

TOWN OF WAYLAND

WARRANT for SPECIAL TOWN MEETING



PLEASE NOTE:

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

WAYLAND HIGH SCHOOL FIELD HOUSE

DOORS OPEN AT 6:00 P.M.

**Wednesday
November 20, 2013
7:30 P.M.**

www.wayland.ma.us

NOTICE

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

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

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

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

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

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



TOWN OF WAYLAND

2013 SPECIAL TOWN MEETING WARRANT

Special Town Meeting
will start at 7:30 p.m.

In the WAYLAND HIGH SCHOOL FIELD HOUSE
on Wednesday, November 20, 2013

Doors will open at 6:00 p.m.

TABLE OF CONTENTS

About Town Meeting	2
How to Vote Electronically	3
Warrant of Special Town Meeting	5
Volunteer to Serve the Town	29

ARTICLES

1. Revise Sources of Funding for the Fiscal Year 2014 Operating Budget	5
2. Department of Public Works Facility Construction Funding	9
3. Set Aside Community Preservation Funds for Administrative Expenses	12
4. Appropriate Funds to Purchase Conservation Restriction on Lincoln Road Land	12

APPENDICES

A. The Moderator's Rules and Regulations Governing Wayland's Town Meetings	15
B. Map of DPW Parcel and Adjoining Parcels Showing Footprint of Salt Shed and DPW Building; Interior Layout of DPW Facility; and Artist Rendering of Building Elevation	25
C. Map of Lincoln Road Property	28

The Anniversary Activities for Wayland's 375th Celebration continue
throughout the fall! A full list of events is available at

www.wayland375.com

ADJOURNED MEETINGS

It is anticipated that if an adjourned meeting is necessary to complete action on this warrant, it will be held on Thursday, November 21, 2013, subject to Special Town Meeting approval.

If you have any questions about the Articles, please attend the **Warrant Hearing on Wednesday, November 6, 2013, at 7:00 P.M.** at the Town Building. You may also call the Town Administrator's office at (508) 358-7755 before Special Town Meeting.

NOTICE REGARDING MOTIONS

This Warrant for Wayland Special Town Meeting is issued by the Board of Selectmen and is served upon all residents by mail 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; i.e., the articles.

By state law, no action at the special 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 deal. 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 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 (Appendix A). Copies of the pamphlet, "The Moderator's Handbook for Wayland Town Meetings," are available online at http://www.wayland.ma.us/Pages/WaylandMA_BComm/Moderator/Handbook.pdf.

NO SMOKING NOTICE

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

QUANTUM OF VOTE

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

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

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

HOW TO VOTE ELECTRONICALLY

During the April 2012 Annual Town Meeting, Wayland’s citizens approved a resolution endorsing the use of wireless electronic voting for all sessions of all town meetings through fiscal year 2015. Instead of shouting out Aye or No, raising our hands, or standing to be counted, we’ll use electronic handsets to register our votes quickly, accurately, and privately during the upcoming Special Town Meeting.

The handsets look a bit like a TV remote control, but instead of pushing buttons to change channels, we push buttons to vote: the 1 button for Yes, or the 2 button for No. Your vote is displayed on your handset’s screen and wirelessly transmitted to a computer that counts votes and displays results for the Moderator to announce. Nothing but these totals is permanently recorded, so your vote will remain private.

This year’s Annual Town Meeting will be held in the High School Field House. As in past Town Meetings, check-in will be organized alphabetically by last name. As you’re checking in, you’ll be issued a handset for your use during that session. If your phone, tablet, or laptop supports Wi-Fi, please disable this feature, as doing so will enhance performance of the electronic voting system.



Before each vote, the Moderator will summarize the motion or amendment being decided. He'll then announce the beginning of a 30 second interval during which you can convey your vote, and a "voting light" near the Moderator will be illuminated. To vote Yes, push your handset's 1 button. To vote No, push your handset's 2 button. If you accidentally push the wrong button, you can change your vote by pushing the correct button. If you don't want to participate in a particular vote, don't push any buttons during the 30 second voting interval; if you don't want to participate but accidentally push the 1 button or the 2 button, you can clear your unintentional vote by pushing the 3 button. When the 30 second interval is over, the "voting light" will be extinguished, and the Moderator will announce that the vote is complete; shortly thereafter, the Moderator will announce the results.

If you inadvertently turn your handset off by pushing the power button in its lower-right corner, its display will be blank; push the power button briefly to turn your handset back on. Pushing any of your handset's other buttons during the voting interval will not change your vote, but for peace of mind, your handset will encourage you to Re-Vote; push the 1 button for Yes or the 2 button for No.



If you temporarily leave your seat during the meeting, please keep your handset with you. When you leave the Field House – either during a session or at the close of a session – please place your handset in one of the boxes at each of the Field House exits. If you forget to turn in your handset, we'll give you a call the next day and ask you to return it.

Every handset will be tested before each session of Town Meeting, so the probability of a handset failing is very low. That said, if pushing your handset's 1 button or 2 button during a vote does not produce an Yes or No on its display, please raise your hand; the Moderator

will direct personnel from the Help Desk to provide you with a paper ballot to record your vote, and you'll be issued a new handset. We don't expect this to happen, but like the Boy Scouts, we'll be prepared.

If you're physically unable to use a handset to vote, inform the person who checks you in, and you'll be seated in an area where your votes will be manually counted by Help Desk personnel. If you're wondering how much radio energy is used by a handset to convey your vote wirelessly, it's less than 1% that of a typical cell phone and only for brief instants, employing the same frequencies used for Wi-Fi wireless internet access.

ELVIS: Wayland's Electronic Voting Implementation Subcommittee

COMMONWEALTH OF MASSACHUSETTS

*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 such residents of Wayland to meet in the Field House of the Wayland High School on

WEDNESDAY, NOVEMBER 20, 2013, AT 7:30 P.M.

to act on the following Articles:

**ARTICLE 1: REVISE SOURCES OF FUNDING FOR THE FISCAL YEAR 2014
 OPERATING BUDGET**

Sponsored by: Finance Committee

To determine whether the Town will amend its vote under Article 5 of the Warrant for the 2013 Annual Town Meeting by revising the funding sources for the Fiscal Year 2014 operating budget by reducing the amount to be raised by taxation and increasing the amount or amounts to be transferred from General Fund – Unreserved Fund Balance and/or Overlay Surplus, leaving the total budget appropriation unchanged.

FINANCE COMMITTEE COMMENTS: At this Special Town Meeting, the Finance Committee recommends Town Meeting apply an additional \$900,000 of free cash and \$350,000 of overlay surplus against the current FY2014 budget. The reason for our recommendation is simple. The Board of Assessors and the Finance Department have done good work since 2013 Annual Town Meeting to return surplus funds to the Town. The Board of Assessors unanimously voted to transfer \$350,000 from overlay reserve to overlay surplus, and the new Finance Director discontinued past practices of carrying over large encumbrances from one fiscal year to the next. That work yielded about \$900,000 in savings at the close of last fiscal year. These favorable developments are one-time benefits to the Town.

