

Packet

March 6, 2023

7:00pm



MICHAEL F. MCCALL
TOWN MANAGER
TEL. (508) 358-3620
www.wayland.ma.us

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

SELECT BOARD

THOMAS J. FAY
ADAM G. GUTBEZAHL
CHERRY C. KARLSON
CAROL B. MARTIN
DAVID V. WATKINS

REVISED AGENDA **PREVIOUS AGENDA POSTED 03/02/23 AT 4:05PM**

SELECT BOARD

Monday, March 6, 2023

7:00 p.m.

HYBRID

Wayland Town Building, Large Hearing Room
41 Cochituate Road, Wayland, MA

Agenda

Note: Items may not be discussed in the order listed or at the specific time estimated. Times are approximate. All topics may be subject to deliberation and vote

One may watch or may participate remotely with the meeting link that can be found at <https://www.wayland.ma.us/public-body-meeting-information-virtual-inperson-and-hybrid>.

Pursuant to Chapter 107 of the Acts of 2022, this meeting will be conducted in person and via remote means, in accordance with applicable law. This meeting may be recorded which will be made available to the public on WayCAM as soon after the meeting as is practicable.

When required by law or allowed by the Chair, persons wishing to provide public comment or otherwise participate in the meeting, may do so by in person attendance, or by accessing the meeting remotely, as noted above. We request public comment be limited to two minutes per person.

- | | |
|---------|--|
| 7:00 pm | 1. Call to Order, Review Agenda for Public |
| 7:05 pm | 2. Announcements and Public Comment |
| 7:10 pm | 3. Finance Committee FY2024 Budget Presentation |
| 8:00 pm | 4. FY2024 Budget Discussion |
| 8:30 pm | 5. 2023 Annual Town Meeting (ATM): discussion of ATM topics, including but not limited to:
a) Review, insert and determine a position on articles, including but not limited to: |
| | <ul style="list-style-type: none">• G Personnel Bylaws• J Capital Stabilization Fund• N Omnibus Budget• V Finance Committee Appointing Board• GG Massachusetts Water Resources Authority Admission Application – Approval to Proceed |

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- 9:00 pm 6. Finance Committee Appointment Study Group Subcommittee: Discussion and potential vote on adopting the report and making a Select Board recommendation to Town Meeting concerning Finance Committee appointment process
- 9:10 pm 7. St. Ann's Senior Village: discuss and authorize creation and submission of a letter to Mass. Department of Housing and Community Development (DHCD), commenting on the project eligibility
- 9:20 pm 8. Town Manager Report
a) Recreation update
b) Audit update
c) PFAS News
d) Mill Creek Forum Information
e) Remote and hybrid public meetings authorization status
f) Town Manager First Week Recap
- 9:40 pm 9. Town Center Gift Funds: discussion and decision on use of funds to support purchase of a portable musical stage for use at Town Center
- 9:50 pm 10. Consent Calendar:
a) Review and approve listed items
b) Discuss, consider, and potentially act on items removed from Consent, if any
- 9:55 pm 11. Minutes:
a) Minutes: Review and approve the minutes of February 15, 2023 and February 27, 2023
b) Approve the release with redactions the executive minutes of March 26, 2018; March 27, 2020; December 20, 2021; February 7; June 27; and October 3, 2022.
- 10:05 pm 12. Review Correspondence
- 10:10 pm 13. Select Board Members' reports and concerns
- 10:20 pm 14. Topics not reasonably anticipated by the Chair 48 hours in advance, if any
- 10:25 pm 15. Executive Session
a) Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (7) to review and approve the executive session minutes of February 27, 2023 with the intent to hold said minutes.
b) Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (7) to review and consider for potential release the following executive session minutes related to contract negotiations with AFSCME Local 690 Wayland-1 and AFSCME Local 690 Wayland-2: March 15; June 14; July 26; September 2;

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October 4; November 22; December 13, 2021; January 3, January 10, January 18, January 24, March 14 and March 21, 2022.

- c) Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (7) to review and consider for potential release the following executive session minutes related to contract negotiations with the Wayland Library Staff Association-MET, AFT, AFL-CIO: January 19; May 10; June 14; June 29; July 12; August 9; September 2 and October 4, 2021.
- d) Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation **Federal Multidistrict Litigation vs. CVS, Walgreens, Walmart, Teva, and Allergan**; the Board will discuss strategy and deliberate **RE: opioid settlement regarding the national opioid multi-district litigation settlement allocation of funds.**
- e) **Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to threatened litigation involving Menemsha Development Group and Travelers Casualty and Surety Company of America with respect to the Fire Station 2 bid.**

11:00 pm

16. Adjourn

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CONSENT CALENDER

1. Vote the question of approving a sandwich board request by the Wayland-Weston Rowing Association for advertising their spring crew season during the dates of March 7th through March 24th at Fire Station Two in Cochituate, Town Center (corner of Routes 20 & 27), Old Connecticut Path and Cochituate Road (Five Paths), and Route 20/Old Connecticut Path by Coach Grill.
2. Vote the question of approving police detail for each polling location (Wayland Town Building and Wayland Middle School) for the Annual Town Election on April 25, 2023 to preserve order and to protect the election officers and supervisors from any interference with their duties and to aid in enforcing the laws relating to elections.

		Original December 2022 Plan					
		Tax	Free Cash	AMB	Closeouts	Water	
1	Road Improvements	687,500	0	0	0	0	687,500
2	H-2 Utility Truck	0	130,000	0	0	0	130,000
3	RT -20 South Landfill Cap Restoration	0	107,728	0	42,272	0	150,000
4	Bucket Truck	0	180,000	0	0	0	180,000
5	Traffic Signal Purchase/ School Route Safety	0	50,000	0	0	0	50,000
6	Replace Department Issued Officer Taser Systems	0	62,500	0	0	0	62,500
7	Equipment For A Secondary PSAP	0	300,000	0	0	0	300,000
8	Open Space and Recreation Plan	0	30,000	0	0	0	30,000
9	Firewall Replacement	0	105,000	0	0	0	105,000
10	Thermal Imagers	0	0	69,000	0	0	69,000
11	Personal Protective Equipment	0	0	169,000	0	0	169,000
12	Forestry Pump Replacement	0	0	50,000	0	0	50,000
13	PARK: Cochituate Courts (4 HOOPS)	0	150,000	0	0	0	150,000
14	Beach Playground	0	300,000	0	0	0	300,000
15	PSB Exterior Painting/Sealing	0	65,000	0	0	0	65,000
16	PSB Parking and Drive Maintenance	0	100,000	0	0	0	100,000
17	PSB HVAC Upgrade	0	175,000	0	0	0	175,000
18	MP New Vehicles	0	50,000	0	0	0	50,000
19	DW Fire Alarm System Replacements	0	188,600	0	0	0	188,600
20	CH Walk-In Refrigerator and Freezer Unit	0	100,000	0	0	0	100,000
21	Water Main Design / Construction	0	0	0	0	0	0
22	Vehicle W-3	0	0	0	0	0	0
23	Second Water Tank-Design	0	0	0	0	0	0
24	Well Rehabilitation	0	0	0	0	0	0
25	Water Booster Station Upgrade	0	0	0	0	0	0
26	MWRA-Design	0	0	0	0	0	0
27	MWRA Infrastructure Improvement	0	0	0	0	0	0
		687,500	2,093,828	288,000	42,272		3,111,600

Capital Budget Revenue Changes from Original Budget

Revenue Sources:	Original	Adj	Final
Cash Capital	687,500	-687,500	0
Free Cash	2,093,828	-729,537	1,764,291
AMB	288,000	0	288,000
Closeous	42,272	1,346,809	1,389,081
Water RE	0	139,000	139,000
Water Borrowing	0	1,876,000	1,876,000
	3,111,600	1,944,772	5,456,372

Original Total Budget:	3,111,600.00	
<u>Adjustments</u>		
Open Space and Recreation Plan	(30,000)	CPA Funded
Cochituate Courts (4 HOOPS)	(150,000)	CPA Funded
Equipment For A Secondary PSAP	(300,000)	Deferred to FY 25
Water Debt-Other	1,876,000	Added in February
Water RE- Pipes	139,000	Added in February
Water Closeouts	409,772	Added in February
School Math	400,000	Added in February
Final Total Budget	5,456,372.00	

Power-Spirlet, Kelsi

From: Karlson, Cherry
Sent: Friday, March 3, 2023 8:42 AM
To: Power-Spirlet, Kelsi
Subject: FW: WAYLAND: Responses to Finance Committee Questions - Considerations for Revenue Enhancement for Proposed FY24 Omnibus Budget
Attachments: FinCom memo dated 1.26.23 (2)pr annotated.pdf

Cherry Karlson
Chair, Select Board
Town of Wayland

Please be advised that the Massachusetts Attorney General has determined that email is a public record unless the content of the email falls within one of the stated exemptions under the Massachusetts Public Records Laws.

From: "Roman, Pamela" <proman@wayland.ma.us>
Date: Thursday, February 23, 2023 at 4:57 PM
To: "Karlson, Cherry" <ckarlson@wayland.ma.us>
Cc: "Correia, Steve" <scorreia@wayland.ma.us>
Subject: Fw: WAYLAND: Responses to Finance Committee Questions - Considerations for Revenue Enhancement for Proposed FY24 Omnibus Budget

Cherry,

Considering the responses from legal counsel to questions one and two in the email below (which also correspond to questions 1 and 3 on our 1/26/2023 Memo regarding Potential Revenue Enhancing/Funding Sources for the FY24 Omnibus Budget):

- would the Select Board consider using River's Edge (and other real estate) sale proceeds to reduce debt on COA borrowings or to reduce debt service in 2024 or over the next several years?

- would Select Board consider approving or encouraging the sale/auction of 212 Cochituate Road and using proceeds to offset the FY24 budget?

Thanks for your consideration.

Pam Roman
Co-Chair, Finance Committee

From: Keveny, Brian <bkeveny@wayland.ma.us>
Sent: Tuesday, February 21, 2023 8:04 AM
To: Finance Committee Members <fincommembers@wayland.ma.us>
Cc: Bugbee, John <jbugbee@wayland.ma.us>
Subject: FW: WAYLAND: Responses to Finance Committee Questions - Considerations for Revenue Enhancement for Proposed FY24 Omnibus Budget

From: Carolyn M. Murray <CMurray@k-plaw.com>
Sent: Friday, February 17, 2023 3:23 PM
To: Keveny, Brian <bkeveny@wayland.ma.us>
Cc: Bugbee, John <jbugbee@wayland.ma.us>
Subject: FW: WAYLAND: Responses to Finance Committee Questions - Considerations for Revenue Enhancement for Proposed FY24 Omnibus Budget

[NOTICE: This message originated outside of the **Town of Wayland Email System -- DO NOT CLICK on links or open attachments** unless you are sure the content is safe.]

Brian,

I have reviewed the Finance Committee memo and questions contained therein regarding the three issues highlighted in your email below and respond to each in kind.

1) Can Surplus Funds from the Sale of River's Edge be used to pay down existing town debt?

As discussed in a prior opinion, G.L. c. 44, Sec. 63 governs the use of proceeds from the sale of real property and provides:

Whenever the proceeds of the sale or other disposal of real estate, including the taking by eminent domain by another governmental unit, but other than that acquired through tax title foreclosure, by a city, town, or district, exceed five hundred dollars, the same shall be applied to the payment of indebtedness incurred in acquiring such real estate or shall be added to the sinking fund, if any, from which said indebtedness is payable, or if no such indebtedness is outstanding may be used for any purpose or purposes for which the city, town or district is authorized to incur debt for a period of five years or more or be applied to the payment of indebtedness incurred under section 7 to purchase land, or interests in land, or to construct or enlarge buildings, including the cost of original equipment and furnishings of the buildings or enlargements, except that the proceeds of a sale in excess of five hundred dollars of any park land by a city, town, or district shall be used only by said city, town, or district for acquisition of land for park purposes or for capital improvements to park land. (emphasis added)

In my opinion, if there are any surplus funds remaining from the sale of River's Edge, those funds may be applied towards any purpose for which the Town may borrow for more than 5 years, which could include the construction and equipping of a new Council on Aging/Community Center or renovations to the high school or the proceeds may be applied towards existing indebtedness

2) Can Funds Raised from Auctioning Tax Title Property at 212 Cochituate Road be used to Fund the Omnibus Budget?

Tax Title auctions are governed by G.L. Chapter 60, which does not segregate the sales proceeds into a separate fund or require the funds be used for specific purposes. Accordingly, it is my opinion that the proceeds from the sale of tax title property is deposited into the General Fund and may be appropriated by Town Meeting for any purpose. At the end of the fiscal year, these proceeds and any other unspent funds close out to Free Cash, and once certified, would be an available funding source for the budget.

3) What is the Role of the Finance Committee in Terms of Investing Town Funds?

I agree with you that Chapter 19 of the Wayland Code does not give any authority to the Finance Committee with respect to the investment of funds. However, this does not prohibit the Finance Committee from making non-binding recommendations to the Treasurer and Town Manager.

Carolyn M. Murray, Esq.

KP | LAW

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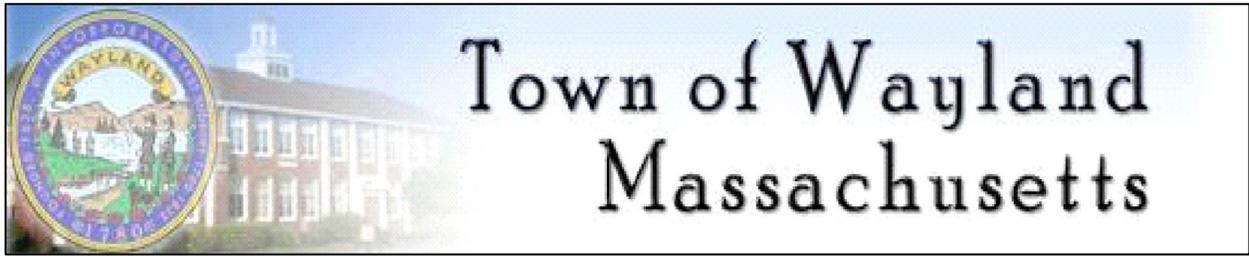
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ANNOTATED FOLLOWING 2/6/23 SELECT BOARD MEETING



Finance Committee

Jonathan Barnett
Abner Bruno
Steve Correia (Co-Chair)
Michael Hoyle
Kelly Lappin (Vice Chair)
Brian O'Herlihy
Pamela Roman (Co-Chair)

MEMORANDUM

To: John Bugbee, Acting Town Manager
Cc: Select Board Members; Brian Keveny, Finance Director
From: Finance Committee
Date: January 26, 2023

Re: Proposed Town of Wayland Omnibus Budget for the Fiscal Year Ending June 30, 2024 ("FY24 Omnibus Budget")

At its meeting last evening, the Finance Committee (FC) continued its review of your proposed FY 24 Omnibus Budget.

While most of our discussion was centered on various School-related expenses and programs, e.g., special education (SPED), The Children's Way and full-day kindergarten, we also discussed potential funding sources, other than those shown in your proposed Omnibus Budget, that might be used to soften the taxpayer burden from the large increases in debt service and SPED related costs and the substantial cost-of-living "salary reserve" proposed in anticipation of the ongoing collective bargaining agreement negotiations.

The following is a summary of the potential funding sources that FC would like you to consider and, where necessary, discuss with the Select Board, at your earliest

convenience, in order to gain their approval and/or support for using the proposed funding sources to reduce the amount of funding required by taxation.

Potential Funding Sources

- Proceeds from the sale of former septage facility land to developers of River's Edge (Oxbow) apartment project;
- Proceeds from the developer of Town Center project, i.e., the "gift fund";
- Proceeds from a sale of 212 Cochituate Road property;
- Excess bond proceeds from the 2020 bond financing originally intended for the Potter/Stonebridge Road bridge reconstruction; and
- Increased investment earnings on the 2022 bond financing proceeds.

Discussion

1. River's Edge (Oxbow) land parcel sale proceeds:

We were pleased to see that the Select Board had submitted an article for the 2023 ATM, i.e., Article DD, that would appropriate \$524,722 from the "Receipts Reserved for Sale of Real Estate" account to pay for the borrowing associated with the removal and related costs of removal of asbestos containing material and associated soil on Town-owned land on Boston Post Road, i.e., the River's Edge (Oxbow) land parcel. This was one of the additional sources of funds identified by the FinCom.

To the extent there are sale proceeds in excess of the amount noted above, we request a discussion with the Select Board about the potential use of part or all of those additional funds in connection with the FY24 Omnibus Budget. We note that a February 2021 press release indicates the net sale proceeds were approximately \$1.8 million, although some portion of those funds may already have been earmarked for other expenses related to the project.

In addition, we would suggest that the funding noted above, and any additional funds made available from this funding source, be included in the motion under the FY24 Omnibus Budget article, i.e., Article N, so that a separate article for this appropriation would be unnecessary.

Finance Director comments at 2/6/23 Select Board meeting:

B. Keveny advised that the use of proceeds from the sale or other disposal of municipal real estate could not be used to fund the Omnibus Budget.¹ He noted that such funds could only be used for any purpose for which the Town is authorized to incur debt for a period of five (5) years or more.

BTO follow up questions:

Chapter 44, Section 63, Sale or Other Disposal of Realty; Disposition of Proceeds was amended on December 13, 2021 to include the use of proceeds

¹ No distinction was made between use in the Operating Budget versus the Capital Budget.

*subject to this section for "... the payment of indebtedness incurred under [Chapter 44] Section 7 to ... construct or enlarge buildings, including the cost of original equipment and furnishings of the buildings or enlargements ..."*²

Questions:

- a. Can the excess proceeds from the sale of the former septage facility land noted above be used to pay a portion of the debt service on the November 2022 bond financing that related to the construction, equipping and furnishing of the CoA/Community Center project?*
- b. If so, would it make sense to use such proceeds to reduce the FY24 debt service only or spread the use over a few years?*
- c. Could such proceeds be used for funding debt service on other projects, e.g., the High School.*

2. Town Center "gift fund" proceeds:

Based on a January 2022 press release, it is our understanding that there may be approximately \$1 million in "gift funds" held for general municipal purposes. We would like you to consider seeking the Select Board's approval and/or support for using part or all of these funds in connection with the FY24 Omnibus Budget.

As you know, a significant portion of the increase in debt service for FY24 relates to the bonds issued to cover the cost of constructing the CoA/Community Center at Town Center. It seems prudent to use part or all of the remaining "gift funds" to offset the impact of this increase in debt service (which hits inordinately in the year after borrowing, FY24) on the Town's taxpayers.

Finance Director comments at 2/6/23 Select Board meeting:

B. Keveny noted that these funds were under the control of the Select Board. While he indicated that there was no statutory restriction on the use of such funds, including the use in connection with the FY24 Omnibus Budget, he advised against doing so.

T. Fay raised the possibility of setting aside \$500,000 of the remaining "gift funds" to function as a financial backstop for overruns, if any, associated with the upcoming construction of the CoA/Community Center project in lieu of seeking authorization from Town Meeting for an additional up to \$1.6 million noted in Article EE.³

² Copy of MGL Chapter 44, Section 63, as amended, attached hereto.

³ The Select Board agreed to discuss at a future meeting.

3. 212 Cochituate Road sale proceeds:

We understand that the Select Board has discussed the potential sale or reuse of this property over the past couple of years. We believe the sale of this property at this time could provide approximately \$1 million of net sale proceeds that could be used in connection with the FY24 Omnibus Budget. In addition, it would eliminate the cost of having the Town demolish the existing house located on the site and likely would add two new homes to the tax rolls.

It is our understanding that the Town's Treasurer has the authority, upon direction by the Select Board, to auction the property on an "as is where is" basis without needing any further authorization from Town Meeting⁴. If the Select Board were to authorize the auction, it is likely the sale could be consummated within a matter of months.

Finance Director comments at 2/6/23 Select Board meeting:

B. Keveny advised that the use of proceeds from the sale or other disposal of municipal real estate could not be used to fund the Omnibus Budget.⁵

J. Bugbee also noted it would take some time to sell the property and, therefore, even if these proceeds could be used, they would not be available in the foreseeable future.

BTO follow up questions:

Chapter 44, Section 63, Sale or Other Disposal of Realty; Disposition of Proceeds provides an exception for property acquired through tax title foreclosure.⁶

Questions:

- a. Can we seek confirmation from KP Law that the exception noted above would apply to proceeds received from the auction of the 212 Cochituate Road property (prior to its transfer to the control of the Select Board for general municipal purposes – which has not yet occurred)?*

If the Treasurer were instructed by the Select Board to auction the property, as noted above, I believe the auction could be completed in two to three months.

4. Excess bond proceeds re: Potter/Stonebridge Road bridge:

In November 2020, the Town issued bonds, a portion of which was allocated to fund the Town's share of the cost to renovate this bridge. As you know, at a

⁴ This understanding is based on one of our member's prior involvement with this property while serving on the Municipal Affordable Housing Trust Fund, including discussions with a former Town Treasurer. It should be noted that this FinCom member, who has previously advocated for using this land parcel for affordable housing, is supportive of this request based on changing circumstances

⁵ See discussion above.

⁶ See FN 2.

recent Town Meeting the Town's authority to proceed with this project was rescinded and, therefore, the \$450,000 of allocated bond proceeds have become "excess proceeds" which we believe can be appropriated for "any purpose for which a loan may be incurred for an equal or longer period of time that that for the original loan."⁷

We would like to use these excess bond proceeds in connection with the FY24 Omnibus Budget, e.g., use these funds in lieu of free cash to pay for a portion of the previously approved FY24 capital expenditures and use the free cash that is freed up to fund the OPEB contribution instead of using taxation as is currently contemplated in the proposed budget.

Finance Director comments at 2/6/23 Select Board meeting:

B. Keveny noted that he and J. Bugbee have identified these funds, together with another \$500,000 or so of capital project "close outs", that can be used to fund the capital budget, including the elimination of the approximately \$650,000 of cash capital funding shown in the Acting Town Manager's capital budget previously approved by the FinCom.

He advised against using free cash to fund the OPEB contribution, even if excess free cash was freed up by using other sources of funds in the Omnibus Budget, unless we were prepared to do so over a number of years, e.g., three to five years.

5. Increased investment earnings:

As you know, the Town issued \$20,255,000 of bonds in November 2022. It is our understanding that a substantial portion of the bond proceeds are currently invested in an interest-bearing account that is currently paying approximately 1.5%. If these funds were invested in short-term Treasury bills, i.e., less than one-year maturity, the investment rate would increase to approximately 4.5% with minimal risk of the loss of principal. Moving these funds into Treasury bills could generate \$300,000 to \$500,000 of additional investment earnings over the next twelve months which could be used in connection with the FY24 Omnibus Budget or at least generate more income for use by the Town.

It is our understanding that the Town's Treasurer now reports to the Finance Director and, in any event, is under your control. We would urge you to discuss this investment possibility with the Finance Director and Treasurer as soon as possible while short-term rates remain at elevated levels and the bond proceeds are not needed for funding actual expenses, e.g., the CoA/Community Center.

Finance Director comments at 2/6/23 Select Board meeting:

B. Keveny stated that pursuit of this strategy would result in the potential delay in completing the construction of the CoA/Community Center project since the

⁷ M.G.L. Chapter 44, Section 20 (as amended effective December 13, 2021).

funds would be tied up in longer term investments. Therefore, he advised against doing so.

