To establish and fund this Stabilization Fund is a two-step process. First, passage of this article is necessary to establish the Recreation Stabilization Fund. Secondly, to fund the Stabilization Fund under Article 8, Town Meeting will be asked to authorize a transfer of \$402,618 from the Recreation Department's 53E ½ Revolving Fund to the General Fund and at the same time, authorize a \$402,618 transfer from the General Fund to the Recreation Stabilization Fund.

Once the fund is established and funded, the Recreation Commission plans to use these funds for future Capital Improvement Projects. All projects proposed by the Commission to be funded from the Recreation Stabilization Fund will be vetted via the Capital Improvement Plan (CIP) and presented at Town Meeting as part of the Capital Budget. A two-thirds Town Meeting vote would be required to appropriate any funds.

The Recreation Commission voted 5-0 to support this article.

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

**ARGUMENTS IN FAVOR:** A Recreation Stabilization Fund reserves surplus funds solely for Recreation capital projects.

A two-thirds vote at Annual Town Meeting is needed to authorize expenditures from this fund.

This Stabilization Fund would reduce the fund balance of the Recreation Revolving Fund, a concern raised in the Town's most recent audit.

**ARGUMENTS OPPOSED:** Some may prefer the Town to wait until the special legislation is passed and the spending cap increased before making any changes to the Recreation's financial model.

Creating an additional fund adds additional accounting for the town staff to manage.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote 3-1-0.

**QUANTUM OF VOTE:** Two-thirds – see Massachusetts General Laws Chapter 40, Section 5B.

*For more information concerning this article, contact, Jessica Brodie, Recreation Director, at 508-358-3662 or by email [jbrodie@wayland.ma.us](mailto:jbrodie@wayland.ma.us)*

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## ARTICLE 7: ADOPT MASSACHUSETTS GENERAL LAWS CHAPTER 44, SECTION 53 E ½ REVOLVING ACCOUNTS

*Sponsored by: Board of Selectmen*

To determine whether the Town will vote to authorize the establishment or continuance of the following Revolving Accounts for the Fiscal Year beginning July 1, 2016 in accordance with Massachusetts General Laws Chapter 44, Section 53 E ½.

	REVOLVING FUND	AUTHORITY TO SPEND FUND	REVENUE SOURCES	USE OF FUNDS	FY 17 SPENDING LIMIT
1	Transfer Station	DPW Director and Board of Public Works	Transfer Station fees for stickers and recycling, Pay as You Throw bags and miscellaneous related revenue	Personnel costs, hauling and tipping fees, equipment repairs and replacement, supplies, uniforms, fuel, indirect costs and miscellaneous related expenses for the operation of the Transfer Station	\$550,000
2	Recreation	Recreation Director and Commission	Recreation program and event user fees, sponsorships and miscellaneous related revenue (excluding beach, field and gym user fees)	Personnel costs, vendor payments, supplies, transportation, indirect costs and miscellaneous related expenses for recreation programs (excluding expenses to make fields, gym and beaches available for users)	\$583,000
3	Council on Aging	Council on Aging Director and Council	Council on Aging program user fees, and miscellaneous related revenue	Vendor payments, supplies, transportation, indirect costs and miscellaneous related expenses for Council on Aging programs	\$55,000
4	School Department – Professional Development	School Business Manager and School Committee	Teachers' user fees for training programs and miscellaneous related revenue	Training program costs, instructional fees and materials	\$50,000
5	School Department – Curriculum	School Business Manager and School Committee	Departmental receipts from parents for materials	Instructional materials	\$25,000
	TOTAL				\$1,263,000

**FINANCE COMMITTEE COMMENTS:** Passage of this article will authorize the continuance of the Transfer Station, Recreation and Council on Aging 53E ½ Revolving Funds and establish 53E ½

Revolving Funds for School Department–Professional Development and School Department–Curriculum. The School accounts are being created upon the advice of Special Counsel.

Massachusetts General Law Chapter 44 Section 53E ½ requires the Board of Selectmen to recommend to Town Meeting the establishment and annual authorization of the Town’s revolving funds. The article must specify for each revolving fund: 1) who is authorized to make expenditures, 2) a description of revenue that may be deposited into the revolving fund, 3) a description of allowable expenses, and 4) the spending limit of each fund.

The Town may authorize total revolving fund expenses of up to 10% of the prior year’s total taxation, which for FY17 is \$5.85 million, provided no department is authorized to spend more than 1% of the prior year’s taxation. The 1% cap for FY17 is \$583,000. The total authorization requested for FY 17 for Section 53 E ½ is \$1,263,000 as follows:

Transfer Station Revolving Fund: Receipts to the Transfer Station Revolving Fund which is operated by the Department of Public Works include fees paid for stickers, Pay-as-You-Throw bags and fees for metal and electronics recycling. Expenses include personnel costs, hauling expense, tipping fees, uniforms, fuel, equipment repairs, equipment replacement and related miscellaneous costs, minor capital projects and indirect administrative costs. The recommended FY 17 spending cap for this fund is \$550,000.

Council on Aging Revolving Fund: Receipts to the COA Revolving Fund include fees paid by participants for workshops, instructional classes, fitness classes, trips, luncheons, special events, etc. Expenses include fees for instructors, performers and presenters, supplies and promotional materials as well as miscellaneous related costs and indirect administrative expenses. The COA accounts for gifts and grants separately. The recommended spending cap on this fund is \$55,000.

Recreation Revolving Fund: For FY17, the 53 E ½ Recreation Revolving Fund will be used primarily to account for programs such as camps, recreational programs provided by vendors, training and events. Program expenses will include one full-time employee with benefits to manage the programs, seasonal wages, instructor fees, supplies, transportation as well as miscellaneous related costs and indirect administrative expenses. The recommended cap on this fund is the full 1% maximum which is \$583,000.

The other Recreation programs will be accounted for separately as follows: The Beach program with Town Meeting approval will be accounted for under MGL Chapter 44, Section 53 D that will be established under Article 5. It will account solely for Beach operations. Fees paid for the use of town fields and Town Gym will be deposited in the General Fund to offset General Fund operating expenses necessary to make playing fields available for recreational use.

School Department-Professional Development: Murphy, Hesse, Toomey & Lehane, Special Legal Counsel to the Board of Selectmen and to the School Committee, has recommended establishing a 53E ½ Revolving Fund to account for certain professional development programs. Receipts from teacher training programs and other related revenues would be deposited into this fund. Anticipated expenses related to training programs for non-Wayland district teachers include speakers, facilitators, training materials and the use of facilities if conducted outside of the regular school year. The recommended spending cap on this fund is \$50,000.

School Department-Curriculum: Murphy, Hesse, Toomey & Lehane, Special Legal Counsel to the Board of Selectmen and to the School Committee, has recommended establishing a 53E ½ Revolving

Fund to account for certain curriculum enhancements. Receipts from parents would be deposited into this fund to pay for curriculum materials not covered in the school operating budget, such as resource guides for home use only. The recommended spending cap on this fund is \$25,000.

The Board of Selectmen voted 4-0 to support this article. The School Committee voted 4-0 to support this article. The Board of Public Works voted 5-0 to support this article. The Recreation Commission has not taken a vote on this language.

**ARGUMENTS IN FAVOR:** Annual Town Meeting authorization of Revolving Funds under MGL 44 Section 53 ½ is required by statute.

This article specifies the authorization to spend, the allowable revenues and expenses for each revolving fund as well as the maximum spending cap on each fund, providing greater transparency and accountability for the fees residents pay for services.

**ARGUMENTS OPPOSED:** Some may argue the Town is the custodian of Revolving Funds and would have greater control and flexibility over the disposition of these funds if there is less specificity about how the Revolving Funds are to be used.

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

**QUANTUM OF VOTE:** Majority – see Massachusetts General Laws Chapter 44, Section 53 E ½

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

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## **ARTICLE 8: FY 2017 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: 5-0 for the operating budget; 5-0 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, Sections 7 and 8.

**MOTION UNDER ARTICLE 8:**

- 1) “That each and every numbered item set forth in the Finance Committee’s Budget for Fiscal Year 2017 be voted, granted and appropriated as an expenditure for the several purposes and uses set forth in said budget establishing a total budget of \$79,234,945 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, \$71,137,604 shall be raised by taxation, \$360,000 shall be provided by transfer from Ambulance receipts, \$90,291 shall be provided by transfer from Premium on Bonds Account, \$1,263,125 shall be provided by transfer from other funds, \$300,454 shall be provided by transfer from Overlay Surplus, \$1,500,000 shall be provided by transfer from Unreserved Fund Balance, \$3,787,352 shall be provided from Water revenue, \$52,708 shall be provided from Septage Retained Earnings, and \$743,411 shall be provided from Wastewater revenues.
- 2) “That each and every numbered item set forth in the Finance Committee’s capital budget of Fiscal Year 2017 listed on pages 40-53 in the total amount of \$8,974,000 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 \$6,721,000 pursuant to the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, \$305,000 shall be raised from taxation, \$290,000 shall be provided by transfer from Unreserved Fund Balance, \$450,000 shall be provided from water surplus, and \$515,000 shall be provided from Ambulance receipts, and \$50,000 shall be provided from the Cemetery Revolving Fund, and \$88,000 shall be provided from the Transfer Station, and \$10,000 shall be provided by the Before and After School Account, and \$545,000 shall be provided by surplus capital closeouts, 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.
- 3) “That the Town :
  - a) appropriate the amount of \$1,900,000 Dollars for the purpose of paying costs of repairs to the Loker School, 47 Loker Street, 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, and for which the Town has applied for a grant from the Massachusetts School Building Authority (“MSBA”), said amount 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 amount under M.G.L. Chapter 44, or pursuant to any other enabling authority; acknowledges that the MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and if the MSBA’s Board of Directors votes to invite the Town to collaborate with the MSBA on this proposed repair project, 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; 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, authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow \$1,900,000 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 Loker 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.
- 4) "That the Town:
- a) Transfer \$482,618 from the M.G.L. Chapter 44, Section 53E1/2 Recreation Revolving Fund to the General Fund.
  - b) Transfer \$80,000 from the General Fund to the M.G.L. Chapter 44 Section 53D Beach Revolving Fund.
  - c) Transfer the balance at June 30, 2016 in the School Professional Development account, Project 3225 to the M.G.L. Chapter 44, Section 53E 1/2 School Professional Development Revolving Fund.
  - d) Transfer the balance at June 30, 2016 in the School Curriculum account, Project 3226 to the M.G.L. Chapter 44 Section 53E 1/2 School Curriculum Revolving Fund.
- 5) "That the Town transfer \$402,618 from the General Fund to the Recreation Stabilization Fund.

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

FISCAL YEAR 2017 BUDGET					
		EXPENDED FY 2014	EXPENDED FY 2015	APPROVED FY 2016	REQUESTED FY 2017
SELECTMEN					
	Total FTEs	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$23,463	\$20,760	\$24,000	\$24,000
	SUPPLIES	\$7,253	\$3,015	\$6,000	\$6,000
1	TOTAL EXPENSES	\$30,716	\$23,775	\$30,000	\$30,000
	TOTAL SELECTMEN	\$30,716	\$23,775	\$30,000	\$30,000
TOWN OFFICE					
	Total FTEs	4.50	5.00	5.00	5.00
2	PERSONNEL SERVICES	\$497,230	\$468,322	\$435,000	\$435,000
	PURCHASE OF SERVICES	\$13,620	\$14,842	\$10,000	\$10,000
	SUPPLIES	\$66,238	\$66,139	\$71,500	\$71,500
3	TOTAL EXPENSES	\$79,858	\$80,981	\$81,500	\$81,500
	TOTAL TOWN OFFICE	\$577,088	\$549,303	\$516,500	\$516,500
PERSONNEL BOARD					
	Total FTEs	0.00	0.00	0.00	0.00
4	PERSONNEL SERVICES	\$0	\$2,100	\$5,000	\$5,000
	PURCHASE OF SERVICES	\$4,157	\$8,540	\$10,000	\$10,000
5	TOTAL EXPENSES	\$4,157	\$8,540	\$10,000	\$10,000
	TOTAL PERSONNEL BOARD	\$4,157	\$10,640	\$15,000	\$15,000
FINANCE					
	Total FTEs	4.43	4.54	4.54	4.80
6	PERSONNEL SERVICES	\$274,089	\$296,257	\$318,301	\$338,618
	PURCHASE OF SERVICES	\$64,946	\$60,909	\$48,700	\$53,700
	SUPPLIES	\$991	\$1,563	\$3,000	\$3,000
7	TOTAL EXPENSES	\$65,937	\$62,472	\$51,700	\$56,700
	TOTAL FINANCE	\$340,026	\$358,729	\$370,001	\$395,318
ASSESSOR					
	Total FTEs	4.00	4.00	4.00	4.00
8	PERSONNEL SERVICES	\$238,932	\$243,751	\$244,460	\$259,626
	PURCHASE OF SERVICES	\$78,663	\$53,361	\$49,850	\$49,150
	SUPPLIES	\$1,705	\$3,025	\$3,000	\$3,100
9	TOTAL EXPENSES	\$80,368	\$56,386	\$52,850	\$52,250
	TOTAL ASSESSOR	\$319,300	\$300,137	\$297,310	\$311,876

		EXPENDED FY 2014	EXPENDED FY 2015	APPROVED FY 2016	REQUESTED FY 2017
	<b>TREASURER</b>				
	<i>Total FTEs</i>	3.26	3.26	3.26	3.26
10	PERSONNEL SERVICES	\$196,076	\$208,554	\$199,000	\$190,104
	PURCHASE OF SERVICES	\$37,824	\$72,609	\$115,700	\$99,900
	SUPPLIES	\$0	\$0	\$200	\$200
11	TOTAL EXPENSES	\$37,824	\$72,609	\$115,900	\$100,100
	TOTAL TREASURER	\$233,900	\$281,163	\$314,900	\$290,204
	<b>TOWN COUNSEL</b>				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$170,312	\$142,088	\$175,000	\$175,000
	SUPPLIES	\$4,334	\$0	\$0	\$0
12	TOTAL EXPENSES	\$174,646	\$142,088	\$175,000	\$175,000
	TOTAL TOWN COUNSEL	\$174,646	\$142,088	\$175,000	\$175,000
	<b>INFORMATION TECHNOLOGY</b>				
	<i>Total FTEs</i>	1.00	1.00	1.00	3.00
13	PERSONNEL SERVICES	\$84,085	\$84,693	\$83,842	\$287,669
	PURCHASE OF SERVICES	\$147,743	\$197,706	\$91,890	\$384,104
	SUPPLIES	\$52,351	\$52,308	\$146,300	\$125,500
14	TOTAL EXPENSES	\$200,094	\$250,014	\$238,190	\$509,604
	TOTAL INFORMATION TECHNOLOGY	\$284,179	\$334,707	\$322,032	\$797,273
	<b>TOWN CLERK</b>				
	<i>Total FTEs</i>	2.00	2.00	2.00	2.00
15	PERSONNEL SERVICES	\$124,327	\$119,529	\$120,584	\$125,781
	PURCHASE OF SERVICES	\$7,598	\$13,829	\$15,643	\$15,930
	SUPPLIES	\$1,269	\$1,104	\$1,400	\$1,400
16	TOTAL EXPENSES	\$8,867	\$14,933	\$17,043	\$17,330
	TOTAL TOWN CLERK	\$133,194	\$134,462	\$137,627	\$143,111
	<b>ELECTIONS</b>				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
17	PERSONNEL SERVICES	\$19,966	\$22,522	\$22,608	\$37,908
	PURCHASE OF SERVICES	\$361	\$4,704	\$2,500	\$1,000
	SUPPLIES	\$7,680	\$3,714	\$9,130	\$9,170
18	TOTAL EXPENSES	\$8,041	\$8,418	\$11,630	\$10,170
	TOTAL ELECTIONS	\$28,007	\$30,940	\$34,238	\$48,078

		EXPENDED FY 2014	EXPENDED FY 2015	APPROVED FY 2016	REQUESTED FY 2017
	<b>REGISTRAR</b>				
	<i>Total FTEs</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
19	PERSONNEL SERVICES	\$275	\$275	\$275	\$275
	PURCHASE OF SERVICES	\$3,901	\$3,799	\$4,050	\$5,000
20	TOTAL EXPENSES	\$3,901	\$3,799	\$4,050	\$5,000
	TOTAL REGISTRAR	\$4,176	\$4,074	\$4,325	\$5,275
	<b>CONSERVATION</b>				
	<i>Total FTEs</i>	<i>1.83</i>	<i>1.83</i>	<i>2.37</i>	<i>2.37</i>
21	PERSONNEL SERVICES	\$135,052	\$132,862	\$169,457	\$177,902
	PURCHASE OF SERVICES	\$9,711	\$7,941	\$23,000	\$23,000
	SUPPLIES	\$6,233	\$6,767	\$14,400	\$18,200
22	TOTAL EXPENSES	\$15,944	\$14,708	\$37,400	\$41,200
	TOTAL CONSERVATION	\$150,996	\$147,570	\$206,857	\$219,102
	<b>PLANNING</b>				
	<i>Total FTEs</i>	<i>1.40</i>	<i>1.40</i>	<i>1.40</i>	<i>1.40</i>
23	PERSONNEL SERVICES	\$103,703	\$104,254	\$105,000	\$105,000
	PURCHASE OF SERVICES	\$2,746	\$2,702	\$3,000	\$3,000
	SUPPLIES	\$42	\$222	\$1,500	\$1,500
24	TOTAL EXPENSES	\$2,788	\$2,924	\$4,500	\$4,500
	TOTAL PLANNING	\$106,491	\$107,178	\$109,500	\$109,500
	<b>SURVEYOR</b>				
	<i>Total FTEs</i>	<i>2.00</i>	<i>2.00</i>	<i>2.00</i>	<i>2.00</i>
25	PERSONNEL SERVICES	\$160,605	\$162,411	\$160,778	\$168,118
	PURCHASE OF SERVICES	\$12,519	\$21,520	\$22,800	\$23,000
	SUPPLIES	\$2,578	\$1,136	\$4,150	\$4,150
26	TOTAL EXPENSES	\$15,097	\$22,656	\$26,950	\$27,150
	TOTAL SURVEYOR	\$175,702	\$185,067	\$187,728	\$195,268
	<b>FACILITIES</b>				
	<i>Total FTEs</i>	<i>3.54</i>	<i>3.54</i>	<i>3.54</i>	<i>4.54</i>
27	PERSONNEL SERVICES	\$270,837	\$263,107	\$279,722	\$277,932
28	PURCHASE OF SERVICES	\$196,617	\$207,285	\$263,450	\$277,000
	Contract Services				
	Repairs & Other				
	Expenses				

		EXPENDED FY 2014	EXPENDED FY 2015	APPROVED FY 2016	REQUESTED FY 2017
29	UTILITIES	\$575,564	\$458,885	\$529,000	\$560,500
30	SUPPLIES	\$26,782	\$35,109	\$39,500	\$43,000
	TOTAL FACILITIES	\$1,069,800	\$964,386	\$1,111,672	\$1,158,432
	MISC COMMITTEES <i>Historic Commission, Surface Water Quality Commission, Historic District Commission, Public Ceremonies Committee</i>				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$48,307	\$19,546	\$47,275	\$47,275
31	TOTAL EXPENSES	\$48,307	\$19,546	\$47,275	\$47,275
	TOTAL MISC COMMITTEES	\$48,307	\$19,546	\$47,275	\$47,275
	POLICE				
	<i>Total FTEs</i>	25.33	25.59	25.59	25.59
32	PERSONNEL SERVICES	\$2,105,446	\$2,192,172	\$2,231,344	\$2,356,693
	PURCHASE OF SERVICES	\$132,761	\$138,688	\$138,890	\$140,710
	SUPPLIES	\$181,950	\$167,962	\$181,400	\$169,400
33	TOTAL EXPENSES	\$314,711	\$306,650	\$320,290	\$310,110
	TOTAL POLICE	\$2,420,157	\$2,498,822	\$2,551,634	\$2,666,803
	JOINT COMMUNICATIONS				
	<i>Total FTEs</i>	8.00	8.00	8.00	8.00
34	PERSONNEL SERVICES	\$462,562	\$449,983	\$475,400	\$496,675
	PURCHASE OF SERVICES	\$16,186	\$11,774	\$11,600	\$11,600
	UTILITIES	\$13,724	\$11,019	\$10,000	\$10,000
	SUPPLIES	\$6,005	\$4,362	\$5,500	\$5,500
35	TOTAL EXPENSES	\$35,915	\$27,155	\$27,100	\$27,100
	TOTAL JOINT COMMUNICATIONS	\$498,477	\$477,138	\$502,500	\$523,775
	EMERGENCY MANAGEMENT				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$13,447	\$15,202	\$16,000	\$16,000
	SUPPLIES	\$9,125	\$7,001	\$7,000	\$7,000
36	TOTAL EXPENSES	\$22,572	\$22,203	\$23,000	\$23,000
	TOTAL EMERGENCY MANAGEMENT	\$22,572	\$22,203	\$23,000	\$23,000

		EXPENDED FY 2014	EXPENDED FY 2015	APPROVED FY 2016	REQUESTED FY 2017
	<b>DOG OFFICER</b>				
	<i>Total FTEs</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	PURCHASE OF SERVICES	\$22,962	\$21,228	\$21,500	\$21,500
	SUPPLIES	\$0	\$0	\$0	\$0
37	TOTAL EXPENSES	\$22,962	\$21,228	\$21,500	\$21,500
	TOTAL DOG OFFICER	\$22,962	\$21,228	\$21,500	\$21,500
	<b>FIRE &amp; ALS</b>				
	<i>Total FTEs</i>	<i>28.87</i>	<i>27.87</i>	<i>27.87</i>	<i>28.04</i>
38	PERSONNEL SERVICES	\$2,204,981	\$2,122,359	\$2,305,349	\$2,492,921
	PURCHASE OF SERVICES	\$34,528	\$39,073	\$77,500	\$74,500
	SUPPLIES	\$161,762	\$188,058	\$175,608	\$183,900
39	TOTAL EXPENSES	\$196,290	\$227,131	\$253,108	\$258,400
	TOTAL FIRE	\$2,401,271	\$2,349,490	\$2,558,457	\$2,751,321
	<b>BUILDING &amp; ZONING</b>				
	<i>Total FTEs</i>	<i>4.63</i>	<i>4.63</i>	<i>4.63</i>	<i>4.63</i>
40	PERSONNEL SERVICES	\$271,999	\$278,199	\$293,767	\$311,497
	PURCHASE OF SERVICES	\$12,539	\$7,875	\$12,000	\$12,000
	SUPPLIES	\$1,705	\$1,366	\$2,501	\$2,501
41	TOTAL EXPENSES	\$14,244	\$9,241	\$14,501	\$14,501
	TOTAL BUILDING & ZONING	\$286,243	\$287,440	\$308,268	\$325,998
	<b>SCHOOLS</b>				
	<i>Total FTEs</i>	<i>374.64</i>	<i>392.35</i>	<i>393.58</i>	<i>405.45</i>
42	TOTAL SCHOOLS	\$33,516,931	\$35,194,711	\$36,719,239	\$37,722,833
	<b>REGIONAL VOCATIONAL SCHOOLS</b>				
	<i>Total FTEs</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
43	TOTAL REGIONAL VOC SCHOOLS	\$212,417	\$203,026	\$110,045	\$68,618
	<b>DPW</b>				
	<i>Total FTEs</i>	<i>28.37</i>	<i>29.41</i>	<i>29.41</i>	<i>31.41</i>
44	PERSONNEL SERVICES	1,304,211	1,270,236	1,465,479	1,586,848

		EXPENDED FY 2014	EXPENDED FY 2015	APPROVED FY 2016	REQUESTED FY 2017
	<b>HIGHWAY</b>				
	PERSONNEL SERVICES	\$925,976	\$869,973	\$960,145	\$1,030,407
45	PURCHASE SERVICES	\$265,702	\$172,131	\$227,700	\$227,700
46	SUPPLIES	\$65,005	\$76,888	\$74,800	\$74,800
	<b>PARK AND CEMETERY</b>				
	PERSONNEL SERVICES	\$378,235	\$400,263	\$505,334	\$556,441
47	PURCHASE SERVICES	\$101,809	\$65,832	\$185,500	\$185,500
48	SUPPLIES	\$93,289	\$96,241	\$107,500	\$107,500
	<b>LANDFILL</b>				
49	PURCHASE SERVICES	\$55,457	\$29,143	\$65,000	\$65,000
	TOTAL DPW	\$1,885,473	\$1,710,471	\$2,125,979	\$2,247,348
	<b>SNOW</b>				
	<i>Total FTEs</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
50	PERSONNEL SERVICES	\$154,947	\$229,040	\$125,000	\$125,000
	PURCHASE OF SERVICES	\$146,689	\$333,983	\$110,000	\$110,000
	SUPPLIES	\$333,189	\$381,118	\$215,000	\$215,000
51	TOTAL EXPENSES	\$479,878	\$715,101	\$325,000	\$325,000
	TOTAL SNOW	\$634,825	\$944,141	\$450,000	\$450,000
	<b>BOARD OF HEALTH</b>				
	<i>Total FTEs</i>	<i>9.15</i>	<i>9.29</i>	<i>9.29</i>	<i>9.29</i>
52	PERSONNEL SERVICES	\$589,601	\$589,158	\$637,877	\$672,884
	PURCHASE OF SERVICES	\$130,144	\$138,943	\$158,290	\$167,656
	SUPPLIES	\$13,447	\$9,716	\$15,700	\$15,700
53	TOTAL EXPENSES	\$143,591	\$148,659	\$173,990	\$183,356
	TOTAL BOARD OF HEALTH	\$733,192	\$737,817	\$811,867	\$856,240
	<b>VETERANS SERVICES</b>				
	<i>Total FTEs</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
54	PERSONNEL SERVICES	\$0	\$0	\$0	\$0
	PURCHASE OF SERVICES	\$26,400	\$37,004	\$41,600	\$44,000
	SUPPLIES	\$2,826	\$4,938	\$3,000	\$4,000
55	TOTAL EXPENSES	\$29,226	\$41,942	\$44,600	\$48,000
	TOTAL VETERANS SERVICES	\$29,226	\$41,942	\$44,600	\$48,000
	<b>COUNCIL ON AGING</b>				
	<i>Total FTEs</i>	<i>2.83</i>	<i>2.83</i>	<i>3.34</i>	<i>3.34</i>

		EXPENDED FY 2014	EXPENDED FY 2015	APPROVED FY 2016	REQUESTED FY 2017
56	PERSONNEL SERVICES	\$166,009	\$172,252	\$195,776	\$207,486
	PURCHASE OF SERVICES	\$44,759	\$43,752	\$46,700	\$46,700
	SUPPLIES	\$9,028	\$7,762	\$8,800	\$9,300
57	TOTAL EXPENSES	\$53,787	\$51,514	\$55,500	\$56,000
	TOTAL COUNCIL ON AGING	\$219,796	\$223,766	\$251,276	\$263,486
	<b>YOUTH SERVICES</b>				
	<i>Total FTEs</i>	2.11	2.17	3.50	3.50
58	PERSONNEL SERVICES	\$157,401	\$167,101	\$205,053	\$222,400
	PURCHASE OF SERVICES	\$2,734	\$2,807	\$2,850	\$2,850
	SUPPLIES	\$907	\$789	\$1,225	\$1,225
59	TOTAL EXPENSES	\$3,641	\$3,596	\$4,075	\$4,075
	TOTAL YOUTH SERVICES	\$161,042	\$170,697	\$209,128	\$226,475
	<b>LIBRARY</b>				
	<i>Total FTEs</i>	14.74	14.74	14.74	13.69
60	PERSONNEL SERVICES	\$757,017	\$771,670	\$802,800	\$823,000
	PURCHASE OF SERVICES	\$44,123	\$40,851	\$47,700	\$47,700
	SUPPLIES	\$184,164	\$177,447	\$180,500	\$185,500
61	TOTAL EXPENSES	\$228,287	\$218,298	\$228,200	\$233,200
	TOTAL LIBRARY	\$985,304	\$989,968	\$1,031,000	\$1,056,200
	<b>RECREATION</b>				
	<i>Total FTEs</i>	1.83	2.11	2.54	3.54
62	PERSONNEL SERVICES	\$244,885	\$320,364	\$160,500	\$172,000
	SUPPLIES	\$0	\$0	\$0	\$0
	TOTAL EXPENSES			\$160,500	\$172,000
	TOTAL RECREATION	\$244,885	\$233,043	\$160,500	\$172,000
	<b>DEBT AND INTEREST</b>				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
63	TOTAL DEBT AND INTEREST	\$7,308,513	\$7,692,910	\$7,751,620	\$7,507,251
	<b>RETIREMENT</b>				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$3,507,480	\$3,740,468	\$3,971,988	\$4,235,414
64	TOTAL RETIREMENT	\$3,507,480	\$3,740,468	\$3,971,988	\$4,235,414

	EXPENDED FY 2014	EXPENDED FY 2015	APPROVED FY 2016	REQUESTED FY 2017
<b>UNCLASSIFIED</b>				
<i>Total FTEs</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<b>HEALTH &amp; LIFE INSURANCE</b>				
Employee Health Insurance (439)	\$4,154,102	\$4,375,241	\$5,094,300	\$5,418,955
Retiree Health Insurance (443)	\$1,352,831	\$1,460,894	\$1,619,918	\$1,511,945
Employee HRA Accounts (0)	\$218,712	\$0	\$0	\$0
Health Insurance Incentive Waiver (53)	\$165,978	\$154,592	\$150,000	\$176,600
Employee & Retiree Life Insurance (667)	\$15,464	\$14,596	\$16,000	\$16,000
Other Expenses	\$17,424	\$52,325	\$45,000	\$41,500
65 TOTAL HEALTH/LIFE INSURANCE	\$5,924,511	\$6,057,648	\$6,925,218	\$7,165,000
<b>OTHER INSURANCE</b>				
66 PROPERTY, CASUALTY & LIABILITY INSURANCE	\$479,048	\$573,611	\$615,000	\$615,000
67 MEDICARE TAX - 1.45%	\$557,986	\$561,962	\$570,000	\$580,000
68 UNEMPLOYMENT COMPENSATION	\$48,914	\$32,465	\$75,000	\$50,000
69 NON CONTRIBUTORY RETIREMENT	\$16,772	\$17,537	\$18,000	\$0
70 POLICE/FIRE DISABILITY	\$6,729	\$3,082	\$15,000	\$15,000
71 OCCUPATIONAL HEALTH	\$5,091	\$1,918	\$8,000	\$8,000
TOTAL OTHER INSURANCE	\$1,114,540	\$1,190,575	\$1,301,000	\$1,268,000
72 SICK LEAVE BUYBACK	\$7,500	\$7,500	\$40,000	\$40,000
73 RESERVE FOR SALARY SETTLEMENT	\$0	\$300,000	\$374,000	\$50,000
74 TOWN MEETING	\$89,999	\$65,289	\$90,000	\$100,000
75 STREET LIGHTING	\$114,982	\$122,538	\$130,000	\$130,000
76 RESERVE FUND BUDGET	\$0	\$0	\$300,000	\$275,000
TOTAL UNCLASSIFIED	\$7,251,532	\$7,743,550	\$9,160,218	\$9,028,000
TOTAL GENERAL FUND BUDGET	\$66,022,983	\$68,876,596	\$72,642,784	\$74,651,474
<b>WATER FUND</b>				
<i>Total FTEs</i>	<i>9.00</i>	<i>8.00</i>	<i>8.00</i>	<i>8.00</i>
SALARIES	\$658,358	\$713,880	\$731,834	\$778,470
PURCHASE OF SERVICES	\$474,673	\$450,117	\$565,117	\$580,117
UTILITIES	\$290,915	\$363,271	\$365,000	\$414,500
SUPPLIES	\$499,600	\$470,000	\$570,000	\$570,000
OTHER FINANCING USES	\$1,543,213	\$348,583	\$331,725	\$338,601
DEBT SERVICE	\$1,167,749	\$1,086,203	\$1,115,703	\$1,105,664
77 TOTAL WATER DEPARTMENT	\$4,634,508	\$3,432,054	\$3,679,379	\$3,787,352

	EXPENDED FY 2014	EXPENDED FY 2015	APPROVED FY 2016	REQUESTED FY 2017
<b>SEPTAGE FUND</b>				
<i>Total FTEs</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
SALARIES - RETIREE CHARGES	\$33,205	\$39,502	\$34,369	\$52,708
PURCHASE OF SERVICES				
78 TOTAL SEPTAGE DEPARTMENT	\$33,205	\$39,502	\$34,369	\$52,708
<b>WASTEWATER MANAGEMENT DISTRICT COMMISSION</b>				
<i>Total FTEs</i>	<i>0.00</i>	<i>0.00</i>	<i>0.54</i>	<i>0.54</i>
SALARIES	\$22,864	\$0	\$22,000	\$33,552
PURCHASE OF SERVICES	\$130,434	\$145,725	\$159,275	\$134,155
UTILITIES	\$42,766	\$57,400	\$52,200	\$48,563
SUPPLIES	\$22,870	\$0	\$30,000	\$25,000
OTHER FINANCING USES	\$15,919	\$0	\$0	\$24,669
DEBT SERVICE	\$450,644	\$451,780	\$486,680	\$477,472
79 TOTAL WASTEWATER MGMT COMMISSION	\$662,633	\$654,905	\$750,155	\$743,411
TOTAL ENTERPRISE FUNDS	\$5,330,346	\$4,126,461	\$4,463,903	\$4,583,471
<i>Grand Total FTEs</i>	<i>537.46</i>	<i>555.56</i>	<i>551.60</i>	<i>577.39</i>
<b>GRAND TOTAL OMNIBUS BUDGET</b>	<b>\$71,353,329</b>	<b>\$73,003,057</b>	<b>\$77,106,687</b>	<b>\$79,234,945</b>

CAPITAL BUDGET - FISCAL 2017
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<b>INFORMATION TECHNOLOGY</b>			
1	TOWN / SCHOOL STORAGE UPGRADE	CC	80,000
2	DATA CENTER AUTOMATED PATCH MANAGEMENT SOLUTION	CC	40,000
<b>FACILITIES</b>			
3	TRANSFER STATION BUILDING IMPROVEMENT	TST	48,000
4	DEMOLITION OF DPW BUILDNG	OF	330,000
<b>FIRE</b>			
5	LADDER AND FIRE TRUCK	B	950,000
6	RESCUE PUMP TRUCK	AMB	490,000
<b>POLICE</b>			
7	JCC RADIOS	AMB	25,000
<b>DPW</b>			
8	TOWN WIDE ROAD CONSTRUCTION	B	775,000
9	CEMETERY EXPANSION	CEM	50,000
10	LIGHT TRUCK REPLACEMENT	B	90,000
11	SMALL EQUIPMENT	CC	70,000
12	HEAVY EQUIPMENT	B	225,000

13	SMALL SWAP LOADER	B		220,000
14	TRANSFER STATION TRASH COMPACTOR	TST		40,000
<u>RECREATION</u>				
15	HAPPY HOLLOW PLAYGROUND	B / BASE		100,000
<u>CONSERVATION</u>				
16	SHED UPGRADE	FC		30,000
<u>SCHOOL</u>				
17	HAPPY HOLLOW PHONE UPGRADE	FC		50,000
18	CLAYPIT FURNITURE	FC	25,000	
19	HAPPY HOLLOW FURNITURE	FC	25,000	
20	LOKER FURNITURE	FC	35,000	
	TOTAL FURNITURE REPLACEMENT			85,000
21	FOOD SERVICE EQUIPMENT	FC	60,000	
22	CUSTODIAL EQUIPMENT	CC	50,000	
	TOTAL EQUIPMENT			110,000
23	HAPPY HOLLOW FLOOR TILE	CC	65,000	
24	LOKER TILE REPLACEMENT	FC	65,000	
25	LOKER DOOR AND WINDOW	B	1,900,000	
	TOTAL BUILDING IMPROVEMENTS			2,030,000
<u>WAYLAND HOUSING AUTHORITY</u>				
26	COCHITUATE APARTMENTS FIRE SUPPRESSION	B/OF		475,000
<u>DPW WATER ENTERPRISE FUND</u>				
27	PUMP STATION UPGRADE	WB		525,000
28	STONEBRIDGE ROAD / WATER MAIN	WB		936,000
29	WATER MAIN REPLACEMENT PROJECTS	WB		750,000
30	COMPLETION OF WATER METER REPLACEMENTS	WS		200,000
31	WATER TANK CLEANING	WS		250,000
TOTAL BUDGET				<u>8,974,000</u>

SUMMARY OF FUNDING SOURCES			
BORROW ( NON-EXEMPT) - GENERAL FUND	B		4,510,000
BORROW - WATER FUND	WB		2,211,000
CASH CAPITAL	CC		305,000
FREE CASH	FC		290,000
AMBULANCE FUND	AMB		515,000
CEMETERY REVOLVING FUND	CEM		50,000
TRANSFER STATION REVOLVING FUND	TST		88,000
SURPLUS BOND PROCEEDS FROM CLOSES OUTS	OF		545,000
BASE ACCOUNT	BASE		10,000
WATER SURPLUS	WS		450,000
TOTAL FUNDING SOURCES			8,974,000

<b>1. Budget: Information Technology - \$80,000.</b>	
<b>Title:</b> Town & School Storage upgrade	<b>Project Advocate(s):</b> Leisha Simon
<b>Description:</b> Upgrade Town and School Data Center Storage.	
<b>Justification:</b> The original data center storage arrays are approaching end of life and are in need of replacement. These units provide disk storage to support all Town and Schools virtual server and desktop infrastructure. The replacement unit will consolidate the storage for the entire virtualized environment into a single storage array. The new array will provide modern storage feature sets that will improve performance and by extension end user productivity as well as reduce storage costs by integrating modern storage technologies such as data deduplication and off-site storage integration. Additionally, the added performance will permit the virtualized desktop environment to be expanded to cover all desktops that are eligible for virtualization.	
<b>Relationship to General Plan:</b> Next step in multi-year implementation of the IT Strategic Plan.	
<b>History:</b> The existing storage arrays are from 2009 and 2011. As such, they are approaching end of life and do not have data deduplication and direct off-site storage integration capabilities, two technologies which reduce storage costs.	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> Yes
<b>Source of Funds:</b> Cash Capital	<b>Request:</b> \$80,000.

