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TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN
LEA T. ANDERSON
MARY M. ANTES
THOMAS J. FAY
CHERRY C. KARLSON
DOUGLAS A. LEVINE

**Meeting Minutes
BOARD OF SELECTMEN
Monday, February 24, 2020
6:30 p.m.
Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road, Wayland, MA**

Attendance: Lea T. Anderson, Mary M. Antes, Thomas J. Fay, Cherry C. Karlson, Douglas A. Levine
(arrived at 6:41 p.m.)

Also Present: Town Administrator Louise Miller, Assistant Town Administrator Elizabeth Doucette

A1. Call to Order by Chair C. Karlson called the meeting of the Board of Selectmen to order at 6:32 p.m. in the Wayland Town Building Selectmen's Meeting Room when a quorum was present, and noted that the meeting would be broadcast and recorded for later broadcast by WayCAM.

A2. Enter into Executive Session Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining with the New England Police Benevolent Association (NEPBA)/Wayland Police Officers Union (WPOU) Local 176; and Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2) (3) and (6) to review and approve the executive session minutes of February 3, 2020, and February 10, 2020; APPROVE AND HOLD: Executive Session minutes of February 3, 2020, and February 10, 2020.

At 6:32 p.m. Chair C. Karlson moved, seconded by M. Antes, that the Board of Selectmen Enter into Executive Session Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining with the New England Police Benevolent Association (NEPBA)/Wayland Police Officers Union (WPOU) Local 176; and Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2) (3) and (6) to review and approve the executive session minutes of February 3, 2020, and February 10, 2020 with the intent of approving and holding said minutes.

C. Karlson declared that a public discussion of these matters may have a detrimental effect on the litigating, negotiating, or bargaining position of the Town. Roll call vote. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson. NAY: none. ABSENT: D. Levine. ABSTAIN: none. Adopted 4-0.

C. Karlson invited attendance by Louise Miller, Town Administrator and Elizabeth Doucette, Assistant Town Administrator.

At 6:52 p.m., the Board returned to open session. L. Miller left to attend the Finance Committee meeting.

A3. Review Agenda for Public; Announcements and Public Comment C. Karlson noted again that the meeting will be broadcast and recorded for later broadcast by WayCAM and reviewed the agenda for the public.

D. Bernstein, Glezen Lane, representing himself, recommended that the Board defer Article (R) Select Board/ Town Manager Act to the fall Special Town Meeting.

A. Foster, co-chair of the Recreation Commission, appeared before the Board to clarify that if the Loker Turf Field article were approved by Annual Town Meeting, the Recreation Commission would focus its five-year plan on rehabbing existing sites, not new field development in the next five years.

J. Sax, Willowbrook Drive, appeared before the Board to share information about vernal pools at the Loker site, and share an opinion on the potential forum hosted by the League of Women Voters on the Loker Field warrant article.

M. Lowery, Lakeshore Drive, representing himself, urged the Board to use the land at 195 Main Street for the Council on Aging /Community Center project.

D. Bouchard, accompanied by G. Bernard, R. Sherman (members of the Public Ceremonies Committee) and family members Werner Gossels and Bonnie Gossels, announced the inaugural C. Peter Gossels Good Government Award and requested the Board's permission to hang the plaque and photograph in Town Building.

A13.2. Consent: Review and vote to approve (see separate sheet); Item 2. Acknowledge Public Ceremonies Committee's Gossels Award and vote permission to hang the plaque and photograph in Town Building

L. Anderson moved, seconded by M. Antes, that the Board vote to remove the item "Acknowledge Public Ceremonies Committee's Gossels Award and vote permission to hang the plaque and photograph in Town Building" from the Consent Calendar in the Board Packet. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

T. Fay moved, seconded by D. Levine, to approve the item to Acknowledge Public Ceremonies Committee's Gossels Award and vote permission to hang the plaque and photograph in Town Building. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A4. Vote to approve Memorandum of Agreement with the New England Police Benevolent Association (NEPBA)/ Wayland Police Officers Union (WPOU) Local 176 C. Karlson announced that the Board would take no action on the topic at the meeting.

A5. Appointments:

Municipal Affordable Housing Trust - Interview and potential vote to appoint Luke Legere to a term ending June 30, 2020 The Board interviewed L. Legere and reviewed his résumé.

D. Levine moved, seconded by L. Anderson, to appoint L. Legere to the Municipal Affordable Housing Trust for a term ending June 30, 2020. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Wastewater Management District Commission - Interview and potential vote to appoint Michael Gitten to a term ending June 30, 2022 The Board interviewed M. Gitten and reviewed his résumé.

T. Fay moved, seconded by D. Levine, to appoint M. Gitten to the Wastewater Management District Commission for a term ending June 30, 2022. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

River Stewardship Council - Discussion and potential vote to appoint Mary Antes and Tom Sciacca to a term ending June 30, 2021 C. Karlson reported that both M. Antes and T. Sciacca have been serving on the River Stewardship Council, and suggested it would not be necessary to interview them.

D. Levine moved, seconded by L. Anderson, that the Board appoint T. Sciacca and M. Antes as alternate appointment to the River Stewardship Council for a term ending June 30, 2021. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A6. Select Board/Town Manager Special Act: Review, finalize and vote related documents, including Frequently Asked Questions, Executive Summary, and Special Act Overview; discuss next steps C. Karlson recommended that the Board review the materials in the packet and choose how the related documents should be shared with the public. Board members suggested clarifying edits, grammatical, and

typographical corrections. The Board agreed to include the Executive Summary, the FAQ and a link to the detailed summary in the warrant, post the detailed summary online, and additionally issue a press release with the Executive Summary at a later date.

A7. Annual Town Meeting (ATM) Articles: Review, discussion and vote Board position of ALL ATM articles; meet with article sponsors; discuss next steps, including the following:

Article (F) Compensation for Town Clerk C. Karlson explained that the Finance Committee voted not to support this article and sought more information to justify the compensation. She reported that more information was included in the packet and provided to the Finance Committee. She also reviewed a community salary comparison, and summarized the current Town Clerk's prior work experience.

T. Fay moved, seconded by L. Anderson, that the Board vote to adopt and recommend approval for the revised Article (F) Compensation for Town Clerk as included in the packet. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Article (B) Pay Previous Fiscal Year Unpaid Bills C. Karlson reported that there was now one outstanding liability.

Article (D) Other Post-Employment Benefits (OPEB) Funding C. Karlson noted a \$64 change in the language of the article, which was re-submitted to the Finance Committee.

Article (E) Personnel Bylaws and Wage & Classification Plan C. Karlson noted that the Personnel Board would meet again on Feb. 25 to vote on this article.

Article (G) FY 2021 Omnibus Budget No action was taken as the Finance Committee has not finalized the budget.

Article (I) Choose Town Officers C. Karlson commented that M. Antes worked to identify more volunteers and updated the names in the article.

Article (J) Hear Reports C. Karlson reported that the Moderator requested that the Board add the Public Ceremonies Committee report to this list for Town Meeting.

Article (P) Reallocate Previously Appropriated Funds for Community Center C. Karlson reported that the Finance Committee voted to defer taking a position until Town Meeting. The Board had also deferred its recommendation until L. Miller could give an update.

Article (Y) Spencer Circle Street Acceptance C. Karlson reported that discussions with Spencer Circle residents are ongoing and productive. L. Anderson moved, seconded by D. Levine, that the Board of Selectmen defer a position on Article (Y) Spencer Circle Street Acceptance until Town Meeting. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Article (X) Community Choice Aggregation L. Anderson mentioned that Article (X) Community Choice Aggregation language was completed and there was nothing new to add.

Article (AA) High School Athletic Field Complex Renovation – Part 3 C. Karlson reported the Board was waiting for a write-up from the Finance Committee.

Article (Z) Loker Turf Field C. Karlson reported that the Board had a redlined version of the warrant article in the packet. T. Fay stated that he agreed with the changes, and noted it was still unclear when the PMBC and Conservation Commission would have more information on the article. T. Fay reported that the League of Women Voters agreed to hold a separate article forum for this warrant article to allow questions to be answered. The details are still being worked out.

L. Miller returned from the Finance Committee meeting.

Article (DD) Limit Carrying of Weapons in Town Building and to Town Events The Board invited J. Nedzel, Pequot Rd, to join the discussion. J. Nedzel urged the Board to vote to not recommend approval by Town Meeting. C. Karlson noted that the petitioner had not appeared before the Board but was invited to discuss the article. D. Levine noted that an essentially identical article failed at the last Town Meeting by a

vote of almost two to one, there are existing laws in place, and he would not support the article. T. Fay concurred. D. Levine reported that the Finance Committee deferred its vote to take a position on the article, as there was no direct financial impact.

D. Levine moved, seconded by M. Antes, that the Board support Article (DD) Limit Carrying of firearms or dangerous weapons YEA: none. NAY: M. Antes, T. Fay, C. Karlson, D. Levine. ABSENT: none. ABSTAIN: L. Anderson. The motion failed 0-4-1.

Article (FF) BoS to Prepare Budget; Moderator Appointed Finance Committee to Review Articles and Budget The Board invited lead petitioners C. Plumb, Bald Rock Rd. and G. Harris, Holiday Rd., to summarize the intent of the article. G. Harris explained the intent was to change the Town bylaw in three ways. First to amend Section 19-1 to have the moderator appoint the Finance Committee publicly, which removes the authority from the Selectmen; amend Section 19-2 to change the responsibility to produce and present a budget to Town Meeting from the Finance Committees to the Selectmen; and to make minor changes to the wording of 19-3. G. Harris reported that the petitioners are considering just moving forward with the amendment to Section 19-1, and recommended the Board take a position on the article as written with three parts, and a vote with just the amendment to Section 19-1. G. Harris reported that Wayland is one of the only Towns that operates this way. C. Karlson asked if any of those communities were Aaa communities. G. Harris would find out. T. Fay stated his preference for a five-person committee to appoint the Finance Committee rather than a single person. C. Karlson agreed there was a need to re-write Section 19. L. Anderson stated agreement with the need to re-write the section, but to do it systematically and not amend the bylaw piecemeal.

T. Fay moved, seconded by L. Anderson, that the Board of Selectmen vote to recommend supporting Article (FF) Board of Selectmen to Prepare Budget; Moderator Appointed Finance Committee To Independently Review Warrant Articles Including Budget. YEA: none. NAY: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. ABSENT: none. ABSTAIN: none. The motion failed 0-5.

T. Fay moved, seconded by L. Anderson, that the Board of Selectmen vote to recommend approval of the first section of Article (FF) Moderator Appointed Finance Committee with the amendment to support only Section 19-1. In discussion, D. Levine noted his intent to abstain because he needed more information. M. Antes stated her opposition to the piecemeal approach. C. Karlson stated she felt the Board should consider the approach Collins proposed. YEA: none. NAY: L. Anderson, M. Antes, T. Fay, C. Karlson. ABSENT: none. ABSTAIN: D. Levine. The motion failed 0-4-1.

Article (GG) Repeal Chapter 193 of the Code of Town of Wayland C. Karlson reported that the lead petitioner would be meeting with the Conservation Commission and the Board at the March 9th meeting.

T. Fay moved, seconded by D. Levine, that the Board of Selectmen vote to defer the recommendation of Article (GG) Repeal Chapter 193 of the Code of the Town of Wayland. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Article (EE) Change Election Date T. Fay reported that the Finance Committee identified problems with the article and was not supportive of the article. T. Fay noted approval of the article would cost money, with little benefit, and cause logistical problems. C. Karlson reported there were unintended consequences.

T. Fay moved, seconded by L. Anderson, that the Board of Selectmen vote to approve and support Article (EE) Change Election Date. YEA: none. NAY: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. ABSENT: none. ABSTAIN: none. The motion failed 0-5.