He also noted that the DOR limited the amount of Local Receipts that could be included in the Tax Recap used to determine the amount of taxation and, therefore, it's possible that any additional interest income ultimately might not reduce the amount of taxation.

BTO follow up comment:

The FinCom was not suggesting investing these funds in a long-term investment. Rather, the suggestion noted above was investing in short-term Treasury bills with maturities less than one-year.

As noted in the attached summary of Treasury bill yields as of this morning, one-month and three-month Treasury bills are yielding 4.56% and 4.70%, respectively, which is far in excess of the 1.5% currently being earned on these funds.

If we took the most conservation position and invested these funds only in one-month Treasury bills which could be rolled over each month, after setting aside funds anticipated for construction related costs to be incurred in the following month, we could earn significant additional interest.

As to the Local Receipts limitation noted above, even if we were limited, it seems to me earning more interest that gets added to Free Cash in the General Fund is a prudent thing to do and would increase the amount of Free Cash available for use in future years.

I think we should have J. Bugbee and B. Keveny join us for a follow up discussion on this item sooner than later as we've already lost a fair amount of additional investment income.

Conclusion

We are continuing our review of your FY24 Omnibus Budget and anticipate concluding that review in the coming weeks. While we will continue to evaluate the expense proposals contained in your budget, we would encourage you to discuss our funding proposals with the Select Board, Finance Director and Treasurer at your earliest convenience.

If you think it would be helpful to those discussions, a representative of the Finance Committee would be happy to attend an upcoming meeting with the Select Board or any meeting(s) you might schedule with the Finance Director and/or Treasurer.

We thank you for your and the Finance Director's efforts in producing a budget for our review and look forward in working with you to present a fiscally responsible budget to Town Meeting this spring.

Part I ADMINISTRATION OF THE GOVERNMENT

Title VII CITIES, TOWNS AND DISTRICTS

Chapter 44 MUNICIPAL FINANCE

Section 63 SALE OR OTHER DISPOSAL OF REALTY; DISPOSITION OF PROCEEDS

[Text of section effective until December 13, 2021. For text effective December 13, 2021, see below.]

Section 63. Whenever the proceeds of the sale or other disposal of real estate, including the taking by eminent domain by another governmental unit, but other than that acquired through tax title foreclosure, by a city, town, or district, exceed five hundred dollars, the same shall be applied to the payment of indebtedness incurred in acquiring such real estate or shall be added to the sinking fund, if any, from which said indebtedness is payable, or if no such indebtedness is outstanding may be used for any purpose or purposes for which the city, town or district is authorized to incur debt for a period of five years or more or be applied to the payment of indebtedness incurred under clause (3) of section seven, except that the proceeds of a sale in excess of five hundred dollars of any park land by a city, town, or district shall be used only by said city, town, or district for acquisition of land for park purposes or for capital improvements to park land.

Chapter 44: Section 63. Sale or other disposal of realty; disposition of proceeds

[Text of section as amended by 2021, 102, Sec. 26 effective December 13, 2021. For text effective until December 13, 2021, see above.]

Section 63. Whenever the proceeds of the sale or other disposal of real estate, including the taking by eminent domain by another governmental unit, **but other than that acquired through tax title foreclosure,** by a city, town, or district, exceed five hundred dollars, the same shall be applied to the payment of indebtedness incurred in acquiring such real estate or shall be added to the sinking fund, if any, from which said indebtedness is payable, or if no such indebtedness is outstanding **may be used for any purpose or purposes for which the city, town or district is authorized to incur debt for a period of five years or more** **or be applied to the payment of indebtedness incurred under section 7 to** purchase land, or interests in land, or to **construct or enlarge buildings, including the cost of original equipment and furnishings of the buildings or enlargements,** except that the proceeds of a sale in excess of five hundred dollars of any park land by a city, town, or district shall be used only by said city, town, or district for acquisition of land for park purposes or for capital improvements to park land.

U.S. Treasurys (2/8/23 at 9:07 AM)

SYMBOL	YIELD
<u>US 1-MO</u>	4.56
<u>US 3-MO</u>	4.701
<u>US 4-MO</u>	4.776
<u>US 6-MO</u>	4.919

KEY



Town Election



Ballot Question

2023

ANNUAL TOWN ELECTION/ANNUAL TOWN MEETING SCHEDULE

Last updated February 7, 2023; some dates are subject to change

2022

- Mon Dec 5* Petitioners' Workshop with Select Board. Town will advertise on website and social media approximately 1-2 weeks prior
- Mon Dec 5* Board of Select Board votes to open warrants for the Annual Town Meeting and Town Election starting December 15, 2022.
- Wed Dec 7* Notice of the opening of the warrant shall be sent to the Town Clerk and all Town boards and committees. Per Town Code 36-2 and 36-3, notice of the closing date of the warrant will be posted at the Town Building and at the public library in Wayland Center, at the Cochituate Fire Station or Cochituate Post Office and at the Happy Hollow School.
- Tues Dec 13* Pursuant to Town Code 36-1, the Select Board shall cause notice of the time and place of the Annual Town Meeting and Election to be published in a newspaper of general circulation no later than the date fixed by them for closing the warrant pursuant to Town Code 36-3.
- Thu Dec 15* Warrant for Annual Town Meeting opens.
- Mon Dec 19* Planning Board has preliminary meeting with Select Board on Zoning and Planning Board articles, if required.
- Mon Dec 19* Select Board vote to submit standard warrant articles it will propose

2023

- Mon Jan 9* Select Board vote to submit any remaining warrant articles it will propose.
- Mon Jan 16* **Martin Luther King Jr. Day**
- Tues Jan 17* Deadline for submission of warrant articles at 4:30 p.m. to the Board of Select Board through the Town Manager's Office. (per Town Code Sec. 36-3)
Articles will be stamped with date and time of receipt. No article, other than one submitted by the Moderator, Town Clerk, or the requisite number of petitioners, shall be inserted in the warrant for any Town Meeting unless so voted and submitted by a board, commission, committee, or other governmental body of the Town of Wayland by 4:30 p.m. on the date fixed by the Board of Select Board for closing of the warrant for such meeting. (Town Code 36-3C)
- Mon Jan 23*  Nomination papers are available from the Town Clerk for the Town Election.

Except for Town Meeting and Election, dates required by Town Code / State Law and dates for final submission of warrant articles, this schedule is subject to change.

<i>Fri Jan 20</i>	Articles are draft ordered by Town Manager and distributed to Moderator, each member of the Finance Committee, Select Board, Town Counsel and Town Clerk. Town Counsel reviews text of articles.
<i>Tues Jan 24</i>	Finance Committee ATM Article Workshop. The Workshop fulfills Town Code 19-3.
<i>Mon Jan 30</i>	Select Board meet with Planning Board on Town Meeting articles, if necessary. (See MGL 40 A Section, 5)
<i>Mon Jan 30</i>	Finance Committee decides the articles for which it will make a report in the warrant to include comments, and the pros and cons. The Finance Committee will communicate its decision to the article sponsors and petitioners who may respond by March 7 with a "Sponsor's Report" not to exceed 150 words in length. Town Code § 5 B.
<i>Feb 20-24</i>	<p>Presidents Day and School Vacation Week</p> <p>The Finance Committee and other boards and committees are asked to make written requests to the Board of Select Board to approve placement of a Proposition 2 ½ Ballot Question on the Election Warrant at least two weeks prior to the Board's vote. The Board will consider the requests at their Feb 27, 2023 meeting.</p> <p>It is the Select Board's policy that the Board of Select Board request the Finance Committee's recommendation on whether to place any Proposition 2 ½ Questions on the ballot. The Finance Committee's recommendation and its presentation will be made at the Select Board's meeting on March 6, 2023. (Earliest date of action – Last legal date for Select Board to vote on ballot questions is Tuesday, April 6, 2021.)</p>
<i>Mon Feb 27</i>	Select Board determine the final order of ATM warrant articles.
<i>Mon Feb 27</i>	By this date, any changes that an article sponsor or petitioner requests to make to the article text (<u>excluding</u> the comments and pros and cons which are the responsibility of the Finance Committee) shall be submitted to the Town Manager for approval by Town Counsel after which they will be forwarded back to the article sponsor or petitioner, and also to the Chair of the Board of Select Board and the Chair of the Finance Committee for distribution to the members.
<i>Mon Feb 27</i>	Deadline for article sponsors and petitioners for which the Finance Committee will make a report in the warrant to submit a "Sponsor's Report" not to exceed 150 words in length. (Town Code § 36-5 B)
<i>Mon Feb 27</i>	Board considers opening of STM Warrant (within Annual Town Meeting) for the period Tuesday, February 28 through Tuesday, March 7 at 4:30 pm and sets all related STM dates at that time. Last date to set STM within ATM is 45 days before (March 17) ATM or TBD. The warrant for any Special Town Meeting shall remain open for at least seven days after it is called by the Board of Select Board. Within 48 hours after calling any Town Meeting, the Select Board shall post notice of the warrant closing date at the locations specified in Town Code § 36-2.



<i>Thu March 2</i>		Last date for Planning Board to discuss and vote Planning Board Reports on zoning articles (may be earlier). See MGL 40 A Section 5.
<i>Mon March 6</i>		Finance Committee makes presentation to Board of Select Board on all Proposition 2 ½ questions. (See Board Policy for Finance Committee presentation requirements.)
<i>Mon March 6</i>		Board of Select Board votes to place Proposition 2 ½ Override or Exclusion Question on Election Ballot. Under MGL 54, 42 C, the Town Clerk must receive the written notice of the question being placed on the ballot 35 days before the Election or by March 21, 2023. Following a vote to approve a Proposition 2 ½ Question, the Select Board and Finance Committee will provide public notice and convene a meeting for public comment on proposed Proposition 2 ½ Question(s).
<i>Tues March 7</i>		Last day for submission by 5:00 pm of nomination papers to the Board of Registrars for Town Election (49 days before Election) GL c53, sec. 7 (<i>Town has not accepted MGL C. 53, sec 9A.</i>)
<i>Mon Mar 13</i>		Deadline: Finance Committee article comments (with supporting charts and appendices), Finance Committee report, and Planning Board articles due to Town Manager office by 10:00 a.m. - <u>No changes accepted after this date.</u>
<i>Mon Mar 13</i>		Articles are put in final form by Town Counsel. Town Counsel provides comments on by-law changes consistent with Town Code chapter 36, Section 5 B.
<i>Mon March 20</i>		Select Board accept public comment, discuss wording and vote on ballot questions (if any).
<i>Tue March 21</i>		Last day for Select Board to submit ballot question to Town Clerk by 5:00 pm. (on or before 35th day proceeding election) MGL 54, sec 10; MGL C 54, sec 42c.
<i>Tue March 21</i>		Last day for filing certified nomination papers with Town Clerk (on or before 35th day proceeding election.) MGL 53 section 10.
<i>Tues March 21</i>		Town Clerk sends ballot to printer.
<i>Fri March 24</i>		Compilation of warrant completed, and all changes made. Warrant is sent to printer.
<i>Tues March 28</i>		Town Clerk advertises in a newspaper of general circulation and posts notice of the time and place of Annual Town Meeting and Election for per Town Code Sec. 36-1 on town sign boards no later than 2 weeks before Town Election and Town Meeting
<i>Mon April 3</i>		Select Board vote and sign warrants for posting.
<i>Tues April 11</i>		Town Clerk posts warrants for Town Meeting and Election at the Town Building and at the public library in Wayland Center, at the Cochituate Fire

Except for Town Meeting and Election, dates required by Town Code / State Law and dates for final submission of warrant articles, this schedule is subject to change.

Station or Cochituate Post Office and at the Happy Hollow School per Town Code Sec. 36-2A, MGL c. 39, s10 (at least 7 days prior to Annual Town Meeting or Annual or Special Election and at least 14 days prior to Special Town Meeting).

If a Special Town Meeting is called for _____, the warrant must be posted 14 days prior. GL 39, sec. 10.

Wed April 12

Sponsors and Petitioners submit any illustrative slides under Moderator's Rules to Town Manager's office by this date.

Thursday, April 13

CANDIDATES' NIGHT - LEAGUE OF WOMEN VOTERS

Thu April 13

Postal delivery of warrants (Town Code 36-2A, MGL c. 39, s10)

Thu April 13

Final copy of warrant delivered to Select Board, Moderator, Finance Committee, Town Clerk, Town Counsel and Finance Director.

TBD

Moderator's Forum

Fri April 14



Last day to register to vote prior to Town Election / Town Meeting; 5:00pm. (10 days prior) GL c 39 sec 26, 28

Fri April 14

Last date for vehicle descriptions (valued at least \$10,000 from Parks, Recreation, Highway and Water Departments only) prepared by procurement officer to be filed with Town Clerk per Town Code Sec. 19-7 (at least 7 days prior to Annual Town Meeting and 14 days prior to Special Town Meeting).

Mon April 17

Patriots Day

Tue April 18

Last day for Select Board to review proposed motions and vote positions on Annual Town Meeting warrant articles.

Wed April 19

Draft motions for articles are posted on the website.

Thu, April 20

ISSUES FORUM - LEAGUE OF WOMEN VOTERS

Fri April 21

Prepare and print final errata sheets, Moderator's instructions to Town Clerk, tellers, and Planning Board reports (if necessary) for distribution at Town Meeting.

Tue April 24

Select Board conduct ATM Warrant Hearing at time TBD

Tue April 25



ANNUAL TOWN ELECTION

Fri April 28

Warrants and lists delivered to Town Meeting site. List of non-resident employees provided to Moderator and Town Clerk.

Mon May 1

ANNUAL TOWN MEETING (start time TBD)

Tue May 2

Cont. ANNUAL TOWN MEETING (as necessary)

through May 4 (if necessary)

Adjourned sessions of Annual Town Meeting (Monday and Tuesday at 7:00 p.m. as necessary).

Except for Town Meeting and Election, dates required by Town Code / State Law and dates for final submission of warrant articles, this schedule is subject to change.

ATM 2023 Article Order

* Asterisk indicates articles proposed for abbreviated presentation procedure; scheduled at 5 minutes each.

#	Letter	Action	Name	Sponsor	Estimates		
					Time	Hours	End Time
<u>MONDAY, MAY 1</u>			<u>6:45pm start</u>				
1	A		Recognize Citizens	SB	10		
2	B	*	Pay Previous Year Bills	SB	5		
3	C	*	Current Year Transfer	SB	5		
4	D	*	OPEB Funding	SB	5		
5	E	*	Enterprise Fund Budgets	SB	5		
6	F	*	FY 2024 Revolving Funds	SB	5		
7	G	*	Personnel Bylaws and Wage & Classification Plan	SB	5		
8	Y		Update Personal Handbook and Code	SB	20		
9	DD	*	River's Edge Asbestos	SB	5		
10	H	*	SWQ Budget	SB	5		
11	W		SpEd Stabilization Fund	SC	20		
12	GG		MWRA	SB/BOPW	30		
			Gossels Award		15		
13	N		FY23 Budget	FinCom	90		
14	JJ	*	Fund Capital Stabilization	SB	5		
15	O	*	CPA: Set Asides	CPC	5		
16	R		CPA: Open Space - Heard Farm	CPC	10	4.1	11:00pm
<u>TUESDAY, MAY 2</u>			<u>6:45pm start</u>				
17	P		CPA: Historic Preservation - Gravestones	CPC	15		
18	Q		CPA: Historic Preservation - Library	CPC	15		
19	HH		Affirm Remote Participation	SB	20		
20	CC		FinCom Appointment	SB	30		
21	V		FinCom Appointing Board	Moderator	30		
22	S		CPC: Recreation - Outdoor Court	CPC	15		
23	T		CPC: Recreation - Town Beach	CPC	15		
24	X	*	Knollwood Road Easement	SB	5		
25	AA	*	Rescind Debt	SB	5		
26	K	*	Choose Town Officers	SB	5		
27	L	*	Hear Reports	SB	5		
28	M	*	Sell or Trade Vehicles and Equipment	SB	5	2.8	9:30pm
<u>WEDNESDAY, MAY 3</u>			<u>6:45PM start (TBD)</u>				
<i>Pulled (italics - anticipated)</i>							
1	I		Gifts of Land	SB			
2	U		Animals	Town Clerk			
3	Z		Revise Personnel Code, Section 10	SB			
4	BB		Fund Equity Audit	SB			
5	EE		CoA/CC Additional Funding	SB			
6	FF		Amend Zoning - St Ann's	SB			
7	II		Banning Rodenticide	ConCom			

ARTICLE LIST 2023 ANNUAL TOWN MEETING

Article	Article Name	Sponsor	Select Board Assignee	Fincom Assignee	Select Board Vote to Insert	Position Select Board	Position FinCom	Notes
A	Recognize Citizens & Employees for Particular Service to Town	Select Board	Karlson	Lappin	5-0	5-0		
B*	Pay Previous Fiscal Year Unpaid Bills	Select Board	Karlson	Lappin	5-0	5-0	4-0-0	
C*	Current Year Transfers	Select Board	Karlson	Lappin	5-0	5-0		
D*	OPEB Funding	Select Board	Watkins	Lappin	5-0	5-0	5-1-0	
E*	Enterprise Fund Budgets	Select Board	Watkins	O'Herlihy	5-0	5-0	6-0-0	
F*	Fiscal Year 2024 Revolving Fund Expenditure Limits	Select Board	Fay	Hoyle	5-0	5-0		
G*	Update Personnel Bylaws and Wage & Classification Plan and Fund Union Agreements	Select Board	Karlson	O'Herlihy	5-0			
H*	Surface Water Quality Committee Budget	Select Board	Martin	Barnett	5-0	5-0	6-0-0	
I*	Accept Gifts of Land	Select Board	Fay	Hoyle	0-5			
J*	Capital Stabilization Fund Appropriation	Select Board	Watkins	Lappin	5-0			
K*	Choose Town Officers	Select Board	Gutbezahl	Hoyle	5-0	5-0		
L*	Hear Reports	Select Board	Fay	Hoyle	5-0	5-0		
M*	Sell or Trade Vehicles and Equipment	Select Board	Fay	Hoyle	5-0	5-0		
N	FY 2024 Omnibus Budget	Town Clerk	Karlson	Roman				
O*	CPA: Set Asides and transfers	CPC	Martin	Barnett	5-0	5-0	6-0-0	
P	CPA: Historic Preservation – Conservation of Gravestones in Town Cemeteries	CPC	Martin	Barnett/Correia	5-0	5-0	6-0-0	
Q	CPA: Historic Preservation – Library Archival Document Conservation and Digitization	CPC	Martin	Barnett/Correia	5-0	5-0	6-0-0	
R	CPA: Open Space – Implementing Land Management Plan at Heard Farm	CPC	Martin	Barnett/Correia	5-0	5-0	6-0-0	

ARTICLE LIST 2023 ANNUAL TOWN MEETING

S	CPA: Recreation – Rehabilitation and Improvement of Cochituate Ball Field Outdoor Court	CPC	Martin	Barnett	5-0	5-0	6-0-0	
T	CPA: Recreation Town Beach Entryway and Perimeter Fencing	CPC	Martin	Barnett	5-0	5-0	6-0-0	
U*	Animals	Town Clerk	Karlson	O’Herlihy	0-5			
V	Finance Committee Appointing Board	Moderator	Gutbezahl	Correia	5-0	2-3		
W	Special Education Stabilization Fund	School Committee	Karlson	Hoyle	5-0	5-0		
X*	Knollwood Road Easement	Select Board	Fay	O’Herlihy	5-0	5-0	5-0-0	
Y	Update the Town’s Personnel Handbook, Policies and Procedures and Town code Chapter 43 Personnel	Select Board	Watkins	O’Herlihy	5-0	5-0	4-0-0	
Z*	Revise Town code Chapter 43 Personnel, Section 40	Select Board	Gutbezahl	O’Herlihy	0-5			
AA*	Rescind Unissued Debt	Select Board	Karlson	Lappin	5-0	5-0	5-0-0	
BB	Fund an Equity Audit	Select Board	Gutbezahl	Hoyle	0-5			
CC	Revise Town Code on Finance Committee Appointment	Select Board	Gutbezahl	Correia	4-1	4-1		
DD*	River’s Edge Asbestos	Select Board	Karlson	Lappin	5-0	5-0		
EE	Council on Aging/Community Center Additional Funding	Select Board	Fay	Correia/Barnett	0-5			
FF	Amend Zoning Bylaw Chapter 198: [St. Ann’s Area Housing – name TBD] overlay	Select Board	Fay	O’Herlihy	0-5			
GG	MWRA Admission Application – Approval to Proceed	Board of Public Works	Martin	O’Herlihy	5-0	5-0	3-0-1	
HH	Affirm Remote Participation in Town Meeting	Select Board	Watkins	O’Herlihy	5-0	5-0	0-5-0	
H	Banning the Use of Second-Generation Anticoagulant Rodenticide	Conservation Commission	Fay	Lappin				

* Select Board recommendation for abbreviated procedure

This article is in draft form and has not been reviewed by the Select Board, Personnel Board or Finance Committee yet.

Article G. Update Personnel Bylaws and Wage & Classification Plan and Fund Union Agreements

Proposed by: Select Board

Estimated Cost: \$TBDI

Commented [KC1]: I wasn't certain if this should be the total of all three sections - as those mix fiscal years.

To determine whether the Town will vote to

- a) amend the Code of the Town of Wayland, Chapter 43, PERSONNEL and the Personnel Wage and Salary Classification Plan (Appendix B) previously adopted by the Town to amend recreational and seasonal positions and adjust selected positions affected by the Massachusetts minimum wage;
- b) amend the Code of the Town of Wayland, Chapter 43, PERSONNEL and the Personnel Wage and Salary Classification Plan (Appendix B) previously adopted by the Town to amend the non-union positions;
- c) transfer from FY23 budgeted Unclassified: Reserve for Salary Settlement account \$214,355 and from budgeted Debt and Interest account \$349,607 for the purpose of funding FY21, FY22 and FY2023, the first, second and third years of the collective bargaining agreement for the period of July 1, 2020 through June 30, 2021 and July 1, 2021 through June 30, 2022 and July 1, 2022 through June 30, 2023, reached between the Town of Wayland and the Fire Union and to authorize the Town Accountant to allocate said amounts to be distributed to and among the department personnel and line items affected thereby in such amounts as are proper and required.

FINANCE COMMITTEE COMMENTS: This article contains three elements.

First (a), this article will amend the Code for hourly and seasonal non-union employee wages to adjust for the increase in Massachusetts minimum wage. Most hourly and seasonal positions are in the Recreation Department, and one is in the Library. The estimated cost is approximately \$40,000 and is included in the FY2024 budget.

Second (b), passage of this article will provide for a market adjustment increase for non-union positions (see the Non-union Wage Scale in Appendix B for a list of the positions) commensurate with that provided to the AFSCME (American Federation of State, County and Municipal Employees) union. Historically, Wayland's non-union employees have followed the AFSCME union settlements. This adjustment brings the non-union positions into alignment with other municipalities at the 75th percentile. The estimated cost is \$118,212 and is included in the FY2024 budget.

Third (c), passage of the article will transfer monies to fund the first, second and third years (FY2021, FY2022 and FY2023) of the settled collective bargaining contract for the Fire union. Appropriations to fund this settlement are a transfer of available funds from the FY23 Unclassified: Reserve for Salary Settlement and the Debt and Interest line items. The transfers total \$563,962 and are funded from within the current year budget (FY2023).