We recommend, in turn, that these favorable one-time developments be passed on to taxpayers as soon as possible in the form of reduced property tax bills for FY2014. If this article passes, our available certified unreserved fund balance—better known as “free cash”—would be just above the lower bound of our 5-10 percent recommended range.

Over the years, Wayland has built a strong financial position through careful budgeting and efficient operations. We are consistently ranked in the top 1 percent of towns in Massachusetts by bond rating agencies. One significant measure of financial strength is our bond rating. A community’s free cash level not only affects its bond rating, but also provides a financial cushion to meet unforeseen expenses. Experts recommend that a town like Wayland should aim for a free cash position of 5-10 percent of its operating budget, and we have adopted that recommendation as our policy.

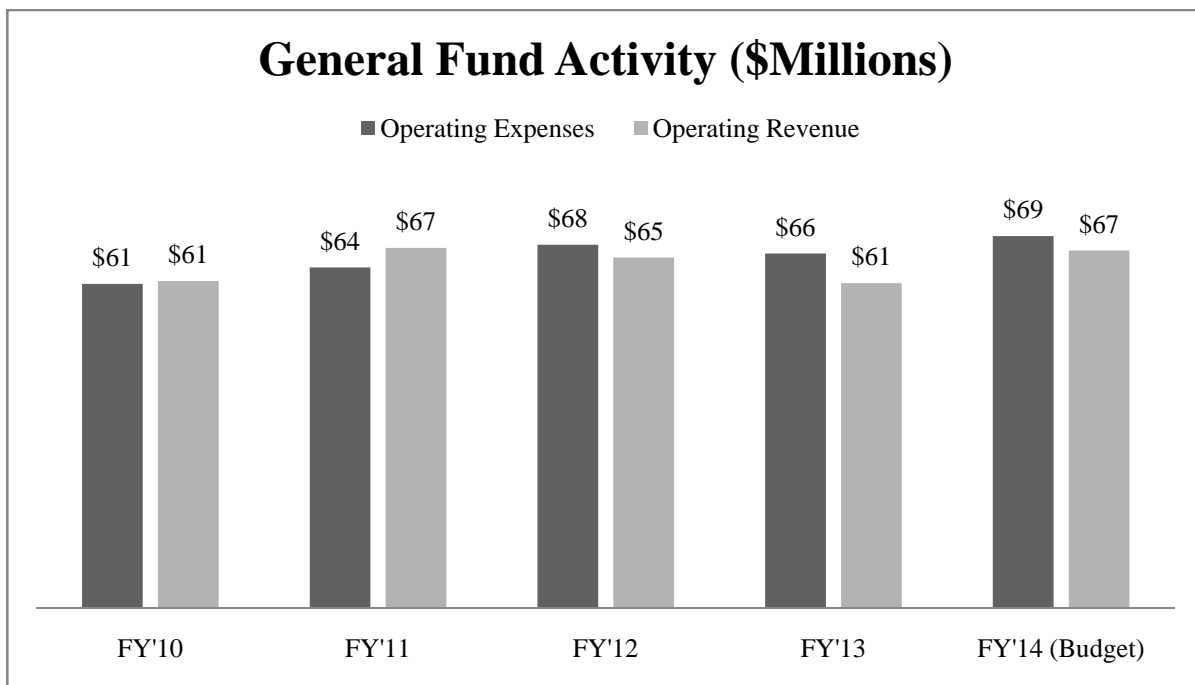
When Town departments spend less than their budgets during the year, the unspent amounts (or “turn-backs”) increase free cash. Budget line items approved at town meeting have firm expenditure caps and departments may not move funds between line items. Given how municipal budgets must be structured, we generally expect overall expense turn-backs to run between 1-2 percent of budget (\$700,000 to \$1,400,000) each year. Similarly, when revenue receipts come in higher than estimated, excess receipts also increase free cash.

Wayland has other reserves, such as the Board of Assessors overlay reserve account, which is generated each year to fund property tax abatements, among other things. From time to time, the Board of Assessors votes to return surplus overlay reserves to be appropriated for other uses.

The Finance Committee continues to work closely with the Finance Director, Town boards and committees, departments, and volunteers to identify excess cash. We all have been working on this goal for some time. Here are some examples of that work:

- Implementing better revenue estimates;
- Scrubbing the Unclassified budget using zero-based budgeting to minimize health insurance and other unclassified expense turn-backs;
- Scrutinizing and minimizing year-end encumbrances and carryovers; and
- Monitoring current capital projects to encourage project owners to release excess funds.

Each year Town Meeting passes a balanced budget for the next fiscal year, meaning our revenue estimates match our expense appropriations. In FY2011, actual revenues exceeded actual expenses, which increased free cash. Over the past several fiscal years, however, we projected—and the Town experienced—operating deficits, as the table below shows:



For the past several years the Finance Committee has recommended that Town Meeting close the gap between operating revenues and operating expenses by funding a portion of the budget from our

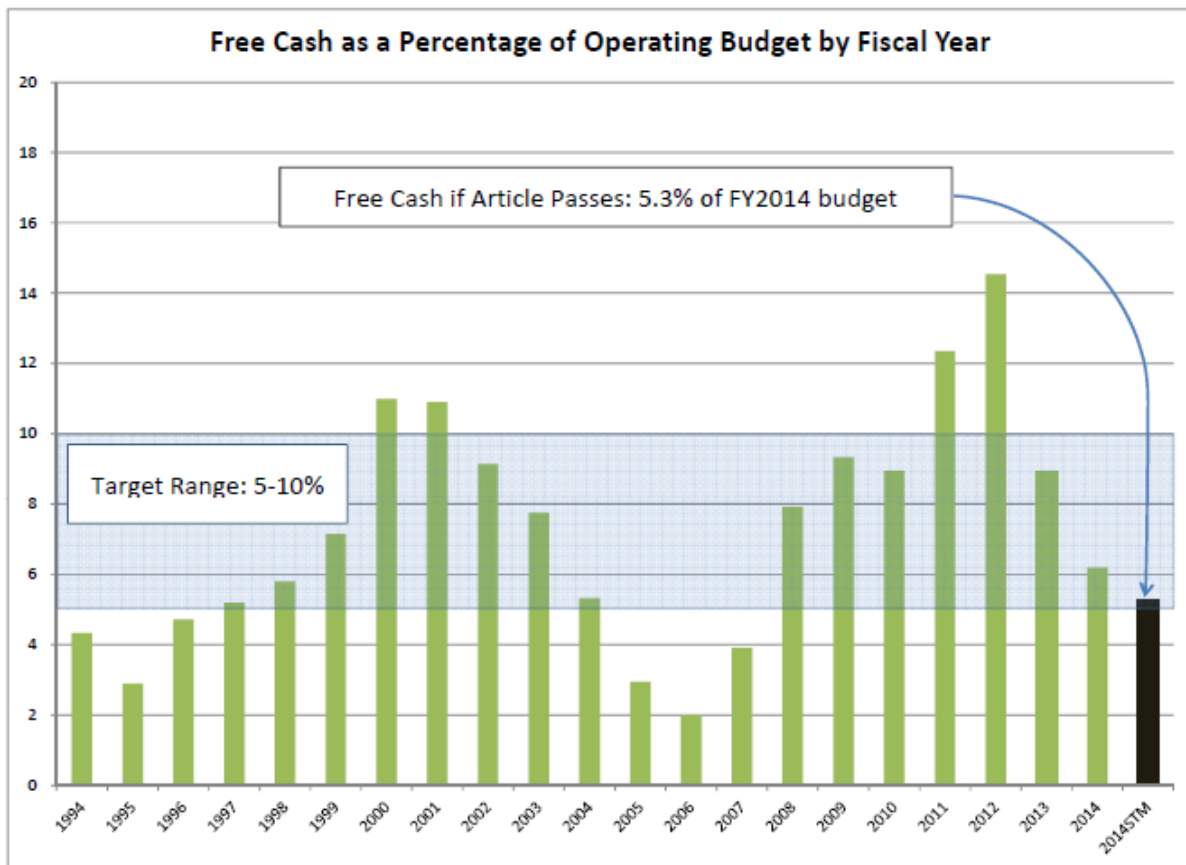
reserve funds, primarily free cash.