Article (CC) Finance Committee Participation in Collective Bargaining C. Karlson reported that the petitioners had asked the Moderator about potential language changes on Town Meeting floor. M. Lowery, petitioner, explained that the Moderator would require explanation of language changes. C. Karlson clarified that the Board would have to vote support of the language as it was before them and recommended the Board not support the article. C. Karlson reported that the Personnel Board voted unanimously not to support the change and the School Committee would discuss the topic on Feb. 24. Town Counsel opined that Town Meeting could not compel the Board or School Committee to designate the Finance Committee to participate in collective bargaining.

T. Fay moved, seconded by D. Levine, that the Board of Selectmen vote to recommend approval of Article (CC) Finance Committee Participation in Collective Bargaining. YEA: none. NAY: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. ABSENT: none. ABSTAIN: none. The motion failed 0-5.

A8. Annual Town Meeting: Discuss and vote order of articles in Annual Town Meeting Warrant The Board reviewed the warrant articles to be moved with the abbreviated procedure, the proposed schedule of Town Meeting articles, and discussed the anticipated timing of articles.

T. Fay moved, seconded by L. Anderson, that the Board of Selectmen vote to support the draft order of Annual Town Meeting Articles as included in the Board packet. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A9. Board of Selectmen Goals for FY 2020-2021: discuss and finalize, including: Communication: discuss changes to meeting packet information; Economic Development: discussion of Route 20 development, River's Edge and MassDOT grant L. Miller reported that the Town Administrator's Office is working on using a different format in Adobe Acrobat for the Board packet to make it more navigable. The Board handouts would be included in the web version of the packet. L. Miller reported that the Town might be eligible for a grant for the Route 20 development that may help the process. C. Karlson shared a draft of the Boards' goals and a press release to share the goals with the public.

A10. 2020 Census: Initial Boundary Validation Program: review data and vote to sign and submit response C. Karlson recommended that the Board authorize the Chair to sign and submit the document included in the packet. The U.S. Census Bureau invited the Highest Elected Official to review the Census Bureau's boundary data to ensure the information is correct.

M. Antes moved, seconded by D. Levine, that the Board of Selectmen vote to authorize the Chair to sign and submit the U.S. Census form included in the Board packet. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A11. Town Administrator's Report and Updates:

Council on Aging/Community Center RFP Update and establishment of Review Committee L. Miller explained that as part of the RFP process a review community had been established to review the proposals and that under Chapter 30 the proposals must remain confidential until the Town reached an award decision.

Rivers Edge L. Miller reported that she signed the Town's intent to allow River's Edge to use the access road, a requirement of MassDOT; ratification of this action is on the Consent Calendar. The Town will need to sign an easement agreement.

School Bus Parking L. Miller noted that the MassDOT is closing on the property in Sudbury in early April. The Town Planner is working with Herb Chambers to request an additional year to park on the property, but a location on Route 27 in Natick, and another in Concord are alternate options.

Permitting Request for Proposals L. Miller stated that the RFP would be issued this week, and she anticipated that the responses would be opened before Town Meeting.

Verizon Cell Tower Update L. Miller reported the Town is in litigation; a resident had sued the Zoning Board of Appeals and she expected the matter to be in Land Court for a significant amount of time. The Town should not anticipate a cell tower in this location in the near future.

West Suburban Health Update L. Miller reported that the increases to FY 2021 health insurance are not as high as the Town had budgeted, and she expected final numbers soon.

Treasury Department Update L. Miller explained that the consent calendar includes ratification of two contracts to provide personnel in the Treasury Department to cover the basic functions and prepare procedure manuals. The vacant position is posted.

A12. Minutes: Review and vote to approve minutes of February 3, 2020, February 10, 2020, and February 13, 2020 L. Anderson moved, seconded by M. Antes, the Board of Selectmen vote to approve the

meeting minutes of February 3, 2020 and February 13, 2020. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A13. Consent: Review and vote to approve (see separate sheet)

1. Vote the question of approving and signing the weekly payroll and Expense warrants.
2. Acknowledge Public Ceremonies Committee's Gossels Award and vote permission to hang the plaque and photograph in Town Building.
3. Ratify Town's intent to allow River's Edge access to Transfer Station Access Road.
4. Vote the question of approving the request to hold the Annual "Pam's Run" on Sunday, October 18, 2020, beginning at 10:00 am at the Claypit Hill School.
5. Vote to accept the \$10,000 gift from the Middlesex Savings Charitable Foundation to the Wayland Police Department.
6. Vote to accept the \$10,000 gift from the Middlesex Savings Charitable Foundation to the Wayland Fire Department.
7. Vote to Ratify Louise Miller, Town Administrator's signature on the Clifton Larson Allen contract re: review of the cash reconciliation process as of December 31, 2019.
8. Vote to Ratify Louise Miller, Town Administrator's signature on the Clifton Larson Allen contract re: performing certain duties of those of an assistant Treasurer/Collector.
9. Vote the question of approving one (1) sandwich board to be displayed from May 18, 2020 to May 25, 2020 at the following location: Old Connecticut Path and Cochituate Road (Five Paths) promoting the Boy Scout Troop 1's Memorial Day Pancake Breakfast on May 25, 2020 at St. Zepherins.
10. Vote the question of approving and signing Contract Agreement no. 20-1069 with TBA Architect, Inc. for professional design services for renovations at Wayland Town Building and Loker School at a cost of \$115,000, to cover design services.
11. Vote the question of approving and signing Agreement no. # 20-1019 with Pamet Software, LLC. at a cost of \$27,586, to cover annual software license, maintenance, and support.
12. Vote the question of approving and signing Contract no 20-2016 with Dynamic Janitorial Cleaning, Inc. at a cost of \$26,578, for the provision of janitorial services.
13. Vote the question of approving and signing Contract no. 20-1057 with Sudbury Valley New Horizons Music, Inc. at a cost of \$30,000 provided by the Recreation Department, to cover the Adult Music Orchestra and Band Program.
14. Vote to approve expenditure of \$23,000 from the Conservation Gift Account for implementation of the habitat management recommendations prepared by Mass Audubon in the Cow Common Land Management Plan, dated June 2018.

C. Karlson noted that the Board had acted on item 2 earlier in the meeting and suggested the Board table item 14 to a future meeting. T. Fay moved, seconded by L. Anderson, that the Board of Selectmen vote to approve the Consent Calendar in the Board Packet, as amended. YEA: L. Anderson, M. Antes, T. Fay, C. Karlson, D. Levine. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

A14. Correspondence Review. The Board reviewed correspondence included in the Board Packet.

A15. Selectmen's reports and concerns. M. Antes announced early voting.

A16. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any. There were none.

A17. Adjourn T. Fay moved, seconded by D. Levine, to adjourn the meeting at 10:15 p.m. YEA: L. Anderson, M. Antes, T. Fay, D. Levine, C. Karlson. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of February 24, 2020

1. Article F: Compensation for Town Clerk

2. Article Y: Spencer Circle Street
3. Article Z: Loker Turf Field
4. Article CC: Finance Committee involvement in Collective Bargaining
5. Article DD: Limit Carrying of Firearms or Dangerous Weapons
6. Article EE: Change Election Date
7. FTEs 2021 for approval
8. Wages for Warrant 2020 for approval
9. Recreation Minimum Wage Warrant Update for 2020
10. Press Release BoS Goals for 2020

Items included as part of the Agenda Packet for discussion during the February 24, 2020 Board of Selectmen Meeting

1. Town of Wayland Board/Committee Appointments Status as of February 19, 2020
2. Cover letter and CV for Luke Legere
3. Cover letter and CV for Mike Gitten
4. Article List for 2020 Annual Town Meeting: Article A to GG
5. ATM 2020 Article Order draft as of 02-24-2020
6. US Census Bureau Cover letter and application for the 2020 Initial Boundary Validation Program (BVP)
7. Draft of Board of Selectmen Meeting Minutes held on 02-03-2020
8. Draft of Board of Selectmen Meeting Minutes held on 02-13-2020

CORRESPONDENCE

1. Correspondence from Louise Miller, Town Administrator, to Anna Ludwig, Town Clerk, dated February 14, 2020 re: Ballot Question and vote certification on whether the Town was exempt from provisions of Proposition two-and-one-half to pay for the bonds issued in order to complete the roof replacement at Loker Elementary School.
2. Correspondence from Paul A Church, Wayland Citizens for Strict Enforcement of Immigration Laws, to U.S. Department of Justice, Copy to Louise Miller, Town Administrator, re: committee's concern regarding the Town of Wayland's resolution identifying Wayland as a welcoming community for undocumented immigrants.
3. Correspondence from Greg Franks, Xfinity Comcast Senior Manager to Wayland Board of Selectmen, Copy to Department of Telecommunications and Cable, dated February 10, 2020 re: Form 500 distribution for 2019 which consists of customer video service related issues within community and how Comcast responded, included the time taken to resolve the complains.
4. Correspondence from Elizabeth Salerno, Board of Registrars, to Board of Selectmen, Copies to Anna Ludwig, Town Clerk, John Toto, Chairman, Republican Town Committee, and Virginia Gardner, dated February 10, 2020 re: retirement letter for her position in the Board of Registrars.
5. Correspondence from Anna Ludwig, Town Clerk, to John Toto, Chairman, Republican Town Committee, copies to Board of Selectmen, dated February 13, 2020 re: Elizabeth Salerno's resignation notice and letter to the Board of Registrar and recommendation from Elizabeth Salerno of Virginia Gardner as replacement.
6. Monthly Police Department report from Patrick Swanick, Chief of Police, to Board of Selectmen, dated February 10, 2020 re: Monthly Report – January 2020
7. Wayland Board of Health Director's Report from Julia Junghanns, Director of Public Health to Board of Selectmen, Dated February 10, 2020 re: Director's report
8. Correspondence from John K McCarthy, Executive Director, Massachusetts Building Authority to Louise Miller, Town Administrator, dated February 13, 2020 re: vote of approval notice for the Proposed Accelerated Repair Project for a partial roof replacement project at the Loker School.

FEB 24 2020

Board of Selectmen
Town of Wayland

DRAFT

ARTICLE CC: FINANCE COMMITTEE PARTICIPATION IN COLLECTIVE BARGAINING*Proposed by: Petitioners*

To determine whether the Town will vote to amend Section 19-5 of Town Code by adding:

C. The Finance Committee shall be invited to participate in town and school collective bargaining processes by sending a representative to attend bargaining sessions and by sending a representative to participate in Personnel Board, Selectmen, or School Committee considerations of collective bargaining agreements.

The Finance Committee may deliver recommendations on collective bargaining in general, or specific proposed agreements to the Personnel Board, School Committee, or the Board of Selectmen.

The Finance Committee shall include a section on the effect of collective bargaining agreements in its annual report to Town Meeting.

PETITIONERS' COMMENTS: Section 43-2 Personnel Board, under section B states that the powers and duties of the Personnel board shall include "(3) To negotiate collective bargaining agreements for the Town, after having met in advance with the Board of Selectmen and the Finance Committee to discuss forthcoming negotiations."

The Finance Committee should receive an understanding of any calculations, considerations and justification for the full, long-term costs including items like vacation time, sick leave, step raises and other employee benefits and employee health insurance cost and prepare them so that they show short-and long-term budget impacts of collective bargaining agreements to town meeting before town meeting is asked to ratify (i.e. fund) the new contracts.

FINANCE COMMITTEE COMMENTS: This article seeks to require the Finance Committee to be invited to participate in the collective bargaining process for the Town and Schools. Under the article, the Finance Committee would be permitted to do the following, which they are not today:

- Send a representative to attend bargaining sessions
- Participate in meetings of the Personnel Board, Selectmen, or School Committee in which collective bargaining agreements are considered as a non-voting participant
- Make recommendations to the Personnel Board, Selectmen and School Committee but not to compel them to follow such recommendations

In addition, the article requires the Finance Committee to report on the financial effect of negotiated benefits in its annual report to Town Meeting. Though not required, the Finance Committee already has the option to include such information in its annual report and when preparing its comments for the warrant article(s) funding collective bargaining agreements.