<b>2. Budget: Information Technology - \$40,000.</b>	
<b>Title:</b> Data Center Automated Patch Management Solution	<b>Project Advocate(s):</b> Town Administrator
<b>Description:</b> Town and School Data Center – Automated Patch Management Software, initial purchase, installation and implementation.	
<b>Justification:</b> Provides centralized management to scan, detect, assess and rectify security vulnerabilities in our network and on connected devices. Provides a complete picture of our network and helps maintain security. Ensures appropriate systems are up-to-date and minimizes potential security risks.	
<b>Relationship to General Plan:</b> Next step in multi-year implementation of the IT Strategic Plan.	
<b>History:</b> The Town has been relatively under-spending on IT compared to other communities. This project plan allows the Town to increase focus to provide for reliable and effective technology tools and to leverage technology to improve Town and School technology operations.	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> No
<b>Source of Funds:</b> Cash Capital	<b>Request:</b> \$40,000.

<b>3. Budget: Facilities - \$48,000.</b>	
<b>Title:</b> Transfer Station Building Improvement	<b>Project Advocate(s):</b> Public Buildings Director
<b>Description:</b> Replace roof and doors at Transfer Station Building	
<b>Justification:</b> Current condition of roof and doors are beyond economical repair. New roof and doors needed to continue safe use of building.	
<b>Relationship to General Plan:</b> Ongoing maintenance and investment in the Town's assets.	
<b>History:</b> This work is part of a multi-year plan to perform maintenance and repairs needed at the Transfer Station building, which is an older structure with building systems that must be maintained in order for the town to operate within the facility.	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> No
<b>Source of Funds:</b> Transfer Station Fund	<b>Request:</b> \$48,000.

<b>4. Budget: Facilities - \$330,000.</b>	
<b>Title:</b> Demolition of old DPW Building	<b>Project Advocate(s):</b> Public Buildings Director
<b>Description:</b> Demolition of old DPW Building	
<b>Justification:</b> Current condition of building is unsafe for occupancy and beyond economical repair. Current conditions present a safety and liability risk. Additionally, the Town is considering alternative uses for this site, which will require the removal of the current building.	
<b>Relationship to General Plan:</b> Consistent with good planning to understand the long-term use of assets before undertaking major repairs and renovations	
<b>History:</b> N/A	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> No
<b>Source of Funds:</b> Other Funds	<b>Request:</b> \$330,000.

5. Budget: Fire Department - \$950,000.	
<b>Title:</b> Ladder and Fire Truck	<b>Project Advocate(s):</b> Fire Chief
<b>Description:</b> Purchase a new ladder truck, that serves as both a ladder truck and an engine (a quint), to replace the current 24 year old piece of apparatus. Along with the actual truck we will be upgrading radio equipment and some safety equipment. This project is part of a normal and expected replacement schedule for this large specialized truck.	
<b>Justification:</b> In 2017, our quint will be 24 years old and is fast approaching the upper end of its normal projected life. While the current vehicle is currently in acceptable and safe condition we need to plan for this replacement before major items fail and leave us without this valuable piece of equipment. The newer truck will have the same features that the current one has proven to work well for us and will have the latest in safety and technology. With the challenges of larger commercial buildings since this truck was originally purchased, coupled with the challenges of maneuverability on busier streets connecting longer narrow driveways the fire department has been doing research on newer apparatus to accomplish the operational challenges that are faced with keeping an eye on the size and overall cost.	
<b>Relationship to General Plan:</b> Ongoing replacement of fire vehicles based on age and condition.	
<b>History:</b> Last year's CIP planned for this to occur at this time.	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> Yes
<b>Source of Funds:</b> Borrowing	<b>Request:</b> \$950,000.

6. Budget: Fire Department - \$490,000.	
<b>Title:</b> Rescue Pump Truck	<b>Project Advocate(s):</b> Fire Chief
<b>Description:</b> Purchase a new rescue pumper to put in service as the busiest first line engine at Station #2.	
<b>Justification:</b> Wayland has maintained three structural rescue style pumpers in its fleet for a number of years now. The newest engine is operated out of Station 2 and is staffed 24/7. This vehicle is used to transport staffing and equipment to every type of call in Wayland. Wayland does not have any specialized pumpers ( except a brush truck) and therefore apparatus is designed to carry a modest amount of equipment to handle a variety of incident types. (i.e. water and hose for firefighting, jaws of life and other rescue tools, ems equipment, hazardous materials response equipment etc..)	
<b>Relationship to General Plan:</b> Ongoing replacement of fire vehicles based on age and condition.	
<b>History:</b> Last year's CIP planned for this to occur at this time.	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> Yes
<b>Source of Funds:</b> Ambulance Fund	<b>Request:</b> \$490,000.

7. Budget: JCC - \$25,000.	
<b>Title:</b> Radios	<b>Project Advocate(s):</b> Police Chief
<b>Description:</b> Two police and fire radio repeaters are in need of replacement/upgrade. These repeaters have been in operation since March 11, 2002 and have outlived their operational expectancy. Nine individual radio dispatch transmitters that are 15 years old will also be replaced.	
<b>Justification:</b> These radio repeaters and radio transmitters will maintain and enhance the ability of police and firefighters to communicate over the public safety radio system.	
<b>Relationship to General Plan:</b> This is the regular replacement of equipment with improved security benefits.	
<b>History:</b> This is a planned replacement.	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> Yes
<b>Source of Funds:</b> Ambulance Fund	<b>Request:</b> \$25,000.

8. Budget: Department of Public Works - \$775,000.	
<b>Title:</b> Town Wide Road Reconstruction	<b>Project Advocate(s):</b> Director, DPW
<b>Description:</b> This is funding to continue road improvement projects on the Town's 96 miles of roadway. At present construction rates, resurfacing costs approximately \$250,000 per mile.	
<b>Justification:</b> The Board of Public Works and DPW requested funding of \$1,400,000, representing a 15-year resurfacing schedule, factoring in an annual 10% cost escalation. We have evaluated required water main projects, drainage issues, and pavement conditions. This is intended to be an annual program and combined with State Chapter 90 funding. The DPW hopes to continue to keep Wayland's roads safe and in good condition. The Finance Committee is recommending this lesser amount. In past years, the Town has funded approximately \$300,000 per annum for this ongoing maintenance and an increase to the full amount requested was viewed as placing a larger burden on taxpayers than was deemed appropriate for this budget cycle.	
<b>Relationship to General Plan:</b> Maintenance and improvement of infrastructure/roads.	
<b>History:</b> Part on the ongoing repair and maintenance of Town roadways.	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> Yes
<b>Source of Funds:</b> Borrowing	<b>Request:</b> \$775,000.

9. Budget: Department of Public Works - \$50,000.	
<b>Title:</b> Cemetery Expansion	<b>Project Advocate(s):</b> Director, DPW
<b>Description:</b> This funding will allow for paving work to be done at Lakeview Cemetery	
<b>Justification:</b> Funding of roadway paving in Lakeview Cemetery will improve public access and address roadways that are currently in need.	
<b>Relationship to General Plan:</b> Maintain traffic and pedestrian safety in Wayland.	
<b>History:</b> n/a	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> Yes
<b>Source of Funds:</b> Cemetery Account	<b>Request:</b> \$50,000.

<b>10. Budget: Department of Public Works - \$90,000.</b>	
<b>Title:</b> Light Trucks-Replacement Schedule	<b>Project Advocate(s):</b> Director, DPW
<b>Description:</b> This is a scheduled replacement	
<b>Justification:</b> P58 is a 2005, and is approaching the end of its operational life. It currently has approximately 50,000 miles, but suffers from severe corrosion. We would like to replace it with a slightly larger F550, which is a more heavy-duty and versatile vehicle.	
<b>Relationship to General Plan:</b> Scheduled replacement of Town equipment.	
<b>History:</b> This is a planned replacement.	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> Yes
<b>Source of Funds:</b> Borrowing	<b>Request:</b> \$90,000.

<b>11. Budget: Department of Public Works - \$70,000.</b>	
<b>Title:</b> Small Equipment	<b>Project Advocate(s):</b> Director, DPW
<b>Description:</b> 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.	
<b>Justification:</b> 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. FY17 scheduled replacements include several mowers that were last replaced in the early 1990's that cost between \$8,000 and \$16,000 to replace, and two utility trailers dating from the late 1980's / early 1990's at a cost of approximately \$15,000 each.	
<b>Relationship to General Plan:</b> Scheduled replacement of Town equipment.	
<b>History:</b> This is a planned replacement.	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> Yes
<b>Source of Funds:</b> Cash Capital	<b>Request:</b> \$70,000.

<b>12. Budget: Department of Public Works - \$225,000.</b>	
<b>Title:</b> Heavy Equipment H7 XXX	<b>Project Advocate(s):</b> Director, DPW
<b>Description:</b> This is a scheduled replacement.	
<b>Justification:</b> This is a scheduled replacement as part of the DPW 5-Year Capital Plan. H7 is a 2010 - it has been refurbished once and should be replaced, as it will need more extensive refurbishing to extend its operational life any further.	
<b>Relationship to General Plan:</b> Scheduled replacement of Town equipment.	
<b>History:</b> This is a planned replacement.	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> Yes
<b>Source of Funds:</b> Borrowing	<b>Request:</b> \$225,000.

<b>13. Budget: Department of Public Works - \$220,000.</b>	
<b>Title:</b> Heavy Truck-Small Swap Loader	<b>Project Advocate(s):</b> Director, DPW
<b>Description:</b> This is a scheduled replacement	
<b>Justification:</b> L1 is a 1998 Ford F800 with approximately 93,000 miles. The vehicle is in poor condition overall, showing corrosion and is in need of extensive rehabilitation to improve its reliability and extend its operational life. The new vehicle will also replace L4, a 1999 Ford F350 showing extensive structural rust and suspension damage. The new vehicle will be utilized to perform the tasks that both trucks previously did: collect recyclables, haul metal for recycling, sand and plow the Transfer Station grounds, and perform other duties specific to maintaining the level of customer service expected of the Transfer Station.	
<b>Relationship to General Plan:</b> Scheduled replacement of Town equipment.	
<b>History:</b> This is the scheduled replacement of a Town owned vehicle.	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> Yes
<b>Source of Funds:</b> Borrowing	<b>Request:</b> \$220,000.

<b>14. Budget: Department of Public Works, Transfer Station - \$40,000.</b>	
<b>Title:</b> Transfer Station Trash Compactor	<b>Project Advocate(s):</b> Director, DPW
<b>Description:</b> This is a scheduled replacement	
<b>Justification:</b> This is a scheduled replacement of one of the trash compactor units at the Transfer Station. These units wear out due to the extensive use of their hydraulic systems and also suffer from corrosion as a result of exposure to both the elements and the trash thrown in them. Replacing the compactor ensures they will remain in service and be less likely to be subject to expensive repairs to their hydraulic systems.	
<b>Relationship to General Plan:</b> Ongoing maintenance of infrastructure and facilities.	
<b>History:</b> Trash compactors are replaced as needed.	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> Yes
<b>Source of Funds:</b> Transfer Station Revolving Fund	<b>Request:</b> \$40,000.

<b>15. Budget: School Department - \$100,000.</b>	
<b>Title:</b> Happy Hollow Playground	<b>Project Advocate(s):</b> Recreation Director
<b>Description:</b> Reconstruct the playground at Happy Hollow so that it is comparable in size, durability and functionality to the playgrounds at the other elementary schools. The renovated playground will include a main structure with multiple features such as a slide, monkey bars, climbing feature, etc., as well as a potentially smaller structure for children under the ages of 7 yrs. old. Replacement and re-location of the swings will also be part of the design process.	
<b>Justification:</b> This playground was evaluated during the summer of 2015 by a Certified Playground Safety Inspector and reported to be in poor condition. The current structure is more than 20 years old. The expected life of this type of equipment is 12-15 years. This playground is not comparable in size, durability and functionality to the playgrounds at the other elementary schools. The structures and re-designed playground site will serve the needs of all students that attend the Happy Hollow School.	
<b>Relationship to General Plan:</b> Ongoing maintenance and investment in school facilities.	
<b>History:</b> Regular replacement of equipment.	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> No
<b>Source of Funds:</b> Borrowing and BASE	<b>Request:</b> \$100,000.

<b>16. Budget: Conservation Commission - \$30,000.</b>	
<b>Title:</b> Shed and Office upgrades	<b>Project Advocate(s):</b> Chair, Conservation Commission
<b>Description:</b> Improvements to the Carriage shed where equipment is stored.	
<b>Justification:</b> The Commission owns equipment stored in a location that should be secure, safe, and sound.	
<b>Relationship to General Plan:</b> Improvement to area is required to maintain access and minimize ongoing maintenance.	
<b>History:</b> This item was not previously identified in the Capital Plan. However, ongoing maintenance of the area is time consuming and costly so repair work is recommended.	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> No
<b>Source of Funds:</b> Free Cash	<b>Request:</b> \$30,000.

<b>17. Budget: School Department - \$50,000.</b>	
<b>Title:</b> Happy Hollow Phone Upgrade	<b>Project Advocate(s):</b> Chair, School Committee, Public Facilities Director
<b>Description:</b> This request is to install a wired Voice Over Internet Protocol (VoIP) telephone system at Happy Hollow, similar to the one recently installed at the Loker School.	
<b>Justification:</b> This project is a continuation of a program to upgrade all school phone systems to be compatible and comparable to the system installed at Wayland High School, the Central Office and recently at the Loker School. The existing system is over 20 years old and in need of upgrading. Alternative communication systems including a traditional landline telephone system, upgraded PA system, using teachers' cell phones, and wireless VoIP service were considered. Each of these options either cost more, provided less capability or did not function in this environment.	
<b>Relationship to General Plan:</b> Ongoing maintenance and investment in school facilities and improved security.	
<b>History:</b> Ongoing effort to increase security and communication with the School District.	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> Yes
<b>Source of Funds:</b> Free Cash	<b>Request:</b> \$50,000.

<b>18. Budget: School Department - \$25,000.</b>	
<b>Title:</b> Claypit - Furniture Replacement	<b>Project Advocate(s):</b> Chair, School Committee, Public Facilities Director
<b>Description:</b> This is the fifth and final year of a 5-year plan to replace classroom furniture throughout the school. This request would replace the furniture in 4 classrooms with new student and teacher desks and chairs, bookshelves or files.	
<b>Justification:</b> 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.	
<b>Relationship to General Plan:</b> Regular replacement of equipment.	
<b>History:</b> Fifth and final year.	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> Yes
<b>Source of Funds:</b> Free Cash	<b>Request:</b> \$25,000.

<b>19. Budget: School Department - \$25,000.</b>	
<b>Title:</b> Happy Hollow Furniture Replacement	<b>Project Advocate(s):</b> Chair, School Committee, Public Facilities Director
<b>Description:</b> This is the fifth and final year of a 5-year plan to replace classroom furniture throughout the school. This request would replace the furniture in 4 classrooms with new student and teacher desks and chairs, bookshelves or files.	
<b>Justification:</b> 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.	
<b>Relationship to General Plan:</b> Regular replacement of equipment.	
<b>History:</b> Fifth year of a five year plan.	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> Yes
<b>Source of Funds:</b> Free Cash	<b>Request:</b> \$25,000.

<b>20. Budget: School Department - \$35,000.</b>	
<b>Title:</b> Loker - Furniture Replacement	<b>Project Advocate(s):</b> Chair, School Committee, Public Facilities Director
<b>Description:</b> This is the second year of a 4-year program 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.	
<b>Justification:</b> 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.	
<b>Relationship to General Plan:</b> Regular replacement of equipment.	
<b>History:</b> Second year of multi-year request.	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> Yes
<b>Source of Funds:</b> Free Cash	<b>Request:</b> \$35,000.

<b>21. Budget: School Department - \$60,000.</b>	
<b>Title:</b> Food Service Equipment	<b>Project Advocate(s):</b> Chair, School Committee, Public Facilities Director
<b>Description:</b> First year of a four year program to upgrade major pieces of food service equipment throughout the School District. This request is for a walk-in cooler and a convection oven.	
<b>Justification:</b> A walk-in cooler and convection oven have useful lives of 8-12 years, yet the current equipment has been in service for at least 17 years. These items are beyond their expected useful lives and should be replaced. This need was verified through a Food Service assessment conducted by an independent third party, Edvocate, who indicated replacement of these items was a high priority.	
<b>Relationship to General Plan:</b> Ongoing investment in major equipment.	
<b>History:</b> First year of a four year plan.	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> No
<b>Source of Funds:</b> Free Cash	<b>Request:</b> \$60,000.

<b>22. Budget: School Department - \$50,000.</b>	
<b>Title:</b> Custodian Equipment	<b>Project Advocate(s):</b> Chair, School Committee, Public Facilities Director
<b>Description:</b> Purchase two floor cleaning machines, a 27" burnisher and a 26 disk auto scrubber, each to be used at Claypit Hill and at the High School, in order to increase productivity and cleanliness.	
<b>Justification:</b> Currently, the custodian staff is ill equipped to perform their duties. Sweeping and mopping floors by hand is slow and inefficient. According to an independent consultant, Edvocate, all five schools should have an auto sweeper/scrubber, a high speed burnisher, among other types of vacuums. This request will address the greatest need in the District which is at Claypit Hill and at the High School.	
<b>Relationship to General Plan:</b> Ongoing investment in major equipment.	
<b>History:</b> First year of a three year plan.	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> Yes
<b>Source of Funds:</b> Cash Capital	<b>Request:</b> \$50,000.

<b>23. Budget: School Department - \$65,000.</b>	
<b>Title:</b> Happy Hollow Floor Tile Replacement	<b>Project Advocate(s):</b> Chair, School Committee, Public Facilities Director
<b>Description:</b> This is the third and final year of a 3-year program to replace approximately 5,000 sq. ft. of ACM floor tile with vinyl-composition floor tile (VCT). This would equate to 4-5 classrooms.	
<b>Justification:</b> 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.	
<b>Relationship to General Plan:</b> Ongoing maintenance and investment in school facilities as well as health and safety of students and staff.	
<b>History:</b> Third year of a three year project.	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> Yes
<b>Source of Funds:</b> Cash Capital	<b>Request:</b> \$65,000.

<b>24. Budget: School Department - \$65,000.</b>	
<b>Title:</b> Loker Floor Tile	<b>Project Advocate(s):</b> Chair, School Committee, Public Facilities Director
<b>Description:</b> This is the second year of a 3-year program to replace approximately 5,000 sq. ft. of ACM floor tile with vinyl-composition floor tile (VCT). This would equate to 4-5 classrooms.	
<b>Justification:</b> With the exception of the tile replaced over the last couple of years in 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.	
<b>Relationship to General Plan:</b> Ongoing maintenance and investment in facilities.	
<b>History:</b> Continuation of multi-year program to replace floor tiles. This is not an immediate health or safety risk.	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> No
<b>Source of Funds:</b> Free Cash	<b>Request:</b> \$65,000.

<b>25. Budget: School Department - \$1,900,000.</b>	
<b>Title:</b> Loker Door and Window Replacement	<b>Project Advocate(s):</b> Chair, School Committee, Public Facilities Director
<b>Description:</b> Replacement of all exterior single glazed doors and windows (approximately 9,600 sq. ft. of window area and 36 doors) which are original to the building. Similar to the current project at Claypit Hill, the new doors will have better insulation than the current ones and the new windows will be triple glazed low "E" type of units.	
<b>Justification:</b> The main building was constructed in 1957, with an addition in 1963, and the modular was installed in 1999. The modular doors and windows were constructed with lower quality material than the main building. Current doors and windows do not seal properly allowing colder air infiltration to the building, increasing energy costs. Several of the frames have rotted or rusted beyond repair. The new doors will have better insulation than the current ones and the new windows will be triple glazed low "E" type units, thereby improving the building envelope, extending the useful life of the building and helping to reduce energy costs. The School Committee approved this project contingent upon MSBA funding. The Statement of Interest will be submitted to the MSBA in February 2016.	
<b>Relationship to General Plan:</b> Ongoing maintenance and investment in school facilities. More efficient windows should help control increased energy costs.	
<b>History:</b> To receive the MSBA funding, the Town needs to authorize the full project cost which is \$1,900,000.	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> Yes
<b>Source of Funds:</b> Borrowing	<b>Request:</b> \$1,900,000.

<b>26. Budget: Wayland Housing Authority - \$475,000.</b>	
<b>Title:</b> Cochituate Village Apartments Fire Suppression System	<b>Project Advocate(s):</b> Executive Director
<b>Description:</b> Install fire sprinklers in the individual apartments at the Cochituate Village Apartments, a low and moderate-income public housing development providing 55 units of senior and disabled housing. The total cost of this project is \$1.1M, of which \$700K has already been funded: \$200K from Wayland Housing Authority to install the wireless fire alarm panel and notification system and \$500K of CPC funds to install sprinklers in the common areas, hallways, stairways and some individual apartments. That work is expected to be completed by June 2016. The additional \$475K is needed to ensure sprinklers are installed in all apartments. It is anticipated the entire project will be completed by December 2016.	
<b>Justification:</b> The Cochituate Village Apartments is a three story wood and brick structure that was originally built as a school in 1910 and renovated into 55 units of senior housing in 1983. At the time of its construction, fire sprinklers were not mandated for low-rise buildings. For several years, the Fire Chief has requested that the WHA install a fire suppression system. The installation of a complete fire sprinkler system is essential to ensure the safety of the senior and disabled tenants who live there. At times, some of the residents residing at the CVA are confined to hospital beds with live-in aids. Many of the residents would have difficulty exiting the building should an emergency occur. Some may not be able to exit at all. A complete fire sprinkler system would allow tenants to shelter in place in an emergency until fire personnel can evacuate the building. In addition, the original Cochituate School building is listed in the Mass. Historical Commission inventory as a local landmark and is a candidate to be listed in the National Register. The fire suppression system will help protect the building in the event of a fire.	
<b>Relationship to General Plan:</b> Provides additional fire safety for residents, staff, and a historic building.	
<b>History:</b> Third and final phase of this three pronged project.	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> No
<b>Source of Funds:</b> Borrowing and Other Funds	<b>Request:</b> \$475,000.

<b>27. Budget: Department of Public Works, Water - \$525,000.</b>	
<b>Title:</b> Pump station upgrade	<b>Project Advocate(s):</b> Director, DPW
<b>Description:</b> Costs associated with design, bid and construction to furnish and install a permanent generator at the new Happy Hollow Chemical Feed Facility.	
<b>Justification:</b> The new facility was designed to have a temporary generator connection in the event of a power failure. However, the existing portable generator is not large enough to operate both the new facility and the wells at the same time. Therefore, the new facility will require the installation of a permanent generator capable of operating both the facility and wells at the same time to keep up with water demands in the event of a power failure or natural disaster.	
<b>Relationship to General Plan:</b> Included in the long-range capital plan to maintain and improve our water distribution system.	
<b>History:</b> This is the continuation of a multiyear project to upgrade all the pump stations to meet DEP standards.	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> Yes
<b>Source of Funds:</b> Water Borrowing	<b>Request:</b> \$525,000.

<b>28. Budget: Department of Public Works, Water - \$936,000.</b>	
<b>Title:</b> Stonebridge Water Main	<b>Project Advocate(s):</b> Director, DPW
<b>Description:</b> Costs associated with design, permitting, bid and construction of the Happy Hollow Access Road and Water Main.	
<p><b>Justification:</b> Happy Hollow Well Site and Chemical Feed Facility is a critical component to the Town's water supply, which requires frequent site visits by Town personnel. Access to the site is limited, which requires Town vehicles, bulk chemical deliveries and contractors to drive through the main entrance to the Wayland High School off Old Connecticut Path and around the back of the school adjacent to the football, lacrosse, and soccer fields which can be a hazard to all participants and spectators.</p> <p>Therefore, the Town is proposing to construct approximately 1,800 lf by 18-feet wide paved access road off Stonebridge Road and come in at the rear of the site. The work will also include the installation of approximately 1,200 lf of guardrail and country drainage to handle stormwater runoff. The estimated cost of construction for the access road is approximately \$600,000.</p> <p>In addition, the Town is proposing to install approximately 1,200 linear feet (lf) of 12-inch diameter ductile iron water main to construct a continuous loop to improve hydraulics within the system (and especially the Stonebridge Rd service area) and the ability to redirect flow distribution if needed. The estimated cost of construction for the installation of the 12-inch diameter water main is approximately \$336,000. The Board of Public works indicates that the new pipes will significantly improve water service to this area, and the road noted above is needed for the installation of these pipes.</p> <p>Total estimated cost of construction for the access road and water main is \$936,000.</p>	
<b>Relationship to General Plan:</b> Included in the long-range capital plan to maintain and improve our water distribution system.	
<b>History:</b> This is part of an ongoing, multiyear project.	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> Yes
<b>Source of Funds:</b> Water Borrowing	<b>Request:</b> \$936,000.

<b>29. Budget: Department of Public Works, Water - \$750,000.</b>	
<b>Title:</b> Water Main Replacement Projects	<b>Project Advocate(s):</b> Director, DPW
<b>Description:</b> This is a continuation to replace the aging, outdated, and failing water mains in Wayland. Our focus will be based on the pending updated Capital Efficiency Plan currently being completed by Tata & Howard.	
<b>Justification:</b> This program is designed to improve the water pipe network / distribution system. The funding requested represents the estimated construction costs per year to maintain the recommended water main improvement schedule.	
<b>Relationship to General Plan:</b> Included in the long-range capital plan to provide maintenance and improvements to infrastructure.	
<b>History:</b> This is part of an ongoing, multiyear project.	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> Yes
<b>Source of Funds:</b> Water Borrowing	<b>Request:</b> \$750,000.

<b>30. Budget: Department of Public Works, Water - \$200,000.</b>	
<b>Title:</b> Completion of Water Meter Replacement	<b>Project Advocate(s):</b> Director, DPW
<b>Description:</b> Replace all of the old, outdated existing analog water meters that are still left in Town.	
<b>Justification:</b> 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 2,000 meters that are nearly 18 years old. Any new meters installed will be compatible with potential future radio-read programs.	
<b>Relationship to General Plan:</b> Included in the long-range capital plan to maintain infrastructure and equipment.	
<b>History:</b> This is the third time that this project has been requested at Town Meeting. Concerns of Town Meeting in the past were primarily that the financial benefits were not clear and some residents were concerned about potential radiation emissions from the radio meters. The DPW has provided information for this Town Meeting that may overcome these objections by residents.	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> Yes
<b>Source of Funds:</b> Water Surplus	<b>Request:</b> \$200,000.

<b>31. Budget: Department of Public Works, Water - \$250,000.</b>	
<b>Title:</b> Water Tank Cleaning	<b>Project Advocate(s):</b> Director, DPW
<b>Description:</b> Costs associated with cleaning the interior and exterior of the 2.0 MG Water Storage Tank at Reeve's Hill.	
<b>Justification:</b> In accordance with Massachusetts Department of Environmental Protection (MassDEP) Guidelines for Public Water Systems, Chapter 8 – Finished Water Storage, the Reeve's Hill Water Storage Tank was inspected October 1, 2012 by DN Tanks Concrete Tank Services. Upon completion of the inspection, it was recommended that the exterior of the tank be cleaned and coated. It was also noted that there was 2-3 inches of silt build up on the bottom of the interior of the tank that should be removed. Silt can build up over time at the bottom of the tank as material may come off the pipes in the distribution system or settle out of the treated water. The Reeve's Hill Water Storage Tank is currently the only storage tank in the distribution system and we recommend it be maintained to minimize the risk of potential of having to remove the tank from service for long periods of time.	
<b>Relationship to General Plan:</b> Included in the long-range capital plan to maintain and improve our water distribution system.	
<b>History:</b> This request supports maintenance of the wells where over 50% of Town water is sourced.	
<b>Schedule:</b> Fiscal Year 2017	<b>In the 5 Year Capital Plan?</b> Yes
<b>Source of Funds:</b> Water Surplus	<b>Request:</b> \$250,000.

## ARTICLE 9: 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.

**FINANCE COMMITTEE COMMENTS:** This article seeks formal acceptance of a gift of land from Wayland resident Mr. Nathan (Ted) Newbury by Town Meeting. This taking of the land was agreed to by donor in the deed and is a “friendly” taking.

Ted Newbury is a long-time resident of Wayland living at 138 Pelham Island Road. Mr. Newbury made it known to the Conservation Commission that he, and his late wife Sally Newbury had wanted to donate to the Town a parcel of land behind 138 Pelham Island Road (shown on the town's GIS as parcel 28-020A without the tail along Pelham Island Road) containing approximately 70,953 square feet of land. This parcel was identified in the 1995 Open Space and Recreation Plan Update as meriting protection and it is generally bounded to the west by the Heard Farm Conservation Area. A portion of the parcel is an open meadow and would contribute to the values currently being protected at the adjacent conservation area. This is a beautiful large parcel of land (70,953 sq. ft. / 1.63 Acres), and the Commission is very thankful to Ted and the Newbury family for their generosity and commitment to the Town.

Article 10 is a related article which seeks approval by town meeting of an eminent domain taking of the property which is necessary to confirm the town's legal title to the property.

The Board of Selectmen voted 3-0 in support of this article and the Conservation Commission voted 5-0 in support of this article.

**ARGUMENTS IN FAVOR:** Acquisition of land by the Town gives the Town more control over the use of such gifted land. The parcel was identified in the 1995 Open Space and Recreation Plan as meriting protection. The parcel will be permanently protected from development. A portion of the parcel is an open meadow and would contribute to the values currently being protected at the adjacent Heard Farm Conservation Area.

**ARGUMENTS OPPOSED:** Accepting gifts of land reduces the amount of property subject to real estate taxation. The donation will result in the loss of \$615 in taxes on the current value of the land of \$35,500.

There will be a minimal expense to install bounds and whatever maintenance of the fields may be required, although at the present time the management efforts at Heard Farm Conservation Area are addressed through volunteers and a farmer.

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

**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](mailto:nbalmer@wayland.ma.us).*

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## **ARTICLE 10: CONFIRMATORY TAKING OF NEWBURY CONSERVATION LAND**

*Sponsored by: Board of Selectmen and Conservation Commission*

*Estimated Cost: \$1*

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 eminent domain, for conservation purposes, to confirm and make clear the Town's title to the fee in the parcel of land situated on Pelham Island Road in said Wayland containing approximately 70,953 square feet and shown as Lot 6B on a plan entitled "Plan of land in Wayland-Mass.", dated September 4, 1973, by Everett M. Brooks Co., Civil Engineers, recorded with the Middlesex South Registry of Deeds as Plan No. 125 of 1976;
- 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 appropriated for other purposes, by borrowing, or otherwise.

**FINANCE COMMITTEE COMMENTS:** Mr. Nathan (Ted) Newbury and the late Ms. Sally Newbury are long-time residents of Wayland living at 138 Pelham Island Road. Mr. Newbury made it known to the Commission that he and the late Ms. Newbury wanted to donate a parcel of land behind 138 Pelham Island Road (shown on the town's GIS as parcel 28-020A without the tail along Pelham Island Road, in Appendix B) containing approximately 70,953 square feet of land. This parcel was

identified in the 1995 Open Space and Recreation Plan Update as meriting protection and it is generally bounded to the west by the Heard Farm Conservation Area. A portion of the parcel is an open meadow and would contribute to the values currently being protected at the adjacent conservation area. The value of the parcel is \$35,500.

The Conservation Commission voted in favor of this article on September 24, 2015. Vote: 5-0.  
Board of Selectman recommends approval. Vote: 3-0.

**ARGUMENTS IN FAVOR:** The parcel was identified in the 1995 Open Space and Recreation Plan as meriting protection.

The parcel will be permanently protected from development.

A portion of the parcel is an open meadow and would contribute to the values currently being protected at the adjacent Heard Farm Conservation Area.

**ARGUMENTS OPPOSED:** The lot based upon the Assessor's property card from the Town's GIS has a value of \$35,500. The donation will result in the loss of taxes on the current value of the land.

There is an expense to install bounds and whatever maintenance of the fields may be required. The Commission will use concrete bounds with iron rods inside (to find them with a metal detector) and to start marking key points on lands under their care to help manage them and address encroachment.

Heard Farm's management efforts are addressed through volunteers and a farmer.

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

**QUANTUM OF VOTE:** Two-thirds – see Massachusetts General Laws Chapter 40, Section 14.

*For more information about this article, contact the Chair of the Conservation Commission, Sherre Greenbaum , at sherregreenbaum@gmail.com. See Map at Appendix B.*

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## **ARTICLE 11: STREAMLINING TOWN MEETING DISCUSSION**

*Sponsored by: Petitioners*

To determine whether the Town will vote to adopt a resolution encouraging the Town Moderator to modify the time period that persons have to address the town meeting, requiring that persons complete their remarks in two (2) minutes or less, excluding principal presenter(s) or principal opponent(s).

**PETITIONERS' COMMENTS:** Wayland's Town Meeting (TM) is consistently among the lengthiest in the Commonwealth. Petitioners argue that the length discourages residents from attending. Normally, only 1.5% to 3% of registered voters attend the 2<sup>nd</sup> or later sessions. The 2005 TM Study Committee's survey confirmed that "virtually everyone surveyed...expressed frustration at the amount of time required to attend TM..." One of the 2005 TM Study Committee recommendations advocated for a 2 minute limit per speaker for pro/con remarks.

The 2010 TM Procedures Committee reinforced resident's frustration with TM and called for a "Limitation on Debate."

The Town of Concord TM allows 2 minutes per speaker for pro/con remarks.

If this resolution is implemented, Wayland TM pro/con speakers will continue to have three opportunities to address TM.

This change is estimated to save 30 minutes.

This article is meant to encourage greater attendance at Town Meeting.

**FINANCE COMMITTEE COMMENTS:** Petitioners believe that by reducing pro and con remarks time to 2 minutes from the current practice in the Moderators Rules of 3 minutes, town meeting will be shortened by a material amount.

Wayland's Town Meetings are generally longer than that of our peer towns with open town meeting. Because we generally require multiple days, some residents are unable or unwilling to attend all sessions, and there may be voters that have decided to attend few or none because they are unsure when a given article they are particularly concerned about will be addressed.

Petitioners believe that by reducing pro and con remarks time to 2 minutes (from the current practice in the Moderators Rules of 3 minutes) town meeting will be shortened by a material amount.

While voters sometimes make pro and con comments that would clearly benefit from shortening, there are also times when a voter has important expertise, complicated facts to share, or feels that they have important perspectives that require more than 2 minutes to communicate. At the same time, there are other voters, perhaps not as adept at public speaking, who may need the additional minute to communicate a complex or emotional thought.

Based on analysis of the 2012, 2013 and 2015 town meetings, reducing the limit for pro and con and similar remarks from 3 minutes to 2 minutes would have saved 43, 29 and 19 minutes respectively (assuming none of the speakers affected would have gone back for another time to complete their remarks). In the past four years, Annual Town Meeting length has ranged from 10 hours 13 minutes to 15 hours 33 minutes with an average of 12 hours 32 minutes (752 minutes). Wayland's Annual Town Meeting has typically taken 4-5 days since 1985.

A Town Meeting Study Committee was appointed as a result of article in Town Meeting in 2005. It consisted of 23 volunteers. The TMSC made many recommendations to improve town meeting, including limiting time for remarks to 2 minutes.

The Board of Selectmen recommends approval. Vote 4-0.

**ARGUMENTS IN FAVOR:** Most agree that it would be better if Town Meetings could be shorter without impacting the "quality" of results.

Shorter town meetings won't happen unless we take actions to accomplish it.

Some remarks that are made would arguably be more powerful if they focused on content and were made more crisply - eschewing introductory clauses, quotes from founding fathers, analogies, and similar rhetorical devices that sometimes subtract rather than add.

**ARGUMENTS OPPOSED:** The current three minute limit has been in place a long time and many would argue has served us well.

Reducing the time limit for remarks may be result in votes that have not been informed by important details or strongly held points of view.

Speakers may feel disenfranchised by shorter time limits.

Some may argue that with a two minute limit some speakers may speak a second or third time when they wouldn't have with a three minute limit, potentially leading to an increase in meeting length rather than a decrease.

Some might argue that this change will only have a small impact and is unlikely to make a difference in meeting attendance.

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

**QUANTUM OF VOTE:** Majority.

*For more information about this article, contact petitioner Chris Riley at [gcriley@gmail.com](mailto:gcriley@gmail.com).*

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## **ARTICLE 12: 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 by making the following revisions thereto.

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

### **§ 43-9. Annual leave.**

#### **A. Paid annual leave.**

- (1) Paid annual leave for all full-time non-union non-professional or non-administrative employees in benefit status hired before April 7, 2016 shall be as follows:

[Amended 4-30-1998 ATM by Art.4; 5-5-2005 ATM y Art. 32]

- (a) 0 but less than five years employment: 13 working days.
- (b) 5 but less than 15 years employment: 19 working days.
- (c) 15years to severance: 25 working days.

- (2) Paid annual leave for all full-time non-union, non-professional or non-administrative employees in benefit status hired after April 7, 2016 shall be as follows:

- (a) 0 but less than five years employment: 10 working days.
- (b) 5 but less than 15 years employment: 15 working days.
- (c) 15 years to severance: 20 working days.

- (3) Leave days will start accruing at the conclusion of the probationary period and be retroactive to the date of hire.

#### **B. Schedule for earning leave days.**

- (1) The schedule for earning leave days for all full-time non-union, non-professional or non-administrative employees in benefit status hired before April 7, 2016 is as follows:
  - (a) For 13 leave days per year: 7.5833 hours/month.
  - (b) For 19 leave days per year: 11.0834 hours/month.
  - (c) For 25 leave days per year: 14.5834 hours/month.
- (2) The schedule for earning leave days for all full-time non-union, non-professional or non-administrative employees in benefit status hired after April 7, 2016 is as follows:
  - (a) For 10 leave days per year: 5.8333 hours/month.
  - (b) For 15 leave days per year: 8.7500 hours/month.
  - (c) For 20 leave days per year: 11.6666 hours/month.
- (3) This full-time earning schedule is based on 260 working days per year and a 5-day week.  
[Amended 5-5-2005 ATM by Art.32]
- (4) Regular part-time employees will earn days at the same rate, i.e., calculated on the number of hours worked divided by the full-time schedule, provided that they work at least 20 hours per week.  
[Amended 5-1-2000 ATM by Art.15; 4-29-2007 ATM by Art.15]
- (5) While out of work on leave for more than 20 days due to, but not limited to, on-the-job injury for which the employee is collecting workers' compensation, long-term disability, sick leave, family medical leave or leave of absence, employees shall not be eligible to earn annual leave.  
[Added 5-3-1999 ATM by Art. 9; amended 5-5-2005 ATM by Art.32]

#### **§ 43-11. Sick leave.**

[Amended 4-30-1998 ATM by Art.4; 5-3-1999 ATM by Art. 9;5-1-2002 ATM by Art.11;5-5-2005 ATM by Art.32]

- A. Each regular employee in benefit status shall accumulate sick leave for personal illness at the rate of 7.5840 hours per month for a total of 13 days per year, unless otherwise provided in a collective bargaining agreement. Sick leave will not be accumulated by an employee when absent due to illness, injury or leave of absence for more than 20 consecutive working days. Sick leave is for the protection of employees against loss of pay because of illness and shall not be taken into account in figuring termination pay.