The Wage and Classification Plan allows for periodic wage increases for non-union staff based on employee longevity and provides for reasonable wage growth over time. This year it includes a market adjustment to attract and retain non-union staff.

All union contracts (Town and School) are subject to collective bargaining for the period beginning July 1, 2023. No cost of living (COLA) wage adjustment has been made in the budget for FY2024 for any

union positions, and potential settlement monies are carried in the FY2024 Unclassified: Reserve for Salary Settlement account. Cost of living (COLA) increases for non-union staff have not been budgeted for FY2024 pending settlement of union contracts.

The Select Board recommends *Blank*. Vote:
The Personnel Board recommend *Blank*. Vote:

ARGUMENTS IN FAVOR: The Wage and Classification Plan allows for periodic wage increases for non-union employees and provides for reasonable wage growth over time depending on economic conditions.

Recreational seasonal wage adjustments will keep Wayland competitive in this market. The adjustments are also consistent with the Recreation Department's efforts to certify their summer programs with the State.

Passage of this Article will continue to keep the Town in compliance with Massachusetts minimum wage requirements.

Compensation adjustments to keep Wayland abreast of market wages is critical to attract and retain staff in all departments.

ARGUMENTS OPPOSED: Opponents might say that salary growth should be lower based on the perceived need to better manage the budget and that wages should not be adjusted.

RECOMMENDATION: The Finance Committee recommends *Blank*. Vote:

QUANTUM OF VOTE: Majority.

CONSISTENCY WITH LAW: *to be provided by Town Counsel*

For more information about this article, contact Town Manager Michael McCall at mmccall@wayland.ma.us.

NON-UNION WAGE SCALE, N SCHEDULE

Effective: July 1, 2023

3.3% market adjustment increase

Grade	1	2	3	4	5
N-1	43,440	44,745	46,086	47,470	48,891
N-2	47,270	48,687	50,148	51,653	53,204
N-3	47,743	49,174	50,651	52,169	53,737
N-4	51,953	53,511	55,116	56,767	58,471
N-5	57,042	58,754	60,516	62,330	64,203
N-6	62,633	64,512	66,444	68,439	70,491
N-7	68,772	70,834	72,957	75,147	77,402
N-8	75,509	77,775	80,106	82,512	84,984
N-9	88,195	90,482	92,848	95,463	98,328
N-10	91,037	93,765	96,580	99,477	103,065
N-11	99,956	102,956	106,045	109,226	112,499
N-12	104,853	107,999	111,275	114,581	118,013
N-13	109,750	113,040	116,435	119,929	123,528
N-14	120,508	124,124	127,847	131,683	135,632
N-15*					
Grade	6	7	8	9	10
N-1	50,359	51,873	53,426	55,027	56,680
N-2	54,799	56,442	58,135	59,881	61,677
N-3	55,350	57,010	58,715	60,479	62,292
N-4	60,226	61,465	63,894	65,809	67,784
N-5	66,129	67,751	70,155	72,258	74,427
N-6	71,874	74,787	77,032	79,340	81,721
N-7	79,723	82,115	84,578	87,117	89,729
N-8	87,537	90,161	92,867	95,651	98,525
N-9	101,279	104,314	107,445	110,633	113,905
N-10	105,018	108,702	112,850	114,804	118,779
N-11	115,876	119,352	122,935	126,621	130,422
N-12	121,554	125,201	129,718	132,823	137,013
N-13	127,234	131,049	136,498	139,028	143,603
N-14	139,701	143,891	147,585	152,656	157,238
N-15					Contract

N-1	Secretary, Fire -- PT	N-5	Exec Asst. to Town Manager	N-9	Town Engineer
N-1	Asst. Rec Program Coord. -- PT	N-6	Management Analyst	N-10	Library Director
N-2	Sr. Clerk, Health -- PT	N-7	Facilities Business Manager	N-10	Town Clerk
N-2	Administrative Asst. Y/S -- PT	N-7	Desktop Support Analyst	N-11	Public Buildings Director
N-3	IT Technician	N-8	Benefits Manager	N-12	Assessing Director
N-3	Conservation Land Mgr. -- PT	N-8	Human Resources Manager	N-12	Assistant Town Manager/Procurement
N-3	Human Resources Assistant	N-8	Network Administrator	N-13	DPW Director
N-3	Outreach Coordinator - PT	N-8	Recreation Director	N-13	Finance Director/Town Accountant
N-3	Project Coordinator - PT	N-8	IT Business Analyst	N-13	Fire Chief
N-3	Recreation Program Asst. -- PT	N-9	Assistant Fire Chief	N-13	Information Technology Director
N-4	WWMDC Account Specialist - PT	N-9	IT Senior Systems Administrator	N-14	Police Chief
N-4	Administrative Asst. -- Police	N-9	Police Lieutenant	N-15	Town Manager-per contract

GROUP: NON-UNION – BUILDING INSPECTORS
Effective: July 1, 2023

STEP	1	2	3	4	5
	26.46	27.75	28.46	30.64	32.19
Gas & Plumbing Inspector (PT)			Wiring Inspector (PT)		

GROUP: NON-UNION SUBSTITUTE NURSES
Effective: July 1, 2023

Hourly
33.31

GROUP: NON-UNION - MISCELLANEOUS

Effective: July 1, 2023. Gray shading indicates changes.

Zoom Meeting Coordinator 20.50

GROUP: NON-UNION - PUBLIC SAFETY

Effective: July 1, 2023

	Annually	Per Day	Hourly
Traffic Supervisors	9,264	-	--
Traffic Supervisor Substitute	--	53.13	--
Special Police Matrons	--	-	23.60
Call Firefighters	--	-	23.60
Call Firefighter Coordinator	--	-	25.17
Paramedic	--	-	24.49
Police Custodian (PT)	--	-	18.83
Police Intern	--	-	15.30 Minimum

GROUP: NON-UNION - ON-CALL DISPATCHERS

Effective: July 1, 2023

	Year 1
On-call Dispatcher	22.28

GROUP: NON-UNION - HOURLY LIBRARY CLERKS

Effective: July 1, 2023

Step	1	2	3	4	5	6
	17.85	18.69	19.41	20.55	22.15	23.30

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

Effective: July 1, 2023

Step	1	2	3	4	5
	28.76	29.67	30.68	31.70	33.76

GROUP: NON-UNION - LIBRARY PAGES

Effective: July 1, 2023 (Gray shading indicates Minimum Wage Adjustment.)

Minimum Wage Adjustments – Effective Jan 1, 2023 \$15.00/hr.

Year 1	Year 2
15.00	15.75

GROUP: NON-UNION –HOURLY HEALTH WORKERS

Effective: July 1, 2023 (Gray shading indicates Minimum Wage Adjustment.)

Minimum Wage Adjustments – Effective Jan 1, 2023 \$15.00/hr.

Health Assistant	15.00
Substitute Health Clerk	17.80

GROUP: NON-UNION SEASONAL – MISCELLANEOUS

Effective: May 1, 2023.

Seasonal Laborer	17.00
Landfill Clerk	17.00

GROUP: NON-UNION – SEASONAL – RECREATION AND SUMMER CAMPS

Effective: Jan 1, 2023

**Minimum Wage Adjustments made - Effective Jan 1, 2023 \$15.00/hr.
Gray shading indicates changes.**

Grade	R-1	R-2	R-3	R-4	R-5	R-6	R-7	R-8	R-9	R-10
Hourly Rate	15.00	16.25	16.50	17.00	18.00	20.00	25.00	27.00	36.00	42.00

R-1	Counselor	R-3	Recreation Admin.	R-6	Asst. Director
R-1	Gate Guard	R-3	Park Ranger	R-6	Health Care Supervisor
R-1	Swim Instructor	R-3	Intern	R-7	Program Director
R-1	Snack Bar Staff	R-4	Lifeguard	R-8	Beach Director
R-1	Sport Coach	R-4	Specialist I	R-8	Ski Director
R-1	Facility Monitor	R-4	Sailing Instructor II	R-9	Camp Nurse
R-2	Senior Counselor	R-4	Water Safety Instructor (WSI)	R-9	Lifeguard Instructor
R-2	Snack Bar Manager	R-5	Head Lifeguard	R-10	Special Instructor
R-2	Boating Instructor I	R-5	Specialist II	R-10	Certified Referee

***Additional \$1.00 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 +\$3. At the Recreation Director’s discretion, a candidate may receive the years of service credit based upon prior related experience and/or certifications.**

GROUP: AFSCME

Effective: July 1, 2023

3.3% market adjustment increase

Retention Steps

STEP	1	2	3	4	5	6	7	8	15	20
G-1	47,857	49,451	51,108	52,809	54,567	56,385	58,262	60,202	61,707	63,251
G-2	49,702	51,342	53,052	54,803	56,610	58,479	60,409	62,402	63,962	65,561
G-3	54,854	56,648	58,500	60,412	62,387	64,426	66,532	68,708	70,425	72,186
G-4	59,225	61,161	63,161	65,226	67,358	69,559	71,834	74,182	76,036	77,937
G-5	63,938	66,028	68,189	70,420	72,723	75,102	77,560	80,097	82,099	84,151
G-6	69,009	71,271	73,607	76,022	78,513	81,087	83,746	86,492	88,654	90,870
G-7	75,424	77,894	80,446	83,081	85,802	88,613	91,515	94,512	96,875	99,297
G-7A	78,452	81,036	83,704	86,460	89,307	92,247	95,284	98,421	100,882	103,404
G-7B	78,794	81,376	84,042	86,795	89,639	92,576	95,609	98,742	101,210	103,741
G-8	82,162	84,858	87,642	90,517	93,487	96,553	99,721	102,992	105,567	108,207
G-8A	85,871	88,686	91,593	94,596	97,697	100,900	104,208	107,624	110,315	113,072
G-9	89,539	92,474	95,505	98,635	101,867	105,206	108,654	112,215	115,020	117,895
G-10	97,238	100,425	103,716	107,115	110,625	114,251	117,995	121,862	124,909	128,032
G-15	58,724	60,986	63,334	65,774	68,307	70,938	73,670	76,508	78,420	80,381

G-1	Department Assistant	G-2	Dept Assistant Public Health	G-2	Assistant Treasurer/Collector
G-2	Finance Assistant Payroll	G-2	DPW Administrative Coordinator	G-2	Finance Assistant Accounting
G-3	JCC Dispatcher	G-3	Administrative Assessor	G-4	Conservation Land Mgr
G-4	JCC Dispatcher Coordinator	G-4	Assistant Town Clerk	G-4	Recreation Program Coordinator
G-5	Assistant Assessor	G-5	Clinician Y&S Services	G-6	Accountant
G-6	Local Building Inspector	G-6	Assistant Recreation Director	G-6	Sanitarian/Health Agent
G-6	DPW Business Manager	G-6	Land Use Coordinator	G-6	School Nurse Leader/CHN
G-7	Project Manager	G-7	Town Surveyor	G-7	Assistant Youth Dir/Clin Supervisor
G-7	GIS Analyst	G-7A	Public Health Nurse	G7B	Waste Water Treat/Comp Manager
G-7B	Water Treat/Comp Manager	G-7B	COA Director	G-8	Town Planner
G-8	Youth and Family Svcs Director	G-8	Conservation Administrator	G-8	IT Business System Analyst
G-9	Building Commissioner	G-9	Heath Director	G-9	DPW Hwy/Park/TS Superintendent
G-9	Treasurer/Collector	G-9	Assessing Director	G-9	DPW Water Superintendent
G-15	Community Health Nurse				

GROUP: LIBRARY

Effective: July 1, 2022 (Contract Negotiations in Progress)

Step	1	2	3	4	5	6	7	8	9	10
L-1	43,184	44,464	45,824	47,163	48,600	50,074	51,549	53,102	54,713	56,324
L-2	46,639	48,036	49,492	50,986	52,462	54,053	55,703	57,372	59,080	60,846
L-3	50,365	51,880	53,432	55,043	56,712	58,401	60,148	61,952	63,816	65,737
L-4	54,403	56,032	57,682	59,449	61,215	63,078	64,941	66,901	68,901	70,977
L-5	58,750	60,517	62,340	64,204	66,125	68,105	70,162	72,259	74,413	76,664
L-6	63,428	65,349	67,310	69,367	71,424	73,578	75,752	78,042	80,371	82,778
L-7	68,532	70,570	72,705	74,859	77,130	79,440	81,827	84,272	86,795	89,396
LC	41,379	42,932	44,427	46,057	47,745	49,977				

- L-1 - Library Assistant – Children’s
- L-2 - Library Asst – Circulation**
- L-2 - Library Associate - Periodicals
- L-4 - Assistant Children’s Librarian
- ~~L-4 - Bibliographic Services Librarian~~
- ~~L-4 - Library Administrative Assistant~~
- ~~L-4 - Computer Specialist/Ref Librarian~~
- ~~L-4 - Head of Circulation~~
- L-4 - Reference Librarian**
- L-5 - Children’s Librarian**
- L-5 - Business Manager**
- L-7 - Assistant Director**
- LC - Custodian

GROUP: TEAMSTERS - DPW

Effective: July 1, 2022 (Contract Negotiations in Progress)

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	15 Years	25 Years
D1	--	--	--	--	--	--	--
D2	20.91	22.06	23.19	24.31	25.43	25.94	26.20
D3	21.55	22.71	23.90	25.07	26.25	26.77	27.04
D4	22.50	23.73	24.97	26.20	27.44	27.98	28.27
D5	23.01	24.31	25.61	26.92	28.23	28.79	29.09
D6	24.58	25.94	27.31	28.68	30.05	30.65	30.96
D7	26.14	27.56	29.00	30.43	31.88	32.51	32.83
D8	26.60	28.05	29.53	31.01	32.47	33.12	33.46
D9	27.09	28.57	30.04	31.69	33.03	33.69	34.03
D10	28.17	29.70	32.31	33.85	34.33	35.01	35.36
D11	29.22	30.82	32.42	34.02	35.63	36.35	36.71
D12	31.69	33.42	35.13	36.86	38.63	39.69	39.80
D13	32.43	34.21	35.99	37.77	40.60	40.62	40.74

- D-2 Maintenance Worker
- D-3 Grounds Worker 1
- D-4 Grounds Worker 2
- D-4 Medium Equipment Operator
- D-4 Grounds Worker 2
- D-5 Heavy Equipment Operator
- D-5 Sr. Grounds Worker
- D-6 **Heavy Equip Op Transfer Station**
- D-7 Mechanic/Welder
- D-7 **Mechanic/Welder Transfer Station**
- D-7 DPW Working Foreman
- D-8 Mainten Mech/Welder/Water Worker 1
- D-9 Lead Mech/Welder/Sr. Foreman
- D-10 Water Worker 2
- D-11 **Operations Supervisor Transfer**
- D-12 Water Worker 3
- D-13 Water Working Foreman

GROUP: FIRE

Effective: July 1, 2022 (Contract Negotiations in Progress)

		Step 1	Step 2	Step 3	Step 4	15 Years	25 Years
Deputy	F-6E				94,968	97,817	100,752
Captain	F-5E	80,043	82,496	85,149	87,797	90,431	93,144
Lieutenant	F-4E	73,433	75,684	78,119	80,693	83,114	85,608
FF/Elec/Mech/Insp	F-3E	69,752	71,818	74,366	76,814	79,118	81,492
Firefighter/EMT	F-1E	63,529	65,578	67,703	69,898	71,995	74,155

GROUP: POLICE

Effective: July 1, 2022 (Contract Negotiations in Progress)

Title	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 15	Step 25
Patrolman	P-1	49,138	61,723	64,811	68,050	71,453	73,768	75,981	78,261
Sergeant	P-2	76,607	80,438	84,459	89,983	--	--	92,682	95,463

Title	Grade	Step 1	Step 15	Step 25
Detective	D-1	80,181	82,586	85,064
Detective Sergeant	D-2	97,787	100,720	103,742

FULL TIME EQUIVALENTS (FTEs) - BY DEPARTMENT

Gray shading indicates change.

	ACTUAL		ACTUAL		ACTUAL		PROPOSED	
	FTEs	FY 21	FTEs	FY 22	FTEs	FY 23	FTEs	FY 24
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	
Land Use Coordinator							1.00	
Department Assistant	2.00		2.00		2.00		1.00	
Department Total		5.03		5.03		5.03		5.03
<u>Conservation</u>								
Conservation Administrator	1.00		1.00		1.00		1.00	
Land Manager	1.00		1.00		1.00		1.00	
Department Assistant	1.00		1.00		1.00		1.00	
Department Total		3.00		3.00		3.00		3.00
<u>Planning</u>								
Planning Director	1.00		1.00		1.00		1.00	
Department Assistant	0.00		0.00		0.00		0.00	
Department Total		1.00		1.00		1.00		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	0.50		0.50		0.50		0.50	
Department Total		3.50		3.50		3.50		3.50
<u>Finance Office</u>								
Finance Director	1.00		1.00		1.00		1.00	
Accountant	1.00		1.00		1.00		1.00	
Finance Assistant	1.80		1.80		1.80		1.80	
Department Total		3.80		3.80		3.80		3.80
<u>Treasurer/Collector</u>								
Treasurer/Collector	1.00		1.00		1.00		1.00	
Asst. Treasurer/Collector	0.69		0.69		0.69		1.00	
Department Assistant	1.54		1.54		1.54		1.23	
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	0.86		0.86		0.86		0.86	
Department Assistant	1.00		1.00		1.00		1.00	
Comm. Coord.& Community Rel	0.40		0.40		0.40		0.40	
		4.09		4.09		4.09		4.09

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

	ACTUAL		ACTUAL		ACTUAL		PROPOSED	
	FTEs	FY 21	FTEs	FY 22	FTEs	FY 23	FTEs	FY 24
<u>Information Technology</u>								
IT Director	1.00		1.00		1.00		1.00	
IT Manager	0.00		0.00		0.00		0.00	
Business Systems Analyst	1.00		1.00		1.00		1.00	
Senior Systems Administrator	1.00		1.00		1.00		1.00	
Desktop Support Analyst	1.00		1.00		1.00		1.00	
Network Manager	1.00		1.00		1.00		1.00	
Zoom Meeting Coordinator							0.60	
		5.00		5.00		5.00		5.60
<u>Public Buildings</u>								
Public Buildings Director	1.00		1.00		1.00		1.00	
Project Manager	1.00		1.00		1.50		1.50	
Facilities Business Manager	1.00		1.00		1.00		1.00	
Sustainability Manager	0.00		0.00		1.00		1.00	
Police Custodian	0.54		0.54		0.54		0.54	
Town Building Custodians	2.00		2.00		2.00		2.00	
Library Custodian	1.00		1.00		1.00		1.00	
Department Total		6.54		6.54		8.04		8.04
<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	1.00		1.00		1.00		1.00	
Community Health Nurse	6.00		6.00		7.50		6.50	
School Nurse Leader/Community Health Nurse							1.00	
Department Assistant	1.00		1.00		1.00		1.00	
Sr Clerk	0.43		0.43		0.43		0.43	
Department Total		10.43		10.43		11.93		11.93
<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	
Recreation Program Asst								
Department Total		3.54		3.54		3.54		3.54
<u>Select Board's Office</u>								
Town Manager	1.00		1.00		1.00		1.00	
Asst Town Mgr/HR Director	0.00		0.00		0.00		0.00	
Asst Town Mgr/Procurement	1.00		1.00		1.00		1.00	
Financial Administrator	0.00		0.00		0.00		0.00	
Management Analyst	1.00		1.00		1.00		1.70	
HR Manager	1.00		1.00		1.00		1.00	
Exec Asst to TM	1.00		1.00		1.00		1.00	
Benefits Manager	0.00		1.00		1.00		1.00	
HR Asst	0.00		0.00		0.00		0.00	
Department Assistant	0.70		0.70		0.70		0.00	
Department Total		5.70		6.70		6.70		6.70

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

	ACTUAL		ACTUAL		ACTUAL		PROPOSED	
	FTEs	FY 21	FTEs	FY 22	FTEs	FY 23	FTEs	FY 24
<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		0.50		0.50	
Department Total		2.00		2.00		2.50		2.50
<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		0.00		0.00	
Clinician	0.60		1.00		1.00		1.00	
Outreach Coordinator	0.49		0.49		0.49		0.49	
Administrative Assistant	0.17		0.17		0.17		0.17	
Department Total		3.86		4.26		3.66		3.66
DPW								
<u>Administration</u>								
DPW Director	1.00		1.00		1.00		1.00	
BPW Business Manager	1.00		1.00		1.00		1.00	
Administrative Coordinator	0.00		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		0.00		0.33		0.33	
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 Operations Supervisor	1.00		1.00		1.00		1.00	
Working Foreman	3.00		3.00		3.00		3.00	
HEO	4.48		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		2.00		2.00	
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		1.60		1.60	
<u>Water</u>								
Water Superintendent	1.00		1.00		1.00		1.00	
WTP Manager	0.00		0.00		0.00		0.00	
WT & C Manager	1.00		1.00		1.00		1.00	
Water Foreman	1.00		1.00		1.00		1.00	
Water Worker 3	1.00		1.00		1.00		1.00	
Water Worker 2	3.00		3.00		3.00		3.00	
Water Worker 1	1.00		1.00		1.00		1.00	
Department Total		41.82		41.82		43.75		43.75

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

	ACTUAL		ACTUAL		ACTUAL		PROPOSED	
	FTEs	FY 21	FTEs	FY 22	FTEs	FY 23	FTEs	FY 24
WASTEWATER								
Account Specialist	0.54		0.54		0.54		0.70	
WW Operations Manager	1.00		1.00		1.00		1.00	
		1.54		1.54		1.54		1.70
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		0.00	
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		2.49	
Comp Spec/Ref Librarian	0.71		0.71		0.71		0.00	
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 SAFETY								
<u>Fire</u>								
Fire Chief	1.00		1.00		1.00		1.00	
Asst. Fire Chief	1.00		1.00		1.00		1.00	
Deputy Chief	0.00		0.00		0.00		0.00	
Captain	3.00		3.00		3.00		4.00	
Lieutenant	4.00		4.00		4.00		4.00	
Inspector/Paramedic	1.00		1.00		1.00		1.00	
Electrician/Paramedic	1.00		1.00		1.00		0.00	
Mechanic/EMT	1.00		1.00		1.00		0.00	
Firefighter/EMT	6.00		6.00		6.00		4.00	
Firefighter/Paramedic	11.00		11.00		11.00		15.00	
Paramedic - Per Diem	0.00		0.00		0.00		0.00	
Secretary	0.54		0.54		0.54		0.54	
Department Total		29.54		29.54		29.54		30.54
<u>Police</u>								
Police Chief	1.00		1.00		1.00		1.00	
Police Lieutenant	1.00		1.00		1.00		1.00	
Administrative Sgt	1.00		1.00		1.00		1.00	
Detective Sgt	1.00		1.00		1.00		1.00	
Investigator	2.00		2.00		2.00		2.00	
Sgt	4.00		4.00		4.00		4.00	
Community Services Officer	1.00		1.00		1.00		1.00	
Youth Officer	1.00		1.00		1.00		1.00	
Patrolman	12.00		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		26.59		26.59		26.59		26.59
<u>JCC</u>								
JCC Dispatcher	7.00		7.00		7.00		7.00	
JCC Dispatch Coord	1.00		1.00		1.00		1.00	
		8.00		8.00		8.00		8.00

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

	ACTUAL		ACTUAL		ACTUAL		PROPOSED	
	FTEs	FY 21	FTEs	FY 22	FTEs	FY 23	FTEs	FY 24
TOTAL TOWN FTEs		181.89		183.29		188.12		189.89
SCHOOLS								
Total School FTEs	460.84		449.96		453.96		456.68	
		460.84		449.96		453.96		456.68
TOTAL TOWN AND School FTEs		642.73		633.25		642.08		646.57

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

Building & Zoning

Land Use Coordinator was approved by PB in FY22 but not added to FTE chart - Reduced Dept. Assistant by 1 FTE and shifted to Land Use Coordinator

Treasurer/Collector

Assistant Treasurer is a Full-Time position approved by PB. Total FTEs did not change

Information Technology

added Zoom Meeting Coordinator as 0.60 FTE - this was temporary added in FY22 due to Pandemic, will be approved by PB on 3/6/23

Public Health

added School Nurse Leader/Community Health Nurse – it was included in the total Community Health Nurse FTE total, but separated it out as a distinct position

Select Board's Office

Updated language to Town Manager & Select Board

Shift the 0.70 FTE Dept. Asst. to a Management Analyst. It doesn't change the total FTE count.