Historically, by code and by practice, the Finance Committee is not involved in the midst of the collective bargaining process but rather meets in advance to discuss upcoming negotiations in a four-board meeting with the Personnel Board, School Committee and Board of Selectmen. After negotiations are concluded, the Finance Committee is responsible for preparing comments on the warrant articles to inform Town Meeting and report its recommendation to Town Meeting with regards to funding the collective bargaining agreements. Memorandum of understanding and final collective bargaining agreements are

public documents; all final collective bargaining agreements are available on the Town's website. However, arguably, the information available to the Finance Committee under the current process is not sufficient to prepare a comprehensive report.

Town Counsel was asked to opine on the legality of this proposed bylaw. In summary, Town Meeting cannot compel either the Board of Selectmen or the School Committee to designate the Finance Committee to participate in collective bargaining. Therefore, Town Meeting lacks the authority to adopt such a bylaw as it exceeds its authority.

The Massachusetts Municipal Association's Association of Town Finance Committees issues a Finance Committee Handbook. On page 23 of the 2017 Handbook:

A majority of any municipal budget (potentially as much as 75 to 80 percent) is spent on salaries, benefits and pension costs. However, finance committees have no direct responsibility or control over collective bargaining and personnel policies. In some towns, the finance committee chair may play a role in planning collective bargaining goals and strategies, but finance committees do not play a direct role in personnel matters.

Nevertheless, finance committees must understand the financial implication of their town's personnel policies and practices. In addition, finance committees should urge the selectmen and personnel board in their town to follow two basic principles when engaging in the collective bargaining process. First, town negotiators should calculate, consider and justify the full, long-term costs of collective bargaining items like vacation time, sick leave, step raises and other employee benefits before agreeing to them. Special attention should be paid to employee health insurance cost impacts. Second, they must be prepared to layout the short-and long-term budget impacts of collective bargaining agreements to town meeting before town meeting is asked to ratify (i.e. fund) the new contracts.

There are 10 Town and School unions and all contracts expire on June 30, 2020:

- Local 690 Wayland-1 American Federation of State, County and Municipal Employees (AFSCME 690 Wayland -1);
- Local 690 Wayland – 2 American Federation of State, County, and Municipal Employees (AFSCME 690 – 2);
- Wayland DPW Association, Teamsters Local 170;
- International Association of Firefighters, AFL-CIO Local 178;
- The Wayland Library Staff Association MFT, AFT, AFL-CIO;
- The New England Police Benevolent Association (NEPBA)/Wayland Police Officers Union (WPOU) Local 176;
- Wayland Teachers Association (WTA);
- Wayland Educational Secretaries' Association;
- The Massachusetts Laborers' District Council Laborers' International Union of North America, AFL-CIO on behalf of Public Employees' Local Union 1116 Custodians and Maintenance; and
- Wayland Food Service Association.

The Board of Selectmen recommends (insert vote)

The School Committee recommends..... (insert vote)

The Personnel Board recommends.....(insert vote)

ARGUMENTS IN FAVOR: Proponents may argue that today, the Finance Committee must only be consulted prior to collective bargaining negotiations and after an agreement has been reached to prepare

for Town Meeting. In order to have the best information for budget preparations, and so that the Town may utilize the benefits of their experience and perspective, the Finance Committee should be privy to and be able to comment upon the financial implications of collective bargaining agreements as they are being developed rather than after the fact.

Proponents may argue that this article does not impose any responsibility on the Finance Committee that is inconsistent with the law or the Finance Committee Handbook of the Massachusetts Municipal Association's Association of Town Finance Committees because it does not make them a party to negotiations. Rather it allows them to efficiently observe, assess and ultimately comment to the negotiating parties on the short and long-term financial impacts in advance of any agreements.

Proponents may argue that although in theory the Finance Committee can already prepare and report short-and long-term budget impacts of collective bargaining agreements to town meeting, they cannot practically do so because under the current process no member of the Finance Committee has access to the comprehensive data necessary to do so effectively.

If the town manager act is approved, Sections 43-2 B. and C. of the Town Code may become moot, potentially eliminating the Finance Committee discussion/review with the Personnel Board prior to negotiations. Proponents may argue this would make establishing the Finance Committee role in collective bargaining more important.

ARGUMENTS OPPOSED: Opponents may argue that significant changes to the Town's bylaws should be discussed in public sessions involving the relevant staff, volunteers and town counsel to develop workable, enforceable and legal language. This has not occurred with this proposed bylaw change. Bylaw changes made on Town Meeting floor cannot be considered in a deliberative and effective manner.

Town Counsel has opined that Town Meeting cannot compel the Board of Selectmen or School Committee to designate the Finance Committee to participate in collective bargaining. Further, Town Meeting lacks the authority to adopt such a bylaw as it exceeds Town Meeting's authority.

Collective bargaining negotiations extend beyond financial considerations. They are about employee contracts which also encompass work conditions, operations, departmental management and Town management and are not within the purview of the Finance Committee. Opponents may argue it is not appropriate for the Finance Committee to be involved in the discussion or resolution of personnel matters.

Opponents may argue that negotiations should be handled by professionals rather than volunteers and that adding more volunteer participants into the negotiating process increases the risk that details are not kept confidential. The unions have to be able to state issues in confidence without worry that they will be made public. Successful collective bargaining outcomes require an open and honest exchange of information by the parties during negotiations, which is less likely to happen if the parties are not fully confident that these exchanges will remain confidential. Further, because the Town negotiates with multiple unions, it is essential that the bargaining terms and strategy remain confidential so that one negotiation does not affect the negotiations of another union.

Opponents may argue that the Town could face a potential claim for unfair labor practices because further involvement of the Finance Committee in collective bargaining could result in accusations that they used their budgetary influence as leverage to force a predetermined outcome with the unions.

Opponents may argue that the article is inconsistent with the non-binding Finance Committee Handbook of the Massachusetts Municipal Association's Association of Town Finance Committees because a

Finance Committee representative's attendance at bargaining sessions and recommendations to involved Boards and Committees could be construed as a direct responsibility or control over collective bargaining and personnel policies.

Opponents may argue that the Finance Committee already has the ability to fulfill their responsibility to Town Meeting because they can already prepare and report short-and long-term budget impacts of collective bargaining agreements to town meeting as well as decide whether or not to recommend for funding by Town Meeting.

Opponents may argue that there are alternative ways to achieve the objectives of this article without the necessity of a bylaw change or expanding the Finance Committee's role in the collective bargaining process. For example, other towns have a management report to the Finance Committee on the financial impacts of contracts before final settlement. Town management can cost out a contract and present that to the Finance Committee and to Town Meeting. This offer has already been made prior to the existence of this petitioners' article.

RECOMMENDATION: The Finance Committee recommends (insert vote).

QUANTUM OF VOTE: Majority.

CONSISTENCY WITH LAW: This proposed bylaw amendment is not repugnant to federal law but may not be consistent with Massachusetts Law. Per Town Counsel, Town Meeting lacks authority to adopt such a bylaw, as it exceeds Town Meeting's authority under G.L. Chapter 40, Sec.21.

For more information about this article, contact lead petitioner Mike Lowery at 508-397-8828 or email lowery.mike@gmail.com.

ARTICLE DD: LIMIT CARRYING OF FIREARMS OR DANGEROUS WEAPONS

Proposed by: Petitioner

Estimated Cost: \$0.00

To determine whether the Town will vote to:

Amend §139-8 of Chapter 139 of the code of the Town of Wayland by adding said section

(b) For the purposes of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged.

No person, not being a law enforcement officer and notwithstanding any license obtained by the person pursuant to Mass. State Law Chapter 140, shall carry on the person a firearm, loaded or unloaded, or other dangerous weapon in any building on town property, or to any town sponsored gathering, including athletic events, on town property, excluding public ways, without the written authorization of the Board of Selectmen.

Petitioners' Comments: This article is pretty straight forward. It extends the exact same State mandated protections that we have for our schools and applies them to all Town owned properties. The State mandates that we protect our children during all activities on ALL school properties. So why not extend it to ALL Town owned properties such as playing fields, Library and other Town owned buildings including Children's Way Day Care.

No one should have an issue with this article if they also support the State law. We should not jeopardize the safety of our children, and we should do all we can to eliminate all dangerous weapons from where children congregate.

FINANCE COMMITTEE COMMENTS: Petitioners propose adding text to the Town Code which prohibits someone from carrying a firearm into a Town building or on Town property during a Town sponsored event unless s/he has written permission from the Board of Selectmen.

Currently, Massachusetts General Laws chapter 269, section 10 prohibits anyone, other than law enforcement, from carrying a firearm in any building or on the grounds of any elementary or secondary school, college or university without the written authorization of the board or officer in charge. Current Town Code states:

§139-8 Explosives and Firearms

No person shall carry uncased or unholstered firearms or discharge explosives or firearms on public property without the prior written permission of the Board of Selectmen or on private property without the prior written permission of its owner. This section shall not apply to the lawful defense of life or property.

The current law allows those that are duly licensed to carry a firearm on Town owned properties, except schools, if the firearm is holstered, in a case or carried concealed on the person.

The proposed amendment would restrict anyone, including licensed gun owners, from carrying any firearms or other dangerous weapon into any Town building or to Town sponsored events without written authorization of the Board of Selectmen. Law enforcement officers would be exempt. Petitioners' intent is to make all Town buildings and events "gun free zones".

The article is similar in form to the State law banning guns on school property. It has the same enforcement clauses and requires the same written "except" clause.

There are over 600 Wayland citizens who hold a Massachusetts "License to Carry Firearms" (LTC), all of whom have been photographed, fingerprinted, undergone criminal offender record index (CORI) and federal background checks and firearms training, and have been personally interviewed by the Wayland Police Department.

The Wayland Police Youth Officer has indicated there are no additional costs for the current ban of guns on school grounds and that there have not been any issues enforcing the ban of guns on school grounds.

The Board of Selectmen recommends (insert vote)

ARGUMENTS IN FAVOR: Petitioners state that prohibiting firearms on all Town property and at Town sponsored events would improve overall safety.

Petitioners note that Wayland's Town day-care is located in a Town building rather than in a school building. Hence, the Town day-care is not covered by the existing State law prohibiting the carrying of firearms on school property. This article resolves that issue.

Petitioners believe that this is an easy policy to implement and have proposed that the Board of Selectmen use the same procedure the Superintendent uses to permit people to carry concealed weapons on school property.

Petitioners note that by using the same language and same enforcement approaches as the State law, this article allows the police to enforce the Town bylaw in the exact same manner as they enforce the State law.

Petitioners assert that the article extends the same protection that currently exists on school property to all buildings on Town property as well as all Town sponsored events.

Commented [LD(1): Redundant.

Petitioners note that it can be argued that gun owners are currently required to be cognizant about where they are permitted to carry firearms. Some properties allow the carrying of firearms, and some do not. The rules vary from town to town. Part of being a responsible gun owner is being aware of where one is allowed to carry firearms. This article simplifies the rules on Wayland-owned property.

Petitioners argue that it would be great if the Commonwealth of Massachusetts would enhance the State law to cover what will be covered by this new bylaw, but we do not need to wait for the State to act.

ARGUMENTS OPPOSED: The proposed by-law requires that certain enforcement provisions and definitions be determined before this amendment could be implemented effectively. For example, the Board of Selectmen would need to define a process for providing written permission to carry a firearm in Town buildings or at Town events, including the duration of each permission.