At Special Town Meeting in 2011, Petitioners, the Finance Committee, and the Board of Selectmen all recommended using additional free cash to offset the anticipated property tax increase for FY2012, since free cash exceeded the Finance Committee's recommended range of 5-10 percent at that time. Town Meeting approved Petitioners' motion to apply an additional \$4 million in free cash against the FY2012 operating budget. (The Finance Committee eventually recommended using an additional \$2.25 million, and the Board of Selectmen had recommended \$1 million on the Finance Committee's initial recommendation.)

For FY2013, the Finance Committee recommended and Town Meeting approved the use of \$6.5 million in free cash and overlay surplus to finance the operating budget. For the current fiscal year, FY2014, the Finance Committee recommended and Town Meeting approved using \$3.35 million in free cash and overlay surplus to support the operating budget. Below we set out a table of the free cash and overlay surplus that has been used to offset the operating budget deficit over the past several years:

Fiscal Year	Free Cash Offset	Overlay Surplus Offset	Total Nonrecurring Revenue
FY2010	\$ 1,100,000	--	\$ 1,100,000
FY2011	\$ 250,000	--	\$ 250,000
FY2012	\$ 4,500,000	--	\$ 4,500,000
FY2013	\$4,800,000	\$1,720,000	\$6,520,000
FY2014	\$2,500,000	\$850,000	\$3,350,000

Free cash used to balance the operating budget is not available to use again the following year. Our free cash balance as of June 30, 2013 was recently certified by the Department of Revenue at \$4.3 million, or about 6.1 percent of the FY2014 operating budget. Even if expense turn-backs continue—as we expect—to run at around 1-2 percent of budget, we cannot sustain our recent practice of using so much free cash to offset the operating budget, as the following chart shows:



At 2013 Annual Town Meeting, we estimated that the FY2014 property tax rate would be about 19.05 mils, about where it was in FY2012. At that time, we estimated that the FY2014 average household real property tax bill would be about \$11,430, assuming a \$600,000 average valuation per household. If this article passes, we estimate the savings per household to be about \$275, and we estimate that the revised property tax rate would be about 18.25 mils, about 2 percent higher than last year's rate and about 6 percent less than the property tax rate was in FY2011.

ARGUMENTS IN FAVOR: Surplus cash should be returned to taxpayers as soon as possible in the form of lower tax bills.

ARGUMENTS OPPOSED: We should wait until Annual Town Meeting to take up any articles that deal with the budget.

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

QUANTUM OF VOTE: Majority – See Massachusetts General Laws Chapter 59, Sections 23 and 25.

For more information about this article, contact Brian Keveny, Finance Director, at bkeveny@wayland.ma.us.

ARTICLE 2: DEPARTMENT OF PUBLIC WORKS FACILITY CONSTRUCTION FUNDING*Sponsored by: Board of Selectmen and Board of Public Works**Estimated Cost: \$12,700,000*

To determine whether the Town will vote to appropriate a sum of money to be expended under the direction of the Permanent Municipal Building Committee and Board of Selectmen for the purpose of construction and other related expenses for a facility and related access way for the maintenance, repair, storage and administrative functions of the Department of Public Works; 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 is the third presentation to Town Meeting over the past 19 months of an Article for a new maintenance and repair facility for the Department of Public Works ("DPW"). The current facility on Route 27, adjacent to the Middle School, was built in the 1930s and has significant physical problems, including structural issues, ventilation issues, and many other required repairs. Essential improvements to the current facility would cost more than \$2 million due to the building's deterioration and the fact that making significant structural repairs would trigger regulatory updating requirements (e.g., compliance with the Americans with Disabilities Act and compliance with fire and earthquake building codes). Neither the current facility nor its location meets the operational needs of the DPW, given its size, configuration, and other limitations. Inquiry has determined that the current facility may not provide a safe and healthy work environment for Town employees.

Town Meeting approved the River Road site as the location for a new DPW facility through a resolution passed at Annual Town Meeting in 2012. In 2013, Annual Town Meeting voted in favor of an article by a vote of 191 to 51 (79% to 21%), which allows for the improvements to and lengthening of the road into the proposed DPW facility via the current road into the Transfer Station from Route 20. Since 2006, Town Meeting has appropriated \$935,000 for designing and engineering the new facility, most recently with a \$725,000 appropriation in 2012. Funding for construction of this facility was requested at Annual Town Meeting in the Spring of 2013 and it was not supported by a vote of 158 to 95 (62% to 38%), with a 2/3 vote being required to pass the measure. As a result of that vote, and the subsequent grievance filed against the Town regarding the working conditions in the current DPW facility, the Board of Selectmen requested funding from the Finance Committee's reserve fund in May 2013 of \$170,000 for additional studies for the proposed facility at this location, based upon objections to the facility raised by some residents at Annual Town Meeting. The Finance Committee approved such funding provided that the Board of Selectmen concurred with the development of the proposed facility at the River Road site, and the Board of Selectmen concurred with that condition for the release of such funds. Total spending on this project, to date, is therefore \$1,105,000.