Youth & Family Services

Substance Abuse Professional was a grant funded position. Grant ended in FY 22 and the position has been vacant since then.

Clinician position was approved by PB in 2017 as a .60 FTE but never added to the Chart

Clinician was increased to a 1.00 FTE in FY 2022 approved by the PB.

DPW

Transfer Station Operations Supervisor – this is not a new position, it was a Sr. Foreman, but was reclassified and given a new Title approved by the PB.

WASTEWATER

Account Specialist position was increase from 0.54 to 0.70 FTE and approved by PB

LIBRARY

3 Library positions (all L-4 Grade) were consolidated under one title of Reference Librarian (Bibliographic Serv Lib and Comp Spec/Ref Lib) - no change to total FTEs

FIRE

Neil provided an update on Fire FTEs which brings the total to 30.54 - There are currently the following:

- o 4 Captains
- o 4 Firefighter/EMT
- o 15 Firefighter/Paramedics
- o 1 Inspector/Paramedic (not included in the 15 FF/Paramedic count above)
- o 0 Mechanic/EMT
- o 0 Electrician/Paramedic

SCHOOL

Reduction of 2 FTEs due to budget reduction

	ACTUAL		ACTUAL		ACTUAL		PROPOSED	
	FTEs	FY 21	FTEs	FY 22	FTEs	FY 23	FTEs	FY 24
DPW								
<u>Administration</u>								
DPW Director	1.00		1.00		1.00		1.00	
BPW Business Manager	1.00		1.00		1.00		1.00	
Administrative Coordinator	0.00		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		0.00		0.33		0.33	
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 Operations Sup.	1.00		1.00		1.00		1.00	
Working Foreman	3.00		3.00		3.00		3.00	
HEO	4.48		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		2.00		2.00	
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		1.60		1.60	
<u>Water</u>								
Water Superintendent	1.00		1.00		1.00		1.00	
WTP Manager	0.00		0.00		0.00		0.00	
WT & C Manager	1.00		1.00		1.00		1.00	
Water Foreman	1.00		1.00		1.00		1.00	
Water Worker 3	1.00		1.00		1.00		1.00	
Water Worker 2	3.00		3.00		3.00		3.00	
Water Worker 1	1.00		1.00		1.00		1.00	
Department Total		41.82		41.82		43.75		43.75
WASTEWATER								
Account Specialist	0.54		0.54		0.54		0.70	
WW Operations Manager	1.00		1.00		1.00		1.00	
		1.54		1.54		1.54		1.70



TOWN OF WAYLAND
SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING
Attach extra pages if necessary

Article Title: FY2024 Omnibus Budget **Estimated Cost:** TBD

Article Description (final language to be provided by Town Counsel based on description provided):

To Determine What Sum Of Money The Town Will Appropriate For The Operation And Expenses Of The Town Including Capital Expenses For Equipment, Improvements Or Other Purposes, Or The Funding Of Other Projects Requiring Enterprise Funds Or Other Funds, And Determine Whether Such Appropriation Shall Be Provided By Taxation, By Transfer From Unappropriated Funds, By Transfer Of Funds Already Appropriated For Another Purpose, By Borrowing Or Otherwise.

Background Information (to be used by Finance Committee to draft its report. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

The Finance Committee will submit and publish its budget report and recommendations in the warrant.

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

Contact Information for Publication in Warrant

Contact Person Name: Brian Keveny **Contact Person Phone:** 508-358-3611
Contact Person Town Email: bkeveny@wayland.ma.us

Proposing Board Information

Board Name: Town Clerk
Board Vote (Quantum) to Submit
Article: _____ **Date of Board Vote:** _____

Signature of Board Chairperson: Judy L Reed **Date:** 1/17/2023

RECEIVED
JAN 17 2023
SELECT BOARD
TOWN OF WAYLAND

Article CC. Revise Town Code Chapter 19, Section 1

Proposed by: Select Board

To determine whether the Town will vote to amend its General Bylaws, Section 19-1 of the Town Code to read as follows:

There shall be a committee called the "Finance Committee" ~~appointed by the Select Board as hereinafter provided. Such committee~~ which shall consist of seven registered voters who shall serve without pay and none of whom during his or her service on such Committee shall hold elective or appointive Town office having to do with the appropriation or expenditure of Town money. Members shall serve terms of three years, such that the terms of two or three members shall expire each year. Members shall be appointed by an appointing committee, called the "Finance Appointing Committee," consisting of the Moderator, the Chair of the Select Board, and the Chair of the Finance Committee. Should the Chair of the Finance Committee seek reappointment, then the Chair of the Finance Committee must recuse him or herself from deliberation of said reappointment, and the Vice Chair shall take the position of the Chair for deliberation of said reappointment. Whenever a vacancy occurs in the membership of the Finance Committee, such vacancy shall be filled by the Finance Appointing Committee for the balance of the unexpired term. ~~Appointment to fill unexpired terms shall be made by the Select Board as vacancies occur.~~

FINANCE COMMITTEE COMMENTS: This Article would modify the appointment process for the Wayland Finance Committee. Currently, the Select Board appoints individuals to the Finance Committee. Under this article, members of the Finance Committee would be appointed by a committee consisting of the Moderator, the Chairperson of the Select Board, and the Chairperson of the Finance Committee.

Town Meeting voted during the 2022 Annual Town Meeting ("ATM") to refer Article 20, "Appointment of Finance Committee," to the Select Board for further study by the Select Board with a written report to Town Meeting by the 2023 ATM. To accomplish this task, the Select Board, on August 8, 2022, created a subcommittee to study the various appointment methods used for finance committees throughout the Commonwealth. This sub-committee held four meetings throughout the fall. Over the course of these meetings, the sub-committee spoke with former and current Town Moderators about their respective communities' appointment process and their opinions about alternative methods.

The work of the subcommittee resulted in a comprehensive report and was presented to the Select Board for review and is submitted to this year's 2023 ATM. The Select Board discussed and incorporated the report, along with its recommendation to Town Meeting on a Town Moderator appointment mechanism. This Article is the culmination of the sub-committee's work and the Select Board's recommendation. A copy of the Select Board's report to Town Meeting is available [\[as Appendix __ / via the following link: \(insert\)\]](#).

Pursuant to the Finance Committee Handbook, the general role of the Finance Committee is representing the Town Meeting between sessions. The Finance Committee is also responsible for reviewing the town budget on behalf of the Legislative Branch once created by the executive branch, the Town Manager. Pursuant to Section 6(a) of the recently enacted Select Board/Town Manager Act, the Town Manager now serves as the Town's Chief Financial Officer. Since the Select Board and Town Manager make up the Executive Branch it was appropriate to evolve the appointment process for the Finance Committee to ensure that proper checks and balances are in place.

In the vast majority of other towns in Massachusetts, the Finance Committee is appointed by the Moderator, who takes on that role as an official of the Town Meeting. At least three communities have

both the Town Moderator and Select Board appoint a set number of Finance Committee members. A number of communities use a separate board or committee to appoint members, and these boards/committee typically include the Town Moderator, a member of the Select Board and a third individual often from the municipalities' Finance Committee. A handful of communities both elect and appoint members to the Finance Committee. All of Wayland's peer towns, used for comparison by the Finance Committee, have the Finance Committee appointed by the Moderator or a hybrid group.

The sub-committee's report presented their survey results and highlighted the most significant moderator interviews that best highlighted the pros and cons of each of the various appointing processes. All these options were debated by the Select Board and after hearing various public comments voted the proposed by-law amendment.

Commented [AGG1]: This seems to flow a bit better with the contents of the second paragraph (above).

A previous objection that there was no input from those who knew the inner workings and workload of the Finance Committee is addressed by having the Chairperson of the Finance Committee as a part of the Appointing Authority. This is an important revision from past years. It has been suggested that only former Finance Committee members be on the Appointing Committee instead of the current chairperson. Former members, however, might not be fully up to speed on the current responsibilities and duties of the Finance Committee, including the changes to the Committee's work in light of the Select Board/Town Manager Act. It is also difficult recruiting volunteers in general for all committees and boards in town so thus any delay in making appointments to this committee could impact how the Finance Committee meets their responsibilities and timelines.

The appointment by the Select Board is the rule in only a relatively few towns, many of which are much smaller than Wayland. The present appointment process was addressed in the 2018 Collins Report (see note). The report was relied on by the then-Selectmen to support the implementation of the recently enacted Select Board/Town Manager Act. That report looked at Wayland's blurred lines of budgetary authority and specifically suggested that the then-Selectmen "contemplate changing the appointment process for the Finance Committee to the Moderator alone or a hybrid group."

Note: The Edward J. Collins, Jr. Center for Public Management is dedicated to improving efficiency, effectiveness, governance, and accountability at all levels of government, with a particular focus on state and local government. It was established by state legislature of the Commonwealth of Massachusetts in July 2008. It is affiliated with the University of Massachusetts – Boston (web site:www.umb.edu/cpm)

The Select Board recommends approval. Vote: 4-1-0

ARGUMENTS IN FAVOR: As the Collins Center advises, Town Meeting is intended to serve as an independent check on the budgeting and spending of the executive branch. Adoption of this article will fulfill the direction set out in the Collins Report and bring Wayland in line with most other towns in the state.

Appointment of the Finance Committee by an appointing board will achieve the desired independence of the Finance Committee.

Giving the Moderator an important role in appointing the Finance Committee aligns Wayland with the majority of the 263 towns in Massachusetts with Open Town Meeting.

The Moderator, Chairperson of the Select Board, and Chairperson of the Finance Committee acting together, will have the necessary expertise to make appointments that satisfy the goals of creating a knowledgeable Finance Committee.

Proponents would argue that changes to the Finance Committee section of the Town Code is best presented by town officials that work with the Finance Committee and not the Town Moderator.

This Article comes in response to a specific vote by ATM for the Select Board to research the topic of appointing the Town Moderator, and the appointment mechanism in this Article stems from comprehensive work requested by ATM.

ARGUMENTS OPPOSED: Proponents argue that the Appointing Committee should not include any current servicing members of the committee such as the Chair or Vice Chairperson of the Finance Committee.

The Moderator is an individual who is engaged in the Town's business at Town Meeting and is otherwise not engaged in the day-to-day business of the Town; therefore, one might argue that such an individual is not qualified to have a significant role in appointing one of the Town's operating committees. The Moderator rarely attends Finance Committee meetings and rarely interacts with the Finance Committee, so how would that person understand the types of people to select on such a committee.

Proponents would argue that the Finance Committee in Wayland already acts as an independent committee and this can be seen in budget discussions that take place every fiscal year. The argument of independence made by the proponents could be used to argue that the Select Board should not be responsible for selecting any of our many boards and committees.

It has been suggested that the School Committee should also have a role on the Appointing Board since they have the largest portion of the budget.

Many people would argue that just because other towns have their own procedures in making appointments that meet their needs it might not always fit to what works best for our town. They observe that the current system of making appointments works so why change to a questionable one.

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

QUANTUM OF VOTE: Majority.

For more information about this article, contact Acting Town Manager John Bugbee at Jbugbee@wayland.ma.us

Commented [AGG2]: This may not be the best verbiage; however, I do think it may be beneficial to have an "Argument in Favor" noting that this Article comes specifically in response to a vote by ATM.

Article V. Finance Committee; Finance Committee Appointed Board

Proposed by: Town Moderator

To determine whether the Town will vote to amend Town Code § 19-1 of its General Bylaws, by inserting underlined text and deleting text that is ~~struckthrough~~ as follows:

§ 19.1 Finance Committee; Finance Committee Appointing Board.

There shall be a committee called the “Finance Committee” appointed by the ~~Board of Selectmen~~ Finance Committee Appointing Board as hereinafter provided. Such ~~Finance~~ Finance eCommittee shall consist of seven Town registered voters who shall serve without pay and none of whom during his or her service on such Finance Committee shall hold elective or appointive Town office having to do with the appropriation or expenditure of Town money. Finance Committee ~~M~~members shall serve terms of three years, such that the terms of two or three members shall expire each year. Appointment to fill unexpired terms shall be made by the ~~Board of Selectmen~~ Finance Committee Appointing Board as vacancies occur.

The Finance Committee Appointing Board shall consist of the Moderator, the Chair of the Select Board, and a former member of the Finance Committee chosen by the Moderator to serve a term, determined by the Moderator, not to exceed three years. Said former member of the Finance Committee shall not contemporaneously serve on the Select Board or Finance Committee.

Any incumbent member of the Finance Committee serving at the time of approval of this amended bylaw by Town Meeting shall continue to hold said office and to perform the duties thereof until the expiration of the term for which said individual was appointed or until said individual otherwise vacates such office.

PROPOSERS’S COMMENTS This article and a similar one submitted by the Select Board call for a three-person panel to appoint members of the Finance Committee. The significant difference between the articles is who is the third person on that panel in addition to the Moderator and Chair of the Select Board. This article proposes a former member of the Finance Committee, rather than the sitting Chair. A former member understands the process and work of the committee while at the same time provides perspective and objective detachment that the sitting Chair does not have. In addition, the sitting Chair will always have an inherent conflict when he/she is dealing with an incumbent seeking reappointment. Furthermore, the sitting chair will have a natural bias towards applicants who concur with his/her point of view. None of these concerns are present when the third member is a former member of the Finance Committee.

FINANCE COMMITTEE COMMENTS: Appointment of the Wayland Finance Committee would be taken out of the hands of the Select Board and given to an Appointing Board. That Appointing Board would consist of the Moderator, the Chair of the Select Board and a third member chosen by the Moderator from among former members of the Finance Committee.

This change, consideration of which was recommended in the 2018 Collins Report “Financial Management Structure Review,” will bring the town more in line with the separation of powers between the Executive Branch (Selectmen, Finance Committee, other boards and paid administrators) and the Legislative Branch (the Town Meeting). This separation will in addition provide checks and balances in the town’s financial affairs. Under the Town Manager Act, the town’s financial administration becomes more clearly positioned in the office of the Town Manager. The Select Board would then be in a position to appoint not only the Manager, part of the Executive Branch, who will prepare the budget, but also the Finance Committee, which is supposed to review that budget on behalf of the Legislative Branch. The Act modernized and strengthened the Executive Branch.

Pursuant to the Finance Committee Handbook, the general role of the Finance Committee is representing the Town Meeting between sessions. In the vast majority of other towns in Massachusetts the Finance Committee is appointed by the Moderator, who takes on that role as an official of the Town Meeting. All our peer towns, used for comparison by the Finance Committee, have the Finance Committee appointed by the Moderator or a hybrid group. Research by the Mass. Moderators Association demonstrates that the Finance Committee is appointed either by the Moderator alone, or by a hybrid group as proposed here, in towns throughout the state. Appointment by the Selectmen is the rule in only a relatively few towns, many of which are much smaller than Wayland.

This discrepancy in appointment procedure was highlighted by the 2018 Collins Report, the report relied on by the Selectmen to support the implementation of a town manager. That report looked at Wayland's blurred lines of budgetary authority and specifically suggested that the Selectmen "contemplate changing the appointment process for the Finance Committee to the Moderator alone or a hybrid group." This article follows that suggestion.

As we evolve from a town where the administrator had an unclear association with finances and the budget process, to a Town Manager who will be the chief financial officer, it is appropriate to also evolve the appointment process for the Finance Committee to ensure that proper checks and balances are in place.

A form of this article was proposed in 2021 by petitioners and did not pass. Last year, after defeat of a proposed amendment, a motion was passed to defer consideration to the Select Board. The supporters of this article participated in the discussions of the Select Board's subcommittee. This revised article came out of those discussions as well as discussions with other citizens.

The Select Board has also submitted their own article to this year's Town Meeting addressing the issues and suggestions of the subcommittee they appointed. Their Article CC: Revise Town Code Chapter 19, Section 1 v2. Is on page **XXX**.

A previous objection that there was no input from those who know the inner workings and workload of the Finance Committee is addressed by having a former member of the Finance Committee as a part of the Appointing Authority. This is an important revision from past years.

Note: The Edward J. Collins, Jr. Center for Public Management is dedicated to improving efficiency, effectiveness, governance, and accountability at all levels of government, with a particular focus on state and local government. It was established by state legislature of the Commonwealth of Massachusetts in July 2008. It is affiliated with the University of Massachusetts – Boston (web site: www.umb.edu/cpm)

The Select Board recommends against approval. Vote: 2-3-0

ARGUMENTS IN FAVOR: As the Collins Center advises, Town Meeting is intended to serve as an independent check on the budgeting and spending of the executive branch (e.g., Board of Selectmen). Adoption of this article will fulfill the direction set out in the Collins Report and bring Wayland in line with most other towns in the state.

Appointment of a former member of the Finance Committee provides perspective and objective detachment that a currently serving member or Chairperson might not have.

Some argue that the should a current member be on the appointing committee, as is presented in another article in this warrant, they might have a bias towards applicants who concur with their points of view.

Appointment of the Finance Committee by an Appointing Board will achieve the desired independence of the Finance Committee.

Some argue that this change may well improve decision-making at Town Meeting by aiding its comprehension of articles and reducing debate time.

Giving the Moderator an important role in appointing the Finance Committee aligns Wayland with the majority of the 263 towns in Massachusetts with Open Town Meeting.

The Moderator, Chair of the Select Board, and a former Finance Committee Member acting together, will have the necessary expertise to make appointments that satisfy the goals of creating a knowledgeable Finance Committee.

ARGUMENTS OPPOSED: The Town Code for the Finance Committee has been revised and presented by the Select Board in **ARTICLE XXX** for this Town Meeting to review and vote. Some would argue that changes to the Finance Committee section of the Town Code is best presented by town officials that work with the Finance Committee and not the Town Moderator.

Proponents believe that the Town Moderator should not get to appoint two members of the Appointing Committee

The Moderator is an individual who is engaged in the Town's business at Town Meeting and is otherwise not engaged in the day-to-day business of the Town; therefore, one might argue that such an individual is not qualified to have a significant role in appointing one of the Town's operating committees. The Moderator rarely attends Finance Committee meetings and rarely interacts with the Finance Committee, so how would that person understand the types of people to select on such a committee.

There is an argument that volunteers are hard to find and trying to recruit former Finance Committee members that are up to speed on the current policies and procedures of the Finance Committee and on the Town's current issues could be difficult.

It is argued by the Petitioners that a sitting Chairperson being on the Appointing committee could have bias. Anyone on the committee could have bias.

Some would argue that the Finance Committee in Wayland already acts as an independent committee and this can be seen in budget discussions that take place every fiscal year. The argument of independence made by the proponents could be used to argue that the Select Board should not be responsible for selecting any of our many boards and committees.

It has been suggested that the School Committee should also have a role on the Appointing Board since they have the largest portion of the budget.

Many people would argue that just because other towns have their own procedures in making appointments that meet their needs it might not always fit to what works best for our town. They observe that the current system of making appointments works so why change to a questionable one.

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

QUANTUM OF VOTE: Majority – see G.L. Chapter 41, Section 21.

CONSISTENCY WITH LAW: This proposed bylaw amendment is not repugnant to Massachusetts or federal law.

For more information about this article, contact Town Moderator Dennis Barry at dberry@wayland.ma.us

Power-Spirlet, Kelsi

From: Berry, Dennis
Sent: Tuesday, February 28, 2023 2:11 PM
To: Costello, Christopher
Cc: Karlson, Cherry; Correia, Steve
Subject: Revised Submission for Article V
Attachments: NEw Sumbission Article V.docx

Chris,

At last night's Select Board meeting some interesting comments were made regarding my proposed Article V. In addition, the Board has voted to include its own article, now shown as CC, which is similar to but differs in one significant way from my proposed Article.

In order to show that I heard what they had to say, and continue my position of willingness to listen and learn, I am submitting a revised article. I am asking that you accept this as an amendment of and replacement for my original article submitted on January 17th.

Because there are now two articles dealing with much the same topic but with one clear difference, I have revised my previously submitted proposer's comments, which I have kept just under the required 150-word limit.

I will be visit you this afternoon to provide a hard copy of this amended article.

Thank you.

Dennis

This article and a similar one submitted by the Select Board call for a three-person panel to appoint members of the Finance Committee. The significant difference between the articles is who is the third person on that panel in addition to the Moderator and Chair of the Select Board. This article proposes a former member of the Finance Committee, rather than the sitting Chair. A former member understands the process and work of the committee while at the same time provides perspective and objective detachment that the sitting Chair does not have. In addition, the sitting Chair will always have an inherent conflict when he/she is dealing with an incumbent seeking reappointment. Furthermore, the sitting chair will have a natural bias towards applicants who concur with his/her point of view. None of these concerns are present when the third member is a former member of the Finance Committee.

Power-Spirlet, Kelsi

From: Berry, Dennis
Sent: Tuesday, February 28, 2023 3:25 PM
To: Karlson, Cherry; Costello, Christopher; Adam Gutbezahl; Correia, Steve
Subject: REvised Article CC
Attachments: New Proposers comments .docx

Cherry, et al

am aware of the February 27th date as set out in the Annual Town Meeting Schedule. Thus, I will agree that amended text of the article cannot be accepted at this point.

However, in light of the fact that the Board acted only last night on its opposing article I doubt that the Finance Committee has received any Proposer's Comments, created any Background Information or developed any Pros and Cons. on that article all of which it usually prepares.

If the Finance Committee's goal is to assist the voter in understanding the articles, I believe that in light of two similar but distinct articles it should be open to accepting revised Proposers comments and on their own revising the Background and Pros and Cons that they created. The distinction between the two articles needs to be highlighted and clearly spelled out. My article was drafted without recognition of the Select Board's article. It would not seem fair for that article to contain argument and distinctions directed at my submission from a month ago, when I have no chance to respond.

I provided in my earlier submission a revised Proposer's Comments (see attached), that meets the 150 word limitation. I implore the Finance Committee to go back and revise its work in light of the two similar but distinct articles.