Probationary employees are allowed to accrue sick leave from the first day of employment but are not permitted to utilize these leave days until the probationary employee status has been completed. Sick leave may be used in hourly increments with a minimum of 2 hours. [Amended 4-29-2007 ATM by Art.15;4-10-2008 ATM by Art. 20]

- B. If on sick pay, an employee may be compensated at his regular rate of pay for absences of not more than 5 consecutive working days, provided that the supervisory authority is satisfied that the absence was caused by the employee's illness. Sick leave with pay will be allowed for more than five consecutive working days only upon submission of a doctor's certificate satisfactory to the supervisory authority. Such certificate will also be filed with the employing agency. Such payment for sick leave may not exceed the employee's accrued sick leave benefit.

- C. Up to the limit of the dollar amount accrued, an employee may request that his/her sick leave and accrued annual leave be used to supplement worker's compensation payments in each pay period, as long as said payments do not exceed his/her regular after-tax income.
- D. When an employee is on sick leave and his accrued leave expires or he/she is receiving benefits under workers' compensation and his accrued leave expires, he/she will fall under the provisions of § 43-12, Leave of absence; that is, no provision of this plan will apply, and seniority, sick leave and annual leave will not accrue during this absence.
- E. When a regular employee retires, or dies, he/she or his beneficiary shall receive ~~severance~~ pay equal to the employee's most recent daily straight-time rate multiplied by 60% of his unused accumulated sick leave days in effect as of his retirement or death. Such severance pay shall not exceed ~~a maximum of \$7,500.~~ an amount as follows:
- |                                      |                               |
|--------------------------------------|-------------------------------|
| <u>Less than 20 Years of Service</u> | <u>Not to Exceed \$7,500</u>  |
| <u>Over 20 Years of Service</u>      | <u>Not to Exceed \$10,000</u> |
- F. Employees hired after April 7, 2016 shall have accrued sick leave capped at a maximum of 125 days. Employees hired prior to April 7, 2016 shall continue to accrue sick leave and shall not be subject to the cap.

**FINANCE COMMITTEE COMMENTS:** This Article is requesting Town Meeting to approve changes to the Wage and Classification Plan. First, the Article sets forth a 2.0% wage increase in FY 17 for non-union personnel. This amount is consistent with negotiated FY17 increases for union affiliated personnel. Second, it proposes amending the Personnel Bylaws to revise annual leave and sick leave guidelines for certain non-union staff. These benefits are being aligned with those changes negotiated in the Town's collective bargaining agreements.

This article impacts only non-union employees of the Town. 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 2.0% increase for all non-union employees as of July 1, 2016. Adjustments are also proposed for seasonal employees effective May 1, 2016 for programs beginning in the spring of 2016. For informational purposes only, union employees in bargaining units with negotiated labor contracts during this cycle of bargaining have their wage tables listed as well. All Town labor contracts are settled through June 30, 2017.

The Personnel Board voted 5-0 in favor of this article. The Board of Selectman voted 4-0 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 and that benefits should not be adjusted.

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

**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.*

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## **ARTICLE 13: 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, 2016, which salary and compensation is printed below.

### **SALARY SCHEDULE – TOWN CLERK**

	<u>FY 2016</u>	<u>FY 2017</u>
Town Clerk	\$ 69,122	\$ 70,504

**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 2.0%, equivalent to Department Heads.

The Board of Selectman voted 3-0 to recommend that the Town Clerk's salary be set at \$70,504 for FY17.

**ARGUMENTS IN FAVOR:** Some would say that 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: 4-0

**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.*

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**ARTICLE 14: AMEND CHAPTER 145 – INSPECTION, TESTING,  
MAINTENANCE OF PRIVATE FIRE HYDRANTS**

*Sponsored by: Board of Selectmen*

To determine whether the Town will vote to amend Town Code Chapter 145, Inspection, Testing, & Maintenance of Private Fire Hydrants and Underground and Exposed Piping, by making the following revisions thereto.

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

**Chapter 145 – Inspection, Testing & Maintenance of Private Fire Hydrants and Underground and Exposed Piping****Section 1- Purpose.**

The purpose of this article 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.**

- A. NFPA Publication. National Fire Protection Association (“NFPA”), 1 Batterymarch Park, Quincy, MA 02169-7471.
- B. NFPA 25, the Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems (2014 edition).
- C. Commonwealth of Massachusetts Regulation – 310CMR22

**Section 3 -Definitions.**

As used in this article, the following terms shall have the meanings indicated:

**FIRE HYDRANT**

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

**PRIVATE FIRE HYDRANTS**

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 4 - Responsibility.**

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

**Section 5 - Inspection, testing, and maintenance procedures.**

- A. Fire hydrants shall be inspected, maintained, and tested in accordance with NPFA 25 (2014 edition).
- B. The Wayland Fire Department reserves the right to inspect private fire hydrants for compliance with this bylaw.
- C. Underground and exposed piping shall be inspected, maintained, and tested in accordance with

NFPA 25 (2014 edition) and 310CMR22.

- D. 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.
- E. The first round of inspection and maintenance procedures, which shall include flow tests of the hydrants (as specified by the Fire Department) and piping, shall be completed within the time period April 15, 2016 - ~~June 15~~, November 1, 2016. All testing will be done in cooperation with, and conducted following procedures outlined by the Department of Public Works Water Division. The records of the inspection, maintenance, and testing shall be filed with the Fire Chief at the Wayland Fire Department by ~~July 15~~, December 1, 2016.
- F. All subsequent yearly procedures shall take place in the time period between April 15 and ~~June 15~~ November 1 of each year and will be done in cooperation with the Department of Public Works – Water Division. Reports of the procedures shall be filed with the Fire Chief at the Wayland Fire Department by ~~July 15~~ December 1, each year.

#### Section 6 -Violations.

- A. 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 such fines must be paid within 30 days of notification.
  - (1) \$50: first offense, for each violation. This applies to each private fire hydrant. For instance, a subdivision with three hydrants in noncompliance with this bylaw would be assessed a fine of \$150.
  - (2) \$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 thirty-day period.
  - (3) \$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 MGL c. 40, § 58, in the Middlesex County Registry of Deeds, South District, until the fine is paid.
- B. 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 MGL c. 40, § 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.

The Board of Public Works recommends approval by a vote of 5-0. The Board of Selectmen recommends approval by a vote of 4-0.

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

**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 Chief David Houghton, at (508) 358-4747, or email [dhoughton@wayland.ma.us](mailto:dhoughton@wayland.ma.us)*

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**ARTICLE 15: FUND PERMANENT RECONFIGURATION OF THE  
INTERSECTION OF EAST PLAIN STREET, SCHOOL STREET,  
AND ROUTE 30 (COMMONWEALTH ROAD)***Sponsored by: Board of Public Works**Estimated Cost: \$300,000*

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 the intersection of East Plain Street, School Street, and Route 30 (Commonwealth Road), making permanent the temporary changes in the configuration of said intersection currently in effect; and determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds for another purpose, by borrowing under Massachusetts General Laws Chapter 44 or other enabling authority, or otherwise.

**FINANCE COMMITTEE COMMENTS:** The intersection of Commonwealth Road (Route 30), East Plain Street, and School Street form a cluster of intersections that provide the framework for Lokerville Green, a triangular shaped open space. Part of the Green, which is landscaped, is dedicated to a memorial for veterans of World War II.

A review of traffic safety and capacity improvements was completed in 2013 by TEC, Inc. The review documented existing safety trends and deficiencies, and provided recommendations for improving the safety at this cluster of intersections. The review by TEC may be found here:  
[http://www.wayland.ma.us/Pages/WaylandMA\\_DPW/TEC%20-%2009-17-13.pdf](http://www.wayland.ma.us/Pages/WaylandMA_DPW/TEC%20-%2009-17-13.pdf)

As a result of the safety review and input from stakeholders, an interim traffic control conversion was implemented on October 20, 2014 at the cluster. The interim traffic control consisted of converting a portion of East Plain Street, between School Street and Commonwealth Road, to one-way traffic flow in the westbound direction. This one-way conversion required vehicles traveling eastbound on East Plain Street to come to a complete stop and to turn either right or left onto School Street.

The interim traffic control configuration was monitored at various time periods over a period of two weeks thereafter. The interim traffic control configuration was successful and the Police Department recommended that the interim traffic control be made a permanent condition.

The cluster has been operating in the interim configuration since October 2014 through the use of temporary traffic control devices, including barrels, message signs, and barriers. The success of the temporary configuration warrants the construction of a permanent condition in the cluster.

The Board of Public Works voted 5-0 to support. The Board of Selectmen voted 3-0 to support.

**ARGUMENTS IN FAVOR:**

- Implementation of the permanent conditions will result in a safer intersection that is less visually distractive than the current temporary condition.
- Implementation of the permanent conditions will reduce maintenance field work by the Department of Public Works by replacing the temporary traffic control devices with permanent infrastructure, including granite curbing and other physical and visual barriers to deter vehicles from traveling the wrong way down the converted westbound portion of East Plain Street.
- Implementation of the permanent condition will allow for reconstruction of sidewalks and ADA compliant wheelchair ramps at the cluster.

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

**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, Section 7 and 8.

*For more information about this article, contact Stephen Kadlik, DPW Director, at 508-358-3672 or skadlik@wayland.ma.us. See plan at Appendix D.*

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## **ARTICLE 16: FUND RECONFIGURATION OF THE FIVE PATHS INTERSECTION (COCHITUATE ROAD AND OLD CONNECTICUT PATH)**

*Sponsored by: Board of Public Works*

*Estimated Cost: \$335,000*

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 the intersection (including pedestrian crossings) of the so-called ‘Five Paths’ Intersection of Cochituate Road and Old Connecticut Path; and determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds for another purpose, by borrowing under Massachusetts General Laws Chapter 44 or other enabling authority, or otherwise.

**FINANCE COMMITTEE COMMENTS:** Passage of this article will allow the Town to move forward with design and improvements to the intersection of Old Connecticut Path/126N and Cochituate Road/Route 27, often referred to as the Five Paths intersection. The article is put forth to improve the intersection to include responsive signaling (based on traffic flow vs. timers) and better defined and supported crossing routes for safer pedestrian and bicyclist access. The improvements are not intended to alter the current intersection layout / configuration.

The present configuration of the Five Paths intersection was approved at Town Meeting in 1974, and the sidewalks were approved at Town Meeting in 1975. Performance issues with the current signaling equipment have become more frequent and repairs more costly with parts increasingly difficult to locate. The equipment has served its useful life after 40 years of service. New traffic sensing and signaling equipment will allow for better traffic flow, a decrease in air emissions and fuel use from waiting vehicles, and lessened driver impatience.

Five Paths has been a widely traveled intersection in Wayland since the 1700’s. There is a historical marker at this intersection that commemorates its significance as part of the Henry Knox Trail, the path through which approximately 60 cannons and other related munitions were transported to General Washington on Dorchester Heights overlooking Boston. This bolstering of arms was credited as the major factor in breaking the British siege of Boston and leading to Evacuation Day.

As noted by the Wayland Fire Chief, the improved traffic signals will also allow fire apparatus a much safer approach and crossing of the intersection when responding to emergencies. The Fire Department has had several near misses when crossing the intersection, especially when traveling south from the center of Wayland.

The Board of Public Works voted 5-0 to support. The Board of Selectmen voted 3-0 to support.

**ARGUMENTS IN FAVOR:**

- This authorization would allow the Town to move forward with the improvements to the intersection to support safer pedestrian and bicyclist crossings while at the same time improving the signaling to support better traffic flow on these well-traveled routes.
- Better traffic flow leads to reduced vehicle air emissions, fuel use, and driver impatience.
- Upgraded traffic signals will lead to safer conditions for fire apparatus approaching and transiting the intersection.

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

**RECOMMENDATION:** The Finance Committee recommends approval 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, Section 7 and 8.

*For more information about this article, contact Stephen Kadlik, DPW Director, at 508-358-3672 or skadlik@wayland.ma.us. See plan at Appendix E.*

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**ARTICLE 17: AUTHORIZE THE TRANSFER OF 207, 195 AND 193 MAIN STREET TO LIBRARY TRUSTEES, RECREATION COMMISSION AND SCHOOL COMMITTEE**

*Sponsored by: Board of Library Trustees, Recreation Commission*

To determine whether the Town will vote to authorize the Board of Selectmen and/or School Committee and/or the Board of Public Works, as the case may be, with approval of Town Counsel as to form, to transfer the care, custody, management and control of 1.) the parcel of land containing 2.0 acres, more or less, at 207 Main Street Wayland, Massachusetts, shown on Assessors Map 47D as Parcel 58C; and 2.) the parcel of land containing 4.7 acres, more or less, with the buildings and structures thereon at 193 and 195 Main Street Wayland, Massachusetts shown on Assessors Map 47D as Parcel 5 to the Board of Library Trustees for town library purposes and to the Recreation Commission for recreation purposes and to the School Committee for school purposes.

**FINANCE COMMITTEE COMMENTS:** Approval of this article would enable the Board of Public Works to transfer control of 195 Main Street to the Board of Library Trustees, Recreation Commission, and School Committee and enable the School Committee to transfer control of 207 Main Street to the Board of Library Trustees and Recreation Commission, depending on what voters later decide is the best use of these two properties. The need to authorize these transfers at this year's Annual Town Meeting is driven by requirements for the library's building construction program application.

Two parcels of land owned by the Town on Main Street near the Middle School are the subject of this article. 195 Main Street, located to the south of the Middle School driveway, is the site of the former Highway Garage ("former DPW building") and is currently under the control of the Board of Public Works. 207 Main Street is the grassy area located to the north of the driveway and is currently under the control of the School Committee. The Board of Library Trustees would like to have the option to

use 195 and 207 Main together as one of two possible sites needed for its application to The Massachusetts Public Library Construction Program (“MPLCP”). If the site is not chosen for a Library, recreation fields, or another possible use, the transfers will not take place. The purpose of this article is to clarify that the Boards that currently control the two properties may transfer the properties for purposes of a library, recreation use, or school use, if they vote to do so.

Before these parcels can be used for other Town purposes, the Board of Public Works and the School Committee would need to transfer their parcels to other boards that have secured voter approval to use the land. Those boards include the Library, which wishes to study the site to see if a new library could be built there; the Recreation Commission, which may seek to build a field on the site; and the School Department, which needs to have driveway access to the Middle School and may wish to park school buses there. Nothing in this Article authorizes any of these uses, but the Article would allow the boards to pursue their ideas through other established channels. The Article is coming before Town Meeting because the authority to transfer Town land must be approved by the voters at Town Meeting. If the parcels are not chosen for a library, recreation fields, or school use, the enabling transfers will not be made.

**Concerning the Library.** Last November, Town Meeting voted (378-49) to approve funding for a Library Planning and Design Study to (1) explore the possibility of expanding and renovating the current library at 5 Concord Road and also (2) to investigate building a new library on another site in town. The Study, which must be completed by September, 2016, will make the Town eligible to apply for a state library construction grant, which could pay as much as 45% of the building costs. The Massachusetts Public Library Construction Program (MPLCP) requires that the Board of Library Trustees investigate at least two sites for this Study; the Board has already determined that one of the sites will be the current site at 5 Concord Road. This Article will allow the Board of Library Trustees to thoroughly investigate 195 and 207 Main Street as one alternative for the “second site” required for this Study; it would also make it eligible for designation as a building site if the Town decides to go forward with a state library construction grant application. Another alternative for the “second site” is the subject of the next Article. The Trustees believe that having two “second site” options that would qualify for a grant application will give the Study's architect flexibility in the investigation should one of the sites prove unsuitable for the Study's purpose.

The language in the Article is carefully worded to be sufficient to meet the State’s application criteria without requiring the Board of Library Trustees to decide now whether the properties will actually be proposed for a new library building. If the site is not chosen as a new site for the library, no transfers will be made to the Board of Library Trustees.

On June 1, 2015, the Board of Selectmen asked the Planning Board, Finance Committee and the Public Buildings Director to work collaboratively to create a process to develop a comprehensive long-range facilities plan, siting strategy and capital funding plan to assist the Town with making informed decisions regarding major capital projects (defined as \$500,000 and above) related to future uses of municipal (Town and School) land and buildings. To begin this work, the Planning Board appointed a committee, the Wayland Real Asset Planning Committee (WRAP), to serve in an advisory capacity. Because of the collaborative nature of this work and the many entities involved, WRAP will report through the Planning Board to all boards, commissions and committees that hold responsibility for and are stewards of municipal property as well as the community as a whole. The WRAP Committee is still in the middle of its initial assessment and therefore is not ready to express its view on the best long-term use of these two parcels.

There is a relevant map in Appendix F.

The Board of Library Trustees recommends approval. Vote 6-0. The School Committee recommends approval. Vote 5-0. The Recreation Committee recommends approval. Vote 5-0. The Board of Selectmen recommends approval. Vote 4-0.

**ARGUMENTS IN FAVOR:** In order to submit a valid application to the MPLCP, the Board of Library Trustees must demonstrate that it has the ability to secure 195 and 207 Main Street if it is selected as the site for a new library building.

This Article keeps the Library's Planning and Design Study on track and helps make the Town eligible to apply for substantial state library construction grant funds.

**ARGUMENTS OPPOSED:** Some may argue that authorizing the transfer of 195 and 207 Main Street is not justified at this time.

Some may argue that there are possible issues with drainage or wetlands at 195 Main Street.

Some may argue that the Board of Public Works should return control of 195 Main Street to the Board of Selectmen, who should be the entity given the authority to transfer 195 Main Street to Board of Library Trustees, Recreation Commission, or School Committee once voters have decided the best use for the property.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote 3-1-2.

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

*For more information about this Article, contact Aida Gennis, Chair, Board of Library Trustees, at wgs3155@gmail.com, or Library Director Ann Knight at aknight@minlib.net. See map at Appendix F.*

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## **ARTICLE 18: AUTHORIZE THE TRANSFER OF 202 OLD CONNECTICUT PATH TO LIBRARY TRUSTEES FOR LIBRARY USE**

*Sponsored by: Board of Library Trustees*

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 parcel of land on and off Cochituate Road and Old Connecticut Path, 202 Old Connecticut Path, Wayland, Massachusetts shown as Parcel C on the plan entitled "Plan of Land in Wayland, Massachusetts Showing Proposed Division of the Paine Estate" dated March 22, 1994, prepared by the Wayland Town Surveyor's Office and recorded with the Middlesex South Registry of Deeds as Plan No. 693 of 1995, to the Board of Library Trustees for town library purposes.

**FINANCE COMMITTEE COMMENTS:** Passage of this article would enable the Board of Selectmen to transfer control of 202 Old Connecticut Path to the Board of Library Trustees if 202 Old Connecticut Path is selected to be the site for a new library and voters approve the funds needed to construct a new library at that location.

The Town owns an undeveloped parcel of land at 202 Old Connecticut Path that is currently controlled by the Board of Selectmen. In order for this parcel to be used for a new Town purposes, the Board of Selectmen must transfer it to another board interested in using the land. The Board of Library Trustees would like to study the site to see if a new library could be built there. Nothing in this Article

authorizes building a library on the site, but the Article would allow the Library to pursue that idea through other established channels if the site proved promising. The Article is coming before Town Meeting because all transfers of Town land must be authorized by the voters at Town Meeting.

**Concerning the Library.** Last November, Town Meeting voted to approve funding for a Library Planning and Design Study to (1) explore the possibility of expanding and renovating the current library at 5 Concord Road and also (2) to investigate building a new library on another site in town. The Study, which must be completed by September, 2016, will make the Town eligible to apply for a State library construction grant, which could pay as much as 45% of the building costs.

The Massachusetts Public Library Construction Program (MPLCP) requires that the Board of Library Trustees investigate at least two sites for this Study; the Board has already determined that one of the sites will be the current site at 5 Concord Road. This Article will allow the Board of Library Trustees to thoroughly investigate 202 Old Connecticut Path as one alternative for the "second site" required for this Study; it would also make it eligible for designation as a building site if the Town decides to go forward with a state library construction grant application. Another alternative for the "second site" is the subject of the previous Article. The Trustees believe that having two "second site" options that would qualify for a grant application will give the Study's architect flexibility in the investigation should one of the sites prove unsuitable for the Study's purpose.

On June 1, 2015, the Board of Selectmen asked the Planning Board, Finance Committee and the Public Buildings Director to work collaboratively to create a process to develop a comprehensive long-range facilities plan, siting strategy and capital funding plan to assist the Town with making informed decisions regarding major capital projects (defined as \$500,000 and above) related to future uses of municipal (Town and School) land and buildings. To begin this work, the Planning Board appointed a committee, the Wayland Real Asset Planning Committee (WRAP), to serve in an advisory capacity. Because of the collaborative nature of this work and the many entities involved, WRAP will report through the Planning Board to all boards, commissions and committees that hold responsibility for and are stewards of municipal property as well as the community as a whole. The WRAP Committee is still in the middle of its initial assessment and therefore is not ready to express its view on the best long-term use of this parcel.

The language in the Article is carefully worded to be sufficient to meet the State's application criteria without requiring the Board of Library Trustees to decide now whether the property will actually be proposed for a new library building. The Board of Library Trustees would not have any say in the ongoing usage of the property if it is not selected as a site for a new library building.

There is a relevant map in Appendix G.

The Board of Library Trustees recommends approval. Vote 6-0. The Board of Selectmen recommends approval. Vote 4-0.

**ARGUMENTS IN FAVOR:** This Article increases the number of sites the Board of Library Trustees could investigate for library expansion.

In order to submit a valid application to the MPLCP the Board of Library Trustees must demonstrate that it has the ability to secure 202 Old Connecticut Path if it is selected as the site for a new library building.

This Article keeps the Library's Planning and Design Study on track and helps make the Town eligible

to apply for substantial state library construction grant funds.

**ARGUMENTS OPPOSED:** Some may argue that committing that 202 Old Connecticut Path will be used for a new Library if the site is selected (and Town Meeting votes for the required funding to construct a new library) is not justified at this time.

The Library Building Committee considered 202 Old Connecticut Path as one of about eight potential sites but did not include it as one of its top three sites (Town Center was on their top three list instead). Some concerns were raised about potential wetlands and topographical issues at 202 OCP, but they were not investigated in any depth.

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

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

*For more information about this Article, contact Aida Gennis, Chair, Board of Library Trustees, at wgs3155@gmail.com, or Library Director Ann Knight at aknight@minlib.net. See map at Appendix G.*

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## **ARTICLE 19: FUND PAYMENT IN LIEU OF SEWER BETTERMENT ASSESSMENT FOR SEWER CAPACITY FOR TOWN LIBRARY OR OTHER TOWN BUILDING**

*Sponsored by: Board of Library Trustees, Board of Selectmen*

*Estimated Cost: \$56,000*

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 Library building or other Town building at 5 Concord Road, Wayland, Massachusetts thereto; 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:** This article is being brought this year to help ensure that Wayland will be able to file a valid application under the Massachusetts Public Library Construction Program - with expanding and renovating the current library building at 5 Concord Road being one of the two required options we will submit in the application.

The current library building is serviced by an on-site septic system that was constructed in 1987. This septic system could not support an expansion. Moreover, the current system occupies space that is one of the most likely possibilities for expansion of the current building. The payment in lieu of sewer betterment assessment is to obtain wastewater capacity (“design flow”) necessary for the library to hook-up to the Wayland Wastewater Management District (“WWMD”) should it decide to do so. Even if the library is not expanded, the existing septic system is near the end of its useful life and the Board of Library Trustees has determined that hooking-up to the WWMD is likely to be the best and least expensive replacement option.

The proposed additional capacity that the town would purchase is 820 gallons per day (“gpd”), which was freed-up by two users who had design flow rights that they relinquished. The WWMD sent a letter to the Mass DEP asking for confirmation that they have no objections to this reallocation. They

received a response on February 29 indicating that the WWMC “may move forward with the reallocation of 820 gallons per day of sewer flows at your discretion.”

The needs of the current library are estimated to be in the range of 400-500 gpd, so 820 gpd would provide wastewater capacity to support expansion. The cost of \$56,000 is driven primarily by the payment in lieu of benefit charge of \$53,356 (calculated at the same rate as the FY2015 betterment charge paid by current users), \$2,207 in FY2017 operational cost, and \$438 for clerical charges and other expense.

The town currently has the right to 3,000 gpd design flow at Town Building and 1,100 at the Public Safety Building. While currently there is 3,000 gpd reserved for the Municipal Pad (at the Town Center Development), the amount actually available is uncertain as the overall needs at Town Center are on track to be greater than the total 45,000 gpd limit. The Wayland Wastewater Management District Commission (“WWMDC”) believes that the design flow capacity under the control of the WWMDC is approximately 76,000 gpd. The WWMDC’s current NPDES permit allows up to 52,000 gpd annualized average flow of treated water discharge to the Sudbury River. At 80% of that level the WWMC will need to take specific actions we agreed to as part of an Administrative Consent Order. The current flows average only about 24,000 gpd, which is well below the 80% threshold. Our NPDES permit is under renewal by the EPA and DEP; the renewal seeks an increase to 78,000 gpd. Some have argued that rather than pay for additional capacity, the town should reallocate some of the capacity it already has from the Municipal Pad (as it may end up with a smaller building or no building at all), or the Public Safety Building (actual usage has been below the 1,100 rating), or Town Building (which is currently not using any of its 3,000 gpd capacity since its current septic system continues to be functional).

There is a relevant map in Appendix H.

The Board of Library Trustees recommends approval. Vote 6-0. The Board of Selectmen recommends approval. Vote 4-0.

**ARGUMENTS IN FAVOR:** Having a viable plan for wastewater for an expanded library at 5 Concord Road is a requirement for our application to the Massachusetts Public Library Construction Program.

Even if we don’t expand the library, the current septic system is nearing the end of its useful life, and moving to WWMD is likely to be the best replacement option.

The town should purchase the right to the additional design flow rather than be in the position of potentially needing to scale back projects solely for the lack of sufficient wastewater capacity. If not needed at all, or in full, for the library, any excess from the 820 gpd could be used for other town buildings.

**ARGUMENTS OPPOSED:** The current septic system at 5 Concord Road may continue to be viable for longer than expected and/or replacing it with a new on-site septic system may turn out to be an equally good or even better alternative.

Some might argue that the Town may already have access to enough design flow capacity and should not pay now to buy more that we may not need.

Some have expressed concerns that we would be buying capacity that we cannot be sure will actually

be available given the differential between design flow capacity of 76,000 gpd and the current limit on discharge to the Sudbury River of 52,000 gpd.

If funds are appropriated but not used (we subsequently determine we can't, or shouldn't, purchase the additional 820 gpd of design flow capacity), taxpayers will have paid higher taxes than was necessary and have to wait until the appropriated amount is deemed to be surplus and returned to free cash.

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

**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 and 8.

*For more information about this article, contact Aida Gennis, Chair, Board of Library Trustees, at wgs3155@gmail.com, or Library Director Ann Knight at aknight@minlib.net. See map at Appendix H.*

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## **ARTICLE 20: AMEND CHAPTER 36 OF CURRENT BYLAWS (36-1)**

*Sponsored 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 or after the fourth Thursday in April 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 provides more time in the new calendar year to forecast budget needs for the next fiscal year. Departments can provide a better product to the Finance Committee. Currently, the FinCom meets twice weekly to complete annual budgets in February while researching and deliberating on warrant articles before the early March press deadline. Overlapping, late-night, back-to-back meetings discourage citizens from engaging in ATM preparation. The “rush” causes confusion, and necessitates explanations and errata sheets at ATM. Fuller vetting of budgets and warrant articles facilitates more efficient, successful Town Meetings.

A later ATM date is fiscally prudent, given three full quarters of current FY spending/receipts available--useful indicators for the next FY, and affords greater insight on possible State funds available to the Town. No wonder MMA's data show **93%** of Massachusetts municipalities opted for 2015 ATM start dates after Wayland's while over **80%** started ATM on/after May 1.

**FINANCE COMMITTEE COMMENTS:** This article is about when Annual Town Meeting starts. Because our election date is tied to the start date of Annual Town Meeting, this will also impact our election day.

Setting the date for the first day of annual Town meeting is a responsibility of the Board of Selectmen. The current wording of the Code states that the Board of Selectmen set a date between April 1 and May 15. The wording proposed by Petitioners would shift to a significantly later earliest allowable start date.

By eliminating the May 15 end date, the Petitioners' proposed wording would allow the Board of Selectmen to set a first day that is beyond May 15. Massachusetts General Law Chapter 39 Section 9 requires that annual Town meeting "complete its business" on or before June 30.

Similar articles submitted by Petitioners for the Warrant for the 2015 annual Town meeting and November 2016 Special Town Meeting did not pass. The current wording specifying April 1 – May 15 was passed at 2009 annual Town meeting. Before that change, the wording was "in April".

The Board of Selectmen considers many factors when it decides to set the first day of annual Town meeting. Since 2002 the first day of annual Town meeting has ranged from as early as April 3 in 2003 and 2014, to as late as May 13 in 2010.

According to the Finance Director, it is unlikely that the additional time will result in significantly different financial information upon which to base decisions.

Starting annual Town meeting after April school vacation week could lead to conflicts with school and sports activities, including concerns about AP exams and other demands for the High School Field House, which is the usual location for annual Town meeting.

How many and who decide to participate in Annual Town Meeting could be affected by whether meetings are held in early April (as has been our pattern recently) vs. late April/early May as passage of this article would require.

The Board of Selectmen recommends against approval. Vote 0-4

**ARGUMENTS IN FAVOR:** Thorough warrant preparation and maximum resident participation are critical to making annual Town meeting successful, effective and efficient. Passage of this article would provide more predictability in the timing and more time for Town officials, boards and committees to prepare budgets and warrant articles and for more residents to participate in the process leading up to annual Town meeting.

**ARGUMENTS OPPOSED:** The proposed wording may require the Board of Selectmen to set a start date that is later than it believes advisable given the many considerations involved.

Allowing extra time doesn't necessarily mean that more participation, a different outcome, or a better result will occur.

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

**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.*

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**ARTICLE 21: APPROPRIATE FUNDS FOR DESIGN, CONSTRUCTION  
DOCUMENTS AND BIDDING FOR A PROPOSED COUNCIL ON  
AGING/COMMUNITY CENTER AT WAYLAND TOWN CENTER**

*Sponsored by: Board of Selectmen and Council on Aging/  
Community Center Advisory Committee*

*Estimated Cost: \$425,000*

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 preparing bid documents and obtaining bids for a Council on Aging/Community Center building on the so-called "Municipal Pad," which is comprised of 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.

The design scope shall include renovations to the existing building (10,250 SF) on the "municipal pad" and expansion as needed, as well as related site development. The design will accommodate up to 21,000 SF of building area, with engineering confirmation that wastewater capacity is available and sufficient for that size building and for the proposed community center use.

No funds allocated under this Article shall be expended until the Town of Wayland acquires control of the 4.16 acre "municipal pad" and achieves satisfactory environmental testing for PCB's as authorized at the November 9, 2015 Special Town Meeting.

In addition, 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, in compliance with 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.

**FINANCE COMMITTEE COMMENTS:** This article is a follow-up to a process that began at Annual Town Meeting in April 2015, when the Town authorized funding for a feasibility study, and continued at Special Town Meeting in November 2015, when residents voted that the Town should acquire the parcel of land in question for \$1, subject to the terms and conditions of that article. If the Town proceeds, as contemplated herein, the next step in the process would be for the Town to vote at a future town meeting to allocate funds for the construction of such a facility. The use of funds previously allocated for this project are set forth in Appendix I of the Warrant. They show that approximately \$100,000 remains for the Feasibility Study, and that work is ongoing. The \$20,000 remaining from the Due Diligence study will be used for the cost of a project manager (OPM).

The use of the requested funds shall be as follows:

Design fee:	\$343,200
PCB testing:	\$ 22,000

Kitchen consultant:	\$ 15,000
Interior Consultant:	\$ 9,800
Contingency:	<u>\$ 35,000</u>
Total	\$425,000

The Board of Selectmen has formed a Council on Aging/Community Center Advisory Committee (“COA/CCAC”) made up of seven voting members of the Town for the purpose of analyzing the needs for these two uses and of making a recommendation of any changes to the current facilities of the Council on Aging and of any needs for a Recreation & Community Center for the Town, which does not currently exist in a formal way. There are programs in Wayland of the Recreation Commission, the Library, the art facility at Fire Station #2 and at some of the schools that could be considered community center types of activities, but there is not a specific facility that serves that purpose.

The COA/CCAC has worked on this proposed project since May 2015, and several of these residents, along with others, have been looking at this for several years, including the combined COA/Library study from 2010 by GMI, the library/COA study by Kang Associates in 2013, and a DRA study in 2013 that looked at the COA at the municipal pad, the current library, and its current location, the Town Building. That group included current committee members and members of the COA and the Planning Board and an architect member of the team. They are now requesting that the Town of Wayland move forward in a formal way to create plans as required via the Municipal process, for the purpose of obtaining construction bids such that a formal proposal can be presented to the Town of Wayland at a future Town Meeting. These plans are likely to include the renovation of an existing building, which contains 10,250 square feet of space and the potential addition of approximately 10,750 square feet adjacent to or near that building, plus parking and landscaping to accommodate the needs of these groups and their programs. An analysis of programming for the site will determine the final design to be presented to a future Town Meeting.

Since 2006, the plan for the Town Center development has included this benefit of a municipal building pad gift. The Town Center project is approaching complete build-out, and the Board of Selectmen is negotiating for transfer of the site. The COA/CCAC believes that the use of this land for the purposes set forth herein are consistent with the goals set forth by the Town in planning for a municipal use at the Town Center property, which was to create a mixed-use project that would be a gathering place and attract residents of Wayland for a multitude of purposes, including residences, shopping, dining and gathering for recreational and other activities, all in walking distance to one another. The Council on Aging has expressed a strong desire to be at this location for the reason that those who use their facility will have easy access to these amenities by way of a short walk.

In the Commonwealth of Massachusetts, Council on Aging offices exist to fulfill the requirements of the Older Americans Act. The Administration on Aging (AOA) is the principal agency of the U.S. Department of Health and Human Services designated to carry out the provisions of the Older Americans Act of 1965 (OAA), as amended (42 U.S.C.A. § 3001 et seq.). The OAA promotes the wellbeing of older individuals by providing services and programs designed to help them live independently in their homes and communities. The current space fails to provide minimum facilities for required counseling, storage of confidential information, and private spaces in which confidential information may be exchanged.

There are twelve peer Towns of Wayland that are recognized by the Finance Committee for benchmarking purposes. All of those towns have a separate council on aging facility and ten have a community center. One of the two that does not have this, Lincoln, is in the process of planning a

combined Council on Aging/Community Center, similar to the project that is proposed per this article. Those towns provide an average of 2 sq. ft. in their Senior Centers per senior resident. Wayland provides 0.8 sq. ft. The Commonwealth Office of Elder Affairs recommends that 5 to 6 sq. ft. be provided per senior citizen.

The Wayland Recreation Department has very little space for indoor programming. At present, Recreation has a non-standard basketball court at the Town Building and an aging pottery/painting studio appended to Fire Station #2. As a result, little indoor recreational activity can be offered. A wide range of fee-based programs can be added to recreational programming for all ages in a community center. The community center will be designed specifically to offer flexible space suitable for programs offered by any municipal entity and spaces that can be made available for rent to private groups.

The COA/CCAC will not commence the expenditure of funds until the Town has acquired the land, per the decision of Special Town Meeting in November 2015. At the time that the COA/CCAC is moving forward with their plans, a recently appointed Town committee, the Wayland Real Asset Planning Committee (WRAP), is considering the use of Town owned parcels. While the WRAP has not yet made any recommendations to the Planning Board with regard to the use of this parcel, they may do so during this period of study by the COA/CCAC, and this may be taken into account if the WRAP does make a recommendation.

Residents have raised concerns about past environmental concerns at this site and with the development of a new building in such proximity to the Sudbury River. Previous environmental studies determined that there were levels of PCB's at a portion of the site that were above reportable levels set forth by the Department of Environmental Protection (DEP). More recent testing, in 2015, determined that the levels of PCB's were below the DEP reportable levels; however some residents were concerned that the level of testing by a licensed service professional was not as extensive as it should have been. Funds will be made available by this article to do additional testing. The concern regarding development too close to the Sudbury River will be addressed upon the completion of plans when the Town's Conservation Commission would then work with the COA/CCAC to make sure that such development will be in compliance with wetland and shoreline setback requirements.

A question raised by a few Wayland residents in this process is, if the Town were to lease the land in lieu of taking title to it, could the Town borrow funds for construction of a building on leased land. The answer is that the Town can do so. Town Counsel and a bond consultant to the Town have verified this.

More than twenty-five percent of Wayland residents are 60+ years old and eligible for local, state, and federal programs and services. These seniors are underserved by inadequate facilities, squeezed into 2,800 SF of space at Town Building and a patchwork of other scattered resources. State guidelines recommend provision of 5 to 6 sq ft per senior, and surrounding towns are well ahead of Wayland in providing these resources. Wayland's senior population is growing and is expected to peak at 30% of the town population in 2030 before declining, and this site represents an optimal, well-located, cost-effective way to meet this essential need.

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

#### **ARGUMENTS IN FAVOR:**

- The Council on Aging has been requesting additional space for their operations for many years and it has been shown that the facilities currently available to them are significantly less than other

towns of comparable size to Wayland.

- Many residents in Wayland have actively pursued a Community Center in Wayland and have held events to demonstrate such support for a facility that is available in many of Wayland's peer towns.
- This use would be consistent with the goals of the Town in acquiring the Town Center municipal parcel.
- The existing building at the municipal pad represents a unique opportunity for the Town of Wayland to take advantage of an existing building that studies have shown is in relatively good condition and can be renovated at a cost that is significantly less than the cost of constructing a new building on that part of the site.
- This facility can be designed as flexible space that will serve citizens of all ages by managing program schedules. Close coordination of shared space and resources, so that the rooms and spaces are used to their full potential can be coordinated between the COA and the Recreation Department, thereby creating operating efficiencies for the Town.
- New indoor recreation space will create play space for young children sought by the Wayland Parent and Children's Association.
- Locating the senior/community center at the municipal pad increases its visibility & places it in a pedestrian environment so that residents can walk to shops, restaurants, housing, health club, medical offices without having to drive between these uses; which is a key factor to the COA in selecting this location.
- Constructing a council on aging and community center facility at the Town Center Municipal pad is consistent with the Town's plan for a mixed-use environment at Town Center.