The Permanent Municipal Building Committee ("PMBC") has worked with the Town Facilities Director and the Board of Public Works for over two years to put forth plans for a building that is efficient and functional and provides a cost effective solution within the constraints of municipal development required by the Commonwealth of Massachusetts. At annual Town Meeting in 2013, the estimated cost of the facility was as follows, based upon actual bids for construction and estimates for the Access Road Construction:

Building Construction & Site Work	\$9,000,000
FF&E, Engineering, Clerk of the Works, etc.	\$1,100,000
Access Road Construction	\$900,000
Contingency	<u>\$400,000</u>
Total	\$11,400,000

Since Annual Town Meeting, the PMBC has used the \$170,000 described above to do the following work and study for the facility:

Wetlands Mitigation	\$40,000
Methane Mitigation	\$39,500
Ceremonial Landscape Survey	\$49,185
Cost Estimating & Printing & Bidding Costs	<u>\$43,315</u>
Total	\$170,000

The PMBC reports that this work has confirmed the following:

- Mitigation of methane as a potential issue has been incorporated into the project design;
- The Ceremonial Landscape Survey of the Property is not conclusive, but the preliminary review suggests that Native American protected sites could be located in the area where portions of the extension of the access road would be located. This determination has not been made via any sub-surface examination. It has been made by visual observation of above ground features in the area. While this investigation is not conclusive, it creates uncertainty about the appropriateness of potential development in the area where the access road would be extended; therefore the PMBC has determined that the project should be developed with the primary access into the property being from River Road. The PMBC may revisit this decision in the future if other information becomes available. Access into the site has primarily been focused on the access road from Rte 20 due to sensitivity to the River Road neighborhood, which strongly prefers that access not be available from River Road.

Based upon the above, the existing road from Route 20 to the River Road site will not be improved as part of the current project; however the existing road in from Route 20 may be improved in the future as part of a separate project.

Prior to Town Meeting, the PMBC will provide a revised cost estimate for the project. As of the date that this warrant went to print, the projected cost of the facility has increased from \$11.4mm to \$12.7mm, not including the access road.

Cost increases are due to the following:

- Methane mitigation (\$250k);
- Owner's representative cost (2% of construction); and
- General escalation factor due to increasing construction costs (4% of construction).

The Finance Committee typically recommends the use of exempt debt for large building projects; however the Board of Selectmen is not supportive of such funding for this project as of this time. The Finance Committee could recommend the use of exempt debt in the future, and such recommendation

would require the support of 2/3 of the Board of Selectmen and 2/3 of a vote at the polls by Town residents. Therefore, we recommend that the project be financed using a combination of debt, from the sale of \$12,124,816 of municipal bonds and \$575,184 from the reserve fund from real estate sales, such total funding totaling \$12.7 million.

The debt financing will be for a term of 20 years at an anticipated annual interest rate of 4.00% (bond rates were 2.25% approximately a year ago and are estimated to be at 3.85% today; however they are anticipated to continue increasing). Bonds to finance the project will be issued in February or March 2014 with the first payment due in Fiscal Year 2015. Therefore, there would be no tax impact from this project in the FY2014 budget. Our estimate shows that even after the DPW debt service is added, the anticipated debt service payments in FY2015 will decrease from FY2014 since other existing debt will mature and some will be retired, and those debt service obligations will roll off the town's books. Beginning in FY2015, assuming a borrowing rate of 4.00%, the estimated tax impact on a house valued at \$622,400 is \$245 in the first year (decreasing annually) if the Town borrows the full cost of \$12,700,000.

ARGUMENTS IN FAVOR:

1. The Town needs a new DPW facility, and this project is well planned and considered.
2. A properly functioning facility will increase the efficiency of DPW operations by providing better maintenance equipment and access for vehicles, by providing shelter for vehicles and equipment from damaging winter weather and by providing a better work environment for employees.
3. This project will provide an opportunity for the Town to make better use of a key parcel of land adjacent to the Middle School and a residential neighborhood.
4. Approval of this project would provide the Town with an efficient and highly functional DPW facility; thereby eliminating the need to incur wasteful costs and poor working conditions from trying to operate with the existing facility or with temporary facilities.

ARGUMENTS OPPOSED:

1. We cannot afford this project at this time, so soon after the Town took on millions of dollars in debt for the new High School.
2. Access to and from the property from River Road will have a negative impact on that neighborhood and that provides a stronger argument for locating the building at a different site in the Town of Wayland.
3. The development will occur in a scenic area, some of which may be environmentally sensitive.

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.

See Map and Building Rendering at Appendix B. For more information about this article, contact John Senchyshyn, Assistant Town Administrator, at jsenchyshyn@wayland.ma.us, or Tom Abdella, Chair, Board of Public Works, at tjabdella@gmail.com.

ARTICLE 3: SET ASIDE COMMUNITY PRESERVATION FUNDS FOR ADMINISTRATIVE EXPENSES*Sponsored by: Community Preservation Committee**Estimated Cost: \$25,000*

To determine whether the Town will vote to appropriate a sum of money to be expended by the Community Preservation Fund for its administrative expenses; 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.

FINANCE COMMITTEE COMMENTS: These monies are already contained within the CPC, and require no new taxpayer monies or allocation from other sources. It is not likely that the CPC will expend all these funds in Fiscal 2015. In that event the funds can be carried over for use in Fiscal 2016 and beyond, thereby reducing the required set-aside in those years. This request last came before the Finance Committee in 2009.

ARGUMENTS IN FAVOR: This Article adds no tax burden and is a renewal of a previously granted authority and replenishment of the fund, enabling the CPC to meet certain required administrative expenses.

ARGUMENTS OPPOSED: None.

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

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5, Chapter 44, Section 33B and Chapter 44B, Section 6.

For more information about this article, contact Jerry Heller, Chair, Community Preservation Committee, at heller.j@comcast.net.

ARTICLE 4: APPROPRIATE FUNDS TO PURCHASE CONSERVATION RESTRICTION ON LINCOLN ROAD LAND*Sponsored by: Community Preservation Committee**Estimated Cost: \$2,400,000*

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 a conservation restriction in accordance with Massachusetts General Laws Chapter 184, Section 31-33, to be held by the Town of Wayland Conservation Commission, on a parcel of land located on Lincoln Road, comprising 22.6 acres, more or less being a portion of the land on Hazelbrook Lane and Lincoln Road in Wayland, Massachusetts designated as Parcel 2 in a deed dated January 29, 2013 and recorded with the Middlesex South Registry of Deeds in Book 61086, Page 440, which parcel of land to be covered by said conservation restriction is shown on the unrecorded plan entitled “Sketch Plan of Land Wayland, Mass. Prepared for Lincoln Road Trust” dated September 2013, prepared by David E. Ross Associates, Inc., a copy of which sketch plan is on file in the Office of the Town Clerk and attached to the Warrant for the November 20, 2013 Special Town Meeting as Appendix B (the “Property”);
- b.) appropriate a sum of money to be expended by the Board of Selectmen for the acquisition of the

conservation restriction, to be held by the Town of Wayland Conservation Commission; and

- c.) determine whether said appropriation shall be provided by taxation, transfer from unappropriated available funds, transfer from available funds appropriated for other purposes, by borrowing, or otherwise, provided not more than \$2,400,000. of the funds so appropriated shall be transferred from the Community Preservation Fund of which \$2,000,000. shall be from the Open Space fund and \$400,000. from the unreserved/uncommitted funds in the Community Preservation Fund.