Dennis



TOWN OF WAYLAND
SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING
Attach extra pages if necessary

Article Title: **Finance Committee; Finance Committee Appointing Board** **Estimated Cost: 0**

Article Description (final language to be provided by Town Counsel based on description provided):

To determine whether the Town will vote to amend Town Code § 19-1 of its General Bylaws, by inserting underlined text and deleting text that is ~~struck through~~ as follows:

§ 19.1 Finance Committee; Finance Committee Appointing Board.

There shall be a committee called the “Finance Committee” appointed by the ~~Board of Selectmen~~ Finance Committee Appointing Board as hereinafter provided. Such ~~Finance e~~Committee shall consist of seven Town registered voters who shall serve without pay and none of whom during his or her service on such Finance Committee shall hold elective or appointive Town office having to do with the appropriation or expenditure of Town money. Finance Committee Members shall serve terms of three years, such that the terms of two or three members shall expire each year. Appointment to fill unexpired terms shall be made by the ~~Board of Selectmen~~ Finance Committee Appointing Board as vacancies occur.

The Finance Committee Appointing Board shall consist of the Moderator, the Chair of the Select Board, and a former member of the Finance Committee chosen by the Moderator to serve a term, determined by the Moderator, not to exceed three years. Said former member of the Finance Committee shall not contemporaneously serve on the Select Board or Finance Committee. In appointing the former member of the Finance Committee, the Moderator shall publicly invite all such persons residing in Wayland to apply in writing, interview all persons who apply, and appoint one applicant to the Finance Committee Appointing Board, while giving his/her reasons therefor.

Any incumbent member of the Finance Committee serving at the time of approval of this amended bylaw by Town Meeting shall continue to hold said office and to perform the duties thereof until the expiration of the term for which said individual was appointed or until said individual otherwise vacates such office.

Background Information (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

The intent of this article is simple and straightforward. Appointment of the Wayland Finance Committee would be taken out of the hands of the Select Board and given to an Appointing Board. That Appointing Board would consist of the Moderator, the Chair of the Select Board and a third member chosen by the Moderator from among former members of the Finance Committee.

This change, consideration of which was recommended in the 2018 Collins Report “*Financial Management Structure Review*,” will bring the town more in line with the separation of powers between



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

the Executive Branch (Selectmen, Finance Committee, other boards and paid administrators) and the Legislative Branch (the Town Meeting). This separation will in addition provide checks and balances in the town's financial affairs. Such separation and need for checks and balances is especially important at this moment in Wayland's history. Under the Town Manager Act, the town's financial administration becomes more clearly positioned in the office of the Town Manager. The Select Board would then be in a position to appoint not only the Manager, part of the Executive Branch, who will prepare the budget, but also the Finance Committee, which is supposed to review that budget on behalf of the Legislative Branch. The Act modernized and strengthened the Executive Branch. It is time to do the same for the Legislative Branch.

Pursuant to the *Finance Committee Handbook*, the general role of the Finance Committee is representing the Town Meeting between sessions. In the vast majority of other towns in Massachusetts the Finance Committee is appointed by the Moderator, who takes on that role as an official the Town Meeting. All our peer towns, used for comparison by the Finance Committee, have the Finance Committee appointed by the Moderator or a hybrid group. Research by the Mass. Moderators Association demonstrates that the Finance Committee is appointed either by the Moderator alone, or by a hybrid group as proposed here, in towns throughout the state. Appointment by the Selectmen is the rule in only a relatively few towns, many of which are much smaller than Wayland.

This discrepancy in appointment procedure was highlighted by the 2018 Collins Report, the report relied on by the Selectmen to support the implementation of a town manager. That report looked at Wayland's blurred lines of budgetary authority and specifically suggested that the Selectmen "contemplate changing the appointment process for the Finance Committee to the Moderator alone or a hybrid group." This article clearly follows that suggestion.

Why Wayland is different from so many other towns is unclear, but likely due to historical reasons based on how our town developed. As we evolve from a town where the administrator had an unclear association with finances and the budget process, to a Town Manager who will be the chief financial officer, it is appropriate to also evolve the appointment process for the Finance Committee to ensure that proper checks and balances are in place. Adoption of this article will fulfill the direction set out in the Collins Report, bring Wayland in line with most other towns in the state and take a step towards instituting the checks and balances inherent in the separation of powers that is the foundation of American government.

The basic point of this article is not a new idea, nor one that the town has not had an opportunity to discuss. A form of this article was proposed in 2021 by petitioners. With little publicity or pre-meeting discussion it lost by a small margin. Last year, after defeat of a proposed amendment, a motion was passed to defer consideration to the Select Board. The supporters of this article participated in the discussions of the Select Board's subcommittee. This revised article, now containing three members, came out of those discussions as well as discussions with other citizens.

A previous objection that there was no input from those who know the inner workings and workload of the Finance Committee is addressed by having a former member of the Finance Committee as a part of the Appointing Authority. This is an important revision from past years.



TOWN OF WAYLAND
SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING
Attach extra pages if necessary

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

This article and a similar one submitted by the Select Board call for a three-person panel to appoint members of the Finance Committee. The significant difference between the articles is who is the third person on that panel in addition to the Moderator and Chair of the Select Board. This article proposes a former member of the Finance Committee, rather than the sitting Chair. A former member understands the process and work of the committee while at the same time provides perspective and objective detachment that the sitting Chair does not have. In addition, the sitting Chair will always have an inherent conflict when he/she is dealing with an incumbent seeking reappointment. Furthermore, the sitting chair will have a natural bias towards applicants who concur with his/her point of view. Neither of these concerns are present when the third member is a former member of the Finance Committee.

Contact Information for Publication in Warrant

Contact Person Name: Dennis Berry, Moderator **Contact Person Phone:** 655-1497
Contact Person Town Email: _____

Proposing Board Information

Board Name: _____
Board Vote (Quantum) to Submit Article: _____ **Date of Board Vote:** _____
Signature of Board Chairperson: _____ **Date:** _____

Power-Spirlet, Kelsi

From: Correia, Steve
Sent: Tuesday, February 28, 2023 5:08 PM
To: Berry, Dennis; Karlson, Cherry; Costello, Christopher; Adam Gutbezahl
Subject: Re: REvised Article CC

Dennis, Adam did share with me the Select Board Article that was presented last night. I already wrote the Fincom comments, pros and cons with your article under consideration. It is my belief that both articles are clear in their purpose and the pros and cons reflect the differences. I believe that the two articles should stand alone and each should "sell" their value to the town as I mentioned to you this weekend. I see no need to change any of the Fincom's comments, pro or con arguments.

I am not sure why you were not aware of what the Select Board was presenting in their article but i did give you the opportunity to change your Petitioners Comments.

Steve

From: Berry, Dennis <dberry@wayland.ma.us>
Sent: Tuesday, February 28, 2023 3:25 PM
To: Karlson, Cherry <ckarlson@wayland.ma.us>; Costello, Christopher <ccostello@wayland.ma.us>; Adam Gutbezahl <adam.gutbezahl@gmail.com>; Correia, Steve <scoreia@wayland.ma.us>
Subject: REvised Article CC
Cherry, et al

am aware of the February 27th date as set out in the Annual Town Meeting Schedule. Thus, I will agree that amended text of the article cannot be accepted at this point.

However, in light of the fact that the Board acted only last night on its opposing article I doubt that the Finance Committee has received any Proposer's Comments, created any Background Information or developed any Pros and Cons. on that article all of which it usually prepares.

If the Finance Committee's goal is to assist the voter in understanding the articles, I believe that in light of two similar but distinct articles it should be open to accepting revised Proposers comments and on their own revising the Background and Pros and Cons that they created. The distinction between the two articles needs to be highlighted and clearly spelled out. My article was drafted without recognition of the Select Board's article. It would not seem fair for that article to contain argument and distinctions directed at my submission from a month ago, when I have no chance to respond.

I provided in my earlier submission a revised Proposer's Comments (see attached), that meets the 150 word limitation. I implore the Finance Committee to go back and revise its work in light of the two similar but distinct articles.

Dennis

CWL Rev 10 in Track Changes 2-28

Article GG. MWRA Admission Application – Approval to Proceed

Proposed by: Board of Public Works; Co-sponsored by the Select Board

To determine whether the Town will authorize the Board of Public Works and the Select Board to take any action necessary to pursue admission, as a new community, to the Massachusetts Water Resources Authority (MWRA) water system which would facilitate a permanent connection to this system as a water source for Wayland.

FINANCE COMMITTEE COMMENTS: Passage of this article ~~will is required for applying to the MWRA water district and for obtaining an allocation of water that can be drawn from the MWRA. Passage will~~ authorize the Board of Public Works (BoPW) and the Select Board (SB) to take the necessary steps for the town to apply for admission to the Massachusetts Water Authority (MWRA) system. ~~Briefly summarized, these steps are 1) to obtain Town Meeting approval to proceed, then 2) to fund and complete the engineering and design and finally 3) to fund and construct the permanent MRWA connection-connection.~~

~~The Town is seeking to join the MWRA system for a number of reasons. Federal~~~~Federal~~ and ~~S~~state regulatory requirements for drinking water have become increasingly stringent, making those requirements more difficult and costly to meet. ~~In fact, For example,~~ in November 2020, the State lowered the acceptable levels of per- and polyfluoroalkyl substances (PFAS) compounds in the drinking water supplies. ~~For example, In~~ March 2021, PFAS levels in the Town's water supply exceeded those limits causing concern and a significant expense to construct and operate a temporary filtration system to bring the drinking water into compliance.

The EPA is scheduled to release updated drinking water regulations. It is extremely likely that the upcoming, as well as, the future regulations on PFAS, or any other chemicals will require more purity and more sophisticated treatment. These considerations will risk supply interruptions and they will require additional Town operating and capital funding of our existing well system.

~~In addition, we the Town's water system lacks sufficient equipment and supply redundancies to ensure water deliveries during peak demand periods. The capacity of the proposed permanent MWRA connection will address these deficiencies, facing significant and known capital costs associated with the continued maintenance and operation of our existing water treatment systems.~~

~~To continue to deliver quality water throughout the Town, to minimize our costs and to maintain a strong water supply system, the Select Board and the Board of Public Works have concluded that the Town should pursue a permanent connection to the MWRA water system. An initial step in this process requires a favorable Town Meeting vote an "Approval to Proceed" allowing the Town to then apply for a permanent MWRA connection through the MWRA's "Acceptance of Admission" process.~~

1) Approval to Proceed~~Proposed Permanent MWRA Connection:~~ The BoPW realizes that a permanent connection to the MWRA system is a major alteration to Wayland's water supply system and that it represents a legacy decision that will affect the Town's water supply for many decades going forward. Recognizing the importance and the long-term impact, the BoPW has spent the past 20 months working with Kleinfelder, a leading engineering and design company specializing in municipal water systems. (see <https://www.kleinfelder.com>). They have reviewed the Town's water supply, equipment, costs and other options to ensure an adequate water supply. Over the course of numerous discussions, twenty-six proposed solutions were evaluated for capital cost, operating cost and system reliability. These proposed solutions included the option of maintaining complete reliance on our own in-town wells.

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The optimal and most cost effective solution was determined to be the Hybrid Supply alternative to be achieved by joining the MWRA system, bringing their water to Wayland via the Hultman right-of-way, while continuing to maintain our existing well systems to the greatest extent possible. Kleinfelder's April 2022 report and related presentations are available online at <https://www.wayland.ma.us/board-public-works>.

The MWRA requires the passing of the "Approval to Proceed" as a demonstration of the Town's willingness to evaluate the next steps of the application process as described below. There is no cost incurred with passing this "Approval to Proceed" article.

2) Engineering and Design: Once "Approval to Proceed" is secured by passage of this article, the next step is the work to design and engineer the permanent MWRA connection and to secure the requisite regulatory approvals. This step requires funding of \$2 million. To cover the \$2 million cost

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~~There are no capital costs associated with this article. To cover the cost of the engineering, permitting and design,~~ the Town has allocated \$1 million from the American Rescue Plan Assistance (ARPA) funds. The \$1 million balance will be funded by Water Revenue and ~~is it is~~ included in the FY24 Capital Budget ~~to be passed article under Article (??) of this warrant.~~

—We expect the design phase to be 18 to 24 months. It will finish with a complete scope and cost for construction along with permits to proceed.

3) Fund and Construct the Permanent MWRA Connection: ~~Once engineering and design is complete and the regulatory permits are secured, the BoPW has indicated its intent to request construction funding.~~ Based on the initial studies, the projected capital required for construction is estimated to be in the range of \$20 to \$25 million. However, no capital for system construction is being requested at this time. Funding for the cost of system construction~~se system construction costs~~ will follow the Town's capital approval and procurement processes. That funding will be requested at the FY26 or FY27 Annual Town Meeting after the system design is completed and the construction cost is determined.

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Once construction is approved at Town Meeting, we expect that 24 to 30 months will be required for construction of the permanent connection – a total of five years from this Town Meeting for the system to be operational.

Note that the capital costs will not be included in the Town's five-year capital plan until the MWRA Admission Application is approved. At that time, a variety of funding options for construction will be evaluated, e.g., government grants, interest free MWRA loan, debt supported by water revenue funds and, if needed, funds provided by the Town.

~~and will require a subsequent Town Meeting vote to approve construction funding.~~

~~*Note that the capital costs will not be included in the Town's five-year capital plan until the MWRA Admission Application is approved. At that time, a variety of funding options for construction will be evaluated, e.g., government grants, interest free MWRA loan, debt supported by water revenue funds and, if needed, funds provided by the Town.*~~

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The Board of Public Works recommends approval. Vote: 5-0-0

The Select Board recommends approval. Vote: 5-0-0

ARGUMENTS IN FAVOR:

- The Town currently draws water from a series of local wells and treats the water in several facilities before it is distributed into the Town's public water system. During high demand periods, the wells typically run 24/7 to ensure the Town's water demand is met. Issues with any of the wells or treatment facilities could put the Town at risk of not having sufficient water to meet the demand. Access to MWRA water will provide sufficient supply to mitigate these potential risks.
- The regulatory requirements for treating water are likely to become more stringent, making it very difficult and expensive for small towns. On the other hand, MWRA water currently meets the foreseen requirements and the large MWRA system provides economies of scale and expertise in handling these matters.
- To facilitate Wayland's connection to the MWRA system, the MWRA Board has agreed, for a limited time, to waive the normal \$7 million entry fee. MWRA capacity is also limited and subject to first-come, first-served applications from other Massachusetts communities. To preserve our place in line and to take advantage of the \$7 million fee waiver, it is important that Town Meeting approve this article and that we begin the MWRA admission process in FY24.
- The MWRA has offered the Town the use of the Hultman aqueduct right-of-way. This right-of-way is the most direct route to bring MWRA water to Wayland. Its utilization will minimize the amount of road disruption required and it will substantially reduce the overall cost of otherwise taking a longer route. It is not clear if this offer will be available in the future should the Town choose not to proceed at this time.

- The Town currently is at risk of not being able to meet peak demand for water. A failure of a well, water filtration or treatment system could have a significant detrimental impact on the Town's ability to meet water demand. A permanent connection to the MWRA system would provide Wayland with an additional and reliable long-term source of water that is expected to meet the current and future federal and state standards.
- While the overall cost of joining the MWRA system is substantial, the cost of maintaining the operation our existing wells is also substantial. These relative costs were factored into the Klienfelder evaluations and their recommendation for a permanent MWRA connection.
- The Town currently is experiencing difficulty in attracting and retaining certified water system operators putting the Town at risk of not meeting critical staffing needs. A permanent MWRA connection will ease the reliance on Town staff or outsourced professionals.

ARGUMENTS OPPOSED:

- The estimated total cost of securing a permanent MWRA connection is substantial. The temporary emergency MWRA connection, now under construction, will protect the Town against any near-term service disruptions. Putting this initiative on hold now provides the Town with more time to seek another professional opinion or peer review, assess the likelihood of future regulatory changes, find additional qualified employees to run the Town's systems, and evaluate its options for paying for the proposed costs.
- The Town's water supply will be at risk for issues arising within the MWRA system, which would be outside of the Town's control.
- The cost of buying MWRA water is currently higher than the cost of Wayland-produced water which means residents could see substantial increases in their water bills.
- Connecting to the MWRA water system may result in road construction disturbance over a two-year period.
- Blending of the two different disinfection methods used by the MWRA and the Town could result in taste and odor issues.

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

QUANTUM OF VOTE: [Majority – See _____]

For more information about this article, contact DPW Director Tom Holder at tholder@wayland.ma.us



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SELECT BOARD

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ADAM G. GUTBEZAHL
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DAVID V. WATKINS

REPORT OF THE WAYLAND SELECT BOARD TO TOWN MEETING

To: Town Meeting
From: Select Board
Date: January __, 2023

Town Meeting Members:

Town Meeting voted during the 2022 Annual Town Meeting (“ATM”) to refer Article 20, “Appointment of Finance Committee,” to the Select Board for further study by the Select Board with a written report to Town Meeting by the 2023 ATM. Pursuant to that vote, please accept this report from the Select Board concerning the appointment process for the Wayland Finance Committee. This report provides relevant background information concerning the appointment of Wayland Finance Committee members and the formation of the Finance Committee Appointment Study Group Sub-Committee (the “Sub-Committee”). This report also offers an overview of the various appointment mechanisms utilized in the Commonwealth of Massachusetts and more specific information the Sub-Committee obtained from the Town Moderators of Bedford, Brookline, Ipswich, Marblehead, and Wenham. The report concludes with the Select Board’s recommendation concerning the appointment process for members of the Wayland Finance Committee.

I. BACKGROUND

A. The Current Wayland Finance Committee Appointment Process

The Wayland Finance Committee is presently a seven-person committee with members serving staggered three-year terms. The Select Board currently serves the appointing authority to appoint individuals to the Wayland Finance Committee, including reappointment of persons wishing to serve another term and the filling of any vacancy that may occur. Section 19-1 of the Town Code provides the basis for this appointment process:

There shall be a committee called the “Finance Committee” appointed by the Select Board as hereinafter provided. Such committee shall consist of seven registered voters who shall serve without pay and none of whom during this or her service on such Committee shall hold elective or appointive Town office having to do with the appropriation or expenditure of Town money. Members shall serve terms of three years, such that the terms of two or three members shall expire each year.

Appointment to fill unexpired terms shall be made by the Select Board as vacancies occur.

The Sub-Committee could not discern the origin of this appointment process. According to Wayland Town Moderator Dennis Berry, the language contained in Section 19-1 was originally adopted in 1935. See E-mail from Dennis Berry to Thomas Fay, et al., Nov. 14, 2022, attached hereto as **Exhibit A**. According to resident George Harris, the words “Finance Committee” first appeared in the Wayland Official Reports in 1884, and appointment of members to the Finance Committee by the Select Board began in 1910. See E-mail from George Harris to Select Board Members, Jan. 9, 2023, attached hereto as **Exhibit B**.

The Select Board¹ previously retained the Edward J. Collins, Jr. Center for Public Management at the University of Massachusetts (hereinafter the “Collins Center”) to conduct a review of Wayland’s financial management structure and processes. In February 2018, the Collins Center published a report titled “Financial Management Structure Review: Town of Wayland, Massachusetts” (hereinafter the “Collins Center Report”).² The Collins Center noted that “Wayland is in a minority of towns where the Finance Committee is solely appointed by the Board of Selectmen,” and that this appointment structure results in “a bit of blurring in the branches of government in Wayland’s current budget process.” Collins Center Report, at 24. The Collins Center stated that a plurality of towns in Massachusetts “have the Finance Committee appointed by the Moderator,” and that a “small number” of towns “also have elected finance committees or hybrid committees with different members elected or appointed by different appointing authorities.” Id. The Collins Center stated further that “the Finance Committee is often viewed as being a legislative check on the executive branch.” Id. Within the “Findings and Recommendations” section of the Collins Center Report, the Collins Center recommended Wayland “[c]ontemplate whether the appointing authority of the Finance Committee should remain solely the Board of Selectmen, or whether it should be moved or made into a hybrid appointing authority.” Id. at 8.

B. Recent Proposals to Modify the Appointment Process

A petitioners’ article was included in the 2021 ATM Warrant proposing to modify the appointment process for the Wayland Finance Committee. Article 23, titled “Appointment of Finance Committee,”³ sought to amend Town Code § 19-1 to change the appointment authority from the Select Board to a new “Finance Committee Appointing Board” or “FCAB.” The FCAB would consist of two members: (1) the Town Moderator and the Chair of the Select Board. Article

¹ In 2018, the Select Board was referred to as the Board of Selectmen; however, this name formally changed upon enactment of Chapter 33 of the Acts of 2022, “An act creating Select Board-Town Manager form of government in the Town of Wayland” on or about March 16, 2022. For the sake of consistency, this report uses the term “Select Board,” which is the current name of the Board.

² This report may be accessed online via <https://www.mass.gov/doc/wayland-financial-management-structure/download>.

³ Article 23 of the 2021 ATM Warrant may be found on page 81 of the Warrant, which may be accessed online via https://www.wayland.ma.us/sites/g/files/vyhlf9231/f/pages/atm_warrant_2021_final_for_web.pdf.

23 ultimately failed to obtain the necessary majority vote after 229 Town Meeting members voted in its favor but 255 voted in opposition.⁴

The following year, Town Moderator Dennis Berry proposed an article that was included in the 2022 ATM Warrant. Article 20, titled “Appointment of Finance Committee,”⁵ once again sought to amend Town Code § 19-1 to change the appointment authority from the Select Board to a newly formed FCAB; however, Article 20 contained two differences from Article 23 at the 2021 ATM. First, Article 20 stated the Chair of the Select Board would “serve in a personal capacity.” Second, Article 20 stated that the amendment to § 19-1 would not take effect until after “the next election of a Moderator.” During deliberation of Article 20, a motion was made, pursuant to Section IV(C)(7)(b) of the Moderator’s Rules and Regulations Governing Wayland’s Town Meetings, to refer the article to the Select Board for a further study by the Select Board with a written report to Town Meeting by ATM 2023. The motion passed with 144 Town Meeting members voting in favor and 100 members voting in opposition.⁶

C. Establishment & Work of the Sub-Committee

On August 8, 2022, the Select Board voted to establish the Sub-Committee and appoint Tom Fay and Adam Gutbezahl to serve on the Sub-Committee. The Select Board approved the following charge for the Sub-Committee:

The purpose of the Finance Committee Appointment Study Group Sub-Committee (the “Sub-Committee”) is to advise the Wayland Select Board with a recommendation for the process of appointing members of the Finance Committee.

Article 20 at the 2022 Annual Town Meeting, “Appointment of Finance Committee,” proposed a modification to the current process for appointing members to the Finance Committee. Pursuant to Section IV(C)(7)(b) of the Moderator’s Rules and Regulations Governing Wayland’s Town Meetings, Article 20 was referred to the Select Board for further study with a written report to Town Meeting by Annual Town Meeting 2023.

The Sub-Committee will report to the Select Board in order to inform the Select Board’s process of preparing and submitting a report for the 2023 Annual Town Meeting Warrant. The Sub-Committee’s report is due to the Select Board by January 31, 2023. The term end date for members of the Sub-Committee is March 1, 2023, unless extended by a Select Board.

The Sub-Committee held four meetings on September 6, September 28, October 26, and November 15, 2022. Over the course of three of these meetings, the Sub-Committee spoke with five former and current Town Moderators about their respective communities’ appointment processes and their opinions about alternative appointment methods. During the meeting held on

⁴ Discussion of Article 23 at the 2021 ATM may be found on pages 20 through 22 of the Town of Wayland Minutes for 2021 ATM, which may be accessed online via <https://ecode360.com/WA1635/document/648328590.pdf>.