Since it is already illegal to carry firearms without a license, this proposal directly impacts a small group of currently law-abiding, licensed gun owners in Wayland who have already been thoroughly vetted via the Massachusetts firearms licensing process. Individuals who seek a first time license to carry are required to have completed a firearms safety course as well as interview directly with the lieutenant and chief of the Wayland Police Department. All applicants are subject to thorough background checks as well.

Logistically, this article is wildly impractical. Metal detectors or other weapon-detecting systems are not set up when individuals conduct business or attend a hearing at Town Building, or participate at an event on Town-owned property.

It is argued that this by-law would put a burden on certain ceremonial events that require the discharge of firearms such as the annual Memorial Day observances or sporting events. Written permission would be required by the Board of Selectmen for every event.

Some believe that this would infringe on their rights to carry arms.

Some argue that efforts should be made to change the State law instead of the Town by-law.

RECOMMENDATION: The Finance Committee voted to defer its recommendation, if any, until Town Meeting (7-0-0)

QUANTUM OF VOTE: Majority.

For more information about this article, contact Duane Galbi at 781-899-0378 or email duane.stonebridge@gmail.com.

Commented [LD(2): I think this is a fairly weak argument in opposition to the article.

DRAFT

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FEB 24 2020

ARTICLE EE: CHANGE ELECTION DATE

Board or Selectmen
Town of Wayland

Proposed by: Petitioner

Estimated Cost: \$0.00

To determine if the town will vote to: **change the date of election to after town meeting by modifying**

§ 36-1 Town meeting and election.

[Amended 3-11-1974 ATM by Art. 11; 5-1-1991 STM by Art. 3; 5-12-2004 ATM by Art. 34; 4-13-2009 ATM by Art. 23]

The annual Town meeting shall commence on a day between April 1 and May 15 inclusive 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, ~~after before~~ the annual Town meeting concludes. 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:

Towns benefit from informed, involved citizens. Having election after town meeting concludes gives citizens a chance to hear arguments both pro and con before voting on financial issues that appear on the ballot.

The Board of Selectmen recommends (insert vote)

FINANCE COMMITTEE COMMENTS:

The intent of this Article is to change the current sequence of votes taken by Wayland residents on proposed debt exclusions. The effect of this Article would be to require that the Town hold additional elections for debt exclusions or that the Town postpone the annual Town election, resulting in the need for a Home Rule Petition to change the time at which elected officials take office.

Proposition 2 ½ limits the amount of revenue a city or town may raise from local property taxes each year to fund municipal operations. A city or town, however, may vote to increase that amount through a debt exclusion. If approved by voters, such an exclusion permits a community to raise additional tax revenues to pay the annual debt service for a particular project each year until the debt is retired. Approval of a debt exclusion therefore provides a municipality with a means of funding a particular project (or projects) with a temporary increase in the levy limit. According to the Massachusetts Department of Revenue, ballot votes approving a debt exclusion do not expire. A municipality therefore may authorize a debt exclusion through a ballot vote one year and Town Meeting may approve it years later.

For towns in Massachusetts to approve a debt exclusion, they must obtain a simple majority at the ballot and a two-thirds majority at Town Meeting. Wayland presently holds its Town election in advance of Annual Town Meeting, and this election is when residents vote on proposed debt exclusions. This Article

would switch this order. Wayland would first hold Annual Town Meeting and then have the Town election occur within seven days of when the Warrant closes at Annual Town Meeting.

The proposed language conflicts with Massachusetts state law. Wayland would not be able to include a debt exclusion ballot question at a Town election within seven days of the close of Town Meeting because M.G.L. c. 54 § 42C prohibits the Wayland Town Clerk from printing a ballot question until thirty-five days after finalizing the language. Under this Article, the Board of Selectmen could not submit a debt exclusion question to the voters on a ballot until the close of Annual Town Meeting because the language of the debt exclusion may change during the discussion held at Town Meeting. Therefore, the earliest point at which Wayland could hold an election on a debt exclusion question is thirty-five days after the close of Annual Town Meeting. Absent a Home Rule change (discussed in the next paragraph), Wayland would then have to hold an additional election specifically for a debt exclusion question. Holding more than one local election every time that Wayland has a ballot question would result in an added cost to the Town.

Passage of this Article would also require a corresponding Home Rule change approved by the Massachusetts state legislature. Session Law c. 53 of the Act of 2010, titled, "An Act Relative to Elections in the Town of Wayland," states "town officials elected at the annual town election shall assume office on the date of the adjournment of the annual town meeting immediately following said election." If this Article passed without a change to the above-quoted language, then no persons would hold elected positions during the period of time between the end of Annual Town Meeting and the end of the Town election. To avoid this gap, Wayland would need to file a Home Rule petition allowing for elected officials to hold office until the Town election.

Passage of this Article also may affect whether the Town funds projects through a debt exclusion or within the levy. For example, in the unlikely event that an Article approved at Town Meeting does not specify the type of debt with which it would be funded (i.e., within the levy or through a debt exclusion) fails to obtain a simple majority through the Town election, then it could be funded within the levy, even if that was not the intent of the Town Meeting voters.

ARGUMENTS IN FAVOR: Supporters of this Article believe holding the election after Town Meeting gives residents a chance to hear all sides of the argument before casting their ballot vote.

Holding the election after Town Meeting may increase voter turnout at Town election because residents will be more informed on the debt exclusion question (or questions), and will also have a better idea of what is at stake during the election based upon the vote (or votes) that took place during Town Meeting.

Having Town Meeting before the election provides registered voters with another opportunity to hear and observe candidates for elected office, and therefore may better inform their decision for issues other than a debt exclusion question.

ARGUMENTS OPPOSED: Opponents may argue that changing the order may result in situations where a project is funded within the levy despite reaching a super-majority at Town Meeting because residents voted for the Article on the basis that it would be funded through a debt exclusion, and those residents would not have approved the Article if they knew it would not be funded through a debt exclusion.

If a Proposition 2 ½ operating override is needed and the election occurs after Town Meeting, it is not clear what would occur if a budget is passed at Town Meeting and the override vote then fails at the polls during the election. It may be that another Town Meeting is required to pass another budget.

An election after Town Meeting may reduce voter turnout for Town election because residents may believe the debt exclusion vote is irrelevant if a project failed at Town Meeting; however, since debt exclusion ballot votes do not expire, a favorable vote may occur for a debt exclusion which does not accurately express the will of registered voters.

Holding Town Meeting before the election may politicize Town Meeting, as candidates for elected office may conduct themselves during Town Meeting in a manner which intends to curry favor with voters or dissuade voters from electing an opponent.

Opponents may argue that significant changes to the Town's bylaws should be discussed in public sessions involving the relevant staff and volunteers, as well as town counsel, and that did not occur with this Article.

RECOMMENDATION: The Finance Committee does not recommend approval. (Vote 0-5-1)

QUANTUM OF VOTE: Majority.

For more information about this article, contact Molly Upton at 508-651-7610 or email 23mupton@gmail.com.

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FEB 24 2020

Board of Selectmen
Town of Wayland

DRAFT

ARTICLE F: COMPENSATION FOR TOWN CLERK

Proposed by: Board of Selectmen

Estimated Cost: \$77,146

To determine whether the town will vote to fix the salary for the Town Clerk, pursuant to Massachusetts General Laws Chapter 41, Section 108, to be effective July 1, 2020.

SALARY SCHEDULE – TOWN CLERK

	<u>FY 2020</u>	<u>FY 2021</u>
Town Clerk	\$ 70,602	\$ 77,146

FINANCE COMMITTEE COMMENTS: This Article requests that Town Meeting approve a salary increase for the Town Clerk. By law, annual wage adjustments for the Town Clerk are subject to Annual Town Meeting approval because it is an elected position. The Board of Selectmen and Town Clerk request an increase from Non-union Grade N-8 step 2 to step 5.

For the last few years, the Town Clerk's salary has been reviewed and set so that it is comparable to a Non-union Grade N-8 employee. The salary charts are shown in Appendix B. This gives some structure to Town Meeting's consideration of the salary request. For FY2021, the Town Clerk will be in her second year of service in her first three-year term.

If the position was an appointed position, a well performing new employee who entered at Grade 2 could have received a step adjustment after a six-month probationary period and perhaps an additional adjustment within the year. This request is for the next fiscal year, so at a minimum could be considered at the Grade 5 level \$77,146. Notably, there are no benefits included with compensation for an elected position.

The proposed Grade 5 Level does not include a COLA adjustment for FY2021; a 2% COLA adjustment would bring the salary to \$78,689. COLA adjustments for non-union staff usually match those negotiated by the unions and are approved by Town Meeting vote. As of this writing, no union settlements have been reached, and the Board of Selectmen anticipates bringing the request for all non-union staff to a fall Town Meeting with pay changes effective as of July 1, 2020.

The Town Clerk conducted a salary survey with 44 towns/cities responding. The average salary of clerks with 6-10 years of experience is \$78,471. After applying an anticipated COLA to be voted by Town Meeting in the fall, the Wayland Town Clerk's salary will be comparable to other clerks with 6-10 years' experience. The existing Town Clerk has considerable comparable job experience: over 30 years practicing law, prior work experience with Open Meeting, Public Records and Conflict of Interest laws, and has assisted the previous Town Clerk by working at the polls and town meetings. The FY20 salary was set in the Warrant without consideration of the experience level of a newly elected Town Clerk.

This article is placed before the Budget Article because the Town Clerk's salary is embedded in the Town Clerk salary line item.

If the Select Board/Town Manager Special Act passes, the Town Clerk will become an appointed position at the end of her elected term in 2022. At that time, it is appropriate to conduct a classification study to

confirm the job level assignment of Non-Union N-8 and placement within the range. Now, because this is an elected position, Town Meeting makes this determination and this proposed wage would be set for this Town Clerk for FY2021.

The Board of Selectmen recommends (insert vote)

ARGUMENTS IN FAVOR: Proponents may argue that this article sets the salary of the Town Clerk at an appropriate compensation level.

A FY21 COLA adjustment can be considered with other non-union employees at a future Town Meeting.

The Town Clerk position requires a broad knowledge base, superior customer service, knowledge of election and other laws and demands long hours. Some proponents would say that the increased salary is required to attract and retain good, qualified candidates.

ARGUMENTS OPPOSED: Opponents might say that employees are already sufficiently compensated.

Opponents might argue that comparable salary information should be based on experience as a town clerk.

RECOMMENDATION: The Finance Committee recommends not approving (3-4-0).
Insufficient data was supplied to support the salary request.

QUANTUM OF VOTE: Majority vote.

For more information about this article, contact Town Administrator Louise Miller 508-358-3620 or email lmiller@wayland.ma.us.

ARTICLE Y: SPENCER CIRCLE STREET ACCEPTANCE

Proposed by: Board of Public Works

Estimated Cost: \$38,000.00

To determine whether the Town will vote to accept Spencer Circle as a public way, and any easements appurtenant thereto, as laid out by the Board of Public Works as shown on a plan thereof titled As-Built Spencer Circle dated October 25, 2004 by Ducharme & Wheeler, Inc.; and to see if the Town will vote to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain or otherwise, easements in any land necessary for laying out and the acceptance of Spencer Circle, or other easements related to; and further, to authorize the Board of Selectman and/or the Board of Public Works, and/or any other applicable Town of Wayland Board and their personnel and/or representatives or designees, to take any and all related actions necessary or appropriate to accomplish the purposes of this Article and/or otherwise act thereon.

FINANCE COMMITTEE COMMENTS:

Spencer Circle was constructed to be a public way in or around 2002. At the time that the subdivision was approved and, in the decision of the Planning Board, Spencer Circle was intended to be accepted as a public way. Since the Town had not moved forward with acceptance as a public way, the residents of Spencer Circle inserted a petitioners' article for acceptance of Spencer Circle as a public way at the 2019 Annual Town Meeting. Following discussions with Town officials, the petitioners withdrew the article in order to allow the Town to proceed with the street acceptance process pursuant to Massachusetts General Laws.