FINANCE COMMITTEE COMMENTS: This acreage, known as the Lincoln Road Fields, has been identified in the Town's Open Space and Recreation Plan since 1995 as being of particular interest for conservation. The property contains woodlands, fields, and wet meadows, and provides quality wildlife habitat, watershed protection, flood prevention and pollution mitigation. The property has extensive frontage on Lincoln Road and offers views across stone walls and down to Stone's Pond, originally a mill pond. Much of the surrounding land has already been conserved, including Sudbury Valley Trust's (SVT) Hazel Brook Reservation. Other conservation land in the vicinity includes several other Conservation Restrictions held by SVT, the Town's Plimpton land, SVT's Murphy Field Reservation, The Weston Town Forest, and the Town of Lincoln's McDowell/VanLear Land. This property is part of an extensive trail network including a recent connection to MassAudubon's Drumlin Farm Sanctuary.

Through this article, the Town is seeking authorization to purchase a conservation restriction on this property. With passage of the article, the land would be restricted from development in perpetuity and there will never be any residential development of the property. Such conservation restriction would result in the property remaining under its current ownership under the Lincoln Road Trust. It would provide for the continued use of the property for agriculture and conservation into perpetuity while also enabling limited public access to the site on designated trails for passive recreational and educational use. Maintenance of the property would remain with the current owners.

The negotiated sale price for the conservation restriction is \$2.4 million, which is based on a recent appraisal contracted by the Town. This appraisal 1) valued the entire property without a conservation restriction at \$4.6 million and 2) valued the property in the event a conservation restriction was to be in effect at \$2.2 million. The proposed purchase price of \$2.4 million reflects the difference between the two appraised values. The appraisal assumed a five lot subdivision. This appraisal can be viewed in the Wayland Public Library and will be available online at www.wayland.ma.us.

Funds for the purchase of this conservation restriction will be derived from existing balances in two of the Town's Community Preservation Funds, Open Space and Uncommitted. These monies have been generated over time through taxation.

As of June 30, 2013 the Community Preservation Fund balances were as follows:

	6/30/13	Proposed Acquisition Cost	Ending Balance
Open Space Fund	\$2,076,298	\$2,076,298	\$ 0
Uncommitted Balance	\$5,554,584	\$ 323,702	\$5,230,882

It should be noted that approximately \$900,000 is generated from Community Preservation Act funds annually from Town and State contributions. Of the total, roughly 10% or roughly \$90,000 balance is allocated to each of the Open Space, Affordable Housing, and Historic Preservation Funds and the remaining is designated to the Uncommitted Fund. Although the Open Space Fund is expected to

decline to zero with this proposed acquisition, this Fund balance will increase and accrue interest beginning with the FY14 anticipated fund allocation. The Affordable Housing and Historic Preservation Funds will not be affected by this proposed transaction.

The Community Preservation Committee voted in favor of this article 4-0-1.

ARGUMENTS IN FAVOR: Purchase of this property is in line with the Town's Open Space & Recreation Plan, similar to other purchases for conservation as made in the past.

Purchase of this restriction will prevent further residential development on this land and will enable the use by the public for passive recreational and education.

The cost of this purchase will not result in any additional tax burden as the acquisition price will be covered by funds from the Open Space portion of the Town's Community Preservation Act Fund and the uncommitted balance of the Fund.

The acquisition will provide significant scenic, aesthetic, scientific and historic value to the land in its present state as a natural area and open space.

The fields are currently being used for agriculture, the continuation of which will preserve uses and scenic vistas integral to the history of the property, including views from Lincoln Road, a designated scenic road, and represent the agricultural and farming heritage of the region and the Town.

The land provides protection for ground and surface water since it borders on Hazel Brook, a perennial stream.

The land abuts or is proximate to acres of other permanently protected land in Wayland, Lincoln, and Weston making the land part of a network of protected land.

Purchase of this restriction will prevent additional demands being placed on the Town's infrastructure (fire, police, schools) in the event the property was developed for residential use.

ARGUMENTS OPPOSED: The land may 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.

Following acquisition of this conservation restriction, the CPC Open Space Fund would be depleted and the Town's ability to make future conservation purchases would be temporarily depleted and the Town's ability to make large future conservation purchases would be limited until the fund is replenished or financed by other means.

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

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.

See map at Appendix C. For more information about this article, contact Jerry Heller, Chair, Community Preservation Committee, at heller.j@comcast.net.

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 upon each article, 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, and Superintendent of Schools, shall have the right to attend and sit on the floor of town meetings, but they shall not be considered in determining the presence of a quorum unless they are registered voters of the Town.

C. All other persons, including members of the press, may attend and observe Wayland's town meetings so long as they remain seated in the special section reserved for non-residents, unless the Moderator shall have authorized them to sit among the registered voters. And see paragraph IV.B.3 below.

D. A registered voter may bring his or her child(ren) to sit among the voters so long as the child(ren) sit(s) quietly beside his or her parent at all times.

III. THE MODERATOR

The Moderator is elected by ballot for a three year term at the annual election of town officers to preside at all Town meetings during his or her term of office and is authorized by state law to regulate the proceedings, decide all questions of order and make public declaration of all votes, subject to the Bylaws that Wayland has enacted to regulate the proceedings of town meetings. All rulings of the Moderator are final.

IV. THE MEETING

A. The Call to Order

1. The Moderator will call each session of town meeting to order at 7:30 p.m., or as soon thereafter as the Town Clerk has determined that a quorum of one hundred (100) registered voters has been checked into the hall.

2. The Moderator will announce the number of each article about to be considered and invite a motion thereunder; the Moderator will omit the reading of the articles, unless a MAJORITY of the meeting shall vote otherwise.

B. To Address the Town Meeting

1. No person may address a town meeting until and unless he or she shall have been recognized by the Moderator. All persons shall, at the request of the Moderator, be silent.

2. All persons, who wish to be recognized, shall approach one of the three microphones placed at the front of the room, which most closely reflects the purpose for which they seek recognition:

a. The Procedural Microphone (in the middle) will be available to those who have been recognized by the Moderator and wish to offer:

- 1) The main motion under the article being considered and a presentation in support thereof;
- 2) The principal presentation in opposition to the main motion. See paragraph IV.C.2.a, below;
- 3) An amendment to a main motion;
- 4) A question seeking information concerning the motion or other matter then under discussion, or guidance from the Moderator as to procedure, including a point of order;
- 5) An answer to a question seeking information; and
- 6) A point of order or procedural motion, such as:
 - a) a motion to terminate debate;
 - b) a motion challenging the Moderator's declaration of a vote;
 - c) a motion questioning the presence of a quorum; and
 - d) a motion to adjourn.

- b. The “Pro” Microphone will be available to those persons recognized by the Moderator who wish to speak in support of a motion on the floor.
- c. The “Con” Microphone will be available to those persons recognized by the Moderator who wish to speak in opposition to a motion on the floor.

The Moderator will normally recognize those persons, who are standing behind or seated near each microphone in a single file, in the order of their entry into that file, alternating between the Pro and the Con mikes; but reserves the right to recognize any person at any time, including a person who has not approached a mike, a person who is handicapped or a person who has risen to a point of order. Any person whose remarks are not consistent with the purpose of the microphone that he has been permitted to use, shall yield the floor upon request of the Moderator.