**ARGUMENTS OPPOSED:**

- Monies should not be spent on the Town Center parcel until the Town has actual control of the site and the WRAP Committee has opined on the best use of such land for the Town.
- The Town cannot afford to spend money on a significant new facility at a time when our debt service is at the top of the Finance Committee's recommended maximum debt service level (10% of Total Spending).
- Some fear that the site selected may have environmental issues or be too close to the Sudbury River.

**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](mailto:nbalmer@wayland.ma.us).*

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**ARTICLE 22: FIELD RENOVATIONS AND 207/195 MAIN STREET  
FEASIBILITY STUDY**

*Sponsored by: Recreation Commission*

*Estimated Cost: \$150,000*

To determine whether the Town will vote to appropriate a sum of money to be expended by the Recreation Commission for field renovations at Town Building and to do a feasibility study to investigate the construction of a potential multi-purpose, rectangular, natural or artificial turf field at

207 and 195 Main Street, Wayland, Massachusetts, 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 Laws Chapter 44 or other enabling authority, or otherwise.

**FINANCE COMMITTEE COMMENTS:** The Finance Committee did not receive the article text for this article until two days prior to the close of the Warrant. These comments are based on the information available at the time the Warrant went to press.

This article requests \$150,000 in funding which will be spent on two separate projects: \$100,000 to renovate the Soccer field at the Town Building and \$50,000 for a feasibility study at 207/195 Main Street, the former DPW site.

Soccer Field: The Town Building soccer field is currently in poor condition due to overuse. Planned renovations include irrigation maintenance, aerifying, grading, loaming, seeding and fertilizing new natural grass on the entire field. The ideal time to plant new seed and establish a healthy playing field is early fall. Renovating this field in the fall will dovetail with the repair efforts at the Art King Baseball Field also located at Town Building. This project is being proposed to start after the installation of solar panels in the Town Building parking lot. The Recreation Commission seeks \$100,000 to fund this renovation.

Feasibility Study at 207/195 Main Street: For several years, the Recreation Commission has included 207/195 Main Street, the former DPW site in its list as a potential location for a second artificial turf field. Recognizing the Library is currently evaluating this site as a possible building site, the Recreation Commission seeks \$50,000 to fund its own Feasibility Study to determine if a natural or an artificial turf field could fit on this site along with a potential new library. The map in Appendix F shows both parcels of land.

The Feasibility Study will determine whether this site is appropriate for either a natural or artificial turf field. The scope will include Wetlands & Environmental delineations, developing/reviewing existing conditions map, and creating 2-3 schematic layouts. This study would include the first phase of the general engineering study and provide clarity whether or not a library and turf field could both be on this site. It will also identify any environmental restrictions and concerns with the proposed project. If the study indicates an artificial field is an appropriate use and Town Meeting approves an artificial field at this site, the Recreation Commission would evaluate alternative infill options as part of a separate future design study.

The proposed funding source for both projects is the Recreation Stabilization Fund created under Article 6. Spending \$150,000 on these two projects will leave a fund balance of \$252,618. The Recreation Stabilization Fund has been established to fund Recreation Capital projects that have been vetted through the Capital Improvement Process (CIP). Neither of these projects have been through the Capital Improvement Process.

Several Recreation capital projects have been approved over the last several years, including Oxbow Meadows, Dudley Woods and Loker Recreation Area. These outstanding projects have reserved \$160,000 Community Preservation Funds even though none have been started or have in some cases been abandoned. Additionally, the Recreation Commission has \$194,500 in unexpended capital maintenance funds from FY 2014, 2015 and 2016 for other maintenance projects.

The Recreation Commission voted 5-0-0 to support this article.

The Board of Selectmen voted to take no position on this article.

**ARGUMENTS IN FAVOR:** The soccer field at the Town Building can be renovated this Fall.

The Feasibility Study will determine whether 207/195 Main Street is a suitable location for a turf field at the same time this site is evaluated for a potential new Library.

The funding source for both projects is the Recreation Stabilization Fund rather than taxation.

**ARGUMENTS OPPOSED:** This article requests funds for both Field Renovations and a Feasibility Study. To give each request a proper evaluation and recommendation, these projects should have been submitted separately.

Neither of these projects followed the Capital Improvement Project (CIP) process as voted by Town Meeting when the Stabilization Fund was established.

Recreation capital projects that have been approved over the last several years including Oxbow Meadows, Dudley Woods, Loker Field and other capital maintenance projects should be completed before requesting funds for new projects.

Recreation projects would benefit from participation in the Finance Committee's capital planning process.

The solar panels may not be installed in the Town Building parking lot in a timely enough manner to allow for field renovations this fall.

The feasibility study being conducted by the Library Trustees already includes evaluating the possibility to site fields at 207/195 Main Street.

While some state that a turf field will help with field rotation and maintenance, there has not been a community wide discussion of the well-publicized potential risk factors with artificial turf fields.

This Feasibility study should be deferred until the current building at 207/195 Main Street has been demolished and a field project has been identified as appropriate use of this land.

**RECOMMENDATION:** The Finance Committee recommends against approval 0-5-0.

**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, Section 7 and 8.

*For more information concerning this article, contact Jessica Brodie, Recreation Director at 508/358-3662 or by email at [jbrodie@wayland.ma.us](mailto:jbrodie@wayland.ma.us). See map at Appendix F.*

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**ARTICLE 23: ACCEPT MODIFIED ROUTE 30 AND 27 INTERSECTION  
AS A TOWN WAY**

*Sponsored by: Board of Public Works*

To determine whether the Town will vote to accept as a town way the modified intersection of Main Street (Route 27) and Commonwealth Road (Route 30) as laid out by the Board of Public Works by adding to and incorporating into the respective layouts of said town ways the parcels of Town-owned land on said Main Street and Commonwealth Road shown as Parcel No.'s 1-T-1, 1-T-2, 1-T-3 and 1-T-4 on a plan entitled "Layout, Alteration and Easement Plan of Land in Wayland, Massachusetts", (2 sheets) dated October 27, 2015, prepared by Hancock Associates, Civil Engineers, Land Surveyors and Wetlands Scientists and recorded with the Middlesex County South District Registry of Deeds as Plan No. 879 of 2015.

**FINANCE COMMITTEE COMMENTS:** Passage of this article will allow the Town to memorialize the Right-of-Way takings voted on and passed under Article 16 of the 2015 Annual Town Meeting Warrant.

The Route 30 (Commonwealth Road) and Route 27 (Main Street) intersection has long been identified for improvement. This intersection is one the most hazardous in the state and has qualified for governmental funding for the intersection improvements to address the safety issues. The redesign will include widening the areas with turning lanes, reconstruction of the sidewalks, changing and modernizing pedestrian walk signals and adding new bike lanes. The improvements and upgrades to this busy intersection will address these safety concerns. The project is currently being advertised through the Massachusetts Department of Transportation (MassDOT) and construction is anticipated in late spring of 2016.

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 \$180,000.00 for completion of the intersection design and easement acquisition. ATM 2015 approved \$100.00 for negotiation of land and easement acquisition based on engineering drawings commissioned by the Town. This is the last approval required for construction to commence.

The Board of Public Works recommends approval 5-0. The Board of Selectmen recommends approval 3-0.

**ARGUMENTS IN FAVOR:**

- The incorporation of the parcels identified above into the public way will grant the town sole ownership and responsibility of all infrastructure and land required to accommodate reconstruction of the intersection.
- This step will allow the completion of these important intersection improvements that will benefit all residents. The intersection historically has a high incidence of traffic accidents, including those involving personal injuries.

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

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

**QUANTUM OF VOTE:** Majority – see Massachusetts General Laws Chapter 82, Section 23.

*For more information about this article, contact Stephen Kadlik, DPW Director, at 508-358-3672, skadlik@wayland.ma.us, or Sarkis Sarkisian, Town Planner, at ssarkisian@wayland.ma.us, 508-358-3778. See plans at Appendix J.*

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## **ARTICLE 24: SET ASIDE COMMUNITY PRESERVATION FUNDS FOR LATER SPENDING**

*Sponsored 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.) \$95,694 for open space, but not including land for recreational use, \$95,694 for historic resources, and \$95,694 for community housing pursuant to Massachusetts General Laws Chapter 44B, Section 6 for FY 2016; and
- b.) \$10,000 for administrative expenses.

**FINANCE COMMITTEE COMMENTS:** To review the Community Preservation Committee report, please go online at: [http://www.wayland.ma.us/Pages/WaylandMA\\_Selectmen/HearReports](http://www.wayland.ma.us/Pages/WaylandMA_Selectmen/HearReports).

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.  $\$95,694 = 10\% [\$220,765 \text{ (State Trust Fund)} + \$736,851 \text{ (expected Local FY'16 Surcharge)}]$
- b) The CPC uses administrative funds to get appraisals and quotes for large projects and for membership to the Community Preservation Coalition – a statewide organization of CPCs.

On January 13, 2016, the Community Preservation Committee voted 8-0-0 in favor of this warrant article. The Board of Selectmen recommends approval. Vote: 4-0.

**ARGUMENTS IN FAVOR:** The article accomplishes (1) the annual distribution of funds to the three purposes as required by the Community Preservation Act; and (2) makes a routine appropriation for CPC administrative purposes.

This set aside will ensure that the town continues to balance the needs of housing, open space and historic preservation in the spirit of what the Community Preservation Act was enacted for.

**ARGUMENTS OPPOSED:** None. This set-aside amount is required under Massachusetts General Laws Chapter 44B, Section 6.

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

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

*For more information about this article, contact Gretchen Schuler at 508-358-7980 or ggschuler@verizon.net.*

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## **ARTICLE 25: TRANSFER COMMUNITY HOUSING FUNDS TO WAYLAND MUNICIPAL AFFORDABLE HOUSING TRUST FUND**

*Sponsored by: Community Preservation Committee*

*Estimated Cost: \$95,694*

To determine whether the Town will vote to appropriate and transfer from funds set aside in the Community Preservation Fund for community housing \$95,694 to be deposited in the Wayland Municipal Affordable Housing Trust Fund.

**FINANCE COMMITTEE COMMENTS:** These funds have already been set aside, in accordance with the Community Preservation Act (CPA), to be used only on Community Housing projects. The Wayland Municipal Affordable Housing Trust Fund (WMAHTF) was authorized by the 2014 Annual Town Meeting to provide for the creation and preservation of affordable housing in Wayland. Funds to be transferred include monies already allocated to the Community Housing Fund. By transferring the CPA Community Housing Fund to the WMAHTF, the Town provides greater flexibility for addressing affordable housing issues as the WMAHTF is not required to bring each proposed transaction to TM, only when creating more than two units of affordable housing.

The Community Preservation Committee voted in favor of this article on January 13, 2016. Vote: 8-0-0. The Board of Selectman recommends approval. Vote: 4-0.

**ARGUMENTS IN FAVOR:** Appropriation under the article provides money for the Trust and demonstrates the Town's commitment to affordable housing.

The WMAHTF can receive funds from other sources than CPA such as private donations, grants, and developer payments; thus it is a mechanism for consolidating funds to be used only to create community housing.

The goals of the WMAHTF are consistent with those of Community Preservation Act regarding Community Housing funds.

**ARGUMENTS OPPOSED:** The Trust has independent authority to construct up to two units without Town Meeting approval.

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

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

*For more information about this article, contact Gretchen Schuler at 508-358-7980 or ggschuler@verizon.net.*

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## **ARTICLE 26: APPROPRIATE FUNDS TO RESTORE MONUMENTS AT NORTH CEMETERY**

*Sponsored by: Community Preservation Committee*

*Estimated Cost: \$72,000*

To determine whether the Town will vote to:

- a) appropriate a sum of money not to exceed \$72,000 to be expended by the Wayland Historical Commission to preserve monuments in the Stoney section of the North Cemetery on Old Sudbury Road; and
- b) determine whether said appropriation shall be provided by taxation, transfer from unappropriated funds, transfer from available funds appropriate for other purposes, by borrowing, or otherwise, provided not more than \$72,000 of the funds so appropriated shall be transferred from funds set aside in the Community Preservation Fund for historic preservation.

**FINANCE COMMITTEE COMMENTS:** The North Cemetery is a scenic landscape and an artistic site which contains a collection of three dimensional artifacts. The North Cemetery monuments trace changes in design and social attitudes toward religious and moral views, death and eternity. They provide examples of the largely disappeared art of stone carving that must be considered finite and irreplaceable. Further, the North Cemetery contains stones of great breadth of iconography and style as well as high artistic merit. The stones are collections of archives and a storehouse of information concerning both the individual and collective pasts. In 2003, CPA funds were used to restore the oldest section of the North Cemetery containing 18th century stones and the South Cemetery. At ATM in 2014, CPA funding of \$15,000 was approved to prepare the Preservation Management Plan for the Stoney section of North Cemetery. Funds are requested at this time to make the necessary repairs recommended in the Preservation Management Plan for the Stoney section of the cemetery where there are primarily 19<sup>th</sup> century tombstones. The total estimated cost of this project is \$72,000 and will be paid by funds from the CPA.

The North Cemetery in particular, contains a variety of unique historically and culturally significant headstones providing a visual record of the town from 1643, when the First Meetinghouse was constructed there, through the present day. The town's original settlers are interred there, along with a significant number of Revolutionary War and War of 1812 veterans. The Preservation Management Plan revealed many interesting facts about this early burial ground and it gave clear instructions on how to preserve the monuments. This project seeks to repair approximately 97 monuments and headstones in this section of the burial ground.

The Community Preservation Committee voted in favor of this article on January 13, 2016. Vote: 8-0-0. The Board of Selectmen recommends approval. Vote: 4-0.

**ARGUMENTS IN FAVOR:** These resources must be protected and preserved now rather than later as the more they deteriorate the more difficult and expensive it is to preserve them.

Funding of this project would come from the Community Preservation Act funds, which have already been collected by the Town. Therefore, a favorable vote by Town Meeting will not increase the Town's tax rate.

This project is the result of an action plan outlined in a study that was completed on June 30, 2015 and is available online at [http://www.wayland.ma.us/Pages/WaylandMA\\_BComm/Historicalcom/NorthCem](http://www.wayland.ma.us/Pages/WaylandMA_BComm/Historicalcom/NorthCem).

**ARGUMENTS OPPOSED:** There may be other more pressing historic preservation initiatives not known to the Historical Commission that will require further funding.

Although the law requires at least 10% of collected CPA funds to be allocated to historic preservation initiatives, Wayland's CPC can elect to retain annual funding for the benefit of a future historic preservation initiative.

**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 more information about this article, contact Gretchen Schuler 508-358-7980 or [ggschuler@verizon.net](mailto:ggschuler@verizon.net)*

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## **ARTICLE 27: APPROPRIATE FUNDS TO RESTORE COCHITUATE TOWN CLOCK**

*Sponsored by: Community Preservation Committee*

*Estimated Cost: \$29,000*

To determine whether the Town will vote to:

- a) appropriate a sum of money up to \$29,000 to be expended by the Wayland Historical Commission to preserve restore/preserve the Town-owned clock located in the Community United Methodist Church tower in Cochituate; and
- b) determine whether said appropriation shall be provided by taxation, transfer from unappropriated funds, transfer from available funds appropriate for other purposes, by borrowing, or otherwise, provided not more than \$29,000 of the funds so appropriated shall be transferred from funds set aside in the Community Preservation Fund for historic preservation.

**FINANCE COMMITTEE COMMENTS:** These funds are requested to preserve the town-owned clock that is located in the tower of the Community Methodist Church. In 1897 the town requested of the Methodist Church to use the bell tower for a town-owned clock. The town paid \$50 per year for the space. At that time when the factories were still in operation a town clock easily seen and heard by all was a key feature of a town's landscape. Until the late 1900s the town included a small sum in its annual budget to maintain the town-owned clocks. Now it is time to restore this important feature that the residents of Cochituate fondly remember.

The Historical Commission believes that it is the town's responsibility to restore and preserve the town-owned clock; however, it also believes that a maintenance plan should be in place prior to

completing the work of restoration. In the past maintenance funding was a modest line item in the annual budget. This small funding of approximately \$600 per year should be added to budgets beginning in FY'2018. The Community United Methodist Church is supportive of this project and will provide access to clock technicians.

The Community Preservation Committee voted in favor of the project on January 13, 2016 in an 8-0-0 vote. The Board of Selectmen recommends approval. Vote 4-0.

**ARGUMENTS IN FAVOR:** Funding for this project will be provided by funds that currently exist in Community Preservation Fund.

This resource has gone unattended for too many years. The use of Historic Preservation funds to restore the clock is an appropriate use of CPA monies.

Funding of this project would come from the Community Preservation Act funds, which have already been collected by the Town. The CPA mandates that at least 10% of receipts be earmarked for historic preservation initiatives, 10% for open space, and 10% for affordable housing.

A favorable vote by Town Meeting will not increase the Town's tax rate; CPA funds to be used for this initiative have already been collected.

**ARGUMENTS OPPOSED:** Although the law requires at least 10% of collected CPA funds to be allocated to historic preservation initiatives, Wayland's CPC can elect to retain annual funding for the benefit of a future historic preservation initiative.

There may be other more pressing historic preservation initiatives not known to the Historical Commission that will require further funding.

Maintenance funding is not presently in the annual town budget.

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

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

*For more information about this article, contact Gretchen Schuler at 508-358-7980 or ggschuler@verizon.net .*

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## **ARTICLE 28: VOTE TO APPROPRIATE FUNDING FOR NEW MINUTEMAN HIGH SCHOOL**

*Sponsored by: Board of Selectmen*

*Estimated Cost: \$144,922,478*

To determine whether the Town will vote to:

- a.) appropriate the sum of money for the purpose of construction of a new Regional Vocational Technical High School , ----- to be expended under the direction of the Minuteman School Committee;

- b.) to meet said appropriation, authorize the Minuteman School Committee to borrow \$144,922,478 under Massachusetts General Laws Chapter 44, or any other enabling authority; and
- c.) as a member of the District, acknowledge 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 District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District through its members; provided further that any grant that District may receive from the MSBA for the Project shall not exceed the lesser of (1) 44  $\frac{3}{4}$  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 District and the MSBA; and
- d.) authorize the Minuteman School Committee to enter into all necessary and appropriate agreements for the construction of a new Regional; Vocational Technical High 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 said School Committee to indemnify the MSBA for losses associated with the District's performance of its obligations and exercise of its rights under such agreements.

**FINANCE COMMITTEE COMMENTS:** Passage of this article authorizes funding to construct a new Minuteman Regional Vocational High School. Minuteman capital requests may be presented and voted on by any Minuteman District member town. At the time the warrant went to press, Wayland was currently a member of the Minuteman Regional District; hence the reason for including this article in the Warrant.

However, at the 2016 Special Town Meeting, the Town voted to accept a new Minuteman Regional Agreement and to withdraw from the Minuteman Regional District without incurring debt associated with the new school building project. The Town's withdrawal request will be effective July 1, 2017 provided the new Regional District Agreement is approved by the Department of Elementary and Secondary Education (DESE). The review process is expected to take place in March after the warrant goes to press, causing Wayland's relationship and status within the Minuteman Regional Vocational Schools District to remain uncertain.

The Board of Selectmen voted 4-0-0 on February 22, 2016, to not take a position on this article and to provide updates prior to Annual Town Meeting.

**ARGUMENTS IN FAVOR:** Passage of this article will authorize funding to construct a new Minuteman Vocational High School that may be eligible for partial MSBA reimbursement.

**ARGUMENTS OPPOSED:** In addition to paying annual tuition, the Town will be responsible for its share of this capital project which is projected to be approximately an additional \$30,000/year for the next 30 years based on the current enrollment of two students.

**RECOMMENDATION:** The Finance Committee voted 5-0-0 to take no position on this article, deferring its recommendation, if any, until Annual Town Meeting.

**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 concerning this article, contact Selectman Lea Anderson at [landerson@wayland.ma.us](mailto:landerson@wayland.ma.us).*

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## **ARTICLE 29: CLARIFY PETITIONER ACCESS TO TOWN COUNSEL**

*Sponsored by: Petitioners*

*Estimated Cost: \**

To determine whether the town will vote to:

2) Replace chapter 36-3B of the town code with the following:

Town Counsel shall be available for consultation or research at the request of the lead petitioner for an article. There will be no charge for the initial 20 minutes. The Board of Selectmen may promulgate guidelines in regard to conflict of interest issues. If the time spent exceeds 20 minutes, the Board of Selectmen may require the lead petitioner to reimburse the Town for Town Counsel's time at his or her standard hourly rate.

**PETITIONERS' COMMENTS:** Our current bylaw grants citizen access to Town Counsel to prepare articles for Town Meeting. The interpretation of this bylaw has become more restrictive over time. This article updates the bylaw to bring it back into alignment with its original intent.

Petitioners should not need to waste money to hire external counsel to answer short questions that our Town Counsel can answer quickly and cost effectively. Providing limited, but direct and unfiltered, access to Town Counsel is the best way to enable this.

Conflict of interest concerns are a distraction. Everyone should realize Town Counsel works for the Town Administration, and will not answer questions which jeopardize that employment agreement.

During Town Meeting, we should not need to waste time making requests to Town Counsel for questions that could be addressed before the meeting.

The town should not fear enabling citizens to bring well informed articles to Town Meeting.

**FINANCE COMMITTEE COMMENTS:** The current policy of the Board of Selectmen is inserted immediately below.

### **PETITIONERS' ACCESS TO TOWN COUNSEL**

Subject to these guidelines, Town Counsel is available to consult with registered voters who have been identified as the lead petitioner and desire to submit or who have submitted an article for consideration at an annual or special town meeting, as a "petitioner's article" without sponsorship of a town board.

1. Town Counsel's consultation is limited to (1) suggesting language that reflects the petitioner's legislative intent in presenting articles for insertion in the warrant; (2)

suggesting language to insure compliance with procedural requirements; and (3) preparing the main motion for Town Meeting.

Town Counsel will not render written opinions or give advice to petitioners about substantive legal issues relative to their articles.

2. Prior to the deadline for filing articles for insertion in the warrant for the annual Town Meeting, the Selectmen will conduct a “petitioners’ workshop” at which prospective petitioners may ask general questions. The Town Administrator shall set reasonable limits on the scope of lead petitioner inquiries and the time allocated for consultation with Town Counsel.
3. Town Counsel may decline to assist the lead petitioner if Town Counsel states in writing that such assistance would present Town Counsel with an actual conflict of interest, and gives the basis for the conflict of interest. The Town Administrator may assign Special Counsel to assist the lead petitioner as appropriate.
4. Access to Town Counsel during Town Meeting sessions is not permitted.

*Approved January 12, 2004; revised and restated on October 13, 2010; revised July 27, 2015*

The current Board of Selectmen policy is clear that Town Counsel will not provide advice about substantive legal issues related to petitioners’ articles. The proposed policy would require that they do so, for free for the first 20 minutes, and if so requested on a paid basis after that.

- \* The cost of this article to taxpayers would be driven by how many petitioners avail themselves of 20 minutes of free time and the standard hourly rate of Town Counsel (since the first 20 minutes are free to the petitioner and therefore presumably are an expense of the Town). Finance Committee does not feel comfortable providing an estimate of what usage will be, but we believe the likely costs will be below \$1,000 annually.

The Board of Selectmen recommends against approval. Vote 0-4

**ARGUMENTS IN FAVOR:** Petitioners articles are an important right, and some might argue that enabling petitioners to get input from Town Counsel on substantive legal issues would help ensure that articles brought to Town Meeting are more fully informed.

**ARGUMENTS OPPOSED:** Requiring Town Counsel to provide substantive legal input to petitioners could put Town Counsel in conflict with other constituencies in town that Town Counsel is required to represent.

Town Counsel should not be required to work for a client that Town Counsel is concerned that they may not be able to serve well.

Town Counsel might have legal liability if petitioners decide that the advice Town Counsel provided was deficient.

The mechanism to ensure bills for time greater than 20 minutes are paid by petitioners is unclear.

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

**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, contact petitioner Duane Galbi.*

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### **ARTICLE 30: APPROPRIATE FUNDS TO PURCHASE CONSERVATION RESTRICTION ON MAINSTONE FARM**

*Sponsored by: Community Preservation Committee*

*Estimated Cost: \$12,000,000*

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 by purchase, gift, eminent domain or otherwise a conservation restriction in accordance with Massachusetts General Laws Chapter 184, Sections 31 through 33, to be held by the Town of Wayland Conservation Commission and by the Sudbury Valley Trustees, Inc., on a parcel of land located on Old Connecticut Path and Rice Road, Wayland, Massachusetts containing 208.7 acres, more or less, which parcel of land to be covered by said conservation restriction is part of the parcel of land shown on Wayland Assessors Map as Parcel 35-031A and is shown as “87 Old Connecticut Path” on a plan entitled “Subdivision Plan of Land in Wayland Middlesex County Massachusetts” dated December 22, 2015, prepared for Mainstone Land Trust by Samiotes Consultants Inc., and recorded with the Middlesex South Registry of Deeds as Plan No. 100 of 2016 (Sheets 2 and 3 of 3), which plan is the basis for the sketch map attached to the Warrant for the Annual Town Meeting 2016 in Appendix K;
- b.) appropriate a sum of money to be expended by the Board of Selectmen for the acquisition of said conservation restriction to be held by the Town of Wayland Conservation Commission and by Sudbury Valley Trustees, Inc.; 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 that:
  - i) not more than \$5,000,000 of the funds so appropriated shall be transferred from the Community Preservation Fund of which \$2,100,000 shall be from the funds set aside in the Community Preservation Fund for open space and \$2,900,000 from the uncommitted funds in the Community Preservation Fund, and
  - ii) not more than \$7,000,000 of the funds so appropriated shall be from the proceeds of bonds or notes issued in anticipation of future Community Preservation Fund revenues pursuant to Massachusetts General Laws Chapter 44B, Section 11.

**FINANCE COMMITTEE COMMENTS:** In April 2001 the Community Preservation Committee was established to study the needs, possibilities and resources of the town regarding community preservation, make recommendations in proper form to the Town Meeting for the acquisition, creation, and preservation of open space (OS); for the acquisition and preservation of historic resources (HP);

for the acquisition, creation, and preservation of land for recreational use; for the creation, preservation, and support of community housing (CH); and for rehabilitation or restoration of such open space, historic resources, land for recreational use, and community housing that is acquired or created with funds received in accordance with the Community Preservation Act.

When the Town began setting aside funds for the CPA, one of the primary interests was planning for the preservation of Mainstone Farm. Mainstone Farm is located at 87 Old Connecticut Path and is approximately 208 acres of rolling pastures, wooded hillsides, and rich wetlands and one of the largest remaining pieces of undeveloped and unprotected open space in Wayland and the Boston region. The proposed preservation is in the form of a conservation restriction (CR) and will only happen as a result of the Town partnering with the Sudbury Valley Trustees (SVT) for financial considerations and with the owners of the property.

In 2011, Town Meeting commissioned a \$40,000 land use study and appraisal to evaluate potential residential development alternatives at Mainstone. At that time, the highest value use was for 128 housing units of which 18 would be conventional lots and 110 would be cluster development lots. Most of the property, except the wetlands in the southwest corner, would be covered with neighborhood roads and house lots. When the study was conducted in 2011, the residential real estate market had not recovered and the CR was assessed to be worth \$10.6 million. As a result, the owners did not move forward with the sale of the CR interest in the property and continued their discussions with the Town.

In July 2015, using CPA administrative funds, the CPC commissioned a \$5,000 study to provide an updated appraisal for a CR. The new appraisal was for \$17 million and was based on the same configuration less three (3) conventional lots (125 lots of which 110 could be cluster development and 15 could be conventional lots). As a result, the owners agreed to sell for \$15 million. The agreement specifies that the farmland would remain in private ownership and the CR would provide for allowed and prohibited uses in perpetuity. The CR allows for farming to continue and calls for the preservation of open space. The CR on the farm land would be held jointly by the Town and SVT and would be managed through an agreement between the Conservation Commission and SVT. Annual meetings would be used to guide the process, including the enforcement of maintenance standards and a trail system open to the general public.

The CPC is advancing a plan, raising \$12 million from the Town, and \$3 Million from SVT. Upon approval by the Town to purchase the CR, no current CPA funds will be spent and no borrowing against future CPA revenue streams will occur unless all fundraising efforts for the \$15 Million are accounted for. There might be grant funding available; and if awarded, could reduce the amount of borrowing.

The following table represents the sources of funds:

<b>No.</b>	<b>Description</b>	<b>Amount</b>
<b>1</b>	Estimated balance from CPF	\$5,000,000
<b>2</b>	CPC Borrowing	\$7,000,000
<b>3</b>	Grant Sources	\$0
<b>4</b>	Contribution from SVT	\$3,000,000
<b>5</b>	Contribution from Town Bonds	\$0
<b>TOTAL FUNDS NEEDED</b>		<b>\$15,000,000</b>

To accommodate the Town's historical February borrowing cycle, the earliest the Town would be in a position to close on the CR is Spring of 2017. The complex arrangement will have many conditions that must be met in order to close and delays will potentially jeopardize the agreement. The conditions are specified in the Purchase & Sale Agreement (P&S). No funds can be spent until closing, no borrowing can occur unless all conditions are met and closing is imminent, \$15 Million in funding is available and all documents have been signed.

ATM is voting to earmark funds and approve borrowing against Community Preservation Fund future receipts. In the event that there is a reason to not proceed, a future town meeting could vote to remove the allocation of the funds that have been set aside for this purpose.

Under the Finance Committee's proposed scenario, the CPC will continue to have the requisite funds after committing future CPF receipts to service the debt for the next 30 years. Furthermore, The Town can only borrow against future CPA surcharge funds and the borrowed amount cannot exceed an amount for which the debt can be paid by the annual 1.5% CPA surcharge receipts minus the 10% for each of the dedicated funds. Recreation projects, and additional monies for OS, HP or CH are funded from the Uncommitted Balance. Additionally, the State Trust Fund varies annually and its certainty is unknown.

The following represents the estimated fund balances through 6/30/16:

No.	CPA Fund	Actual 12/31/15 Balance	Net Estimated FY16 ATM Changes	Less Mainstone Allocation	FY16 Ending Balance
1	Historic	\$145,980	(\$5,307)	\$0	\$140,673
2	Housing	\$1	\$0	\$0	\$1
3	Open Space	\$2,036,750	\$95,694	\$2,100,000	\$32,444
4	Admin	\$19,605	\$10,000	\$0	\$29,605
5	Uncommitted	\$3,809,133	(\$297,082)	\$2,900,000	\$612,051*
<b>TOTAL</b>		<b>\$6,011,469</b>	<b>(\$196,695)</b>	<b>\$5,000,000</b>	<b>\$814,774</b>

\* FY'16 ending balance will have an additional \$356,378 for last two quarters of FY'16 surcharge receipts deposited in Uncommitted.

The following is the estimated annual fund flow (based on FY16) with all borrowing against the Community Preservation Fund (CPF) future receipts only:

No.	Description	Amount
1	Projected FY'16 surcharge at 1.5%	\$736,851
2	Less: 10% set aside for 3 dedicated funds (OS, HP, CH)	(\$221,055)
3	Less: Estimated annual payments at 2.5% over 30 years	(\$335,000)
4	Plus: Estimated State Trust Fund Contribution (FY16)	\$220,085
5	Less: 10% State Fund set aside for 3 dedicated funds (OS, HP, CH)	(\$66,231)
6	Plus: Estimated annual interest payments	\$1,000
7	Remaining Annual Uncommitted Balance in CPF for other projects	\$335,650

The above table indicates that there will be funds remaining in the CPF for other projects in the future. Over a 5-year period the estimated cumulative fund balances are shown below:

No.	CPA Fund	FY16 Ending Balance	Annual Additional Contribution	5 Years of Contributions to CPF (no interest)	Estimated FY22 Balance
1	Historic	\$140,673	\$95,694	\$478,470	\$619,143
2	Housing	\$1	\$95,694	\$478,470	\$478,471
3	Open Space	\$32,444	\$95,694	\$478,470	\$510,914
4	Admin	\$29,605	\$10,000	\$50,000	\$10,000
5	Uncommitted	\$923,450	\$335,650	\$1,678,250	\$2,601,700
<b>TOTAL</b>		<b>\$1,126,083</b>	<b>\$632,732</b>	<b>\$3,163,660</b>	<b>\$4,220,228</b>

In summary, the Finance Committee is supportive of the project with all borrowing against future Community Preservation Fund (CPF) receipts that does not affect the current tax levy.

The Community Preservation Committee voted in favor of this article on February 29, 2016. Vote: 5-1-0. The Conservation Commission voted in favor of this article on January 7, 2016. Vote: 6-0-0. The Board of Selectman recommends approval. Vote: 4-0.

**ARGUMENTS IN FAVOR:** This acquisition is consistent with one of the main goals of the CPC when the Town began collecting CPA funds and has been a goal of the open space plan.

Borrowing over thirty years makes this a multi-generational project so that present and future residents pay for the privilege of enjoying the open space, the farm activity and the scenic quality of Mainstone Farm.

Purchase of a CR on Mainstone Farm will preserve in perpetuity one of the largest known farms in close proximity to Boston from future development and will provide the opportunity to continue to use the property as a working farm.

Ownership and responsibility for maintaining the farm would remain in the hands of the owners.

Land use planning has shown that the highest developed use is for 128 single-family housing units. This CR would prevent development of the land and would provide public access to part of the farm on designated trails.

Preservation of the farmland is a unique opportunity locally and regionally and will occur through a partnership with Sudbury Valley Trustees, Inc., the Town and the present owners of the farm.

**ARGUMENTS OPPOSED:** If a future ATM were to vote to reduce the Town's 1.5% annual surcharge, the Town would have to reduce Open Space, Community Housing, Historic Preservation and Recreation project expenses.

Any changes to the program that affects matching CPA State Funds would be a detriment to the overall program of the CPC.

The land could possibly remain undeveloped by the owner and future owners regardless of whether we acquire a conservation restriction.

If the owners were to sell the land for residential development, this would result in greater tax revenue for the Town.

In the event that the owner does not maintain the land the Town may incur additional costs in maintaining the property. Currently, SVT is raising \$3.3 million where \$3 million is for the purchase of CR and \$300,000 will be used toward an endowment for management of the CR etc.

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

**QUANTUM OF VOTE:** a.) and b.) See Massachusetts General Laws Chapter 40, Section 14; c.) Majority – see Massachusetts General Laws Chapter 40, Section 5, Chapter 44, Section 33B and Chapter 44B, Section 6. For borrowing, two-thirds – see Massachusetts General Laws Chapter 44, Section 7.

*For more information about this article, contact Gretchen Schuler at 508-358-7980 or ggschuler@verizon.net. See map at Appendix K.*

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## **ARTICLE 31: FUND GLEZEN LANE TRAFFIC CONTROL MEASURES**

*Sponsored by: Board of Selectmen*

*Estimated Cost: \$55,000*

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 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 along Glezen Lane in the area from Route 27 to Route 126, 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 available online at [http://www.wayland.ma.us/Pages/WaylandMA\\_Selectmen/GlezenSettlement2008.pdf](http://www.wayland.ma.us/Pages/WaylandMA_Selectmen/GlezenSettlement2008.pdf).

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 materials costs have increased since the original cost estimate for the work in 2009. The current estimate for the cost of this work including all plans and designs was prepared by the town's traffic engineer and is \$55,000

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 Engineering firm representing the Town of Wayland (TEC) on this matter has studied traffic flow in the area pertinent to this area in a study conducted from November 4-8, 2015, after restrictive turn signs were removed from the area, and in a Technical Memorandum to the Town dated December 10, 2015 (available online at [http://www.wayland.ma.us/Pages/WaylandMA\\_Planning/muod/traffic/TECGlezen12102015.pdf](http://www.wayland.ma.us/Pages/WaylandMA_Planning/muod/traffic/TECGlezen12102015.pdf)), they stated their findings on the need for the work proposed by this article as follows:

- The trip generation estimates for the Project were conservatively prepared. The actual post-occupancy traffic volumes are significantly lower than anticipated.
- The trip distribution to and from Glezen Lane and the adjacent neighborhoods is significantly lower than originally estimated.
- The 2015 daily and peak hour traffic data for Glezen Lane shows a reduction when compared to the 2006 traffic data used in the Project's permitting documents.
- There are no identifiable, measurable traffic-related impacts related to the Project. Although the overall traffic trends have dropped, there are some minor increases in certain traffic movements, but they are more appropriately tied to other regional developments in Sudbury or other areas to the northwest and are not tied to the Project.

The recommendations by TEC were the following:

- Seek a permanent suspension of the terms of the settlement agreement to remove all turn restrictions at the intersection of Route 27/Glezen Lane.
- Suspend the traffic volume data collection activities that were performed by Town DPW staff, and summarized by the Plaintiff.
- Cease current activities related to the final design and permitting for physical modifications to the intersection of Old Sudbury Road/Glezen Lane.

At Annual Town Meeting in April 2015 a similar article was presented to Town Meeting, with the major difference being that the request for funding was \$100,000. The larger amount was due to the fact that the nature of the work was not as far along in planning as the plans that are now proposed in the memorandum by TEC. The quantum of vote on the article in 2015 was 22 in favor and 239 opposed.

The purpose of this Article is for Town Meeting to vote to authorize the expenditure of funds to now institute those measures, as set forth in the court ordered judgment. The Board of Selectmen voted in favor of this motion by a vote of 3-0-1.

**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 previously installed, per this judgment, have slowed traffic on Glezen Lane.

**ARGUMENTS OPPOSED:**

- The traffic engineer hired by the Town of Wayland (who has been involved with this issue since at least 2006, TEC) does not recommend that the Town proceed with this work.
- 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. These were comments from Chief Smith in 2014, and current Chief Houghton has affirmed these and stated that they are factual.