The Board of Public Works recommends that if an easement is agreed to by all parties and is effective prior to the Annual Town meeting, that the Town accept Spencer Circle as a public way, and any easements appurtenant thereto, as laid out by the Board of Public Works and shown on a plan thereof entitled As-Built Spencer Circle dated October 25, 2004 by Ducharme & Wheeler, Inc.. The Board of Public Works will advance this street acceptance process as procedurally identified by Town Counsel.

The condition of the road, after 17 years, requires approximately \$32,000 of repairs. The Department of Public Works (DPW) understands this and is prepared to place Spencer Circle on its Roadway Improvement Plan on a schedule appropriate with the Department's condition and plan criteria. In addition to these repairs, there remain several infrastructure deficiencies that need to be addressed prior to Town acceptance. These repairs have been itemized in a DPW memo to the Board of Public Works dated 4/22/2019. The Spencer Circle developer is aware of these repairs and understands that any acceptance of the road and release of the developer for liability will be conditional upon these repairs being made by him.

Should Spencer Circle be accepted as a public road, the Town would own two drainage structures, located in part on Nos. 4 and 6 Spencer Circle. The Town has performed a limited conditions assessment of the drainage systems and has determined the systems to be in good working condition. Easements are necessary at Nos. 4 and 6 Spencer Circle pertaining to the Town's access, operation and maintenance of these drainage systems. Any street acceptance will be conditional upon the execution of these easements. Under Massachusetts General Laws, the easements must be completed within 120 days of the dissolution of Town Meeting after a vote to accept a road as a public way.

The Board of Selectmen are currently negotiating with the owners of No. 4 and No. 6 Spencer Circle to acquire by gift, purchase, eminent domain or otherwise, easements in any land necessary for the laying out and the acceptance of Spencer Circle, or other related easements. Said easement is required to be in place prior to Street Acceptance.

The Board of Public Works voted (4,0,0) on February 4, 2020 to schedule a public hearing on March 17, 2020 as the next step in the street acceptance process. The Board of Public Works has stated that the hearing will be cancelled if an easement is not in effect prior to the hearing date.

The Planning voted to accept Spencer Circle as a public way on February 4, 2020 subject to several conditions including that an easement be agreed to by all parties and be in place before the Annual Town meeting (4,0,0).

The Board of Selectmen recommends (insert vote)

ARGUMENTS IN FAVOR:

Spencer Circle was originally built to town standards and should be accepted.

ARGUMENTS OPPOSED:

Drainage structures are on two residents' land, and would be complex for the town to maintain. The town will expend approximately \$38,000 in the next few years to bring the road to town standards.

An easement to allow work on drainage structures on two residents' land has not been agreed to between the Town and the residents. Without the easement the Town's responsibility for work on the drainage structure is unclear

RECOMMENDATION: The Finance Committee voted to defer its recommendation, if any, until Town Meeting (5,1,0)

QUANTUM OF VOTE: Majority.

For more information about this article, contact Tom Holderat 508-358-3678 or email tholder@wayland.ma.us.

FULL TIME EQUIVALENTS (FTEs) - BY DEPARTMENT

	ACTUAL		ACTUAL		ACTUAL		PROPOSED	
	FTEs	FY 18	FTEs	FY 19	FTEs	FY 20	FTEs	FY 21
LAND USE								
<u>Building & Zoning</u>								
Building Commissioner	1.00		1.00		1.00		1.00	
Local Building Inspector	1.00		1.00		1.00		1.00	
Gas & Plumbing Inspector	0.52		0.52		0.52		0.52	
Wiring Inspector	0.51		0.51		0.51		0.51	
Department Assistant	1.60		1.60		1.60		2.00	
Department Total		4.63		4.63		4.63		5.03
<u>Conservation</u>								
Conservation Administrator	1.00		1.00		1.00		1.00	
Land Manager	0.54		0.80		0.86		1.00	
Department Assistant	1.00		1.00		1.00		1.00	
Department Total		2.54		2.80		2.86		3.00
<u>Planning</u>								
Planning Director	1.00		1.00		1.00		1.00	
Department Assistant	0.40		0.40		0.40		0.00	
Department Total		1.40		1.40		1.40		1.00
FINANCE								
<u>Assessing Office</u>								
Assessing Director	1.00		1.00		1.00		1.00	
Assistant Assessor	1.00		1.00		1.00		1.00	
Administrative Assessor	1.00		1.00		1.00		1.00	
Department Assistant	1.00		1.00		1.00		0.50	
Department Total		4.00		4.00		4.00		3.50
<u>Finance Office</u>								
Finance Director	1.00		1.00		1.00		1.00	
Benefits Manager	1.00		1.00		1.00		1.00	
Accountant	1.00		1.00		1.00		1.00	
Finance Assistant	1.80		1.80		1.80		1.80	
Department Total		4.80		4.80		4.80		4.80
<u>Treasurer/Collector</u>								
Treasurer/Collector	1.00		1.00		1.00		1.00	
Asst. Treasurer/Collector	1.00		0.69		0.69		0.69	
Department Assistant	1.23		1.54		1.54		1.54	
Department Total		3.23		3.23		3.23		3.23
ADMINISTRATION								
<u>Council on Aging</u>								
COA Director	1.00		1.00		1.00		1.00	
Outreach Coordinator	0.83		0.83		0.83		0.83	
Project Coordinator	0.51		0.86		0.86		0.86	
Department Assistant	1.00		1.00		1.00		1.00	
Comm. Coord.& Community Rel							0.40	
		3.34		3.69		3.69		4.09

<u>Information Technology</u>						
IT Director	1.00	1.00	1.00	1.00		
IT Manager	1.00	1.00	0.00	0.00		
Business Systems Analyst	1.00	1.00	1.00	1.00		
Senior Systems Administrator	0.00	0.00	1.00	1.00		
Desktop Support Analyst	0.00	0.00	0.00	1.00		
Network Manager	0.00	0.00	0.00	1.00		
	3.00	3.00	3.00			5.00
<u>Public Buildings</u>						
Public Buildings Director	1.00	1.00	1.00	1.00		
Project Manager	0.00	0.00	1.00	1.00		
Facilities Business Manager				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	5.54			6.54
<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	1.00	1.00		
Community Health Nurse	5.00	5.00	5.00	6.00		
Department Assistant	1.00	1.00	1.00	1.00		
Sr Clerk	0.43	0.43	0.43	0.43		
Department Total	9.29	9.29	9.43			10.43
<u>Recreation</u>						
Recreation Director	1.00	1.00	1.00	1.00		
Asst. Recreation Director	1.00	1.00	1.00	1.00		
Recreation Program Adm	0.00	0.00	0.00	0.00		
Recreation Program Coor	1.00	1.00	1.00	1.00		
Recreation Assistant	0.54	0.54	0.54	0.54		
Department Total	3.54	3.54	3.54			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	0.00	0.00		
Asst Town Adm/Procurement	0.00	0.00	1.00	1.00		
Financial Administrator	1.00	1.00	0.00	0.00		
Management Analyst	0.00	0.00	1.00	1.00		
HR Manager	0.00	0.00	1.00	1.00		
Exec Asst to TA	1.00	1.00	1.00	1.00		
HR Asst	1.00	1.00	0.00	0.00		
Department Assistant				0.70		
Department Total	5.00	5.00	5.00			5.70
<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 Assistant	0.00	0.00	0.00	0.00		
Department Total	2.00	2.00	2.00			2.00

<u>Youth & Family Services</u>						
Y & F Services Director	1.00		1.00		1.00	1.00
Assistant Youth Director	1.00		1.00		1.00	1.00
Substance Abuse Professional	0.60		0.60		0.60	0.60
Outreach Coordinator					0.49	
Administrative Assistant	0.17		0.17		0.17	0.17
Department Total		2.77		2.77		2.77
						3.26
DPW						
<u>Administration</u>						
DPW Director	1.00		1.00		1.00	1.00
BPW Business Manager	0.00		1.00		1.00	1.00
Administrative Coordinator	1.00		0.00		0.00	0.00
Department Assistant	2.34		2.34		2.34	2.34
<u>Engineering Services</u>						
Town Engineer	1.00		1.00		1.00	1.00
Surveyor	1.00		1.00		1.00	1.00
Project Manager	0.00		1.00		1.00	0.00
GIS Analyst	1.00		1.00		1.00	1.00
<u>Highway/Parks/Transfer Station</u>						
Highway/Parks/TS Superintendent	1.00		1.00		1.00	1.00
Senior Foreman	1.00		1.00		1.00	1.00
Transfer Station Foreman	1.00		1.00		1.00	1.00
Working Foreman	3.00		3.00		3.00	3.00
HEO	3.90		4.48		4.48	4.48
MEO	5.00		5.00		5.00	5.00
Sr Grounds Worker	2.00		2.00		2.00	2.00
Grounds Worker	1.00		1.00		1.00	1.00
Maintenance Worker	5.00		5.00		5.00	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		0.00		0.00	0.00
WT & C Manager	0.00		1.00		1.00	1.00
Water Foreman	1.00		1.00		1.00	1.00
Water Worker 3	2.00		1.00		1.00	1.00
Water Worker 2	1.00		3.00		3.00	3.00
Water Worker 1	2.00		1.00		1.00	1.00
Department Total		41.24		42.82		42.82
						41.82
WASTEWATER						
Account Specialist	0.54		0.54		0.54	0.54
WW Operations Manager	0.00		1.00		1.00	1.00
		0.54		1.54		1.54
						1.54

LIBRARY

Library Director	1.00	1.00	1.00	1.00
Assistant Library Director	1.00	1.00	1.00	1.00
Head of Circulation	1.00	1.00	1.00	1.00
Bibliographic Serv Librarian	1.00	1.00	1.00	1.00
Children's Librarian	1.00	1.00	1.00	1.00
Assistant Children's Librarian	1.00	1.00	1.00	1.00
Reference Librarian	0.77	0.77	0.77	0.77
Comp Spec/Ref Librarian	0.71	0.71	0.71	0.71
Library Assistant	1.60	1.60	1.60	1.60
Library Associate	1.00	1.00	1.00	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	13.69	13.69	13.69	13.69

PUBLIC SAFETYFire

Fire Chief	1.00	1.00	1.00	1.00
Assit. Fire Chief	1.00	1.00	1.00	1.00
Deputy Chief	1.00	1.00	0.00	0.00
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	0.00	1.00	1.00	1.00
Mechanic/EMT	1.00	1.00	1.00	1.00
Firefighter/EMT	7.00	6.00	6.00	6.00
Firefighter/Paramedic	7.00	9.00	10.00	11.00
Paramedic - Per Diem	0.00	0.00	0.00	0.00
Secretary	0.54	0.54	0.54	0.54
Department Total	26.54	28.54	28.54	29.54

Police

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	12.00	12.00	12.00
Administrative Asst	1.00	1.00	1.00	1.00
Traffic Supervisors	1.59	1.59	1.59	1.59
Department Total	25.59	26.59	26.59	26.59

JCC

JCC Dispatcher	7.00	7.00	7.00	7.00
JCC Dispatch Coor	1.00	1.00	1.00	1.00
	8.00	8.00	8.00	8.00

TOTAL TOWN FTEs

169.68	175.86	177.06	182.29
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SCHOOLS						
Total School FTEs	417.65	424.44	430.64	436.49		
	417.65	424.44	430.64	436.49		
TOTAL TOWN AND SCHOOL FTEs	587.33	600.30	607.70	618.78		

FTE counts exclude seasonals, temporaries, call FFs and other non-regular positions.