3. The Town Administrator, Assistant Town Administrator, Police Chief, Fire Chief, Finance Director, Director of Public Works and Superintendent of Schools 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 voice 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 and complete the same within ten (10) minutes, or less, and yield the floor. A light will warn you to conclude your remarks and yield the floor during the final minute.
- b. Any person wishing to offer a presentation in opposition to the main motion under an article must so notify the Moderator 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.

- 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.

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, 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, 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 may rule on your motion, even if no one has risen to challenge that motion by way of a point of order.
6. You will not be recognized to speak on the merits of a motion if you

have already spoken three times on its merits, but you may be recognized to answer a question put by another or to raise a procedural issue with respect to that motion.

7. Wayland's practice with respect to some common subsidiary motions is generally as follows:

- a. You may amend a motion by moving to add and/or delete words to and/or from the main motion or by substituting a new motion therefor; but the Moderator permits no more than two amendments to a main motion *at a time*. A motion to amend is debatable and requires only a MAJORITY vote, even though the main motion may require a TWO-THIRDS vote.
- b. You may move to refer a matter for further study, if your motion identifies the official or committee who shall conduct such study, how it shall report, when and to whom. In the event that you wish to establish a new committee for this purpose, the motion must specify the number of members who shall serve and who shall appoint them. A motion to refer is debatable and may be amended and requires a MAJORITY vote.
- c. You may move to advance or postpone consideration of an article listed in the Warrant. Such a motion is debatable, may be amended and requires a TWO-THIRDS vote.
- d. You may move to lay an article on the table ("table"). Such a motion is NOT debatable or amendable and requires a TWO-THIRDS vote. A motion to remove such article from the table is also NOT debatable or amendable and requires a TWO-THIRDS vote.
- e. You may ask the Meeting to take no action under an article by moving "that the article be passed over." Such a motion may be deemed a substitute for the main motion, is debatable, may not be amended, requires a MAJORITY vote and serves to dispose of the article under consideration.

8. Upon the expiration of sixty (60) minutes after the main motion under any article shall have been seconded, the Moderator will terminate debate thereon, unless the Town Meeting shall have voted to extend the time available for further debate. The time needed to count the vote(s) upon the motion(s) under the article will not be included in the sixty (60) minutes. The aforesaid sixty (60) minute limit does not apply to debate under the omnibus budget article.

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, "move the previous question". If your motion receives a second, the Moderator will ask if anyone, who has not spoken to

the motion under consideration, wishes to be recognized. If no one expresses such a wish by raising his or her hand, the Moderator will immediately terminate debate and take a vote upon your motion without permitting any amendment or debate; but if one or more persons, who have not spoken to said motion, raise their hand, the Moderator may, but need not, defer the termination of debate for a reasonable time to permit both sides of the issue to be heard. If a motion to terminate debate carries by a TWO-THIRDS vote, the Moderator will put the previous motion under consideration to a vote without further debate; but if said motion does not carry by a TWO-THIRDS vote, the Moderator will permit debate to continue.

10. If an article of the Warrant has once been acted upon and disposed of, a motion to return to the article may be made at any time if the person offering the motion discloses significant new information to the Meeting concerning said article, which had not been disclosed or made available to the Meeting when the motion under that article was debated; provided, however, that debate and action on said motion shall be deferred until all other articles shall have been disposed of and shall occur in the numerical order of each such article. In any event, a motion to reconsider is debatable, may not be amended and requires a TWO-THIRDS vote, unless it shall have been made before the article has been disposed of; in which event it requires a vote equal to the quantum of the vote that was required to pass the motion under the article to be reconsidered. If such motion carries, the Moderator will ask whether there is a new motion under the article to be 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 key pad is not functioning properly or failing to record his or her vote accurately, should raise his or her hand, or proceed to the designated help desk. If a hand is raised and seen by the Moderator, the Moderator will dispatch two tellers to examine the handset for any defect. If it is determined, either by the dispatched Tellers or at the Help Desk, that the handset is defective, they will offer the voter a paper ballot and pen to record his or her vote and provide the voter with another handset for the next vote. Such paper vote shall be promptly relayed 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 call for a Teller's Audit. All Tellers having previously identified electronic voting handsets will come forward and compare their vote to a print out showing the identification number of their electric voting handset and the vote recorded 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 ("moves 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 precede row-by-row to their box, tear their ballots into two parts, deposit one half in the box, the other half in the discard box and return to their seat. In order to assure the security of all secret ballots:

- a. No one will be allowed to vote without a ballot.
- b. No one will be permitted to cast a ballot until he or she shall have discarded the other half of the ballot into the discard box in the custody of the Teller.
- c. No one will be permitted to leave the hall until after the meeting has adjourned, unless he or she shall have turned all of the ballots that have not actually been used during a vote to the Checkers at the door.

When all of the ballots shall have been cast, the Tellers will open the ballot boxes and count the ballots at the tables situated at the front of the Hall in front of the podium.

The Moderator will then ask for the consent of the meeting (a TWO-THIRDS vote is required) to proceed to consideration of another Article. When the Tellers have completed their count, they shall report their count to the Moderator, the Moderator will declare the vote upon disposition of the Article then under debate. The declaration of the Moderator is final.

The Moderator will then ask for the consent of the meeting to return to the Article (a TWO-THIRDS vote is required) under which the secret ballot has been taken and if there is no other business under that article, will declare that article disposed of.

E. Adjournment

1. If you wish to adjourn a session of the Town Meeting before all of the articles have been disposed of, you must specify the date and time when the Meeting shall resume. Such motion may be made at any time, is debatable, may be amended and requires a MAJORITY vote, provided, however, that the Moderator will permit no such motion if it shall be offered after debate shall have been terminated upon a pending motion until the final declaration of the vote taken upon the motion then under consideration.

2. Each session of a Town Meeting shall be adjourned by the Moderator (a) at 10:30 p.m., or as soon thereafter as the Meeting has disposed of the article then under consideration or postponed action thereunder, or (b) voted to adjourn at a different time.

3. No motion to dissolve the Town Meeting (to adjourn *sine die*) is in order until every article shall have been duly considered, acted upon and declared as disposed of.

V. QUESTIONS

In the event that you have a question concerning the conduct of the meeting, you need further information to cast your vote, or the status of any motion being considered, you are invited to approach the Procedural Microphone and to address your question to the Moderator as soon as you have been recognized.

VI. MISCELLANEOUS RULES

Residents of the Town of Wayland may, with the prior permission of the Moderator, place and/or post documents intended and designed to inform and influence the action of voters at town meetings on the tables and wooden walls located behind and on either side of the tables occupied by the checkers at the entrance of the Field House and each other venue where town meetings are conducted, so long as said documents are germane to any of the articles set forth in the warrant.