**RECOMMENDATION:** The Finance Committee recommends against approval. Vote: 3-3.

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

*For more information about this article, contact Nan Balmer, Town Administrator, at (508) 358-3620, or email [nbalmer@wayland.ma.us](mailto:nbalmer@wayland.ma.us). To view the 2008 settlement agreement between residents and the Town of Wayland, go online at [http://www.wayland.ma.us/Pages/WaylandMA\\_Selectmen/GlezenSettlement2008.pdf](http://www.wayland.ma.us/Pages/WaylandMA_Selectmen/GlezenSettlement2008.pdf). For the Technical Memorandum from TEC, dated December 10, 2015, which contains drawings of the proposed work, go online at [http://www.wayland.ma.us/Pages/WaylandMA\\_Planning/muod/traffic/TECGlezen12102015.pdf](http://www.wayland.ma.us/Pages/WaylandMA_Planning/muod/traffic/TECGlezen12102015.pdf). See map at Appendix L.*

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## ARTICLE 32: RESCIND AUTHORIZED BUT UNISSUED DEBT

*Proposed by: Board of Selectmen*

To determine whether the Town will vote to rescind the following borrowings, authorized at the corresponding Town Meetings, that are deemed no longer necessary because the projects funded by the borrowings have been completed:

1.) Septic System Repair	Article 6	5/8/00	\$188,425
2.) Feasibility Study-High School	Article 7	4/13/09	\$411,000
3.) High School	Article 2	11/18/09	\$2,313,814
4.) Middle School Replacement 7(3a)	Article 5	4/07/13	\$890,000

**FINANCE COMMITTEE COMMENTS:** The purpose of this article is to rescind borrowing authorization that is no longer necessary because the relevant projects have been either completed, are no longer being considered or been inactive for a long time. Passage of this article will rescind the borrowing authorized at the above mentioned Town Meetings, for the corresponding projects listed. It does not prevent the Town from funding a similar capital item in the future.

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

**ARGUMENTS IN FAVOR:** Approval of this article will remove the Town's ability to borrow for these items since it is no longer necessary. This action will increase the Town's existing borrowing capacity.

**ARGUMENTS OPPOSED:** The Finance Committee is unaware of any.

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

**QUANTUM OF VOTE:** Majority.

*For more information about this article, contact Brian Keveny, Finance Director, at (508) 358-3610, or email [bkeveny@wayland.ma.us](mailto:bkeveny@wayland.ma.us).*

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## ARTICLE 33: TRANSFER CUSTODY OF SMALL PORTION OF LAKEVIEW CEMETERY

*Sponsored by: Board of Public Works*

To determine whether the Town will vote to authorize the Recreation Commission, with approval of Town Counsel as to form, to transfer the care, custody, management and control of a portion of the Lakeview Cemetery shown on the Town's Assessors Map as Parcel 51C-047A to the Board of Public Works for cemetery purposes.

**FINANCE COMMITTEE COMMENTS:** This article will transfer parcel 51C-047A located within Lakeview Cemetery from the care, custody and control of the Recreation Commission to the Board of Public Works (BoPW). Parcel 51C-047A contains approximately 18,000 square feet and will be used for cemetery purposes.

When the 2008 Annual Town Meeting when the Town created the Department of Public Works (DPW) and the Board of Public Works, the Parks and Recreation Department was reorganized. The

Parks department moved to the DPW while the Recreation Department remained under the Recreation Commission. In the process of making this change, parcel 41C-047A at Lakeview Cemetery was overlooked and remained under the Recreation Commission. It should have been transferred to the BoPW. See Appendix M for a map of the cemetery and parcel 41C-047A.

The Board of Public Works voted 5-0 on January 12, 2016 to support this article.

The Recreation Commission voted 5-0 on February 16, 2016 to support this article.

The Board of Selectmen voted 3-0 to support this article.

**ARGUMENTS IN FAVOR:** This authorization would codify the original intent of the 2009 reorganization and will eliminate any future confusion over this parcel.

This parcel can be used to expand Lakeview Cemetery.

**ARGUMENTS OPPOSED:** The Finance Committee is unaware of any.

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

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

*For more information about this article, contact Stephen Kadlik, DPW Director, at 508-358-3672 or by email at [skadlik@wayland.ma.us](mailto:skadlik@wayland.ma.us). See map at Appendix M.*

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## **ARTICLE 34: ACCEPT LAW INCREASING REAL ESTATE TAX EXEMPTION AMOUNTS**

*Proposed by: Board of Selectmen*

To determine whether the Town will vote to accept the provisions of Massachusetts General Laws Chapter 59, Section 5C½, which provides for an additional real estate exemption for taxpayers who are granted personal exemptions on their domiciles under Massachusetts General Laws Chapter 59, Section 5, including certain blind persons, veterans, surviving spouses and seniors, and to provide that the additional exemption shall be up to 100% percent of the personal exemption, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2016.

**FINANCE COMMITTEE COMMENTS:** With the passage of this article at previous Annual Town Meetings, certain residents have availed themselves of exemptions in the following amounts:

\$350 for widows or widowers

\$875 for the blind

\$1,000 to those age 65 and over, and

\$800 to \$2,000 for disabled veterans

This article requests that these exemptions be provided annually beginning July 2016 and thereafter in the absence of a future vote to include them at ATM.

It should be noted that these exemption dollar amounts are two times what the state requires. Wayland has historically doubled the state's exemption rates.

The threshold for utilizing the elderly exemption is based on an income level that is significantly below Wayland's median annual income.

In FY2015, 58 taxpayers were granted exemptions for a total amount of \$63,038.26.

(The numbers above do not include the Circuit Breaker Match, CPA exemptions or the senior tax deferrals.) It should be noted that of the entire amount funded for these exemptions, roughly half of what we spend as a town in any given year is returned to the town in the form of state reimbursements or cherry sheet offsets so that our actual outlay is significantly lower than it appears.

Finally, our neighboring towns such as Concord, Weston and Sudbury have also adopted that this exemption be provided annually without future ATM vote as is being proposed here.

The Board of Selectmen voted 3-0 to support the article.

The Board of Assessors administers the Town's tax policy and should not be seen as endorsing any specific policies related to its administrative duties. Therefore, they did not vote on this article.

**ARGUMENTS IN FAVOR:** In order to qualify for the elderly exemption, the resident's income level must be \$30,000 for a married resident and \$20,000 for a single income; the proposed \$1,000 exemption represents significant support to these taxpayers.

We have been providing these exemptions for many years and should continue to do so because they provide much needed relief to the elderly taxpayers that qualify for them.

Adopting this annually without requiring an ATM vote will save time at future ATM's.

**ARGUMENTS OPPOSED:** By allowing the exemption to eligible residents, the remaining taxpayers must pay slightly more in property taxes.

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

**QUANTUM OF VOTE:** Majority – see Massachusetts General Laws Chapter 59, Section 5C ½.

*For more information about this article, contact Ellen Brideau, Director of Assessing, at (508) 358-3788, or email [ebrideau@wayland.ma.us](mailto:ebrideau@wayland.ma.us).*

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## **ARTICLE 35: 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.

The Board of Selectmen voted 3-0 to support this article.

**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](mailto:nbalmer@wayland.ma.us). Reports are available online at : [http://www.wayland.ma.us/Pages/WaylandMA\\_Selectmen/HearReports](http://www.wayland.ma.us/Pages/WaylandMA_Selectmen/HearReports)*

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## ARTICLE 36: 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:	Michael B. Patterson Benjamin W. Johnson III Lynn S. Dowd
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.

The Board of Selectmen voted 3-0 to support this article.

**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: 5-0.

**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](mailto:nbalmer@wayland.ma.us).*

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**ARTICLE 37: 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	Emergency One Ladder Truck	1993
Fire Department	Emergency One Fire Engine	2004
Fire Department	Fire Alarm Equipment: up to 240 Fire Alarm Boxes, and up to 60 Fire Alarm Box Pedestals	
Public Works	F800 J Hook	1998
Public Works	F350 Dump Truck	1999
Public Works	John Deere Turf Tractor	1999
Public Works	F350 Dump Truck	2005
Public Works	Elgin Sweeper	2010

**FINANCE COMMITTEE COMMENTS:** This standard article allows the Town to sell used vehicles or other personal property.

The Board of Selectmen voted 3-0 to support this article.

**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 recommends approval. Vote: 5-0.

**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](mailto: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 a time to be determined, 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 seven (7) 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. The aforesaid seven minute time limit does not apply to the principal motions under the omnibus budget article.
  - 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, or asking questions, 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 forty-five (45 ) minutes after the main motion under any article shall have been seconded, unless extended to sixty minutes by leave of the Moderator (*which will be*

*automatically given in 2016*), the Moderator will terminate debate thereon, unless the Town Meeting shall have voted by majority vote 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 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, and the Moderator thereupon explains why such information satisfies the foregoing criteria; provided however, the the debate and action on said motion shall be deferred until all other articles have been disposed of. In any event, a two-thirds vote shall be required for approval of a motion to return to an article.

#### 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."

#### 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.

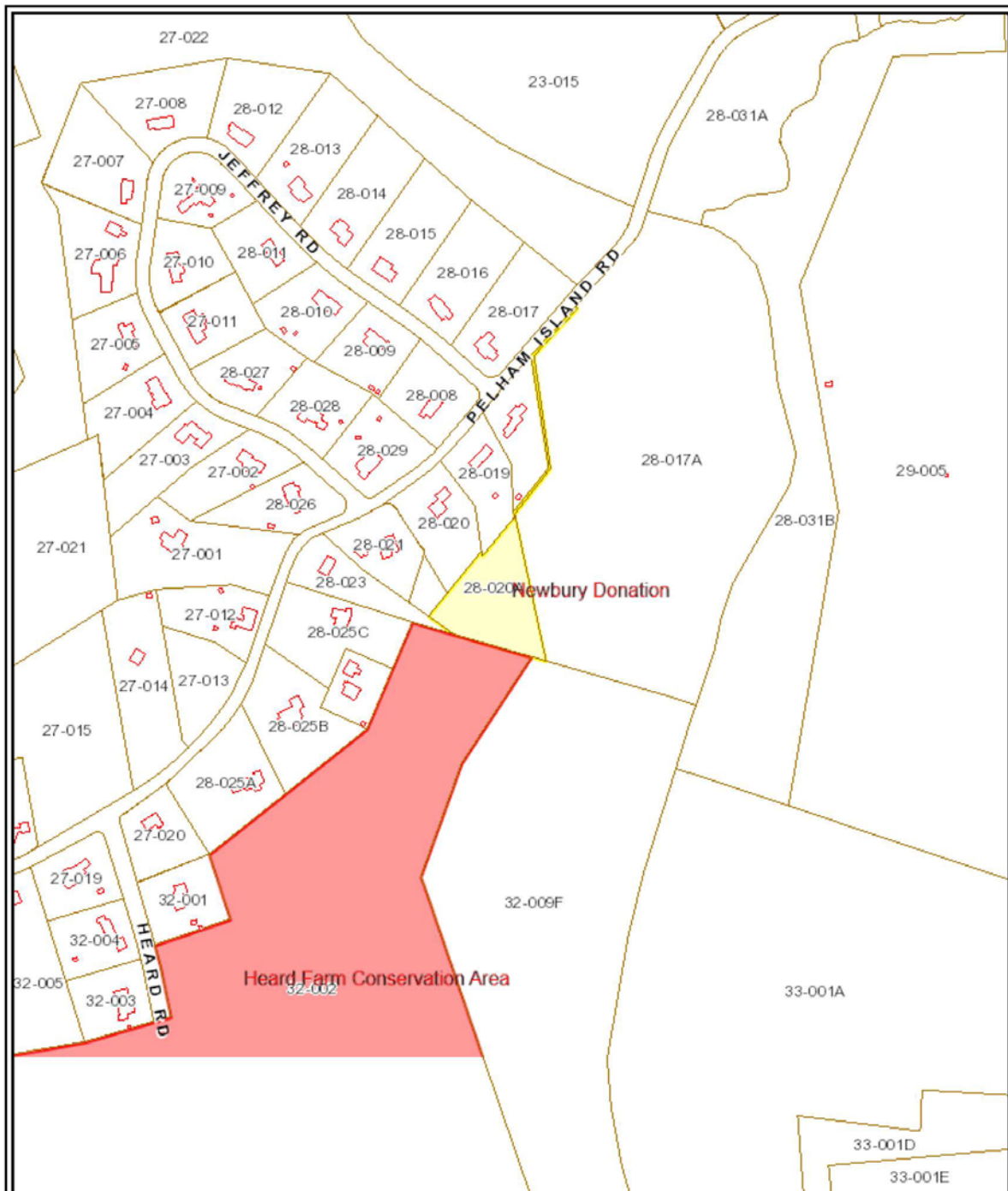
#### VI. MISCELLANEOUS RULES

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, 2016

**APPENDIX B: Article 10, Newbury Conservation Land**

Newbury Donation and Heard Farm Conservation Area  
Wayland, MA  
1 Inch = 380 Feet  
February 16, 2016



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

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The way to map is to map it right.

**APPENDIX C: Article 12, List of Town Positions (FTE'S) and  
Personnel Bylaws and Wage and Classification Plan**

	ACTUAL FTEs FY14	ACTUAL FTEs FY15	ACTUAL FTEs FY16	PROPOSED FTEs FY17
<b>LAND USE</b>				
<u>Building &amp; 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	0.54
Department Assistant	0.83	0.83	0.83	0.83
Department Total	1.83	1.83	2.37	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
<b>FINANCE</b>				
<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
Benefits Manager				1.00
Accountant	1.00	1.00	1.00	1.00
Finance Assistant	2.43	2.54	2.54	1.80
Department Total	4.43	4.54	4.54	4.80
<u>Treasurer/Collector</u>				
Treasurer/Collector	1.00	1.00	1.00	1.00
Asst. Treasurer/Collector	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
<b>ADMINISTRATION</b>				
<u>Council on Aging</u>				
COA Director	1.00	1.00	1.00	1.00

	ACTUAL FTEs FY14	ACTUAL FTEs FY15	ACTUAL FTEs FY16	PROPOSED FTEs FY17
Outreach Coordinator	0.83	0.83	0.83	0.83
Project Coordinator			0.51	0.51
Department Assistant	1.00	1.00	1.00	1.00
	2.83	2.83	3.34	3.34
<u>Information Technology</u>				
IT Director				1.00
IT Manager	1.00	1.00	1.00	1.00
Business Systems Analyst				1.00
	1.00	1.00	1.00	3.00
<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	5.00	5.00	5.00
Department Assistant	1.20	1.00	1.00	1.00
Sr Clerk	0.23	0.43	0.43	0.43
Department Total	9.15	9.29	9.29	9.29
<u>Recreation</u>				
Recreation Director	0.57	0.57	1.00	1.00
Asst. Recreation Director				1.00
Recreation Program Adm	1.00	1.00	1.00	
Recreation Program Coor				1.00
Recreation Assistant	0.26	0.54	0.54	0.54
Department Total	1.83	2.11	2.54	3.54
<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	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	4.50	5.00	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>Youth &amp; 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	0.86

	ACTUAL FTEs FY14	ACTUAL FTEs FY15	ACTUAL FTEs FY16	PROPOSED FTEs FY17
Administrative Assistant	0.11	0.17	0.17	0.17
Department Total	2.11	3.03	3.03	3.03
<b>DPW</b>				
<u>Administration</u>				
DPW Director	1.00	1.00	1.00	1.00
Engineer				1.00
Administrative Coordinator		1.00	1.00	1.00
Department Assistant	2.80	1.80	1.80	1.80
Sr Clerk	0.71	0.71	0.71	0.71
<u>Highway/Parks/Transfer Station</u>				
Highway/Parks/TS				1.00
Superintendent				
Highway/TS Superintendent	1.00	1.00	1.00	
Park Superintendent	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	3.00
HEO	3.86	3.90	3.90	3.90
MEO	4.00	4.00	4.00	5.00
Sr Grounds Worker	1.00	1.00	1.00	1.00
Grounds Worker	1.00	3.00	3.00	2.00
Maintenance Worker	6.00	4.00	4.00	5.00
<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	2.00	2.00	2.00	1.00
Water Worker 2	1.00	2.00	2.00	2.00
Water Worker 1	2.00	1.00	1.00	2.00
Department Total	37.37	37.41	37.41	39.41
<b>WASTEWATER</b>				
Account Specialist			0.54	0.54
			0.54	0.54
<b>LIBRARY</b>				
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

	ACTUAL FTEs FY14	ACTUAL FTEs FY15	ACTUAL FTEs FY16	PROPOSED FTEs FY17
Comp Spec/Ref Librarian	0.71	0.71	0.71	0.71
Library Assistant	1.77	1.77	1.77	1.60
Library Associate	0.89	0.89	0.89	1.00
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	13.69
<b>PUBLIC SAFETY</b>				
<u>Fire</u>				
Fire Chief	1.00	1.00	1.00	1.00
Asst. Fire Chief			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/Paramedic	1.00	1.00	1.00	1.00
Electrician/Paramedic	1.00	1.00	1.00	1.00
Mechanic/EMT	1.00	1.00	1.00	1.00
Firefighter/EMT	7.00	5.00	5.00	7.00
Firefighter/Paramedic	6.00	8.00	8.00	6.00
Paramedic - Per Diem	3.33	3.33	3.33	1.50
Secretary	0.54	0.54	0.54	0.54
Department Total	28.87	28.87	29.87	28.04
<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	11.00	11.00	11.00	11.00
Administrative Asst	1.00	1.00	1.00	1.00
Traffic Supervisors	1.33	1.59	1.59	1.59
Department Total	25.33	25.59	25.59	25.59
<u>JCC</u>				
JCC Dispatcher	8.00	8.00	8.00	7.00
JCC Dispatch Coor				1.00
	8.00	8.00	8.00	8.00
<b>TOTAL TOWN FTEs</b>	<b>162.82</b>	<b>165.06</b>	<b>168.09</b>	<b>171.47</b>
<b>SCHOOLS</b>				
Total School FTEs	374.64	391.86	393.50	405.45
	374.64	391.86	393.50	405.45
<b>TOTAL TOWN AND SCHOOL FTEs</b>	<b>537.46</b>	<b>556.92</b>	<b>561.59</b>	<b>576.92</b>

FTE counts exclude seasonals, temporaries, call FFs and other non-regular positions.

**NON-UNION WAGE SCALE, N SCHEDULE**  
**Effective July 1, 2016 (2.0% Adjustment)**

Grade	1	2	3	4	5
N-1	36,978	38,087	39,230	40,408	41,618
N-2	40,237	41,443	42,688	43,968	45,289
N-3	40,640	41,857	43,115	44,408	45,742
N-4	44,224	45,550	46,915	48,321	49,772
N-5	48,556	50,013	51,513	53,057	54,650
N-6	53,314	54,914	56,561	58,258	60,004
N-7	58,539	60,296	62,102	63,967	65,887
N-8	64,276	66,205	68,190	70,237	72,341
N-9	75,074	77,020	79,035	81,260	83,700
N-10	77,493	79,817	82,212	84,678	87,732
N-11	85,086	87,639	90,268	92,976	95,763
N-12	89,254	91,932	94,720	97,535	100,456
N-13	93,423	96,224	99,113	102,087	105,149
N-14	102,580	105,657	108,827	112,091	115,454
N-15*					

Grade	6	7	8	9	10
N-1	42,866	44,154	45,478	46,841	48,248
N-2	46,646	48,045	49,486	50,972	52,501
N-3	47,115	48,528	49,980	51,481	53,024
N-4	51,266	52,320	54,388	56,018	57,700
N-5	56,289	57,671	59,717	61,509	63,355
N-6	61,181	63,661	65,570	67,537	69,564
N-7	67,863	69,898	71,994	74,157	76,380
N-8	74,515	76,747	79,052	81,421	83,866
N-9	86,210	88,795	91,460	94,174	96,960
N-10	89,394	92,530	96,060	97,725	101,108
N-11	98,637	101,596	104,645	107,783	111,019
N-12	103,470	106,574	110,420	113,063	116,629
N-13	108,305	111,553	116,192	118,345	122,239
N-14	118,918	122,485	125,630	129,944	133,845
N-15					143,500

N-1	Secretary, Fire – PT	N-6	Financial/Research Analyst
N-1	Sr Clerk, Health – PT	N-8	Recreation Director
N-1	Asst Rec Program Coord – PT	N-9	Assistant Fire Chief
N-2	Administrative Asst Y/S –PT	N-9	Police Lieutenant
N-3	Computer Technician	N-10	Library Director
N-3	Conservation Land Mgr-PT	N-11	Public Buildings Director
N-3	Human Resources Assistant	N-12	DPW Director
N-3	Outreach Coordinator	N-13	Asst Town Administrator/Human Resources Director
N-3	Recreation Program Asst – PT	N-13	Finance Director/Town Accountant
N-3	WWMDC Account Specialist	N-13	Fire Chief
N-4	Administrative Asst – Police	N-13	Information Technology Director
N-4	Benefits Manager	N-14	Police Chief
N-5	Exec Asst to Town Administrator	N-15	* Town Administrator per contract

Pending – IT Business System Analyst

**GROUP: NON-UNION – BUILDING INSPECTORS**

Effective: July 1, 2016 (2.0% Adjustment)

STEP	1	2	3	4	5
	23.26	24.43	25.65	26.93	28.30

Gas &amp; Plumbing Inspector (PT)      Wiring Inspector (PT)

**GROUP: NON-UNION SUBSTITUTE NURSES**

Effective: July 1, 2016 (2.0% Adjustment)

Hourly
29.29

**GROUP: NON UNION - PUBLIC SAFETY**

Effective: July 1, 2016 (2.0% Adjustment)

	Annually	Per Day	Hourly
Traffic Supervisors	8,146	--	--
Traffic Supervisor Substitute	--	46.69	--
Special Police Matrons	--	--	20.75
Call Firefighters	--	--	20.75
Call Firefighter Coordinator	--	--	22.14
Paramedic	--	--	21.53
Police Custodian (PT)	--	--	16.56
Police Intern	--	--	10.75

**GROUP: NON-UNION - ON-CALL DISPATCHERS**

Effective: July 1, 2016 (2.0% Adjustment)

	Year 1	Year 2	Year 3	Year 4
On-call Dispatcher	19.58	20.50	21.38	22.28

**GROUP: NON-UNION - HOURLY LIBRARY CLERKS**

Effective: July 1, 2016 (2.0% Adjustment)

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	15.69	16.05	16.43	16.75	17.07	17.44	17.76	18.07	18.44	18.79	19.10	19.47	19.81	20.14	20.48

**GROUP: NON-UNION - HOURLY LIBRARY PART-TIME WEEKEND PROFESSIONALS**

Effective: July 1, 2016 (2.0% Adjustment)

Step	1	2	3	4	5	6	7	8	9	10	11	12
	24.73	25.29	25.64	26.08	26.53	26.97	27.44	27.88	28.35	28.79	29.23	29.68

**GROUP: NON-UNION - LIBRARY PAGES**

Effective: January 1, 2016 (Minimum Wage Adjustment – 10.00/hr)

Effective: July 1, 2016 (2.0% Adjustment)

Year 1	Year 2
10.00	10.42

**GROUP: NON-UNION SEASONAL – MISCELLANEOUS**

Effective: May 1, 2016 (2.0% Adjustment)

	Year 1	Year 2	Year 3
Seasonal Laborer	12.87	13.52	14.16
Landfill Clerk	13.00		

**GROUP: NON-UNION – SEASONAL – MISCELLANEOUS**

Effective: January 1, 2016 (Minimum Wage Adjustment – 10.00/hr)

Effective: May 1, 2016 (2.0% Adjustment)

	Year 1	Year 2	Year 3	Year 4
Beach Director	18.82	19.38	19.97	20.56
Asst. Beach Director	15.69	16.16	16.64	17.14
Beach Head Lifeguard/ Water Safety Instructor	12.55	12.92	13.31	--
Lifeguard	10.98	11.30	11.64	--
Gate Guard	10.46	10.79	11.12	--
Substitute Lifeguard	10.46	--	--	--
Jr. Lifeguard/Swim Aide	10.00	--	--	--
Snack Bar Supervisor	14.28	14.71	15.15	15.60
Snack Bar I	10.00	10.30	10.61	--

**GROUP: NON-UNION – SEASONAL – SUMMER DAY PROGRAMS**

Effective: January 1, 2016 (Minimum Wage Adjustment – 10.00/hr)

Effective: May 1, 2016 (2.0% Adjustment)

	Year 1	Year 2	Year 3	Year 4
Program Coordinator	18.82	19.38	19.97	20.56
Spec./Asst. Coordinator	15.69	16.16	16.64	17.14
Lead Teacher	13.60	14.00	14.42	--
Assistant Teacher	12.55	12.92	13.31	--
Sr. Counselor	11.51	11.88	12.24	--
Counselor	10.75	11.07	11.40	--
Substitute Counselor	10.00	--	--	--
Jr. Counselor	10.00	--	--	--

**GROUP: AFSCME 2**

Effective: July 1, 2014 (1.0% Adjustment)

Step	1	2	3	4	5	6	7	8	9	10
C-12	34,275	35,304	36,361	37,453	38,442	39,999	41,191	42,420	43,683	45,661
C-14	37,091	38,206	39,351	40,532	42,013	43,265	44,557	45,886	47,254	49,391
C-15	38,254	39,679	40,870	42,096	43,625	44,926	46,266	47,647	49,067	51,289
CD	35,821	39,961	41,725	43,488	45,254	47,018	49,516			

Effective: July 1, 2015 (1.5% Adjustment)

Step	1	2	3	4	5	6	7	8	9	10
C-12	34,789	35,833	36,906	38,015	39,425	40,599	41,809	43,056	44,339	46,346
C-14	37,648	38,779	39,941	41,140	42,644	43,915	45,225	46,574	47,963	50,132
C-15	39,101	40,274	41,483	42,728	44,279	45,600	46,961	48,361	49,803	52,058
CD	36,358	40,561	42,351	44,141	45,933	47,724	50,259			
CDC	37,813	42,183	44,045	45,906	47,770	49,633	52,269			

Effective: July 1, 2016 (2.0% Adjustment)

Step	1	2	3	4	5	6	7	8	9	10
C-12	35,485	36,550	37,644	38,775	40,213	41,411	42,645	43,917	45,225	47,273
C-14	38,400	39,554	40,740	41,963	43,496	44,793	46,130	47,506	48,923	51,135
C-15	39,883	41,079	42,313	43,582	45,165	46,512	47,900	49,328	50,799	53,099
CD	37,085	41,372	43,198	45,023	46,852	48,678	51,264			
CDC	38,569	43,027	44,926	46,824	48,726	50,626	53,315			

C-12 Senior Clerk

C-14 Department Assistant

C-15 Assistant Town Clerk

C-15 Assistant Treasurer/Collector

C-15 Finance Assistant, Accounting

C-15 Finance Assistant, Payroll

CD JCC Dispatcher

CDC JCC Dispatch Coordinator

**GROUP: AFSCME 1**

Effective: July 1, 2014 (1.0% Adjustment)

Step	1	2	3	4	5	6	7	8	9	10
G-1	36,497	37,585	38,705	39,858	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	45,906	47,276	48,685	50,139	51,635	53,177	54,762	56,399	58,083	61,001
G-5	49,555	51,036	52,558	54,128	55,742	57,406	59,121	60,891	62,706	65,856
G-6	53,502	55,099	57,743	58,438	60,185	61,982	63,831	65,738	67,703	71,108
G-7	58,461	60,206	62,005	63,858	65,764	67,730	69,754	71,838	73,985	77,705
G-7A	60,814	62,638	64,517	66,454	68,447	70,501	72,616	74,793	77,037	80,925
G-7B	61,081	62,905	64,784	66,719	68,713	70,767	72,882	75,060	77,304	81,192
G-8	63,702	65,603	67,564	69,583	71,662	73,805	76,011	78,283	80,623	84,680
G-8A	66,568	68,556	70,604	72,714	74,887	77,126	79,431	81,806	84,251	88,491
G-9	69,409	71,485	73,619	75,821	78,993	80,422	82,826	85,304	87,854	92,276
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	55,531	57,120	58,761	62,905

## Effective: July 1, 2015 (1.5% Adjustment)

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	46,595	47,985	49,416	50,891	52,410	53,974	55,584	57,245	58,954	61,916
G-5	50,299	51,801	53,346	54,940	56,579	58,267	60,008	61,805	63,646	66,844
G-6	54,604	55,926	57,594	59,314	61,087	62,911	64,788	66,724	68,719	72,174
G-7	59,338	61,109	62,935	64,815	66,751	68,746	70,801	72,915	75,095	78,871
G-7A	61,726	63,578	65,485	67,451	69,473	71,559	73,705	75,915	78,193	82,139
G-7B	61,997	63,848	65,756	67,720	69,744	71,829	73,976	76,186	78,464	82,410
G-8	64,657	66,588	68,576	70,626	72,737	74,912	77,151	79,457	81,832	85,950
G-8A	67,567	69,584	71,664	73,805	76,001	78,283	80,623	83,033	85,515	89,818
G-9	70,450	72,558	74,724	76,959	80,178	81,628	84,068	86,584	89,172	93,660
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

## Effective: July 1, 2016 (2.0% Adjustment)

Step	1	2	3	4	5	6	7	8	9	10
G-1	37,786	38,912	40,071	41,265	42,494	43,762	45,066	46,409	47,793	50,191
G-2	40,785	41,999	43,252	44,541	45,870	47,237	48,646	50,097	51,592	54,182
G-3	44,030	45,339	46,691	48,084	49,520	50,996	52,516	54,084	55,701	58,498
G-4	47,526	48,945	50,404	51,909	53,458	55,053	56,695	58,390	60,133	63,155
G-5	51,305	52,837	54,413	56,038	57,710	59,432	61,208	63,041	64,919	68,181
G-6	55,390	57,044	58,746	60,500	62,309	64,170	66,084	68,058	70,093	73,618
G-7	60,525	62,331	64,194	66,112	68,086	70,121	72,217	74,374	76,597	80,448
G-7A	62,961	64,850	66,795	68,799	70,863	72,990	75,179	77,433	79,757	83,781
G-7B	63,237	65,125	67,071	69,075	71,139	73,265	75,455	77,710	80,033	84,058
G-8	65,951	67,919	69,948	72,039	74,192	76,410	78,694	81,046	83,469	87,669
G-8A	68,918	70,976	73,097	75,281	77,531	79,849	82,235	84,693	87,225	91,615
G-9	71,859	74,009	76,218	78,498	81,781	83,261	85,749	88,315	90,955	95,533
G-10	78,028	80,368	82,779	85,261	87,819	90,454	93,168	95,964	98,842	103,831
G-15	45,988	48,656	49,996	51,541	53,049	55,891	57,491	59,137	60,835	65,125

G-3 – Admin Assessor

G-4 – Rec Prog Coord

G-5 – Assistant Assessor

G-5 – Substance Abuse Pr

G-6 – Accountant

G-6 – Assistant Rec Dir

G-6 – Assistant Youth Dir

G-6 – Local Building Insp

G-6 – Sanitarian/Health Ag

G-6 – Water Treat Plant Mgr

G-7 – GIS Analyst

G-7A – Public Health Nurse

G-7B – COA Director

G-8 – Conservation Adm

G-8 – IT Manager

G-8 – Town Planner

G-8 – Town Surveyor

G-8A – Y&amp;F Services Dir

G-9 – Assessing Dir

G-9 – Building Comm

G-9 – DPW Hwy/Parks Supt

G-9 – DPW Water Supt

G-9 – Health Director

G-9 – Treasurer/Collector

G-15 – Comm Health Nurse

**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	38,911	40,076	41,277	42,515	43,789	45,099	46,464	47,847
L-2	39,603	40,804	42,023	43,279	44,571	45,918	47,301	48,721	50,177	51,688
L-3	42,788	44,062	45,390	46,755	48,157	49,595	51,087	52,616	54,199	55,819
L-4	46,209	47,593	49,012	50,486	51,997	53,562	55,164	56,820	58,531	60,278
L-5	49,904	51,396	52,943	54,527	56,162	57,839	59,586	61,370	63,208	65,101
L-6	53,890	55,510	57,166	58,895	60,660	62,480	64,337	66,284	68,268	70,306
L-7	58,203	59,950	61,752	63,590	65,501	67,467	69,487	71,580	73,728	75,930
LC	35,144	36,454	37,746	39,130	40,567	42,442				

**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	48,557
L-2	40,203	41,423	42,660	43,934	45,245	46,610	48,011	49,449	50,923	52,470
L-3	43,425	44,717	46,064	47,465	48,885	50,341	51,851	53,398	55,018	56,656
L-4	46,901	48,302	49,740	51,251	52,780	54,363	55,983	57,675	59,404	61,188
L-5	50,650	52,161	53,744	55,346	57,002	58,713	60,478	62,298	64,155	66,084
L-6	54,691	56,347	58,021	59,787	61,570	63,427	65,301	67,285	69,287	71,362
L-7	59,077	60,842	62,680	64,537	66,484	68,486	70,525	72,654	74,838	77,077
LC	35,672	37,000	38,311	39,712	41,168	43,079				

**GROUP: LIBRARY**

Effective: July 1, 2016 (2.0% Adjustment)

Step	1	2	3	4	5	6	7	8	9	10
L-1	37,965	39,112	40,277	41,496	42,734	44,008	45,336	46,683	48,103	49,522
L-2	41,005	42,260	43,516	44,808	46,155	47,538	48,976	50,432	51,943	53,526
L-3	44,299	45,609	46,992	48,412	49,868	51,342	52,889	54,473	56,111	57,785
L-4	47,848	49,267	50,742	52,270	53,836	55,455	57,112	58,822	60,588	62,408
L-5	51,670	53,199	54,818	56,456	58,149	59,896	61,680	63,536	65,447	67,413
L-6	55,783	57,476	59,186	60,988	62,808	64,701	66,612	68,632	70,671	72,782
L-7	60,260	62,062	63,937	65,829	67,813	69,852	71,945	74,110	76,331	78,624
LC	36,382	37,747	39,075	40,513	41,987	43,935				

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: 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

**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

**GROUP: TEAMSTERS - DPW**

Effective: July 1, 2016 (2.0% Adjustment)

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
D1	--	--	--	--	--	--
D2	18.39	19.05	19.74	20.44	21.18	22.36
D3	18.94	19.64	20.33	21.07	21.83	23.09
D4	19.79	20.50	21.24	21.99	22.80	24.12
D5	20.24	20.97	21.75	22.51	23.32	24.83
D6	--	--	--	--	--	--
D7	22.98	23.82	24.64	25.53	26.46	28.03
D8	23.38	24.21	25.09	26.01	26.94	28.55
D9	23.82	24.65	25.53	26.46	27.41	29.04
D10	--	--	--	--	--	--
D11	25.69	26.61	27.56	28.54	29.57	31.33

D-2	Maintenance Worker	D-5	Sr Grounds Worker	D-8	Maintenance Mech/Welder
D-3	Grounds Worker 1	D-5	Water Worker 1	D-9	Lead Mech/Welder
D-4	Grounds Worker 2	D-7	Mechanic/Welder	D-9	Sr Foreman
D-4	Medium Equipment Operator	D-7	Highway Working Foreman	D-9	Water Worker 3
D-4	Grounds Worker 2	D-7	Parks Working Foreman	D-11	Water Working Foreman
D-5	Heavy Equipment Operator	D-7	Water Worker 2		

**GROUP: FIRE**

Effective: July 1, 2013 (0.5% Adjustment)		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

Effective: July 1, 2014 (1.5% Adjustment)		Step 1	Step 2	Step 3	Step 4
Deputy	F-6E				80,255
Captain	F-5E	67,642	69,715	71,957	74,195
Lieutenant	F-4E	62,065	63,959	66,016	68,192
FF/Elec/Mech/Insp	F-3E	58,946	60,691	62,845	64,913
Firefighter/EMT	F-1E	53,687	55,419	57,214	59,069

Effective: July 1, 2015 (1.5% Adjustment)		Step 1	Step 2	Step 3	Step 4
Deputy	F-6E				81,459
Captain	F-5E	68,657	70,761	73,036	75,308
Lieutenant	F-4E	62,987	64,918	67,006	69,215
FF/Elec/Mech/Insp	F-3E	59,830	61,602	63,787	65,887
Firefighter/EMT	F-1E	54,492	56,250	58,072	59,956

Effective: July 1, 2016 (1.5% Adjustment)		Step 1	Step 2	Step 3	Step 4
Deputy	F-6E				82,681
Captain	F-5E	69,687	71,822	74,132	76,438
Lieutenant	F-4E	63,932	65,892	68,012	70,253
FF/Elec/Mech/Insp	F-3E	60,728	62,526	64,744	66,875
Firefighter/EMT	F-1E	55,309	57,094	58,943	60,855

Effective: January 1, 2017 (1.0% Adjustment)		Step 1	Step 2	Step 3	Step 4
Deputy	F-6E				83,507
Captain	F-5E	70,383	72,540	74,873	77,202
Lieutenant	F-4E	64,571	66,550	68,691	70,955
FF/Elec/Mech/Insp	F-3E	61,334	63,151	65,391	67,544
Firefighter/EMT	F-1E	55,862	57,664	59,532	61,463

**GROUP: POLICE**

Effective: July 1, 2014 (1.0% Adjustment)

Title	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Patrolman	P-1	37,447	49,928	52,426	55,046	57,798	58,935
Sergeant	P-2	61,968	65,066	68,319	71,889	N/A	N/A

Effective: July 1, 2015 (1.5% Adjustment)

Title	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Patrolman	P-1	38,008	50,677	53,212	55,872	58,665	59,819
Sergeant	P-2	62,897	66,042	69,344	72,967		