DRAFT
PRESS RELEASE

To: Wayland Town Crier
Wayland Voters Network
Wayland E-news
WSPN

February 25, 2020

The Wayland Board of Selectmen met in January to establish its goals for the upcoming year. While the discussion was far reaching, at the end of the meeting the Board concluded that the following six goals were critical to continue to move Wayland in a positive direction. The six major goals are as follows:

1. Promote economic development efforts, specifically to improve the economic climate along the Route 20 corridor and in Cochituate and increase non-residential tax revenue; continue efforts to bring more affordable housing to Wayland; and understand the constraints of our wastewater systems.
2. Construct a Council on Aging/ Community Center to improve services to our seniors and the community; bring the project to town meeting in fall 2020 or spring 2021;
3. Leverage town-owned properties in order to reduce the residential tax burden and improve town services. This includes completing the transaction and developing the River's Edge property and also determining best uses for town buildings and vacant land (the old landfill on the south side of Route 20, the old DPW building site on Main Street); use existing research and hold public discussions.
4. Continue the focus on long range financial planning to also help reduce the residential tax burden and permit efficient delivery of town services. This will include long-range planning (operating and capital budgets), better benchmarking of best practices, and thorough budget overviews;
5. Improve communication with residents through a more user-friendly website, better use of social media, joint meetings with other boards and committees, and continuing the Citizens' Academy; continue to promote diversity in staffing and boards.
6. Develop plans and approaches addressing the effects of climate change within Wayland, including consideration of various ideas to reduce Wayland's carbon contribution.

If you sense a theme with the goals listed above, you are correct. The Board is ever mindful of providing top-quality services but strives to do so creatively, efficiently and effectively keeping in mind the related tax burden of new initiatives.

The Board's 2020 goals require it to build upon our strong foundation of innovative thinking and community engagement. We will look not only to town staff and departments to engage in a process to create strategic plans, but also to its residents for community-wide input.

In particular, using state grant funds, the Board will develop ideas to continue to improve the economic climate and bring vibrancy to both the Route 20 corridor as well as Cochrane center. In Cochrane, the former gas station at the corner of Route 27 and West Plain Street continues to be an eyesore. The Board will incorporate residents and business owners' ideas to improve this commercial area for improved aesthetics, providing needed services and enhancing the quality of life for area residents. Near Route 20, the Board has asked town counsel to study underlying legal documents to understand potential future uses of the Library and Town Building lots. Based on that work, we will look to residents' input relative to the potential future alternative uses of those areas to meet the economic development goals. The Board is applying for a state grant to assist with developing ideas for revitalizing this area of Route 20. The Rail Trail is a great asset but is only the beginning of enhancing this stretch of road.

Please watch for more information and public forums in the upcoming months where many of these ideas will be discussed and moved forward.

The Wayland Board of Selectmen

Lea Anderson

Mary Antes

Tom Fay

Cherry Karlson, chair

Doug Levine, vice chair

Group: Non-Union Seasonal Hourly Temporary Recreation Department

Effective: May 1, 2020

	2019	2020	Reason for Change
Beach/Aquatic Director	24.00	27.00	Adjust to remain competitive (MRPA Industry Standards) position was vacant for 3 years
Assistant Beach/Assistant Aquatic Director	17.25	18.00	COLA adjusted, rounded to nearest dollar
Snack Bar Manager	14.50	14.50	No Change
Snack Bar Staff	12.75	13.50	Adjusted to account for minimum wage increase of paired position (SB Cashier)
Snack Bar Cashier	12.00	12.75	Minimum Wage Increase, nearest dollar
Head Lifeguard (Lifeguard II)	14.25	14.75	Adjusted to account for minimum wage increase of paired position (Lifeguard)
Lifeguard	13.50	13.75	Adjusted to account for minimum wage increase (historically \$1+min wage) and remain comparable with MRPA Industry Standards
Head Gate Guard (Gate Guard II)	13.00	13.75	Adjusted to account for minimum wage increase of paired position (gate Guard)
Gate Guard / Cashiers	12.00	13.00	Minimum Wage Increase
Boating Instructor III	18.00	18.00	
Boating Instructor II	16.00	16.00	
Boating Instructor I	14.00	14.00	
Water Safety Instructor II	16.75	16.75	
Water Safety Instructor	15.50	15.50	
Swim Instructor	13.75	14.00	Adjusted to account for minimum wage increase of paired position (Swim Aide)
Swim Aide	12.00	12.75	Minimum Wage Increase
Gym Monitor	12.00	12.75	Entry Level, Minimum Wage position
Park Ranger	15.25	15.25	
Coach	13.00	13.50	Adjusted to remain above minimum wage and be comparable with MRPA Industry Standard
Ski Director	19.00	25.00	Industry Standard. Vacant for 3+ years
Special Instructor/Referee	41.00	42.00	Adjust to remain competitive (MRPA Industry Standards)
Beach Membership/Camp Registrar	19.50	20.00	
Seasonal Office Admin	16.00	16.00	
Recreation Intern	12.00	14.00	
Camp/Site Director	19.50	21.00	Adjust to remain competitive (MRPA Industry Standards)
Assistant Camp/Site Director	17.50	18.00	
Camp Specialist	15.00	15.00	Adjusted to account for promotion from a paired position (Sr. Counselors)
Senior Counselor	13.00	14.00	Adjusted to account for minimum wage increase/promotion from a paired position (Counselors)
Counselor	12.00	13.00	Minimum Wage Increase
Camp Nurse / Health Care Supervisor	36.00	36.00	
Preschool Camp Director (EEC Dir II Cert)	24.00	25.00	
Preschool Asst. Camp Director (EEC Dir I Cert)	21.00	21.00	
Lead Camp Group Leader	16.25	16.25	

MRPA Industry Standards = Massachusetts Recreation & Park Association - MetroWest Region conducts annual salary survey for part-time seasonal pay rates with our neighboring communities.

NON-UNION WAGE SCALE, N SCHEDULE

Effective July 1, 2019 (No change until completion of Collective Bargaining Agreements)

Grade	1	2	3	4	5
N-1	39,434	40,618	41,836	43,092	44,382
N-2	42,911	44,196	45,523	46,888	48,297
N-3	43,340	44,638	45,979	47,358	48,781
N-4	47,162	48,575	50,032	51,531	53,078
N-5	51,781	53,335	54,934	56,581	58,281
N-6	56,856	58,562	60,317	62,127	63,990
N-7	62,428	64,301	66,228	68,216	70,264
N-8	68,545	70,602	72,719	74,902	77,146
N-9	80,061	82,136	84,285	86,658	89,259
N-10	82,640	85,118	87,672	90,302	93,559
N-11	90,737	93,460	96,264	99,152	102,124
N-12	95,182	98,038	101,012	104,013	107,129
N-13	99,628	102,615	105,696	108,868	112,134
N-14	109,393	112,675	116,055	119,537	123,123
N-15*					

Grade	6	7	8	9	10
N-1	45,714	47,088	48,499	49,952	51,452
N-2	49,745	51,236	52,773	54,358	55,988
N-3	50,245	51,752	53,300	54,901	56,546
N-4	54,672	55,796	58,001	59,739	61,532
N-5	60,029	61,502	63,684	65,594	67,563
N-6	65,245	67,889	69,926	72,023	74,184
N-7	72,371	74,541	76,777	79,082	81,453
N-8	79,464	81,845	84,302	86,829	89,437
N-9	91,937	94,693	97,535	100,429	103,400
N-10	95,332	98,676	102,441	104,216	107,824
N-11	105,188	108,344	111,596	114,942	118,393
N-12	110,343	113,653	117,754	120,573	124,376
N-13	115,499	118,962	123,909	126,205	130,359
N-14	126,817	130,620	133,974	138,576	142,735
N-15					175,000

N-1	Secretary, Fire -- PT	N-8	Human Resources Manager
N-1	Sr. Clerk, Health -- PT	N-8	Network Administrator
N-1	Asst. Rec Program Coord. -- PT	N-8	Recreation Director
N-2	Administrative Asst. Y/S -- PT	N-9	Assistant Fire Chief
N-3	IT Technician	N-9	IT Senior Systems Administrator
N-3	Conservation Land Mgr. -- PT	N-9	Assistant Town Administrator/Procurement
N-3	Human Resources Assistant	N-9	Police Lieutenant
N-3	Outreach Coordinator - PT	N-9	Town Engineer
N-3	Project Coordinator - PT	N-10	Library Director
N-3	Recreation Program Asst. -- PT	N-11	Public Buildings Director
N-3	WWMDC Account Specialist - PT	N-13	DPW Director
N-4	Administrative Asst. -- Police	N-13	Finance Director/Town Accountant
N-4	Benefits Manager	N-13	Fire Chief
N-5	Exec Asst. to Town Administrator	N-13	Information Technology Director
N-6	Management Analyst	N-14	Police Chief
		N-15	Town Administrator-per contract

NON-UNION WAGE SCALE, N SCHEDULE - CHANGES

ADDITIONS:

N-7 Facilities Business Manager
N-7 Desktop Support Analyst (School Transfer)
N-8 Network Administrator (School Transfer)

GROUP: NON-UNION – BUILDING INSPECTORS Effective July 1, 2019 (No changes until completion of Collective Bargaining Agreement)

STEP	1	2	3	4	5
	24.81	26.05	27.36	28.73	30.18
Gas & Plumbing Inspector (PT)			Wiring Inspector (PT)		

GROUP: NON-UNION SUBSTITUTE NURSES Effective July 1, 2019 (No changes until completion of Collective Bargaining Agreement)

Hourly
31.24

GROUP: NON-UNION - PUBLIC SAFETY

Effective: July 1, 2019 (No changes until completion of Collective Bargaining Agreement)

Minimum Wage Adjustments – Effective Jan 1, 2020 \$12.75/hr.

Effective Jan 1, 2021 \$13.50/hr. Effective Jan 1, 2022 \$14.25/hr.

	Annually	Per Day	Hourly
Traffic Supervisors	8,687	--	--
Traffic Supervisor Substitute	--	49.82	--
Special Police Matrons	--	--	22.13
Call Firefighters	--	--	22.13
Call Firefighter Coordinator	--	--	23.61
Paramedic	--	--	22.96
Police Custodian (PT)	--	--	17.66
Police Intern	--	--	12.75

GROUP: NON-UNION - ON-CALL DISPATCHERS

Effective: July 1, 2019 (No changes until completion of Collective Bargaining Agreement)

	Year 1	Year 2	Year 3	Year 4
On-call Dispatcher	20.89	21.86	22.81	23.76

GROUP: NON-UNION - HOURLY LIBRARY CLERKS

Effective July 1, 2019 (No changes until completion of Collective Bargaining Agreement)

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	16.74	17.13	17.53	17.86	18.20	18.60	18.95	19.27	19.67	20.04	20.37	20.77	21.12	21.48	21.85

GROUP: NON-UNION - HOURLY LIBRARY PART-TIME WEEKEND PROFESSIONALS

Effective July 1, 2019 (No change until completion of Collective Bargaining Agreement)

Step	1	2	3	4	5	6	7	8	9	10	11	12
	26.38	26.97	27.35	27.82	28.30	28.77	29.26	29.73	30.24	30.71	31.18	31.66

GROUP: NON-UNION - LIBRARY PAGES

Effective: July 1, 2019 (No changes until completion of Collective Bargaining Agreement)

Minimum Wage Adjustments – Effective Jan 1, 2020 \$12.75/hr.

Effective Jan 1, 2021 \$13.50/hr. Effective Jan 1, 2022 \$14.25/hr.

Year 1	Year 2
12.75	13.00

GROUP: NON-UNION –HOURLY HEALTH WORKERS

Effective: January 1, 2019 (No changes until completion of Collective Bargaining Agreements)

Minimum Wage Adjustments – Effective Jan 1, 2020 \$12.75/hr.