⁵ Article 20 of the 2022 ATM Warrant may be found on page 75 of the Warrant, which may be accessed online via https://www.wayland.ma.us/sites/g/files/vyhli9231/f/uploads/2022_annual_town_meeting_warrant_with_cover.pdf.

⁶ Discussion of Article 20 at the 2022 ATM may be found on pages 34 through 37 of the Town of Wayland Minutes for 2022 ATM, which may be accessed online via <https://ecode360.com/WA1635/document/696132035.pdf>.

October 26, 2022, the Sub-Committee also hosted a spirited discussion between two long-time Wayland residents – George Harris and Bill Steinberg – concerning past and future proposals to modify Wayland’s appointment mechanism.

This report serves as an overview of the work conducted by the Sub-Committee. In the opinion of the Sub-Committee, it was not appropriate for it to provide the Select Board with a recommendation as to whether the current appointment process should be modified and, if so, in what manner it should change. Rather, the Sub-Committee wishes to provide the Select Board with an objective analysis of the information it obtained in order to allow the Select Board (not the Sub-Committee) to make the ultimate decision as to whether it wishes to report any recommendation to the 2023 Annual Town Meeting to amend Section 19-1 of the Town Code. The Sub-Committee hopes the following information will assist the Select Board in that forthcoming discussion and decision.

II. FINANCE COMMITTEE APPOINTMENT MECHANISMS

A. Overview of Various Appointment Mechanisms

Wayland Town Moderator Dennis Berry provided the Sub-Committee with the results of a survey conducted by the Massachusetts Moderators Association concerning the structure and appointment mechanisms for Finance Committees throughout the Commonwealth. The relevant portion of these survey results are attached hereto as **Exhibit C**. The survey listed information for 307 (or 87.5%) of the 351 municipalities in Massachusetts. Of these 307 municipalities, the survey provided information for a total of 149 towns and cities (or 42.5% of all municipalities in Massachusetts).

The survey results demonstrated varying selection processes are used throughout the Commonwealth; however, the majority of municipalities (87 in total) appoint the Finance Committee members by and through their Town Moderator. Seventeen communities, including Wayland, appoint members to their Finance Committee through the Select Board. At least three communities have both the Town Moderator and Select Board appoint a set number of Finance Committee members.⁷ A number of communities use a separate board of committee to appoint Finance Committee members, and these boards/committees typically include the Town Moderator, a member of the Select Board, and a third individual (often from the municipalities’ Finance Committee). A handful of communities both elect and appoint members to the Finance Committee.

Wayland Town Moderator Dennis Berry also provided the Sub-Committee with information concerning the appointment process used by the Town of Rutland – a municipality for whom information was not supplied in the survey. In Rutland, the Moderator appoints members to the Finance Committee; however, these appointments are subject to ratification by the Select Board. *See E-mail from Dennis Berry to Thomas Fay, et al., Nov. 20, 2022, attached hereto as **Exhibit D**.*

⁷ For example, in Lynnfield, the Moderator appoints six members and the Select Board appoints five members. As another example, in Manchester-by-the-Sea, the Moderator appoints three members and the Select Board appoints four members.

The Sub-Committee notes that, to its knowledge, no municipality in the Commonwealth of Massachusetts utilizes the appointment mechanism proposed at the 2021 and 2022 ATM (i.e., a two-member committee consisting of the Moderator and Chair of the Select Board). The following tables provide an overview of the various appointment structures identified in the survey results:

Open Town Meeting Selection Processes

Appointed or Elected	Appointing Authority	Total Municipalities
Appointed	Moderator	73
	Select Board	17
	Moderator, Select Board Chair, and Finance Committee Chair	9
	Set number by Moderator and set number by Select Board	3
	Set number each by Moderator, Select Board, and Finance Committee	2
	Moderator, Select Board Member, and Finance Committee Member	2
	Moderator, Select Board Chair, and Past Finance Committee Chair	1
	Moderator, Finance Committee Chair, and Finance Director	1
	Moderator, Select Board Chair, and Town Clerk	1
	Select Board, School Department, and Assessors	1
	Moderator, Select Board Chair, and Trust Fund Commission Chair	1
Appointed / Elected	One-third appointed by Moderator, one-third appointed by Select Board, and one-third elected	2
	Four members appointed by Moderator and three members elected	1
	Moderator appoints Nominating Committee and members then elected	1
Elected	N/A	17

Representative Town Meeting Selection Processes

Appointed or Elected	Appointing Authority	Total Municipalities
Appointed	Moderator	15
Appointed / Elected	Nine members appointed by Moderator and eight members elected	1
Elected	N/A	2

B. Town Moderators' Perspectives on Appointment Mechanisms

In order to obtain more specific information about these various appointment mechanisms, the Sub-Committee spoke with five current and former Moderators. Each Moderator with whom the Sub-Committee communicated came from municipalities using different appointment procedures. These different methods included: (1) appointment solely by the Moderator (i.e., Brookline); (2) appointment solely by the Select Board (i.e., Marblehead); (3) appointment by a committee consisting of the Moderator, Select Board Chair, and Finance Committee Chair (i.e., Bedford and Wenham); and (4) trifurcated selection with appointment of some members by the Moderator and some members by the Select Board, as well as election of other members (i.e., Ipswich). The following provides an overview of the information obtained from the Sub-Committee through these discussions.

1. Bedford (i.e., Appointing Committee)

On November 15, 2022, the Sub-Committee met with Mark Siegenthaler, the Town Moderator for the Town of Bedford. Mr. Siegenthaler was elected as Interim Town Moderator in the Fall of 2021 and was elected as Moderator in March 2022. The Moderator in Bedford serves a three-year term. Prior to serving as Moderator, Mr. Siegenthaler served on the Planning Board for eight years and as a member of the Board of Selectmen for 21 years. Mr. Siegenthaler has lived in Bedford for 40 years and does not recall Bedford having a contested election for Moderator while living there. Mr. Siegenthaler stated Bedford has a population of about 14,000, has an Open Town Meeting form a government, and that its Finance Committee has nine members.

Bedford appoints members to its Finance Committee through the Finance Committee Appointing Authority (the “FCAA”). The Chair of the Board of Selectmen, the Chair of the Finance Committee, and the Moderator all serve on the FCAA.⁸ The FCAA requires a unanimous vote in order for a person to be appointed to the Finance Committee. Mr. Siegenthaler stated this was a “unique structure,” and stated further, “I’m not sure I would recommend it.” Mr. Siegenthaler told the Sub-Committee about the FCAA’s experience in the Summer of 2022 and the attempt to fill two vacancies on the Bedford Finance Committee. The FCAA interviewed six or seven applicants; however, the FCAA failed to successfully appoint anyone for a significant period of time because the FCAA could not unanimously agree on any of the applicants. Mr. Siegenthaler also noted that the Chair of the Finance Committee serves in that position until he or she is replaced. According to Mr. Siegenthaler, this poses a potential issue because the Chair of the Finance Committee, as a member of the FCAA, ultimately participates in the decision as to whether or not he or she should be replaced.

Mr. Siegenthaler told the Sub-Committee that Bedford, as a community, has not considered a change to the appointment procedure. According to Mr. Siegenthaler, residents in Bedford do not seem to be concerned with the present structure. He believed, however, that there would be pushback to the suggestion that the Moderator become the only person to appoint individuals to the Finance Committee. He thought that the only change the FCAA may consider would be changing the quantum of vote to a majority vote (instead of unanimous) to appoint a person to the Finance Committee.

Mr. Siegenthaler believed that having the Chair of the Finance Committee on the appointing authority “does allow someone to ask questions about a person’s experience and their

⁸ According to Mr. Siegenthaler, Bedford’s Charter and Bylaws prohibit an Interim Moderator from participating in the FCAA appointment process.

interest in light of how the Finance Committee operates and what the current Chair things is a value additive.” The oddity with the FCAA, however, is that the Chair simultaneously serves on the FCAA and potentially requests that same board to reappoint him or her to another term. Mr. Siegenthaler suggested some mechanism be implemented to prevent this potential conflict. Mr. Siegenthaler also noted that an argument could be made that the School Committee should participate in the appointment process in some way, and that perhaps this could be accomplished by having the Chair of the School Committee consult the Finance Committee as part of the appointment process.

2. Brookline (i.e., Appointed Solely by Moderator)

On September 28, 2022, the Sub-Committee met with Sandy Gadsby, the former Town Moderator for Brookline. Mr. Gadsby served as Brookline’s Moderator for 27 years until he decided not to run for reelection in 2021. Mr. Gadsby won the seat in a contested election when he initially ran for Moderator and then went unopposed for the remainder of his tenure. Mr. Gadsby also served as a member of Brookline’s Finance Committee for 12 years. The Brookline Finance Committee consists of a minimum of 20 and a maximum of 30 members. Brookline has a population of more than 50,000 and utilizes a Representative Town Meeting form of government.

The Moderator appoints members to the Brookline Finance Committee. Mr. Gadsby stated that the “tradition” in Brookline is to appoint new members to a one-year term and to reappoint members to either two- or three-year terms. The duration of the reappointment is done for the purpose of ensuring that one-third of committee members have their terms expire at the same time so that the composition of the committee serves staggered terms.

Since the appointment by just one person meant the selection process was not subject to the Open Meeting Law, the Sub-Committee asked Mr. Gadsby how Brookline handled concerns about transparency. Mr. Gadsby stated, “I thought it was my providence and if they didn’t like it they could change the appointment process.” Mr. Gadsby stated further that he came into increasing criticism to disclose his selection criteria and answer to Town Meeting members about the appointment process. In response, Mr. Gadsby created an advisory committee to assist in the process; however, this “sort of prompted my saying goodbye to” serving as Moderator. Mr. Gadsby told the Sub-Committee that there have been movements in Brookline to change the composition of the Finance Committee, but never the appointment method.

The Sub-Committee asked Mr. Gadsby for his opinion on a potential two-person appointing authority comprised of the Moderator and the Chair of the Select Board. Mr. Gadsby said he would oppose any involvement by the Select Board in the appointment process and could only endorse a process through which the Moderator has sole appointment authority. Mr. Gadsby stated that the Finance Committee’s principal role is to advise Town Meeting. In Mr. Gadsby’s opinion, Select Board participation in the appointment process was anathema and contrary to proper divisions of government. Mr. Gadsby said further that he thought it was “a terrible idea” to have Town Meeting elect members to the Finance Committee.

3. Ipswich (i.e., Appointed and Elected)

On September 28, 2022, the Sub-Committee met with Thomas Murphy, the Town Moderator for Ipswich. The Ipswich Finance Committee consists of nine members. Ipswich has

approximately 15,000 residents and 11,000 registered voters. Ipswich utilizes an Open Town Meeting form of government.

Historically, the Moderator appointed members to the Ipswich Finance Committee; however, Ipswich revised its Charter in the 1960s to establish its current appointment procedure. Presently, three members of the Finance Committee are appointed by the Moderator, three members are appointed by the Select Board, and three members are elected at ATM. The seats are staggered so that each appointing authority appoints or elects one person each year. Mr. Murphy stated that the first article of every ATM Warrant is to elect a person to the Finance Committee. Mr. Murphy said there was previously a Citizen's Petition to change this appointment process to having all nine members appointed by ATM. A motion ultimately was made to study the issue; however, the result was for Ipswich to take no action on the petition.

Mr. Murphy stated that he "always been troubled" by this appointment structure and that, in his opinion, the Finance Committee becomes a "self-appointing body" because the same people consistently end up being reappointed. Mr. Murphy opined that he believes the best appointment process is having the Moderator appoint all nine members. When asked to address the concerns raised about a lack of transparency with this method, Mr. Murphy stated, "I think that transparency these days is way overrated," and that if ATM does not like who he appoints to the Finance Committee, then ATM can elect another person as Moderator. Mr. Murphy analogized having the Select Board appointing individuals to the Finance Committee to "having the fox guard the chicken coop."

4. Marblehead (i.e., Appointed Solely by Select Board)

On October 26, 2022, the Sub-Committee met with Jack Attridge, the Town Moderator for the Town of Marblehead. Mr. Attridge was elected as Moderator in 2022 and was previously appointed to several municipal organizations. Mr. Attridge stated he has regularly attended Town Meeting in Marblehead for 40 years. Mr. Attridge stated that in his 40 years participating in municipal government, there were just two moderators serving Marblehead before he was elected, and he recalled two contested elections for the position during that time. The Marblehead Finance Committee has nine members, with members serving staggered three-year terms. Mr. Attridge stated that Marblehead has about 25,000 residents and 16,729 registered voters. Marblehead as an Open Town Meeting form of government.

The Marblehead Select Board appoints people to the Finance Committee on an annual basis as terms end. Mr. Attridge stated there have not been discussions in Marblehead about changing this process. He noted, however, that he was "very intrigued" with pursuing changes to the appointment methods. Mr. Attridge said he liked the idea of having the appointment authority being taken away from just one board in the executive branch (i.e., the Select Board). Mr. Attridge believed that a committee consisting of three members would be the best way to appoint individuals to the Finance Committee; however, he was not sure who those three individuals should be.

5. Wenham (i.e., Appointing Committee)

On October 26, 2022, the Sub-Committee met with Roger Smerage, the Town Moderator for the Town of Wenham. Mr. Smerage was elected as Moderator in 2021. Mr. Smerage also

served on a committee studying the potential expansion of the Wenham Select Board from three to five members. Mr. Smerage stated he was aware of just one contested election for Moderator, which occurred to replace the outgoing Moderator who served for almost 40 years. The Wenham Finance Committee is a five-member committee. Members serve three-year terms, and a two-term limit is imposed for members. Mr. Smerage stated that Wenham has a population of a little over 5,000 with approximately 3,000 registered voters. Wenham has an Open Town Meeting form of government.

Wenham appoints members to its finance committee through the Finance Committee Appointing Committee (“the “FCAC”). The Chair of the Select Board, the Chair of the Finance Committee, and the Moderator all serve on the FCAC. A simple majority vote is needed for an individual to be appointed to the Finance Committee. Mr. Smerage stated the FCAC has engaged in robust discussion and debate about potential candidates. Mr. Smerage characterized the FCAC as “a very good process.” He described it as “deliberative” and “collegial,” and that this framework invites discussion and debate between the branches of government.

Mr. Smerage stated there have not been discussions in Wenham about changing the appointment method. Mr. Smerage noted that, historically, the Moderator possessed sole authority to appoint people to Finance Committees and acknowledged that the vast majority of communities in Massachusetts maintain that model. Mr. Smerage stated that he sees issues with having the Select Board solely responsible for appointment to the Finance Committee because the role of the Finance Committee is to advise the legislature (i.e., Town Meeting).

The Sub-Committee asked Mr. Smerage for his thoughts about a potential two-person appointing authority comprised of the Moderator and the Chair of the Select Board. Mr. Smerage opined that this proposal was “a recipe for disaster” and was “just inviting deadlock.” Mr. Smerage believed having a three-person appointing committee is appropriate, and that the Chair of the Finance Committee is the logical choice for the third seat.

III. RECOMMENDATIONS

[TO BE COMPLETED FOLLOWING DELIBERATION BY THE SELECT BOARD]

Power-Spirlet, Kelsi

From: Power-Spirlet, Kelsi
Sent: Wednesday, March 1, 2023 11:18 AM
To: Power-Spirlet, Kelsi
Subject: FW: St. Ann, Wayland 40B 30-Day letter

From: "Miller, Franklin (OCD)" <franklin.miller@state.ma.us>
Date: Monday, February 27, 2023 at 12:31 PM
To: Select Board Members <sbmembers@wayland.ma.us>
Cc: "Murphy, Alana (OCD)" <alana.murphy@state.ma.us>, "Frawley, Rebecca (OCD)" <rebecca.frawley@state.ma.us>
Subject: St. Ann, Wayland 40B 30-Day letter

[**NOTICE:** This message originated outside of the **Town of Wayland Email System -- DO NOT CLICK on links or open attachments** unless you are sure the content is safe.]

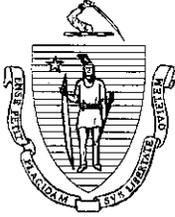
Chairperson Karlson,

I am attaching a copy of the 30 day letter for the St. Ann Senior Village project in Wayland. The sponsors have applied for a 40B project eligibility letter from DHCD. In addition to this letter, I am attaching their PEL application materials submitted to us.

Please contact me if you have any additional questions.

Sincerely,

Franklin



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Maura T. Healey, Governor ♦ Kimberley Driscoll, Lieutenant Governor ♦ Jennifer D. Maddox, Undersecretary

February 27, 2023

Chairperson Cherry C. Karlson
Town of Wayland
41 Cochituate Road
Wayland, MA 01778

Re: Chapter 40B Comprehensive Permit

Project Name: St. Ann's Senior Village
Location: 124 Cochituate Road, Wayland
Number of Units: 60
Subsidizing Agency: Department of Housing and Community Development
Applicant: Planning Office for Urban Affairs

Dear Chairperson Karlson:

This will serve to notify you, pursuant to 760 CMR 56.04 (3), that the above-named applicant has applied to this Department as subsidizing agency under the Low Income Housing Tax Credit program for preliminary approval of the St. Ann's Senior Village project. The project is a rental project. The project will consist of 60 total units. All of these units (100%) will be restricted for rental by individuals or households earning less than 60% of area median income. Fifteen units in the project will be reserved for households earning 30% or less of area median income.

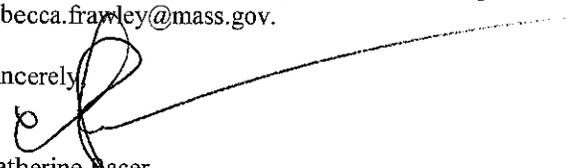
Enclosed please find a copy of the application for your review. The review period for comments ends 30 days from the date of this letter. Any comments will be considered prior to issuing a determination of project eligibility. Please address comments to:

Rebecca Frawley Wachtel, Director
Low Income Housing Tax Credit Program
DHCD
100 Cambridge Street, 3rd Floor
Boston, MA 02114
Email: rebecca.frawley@mass.gov

Please note that the Massachusetts Housing Partnership (MHP) administers a technical assistance program for communities and developers who are working on Chapter 40B projects. A municipality may be eligible for an MHP grant to help hire experienced third party consultants to work with the local municipality in reviewing a 40B proposal. For more information about MHP's technical assistance program, visit MHP's web site at www.mhp.net or e-mail community@mhp.net.

If you have any questions regarding this letter, please feel free to email Rebecca Frawley Wachtel at rebecca.frawley@mass.gov.

Sincerely,


Catherine Nacer
Director



February 8, 2023

Alana Murphy
Department of Housing and Community Development
100 Cambridge Street, Suite 300
Boston, MA 02114

RE: 124 Cochituate Road - Request for Project Eligibility Letter

Dear Ms. Murphy,

On behalf of the Planning Office for Urban Affairs (POUA), I am pleased to submit a Project Eligibility Letter Application for the Saint Ann's Senior Village project. We propose to develop 60 units of affordable rental housing for seniors age 62+ at 124 Cochituate Road in Wayland. The site is located adjacent to Saint Ann's Church of the Good Shepherd Parish. It will continue to be owned by The Roman Catholic Archbishop of Boston, A Corporation Sole, and developed under a long-term ground lease.

POUA has worked collaboratively with the Town Planning Board, Board of Selectmen, Housing Trust Board and Housing Partnership Committee to develop a site plan and building design that conforms to the site's existing terrain, is harmonious with the surrounding neighborhood, and is consistent with both the Town's Housing Production Plan and Climate Action Plan. The new building will consist of a total of three (3) floors. Notably, because the site slopes away from Cochituate Road toward the east, the building will present as only two stories facing Cochituate Road, with first floor main access to the building on the south-facing elevation established beyond a retaining wall. The first floor will feature community and common space in addition to ten one-bedroom apartments. The second and third floors will be served by an elevator and each will feature twenty-five additional apartments. The building will be served by approximately 64 parking spaces.

Of the 60 units being created in total, 15 of the units will be for households at 30% or below of AMI, and the remaining 45 units for households at 60% or below of AMI.

The Town of Wayland is in full support of the project as evidenced by a commitment of \$250,000 in funding approved by the Town's Metropolitan Housing Trust Board on January 10, 2023, and we anticipate additional funds from the WestMetro HOME Consortium in the coming year. We also received letters of support from the Board of Selectmen and the Housing Partnership and have presented or are on the agenda to present to the Land Use Committee, Planning Board, and Zoning Board of Appeal.

Thank you in advance for reviewing our application.

Sincerely,



William H. Grogan
President

Cc: Kate Racer, DHCD



Project Eligibility Letter Application: Saint Ann's Senior Village 124 Cochituate Road, Wayland

Submitted By: The Planning Office for Urban Affairs
February 7, 2023

1. PROJECT OVERVIEW

Saint Ann's Senior Village is a proposed 60-unit senior rental development (62+) located on the property of Saint Ann's Catholic Church in Wayland. The project will provide all one-bedroom units, and all units will be affordable, with a mix of 30% and 60% of area median income.

2. APPLICANT AND PROJECT TEAM

Applicant

The Planning Office for Urban Affairs
84 State Street, Suite 600 Boston, MA 02109
(617) 350-8885 / www.poua.org
William H. Grogan, President

Established in 1969 by the Roman Catholic Archdiocese of Boston, the Planning Office for Urban Affairs (POUA) is a non-profit social justice ministry that strives to create vibrant communities through the development of high quality affordable and mixed income housing, where people of modest means can live with dignity and respect in homes they can afford. POUA has more than 3,000 units of affordable and mixed income housing, with approximately 750 more under development, providing homes for more than 11,000 people and becoming one of the most productive non-profit housing developers in the region.

For our proposed Saint Ann's Senior Village project, POUA has assembled a strong team with extensive experience in multifamily and 40B development. Both our architect and civil engineer have recent experience developing in Wayland.

Project team

Current Owner:	Roman Catholic Archbishop of Boston, A Corporation Sole
Developer / Sponsor:	The Planning Office for Urban Affairs (POUA)
Architect:	The Architectural Team (TAT)
Engineers:	Samiotes Consulting (Civil Engineering, Survey)
Legal Counsel:	Smolak & Vaughan LLP
Owner's Representative	Waypoint KLA

3. PROPOSED SITE

Address

124 Cochituate Road
Wayland, MA 01778

Existing Conditions

The proposed project is located at 124 Cochituate Road (State Route 27), about 1.5 miles south of Wayland Town Center, on the property of Saint Ann's Catholic Church, of the Good Shepherd Parish. The subject property to be ground-leased consists of portions of two parcels, collectively consisting of approximately 9.2 acres of mostly undeveloped wooded area. A two-story rectory is located in the southwest corner of the first parcel, consisting of approximately 10.05 acres, abutting Cochituate Road (Assessors Map 34, Lot 4). Abutting Lot 4 to the south is a second parcel on which is located the St. Anne's Church, consisting of approximately 5.00 acres, and also abutting Cochituate Road (Assesors Map 34, Lot 5). Both Lot 4 and Lot 5 are known and numbered as 124 Cochituate Road. Much of the eastern portion of the site is undevelopable due to wetlands and steeply descending grade. The site abuts single family homes on Windy Hill Lane to the north and Sudbury Valley Trustees conservation land to the northeast, with heavy vegetative screening.