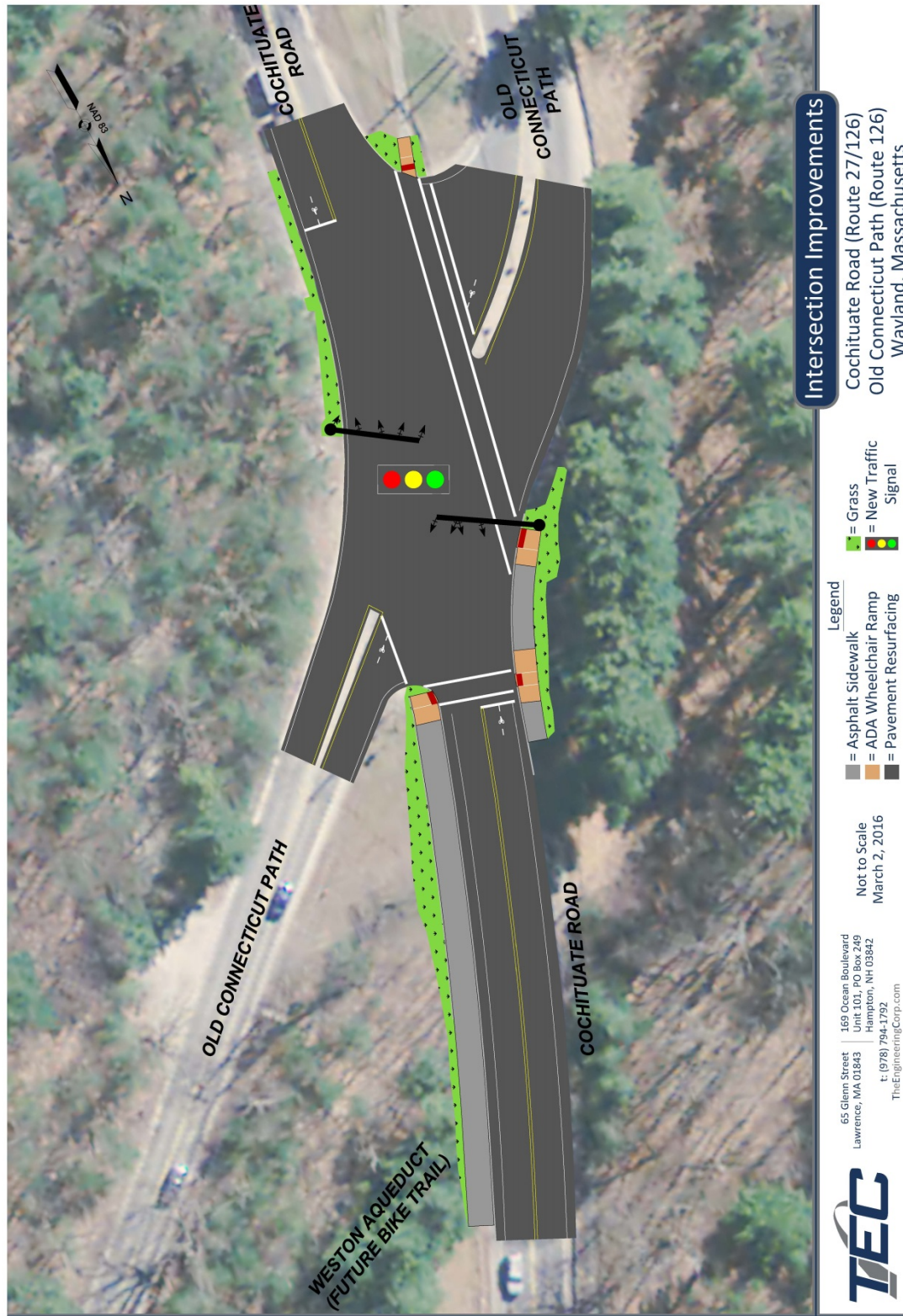
Effective: July 1, 2016 (2.0% Adjustment)

Title	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Patrolman	P-1	38,769	51,691	54,277	56,989	59,839	61,015
Sergeant	P-2	64,155	67,363	70,731	74,426		

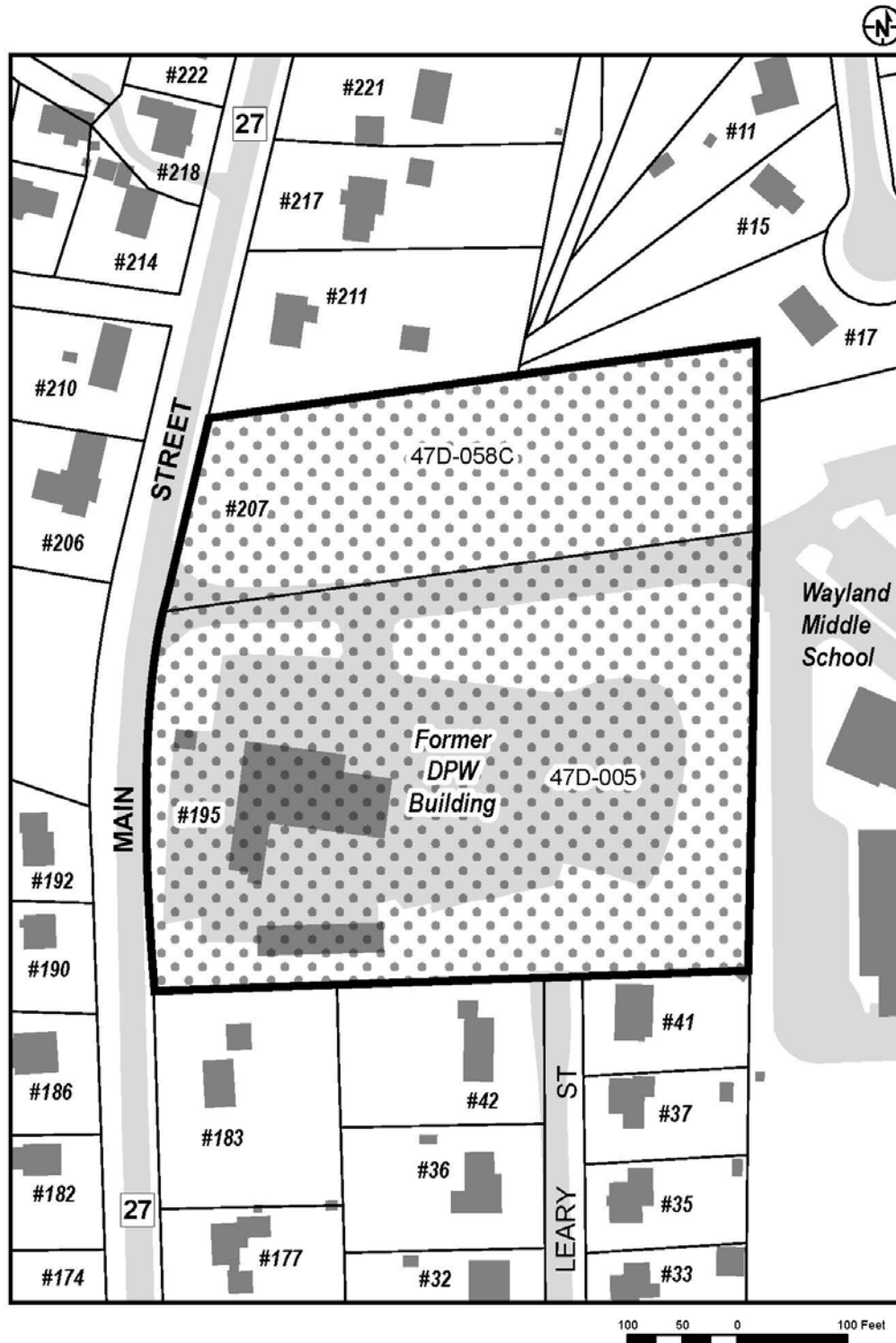
**APPENDIX D: Article 15, East Plain Road and Commonwealth Road**



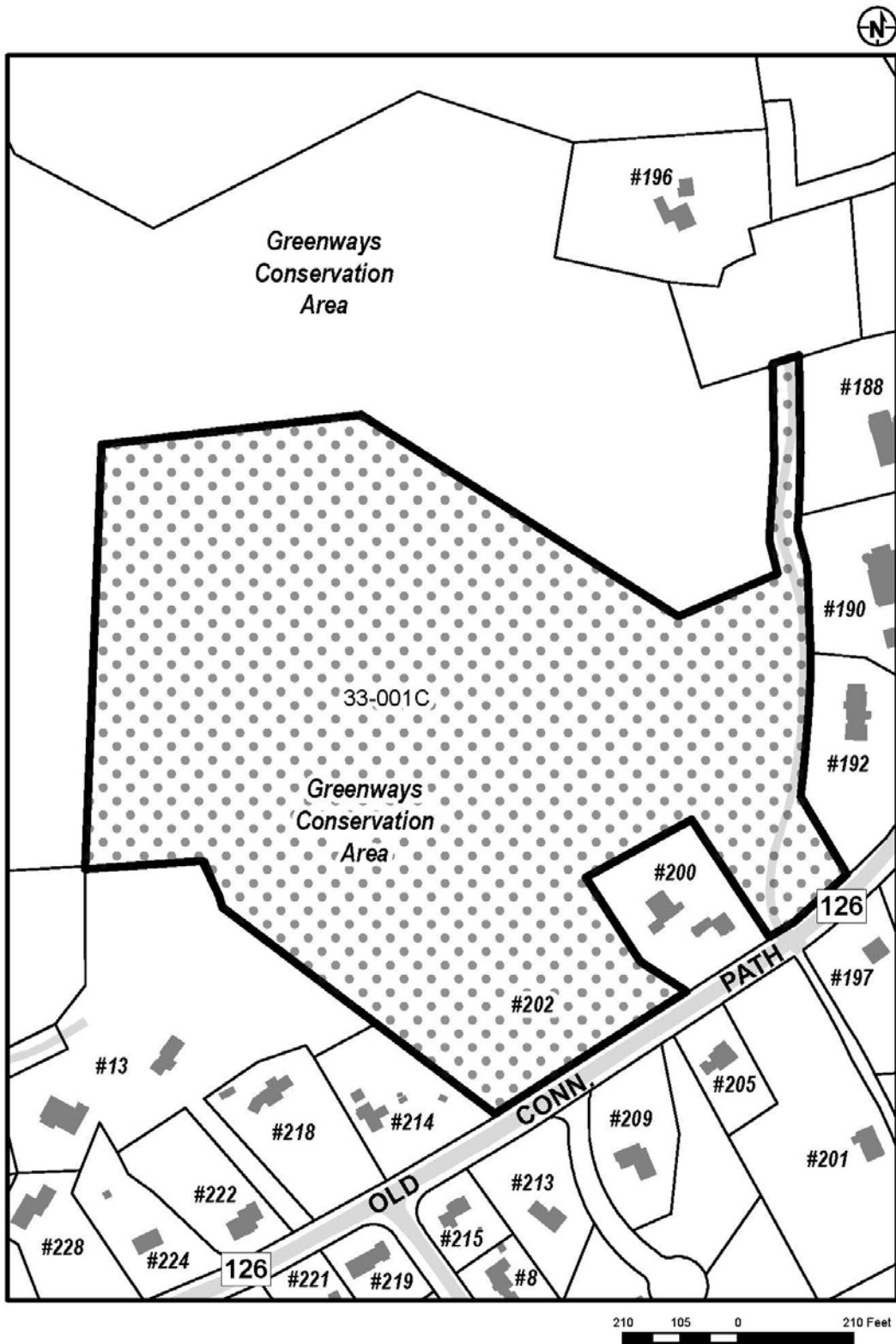
APPENDIX E: Article 16, Five Paths



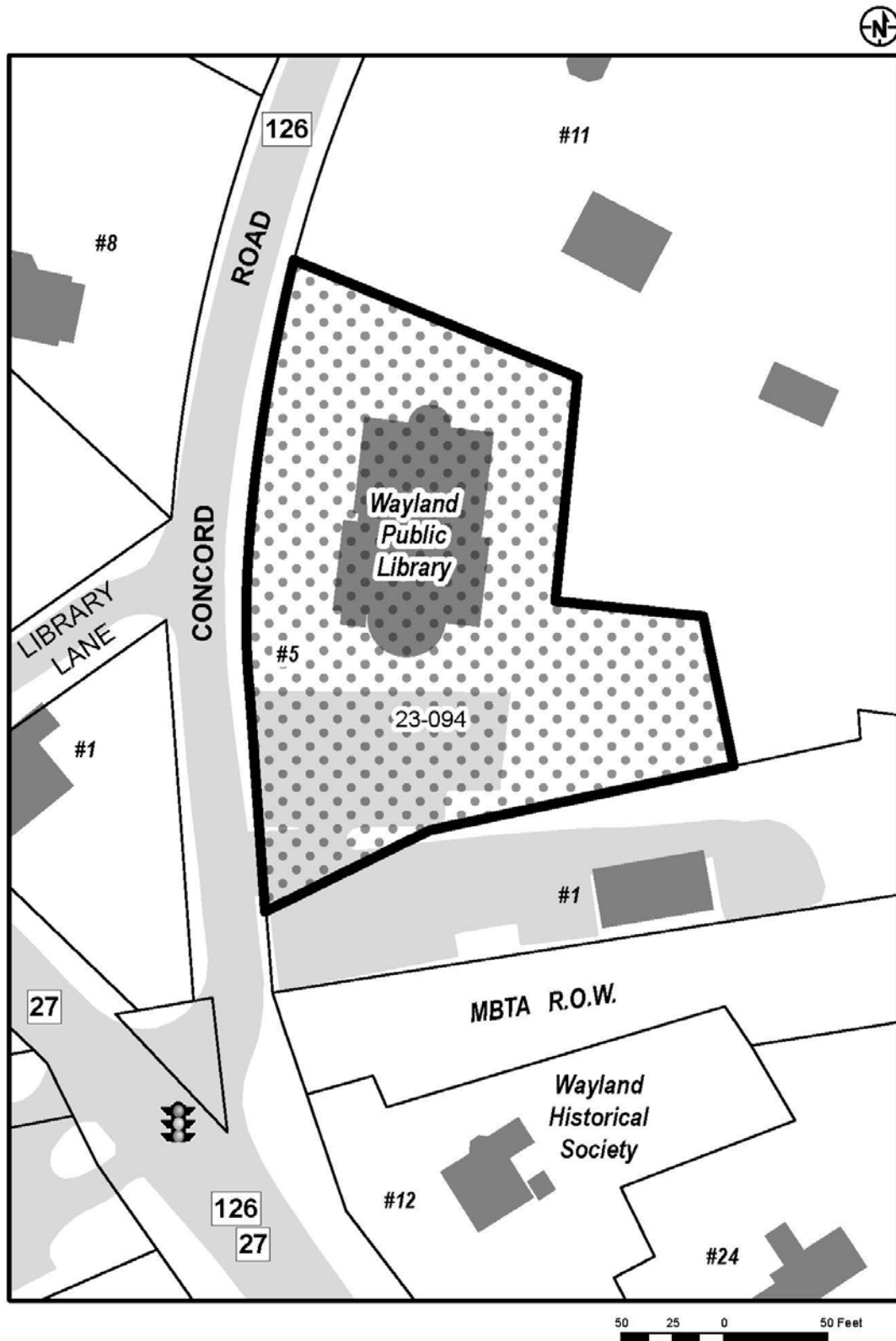
**APPENDIX F: Article 17, Transfer 207 (formerly known as 193)  
and 195 Main Street, and Article 22, Field Renovation and 207/195  
Main Street Feasibility Study**



**APPENDIX G: Article 18, Transfer 202 Old Connecticut Path**



APPENDIX H: Article 19 , Map of Library



**APPENDIX I: Article 21, Council on Aging/Community Center  
Due Diligence Study**

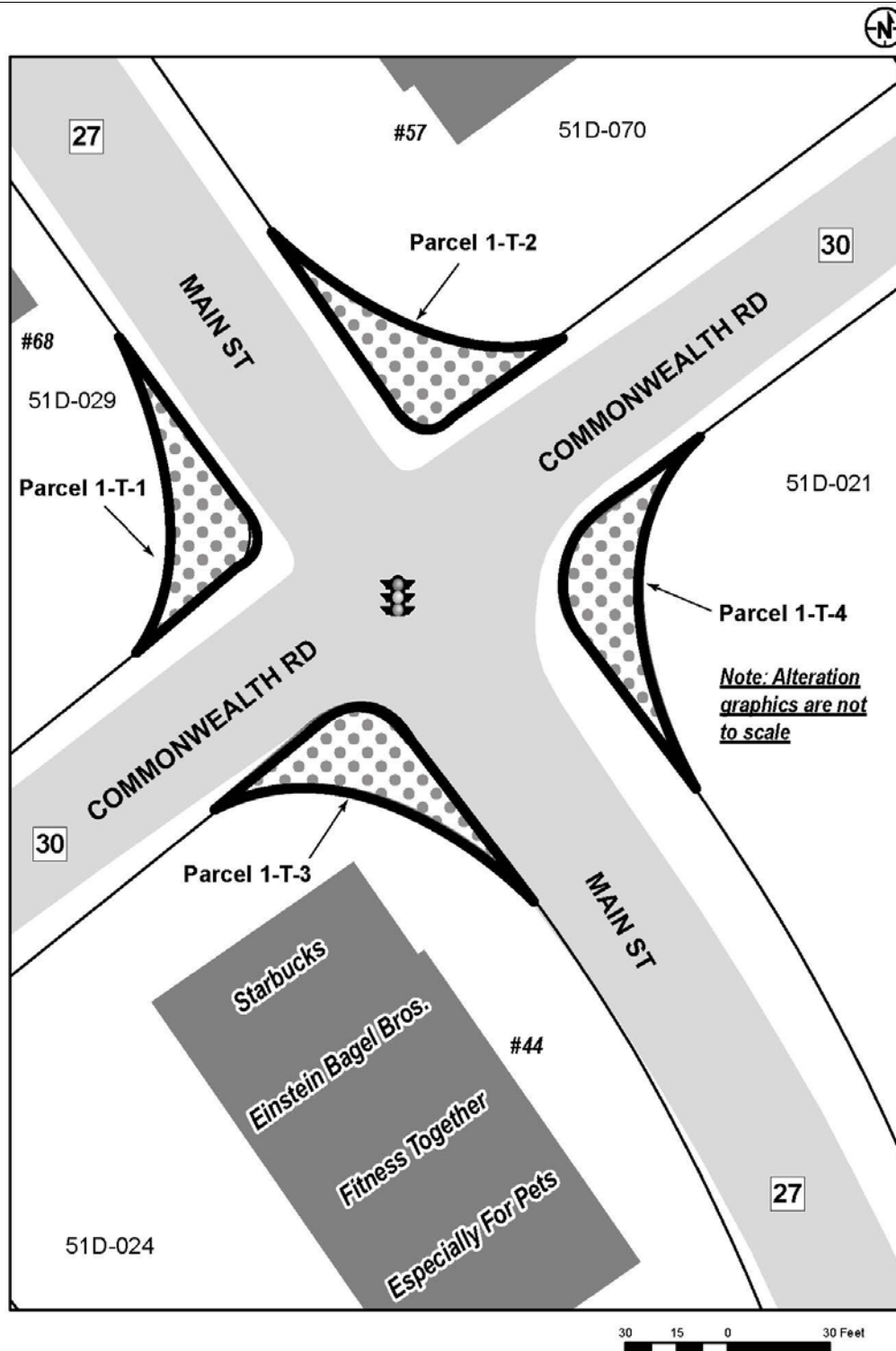
**DUE DILIGENCE STUDY**

	Town meeting budget item	Actual spent or allocated	Remaining budget	Notes
HAZMAT testing/structural reporting (originally HAZMAT testing/	\$4,500	\$3,580	\$920	Includes \$2,300 for HAZMA
Phase I environmental report (originally 21E report)	\$8,000	\$5,270	\$2,730	Includes \$2,200 and \$3,070
Survey environmental conditions (originally survey by botanist)	\$8,000	\$9,000	-\$1,000	
Civil engineering and landscape design	\$25,000	\$20,800	\$4,200	Tighe & Bond
Soil testing for drainage	\$1,000	\$0	\$1,000	
Alternatives analysis	\$5,000	\$0	\$5,000	
Septic layout	\$1,000	\$0	\$1,000	
Expenses for printing, legal, etc. (originally expenses for printing,	\$6,000	\$4,581	\$1,419	
Contingency	<u>\$5,000</u>	<u>\$0</u>	<u>\$5,000</u>	
SUBTOTAL	\$63,500	\$43,231	\$20,269	

PCB testing (\$17,000 - \$23,000)

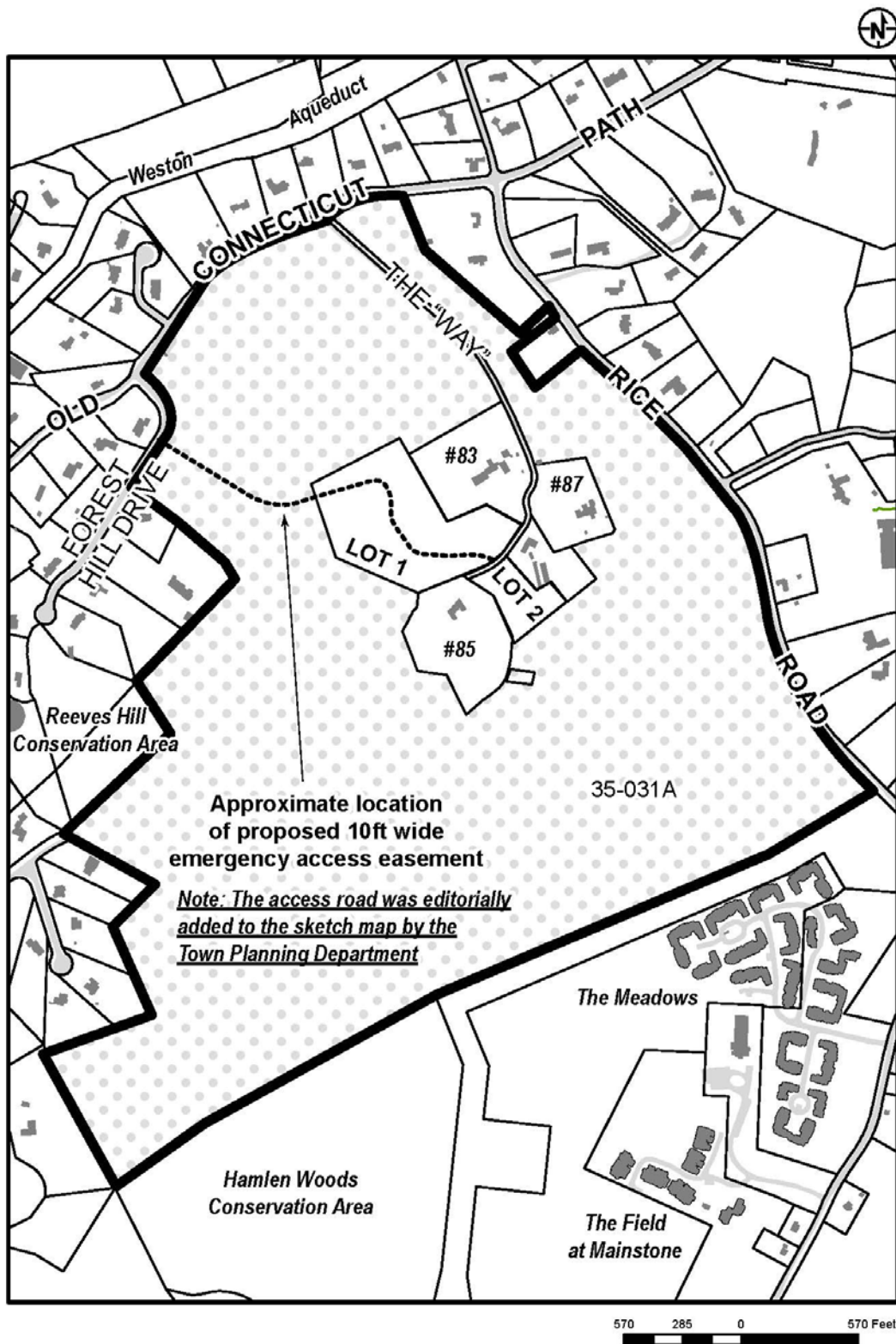
**FEASIBILITY DESIGN**

	Town meeting budget item	Actual spent or allocated	Remaining budget	Notes
Space programming	\$15,000	\$1,900	\$13,100	Kang
Conceptual design / OPM	\$20,000	\$0	\$20,000	
Schematic design for pricing	\$40,000	\$0	\$40,000	
Expenses for printing, etc.	\$6,500	\$0	\$6,500	
Contingency	<u>\$5,000</u>	<u>\$0</u>	<u>\$5,000</u>	
SUBTOTAL	\$86,500	\$1,900	\$84,600	
TOTAL, DUE DILIGENCE AND FEASIBILITY DESIGN	\$150,000	\$45,131	\$104,869	

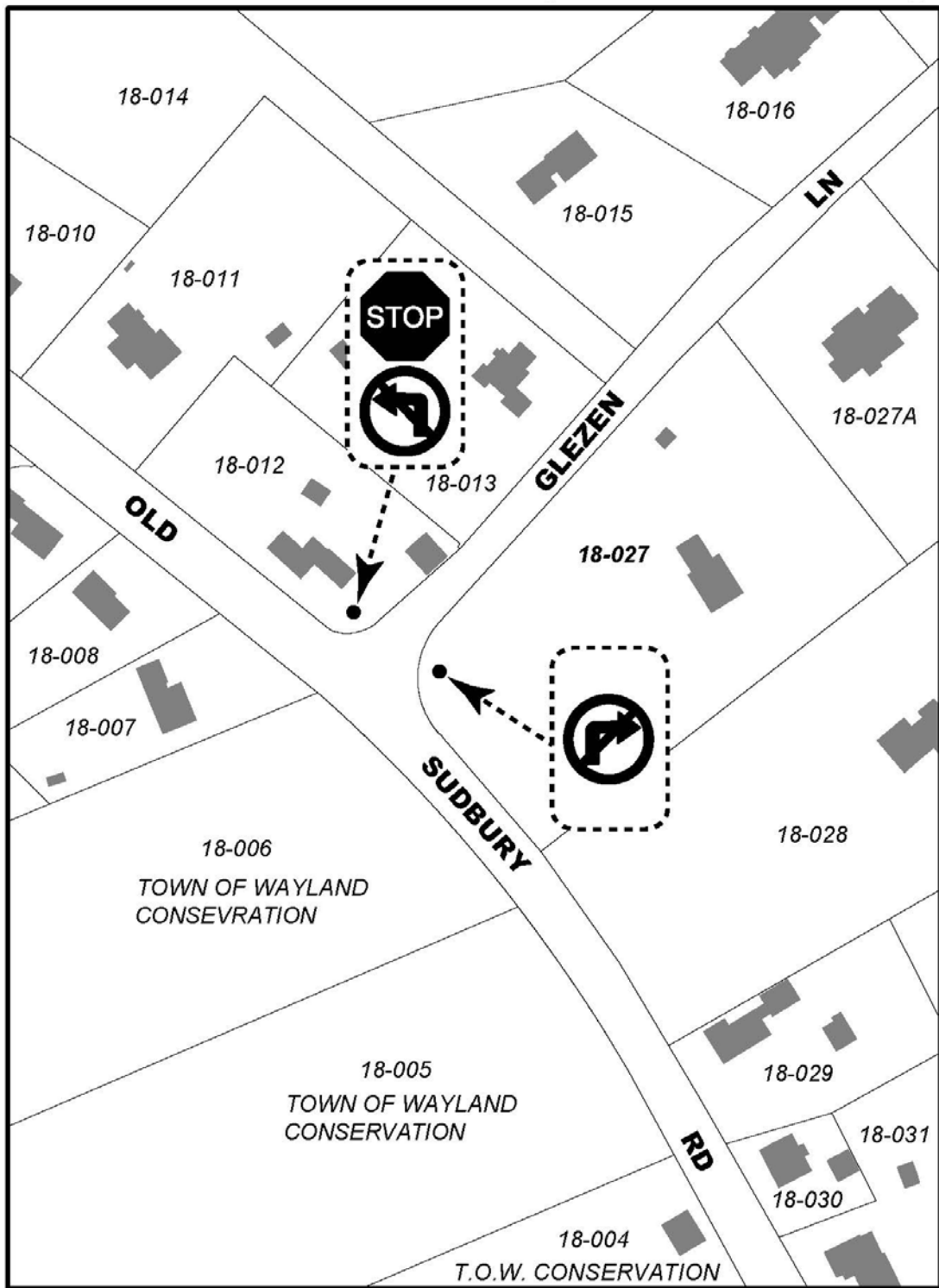
**APPENDIX J: Article 23, Modified Route 30 and 27 Intersection**

**DETAILED MAP AVAILABLE ONLINE AT**  
[http://www.wayland.ma.us/Pages/WaylandMA\\_Selectmen/ATM2016](http://www.wayland.ma.us/Pages/WaylandMA_Selectmen/ATM2016)

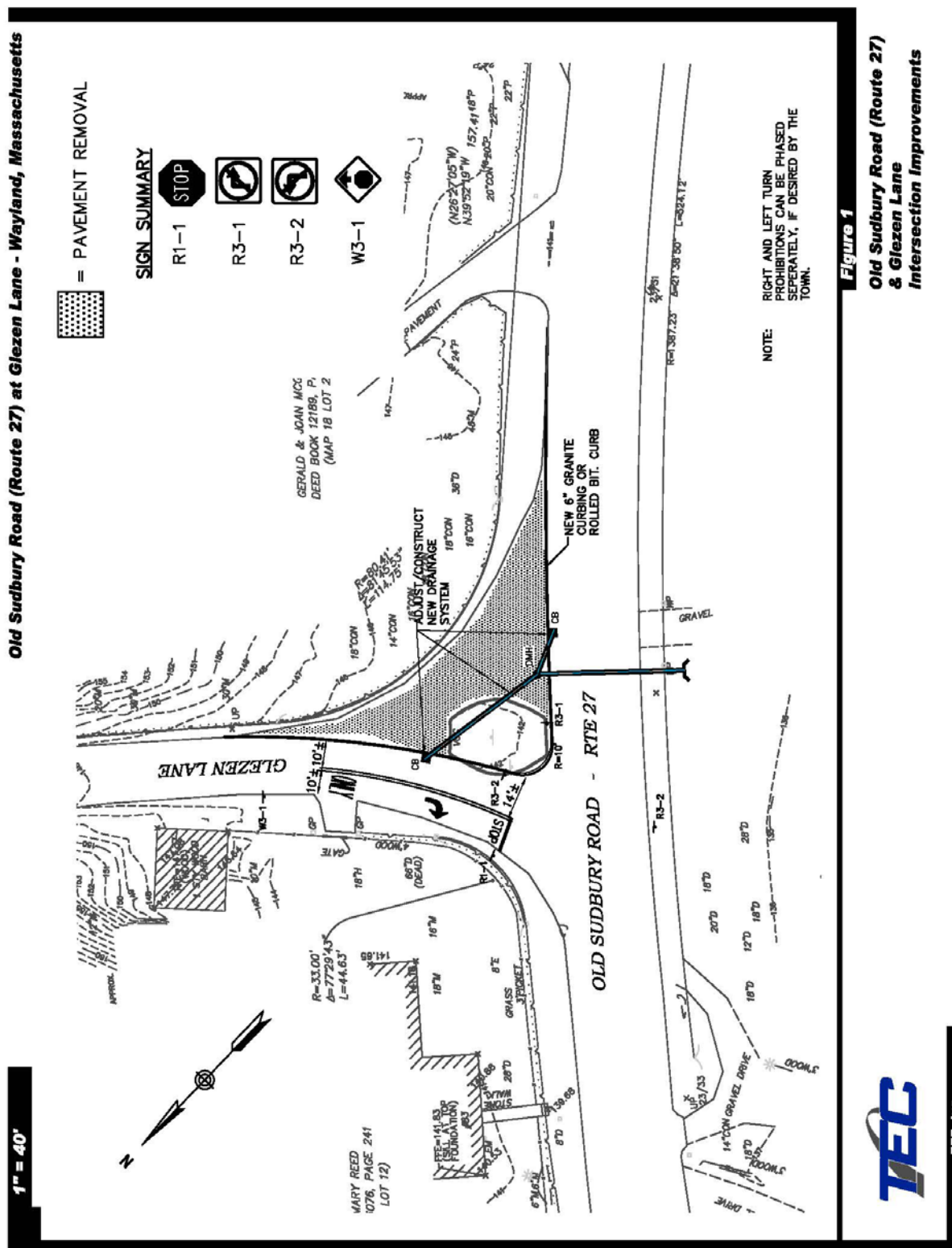
## APPENDIX K: Article 30, Mainstone



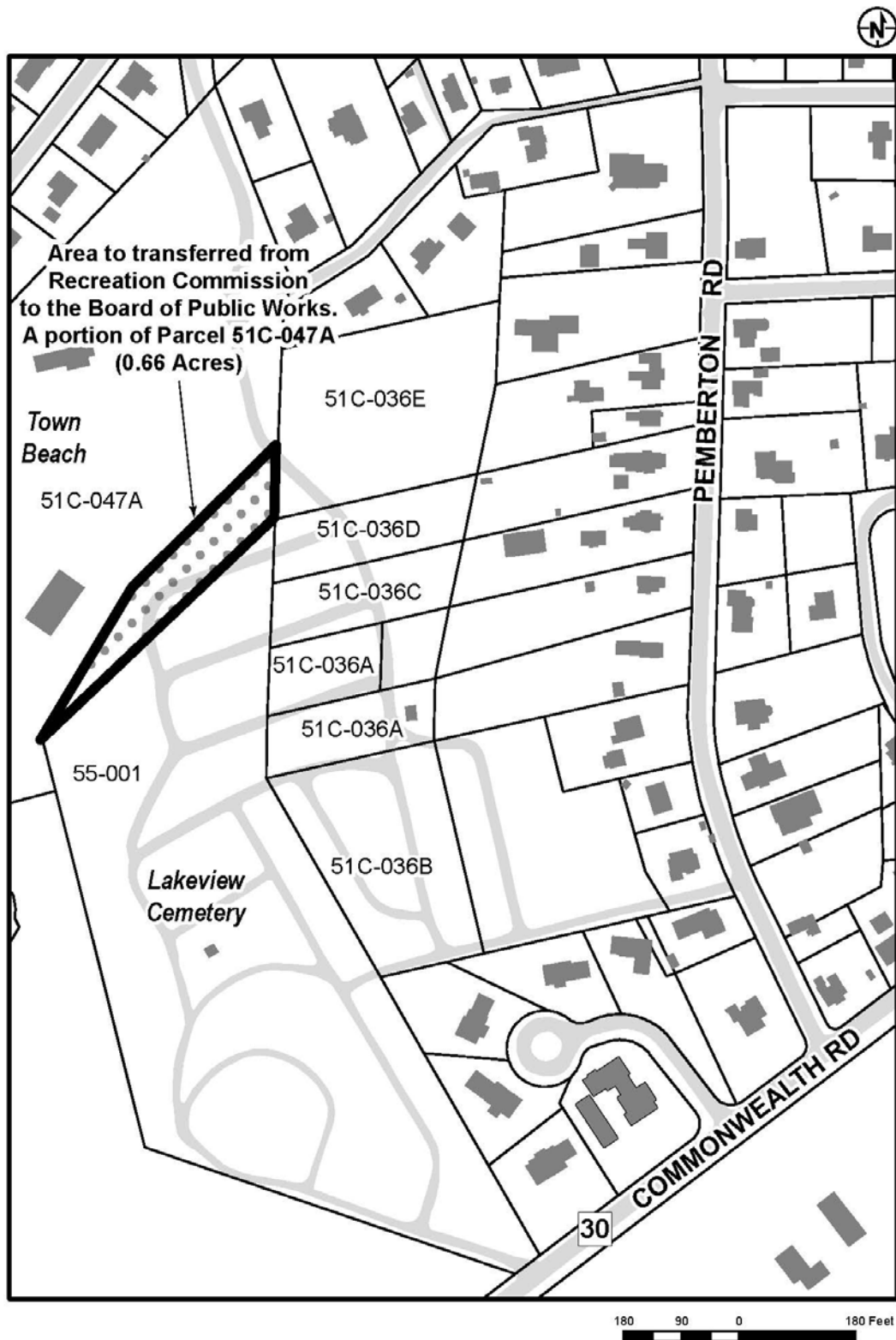
**APPENDIX L: Article 31, Glezen Lane Traffic Control Measures**



1 inch = 125 feet



## APPENDIX M: Article 33, Lakeview Cemetery





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 22, 2016.

Given under our hands and seals this 21<sup>st</sup> day of March, 2016.

Cherry C. Karlson, Chair

Mary M. Antes, Vice Chair

Lea T. Anderson

Joseph F. Nolan

**Selectmen of the Town of Wayland**

Nancy Funkhouser, Chair

David Watkins, Vice Chair

Thomas J. Abdella

D. Gordon Cliff

Carol B. Martin

William Steinberg

Gil Wolin

**Finance Committee of the Town of Wayland**



**Please provide a copy to the Moderator prior to addressing Town Meeting**

Name of person proposing Amendment:

This Motion/Amendment contains \_\_\_\_\_ words

[illegible]



## **Annual Town Meeting 2016**

### **Proposed Script for Abbreviated Presentation Procedure:**

**Moderator:** Article X

Do we have a motion under Article X?

I recognize Mr./Ms. Name, a member of the [Committee].

**Sponsor:** Mr. Moderator, Name, Address, member of the [Committee]

I move you, sir, that Article X be adopted under the Abbreviated Presentation Procedure.

**Moderator:** Is the Motion under Article X word for word the same as the Article text printed in the Warrant?

**Sponsor:** Yes it is.

**OR** – if not word for word the same as the Article text in the Warrant, then

The motion is substantially consistent with the Warrant text, but revised to read as follows:

[read the text of the new motion, display on the screen and describe any differences]

**Moderator:** The motion is brought under the Abbreviated Presentation Procedure. Under that Procedure the moving party initially waives the right to speak to the motion, but does reserve that right should there be opposition or a question.

**Moderator:** Does anyone wish to speak in opposition to the motion or does anyone have a question regarding the motion?

If no discussion, we will move to a vote on the Motion as presented by Mr./Ms. Name.

**OR**

I recognize Mr./Ms. Name.....

If the individual recognized has a question, it may be asked and answered. However, if the Moderator determines that the question(s) are of significant depth or importance, the Moderator will revert back to the initial presenter to make a full presentation and debate will continue in the normal course.

If the individual recognized states that he/she is opposed to the motion, the Moderator will revert back to the initial presenter to make a full presentation and debate will continue in the normal course.

**ATM 2016 Articles Proposed for Abbreviated Presentation Procedure:**

3	Current Year Transfer	Selectmen
4	OPEB Funding	Finance Committee
10	Confirmatory Taking	Selectmen
13	Town Clerk	Selectmen
14	Hydrants	Selectmen
23	Modified 30/27	BoPW
24	CPA Set Aside	CPC
25	MAHT transfer	CPC
32	Rescind Debt	Selectmen
33	Lakeview Cemetery	BoPW
34	RE Tax Exemption	Selectmen
35	Hear Reports	Selectmen
36	Town Officers	Selectmen
37	Vehicles	Selectmen

## MODERATOR'S RULES FOR TOWN MEETING SLIDES

Two types of slides are acceptable for visual display when presenting an article or motion at Town Meeting:

- Motion slides
- Illustrative slides

A Motion slide is displayed when presenting a Main Motion or an Amendment to a Main Motion. Such slides must comply with the stated conditions. The Motion slides shall:

- be presented in the “standard motion format” (a sample format is attached);
- be limited to one page;
- include the Article number, Warrant page #, Quantum of Vote, Article Title, Proposer, and Estimated Cost in the Header;
- present the Header text in 20 point Arial font;
- present the full text of the Motion or Amendment in 18 point Arial font;
- include no images;
- be submitted in Word Document format – the Selectmen’s Office will assemble the Motion slide presentation.