Effective Jan 1, 2021 \$13.50/hr. Effective Jan 1, 2022 \$14.25/hr.

	Year 1
Health Assistant	12.75
Substitute Health Clerk	17.80

GROUP: NON-UNION SEASONAL – MISCELLANEOUS (No changes until completion of Collective Bargaining Agreement)
Effective: May 1, 2019

	Year 1	Year 2	Year 3
Seasonal Laborer	13.40	14.05	14.69
Landfill Clerk	13.54		

GROUP: NON-UNION – SEASONAL – RECREATION
Effective: May 1, 2019 (Minimum Wage Adjustment)

	Year 1*
Beach / Aquatic Director	24.00
Assistant Beach / Aquatic Director	17.25
Water Safety Instructor I	15.50
Water Safety Instructor II	16.75
Swim Instructor	13.75
Swim Aide	12.75
Boating Instructor I (Pedal, SUP, Canoe)	14.00
Boating Instructor II (Sailing, Kayak)	16.00
Boating Instructor III	18.00
Head Lifeguard (Lifeguard II)	14.25
Lifeguard	13.50
Head Gate Guard (Gate Guard II)	13.00
Gate Guard / Cashiers	12.75
Snack Bar Manager	14.50
Snack Bar Staff	13.50
Snack Bar Cashier	12.75

GROUP: NON-UNION -SEASONAL- SUMMER CAMPS
Effective: May 1, 2019 (Minimum Wage Adjustment)

	Year 1*
Camp/Site Director	19.50
Assistant Camp/Site Director	17.50
Camp Specialist	15.00
Preschool Camp Director (EEC Dir II Cert)	24.00
Preschool Asst. Camp Director (EEC Dir I Cert)	21.00
Lead Camp Teacher	16.25
Senior Counselor	13.75
Counselor	12.75
Camp Nurse / Health Care Supervisor	36.00

GROUP: NON-UNION – SEASONAL – REC STAFF

Effective: May 1, 2019

Minimum Wage Adjustments – Effective Jan 1, 2020 \$12.75/hr.

Effective Jan 1, 2021 \$13.50/hr. Effective Jan 1, 2022 \$14.25/hr.

	Year 1*
Special Instructor / Referee	41.00
Coach	13.50
Ski Director	19.00
Beach Membership / Camp Registrar	19.50
Seasonal Office Admin	16.00
Park Ranger	15.25
Gym Monitor	12.75

***Additional \$0.75 per hour for each season of Recreation service in the same position, with no break in years of service, and upon satisfactory performance evaluation. Maximum credit for years of service in the same role: 4 years (+\$3.00). Years of service credits will be honored between paired roles, if taking a promotion would otherwise result in being paid at a lower rate.**

GROUP: AFSCME 2**Effective: July 1, 2019 (Contract Negotiations in Progress)**

Step	1	2	3	4	5	6	7	8	9	10
C-12	37,856	38,966	40,149	41,350	42,897	44,153	45,482	46,829	48,230	50,414
C-14	40,950	42,188	43,443	44,754	46,392	47,757	49,176	50,651	52,179	54,527
C-15	42,515	43,807	45,118	46,483	48,157	49,613	51,087	52,616	54,181	56,620
CD	39,565	44,128	46,078	48,009	49,959	51,909	54,678			
CDC	41,106	45,903	47,911	49,920	51,967	53,995	56,862			

C-12 Senior Clerk**C-15** Finance Assistant, Accounting**C-14** Department Assistant**C-15** Finance Assistant, Payroll**C-15** Assistant Town Clerk**CD** JCC Dispatcher**C-15** Assistant Treasurer/Collector**CDC** JCC Dispatch Coordinator**C-15** DPW Administrative Coordinator**GROUP: AFSCME 1****Effective: July 1, 2019 (Contract Negotiations in Progress)**

Step	1	2	3	4	5	6	7	8	9	10
G-1	40,313	41,498	42,752	44,008	45,336	46,665	48,066	49,504	50,960	53,526
G-2	43,498	44,790	46,137	47,484	48,922	50,378	51,870	56,435	55,019	57,785
G-3	46,974	48,339	49,795	51,288	52,798	54,382	56,001	57,676	59,405	62,371
G-4	50,687	52,198	53,763	55,346	57,002	58,695	60,442	62,262	64,137	67,340
G-5	54,709	56,347	58,040	59,769	61,534	63,391	65,264	67,213	69,233	72,709
G-6	59,059	60,843	62,644	64,519	66,448	68,432	70,470	72,582	74,729	78,515
G-7	64,537	66,466	68,468	70,489	72,618	74,766	77,005	79,316	81,700	85,795
G-7A	67,140	69,160	71,217	73,382	75,548	77,841	80,171	82,592	85,067	89,344
G-7B	67,449	69,451	71,526	73,655	75,876	78,114	80,462	82,865	85,340	89,635
G-8	70,325	72,436	74,584	76,822	79,134	81,481	83,902	86,414	89,016	93,493
G-8A	73,492	75,712	77,951	80,280	82,683	85,158	87,706	90,327	93,002	97,698
G-9	76,640	78,915	81,281	83,702	87,196	88,780	91,455	94,185	96,988	101,865
G-10	83,210	85,704	88,270	90,927	93,657	96,460	99,336	102,339	105,414	110,728
G-15	49,031	51,888	53,308	54,964	56,566	59,587	61,316	63,063	64,865	69,451

G-3 – Admin Assessor**G-6** – Local Building Insp**G-7B** – Wtr Treat/Comp Mgr**G-9** – Building Comm**G-4** – Rec Prog Coor**G-6** – Sanitarian/Health Ag**G-8** – Conservation Admin**G-9** – DPW Hwy/Parks/TS Supt**G-5** – Assistant Assessor**G-7** – Asst Yth Dir/Clin Supv**G-8** – IT Bus Sys Analyst**G-9** – DPW Water Supt**G-5** – Clinician**G-7** – GIS Analyst**G-8** – Town Planner**G-9** – Health Director**G-6** – Accountant**G-7** – Town Surveyor**G-8** – Y&F Services Dir**G-9** – Treasurer/Collector**G-6** – Assistant Rec Dir**G-7A** – Public Health Nurse**G-9** – Assessing Dir**G-15** – Comm Health Nurse**G-6** – DPW Business Mgr**G-7B** – COA Director

GROUP: LIBRARY**Effective: July 1, 2019 (Contract Negotiations in Progress)**

Step	1	2	3	4	5	6	7	8	9	10
L-1	40,495	41,696	42,970	44,226	45,573	46,956	48,339	49,795	51,306	52,816
L-2	43,735	45,045	46,410	47,811	49,195	50,687	52,234	53,799	55,401	57,057
L-3	47,229	48,649	50,105	51,615	53,180	54,764	56,402	58,094	59,842	61,643
L-4	51,015	52,543	54,090	55,747	57,403	59,150	60,897	62,735	64,610	66,557
L-5	55,091	56,748	58,458	60,206	62,007	63,864	65,793	67,759	69,779	71,890
L-6	59,478	61,279	63,118	65,047	66,976	68,996	71,035	73,182	75,366	77,623
L-7	64,264	66,175	68,177	70,197	72,327	74,493	76,731	79,024	81,390	83,829
LC	38,802	40,258	41,660	43,189	44,772	46,865				

L-1 - Library Assistant - Circulation

L-4 - Bibliographic Services Librarian

L-4 - Reference Librarian

LC - Custodian

L-1 - Library Assistant - Children's

L-4 - Library Administrative Assistant

L-5 - Children's Librarian

L-2 - Library Associate - Periodicals

L-4 - Computer Specialist/Ref Librarian

L-5 - Business Manager

L-4 - Assistant Children's Librarian

L-4 - Head of Circulation

L-7 - Assistant Director

GROUP: TEAMSTERS - DPW**Effective: July 1, 2019 (Contract Negotiations in Progress)**

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
D1	--	--	--	--	--	--
D2	19.61	20.31	21.05	21.80	22.58	23.85
D3	20.20	20.94	21.68	22.47	23.27	24.62
D4	21.10	21.86	22.65	23.45	24.31	25.73
D5	21.58	22.36	23.19	24.00	24.86	26.47
D6	--	--	--	--	--	--
D7	24.51	25.40	26.29	27.22	28.22	29.89
D8	24.94	25.82	26.75	27.74	28.73	30.45
D9	25.40	26.29	27.22	28.22	29.23	30.97
D10	26.41	27.34	28.31	29.33	30.38	32.19
D11	27.40	28.38	29.39	30.43	31.53	33.41

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 DPW Working Foreman

D-9 Water Worker 3

D-4 Grounds Worker 2

D-7 Water Worker 2

D-11 Water Working Foreman

D-5 Heavy Equipment Operator

GROUP: FIRE**Effective: July 1, 2019 (Contract Negotiations in Progress)**

		Step 1	Step 2	Step 3	Step 4
Deputy	F-6E				89,055
Captain	F-5E	75,058	77,358	79,846	82,330
Lieutenant	F-4E	68,860	70,971	73,253	75,668
FF/Elec/Mech/Insp	F-3E	65,409	67,345	69,736	72,030
Firefighter/EMT	F-1E	59,573	61,494	63,486	65,546

GROUP: POLICE**Effective: July 1, 2019 (Contract Negotiations in Progress)**

Title	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Patrolman	P-1	41,344	55,124	57,882	60,774	63,813	65,881
Sergeant	P-2	68,416	71,837	75,429	80,362		

ARTICLE Z: LOKER TURF FIELD

Proposed by: Recreation Commission

Estimated Cost: \$3,400,000.00

To determine whether the Town will vote to:

- a) Appropriate a sum of money of not more than \$3,400,000 to be expended under the direction of the Wayland Recreation Commission for designing, permitting, engineering and constructing a multi-purpose synthetic turf athletic playing field at the Loker Conservation & Recreation Area including playing surfaces, lighting, drainage, landscaping, recreational amenities, access and parking areas; and any and all other costs incidental or related thereto;
- b) Provide for said appropriation by borrowing, taxation, transfer from unappropriated funds, transfer from available funds appropriated for other purposes, or otherwise,

provided not more than \$175,000 of the funds appropriated shall be transferred from the Recreation Stabilization Fund;

~~provided not more than \$225,000 of the funds appropriated shall be transferred from the Recreation Revolving Fund~~

~~(\$118,000 already appropriated CPA Funds to offset costs for development of parking lot and trail heads)~~

~~uncommitted funds for designing, permitting, engineering and constructing a multipurpose synthetic turf athletic playing field at the Loker Conservation & Recreation Area including playing surfaces, lighting, drainage, landscaping, recreational amenities, access and parking areas; and any and all other costs incidental or related thereto;~~

- c) Authorize the Town Treasurer with the approval of the Board of Selectmen, to borrow up to said sum pursuant to G.L. c. 44, §7 or 8 or any other enabling authority, and issue bonds or notes of the Town therefor; and
- d) Authorize any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, to be applied to the payment of costs approved hereunder in accordance with G.L. c. 44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs.

Proposer's Comments (if needed, 150-word limit per Town Code):

The field design for Loker is complete. The project utilizes land deeded only for recreational use ~~that and~~ has been vacant for 20 years. Recreation studied and pursued over a dozen other suitable options to alleviate the over-usage of existing grass fields. The demand for fields far exceeds availability, and Loker was deemed the most suitable.

Grass fields are deteriorating from over-utilization. When school dismissal times changed field shortages become dire, the shift prevents youth organizations from using school fields before dark. Access to outdoor recreation is valuable to both individuals who use them and the Wayland community at large.

While the upfront cost of turf is greater than grass, it's offset by: 1) lower maintenance costs; no need to mow, seed, water, or paint; 2) the need for less turf than grass fields; 3) significantly greater playing time on turf than grass, both by hours/day, and days/year.