While Wayland is a quiet bedroom community located in the MetroWest area of Massachusetts, situated at the halfway point between Boston and Worcester, the Town has taken several proactive steps to advance affordable housing development and increase its subsidized housing inventory to above 10%. The Town has adopted a Housing Production Plan and has worked collaboratively with numerous developers to permit and develop affordable housing in the Town. These housing opportunities enable households to take advantage of the many attributes of the community. The Town is rich in natural resources that provide residents an opportunity for passive recreation. Town Center provides access to daily needs including a supermarket, health care, restaurants, public library, and senior center, and a much wider array of amenities are located within a 10-minute drive, including in and around the Framingham Mall.

Tabulation of Existing Parcels

Location	Parcel ID	Land Value	Building	Other	Total Value	Land Area
124 Cochituate Rd, Wayland	5399 (Map 34, Lot 4)	\$683,300	\$749,700	N/A	\$1,433,000	10.5 acres
124 Cochituate Road	8650 (Map 34, Lot 5)	\$630,200	\$3,268,00	N/A	\$3,898,200	5.01 acres

Location Map

See Attachment 1

4. PROPOSED DEVELOPMENT

Tabulation of Proposed Building

Address	Lot Size	Gross Building Area	# of Rental Units	Unit Size	Accessible Units	Population	# Affordable
124 Cochituate Rd., Wayland	9.2 acres*	52,186 sf	60	645 sf	At least 3	Senior (62+)	60 (100%)

* Development site includes the majority of Assessors Map 34, Lot 4, along with shared use of a portion of Assessors Map 34, Lot 5 for parking, access and related improvements, for a ground-leased site area of 9.2 acres.

Project Description

Saint Ann’s Senior Village repurposes excess land at Good Shephard Parish’s Saint Ann’s Church for the development of 60 units of affordable rental housing for seniors (62+). All units will be one-bedroom units and will be affordable to low-income households, with approximately 15 units (25%) affordable at or below 30% of area median income (AMI) and the remaining units at or below 60% of AMI. At least three units will be Group 2 accessible, and the entire property will be visitable. Site amenities will include a community room, living room, staffed management office, on-site laundry, approximately 64 parking spaces, programmed outdoor recreational space, and extensive walking trails and passive recreation on the adjacent Sudbury Valley Trustees land. Site control is being secured from the parish via a long-term ground lease, currently under negotiation. Strong support from Wayland officials provides a rare opportunity to permit this much-needed housing resource, with a broad diversity of deep affordability, on a relatively short timeline.

Name of housing program under which project eligibility is sought

Low Income Housing Tax Credit Program (LIHTC)

Narrative description of proposed site and building design

Saint Ann’s Village is a proposed 60-unit senior (62+) rental housing development located at 124 Cochituate Road in Wayland, Massachusetts. The existing roughly 9.2-acre site is undeveloped with the exception of the existing rectory building and is heavily wooded. The majority of the site will remain undeveloped; only 2.4 acres will be disturbed by this project. The northern property line abuts single family homes located on Windy Hill Lane with an existing heavily vegetated buffer. To the south is the rectory and the Saint Ann Church (Good Shepard Parish). The eastern property line abuts an undeveloped parcel and state owned land. The west edge of the site extends to Cochituate Road. The site generally falls in grade from the road to the west and north.

The proposed development includes a single, 2-3 story structure. The building has a compact footprint, only 19,435 sf, in order to minimize site impacts. Additionally, the adjacent access drives and parking areas are compact as well, comprising only 42,400 sf; as a result, nearly 74% of the site will be undeveloped. The building’s massing and placement carefully considered its effect on the abutting neighbors as well as existing natural features and grading. The proposed structure was deliberately held as far to the south as possible, set back from the north property line providing a buffer to the abutting single-family homes to the north; while existing zoning requires a side yard setback of 25’, the proposed setback is three times that number, at 75’. The building is also set back approximately 25’ from Cochituate Road allowing the existing natural vegetated buffer to remain to the greatest extent possible. While this setback does require a waiver from zoning requirements, it has allowed us to maximize the setback from the property line of the abutter numbers. If the building were to comply with the 30’ front yard setback, the building would need to move closer to the abutting property lines. Parking is located to the south west of the building, screening it from neighbors and the road. Additionally, lighting from the building and parking will comply with “dark sky” requirements and minimize “spill-over” onto abutting properties. The building and the site plan were designed to work with the existing grades to the greatest extent possible to minimize the amount of site construction required and also minimizing the mass of the proposed building by having a 2 story wing facing to the road on the west and a 3 story section to the rear of the site. To lessen the impact of vehicular traffic on surrounding neighborhood, access is proposed via the existing curb cut that serves the rectory.

Aside from the residential units, the development will include indoor and outdoor amenity spaces to serve its residents. Indoor amenities, management and leasing operations will be located on the ground floor just adjacent to the entry lobby. Usable outdoor recreation space will be provided to the north within the building’s courtyard. The outdoor spaces will function as an extension of the interior amenity spaces offering residents year-round, safe enjoyment.

The material selections and detailing of the proposed building is contextual in nature taking cues from the typical architecture found throughout the area using high-quality cladding materials including cement fiber profiles, horizontal clapboard, and panel. Massing and details use familiar traditional New England design with sloped roofs, gable forms, lap siding and covered porches. Double-hung style window selections reflect the residential occupancy of the structure and again recall a rural aesthetic. Detailing is kept clean and straightforward providing a welcoming, refined, overall building appearance.

Conceptual Design Drawings:

See Attachment 2

Zoning Analysis, 124 Cochituate Rd, Wayland

	Required	Proposed	Waiver Required?
Minimum lot area	40,000	9.2 acres (~ 401,387 sf)	no
Minimum Frontage	180	399	no

Minimum front yard setback*	30'	25'	yes
Minimum side yard setback	25'	75'	no
Minimum rear yard setback	30'	650'+	no
Wetlands setback	30' buffer	30' buffer + 3'+	no
Maximum height	lesser of 2.5 stories or 35' from av. grade	3 stories / 45'	yes
Maximum lot coverage	20%	5.4% (inc. rectory)	no
Parking	N/A	64	N/A

* The front yard setback was narrowed in an attempt to provide as much distance from the abutters as possible. The side yard setback is 50' greater than required. The required front yard setback could be respected by narrowing the side yard setback.

5. SITE CONTROL

124 Cochituate Road is owned by the Roman Catholic Archbishop of Boston, A Corporation Sole. It will be developed by POUA, an affiliate of the Archdiocese of Boston, via a long-term ground lease, the terms of which are currently being negotiated. A copy of the deed is included here.

See Attachment 3

6. MUNICIPAL ACTIONS AND SUPPORT

POUA desires a collaborative process, and as such has already had several meetings with a wide range of Wayland Town leadership. This includes presentations to the Board of Selectmen, Municipal Housing Trust Fund, and Housing Partnership, as well as meetings with staff from the Planning Department, Conservation Commission, Fire Department, and Building Department.

Saint Ann's Senior Village was structured to be responsive to Wayland's Housing Production Plan and Conservation Plan. Recognizing the appropriateness of the project and POUA's strength as a developer, Town leadership has indicated they are committed to an efficient, collaborative comprehensive permit review process. They have engaged Judy Barrett to provide technical assistance throughout the process, at POUA's cost for the time being. They are also in the process of engaging a peer review consultants. Consultants are being asked to share feedback with the applicant on an ongoing basis throughout the review process, to allow for changes to be made real-time rather than waiting for the report.

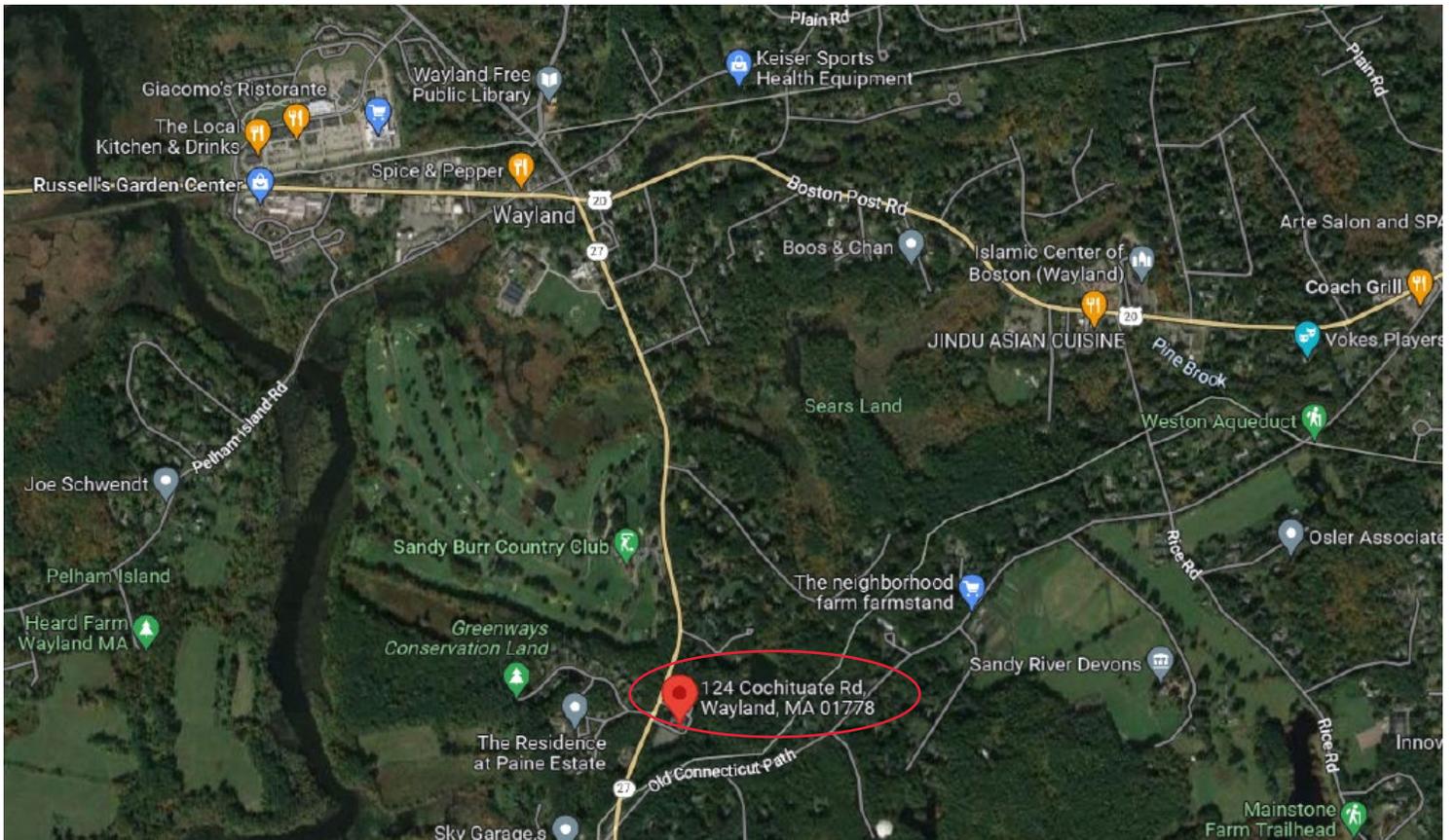
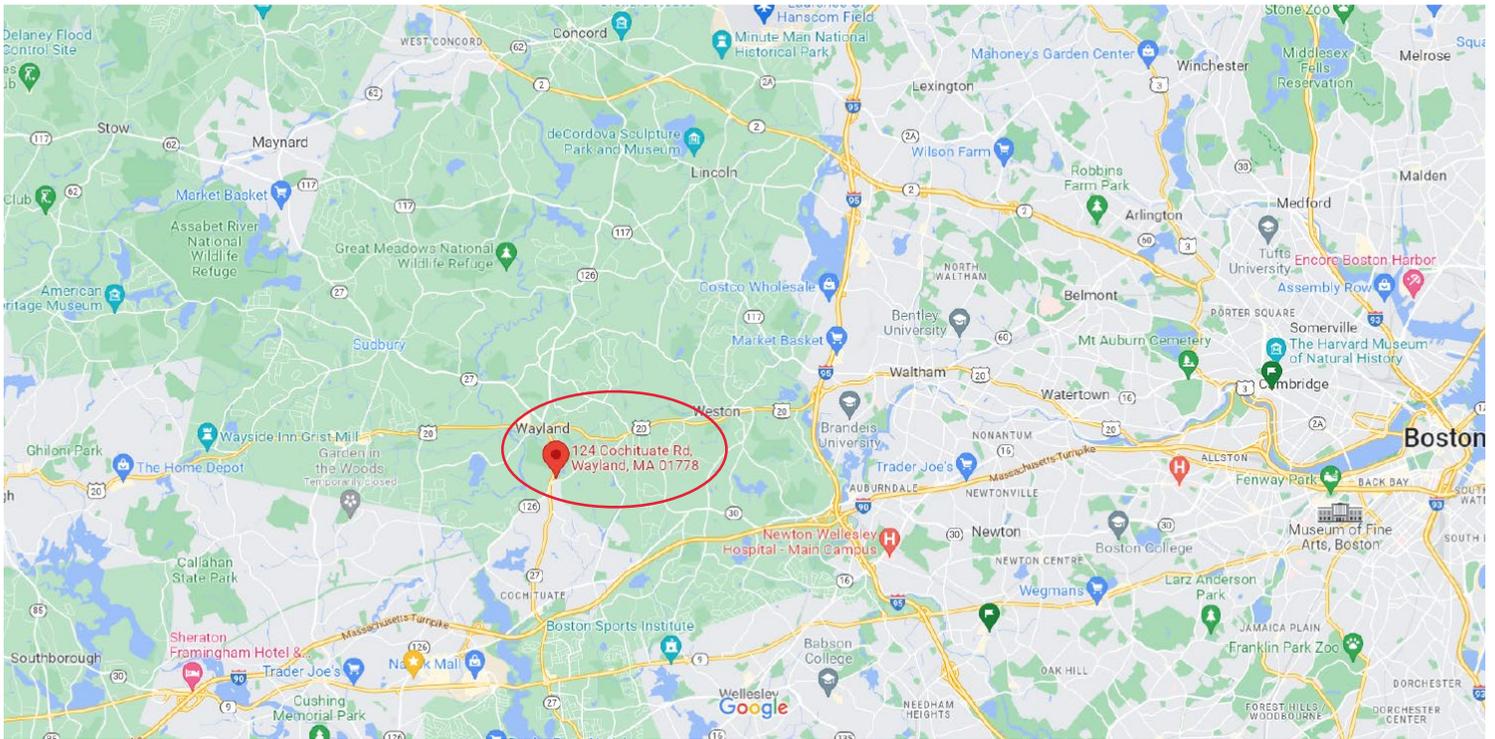
The Municipal Housing Trust has committed \$250,000 to the project, a substantial investment for Wayland. Finally, the Select Board, Housing Partnership, and Wayland Interfaith Leaders Association have all provided letters of support to this application. The Municipal Housing Trust will approve the text of a letter of support and written commitment of funds at their upcoming meeting, to be provided under separate cover.

See Attachment 4

- a) *Letter of Support from Wayland Housing Partnership*
- b) *Letter of Support from Wayland Select Board (sent directly by the Select Board under separate cover)*
- c) *Letter of Support from Wayland Interfaith Leaders Association*
- d) *Letter and funding award from Municipal Housing Trust to be sent under separate cover*

Attachment 1: Location Map

Exhibit 1: Project Location Map



Attachment 2: Conceptual Drawings

Attachment 3: Evidence of Site Control

5-04

JUN -8-59 AM 11:16 232RE***5.00

DEED

I, VIRGINIA L. PAINE, of Wayland, Middlesex County, Commonwealth of Massachusetts, the unmarried widow of Frank C. Paine, FOR CONSIDERATION PAID grant to the ROMAN CATHOLIC ARCHBISHOP OF BOSTON, Massachusetts, a corporation sole, with Quitclaim Covenants, all of my right, title and interest in and to a tract of land situated on the Easterly side of Cochituate Road in the Town of Wayland, County of Middlesex, Commonwealth of Massachusetts, bounded and described as follows:

Beginning on the highway leading from Framingham to Boston known as "Old Connecticut Path";

Thence running from the land now or formerly of Robert Cumming Southwesterly along said road to land now or formerly of Francis Shaw;

Thence Northwesterly to the highway leading from Wayland to Cochituate known as "Cochituate Road";

Thence Northerly by said road to land formerly of Joseph Bullard now or formerly of Helen C. Morgan;

Thence Easterly by said land now or formerly of said Helen C. Morgan to the corner of a stone wall;

Thence Southeasterly to the point of beginning.

There is excepted from this conveyance so much of the above-described premises as have heretofore been taken by or conveyed to the Commonwealth of Massachusetts and other grantees as appears of record and also excepting from this conveyance the Northeasterly portion of the above-described premises containing a square area of 85/100ths acres, more or less, conveyed by Elizabeth M. Rutter to said Helen C. Morgan by deed dated June 27, 1939, and recorded in Middlesex South District Deeds, Book 6305, Page 21.

The premises conveyed hereby contain twelve (12) acres, more

or less.

This conveyance is made subject to and with the benefit of all easements, restrictions of record, if any there be, and subject to the real estate taxes of the Town of Wayland for the year 1959.

This conveyance is further specifically made subject to the following restrictions which shall remain in force for a period of fifty (50) years from the date hereof:

- 1. That during said period the premises shall be used only for a church and a rectory thereon, and
- 2. That during said period the premises shall not be sold, conveyed, or otherwise transferred.

For title reference may be had to the deed of John B. Paine, Jr., et al, Trustees, to me, dated May 21st, 1959, and recorded ~~immediately~~ preceding this deed, as Document #165 of June 3, 1959.

No documentary stamps are affixed as none are required by law.

WITNESS my hand and seal this 2nd day of June, 1959.

Virginia L. Paine
Virginia L. Paine

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

June 2nd, 1959

Then personally appeared the above named Virginia L. Paine and acknowledged the foregoing instrument to be her free act and deed,

Before me,

Charles M. Ganson
Charles M. Ganson Notary Public

My commission expires

My commission expires Sept. 24, 1959

Attachment 4: Evidence of Local Support

January 24, 2023

Alana Murphy
Department of Housing and Community Development
100 Cambridge Street, Suite 300
Boston, MA 02114

Dear Ms. Murphy:

The Wayland Housing Partnership was created by the Select Board to promote Wayland's affordable housing agenda. We advocate for affordable housing by increasing public awareness, compiling data on affordable housing needs, and furthering the Town's affordable housing goals, in accordance with our Housing Production Plan.

The Housing Partnership has been a strong and steady advocate for developing affordable housing on the parcel of land at St. Ann's Church, which is owned by the Archdiocese of Boston. The idea for developing this parcel was first suggested several years ago by Father David O'Leary, the Parish's pastor. At that time, Fr. O'Leary was a member of the Housing Partnership, representing the Town's clergy association. The proposed development has the full support of the Parish Pastoral and Financial Councils.

For nearly one year, we have been discussing this project with the Planning Office for Urban Affairs of the Archdiocese of Boston, as well as with many other committees and boards in Town. We have been thrilled with the level of professionalism displayed by POUA. And, at the same time, the level of support from the various Town boards and committees has been exceptionally strong and enthusiastic.

The site will be ideal for a housing development; it is on a major road with sidewalks that lead to the center of Town, which is less than a mile away. As a Low-Income Housing Tax Credit project (Wayland's first), the proposed development will be 100% "affordable," providing housing for older adults, with incomes in the range of 30-60% of area median income. This is a much deeper affordability level than what we have been able to accomplish with other recent developments. We are also exploring the possibility of including a small number of units for developmentally or intellectually challenged younger adults. This need was specifically identified in our Housing Production Plan. While the size of the development has not yet been finalized, we anticipate that it will have between 45-65 units.

The unique topography of the site will likely allow the project to have only two stories along the front (facing route 27) and three stories in the rear. This new development will fit in well with neighboring structures and will be consistent with the overall streetscape.

This project will serve a concrete example of The Good Shepherd Parish's commitment and mission to advance social justice. In addition, we are confident that it will both be viewed as a model church-sponsored initiative, as well as an enormous asset to our community.

The Housing Partnership enthusiastically supports this project, and we are looking forward to your granting POUA a Project Eligibility Letter as soon as feasible.

Thank you very much.

Mary Antes

Joanne Barnett

Kathleen Boundy

Rachel Bratt

Chris DiBona

Candace Hetzner

Jeff Johnson

Katherine Provost



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

JOHN BUGBEE
ACTING TOWN MANAGER
TEL. (508) 358-3620
www.wayland.ma.us

SELECT BOARD

CAROL B. MARTIN
ADAM GARRETT GUTBEZAHL
THOMAS J. FAY
CHERRY C. KARLSON
DAVID V. WATKINS

January 24, 2023

Alana Murphy
Director of Policy
Department of Housing and Community Development
100 Cambridge Street, Suite 300
Boston, MA 02114

Dear Ms. Murphy:

On behalf of the Town of Wayland Select Board, I am pleased to write this letter of recommendation for the Saint Ann's Senior Village development, proposed by the Planning Office for Urban Affairs, Inc (POUA).

POUA proposes to develop excess land at 124 Cochituate Road into 60 units of elderly housing, affordable to households at 30%, 50%, and 60% of area median income. Since the beginning of this year, POUA has been working closely with local officials and departments to solicit input and comment to design an approach that was responsive to and respectful of the Town's approach and goals for the site. The Select Board is impressed by the thoughtful collaborative approach to the development of this site, which addresses several key elements of our Housing Production Plan, including target location, housing for seniors, and most notably, creation of housing for very-low and extremely-low income households. Last week, the Municipal Affordable Housing Trust Fund Board voted to commit \$250,000 to Saint Ann's Senior Village in recognition of the asset it will be to the Town of Wayland.

In short, the Select Board is pleased to support POUA's Saint Ann's Senior Village Project Eligibility Letter application, and we look forward to continuing our partnership with the developer as it seeks necessary reviews and approvals.

If you have any questions, please feel free to give me a call.

Sincerely,

Cherry Karlson
Chair, Wayland Select Board

CC: Kate Racer, Director, DHCD

January 16, 2023

Dear Town of Wayland Selectboard, Housing Trust, and Housing Partnership Board,

As members of the Wayland Interfaith Leaders Association, we are writing to strongly recommend your support for the low-income housing proposal to be located on Saint Ann's property on Cochituate Road.

In all of our religious traditions, we advocate for the just and equitable care of persons, including the basic need of housing. Unfortunately, the cost of housing in the town of Wayland as well as in the Commonwealth of Massachusetts more broadly has become a heavy burden and even out of reach for too many. Given this larger context, approving the Good Shepherd Parish proposal for a 63-unit development helps Wayland to become part of the solution towards this crisis of affordable housing.

Thank you for doing all that you can to help make this project a success. We pledge to likewise help support efforts at increasing affordable housing in Wayland.