For Motions that do not fit on a single page, the presenter shall have sufficient printed copies available to distribute.

An Illustrative slide(s) accompanying an Article, a Main Motion(s) or an Amendment is displayed during a speaker’s presentation. Such slides must comply with the stated conditions. The Illustrative slide(s) shall:

- contain pictures, charts, maps, or diagrams that enable voters to better understand a Motion;
- not restate the language contained in the Motion or found in the text of the Article;
- only employ text for the purpose of labelling graphical elements; and
- be submitted in JPG or PowerPoint format.

All Motion and Illustrative slides shall:

- be pre-approved by the Moderator for relevance, value, and compliance with the above requirements;
- be submitted to the Asst. Administrator with Moderator approval no later than 2 business days prior to the first day of Town Meeting; and
- be removed from the screen when the speaker concludes the presentation.

During the meeting, the audiovisual system operator will display approved slides at the speaker’s direction. In the event of an audiovisual system malfunction, the speaker will not be granted extra time for their presentation.

**ARTICLE 4 (Warrant page 27)**

**Quantum of Vote: Majority**

**OPEB FUNDING**

**Proposed by: Board of Selectmen**

**Estimated Cost: \$352,901**

**Motion 3 of 3**

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

## **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 seven (7) 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. The aforesaid seven minute time limit does not apply to the principal motions under the omnibus budget article.
  - 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, or asking questions, 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 forty-five (45 ) minutes after the main motion under any article shall have been seconded, unless extended to sixty minutes by leave of the Moderator (*which will be automatically given in 2016*), the Moderator will terminate debate thereon, unless the Town Meeting shall have voted by majority vote 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 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, and the Moderator thereupon explains why such information satisfies the foregoing criteria; provided however, the debate and action on said motion shall be deferred until all other articles have been disposed of. In any event, a two-thirds vote shall be required for approval of a motion to return to an article.

#### 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."

#### 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, 2016

## **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 seven ~~ten~~ (7+0) 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. The aforesaid seven minute time limit does not apply to the principal motions under the omnibus budget article.
- 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, or asking questions, 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-fourty-five~~ (45 60) minutes after the main motion under any article shall have been seconded, unless extended to sixty minutes by leave of the Moderator (which will be automatically given in 2016), the Moderator will terminate debate thereon, unless the Town Meeting shall have voted by majority vote 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 if the Moderator determines that the person offering the motion discloses by citing significant new information to the Town Meeting concerning said article, which existed that 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, the the debate and action on said motion shall be deferred until; 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 any event, a two-thirds vote shall be required for approval of a motion to return to an article. 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 uncouneted 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.~~

~~e. 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~~2016





**TOWN OF WAYLAND**  
MASSACHUSETTS  
01778  
**Finance Committee**

TOWN BUILDING  
41 COCHITUATE ROAD

**To: Sponsors / Petitioners of 2016 Annual Town Meeting Warrant Articles**  
**Date: January 23, 2016**  
**Subject: Warrant Article Preparation / Information for the Finance Committee**

In order to provide the highest quality presentation of your 2016 Annual Town Meeting article within the Warrant, the Finance Committee is requesting that article sponsors and citizen petitioners assist with the warrant article report process.

Under the Town of Wayland By-Laws § 19-3, the Finance Committee is charged with preparing a report, in print or otherwise, on each warrant article as it deems best for the Town. We are requesting that each sponsor and or citizen petitioner assist us in preparing our report on your article by providing the following to the Finance Committee:

- 1) A general description along with the intent of the article;
- 2) A list of stakeholders or directly interested parties;
- 3) Any historical background that may be helpful in providing context to your article;
- 4) Any pro or con arguments that you wish to identify;
- 5) Graphics, plans, maps, charts, tables, photos or other information that supports and enhances your article. Requests for any such items from Town staff should be forwarded to the Assistant Town Administrator and not directly to Town departmental staff.

We would ask that this information be provided to your Finance Committee Liaison no later than February 12th. If the final versions of any graphics, plans, maps, etc. cannot be provided by this date then please either provide a draft version or identify the materials to follow. The information that you provide will help the Finance Committee prepare a report that best objectively represents your warrant article.

Please note that if the Finance Committee does prepare a written report with more than 30 words, the sponsors and citizen petitioners may also submit their own report of 150 words or less for inclusion in the warrant.

Thank you for your support and we look forward to working with you on the 2016 ATM Warrant.

**Finance Committee:**

Nancy Funkhouser, Chair

Tom Abdella  
Bill Steinberg

Gordon Cliff  
David Watkins

Carol Martin  
Gil Wolin



## **ARTICLES SUBMITTED FOR ADMISSION TO WARRANT FOR ANNUAL TOWN MEETING**

**April 7, 2016**

The following articles were submitted for consideration for inclusion in the Warrant for the Annual Town Meeting to begin on Thursday, April 7, 2016. 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.

### **ARTICLE A: 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, 2016, 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 2015 Annual Town Meeting.

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### **ARTICLE B: 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.

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### **ARTICLE C: 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.

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## **ARTICLE D: OPEB FUNDING**

*Proposed by: Finance Committee*

To determine whether the Town will vote to:

- a) authorize the transfer of \$XX from the following enterprise and revolving funds to the General Fund (TO BE DETERMINED):

1) Food Service	\$
2) Children's Way	\$
3) Pegasus	\$
4) Building Use	\$
5) Enrichment	\$
6) Ice Hockey	\$
7) Athletics	\$
8) High School Parking	\$
9) Instrumental Music	\$
10) Transportation;	\$

- b) appropriate an aggregate amount of \$XX be deposited in the Town's Other Post-Employment Benefits Trust Fund. The source of the funding shall be from the following enterprise and revolving funds:

1) Food Service	\$
2) BASE	\$
3) Children's Way	\$
4) Full Day Kindergarten	\$
5) Water	\$
6) Transfer Station	\$
7) Recreation	\$
8) Pegasus	\$
9) Building Use	\$
10) Enrichment	\$
11) Ice Hockey	\$
12) Athletics	\$
13) High School Parking	\$
14) Instrumental Music	\$
15) Transportation;	\$

- c) appropriate \$XX 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.

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## **ARTICLE E: FY 2017 OMNIBUS BUDGET**

*Sponsored by: Finance Committee*

To determine whether the Town will vote to appropriate a sum of money appropriate for the operation and expenses of the Town, including capital expenditures for equipment, improvements, or other

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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.

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**ARTICLE F:      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, 2016, which salary and compensation is printed below.

**SALARY SCHEDULE – TOWN CLERK**

	<u>FY 2016</u>	<u>FY 2017</u>
Town Clerk	\$ 69,122	\$ 70,504

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**ARTICLE G:      ACCEPT LAW INCREASING REAL ESTATE TAX EXEMPTION AMOUNTS**

*Proposed by: Board of Selectmen and Board of Assessors*

To determine whether the Town will vote to 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 exemption of up to one hundred percent for Fiscal Year 2017.

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**ARTICLE H:      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 (Appendix TBD), previously adopted by the Town.

Amend bylaws as appropriate to conform with recent changes to collective bargaining agreements for vacation accruals, sick leave carryover and sick leave incentive.

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**ARTICLE I:      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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**ARTICLE J:      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.

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## **ARTICLE K: 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.

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## **ARTICLE L: RESCIND AUTHORIZED BUT UNISSUED DEBT**

*Proposed by: Board of Selectmen*

To determine whether the Town will vote to rescind the following borrowings, authorized at the corresponding Town Meetings, that are deemed no longer necessary because the projects funded by the borrowings have been completed:

1.) Septic System Repair	Article 6	5/8/00	\$188,425
2.) Feasibility Study-High School	Article 7	4/13/09	\$411,000
3.) High School	Article 2	11/18/09	\$2,313,814
4.) Middle School Replacement 7(3a)	Article 5	4/07/13	\$890,000

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## **ARTICLE M: 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

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## **ARTICLE N: VOTE TO APPROPRIATE FUNDING FOR NEW MINUTEMAN HIGH SCHOOL**

*Sponsored by: Board of Selectmen*

To determine whether the Town will:

- a.) appropriate the sum of ----- dollars for the purpose of construction of a new Regional Vocational Technical High School , ----- to be expended under the direction of the Minuteman School Committee; and to meet said appropriation the Minuteman School Committee is authorized to borrow said sum under M.G.L. Chapter 44, or pursuant to any other enabling authority. The District 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 District incurs in excess

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of any grant approved by and received from the MSBA shall be the sole responsibility of the District through its members; provided further that any grant that District may receive from the MSBA for the Project shall not exceed the lesser of (1)----- 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 District and the MSBA; and

- b.) to meet said appropriation, authorize the Minuteman School Committee to borrow ----- under Massachusetts General Laws Chapter 44, or any other enabling authority; and
- c.) to authorize the Minuteman School Committee to enter into all necessary and appropriate agreements for the construction of a new Regional; Vocational Technical High 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 said School Committee to indemnify the MSBA for losses associated with the District's performance of its obligations and exercise of its rights under such agreements.

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**ARTICLE O:     APPROPRIATE FUNDS FOR DESIGN, CONSTRUCTION DOCUMENTS  
AND BIDDING FOR A PROPOSED COUNCIL ON AGING/  
COMMUNITY CENTER AT WAYLAND TOWN CENTER**

*Sponsored by: Board of Selectmen and Council on Aging/Community Center Advisory Committee*

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 preparing Bid Documents and obtaining bids for a Council on 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.

In addition, 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.

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**ARTICLE P:     FUND GLEZEN LANE TRAFFIC CONTROL MEASURES**

*Sponsored 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

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from unappropriated funds for another purpose, by borrowing under Massachusetts General Laws Chapter 44 or other enabling authority, or otherwise.

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**ARTICLE Q: PETITION THE STATE LEGISLATURE TO REMOVE ALL POLICE PERSONNEL FROM THE PROVISIONS OF CIVIL SERVICE WITHOUT AFFECTING THE CIVIL SERVICE RIGHTS OF INCUMBENTS**

*Sponsored by: Board of Selectmen*

To determine whether the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth of Massachusetts to adopt a special act exempting all Town of Wayland Police Personnel from the provisions of Civil Service Law substantially the same as the following act:

**AN ACT EXEMPTING ALL POLICE PERSONNEL IN THE TOWN OF WAYLAND POLICE DEPARTMENT FROM THE PROVISIONS OF THE CIVIL SERVICE LAW**

Section 1: All police personnel in the Town of Wayland Police Department shall be exempt from the provisions of Chapter 31 of the General Laws and related regulations applicable thereto.

Section 2: The provisions of Section 1 of this act shall not impair the civil service status of the present employees of the Town of Wayland Police Department except for the purpose of promotion.

Section 3: This act shall take effect upon its passage.

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**ARTICLE R: PETITION THE STATE LEGISLATURE TO ADOPT SPECIAL ACT FOR OTHER EMPLOYMENT BENEFITS TRUST FUNDS AND REPEAL EXISTING OPEB TRUST FUND SPECIAL ACT**

*Sponsored by: Board of Selectmen*

To determine whether the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth of Massachusetts to adopt a special act relative to the Town's Other Employment Benefits Trust Fund and repeal Chapter 372 of the Acts of 2010 substantially the same as the following act:

**AN ACT ESTABLISHING A POSTEMPLOYMENT BENEFITS TRUST FUND IN THE TOWN OF WAYLAND**

Section 1. Definitions. (a) As used in this section, the following words shall have the following meanings unless the context clearly requires otherwise:

"Commission", the public employee retirement administration commission established under section 49 of chapter 7.

"GASB", the Governmental Accounting Standards Board.

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“Health Care Security Trust board of trustees”, the board of trustees established by section 4 of chapter 290 of the Massachusetts General Laws.

“Other Post-Employment Benefits Liability Trust Fund” or “OPEB Fund”; a trust fund established by a the Town under this section for the deposit of gifts, grants and appropriations and other funds for the benefit of retired employees and their dependents, the payment of required contributions of the Town to the group health insurance benefits and other post-employment benefits provided to employees and their dependents after retirement and the reduction and elimination of the unfunded liability of the town for such benefits.

“OPEB Fund board of trustees”; an independent board of trustees appointed by the Board of Selectmen with investing authority for the OPEB Fund.

“OPEB investing authority” or “investing authority”; the trustee or board of trustees appointed by the Board of Selectmen to invest and reinvest the OPEB Fund using the investment standard or investment vehicle established under this section.

“PERAC”, the public employee retirement administration commission established under section 49 of chapter 7 of the Massachusetts General Laws.

Section 2. Establishment and Management of OPEB Fund. The Town of Wayland shall establish and continue on its books and accounts the Other Post-Employment Benefits Liability Trust Fund, the assets of which shall be held solely to meet the current and future liabilities of the Town for group health insurance benefits and other post-employment benefits for retirees and their dependents. The town may appropriate amounts to be credited to the fund and the Town Treasurer, with the approval of the Board of Selectmen, may accept gifts, grants and other contributions to the fund. The fund shall be an expendable trust subject to appropriation and shall be managed by a trustee or a board of trustees as provided in subsection (b). Any interest or other income generated by the fund shall be added to and become part of the fund. Amounts that the Town receives as a sponsor of a qualified retiree prescription drug plan under 42 U.S.C. section 1395w-132 may be dedicated to and become part of the fund by vote of the town at a town meeting. All monies held in the fund shall be accounted for separately from other funds of the town and shall not be subject to the claims of any general creditor of the town.

(a) The Town Treasurer shall be the custodian of the OPEB Fund and shall be bonded in any additional amounts necessary to protect fund assets.

(b) The Board of Selectmen, upon recommendation of the Town Administrator, shall appoint a trustee or board of trustees, which shall have general supervision of the management, investment and reinvestment of the OPEB Fund. The Board of Selectmen may appoint as the trustee or board of trustees (i) the custodian; or (ii) an OPEB Fund board of trustees appointed by the Board of Selectmen under subsection (c). If no designation is made, the Town Treasurer shall be the trustee and shall manage and invest the fund. The duties and obligations of the trustee or board of trustees with respect to the fund shall be set forth in a declaration of trust to be adopted by the Board of Selectmen, but shall not be inconsistent with this section. The declaration of trust and any amendments thereto shall be

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filed with the Board of Selectmen and the Town Clerk and take effect upon filing. The trustee or board of trustees may employ reputable and knowledgeable investment consultants to assist in determining appropriate investments and pay for those services from the fund, if authorized by the Board of Selectmen upon recommendation of the Town Administrator. The trustee or trustees may, with the approval of the Health Care Security Trust board of trustees, invest the OPEB Fund in the State Retiree Benefits Trust Fund established in section 24 of chapter 32A of the Massachusetts General Laws.

(c) The Board of Selectmen, upon recommendation of the Town Administrator, may vote to establish a separate OPEB Fund board of trustees to be the investing authority. The board of trustees shall consist of 5 to 9 individuals, including a person or persons with the investment experience desired by the Town, a citizen or citizens of the town, an employee of the town, a retiree or retirees of the town, and a town officer or officers. The trustees will serve for terms of 3 or 5 years as determined by the Board of Selectmen, and if a vacancy occurs, a trustee may be appointed to serve for the remainder of the term. Trustees shall be eligible for reappointment.

(d) The trustee or board of trustees shall act in a fiduciary capacity and shall discharge its duties for the primary purpose of enhancing the value of the OPEB Fund and shall act with the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise with like character and with like aims and by diversifying the investments in the fund so as to minimize the risk of large losses unless under the circumstances it is clearly prudent not to do so.

In any civil action brought against a trustee or the board of trustees, acting within the scope of official duties, the defense or settlement of which is made by Town Counsel, such trustee or employee shall be indemnified from the OPEB Fund for all expenses incurred in the defense thereof and for damages to the same extent as provided for public employees in chapter 258 of the Massachusetts General Laws. No trustee or employee shall be indemnified for expenses in an action or damages awarded in such action in which there is shown to be a breach of fiduciary duty, an act of willful dishonesty or an intentional violation of law by such trustee or employee.

(e) Monies in the OPEB Fund not required for expenditures or anticipated expenditures within the investment period, shall be invested and reinvested by the custodian as directed by the investing authority from time to time; provided such investment is made in accordance with (i) section 54 of chapter 44 of the Massachusetts General Laws, in the case of the Town Treasurer or OPEB Fund board of trustees as investing authority, unless the Board of Selectmen, upon recommendation by the Town Administrator, authorizes investment under the prudent investor rule established in chapter 203C of the Massachusetts General Laws; or (ii) section 4 of chapter 29D and section 24 of chapter 32A of the Massachusetts General Laws, if the OPEB Fund is invested in the State Retiree Benefits Trust Fund.

(f) Amounts in the OPEB Fund may be appropriated by a majority vote of town meeting to pay the Town's share of health insurance benefits and other post-employment benefits for retirees and their dependents upon certification by the trustee or board of trustees that such amounts are available in the fund. The Town Treasurer after consulting with the Town Administrator shall determine the amount to be appropriated from the fund to the annual budget for retiree health insurance and notify the trustee

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or board of trustees of that amount at the earliest possible opportunity in the annual budget process. Upon notification, the trustee or board of trustees shall take diligent steps to certify those funds as available for appropriation by the town, or will be available by the time the appropriation would become effective or provide an explanation why the funds are or will not be available or should not be made available.

Section 3. Actuarial Reports. Whenever the Town obtains an actuarial valuation report in accordance with GASB statements of the liabilities of the unit for health care and other post-employment benefits for its retired employees and their dependents, it shall submit a copy to PERAC no later than 90 days after receipt of such report. PERAC may require that the Town provide additional information related to such liabilities, normal cost and benefit payments, as specified by the executive office for administration and finance in consultation with PERAC. The Town shall file the report and the additional information with PERAC and the division of local services. PERAC shall file a summary report of the information received under this section with the chairs of the house and senate committees on ways and means, the secretary of administration and finance and the board of trustees of the Health Care Security Trust established under section 4 of chapter 29D of the Massachusetts General Laws.

Section 4. Repeal of Existing OPEB Special Act. Chapter 372 of the Acts of 2010 is hereby repealed

Section 5. Effective Date. This act shall take effect upon its passage.

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**ARTICLE S:     ADOPT MASSACHUSETTS GENERAL LAWS CHAPTER 44, SECTION 53 E ½ REVOLVING ACCOUNTS**

*Sponsored by: Board of Selectmen*

To determine whether the Town will vote to authorize the establishment or continuance of the following Revolving Accounts for the Fiscal Year beginning July 1, 2016, in accordance with Massachusetts General Laws Chapter 44, Section 53 E ½.

	REVOLVING FUND	AUTHORITY TO SPEND FUND	REVENUE SOURCE	USE OF FUND	FY17 SPENDING LIMIT
1	Transfer Station	DPW Director and Board of Public Works	Transfer Station fees, recycling fees	Transfer Station programs and activities	\$550,000
2	Recreation	Recreation Director and Commission	Recreation program user fees	Recreation programs	\$585,000

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3	Council on Aging	Council on Aging Director and Council	Council on Aging program user fees	Education, cultural and entertainment programs	\$50,000
4	School Department – Professional Development	School Business Manager and School Committee	Teachers’ user fees for training programs	Training program costs; instructional fees and materials	\$50,000
5	School Department – Curriculum	School Business Manager and School Committee	Departmental receipts from parents for materials	Instructional materials	\$25,000

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**ARTICLE T: AMEND CHAPTER 36, SECTION 18 OF TOWN CODE, ATTENDANCE AND PARTICIPATION OF NONRESIDENT TOWN OFFICIALS**

*Sponsored by: Board of Selectmen*

To determine whether the Town will vote to amend Chapter 36, Section 18 of the Town Code, Attendance and Participation of Nonresident Town Officials, by adding thereto the words “Town Counsel” as follows:

Notwithstanding their place of residence or voter registration status, the Town Administrator, Assistant Town Administrator, Town Counsel, Police Chief, Fire Chief, Finance Director, Director of Public Works, Public Buildings Director and Superintendent of Schools shall have the same right as registered voters of the Town to attend and sit on the floor of Town meetings and answer questions. Said Town officials shall not be considered in determining the presence of a quorum at Town meetings nor shall any of them be permitted to vote unless s/he is a registered voter of the Town.

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**ARTICLE U: CONFIRMATORY TAKING OF NEWBURY CONSERVATION LAND**

*Sponsored by: Board of Selectmen and Conservation Commission*

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 eminent domain, for conservation purposes, to confirm and make clear the Town’s title to the fee in the parcel of land situated on Pelham Island Road in said Wayland containing approximately 70,953 square feet and shown as Lot 6B on a plan entitled “Plan of land in Wayland-Mass.”, dated September 4, 1973, by Everett M. Brooks Co., Civil Engineers (the “Plan”), recorded with the Middlesex South Registry of Deeds as Plan No. 125 of 1976;
- b.) appropriate \$1.00 to be expended by the Board of Selectmen for the acquisition of said parcel of land; and

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- 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.

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**ARTICLE V: AMEND CHAPTER 145 – INSPECTION, TESTING, MAINTENANCE OF PRIVATE FIRE HYDRANTS**

*Sponsored by: Board of Selectmen*

To see if the town will amend Town Code Chapter 145, Inspection, Testing, & Maintenance of Private Fire Hydrants and Underground and Exposed Piping

Chapter 145 – Inspection, Testing & Maintenance of Private Fire Hydrants and Underground and Exposed Piping

Section 1- Purpose.

The purpose of this article 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.

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

B. NFPA 25, the Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems (2014 edition).

C. Commonwealth of Massachusetts Regulation – 310CMR22

Section 3 -Definitions.

As used in this article, the following terms shall have the meanings indicated:

**FIRE HYDRANT**

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

**PRIVATE FIRE HYDRANTS**

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 4 - Responsibility.

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

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Section 5 - Inspection, testing, and maintenance procedures.

- A. Fire hydrants shall be inspected, maintained, and tested in accordance with NPFA 25 (2014 edition).
- B. The Wayland Fire Department reserves the right to inspect private fire hydrants for compliance with this bylaw.
- C. Underground and exposed piping shall be inspected, maintained, and tested in accordance with NPFA 25 (2014 edition) and 510CMR22.
- D. 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.
- E. The first round of inspection and maintenance procedures, which shall include flow tests of the hydrants (as specified by the Fire Department) and piping, shall be completed within the time period April 15, 2016 - ~~June 15~~, November 1, 2016. All testing will be done in cooperation with, and conducted following procedures outlined by the Department of Public Works Water Division. The records of the inspection, maintenance, and testing shall be filed with the Fire Chief at the Wayland Fire Department by ~~July 15~~, December 1, 2016.
- F. All subsequent yearly procedures shall take place in the time period between April 15 and ~~June 15~~ November 1 of each year and will be done in cooperation with the Department of Public Works – Water Division. Reports of the procedures shall be filed with the Fire Chief at the Wayland Fire Department by ~~July 15~~ December 1, each year.

Section 6 -Violations.

- A. 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 such fines must be paid within 30 days of notification.
    - (1) \$50: first offense, for each violation. This applies to each private fire hydrant. For instance, a subdivision with three hydrants in noncompliance with this bylaw would be assessed a fine of \$150.
    - (2) \$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 thirty-day period.
    - (3) \$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 MGL c. 40, § 58, in the Middlesex County Registry of Deeds, South District, until the fine is paid.
  - B. 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 MGL c. 40, § 21D. The Fire Chief or his designee shall be the enforcing person.
- 

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## **ARTICLE W:     PRESERVATION OF HISTORICALLY SIGNIFICANT BUILDINGS                   THROUGH DEMOLITION DELAY**

*Sponsored by: Historical Commission*

To determine whether the Town will vote to amend the General Bylaws of the Town of Wayland to include:

### **PRESERVATION OF HISTORICALLY SIGNIFICANT BUILDINGS THROUGH DEMOLITION DELAY**

#### **SECTION 1 INTENT AND PURPOSE**

This by-law is enacted for the purpose of preserving and protecting significant buildings within the Town which constitute or reflect distinctive features of the architectural, cultural, economic, political or social history of the town and to limit the detrimental effect of demolition on the character of the town. Through this bylaw, residents of the town are alerted to impending demolitions of significant buildings and owners of preferably preserved buildings are encouraged to seek out alternative options that will preserve, rehabilitate or restore such buildings. By preserving and protecting significant buildings, streetscapes and neighborhoods, this bylaw promotes the public welfare by making the town a more attractive and desirable place in which to live and work. To achieve these purposes the Historical Commission is authorized to advise the Building Commissioner with respect to demolition permit applications. The issuance of demolition permits is regulated as provided by this bylaw. This bylaw applies only to the exteriors of buildings and structures.

#### **SECTION 2 DEFINITIONS**

**APPLICANT**-Any person or entity who files an application for a demolition permit. If the applicant is not the owner of the premises upon which the building is situated, the owner must indicate on or with the application his/her assent to the filing of the application.

**APPLICATION**-An application for the demolition of a building.

**BUILDING**-Any combination of materials forming a shelter for persons, animals, or property.

**BUILDING COMMISSIONER** - The person occupying the office of Building Commissioner or otherwise authorized to issue demolition permits.

**COMMISSION** – The Wayland Historical Commission or its designee.

**DEMOLITION**-Any act of pulling down, destroying, removing, dismantling or razing a building or commencing the work of total or substantial destruction with the intent of completing the same.

**DEMOLITION PERMIT** - The building permit issued by the Building Commissioner for a demolition of a building, excluding a building permit issued solely for the demolition of the interior of a building.

**PREFERABLY PRESERVED** - Any significant building which the Commission determines, following a public hearing, that it is in the public interest to be preserved rather than demolished. A preferably preserved building is subject to the twelve month demolition delay period of this bylaw.

**SIGNIFICANT BUILDING** – Any building within the town which is in whole or in part one hundred or more years old and which has been determined by the Commission or its designee to be significant based on any of the following criteria:

- The Building is importantly associated with one or more historic persons or events, or with the broad architectural, cultural, political, economic or social history of the Town or the Commonwealth; or
- The Building is historically or architecturally important (in terms of period, style, method of building construction or association with a recognized architect or builder) either by itself or in the context of a group of buildings.

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### **SECTION 3 PROCEDURE**

No demolition permit for a building which is in whole or in part one hundred or more years old shall be issued without following the provisions of this bylaw. If a building is of unknown age, it shall be assumed that the building is over 100 years old for the purposes of this bylaw.

An applicant proposing to demolish a building subject to this bylaw shall file with the Building Commissioner an application containing the following information:

- The address of the building to be demolished.
- The owner's name, address, e-mail address and telephone number.
- A description of the building.
- The reason for requesting a demolition permit.
- A brief description of the proposed reuse, reconstruction or replacement.
- A photograph or photograph(s) of the building.

The Building Commissioner shall within seven days forward a copy of the application to the Commission. The Commission shall within twenty-one days after receipt of the application, make a written determination of whether the building is significant.

Upon determination by the Commission that the building is not significant, the Commission shall so notify the Building Commissioner and applicant in writing. The Building Commissioner may then issue the demolition permit.

Upon determination by the Commission that the building is significant, the Commission shall so notify the Building Commissioner and the applicant in writing. No demolition permit may be issued at this time. If the Commission does not notify the Building Commissioner within twenty-one days of receipt of the application, the Building Commissioner may proceed to issue the demolition permit.

If the Commission finds that the building is significant, it shall hold a public hearing within thirty days of the written notification to the Building Commissioner. Public notice of the time, place and purpose of the hearing shall be posted in a conspicuous place in town hall for a period of not less than seven days prior to the date of said hearing and the applicant and the building inspector and abutters within 200 feet shall be notified in writing of the meeting time and place.

The Commission shall decide at the public hearing or within fourteen days after the public hearing whether the building should be preferably preserved or if agreed to in writing by the applicant, the determination of the Commission may be postponed.

If the Commission determines that the building is not preferably preserved, the Commission shall so notify the Building Commissioner and applicant in writing. The Building Commissioner may then issue the demolition permit.

If the Commission determines that the building is preferably preserved, the Commission shall notify the Building Commissioner and applicant in writing. No more than seventy-five days shall transpire from submittal of application to determination of preferably preserved. No demolition permit may then be issued for a period of twelve months from the date of the determination unless otherwise agreed to by the Commission. If the Commission does not so notify the Building Commissioner in writing within fourteen days of the public hearing, the Building Commissioner may issue the demolition permit.

Upon a determination by the Commission that a building is preferably preserved, no building permit for new construction or alterations to the subject building shall be issued for a period of twelve months from the date of the determination unless otherwise agreed to by the Commission.

No permit for demolition of a building determined to be a preferably preserved building shall be granted until all plans for future use and development of the site have been filed with the Building Commissioner and have been found to comply with all laws pertaining to the issuance of a building

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permit or if for a parking lot, a certificate of occupancy for that site. All approvals necessary for the issuance of such building permit or certificate of occupancy including without limitation any necessary zoning variances or special permits, must be granted and all appeals from the granting of such approvals must be concluded, prior to the issuance of a demolition permit under this section. The Building Commissioner may issue a demolition permit or a building permit for a preferably preserved building within the twelve months if the Commission notifies the Building Commissioner in writing that the Commission finds that the intent and purpose of this bylaw is served even with the issuance of the demolition permit or the building permit. Following the twelve month delay period, the Building Commissioner may issue the demolition permit.

#### **SECTION 4 ADMINISTRATION**

The Commission may adopt such rules and regulations as are necessary to administer the terms of this bylaw. The Commission may delegate authority to make initial determinations of significance to one or more members of the Commission or to a municipal employee.

#### **SECTION 5 EMERGENCY DEMOLITION**

If after an inspection, the Building Commissioner finds that a building subject to this bylaw is found to pose an immediate threat to public health or safety due to its deteriorated condition and that there is no reasonable alternative to the immediate demolition of the building, then the Building Commissioner may issue an emergency demolition permit to the owner of the building. The Building Commissioner shall then prepare a report documenting the condition of the building and the basis for his decision which shall be forwarded to the Commission within fourteen days.

#### **SECTION 6 ENFORCEMENT AND REMEDIES**

The Building Commissioner is specifically authorized to institute any and all actions and proceedings, in law or equity, as it may deem necessary and appropriate to obtain compliance with the requirements of this by-law or to prevent an imminent violation thereof.

Any owner of a building subject to this bylaw that demolished the building without first obtaining a demolition permit in accordance with the provisions of this bylaw shall be subject to a fine of not more than Three Hundred Dollars. Each day the violation exists shall constitute a separate offense until a faithful restoration of the demolished building is completed or unless otherwise agreed to by the Commission.

If a building subject to this bylaw is demolished without first obtaining a demolition permit, no building permit shall be issued for a period of five years from the date of the demolition on the subject parcel of land or any adjoining parcels of land under common ownership and control unless the building permit is for the faithful restoration referred to above or unless otherwise agreed to by the Commission.

#### **SECTION 7 SEVERABILITY**

In case any section, paragraph or part of this by-law be for any reason declared invalid or unconstitutional by any court, every other section, paragraph, and part shall continue in full force and effect.

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**ARTICLE X:      TRANSFER 193 AND 195 MAIN STREET TO LIBRARY TRUSTEES,  
RECREATION COMMISSION**

*Sponsored by: Board of Library Trustees, Recreation Commission*

To determine whether the Town will vote to authorize the School Committee and/or the Board of Public Works, as the case may be, with approval of Town Counsel as to form, to transfer the care, custody, management and control of 1.) the parcel of land containing 2.0 acres, more or less, at 193 Main Street Wayland, Massachusetts, shown on Assessors Map 47D as Parcel 58C; and 2.) the parcel of land containing 4.7 acres, more or less, with the buildings and structures thereon at 195 Main Street Wayland, Massachusetts shown on Assessors Map 47D as Parcel 5 to the Board of Library Trustees for town library purposes and to the Recreation Commission for recreation purposes and to the School Committee for school purposes.

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**ARTICLE Y:      TRANSFER 202 OLD CONNECTICUT PATH TO LIBRARY TRUSTEES  
FOR LIBRARY USE**

*Sponsored by: Board of Library Trustees*

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 parcel of land on and off Cochituate Road and Old Connecticut Path, 202 Old Connecticut Path, Wayland, Massachusetts shown as Parcel C on the plan entitled "Plan of Land in Wayland, Massachusetts Showing Proposed Division of the Paine Estate" dated March 22, 1994, prepared by the Wayland Town Surveyor's Office and recorded with the Middlesex South Registry of Deeds as Plan No. 693 of 1995, to the Board of Library Trustees for town library purposes.

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**ARTICLE Z:      FUND PAYMENT IN LIEU OF SEWER BETTERMENT ASSESSMENT  
FOR SEWER CAPACITY FOR TOWN LIBRARY OR OTHER TOWN |  
BUILDING**

*Sponsored by: Board of Library Trustees*

To determine whether the Town will vote to appropriate a sum of money to be expended by the Board of Library Trustees 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 Library building or other Town building at 5 Concord Road, Wayland, Massachusetts thereto; 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.

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**ARTICLE AA:   TRANSFER CUSTODY OF SMALL PORTION OF LAKEVIEW CEMETERY**

*Sponsored by: Board of Public Works*

To determine whether the Town will vote to transfer custody of (*tbd est -18,000*) square feet of parcel 51C-047A from the Recreation Commission to the Board of Public Works for Cemetery purposes.

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**ARTICLE BB:   FUND RECONFIGURATION OF THE FIVE PATHS INTERSECTION (COCHITUATE ROAD AND OLD CONNECTICUT PATH)**

*Sponsored by: Board of Public Works*

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 the intersection (including pedestrian crossings) of the ‘Five Paths’ Intersection (Cochituate Road and Old Connecticut Path); and determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds for another purpose, by borrowing under Massachusetts General Laws Chapter 44 or other enabling authority, or otherwise.

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**ARTICLE CC:   FUND PERMANENT RECONFIGURATION OF THE INTERSECTION OF EAST PLAIN STREET. SCHOOL STREET. AND ROUTE 30 (COMMONWEALTH ROAD)**

*Sponsored by: Board of Public Works*

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 the intersection of East Plain Street, School Street, and Route 30 (Commonwealth Road), making permanent the temporary changes in configuration currently in effect; and determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds for another purpose, by borrowing under Massachusetts General Laws Chapter 44 or other enabling authority, or otherwise.

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**ARTICLE DD:   ACCEPT MODIFIED ROUTE 30 AND 27 INTERSECTION AS A TOWN WAY**

*Sponsored by: Board of Public Works*

To determine whether the Town will vote to accept as a town way the modified intersection of Main Street {Route 27} and Commonwealth Road {Route 30} as laid out by the Board of Public Works by adding to and incorporating into the respective layouts of said town ways the parcels of Town-owned land on said Main Street and Commonwealth Road shown as Parcel No.’s 1-T-1, 1-T-2, 1-T-3 and 1-T-4 on a plan entitled “Layout, Alteration and Easement Plan of Land in Wayland, Massachusetts”, {2 sheets} dated October 27, 2015, prepared by Hancock Associates, Civil Engineers, Land Surveyors and Wetlands Scientists and recorded with the Middlesex County South District Registry of Deeds as Plan No. 879 of 2015.

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## **ARTICLE EE: REGULATING TEMPORARY SIGNS WITHIN TOWN RIGHTS-OF-WAY**

*Sponsored by: Board of Public Works*

To determine whether the town will vote to amend Chapter 97 of the town bylaws to add

### **§97-4 Temporary Signs in the Town Rights-of-Way**

*Definition:* “Town right-of-way” for the purposes of this bylaw shall mean town owned land or roadway easements alongside roadways maintained by the Department of Public Works or the Commonwealth of Massachusetts. Rights-of-way shall extend to include all sidewalks, utility poles, fire hydrants and other utilities, at minimum 10’ back from roadway pavement or surface, and at minimum 2’ back from sidewalks.

No temporary sign or advertising device shall be erected within any town right-of-way without first obtaining the written consent of the Selectmen.

Temporary signs or advertising devices so erected may be removed and disposed of without notice.

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## **ARTICLE FF: ESTABLISH 53D RECREATION REVOLVING FUND FOR THE WAYLAND TOWN BEACH**

*Sponsored by: Recreation Commission*

To determine whether the Town will vote to accept the provisions of Massachusetts General Laws Chapter 44, Section 53D to establish, authorize the use of and fund a revolving fund for the Recreation Department to be expended by the Recreation Commission and Recreation Director for the Wayland Town Beach for which the costs, which are seasonal salaries, supplies, materials, services, and utilities, shall be funded by user fees from beach memberships, rentals, and other associated beach facility service fees.

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## **ARTICLE GG: ESTABLISH AND FUND A RECREATION STABILIZATION FUND**

*Sponsored by: Recreation Commission*

To determine whether the Town will vote to

- a.) establish and authorize the use of a Recreation Stabilization Fund for the Recreation Department to be expended by the Recreation Commission and Recreation Director and;
- b.) appropriate a sum of money to be deposited into said Recreation Stabilization fund; and
- c.) provide for said appropriation by taxation, transfer from unappropriated funds, transfer from funds appropriated for another purpose or otherwise.

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**ARTICLE HH: FUNDING TO DESIGN A MULTI-PURPOSE, RECTANGULAR, ARTIFICIAL TURF FIELD 193 AND 195 MAIN STREET, ALSO KNOWN AS THE FORMER DPW SITE**

*Sponsored by: Recreation Commission*

To determine whether the Town will vote to allow the Recreation Commission to use up to \$200,000 from the Recreation Stabilization Fund, funded by field user fees, to design and investigate the construction of a potential Multi-Purpose, Rectangular, Artificial Turf Field at 193 & 195 Main Street (Old DPW Site) at the Wayland Middle School.

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**ARTICLE II: HOME OCCUPATION**

*Sponsored by: Planning Board*

To determine whether the Town will vote to amend Chapter 198 of the code of the Town of Wayland, the Town's Zoning Bylaw, by making the following revisions:

(1) Strike the definition of "HOME OCCUPATION, CUSTOMARY (CUSTOMARY HOME OCCUPATION)" and replace it with the following:

See, Section 901.1.1 and 901.1.2

(2) Strike Section 901.1.2.4 and replace it with the following new paragraph:

The Customary Home Occupation shall not generate more than 150% of the total number of vehicle trips that the principal residential use of the lot generates on a daily basis.

(3) Add the following new Subsection:

901.1.2.8 - No change, extension or alteration of any portion of a building that is used for Customary Home Occupation shall be allowed except by a special permit under Section 198-203 granted by the Zoning Board of Appeals as special permit granting authority, after making the findings set forth in said Section 198-203.