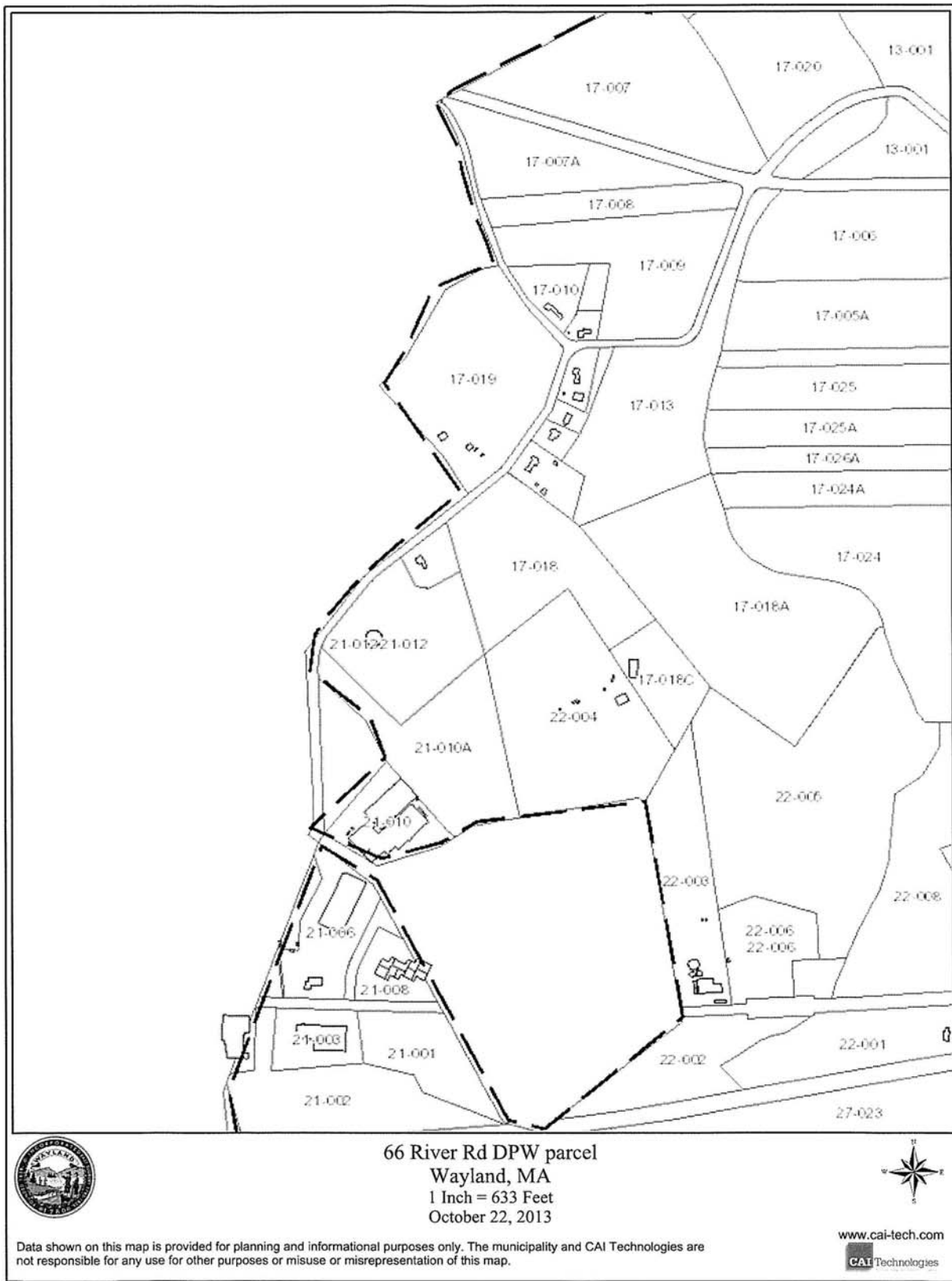
The Selectmen, the Chief of Police and the Chief of the Fire Department and other town officers and employees may also be permitted by the Moderator to post and place documents pertaining to the safety of the public in the aforesaid locations.

Thank you for joining us to do the Town's business.

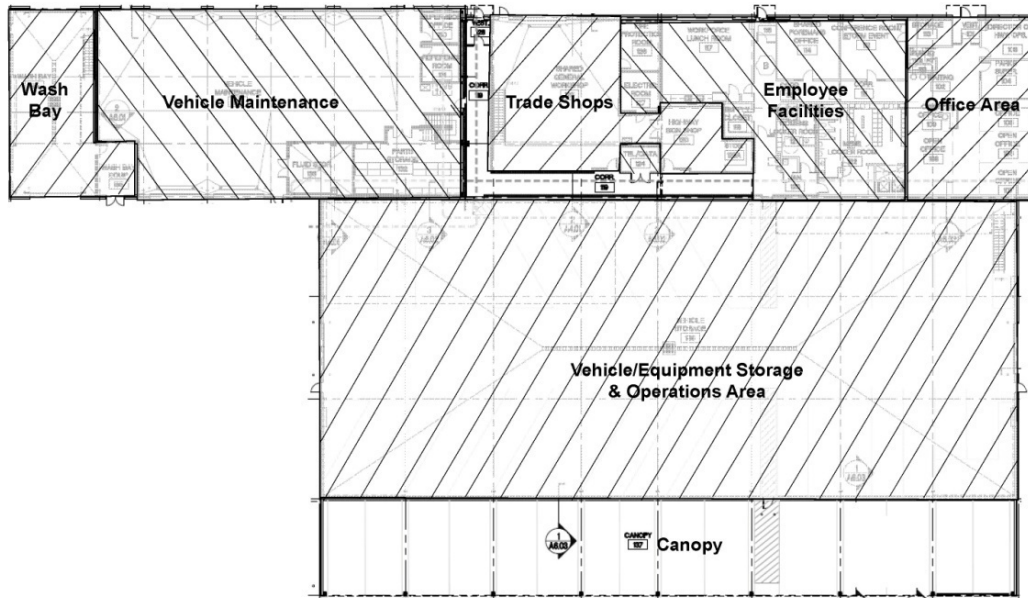
Dennis J. Berry, Moderator
October 17, 2013

APPENDIX B: MAP OF DPW PARCEL AND ADJOINING PARCELS SHOWING FOOTPRINT OF SALT SHED AND DPW BUILDING; INTERIOR LAYOUT OF DPW FACILITY; AND ARTIST RENDERING OF BUILDING ELEVATION