FINANCE COMMITTEE COMMENTS:

This Article would authorize \$3,400,000 for the construction of a multi-purpose synthetic turf field at the Loker Conservation & Recreation Area, an area which the Town purchased for \$1.7 million in 2000. At a Special Town Meeting in November 2017, the Town approved design funds for this project, of which \$150,000 was expended. The scope of this project includes a regulation-sized field (measured at 195' by 330') and includes the playing surfaces, lighting, drainage, landscaping, amenities, access roads, and parking areas. Of the total sum, \$175,000 is to be transferred from the Recreation Stabilization Fund, and \$225,000 is to be transferred from the Recreation Revolving Fund. The requested funds are anticipated to be expended in FY 2021 and FY 2022. ~~Construction is projected to be completed within one year of approval at Town Meeting.~~ A detailed budget and maps for the project are in Appendix __. The budget includes a contingency (\$200,000) to account for escalation. The cost of the project will also be supported by \$225,000 to be expended by the Recreation Commission from the Recreation Revolving Fund.

The Recreation Commission recommends the construction of this field to address a playing field shortage in Wayland. It is estimated that there are over 6,000 children, adults, and seniors who use Wayland Recreation sites annually. The Town cannot currently meet demand at our present field capacity, has been unable to find fields in other towns with capacity to rent, and, as a result, needs to turn kids away from youth sports. The *Wayland Town-Wide Recreation Facilities Strategic Plan* concluded that Wayland grass fields are significantly over-utilized, deteriorating, and deficient. Both Weston & Sampson Engineers in the Strategic Plan and Gale Associates, Inc. have suggested that our grass fields be used 400-600 hours per year. Using this standard and, based on presumed field usage data for actual field permits issued by the Recreation Department since 2017, we are currently overusing Wayland's existing assets by an average of 5,000 hours per year. This represents a deficit of eight to twelve grass fields. A single, rectangular turf field with lights can accommodate over 2,400 hours of usage per year, or cut in half the deficit faced by the Town.

Using synthetic turf instead of natural grass turf allows for many more hours of usage which natural grass cannot withstand, especially with New England weather. While turfing over an existing grass field does add some hours of playability, adding a new field footprint does much more. For example, Cochrane Ball Park is already used by Wayland athletes from 8:00am to 10:00pm almost daily, changing the surface to synthetic turf does not add much, if any, play time.

The synthetic turf field is proposed to have virgin crumb rubber infill. A similar Article considered during the 2019 Annual Town Meeting for a synthetic turf field at the Loker Area proposed a crumb rubber infill. The decision to use this infill material was made after thorough analysis by a Weston and Sampson toxicologist and community input, including by the School Committee, the Recreation Commission, and the Permanent Municipal Building Committee (PMBC). Analysis of research was compiled by the School Committee and virgin crumb rubber infill was approved by the Recreation Commission on November 19, 2019, and the PMBC on July 18, 2018. Crumb rubber is the most widely used infill and most researched material for synthetic turf fields. This Article proposes the infill choice of "virgin" crumb rubber. Unlike crumb rubber, "virgin" crumb rubber is made from known components that can be modified to enhance the product and avoid specific chemicals. Although virgin crumb rubber has a higher cost than alternative infills, it is a material which requires less maintenance, provides good drainage, and does not float.

The publication of a recent study, reported in local news articles, addressed potential health concerns regarding PFAS, man-made chemicals that do not degrade easily, in synthetic turf blades/fibers. Studies show, however, that only a small amount of PFAS can be absorbed through the skin, and that 98% of Americans have detectable levels of PFAS in their blood. The ~~Town was informed that the~~ turf field installed at Wayland High School was manufactured without PFAS, ~~man-made chemicals that do not~~

~~degrade easily~~. The Town would require that the construction specifications for the field installed at the Loker Area prohibit use of ~~a field manufactured with materials containing~~ PFAS, as confirmed by the carpet provider.

The project is being managed by the PMBC and an Owner's Project management firm, *Left Field, Inc.* Design and construction bid documents are complete. As of the publication of the Warrant, the project still requires approvals and permits from the Conservation Commission and the Zoning Board of Appeals. The Conservation Commission previously voted twice on the application for this project. Both votes were a draw vote, which is a procedural denial, and therefore the Commission issued neither a permit nor conditions. The Town will apply a third time for the permit. The Zoning Board of Appeals is expected to consider the project on or before April 14, 2020. Throughout 2018 and 2019 the Town invested over \$150,000 to design this project, as well as a number of public meetings, resources, personnel, professional studies, and consultant reviews. Approval of this article appropriates the funding and does not obviate the need for regulatory permits.

While the upfront cost of developing a synthetic turf field at Loker is twice the cost of a grass field, the higher cost is justified by 1) lower annual maintenance costs (because there is no need to mow, seed, fertilize, irrigate, or paint); 2) increased availability and usage; and 3) the need for fewer total fields to meet the Town's athletic and recreational needs. ~~Monies generated from the use of the artificial turf field at Loker will be accounted for and used to help defray the cost of replacing the carpet after its lifespan, estimated at ten to twelve years.~~

The total ongoing costs for turf maintenance are estimated to be \$10,500-\$19,000 annually:

- Maintenance of the artificial turf surface: \$6,500-\$15,000 (Weston & Sampson has estimated \$10,000-\$15,000/year for maintenance of a generic turf field. The current contract for the maintenance of the artificial turf playing surface at the High School ranges from \$6,500-\$8,000/year)
- Other routine parks maintenance of natural areas, toilets, trash, and recycling, and parking areas: \$4,000.

The Department of Public Works (DPW) will perform the routine parks maintenance of natural areas, trash and recycling, and parking areas. Other field maintenance will be managed through the Recreation Department and funded by field users.

According to Weston & Sampson, newer generation turf fields have a lifespan of 10 years or more. Synthetic turf carpet replacement is estimated at a current cost of approximately \$900,000. ~~Monies generated from the use of the artificial turf field at the Loker Area will be accounted for separately from other fields and will be used to help defray the cost of replacing the carpet after its lifespan.~~

The Recreation Commission considered as many as 12 other Town land parcels for locating a new field. The challenges vary from site to site, but each involve significant tree removal and land clearing, building expensive access roadways and parking lots, while protecting wetlands areas. The Loker Area site has an existing paved asphalt access roadway and the remnants of the Dow Chemical parking lot. While there is tree removal expected, much of the area is open and clear because the site was home to the former Dow building. Approximately 45 trees in the wetlands area are planned to be removed and will require replacement, and an additional 268 trees in upland areas will be removed. The design includes a replacement planting plan that will replant 221 new trees and shrubs at the site.

A new parking lot at Loker could also serve to allow public access to conservation land through use of an existing trail system. An additional \$118,000 of CPA funds appropriated during the 2019 Annual Town Meeting could partially offset the cost of this project's parking lot. The Loker Field plan utilizes the existing access road and calls for 63 parking spaces planned, which is more parking than most other recreational facilities in Wayland. A consultant not affiliated with this project conducted a peer-reviewed

traffic study, which concluded that the traffic in the area of the project is rated D, and the installation of a new field would not worsen the traffic rating.

After design, the nearby North Pond was certified as a protected vernal pool. Vernal pools are unique but temporary wildlife habitats best known for the amphibians and invertebrate animals that use them to breed. The project could mitigate the effect of development by cleaning up old debris that has remained after Dow Chemical vacated and also enhance the trail system to distance other threats to the vernal pools. In its prior denial of a permit for this project on April 25, 2019, the Conservation Commission noted concern with relocating the Conservation Trail and adding vegetation to protect the vernal pools. The project was designed to sit outside the thirty-foot buffer 'No Build Zone' that protects the Wetlands. Overall, the design team felt the project is improving the habitat in and around the wetlands by removing old asphalt and fencing abandoned by Dow Chemical. The project was also designed to comply with the 2013 Historical Commission's directive to avoid any area that was of Native American tribal, archeological, ceremonial, or historical significance.

Wayland residents approved the use of excluded debt for this project at the polls in the April 2019 election, which Massachusetts Department of Revenue confirms is still valid. At the 2019 Annual Town Meeting, a similar Loker Turf Article was considered but did not obtain the 2/3rd threshold needed to approve the funding.

The Board of Selectmen recommends approval. (Vote 4-0-1)

ARGUMENTS IN FAVOR: This proposal would establish a new multi-purpose playing field for Wayland Recreation users and allow the Recreation Department to enhance and expand current program offerings for preschool, adult, and senior groups.

The addition of this field will partially alleviate the severe overuse of existing recreation grass fields. A new rectangular turf field will allow for the rest and rehabilitation of existing recreation fields that need repair. Existing conditions of Wayland grass fields are deteriorating and deficient. Rehabilitation would ensure safer playing fields for all Town residents.

Based on usage trends in Wayland, the Town currently has a field deficit of over 5,000 hours. An additional lighted field can accommodate over 2,400 hours of usage per year. An additional full-size grass field would accommodate approximately 400-600 hours of usage. One lighted turf field can accommodate 4-6 times the capacity of a grass field.

The addition of a field with lighting has become increasingly more important since the Wayland Public Schools shifted their school start times later in the day, thus pushing back the start time at which children can begin use of the fields.

The average cost to maintain a synthetic turf field is less than the average cost to maintain a grass field.

Synthetic turf requires no mowing, painting, fertilizers, irrigation, saving thousands of gallons of water per year, while also reducing the burden on the DPW.

Wayland is the only community in the Dual County League that does not have multiple turf fields to support its programs.

Building this field will utilize a site that is delineated for recreation and has been vacant since 2000.

ARGUMENTS OPPOSED: Opponents argue that this proposal is too expensive and that a field could be built at lower cost on another site in Town.

These resources would be better spent to complete the upgrade of fields in the Recreation Department strategic plan, including Alpine, Claypit, Schwartz/Riverview, and Middle School fields.

The construction plans for the Loker turf field may require the removal of ledge in addition to soil removal. Opponents note that costs could escalate if ledge removal is more difficult than anticipated.

Artificial turf fields may pose greater danger of severe burns and heat illness during summer weather since field surface temperatures are higher on artificial turf fields; surface temperatures can reach as high as 200 degrees Fahrenheit.

A higher capacity artificial turf field will have more use than a grass field and may have a greater impact on traffic. There are also concerns about the adequacy of on-site parking and the potential for overflow parking in the adjacent neighborhood, as well as the ability of the roadway to handle emergency vehicles.

Residents have expressed concerns regarding the safety of materials in the synthetic turf, particularly turf fibers and crumb rubber infill. Opponents argue that “virgin” crumb rubber does not eliminate the issue and that a different infill (like walnut shells, cork, or coconut) should be used as an alternative.

Opponents may argue that tThe site was cleaned up twenty years ago using the required standards at the time. Given that standards have changed, opponents argue that additional testing should be conducted to better understand potential hazards at the site and ensure safety.

Opponents may argue that Consideration of this Article is premature based on the Town’s recommended Five-Year Capital Improvement Plan (CIP). ~~The Town Administrator and Finance Director prepared a five-year CIP~~, which recommended funding for this project in FY 2022.

As of the publication of the Warrant, the project has not received the Conservation Commission Order of Conditions or the Zoning Board of Appeals approval. Concern exists that the requirements included in these approvals could cause costs to increase.

RECOMMENDATION: Potential determinations by the PMBC and the Conservation Commission are anticipated to occur after the Warrant went to press. As such determinations should be included in the review of this article, the Finance Committee voted to defer its recommendation, if any, to Annual Town Meeting. (Vote 6-0-1)

QUANTUM OF VOTE: 2/3 vote.

For more information about this article, contact Katherine Brenna at 508-358-6864 or email kbrenna@wayland.ma.us.