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**ARTICLE JJ: ASSISTED/INDEPENDENT LIVING AND NURSING HOME**

*Sponsored by: Planning Board*

To determine whether the Town will vote to amend Chapter 198 of the code of the Town of Wayland, the Town's Zoning Bylaw, by making the following revisions:

Amend the Table of Permitted Principal Uses by District by changing the designation for Line 24, "Assisted/Independent Living" from "SP" to "No" in Single Residence districts, and by changing the designation for Line 32, "Nursing Home" from "SP" to "No" in Single Residence districts.

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## **ARTICLE KK: LANDSCAPING IN PARKING AREAS ZONING BYLAW**

*Sponsored by: Planning Board*

To determine whether the Town will vote to amend Chapter 198 of the code of the Town of Wayland, the Town's Zoning Bylaw, by making the following revisions:

Replace section 506.8.1 to read as follows:

506.8. Landscaping in parking areas.

506.8.1. A continuous landscape strip of a minimum width of 10 feet shall be provided along the perimeter of a parking lot which is accessory to a non-residential use within or on a lot that is adjacent to a residential district. This strip shall be adequately landscaped and maintained with natural and living materials so as to form an effective year round screen from adjacent residential properties in said residential districts. The Special Permit Granting Authority or the Site Plan Approval Authority may also require a tight fence.

### **Existing language below**

506.8. Landscaping in parking areas.

506.8.1. Parking lots immediately adjacent to a residence district shall be adequately screened year-round from view from said residence district by trees, hedges or a tight fence.

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## **ARTICLE LL: BUILDING HEIGHT**

*Sponsored by: Planning Board*

To determine whether the Town will vote to amend Chapter 198 of the code of the Town of Wayland, the Town's Zoning Bylaw, by making the following revisions:

Under Section 104, strike the definition of "Building Height" and replace it with the following:

The vertical distance measured from the average natural grade to the highest point of the roof. Natural grade shall mean the elevation of the land in its natural state prior to disturbance for construction, filling or excavation, and shall be measured at each exterior corner of the building. In the event of a dispute or question concerning the accuracy of the average natural grade, an applicant shall produce a certification of the elevation from registered land surveyor.

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## **ARTICLE MM: SIDEWALK CONSTRUCTION IN ROADSIDE, BUSINESS DISTRICTS A AND B, LIGHT MANUFACTURING AND LIMITED COMMERCIAL OF THE ZONING BYLAW**

*Sponsored by: Planning Board*

To determine whether the Town will vote to amend Chapter 198 of the code of the Town of Wayland, the Town's Zoning Bylaw, by making the following revisions:

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To replace the following sections of the Zoning Bylaw with the following new paragraph:

**In the event of the construction, reconstruction or substantial alteration of any premises that are used or intended to be used, in whole or in part, for any industry, trade, manufacturing or commercial purposes which are the subject of a Special Permit or Site Plan Approval application, a pedestrian sidewalk shall be constructed as a part of such construction, reconstruction or substantial alteration, such sidewalk to be a minimum of five feet in width along and within the entire public right of way of the lot. The sidewalk shall be constructed of concrete and have at least six inches in height of raised granite curbing. Preference shall be to maintain a 4' wide buffer between sidewalk and granite curbing. The Special Permit Granting Authority, Site Plan Approval Authority and the Board of Public Works shall determine the sidewalk's final location including materials. The sidewalk location shall be such as to join in a reasonable manner to existing or potential sidewalks on or adjacent to abutting land. Pedestrian walkways shall also be required and integrated to the maximum extent possible, into the interior and/or perimeter landscaping of the parking lots. [Amended 5-5-1999 STM by Art. 11]**

1002.1.7. In the event of the construction, reconstruction or substantial alteration of any premises that are used or intended to be used, in whole or in part, for any industry, trade, manufacturing or commercial purposes, a paved pedestrian sidewalk shall be constructed as a part of such construction, reconstruction or substantial alteration, such sidewalk to be no less than five feet in width and set back no less than four feet from the street lot line and to be constructed the full width of the lot, except where driveways exist, and separated from the remainder of the lot with a four-foot strip to be maintained as a landscaped area. The sidewalk location shall be such as to join in a reasonable manner existing or potential sidewalks on abutting land. [Amended 5-5-1999 STM by Art. 11]

#### § 198-1106. Curbs and sidewalks

[Amended 4-28-1975 ATM by Art. 26; 4-28-1986 ATM by Art. 27]

1106.1. In both Business Districts A and B, in the event of the construction, reconstruction or substantial alteration of any premises that are used, or intended to be used, in whole or in part, for any industry, trade, manufacturing or commercial purpose, there shall be constructed as part of such construction, reconstruction or substantial alteration a raised granite curb at least six inches in height along the edge of the street, except at approved driveway openings, and a paved pedestrian sidewalk no less than five feet in width set back no less than four feet from the street lot line and covering the entire width of the lot, except where driveways exist, the sidewalk to be separated from the remainder of the lot with a strip four feet wide in which shall be maintained in good condition suitable evergreen shrubs or other landscaping approved by the ZBA. The strip between the sidewalk and the street shall be maintained in good condition as a grass area. The sidewalk location shall be such as to join in a reasonable manner existing or potential sidewalks on abutting land.

1302.1. In the event of the construction, reconstruction or substantial alteration of any premises that are used or intended to be used, in whole or part, for any industry, trade, manufacturing or commercial purposes, a paved pedestrian sidewalk shall be constructed as a part of such construction, reconstruction or substantial alteration, such sidewalk to be no less than five feet in width and set back no less than four feet from the street property line and to be constructed the full width of the lot, except where driveways exist, and separated from the remainder of the lot with a four-foot strip to be

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maintained as a landscaped area. The sidewalk location shall be such as to join in a reasonable manner existing or potential sidewalks on abutting land. [Amended 5-5-1999 STM by Art. 11]

1406.8. In the event of the construction, reconstruction or substantial alteration on any site that is used or intended to be used, in whole or in part, for the purpose allowed under this article, paved pedestrian sidewalks shall be constructed as a part of such construction, reconstruction or substantial alteration. Such sidewalks shall be no less than five feet in width, shall be set back no less than four feet from street lot lines and shall be separated from the remainder of the site by a four-foot landscaped strip. Sidewalks shall reasonably join existing sidewalks or shall be capable of reasonably joining potential sidewalks, internally and on abutting land. [Amended 5-5-1999 STM by Art. 11]

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## **ARTICLE NN: CONSERVATION CLUSTER DEVELOPMENTS**

*Sponsored by: Planning Board*

To determine whether the Town will vote to amend Chapter 198 of the code of the Town of Wayland, the Town's Zoning Bylaw, by making the following revisions:

By deleting the text shown below as ~~striketrough~~ and adding the underlined text; or as otherwise indicated; text that is not being changed is shown for informational purposes only.

1803.1. After notice and public hearing in accordance with law, which public hearing shall be held within 65 days after the filing of the application with the Planning Board, the Planning Board may, after due consideration of the reports and recommendations of the Conservation Commission and the Board of Health, grant such a special permit, provided that:

1803.1.1. It finds that the proposed plan is in harmony with the purposes and intent of this Zoning Bylaw and this article.

1803.1.2. The area of the tract of land is not less than 5 acres. [Amended 5-5-2005 ATM by Art. 27]

1803.1.3. The total number of ~~lots on which there is to be a single dwelling unit~~ dwelling units on the tract of land, including any affordable units required by Section 2204, does not exceed the larger of the following: [Amended 5-5-2005 ATM by Art. 29]

1803.1.3.1. The number of building lots that could be created in the tract shown on such plan by right without a special permit hereunder, plus one lot for each 10 of such building lots that could otherwise be created; or

1803.1.3.2. The number of building lots obtained by dividing 90% of the total area of the tract, exclusive of land situated within the floodplain or designated as wetlands by the Conservation Commission, by the minimum lot size permitted in the district within which the tract is located, plus one lot for each 10 lots so arrived at from such division.

1803.1.3.3. ~~Within the Residence Districts, t~~ The Planning Board shall permit ~~may allow~~ by special permit structures to be constructed containing more than one dwelling unit, but not more than four dwelling units per structure. The total number of dwelling units ~~for attached buildings~~ shall not exceed the total that is allowed under § 198-1805.1.1. 1803.1.3

1803.1.3.4. Notwithstanding any provision of this Zoning Bylaw to the contrary, the Planning Board may permit by Special Permit attached and detached dwelling units to be erected on single lot(s). [Added 10-3-2012 STM by Art. 6]

1803.1.4. Each of the building lots shown on the plan has adequate frontage, but no less than 50 feet,

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on a public or private way.

1803.1.5. Each of the building lots shown on the plan is of a size and shape as shall provide a building site that shall be in harmony with the natural terrain and other features of the tract, but no such lot shall have an area of less than 20,000 square feet as shown on the plan.

1803.1.6. The front, side and rear yards of each lot shall be shown on the plan by dashed lines indicating the area within which a building may be built, provided that all dwellings ~~and~~, accessory buildings, driveways and roadways shall be set back at least 15 feet from the perimeter of the tract and 15 feet from any open land.

1803.1.7. ~~For Conservation Cluster~~ Developments consisting mostly of single-family detached dwellings, ~~At at least 35% of the land area of the tract, exclusive of land set aside for road and drainage areas, shall be open designated as Open Land, and the open land shall include all land not dedicated to roads or building lots.~~ For Conservation Cluster Developments consisting mostly of attached single-family dwellings, at least 50% of the land area of the tract, exclusive of land set aside for road and drainage areas, shall be designated as Open Land ~~open land~~. The designated Open Land shall not include any land identified as a protected resource area under the Wayland Wetlands and Water Resources Protection Bylaw (excluding buffer zones). The Open Land shall maintain a lot width equal to at least the minimum frontage requirement in the underlying zoning district, and the open land shall include all land not dedicated to roads or building lots. For the purpose of this article, "open land" is defined as a parcel or parcels of land, or an area of water, or a combination of land and water, not including roads or ways, whether public or private. The Open Land shall be reserved to be used for open space, conservation, agriculture, outdoor passive recreation, park purposes or some combination of the foregoing. [Amended 5-5-2005 ATM by Art. 29]

1803.1.8. Conveyance of the open Open Land Land.

1803.1.8.1. The Open ~~land~~ Land, and any other surplus land, wetlands or water bodies within the development tract, shall be conveyed either:

1803.1.8.1.1. To the Town, or its Conservation Commission, but only if the Town or Conservation Commission agrees to accept title to the open land which shall accept it for park or open space use;

1803.1.8.1.2. To the Sudbury Valley Trustees, Inc., and its successors or to another nonprofit conservation organization approved by the Planning Board, the principal purpose of which is the conservation of open space; or

1803.1.8.1.3. To a corporation, trust or association owned, or to be owned, by the owners of lots or residential units within the tract, provided that if such a corporation, trust or association holds title, ownership thereof shall pass with conveyance of the lots or residential units.

1803.1.8.2. If ownership is in an entity other than the Town, there shall be sufficient rights in the Town to provide that such land shall be kept in an open or natural state, and provision shall be made so that the Town can enforce any other restrictions or easements imposed upon the open land by the Planning Board as conditions of its special permit grant.

1803.1.9. Subject to the approval of the Board of Health, as otherwise required by law, the Planning Board may permit the open land to be used for subsurface waste disposal where the Planning Board finds that such use will not be detrimental to the character or quality of the open land.

1803.1.10. If the land shown on the plan includes land in two residence zones, all of the land shall, for all purposes of this article, be considered as lying entirely within the zone having the largest area and frontage requirements, except that if 75% or more of the total area shown as building lots lies within one residence zone, all of the land shall be considered as lying within that zone. [Amended 5-5-2005 ATM by Art. 29[1]]

1803.1.11. No lot shown on the plan for which a permit is granted under this article may be further

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subdivided, and a notation to this effect shall be shown on the plan. [Amended 5-5-2005 ATM by Art. 29]

§ 198-1804 Conditions.

1804.1. The Planning Board may, in appropriate cases, impose as a condition of the special permit further restrictions, conditions and safeguards upon the tract, or parts thereof, to protect and promote the health, safety, convenience and general welfare of the inhabitants of the Town of Wayland.

§ 198-1805 Decision.

1805.1. In connection with the granting or denying of a special permit under this article, the Planning Board shall issue to the applicant and shall file with the Town Clerk a written decision that shall include, at a minimum:

1805.1.1. A determination of the maximum number of lots upon which dwellings could be constructed without a special permit hereunder and a determination of the area of the tract usable for residential construction in accordance with § 198-1803.1.3 herein.

1805.1.2. A general description of the neighborhood in which the tract lies and the effect of the plan on the area.

1805.1.3. The relation of the proposed development to long-range plans of the Town, if any.

1805.1.4. The extent to which the proposed development is designed to take advantage of the natural terrain of the tract.

1805.1.5. The extent to which the proposed open land is of such a size, shape and location and has such adequate access so as to benefit the Town.

1805.1.6. If the Planning Board grants the special permit, the finding required by § 198-1803.1.1 above.

1805.1.7. If the Planning Board denies the special permit, its reasons for so doing.

1805.1.8. If the Planning Board disagrees with the recommendations of the Conservation Commission or the Board of Health, it shall state its reasons therefor in writing.

1805.1.9. If, by the terms of the special permit, the Planning Board permits the open land to be used for subsurface waste disposal, the finding required by § 198-1803.1.9 above.

1805.2. Such decision must be reached, filed with the Town Clerk and sent or delivered to the applicant within 90 days after the public hearing held on the application for the special permit, unless said ninety-day deadline is extended in accordance with law. Failure to so act shall be deemed approval in accordance with law.

§ 198-1806 Common land.

1806.1. If a special permit is granted, the Planning Board shall impose as a condition that the common land shall be conveyed, free of any mortgage interest or security interest and subject to a perpetual restriction of the type described above, prior to the Planning Board's release of any lots from the subdivision restriction covenant or, if there is no such covenant, prior to the Building Commissioner's issuance of a building permit for any lot. The petitioner shall provide satisfactory assurance of said conveyance and recording, in the form of copies of the recorded instruments bearing the recording stamp, and of such freedom from encumbrances.

§ 198-1807 Duration of special permit.

1807.1. A special permit granted under this article shall lapse within 18 months if substantial construction has not begun by such date, except for a good cause shown and approved by the Planning Board.

§ 198-1808 Amendments.

1808.1. Following the granting by the Planning Board of a permit under this article, it may, upon application and for good cause shown, after notice and a public hearing as required for granting a

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special permit, amend the plan solely to make changes in lot lines shown on the plan; provided, however, that no such amendment shall:

1808.1.1. Grant any reduction in the size of the open land as provided in the permit;

1808.1.2. Grant any change in the layout of the ways as provided in the permit;

1808.1.3. Increase the number of building lots as provided in the permit; or

1808.1.4. Decrease the dimensional requirements of any building lot below the minimal required by this Zoning Bylaw.

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## **ARTICLE OO: SET ASIDE COMMUNITY PRESERVATION FUNDS FOR LATER SPENDING**

*Sponsored 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.) \$95,694 for open space, but not including land for recreational use, \$95,694 for historic resources, and \$95,694 for community housing pursuant to Massachusetts General Laws Chapter 44B, Section 6 for FY 2016; and
- b.) \$10,000 for administrative expenses.

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## **ARTICLE PP: TRANSFER COMMUNITY HOUSING FUNDS TO WAYLAND MUNICIPAL AFFORDABLE HOUSING TRUST FUND**

*Sponsored by: Community Preservation Committee*

To determine whether the Town will vote to transfer funds in the amount of \$95,694 from the Community Housing Fund of the Community Preservation Fund to the Wayland Municipal Affordable Housing Trust Fund.

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## **ARTICLE QQ: APPROPRIATE FUNDS TO RESTORE MONUMENTS AT NORTH CEMETERY**

*Sponsored by: Community Preservation Committee*

To determine whether the Town will vote to:

- a) appropriate a sum of money not to exceed \$72,000 to be expended by the Wayland Historical Commission to preserve monuments in the Stoney section of the North Cemetery on Old Sudbury Road; and
- b) Determine whether said appropriation shall be provided by taxation, transfer from unappropriated funds, transfer from available funds appropriate for other purposes, by borrowing, or otherwise, provided not more than \$72,000 of the funds so appropriated shall be transferred from the Community Preservation Fund's Historic Preservation Fund.

These articles were submitted for consideration for inclusion in the Warrant for the Annual Town Meeting to begin on Thursday, April 7, 2016. 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.

## **ARTICLE RR: APPROPRIATE FUNDS TO RESTORE COCHITUATE TOWN CLOCK**

*Sponsored by: Community Preservation Committee*

To determine whether the Town will vote to:

- a) appropriate a sum of money up to \$29,000 to be expended by the Wayland Historical Commission to preserve restore/preserve the town owned clock located in the Community United Methodist Church tower in Cochituate; and
- b) Determine whether said appropriation shall be provided by taxation, transfer from unappropriated funds, transfer from available funds appropriate for other purposes, by borrowing, or otherwise, provided not more than \$29,000 of the funds so appropriate shall be transferred from the Community Preservation Fund's Historic Preservation Fund.

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## **ARTICLE SS: APPROPRIATE FUNDS TO PURCHASE CONSERVATION RESTRICTION ON MAINSTONE FARM – CPA ONLY**

*Sponsored by: Community Preservation 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 acquire by purchase, gift, eminent domain or otherwise a conservation restriction in accordance with Massachusetts General Laws Chapter 184, Sections 31-33, to be held by the Town of Wayland Conservation Commission and by the Sudbury Valley Trustees, Inc., on a parcel of land located on Old Connecticut Path and Rice Road, Wayland, Massachusetts containing 208.7 acres, more or less, being a portion of the land on Old Connecticut Path and Rice Road in Wayland, Massachusetts described in the deed dated April 18, 1991 and recorded with the Middlesex South Registry of Deeds in Book 21128, Page 94, which parcel of land to be covered by said conservation restriction is shown on Wayland Assessors Map as Parcel 35-031A and on an unrecorded plan entitled "Subdivision Plan of Land in Wayland Middlesex County Massachusetts" dated December 22, 2015, prepared for Mainstone Land Trust by Samiotes Consultants Inc., a copy of which plan is attached to the Warrant for the Annual Town Meeting 2016 in Appendix\_\_;
- b) appropriate a sum of money to be expended by the Board of Selectmen for the acquisition of said conservation restriction to be held by the Town of Wayland Conservation Commission and by Sudbury Valley Trustees Inc.; 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:
  - i) not more than \$x of the funds so appropriated shall be transferred from the Community Preservation Fund of which \$x shall be from the Open Space Fund and \$x from the uncommitted funds in the Community Preservation Fund; and

<p>These articles were submitted for consideration for inclusion in the Warrant for the Annual Town Meeting to begin on Thursday, April 7, 2016. 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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- ii) not more than \$x of the funds to be borrowed from Community Preservation Fund future receipts.

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**ARTICLE TT: APPROPRIATE FUNDS TO PURCHASE CONSERVATION  
RESTRICTION ON MAINSTONE FARM – CPA AND GENERAL  
BORROWING**

*Sponsored by: Community Preservation 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 acquire by purchase, gift, eminent domain or otherwise a conservation restriction in accordance with Massachusetts General Laws Chapter 184, Sections 31-33, to be held by the Town of Wayland Conservation Commission and by the Sudbury Valley Trustees, Inc., on a parcel of land located on Old Connecticut Path and Rice Road, Wayland, Massachusetts containing 208.7 acres, more or less, being a portion of the land on Old Connecticut Path and Rice Road in Wayland, Massachusetts described in the deed dated April 18, 1991 and recorded with the Middlesex South Registry of Deeds in Book 21128, Page 94, which parcel of land to be covered by said conservation restriction is shown on Wayland Assessors Map as Parcel 35-031A and on an unrecorded plan entitled “Subdivision Plan of Land in Wayland Middlesex County Massachusetts” dated December 22, 2015, prepared for Mainstone Land Trust by Samiotes Consultants Inc., a copy of which plan is attached to the Warrant for the Annual Town Meeting 2016 in Appendix\_\_;
- b.) appropriate a sum of money to be expended by the Board of Selectmen for the acquisition of said conservation restriction to be held by the Town of Wayland Conservation Commission and by Sudbury Valley Trustees, Inc.; 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:
  - i) not more than \$x of the funds so appropriated shall be transferred from the Community Preservation Fund of which \$x shall be from the Open Space Fund and \$x from the uncommitted funds in the Community Preservation Fund, and
  - ii) not more than \$x of the funds to be borrowed from Community Preservation Fund future receipts, and
  - iii) not more than \$x from general borrowing.

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These articles were submitted for consideration for inclusion in the Warrant for the Annual Town Meeting to begin on Thursday, April 7, 2016. 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.

**ARTICLE UU: AMEND CHAPTER 36 OF THE TOWN BYLAWS RELATIVE TO TIME FOR DEBATE AT TOWN MEETINGS**

*Sponsored by: Petitioners*

To determine whether the Town will vote to amend Chapter 36 of the Code of the Town of Wayland entitled “Meetings” by adding thereto the following new section entitled “Time for Debate on Articles”:

“§ 36-19. Time for Debate on Articles.

Except for motions under the Omnibus budget article, upon the expiration of thirty (30) minutes after the main motion under any article shall have been seconded, the Moderator shall 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 under consideration shall not be included in the thirty (30) minute time limit of debates.”

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**ARTICLE VV: AMEND CHAPTER 36 OF THE TOWN BYLAWS RELATIVE TO REMARKS AT TOWN MEETINGS**

*Sponsored by: Petitioners*

To determine whether the Town will vote to amend Chapter 36 of the Code of the Town of Wayland entitled “Meetings” by adding thereto the following new section entitled “Time for Remarks on an Article”:

“§ 36-20. Time for Remarks on an Article

Principal presenter(s) or principal opponent(s) of an article shall complete their remarks on the article in seven (7) minutes or less, and all other persons who wish to address the town meeting shall, when recognized, complete their remarks in two (2) minutes or less.”

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**ARTICLE WW: CLARIFY PETITIONER ACCESS TO TOWN COUNSEL**

*Sponsored by: Petitioners*

To determine whether the town will vote to:

2) Replace chapter 36-38 of the town code with the following:

Town Counsel shall be available for consultation or research at the request of the lead petitioner for an article. There will be no charge for the initial 20 minutes. If the time spent exceeds 20 minutes, the Board of Selectmen may require the lead petitioner to reimburse the Town for Town Counsel’s time at his or her standard hourly rate.

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These articles were submitted for consideration for inclusion in the Warrant for the Annual Town Meeting to begin on Thursday, April 7, 2016. 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.

## **ARTICLE XX: AMEND CHAPTER 36 OF CURRENT BYLAWS**

*Sponsored 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 through~~ denotes deletions]

“§ 36-1. Town meeting and election.

The annual Town meeting shall commence on ~~a day between April 1 and May 15 inclusive~~ or after the fourth Thursday in April 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.”

These articles were submitted for consideration for inclusion in the Warrant for the Annual Town Meeting to begin on Thursday, April 7, 2016. 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.



## 2016

### ANNUAL TOWN ELECTION/ANNUAL TOWN MEETING SCHEDULE

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#### 2015

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<i>June</i>	Finance Committee provides capital budget schedule to departments.
<i>Mon Sept 21</i>	Capital Projects due to the Finance Committee
<i>Mon Sept 28</i>	Finance Committee votes FY 2017 Operating Budget Guidelines issued to departments, boards and committees
<i>Mon Oct 5</i>	Board of Selectmen review of capital project requests for committees and departments under BOS jurisdiction
<i>Mon Oct 12</i>	<i>Columbus Day</i>
<i>Oct 13 and 26</i>	Review of Capital Projects by Finance Committee
<i>Fri Oct 30</i>	FY2016 operating budget requests due to Finance Department from departments, boards and committees
<i>Mon Nov 9</i>	Review of Capital Projects by Finance Committee
<i>Mon Nov 16</i>	FY 2017 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)
<i>Mon Dec 7</i>	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)
<i>Mon Dec 7</i>	Board of Selectmen vote to open warrants for Annual Town Meeting <b>and</b> Election
<i>Mon Dec 7</i>	Planning Board has preliminary meeting with Board of Selectman on Zoning and Planning Board articles.
<i>Mon Dec 7 and 14</i>	FY 2017 operating budget review by Board of Selectmen for selected budget drivers or departments.
<i>Wed Dec 9</i>	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 posted at <b>public</b> library in Wayland Center, at the Cochituate Fire Station or Cochituate Post Office and at the Happy Hollow School.

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.

<i>Mon Dec 14</i>	School Superintendent presents preliminary FY 17 Operating Budget to School Committee
<i>Mon Dec 14</i>	Board of Selectmen meets with Audit Committee to hear FY 15 presentation from Auditors
<b>2016</b>	
<i>Mon Jan 4</i>	Nomination papers available from Town Clerk for Town Election
<i>Mon Jan 4</i>	Petitioners' Workshop with Selectmen
<i>Week of Jan 4</i>	Departments review 12/31/15 expenditure data to estimate FY 16 turn backs and confirm FY 17 budget with Finance Director and Town Administrator
<i>Month of January</i>	Finance Committee conducts budget review and deliberations
<i>Tues Jan 5</i>	Planning Board Public Hearing on Zoning Articles; Hearing to be continued or closed – Vote before Jan 15.
<i>Mon Jan 11</i>	Board of Selectmen votes any remaining warrant articles it will propose.
<i>Mon Jan 11</i>	Deadline for capital project sponsors to provide draft warrant summaries to Finance Committee.
<i>Mon Jan 4 and Jan 11</i>	Large Departments make operating budget presentations to Finance Committee. By January 15 <sup>th</sup> Board of Selectmen will recommend to Finance Committee budgets for entities under its jurisdiction (19-4)
<i>First week in Jan</i>	Place ad for Finance Committee Warrant Article Hearing to run 2 weeks before for 2/5 hearing date.
<i>Fri Jan 15</i>	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)
<i>Fri Jan 15</i>	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)
<i>Mon Jan 18</i>	<i>Martin Luther King Jr, Day</i>
<i>Tues Jan 19</i>	Finance Committee approves letter to Board of Selectmen requesting debt exclusion ballot question (if any)

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.

<b>Mon Jan 25</b>	Town Counsel, Town Planner, Building Commissioner, Town Clerk and Town Administrator meet to review zoning articles, if needed
<b>Mon Jan 25</b>	Finance Committee ATM Article Hearing
<b>Mon Feb 8</b>	Finance Committee presents debt exclusion recommendation to Selectmen (if any proposed – N/A)
<b>Mon Feb 8</b>	Finance Committee votes FY 17 operating budget recommendation
<b>Mon Feb 8</b>	<i>Board considers opening of STM Warrant (within annual) from Tuesday 2/2 through Monday 2/8 at 4:30 pm and sets all related dates at that time. Last date to set STM within annual is 45 days before or 2/22/16. 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>
<b>Mon Feb 8</b>	Selectmen meeting with Planning Board on Town Meeting articles (if necessary)
<b>Mon Feb 8</b>	Selectmen determine final (numbered) order of ATM warrant articles
<b>Fri Feb 12</b>	Deadline, Noon, for submission of sponsor's report and petitioners' comments for ATM articles.
<b>Mon Feb 15 – 19</b>	<b>President's Day and School Vacation week</b>
<b>Tues Feb 16</b>	Last day for submission of nomination papers to Town Clerk/Register for Town Election (49 days before Election)
<b>Tues Feb 16</b>	Planning Board discusses, votes reports on zoning articles (May be earlier)
<b>Thurs Feb 18</b>	Articles put in final form by Town Counsel.
<b>Mon Feb 22</b>	Selectmen accept public comment; discuss wording and vote on ballot questions (if any)
<b>Tues Mar 1</b>	Last day for Selectmen to submit ballot question (if any) to Town Clerk (35 days before election)
<b>Wed Mar 2</b>	Last date for Vehicle descriptions (valued at \$10,000 or more from Parks, Recreation, Highway and Water) prepared by procurement officer to be filed with Town Clerk per Town Code Sec. 19-7
<b>Wed Mar 2</b>	<b>Deadline: Finance Committee article comments (with supporting charts and appendices) and Planning Board articles due to Board of Selectmen Town Administrator and Executive Secretary – <u>No changes accepted after this date.</u></b>

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.

<i>Thurs Mar 3</i>	Last day to withdraw or object to nomination papers for Town Election (33 days)
<i>Thurs Mar 3</i>	Town Clerk sends ballot to printer
<i>Thurs March 10</i>	<b>Compilation of warrant completed and all changes made; Warrant to printer</b>
<i>Mon March 14</i>	Motions for articles completed by Town Counsel and provided to Moderator and Town Clerk; Pre-Town Meeting to Review Motions this week.
<i>Mon March 14</i>	Final copy of Warrant delivered to Selectmen, Moderator, Finance Committee, Town Clerk, Town Counsel and Finance Director
<i>Mon March 14</i>	Advertise for Selectmen's March 28 Hearing
<i>Wed March 16</i>	Last day to register to vote prior to Town Election / Town Meeting (20 days prior)
<i>Mon Mar 21</i>	Selectmen sign warrants for posting
<i>Thurs Mar 24</i>	Postal delivery of warrants (Town Code 36-2A, MGL c. 39, s10)
<i>Thurs Mar 24</i>	Motions for articles are posted at Town Building and Library
<i>Thurs Mar 24</i>	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
	Candidates Night – League of Women Voters
<i>Wed March 23</i>	Moderator's Forum (Tentative Date)
<i>Sun March 27</i>	Easter
<i>Mon March 28</i>	Selectmen conduct ATM Warrant Hearing at 7:00 p.m.; Finance Committee make presentation on debt exclusion ballot question (if any)
<i>Mon March 28</i>	Last day for Selectmen to review proposed motions and vote positions on Annual Town Meeting Warrant articles
<i>Tues April 5</i>	<b>ANNUAL TOWN ELECTION</b>
<i>Wed April 6</i>	Prepare and print final errata sheets, Moderator's instructions to Town Clerk, tellers, and Planning Board reports (if necessary) for distribution at Town Meeting
<i>Wed April 6</i>	Warrants and lists delivered to Town Meeting site. List of non-resident employees provided to Moderator and Town Clerk
<i>Thurs Apr 7</i>	<b>ANNUAL TOWN MEETING (Thursday at 7:30 p.m.)</b>

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.

**April 10, 11, 12, 14**  
**(Sunday, Monday,**  
**Tuesday, Thursday)**

Adjourned sessions of Annual Town Meeting (Sunday at 1:00 p.m., Monday at 7:00 p.m., Tuesday at 7:00 p.m., and Thursday at 7:00 p.m. as necessary)

## WARRANT ARTICLE PROCESS: Guide for Petitioners

Citizens have the right to submit articles for consideration by the Town meeting. Such articles must be in writing and signed by ten or more registered voters for Annual Town Meeting (ATM) or 100 or more registered voters for Special Town Meeting (STM), using the attached form. All petitioners' articles must be submitted in accordance with the law on or before January 15 or such earlier time as may be fixed by the Board of Selectmen, and all such articles for Special Town Meeting must be so presented on or before the date fixed by the Selectmen for closing of the warrant for such meeting. All petitioners' articles having the required number of qualified signatures must be included in the Town Meeting Warrant by state statute.

**The Board of Selectmen and the Finance Committee encourage citizens to work with appropriate Town boards to achieve their goals whenever possible before submitting petitioners' articles.**

### ATM Time Line and Process

Date	Action	Responsibility
December	<i>Hold a workshop for citizens interested in submitting petition for Annual Town Meeting.</i> Potential articles and the submission process may be discussed with the Selectmen and experienced volunteers.	Board of Selectmen
On or before January 15 or such earlier time as may be fixed by the Board of Selectmen	<i>Submit petitioners' articles for Annual Town Meeting both on paper with signatures and by email in Microsoft Word.</i> Articles are collected and numbered, and copies are given to the Board of Selectmen, Finance Committee, Moderator, and Town Counsel. Petitioners are encouraged to provide comments, arguments in favor, and arguments against their articles at the time of submission.	Town Administrator
January - March	<i>Review articles, determine their order, vote positions on most articles; may meet with petitioners</i> The Board may discuss substantive articles with petitioners or attend the Finance Committee's meeting with petitioners.	Board of Selectmen
January - March	<i>Study each petitioner's article and prepare a report for the Warrant</i> The Committee meets with petitioners to discuss their article. They may explore alternative means for accomplishing the article's objective. A member of the Committee is assigned to the article to prepare a report for the Warrant, including pro and con arguments and the Committee's recommendation.	Finance Committee
January - March	<i>Meet with Finance Committee and/or Board of Selectmen to discuss article; write report of no more than 150 words to be printed in the warrant if desired and if the Finance Committee prepares a report.</i> Such discussions help to identify issues that require further work on the part of the petitioner as well as to identify arguments for and against passage.	Petitioners
February	<i>Review articles for form and legal correctness, add required legal citation(s), indicating the quantum of vote required for Passage</i>	Town Counsel
Approximately 7 days prior to ATM	<i>Attend a warrant article hearing.</i> Petitioners should attend this hearing to review their warrant articles.	Selectmen with Moderator and Finance Committee
ATM	<i>Move the article and make a brief presentation on the merits of the article</i> Movers of articles have a limited amount of time to explain and present arguments in favor of passage of the article (currently 10 minutes). This presentation is made at the procedural (center) microphone. Petitioners may prepare handouts and slides. If the motion differs substantially from the article printed in the warrant, printed copies should be prepared for the moderator and made available for people attending Town Meeting.	Lead Petitioner or Sponsoring Board or Committee
ATM	<i>Consider each article at Annual Town Meeting</i> Citizens are encouraged to debate the merits of articles, ask questions, and make amendments when appropriate. Amendments should be legibly written for submission to the moderator and made available to people attending Town Meeting.	Town Meeting attendees

### INSTRUCTIONS FOR COMPLETING PETITIONERS ARTICLE FORM

**Lead Petitioner:** The lead petitioner will serve as spokesperson for the article and will be the contact for the Finance Committee and the Board of Selectmen, and by the Planning Board if the petition is a zoning issue.

**Date Received:** The date received will be stamped on the petition when it is received by the Town Administrator and forwarded to the Town Clerk for certification.

## PETITIONERS ARTICLE FOR WAYLAND TOWN MEETING

LEAD PETITIONER\_\_\_\_\_ DATE RECEIVED\_\_\_\_\_

DAY PHONE\_\_\_\_\_ EVENING PHONE\_\_\_\_\_

TITLE\_\_\_\_\_

TOWN BOARD/DEPARTMENT AFFECTED BY ARTICLE\_\_\_\_\_

ESTIMATED COST\_\_\_\_\_

ARTICLE: To determine whether the Town will vote to

**Add comments and pro and con arguments on the next page. Thank you.**

#	Print Name Legibly	Signature	Print Street Address
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

# **PETITIONERS ARTICLE FOR WAYLAND TOWN MEETING**

*Page 2*

COMMENTS

PRO ARGUMENTS

CON ARGUMENTS

## **PETITIONERS' ACCESS TO TOWN COUNSEL**

Subject to these guidelines, Town Counsel is available to consult with registered voters who have been identified as the lead petitioner and desire to submit or who have submitted an article for consideration at an annual or special town meeting, as a "petitioner's article" without sponsorship of a town board.

1. Town Counsel's consultation is limited to (1) suggesting language that reflects the petitioner's legislative intent in presenting articles for insertion in the warrant; (2) suggesting language to insure compliance with procedural requirements; and (3) preparing the main motion for Town Meeting. Town Counsel will not render written opinions or give advice to petitioners about substantive legal issues relative to their articles.
2. Prior to the deadline for filing articles for insertion in the warrant for the annual Town Meeting, the Selectmen will conduct a "petitioners' workshop" at which prospective petitioners may ask general questions. The Town Administrator shall set reasonable limits on the scope of lead petitioner inquiries and the time allocated for consultation with Town Counsel.
3. Town Counsel may decline to assist the lead petitioner if Town Counsel states in writing that such assistance would present Town Counsel with an actual conflict of interest, and gives the basis for the conflict of interest. The Town Administrator may assign Special Counsel to assist the lead petitioner as appropriate.
4. Access to Town Counsel during Town Meeting sessions is not permitted.

*Approved January 12, 2004; revised and restated on October 13, 2010; revised July 27, 2015*

## A Message from the Town Moderator

**Annual Town Meeting, April 7, 2016**

To All Boards and Committees with Articles at the Annual Town Meeting:

As you are well aware from my comments at the opening of the Special Town Meeting on February 11, 2016, the Selectmen are faced with a lengthy warrant this year that right now may take more sessions than is acceptable. It is their responsibility to work on approving and ordering that warrant. Knowing this Board, I have every reason to believe they will execute that responsibility in the best interests of the town.

I am asking for your assistance in addressing this situation, each from your own perspective.

This week I have written a letter to the Editor challenging everyone involved to work together to keep our Town meeting to a reasonable four sessions. I anticipate writing further and setting out my views on more focused aspects in reaching that goal.

As part of that, I have asked all citizens to participate by making themselves well prepared before the meeting. A necessary component of that is the cooperation of the Boards and Committees.

I am asking each and every Board or Committee with an article at the Meeting to make an extra effort to prepare your articles and motions along with the arguments to support them. Your presentations should be brief but pointed, and developed to respond to all questions that you can anticipate. Part of this is to listen to the questions that come up as a result of your articles. Go out of your way to solicit or at least be sensitive to citizen input and questions. Over the next several weeks, set aside at least some portion of a meeting, or even hold a special meeting, to listen to and respond directly to questions and criticism.

I should note that I am considering reducing the amount of time allowed for the principal presentations by proponents and opponents of any Article. If I make that decision, you will have at least a month's notice.

I have a long history of direct participation in Wayland Government. I recognize the arduous hours that each Board or Committee works, but I do not think this request should materially add to your burdens. In fact, if well handled, it could ease the burden on everyone, primarily including yourselves, when the issue comes up for a vote, as it inevitably will.

If I can be of assistance prior to the meeting, please let me know. While I have to maintain the ability of the Chair to make all final rulings only at that meeting, I will be happy to share my views and experience if that is helpful.

Finally, please put on your calendars the Moderator's Forum scheduled for Wednesday evening, March 23. This is an opportunity to put forward your articles in a relaxed setting with the hope that all parties might find some common ground, or at least know what each other is saying.

Thank you, and thank you for your service to the Town of Wayland.

Best regards,

Dennis Berry  
Moderator  
February 18, 2016