Wayland Public Works Facility Floor Plan



Wayland Public Works Facility Building Rendering

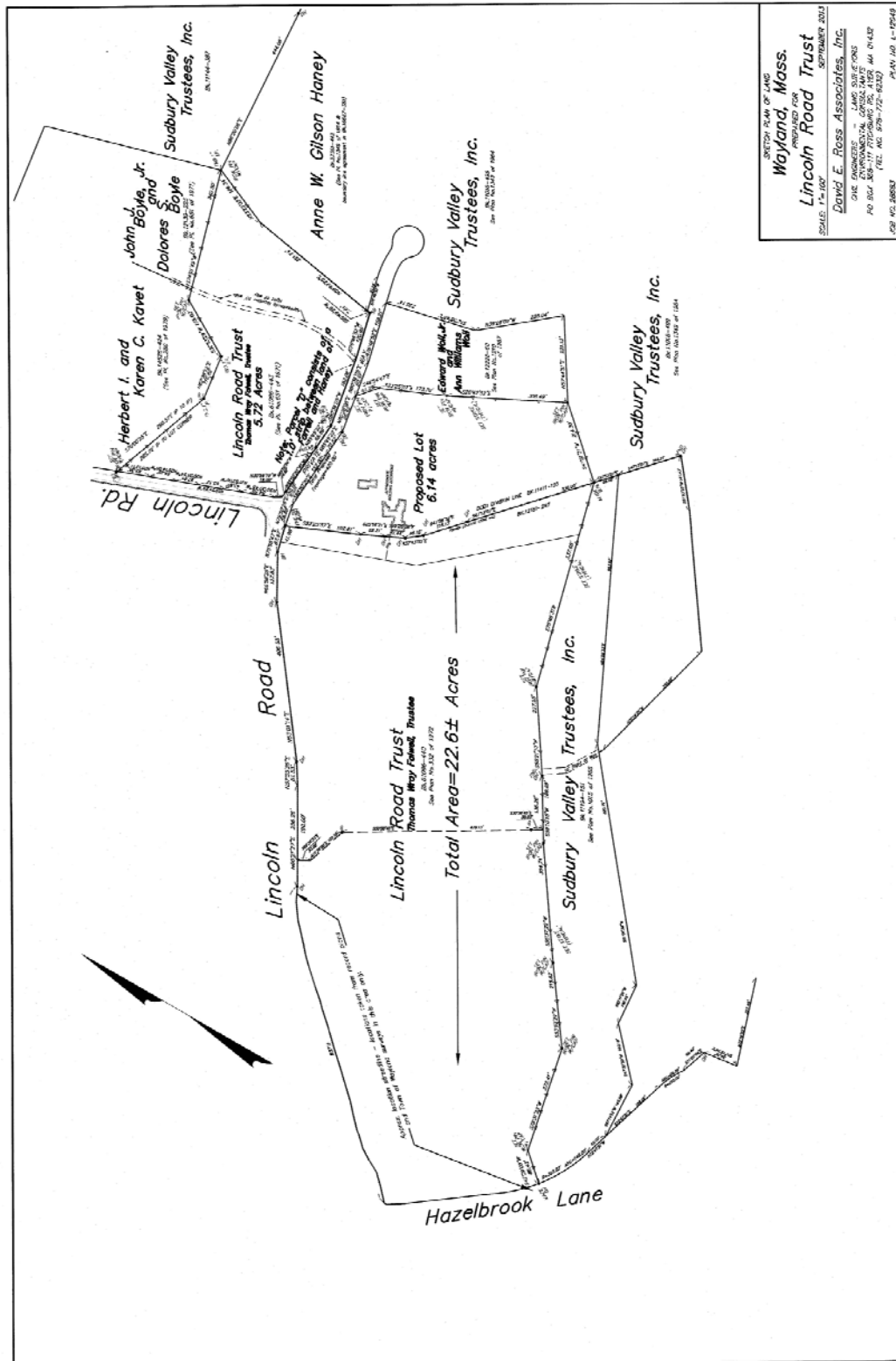


(VIEW 1) BUILDING RENDERING



(VIEW 2) BUILDING RENDERING

APPENDIX C: MAP OF LINCOLN ROAD PROPERTY



VOLUNTEER TO SERVE YOUR TOWN

Vacancies on Town boards, committees and commissions occur from time to time. Most positions are appointed by the Board of Selectmen (see I).

Elected positions are usually filled at the annual April election, but if openings occur mid-term, they are filled by appointment until the next annual election. Registered voters, please indicate your interest in order of preference (see II):

I. Appointed boards, committees and commissions:

- | | |
|---|---|
| <input type="checkbox"/> Audit | <input type="checkbox"/> Historic District |
| <input type="checkbox"/> Cable Advisory | <input type="checkbox"/> Housing Partnership |
| <input type="checkbox"/> Community Preservation | <input type="checkbox"/> Permanent Municipal Building |
| <input type="checkbox"/> Conservation | <input type="checkbox"/> Personnel |
| <input type="checkbox"/> Council on Aging | <input type="checkbox"/> Public Ceremonies |
| <input type="checkbox"/> Cultural Council | <input type="checkbox"/> Senior Tax Relief |
| <input type="checkbox"/> Dog Control Appeals | <input type="checkbox"/> Surface Water Quality |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Wastewater Management |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Youth Advisory |
| <input type="checkbox"/> Historical | <input type="checkbox"/> Zoning Board of Appeals |

II. Elected boards, committees and commissions:

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Assessors | <input type="checkbox"/> Public Works |
| <input type="checkbox"/> Health | <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Housing Authority | <input type="checkbox"/> School |
| <input type="checkbox"/> Library Trustees | <input type="checkbox"/> Selectmen |
| <input type="checkbox"/> Planning | <input type="checkbox"/> Trust Funds |

NAME: _____ ADDRESS: _____

EMAIL: _____

HOME TEL: _____ WORK TEL: _____

Applications of interest will be kept on file for one year. You will be contacted as relevant vacancies occur.

Return this completed form to:

Acting Town Administrator
Town of Wayland
41 Cochituate Road
Wayland MA 01778

**PLACE
STAMP
HERE**

**Board of Selectmen
Town of Wayland
41 Cochituate Road
Wayland MA 01778**

TOWN BOARD VACANCIES

APPOINTED BOARD, COMMITTEE, COMMISSION	APPOINTING AUTHORITY	VACANCY	CURRENT TERM EXPIRES
Cable Advisory Committee	Selectmen	Two Vacancies	6/30/14
Cochituate State Park Advisory	Selectmen	One Vacancy	6/30/14
Conservation Commission	Selectmen	One Vacancy	6/30/15
Historical Commission	Selectmen	One Vacancy	6/30/16
Housing Partnership	Appointed by Selectmen Representing Planning Board	One Vacancy	6/30/16
Housing Partnership	Appointed by Selectmen Representing School Committee	One Vacancy	6/30/14
MBTA Advisory Board	Selectmen	One Vacancy	6/30/14
Senior Tax Relief Committee	Selectmen	Two Vacancies	6/30/14
Wastewater Management District Commission	Selectmen	One Vacancy	6/30/15
Wellhead Protection Advisory Committee	Board of Public Works	Two Vacancies	6/30/14
Zoning Board of Appeals	Selectmen	One Vacancy	6/30/14

**Anyone interested in filling the above openings may obtain further information
from the Office of the Board of Selectmen at selectmen@wayland.ma.us**

★ ★ ★ ★ ★ ★ ★ ★

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 Special Town Meeting.

Hereof, fail not and deliver this Warrant with your return thereon to the Town Clerk on or before October 31, 2013.

Given under our hands and seals this 30th day of October, 2013.

Douglas J. Leard, Chair
Anthony V. Boschetto, Vice Chair
Edward J. Collins
Steven J. Correia
Joseph F. Nolan

Selectmen of the Town of Wayland

Thomas Greenaway, Chair
Nancy Funkhouser, Vice Chair
David J. Gutschenritter
Cherry C. Karlson
Carol B. Martin
William Steinberg
Gil Wolin

Finance Committee