Respectfully,

The Rev. Dr. Stephanie May, First Parish in Wayland
Rabbi Danny Burkeman, Temple Shir Tikva
Malik Khan, The Islamic Center of Boston
The Rev. Canon David O'Leary, Good Shepherd Parish
The Rev. Jeffrey Johnson, Peace Lutheran Church
The Rev. Rebecca Cho, Community United Methodist Church
Rabbi Louis Polisson, Congregation Or Atid
Rabbi Katy Z. Allen, Ma'yan Tikva

ST. ANN'S VILLAGE

WAYLAND, MA

124 COCHITUATE ROAD,
WAYLAND, MA 01778



SUBMISSIONS:

JANUARY 31, 2023	PEL SUBMISSION
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© The Architectural Team, Inc.
50 Commandant's Way at Admiral's Hill
Chelsea MA 02150
O 617.889.4402
F 617.884.4329
architecturalteam.com

PROJECT CONTACT INFORMATION:

OWNER	PLANNING OFFICE FOR URBAN AFFAIRS 84 STATE STREET, SUITE 600 BOSTON, MA 02109 PHONE #: FAX #:
GENERAL CONTRACTOR	PHONE #: FAX #:
ARCHITECT	THE ARCHITECTURAL TEAM 50 COMMANDANT'S WAY AT ADMIRAL'S HILL CHELSEA, MA 02150 PHONE #: 617.889.4402 FAX #: 617.884.4329
SURVEY CONSULTANT	SAMIOTES CONSULTANTS, INC. CIVIL ENGINEERS + LAND SURVEYORS 20 A STREET FRAMINGHAM, MA 01701-4102 PHONE #: FAX #:
GEOTECHNICAL CONSULTANT	PHONE #: FAX #:
TRANSPORTATION CONSULTANT	PHONE #: FAX #:
CIVIL ENGINEER	SAMIOTES CONSULTANTS, INC. CIVIL ENGINEERS + LAND SURVEYORS 20 A STREET FRAMINGHAM, MA 01701-4102 PHONE #: FAX #:
LANDSCAPE ARCHITECT	PHONE #: FAX #:
STRUCTURAL ENGINEER	PHONE #: FAX #:
FIRE PROTECTION, PLUMBING, MECHANICAL, ELECTRICAL ENGINEER	PHONE #: FAX #:

Consultant: _____

Revision: _____

Architect of Record: _____



Drawn: RP

Checked: JS

Scale: _____

Key Plan: _____

Project Name: **ST. ANN'S VILLAGE WAYLAND, MA**

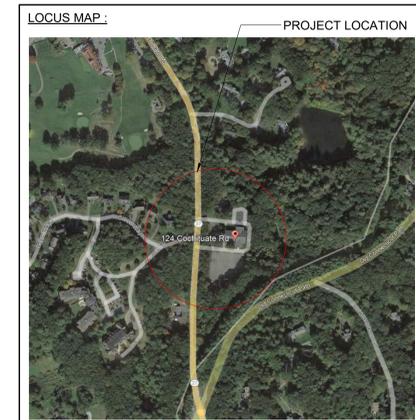
124 COCHITUATE ROAD, WAYLAND, MA 01778

Sheet Name: **PROJECT COVER**

Project Number: **22089**

Issue Date: **JANUARY 31, 2023**

Sheet Number: **T0.01**



Consultant:



Samiotes Consultants Inc.
 Civil Engineers - Land Surveyors
 20 A Street
 Framingham, MA 01701
 T 508.877.6688
 F 508.877.8349
 www.samiotes.com

Revision:

Engineer of Record:



Drawn: DJS

Checked: SRG

Scale: AS SHOWN

Key Plan:

Project Name:

**ST. ANN'S VILLAGE
 WAYLAND, MA**

**124 COCHITUATE ROAD,
 WAYLAND, MA 01778**

Sheet Name:

**SITE LAYOUT AND
 GRADING**

Project Number:

50006.00

Issue Date:

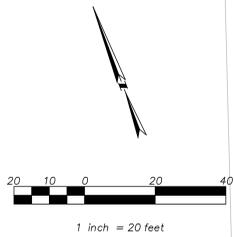
JANUARY 31, 2023

Sheet Number:

C-1.1

LEGEND:

- CC PROPOSED CONCRETE CURB
- 120 PROPOSED INTERMEDIATE CONTOUR
- 130 PROPOSED INDEX CONTOUR
- 130.0 X PROPOSED SPOT GRADE
- TW=131.87 PROPOSED TOP/BOTTOM OF WALL (NOT FOUNDATION)
- BW=130.50 X
- TC=131.87 X PROPOSED TOP/BOTTOM OF CURB
- BC=130.50 X



Consultant:



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 Civil Engineers - Land Surveyors
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Revision:

Engineer of Record:



Drawn: DJS

Checked: SRG

Scale: AS SHOWN

Key Plan:

Project Name:

**ST. ANN'S VILLAGE
 WAYLAND, MA**

**124 COCHITUATE ROAD,
 WAYLAND, MA 01778**

Sheet Name:

**UTILITIES AND STORMWATER
 MANAGEMENT**

Project Number:

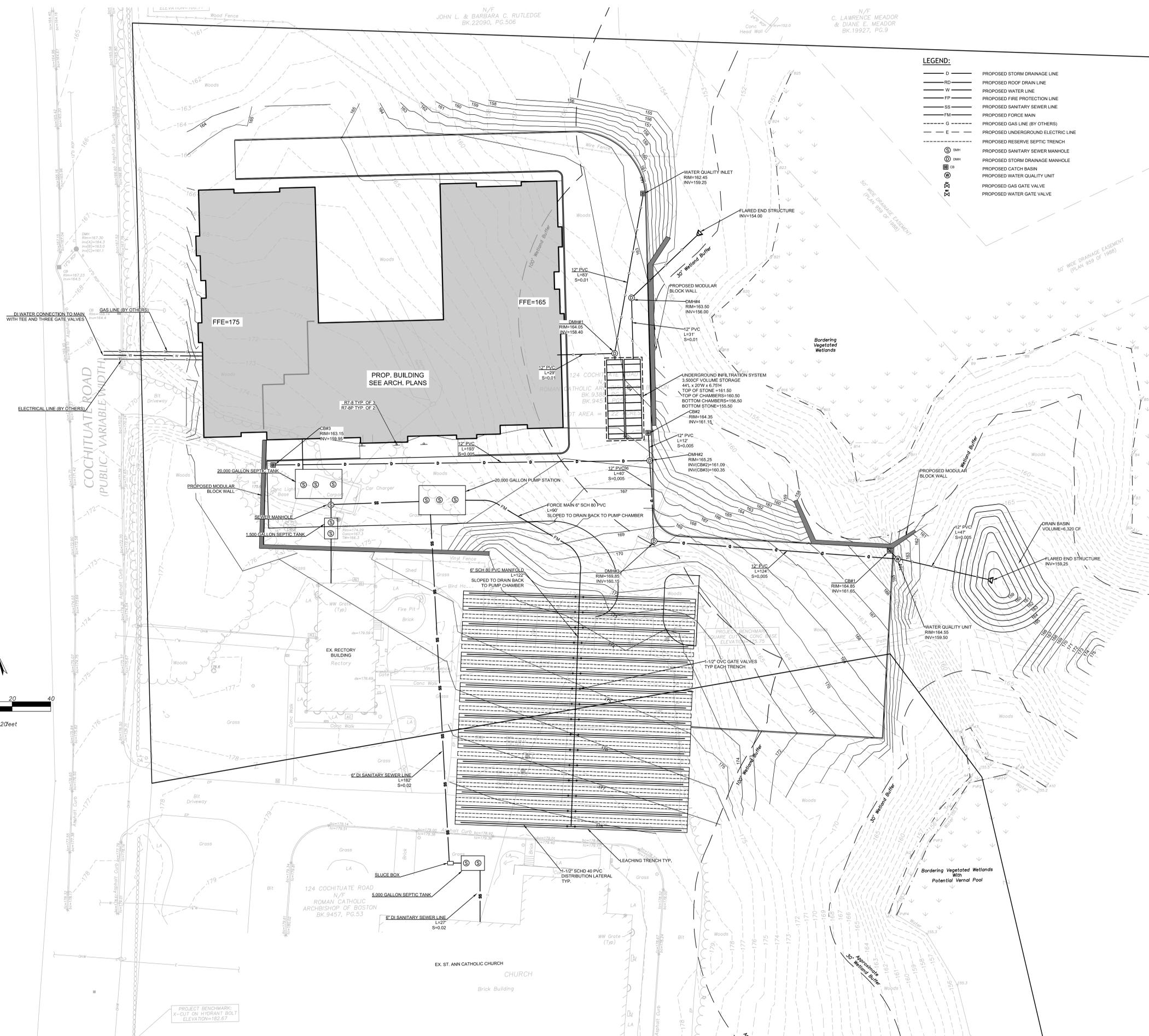
50006.00

Issue Date:

JANUARY 31, 2023

Sheet Number:

C-2.1



Consultant:

Revision:

Architect of Record:



Drawn: RP

Checked: JS

Scale: 1/8" = 1'-0"

Key Plan:

Project Name:

**ST. ANN'S VILLAGE
 WAYLAND, MA**

124 COCHITUATE ROAD,
 WAYLAND, MA 01778

Sheet Name:

**OVERALL FLOOR PLAN -
 LEVEL 1**

Project Number:

22089

Issue Date:

JANUARY 31, 2023

Sheet Number:

A1.01



10 OVERALL FLOOR PLAN - LEVEL 1
 Scale: 1/8" = 1'-0"

Consultant:

Revision:

Architect of Record:



Drawn: RP

Checked: JS

Scale: 1/8" = 1'-0"

Key Plan:

Project Name:
**ST. ANN'S VILLAGE
 WAYLAND, MA**

124 COCHITUATE ROAD,
 WAYLAND, MA 01778

Sheet Name:

**OVERALL FLOOR PLAN -
 LEVEL 2**

Project Number:

22089

Issue Date:

JANUARY 31, 2023

Sheet Number:

A1.02



10 OVERALL FLOOR PLAN - LEVEL 2
 Scale: 1/8" = 1'-0"



10 OVERALL FLOOR PLAN - LEVEL 3
 Scale: 1/8" = 1'-0"

Consultant:

Revision:

Architect of Record:



Drawn: RP

Checked: JS

Scale: 1/8" = 1'-0"

Key Plan:

Project Name:
**ST. ANN'S VILLAGE
 WAYLAND, MA**

124 COCHITUATE ROAD,
 WAYLAND, MA 01778

Sheet Name:

**OVERALL FLOOR PLAN -
 LEVEL 3**

Project Number:

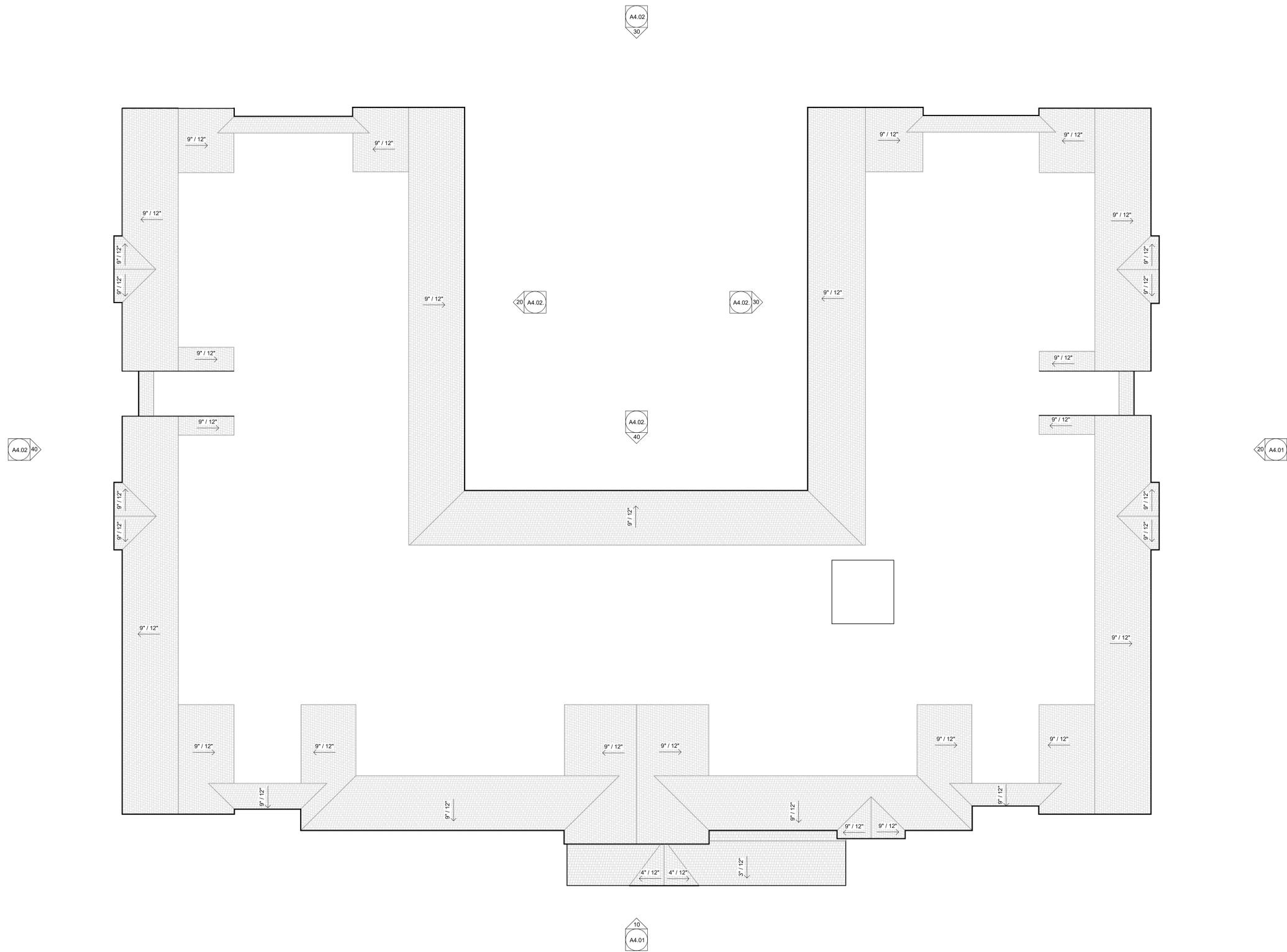
22089

Issue Date:

JANUARY 31, 2023

Sheet Number:

A1.03



10 OVERALL PLAN - ROOF
 Scale: 1/8" = 1'-0"

Consultant:

Revision:

Architect of Record:



Drawn: RP

Checked: JS

Scale: 1/8" = 1'-0"

Key Plan:

Project Name:

**ST. ANN'S VILLAGE
 WAYLAND, MA**

124 COCHITUATE ROAD,
 WAYLAND, MA 01778

Sheet Name:

OVERALL PLAN - ROOF

Project Number:

22089

Issue Date:

JANUARY 31, 2023

Sheet Number:

A1.04

Consultant:

Revision:

Architect of Record:



Drawn: RP

Checked: JS

Scale: 1/8" = 1'-0"

Key Plan:

Project Name:

**ST. ANN'S VILLAGE
 WAYLAND, MA**

124 COCHITUATE ROAD,
 WAYLAND, MA 01778

Sheet Name:

EXTERIOR ELEVATIONS

Project Number:

22089

Issue Date:

JANUARY 31, 2023

Sheet Number:

A4.01



ROOF 197' - 0"
 LEVEL 3 186' - 4"
 LEVEL 2 175' - 8"
 LEVEL 1 165' - 0"

20 EAST ELEVATION 02
 Scale: 1/8" = 1'-0"



T.O. BUILDING 213.10'
 ROOF 197' - 0"
 LEVEL 3 186' - 4"
 LEVEL 2 175' - 8"
 AVERAGE GRADE 168.10'
 LEVEL 1 165' - 0"
 BUILDING HEIGHT 45'-0"

10 SOUTH ELEVATION 01
 Scale: 1/8" = 1'-0"

Consultant:

Revision:

Architect of Record:



Drawn: RP

Checked: JS

Scale: 1/8" = 1'-0"

Key Plan:

Project Name:

**ST. ANN'S VILLAGE
 WAYLAND, MA**

124 COCHITUATE ROAD,
 WAYLAND, MA 01778

Sheet Name:

EXTERIOR ELEVATIONS

Project Number:

22089

Issue Date:

JANUARY 31, 2023

Sheet Number:

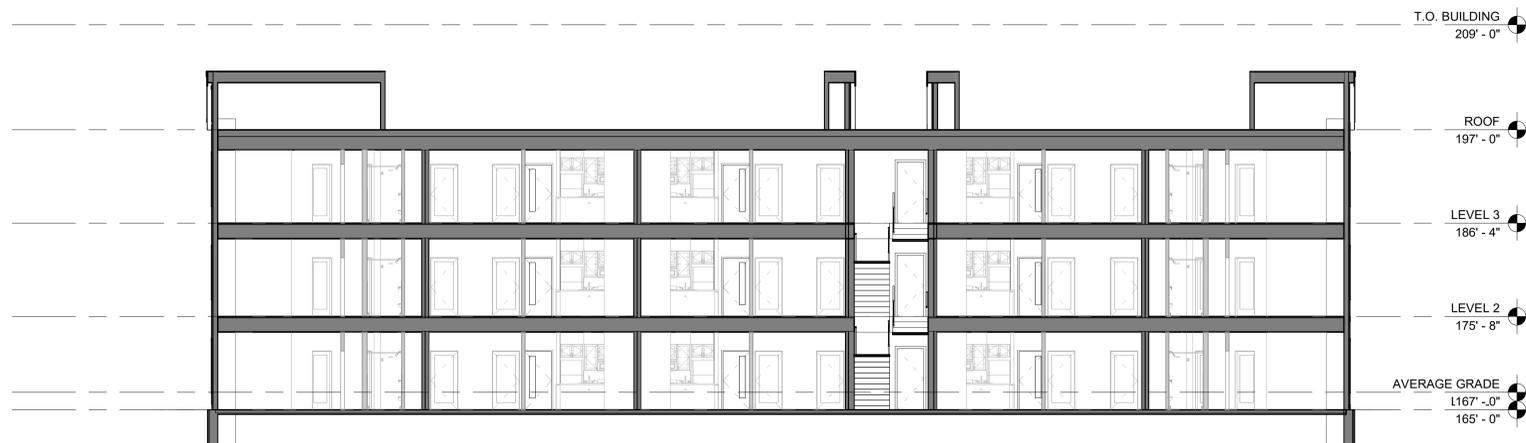
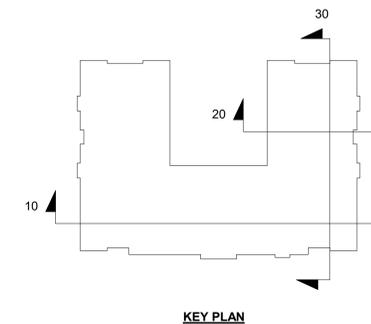
A4.02



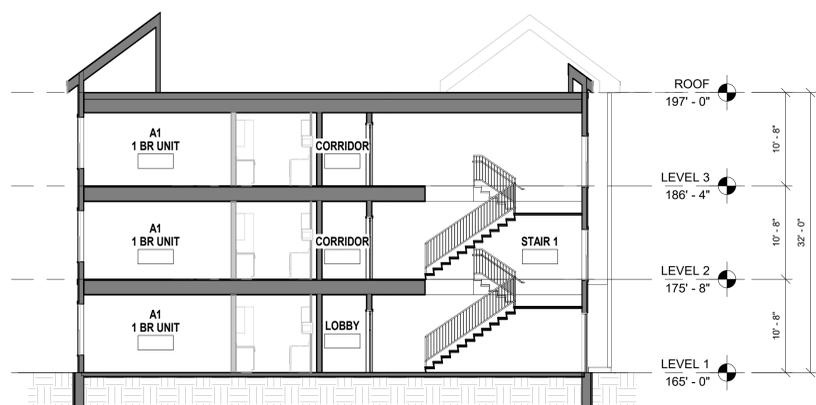
40 WEST ELEVATION 04
 Scale: 1/8" = 1'-0"



30 NORTH ELEVATION 03
 Scale: 1/8" = 1'-0"



30 BUILDING SECTION 3
 Scale: 1/8" = 1'-0"



20 BUILDING SECTION 2
 Scale: 1/8" = 1'-0"



10 BUILDING SECTION 1
 Scale: 1/8" = 1'-0"

Consultant:

Revision:

Architect of Record:



Drawn: RP

Checked: JS

Scale: 1/8" = 1'-0"

Key Plan:

Project Name:

**ST. ANN'S VILLAGE
 WAYLAND, MA**

124 COCHITUATE ROAD,
 WAYLAND, MA 01778

Sheet Name:

BUILDING SECTIONS

Project Number:

22089

Issue Date:

JANUARY 31, 2023

Sheet Number:

A5.01



tat

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 50 Commandant's Way at Admiral's Hill
 Chelsea MA 02150
 ☎ 617.889.4402
 ✉ 617.884.4329
 architecturalteam.com

Consultant:

Revision:

Architect of Record:



Drawn: RP

Checked: JS

Scale:

Key Plan:

Project Name:

**ST. ANN'S VILLAGE
 WAYLAND, MA**

124 COCHITUATE ROAD,
 WAYLAND, MA 01778

Sheet Name:

RENDERINGS

Project Number:

22089

Issue Date:

JANUARY 31, 2023

Sheet Number:

A5.02



tat

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architecturalteam.com

Consultant:

Revision:

Architect of Record:



Drawn: RP

Checked: JS

Scale:

Key Plan:

Project Name:

**ST. ANN'S VILLAGE
WAYLAND, MA**

124 COCHITUATE ROAD,
WAYLAND, MA 01778

Sheet Name:

RENDERINGS

Project Number:

22089

Issue Date:

JANUARY 31, 2023

Sheet Number:

A5.03

Stageline SL75 Mobile Stage

Floor Size: 20' x 16'
 Wind Resistance: 115 mph without windwalls
 Trailer Weight: 6,725 lb



Standard Equipment *	\$	85,000
Options and Accessories	\$	18,345
Services	\$	-
Sub-Total	\$	103,345
Total	\$	103,345

All prices are in USD
 Taxes not included (if applicable)
 Payment terms: 30% to confirm, balance prior to departure

Approval

Date:
Signed:
Name:
EIN # (if applicable)

STANDARD EQUIPMENT *

ROOF STRUCTURE AND RIGGING

1 built-in truss / aluminum 2" diameter tube trussing	Compatible with industry clamps
6 movable rigging points	Capacity: 250 lb / each
3 rigging bars / 10'	Capacity: 25 lb / ft
2 aluminum side overhang rigging beams 2'	Capacity: 750 lb / each
4 aluminum corner posts	
Fiberglass roof molded and bonded to aluminum structure - black roof	21' 6" x 16' 11"
Total roof load capacity:	4,250 lb
Rigging load capacity tested at twice the working load	
Steel mast	

HYDRAULICS

High power integrated hydraulic system	Hydraulic system to raise & lower roof
8 gas spring cylinders	Safe release of hinged roof & deck panels
Gas engine	

STAGE

Non-slip plywood - black / quick Levelling legs	20' x 16'
Multifunctional extruded aluminum deck frame	To install decks, skirts, guardrails & staircases
11 guardrails / aluminum (3 sides)	11 x 3' 8"
Support brackets for Stageline platforms	
Aluminum stairway - 6 steps - adjustable - 35" wide - with handrails	
8 rubber pads	Improves friction coefficient
Spares kit	

TRAILER

Drawbar with ball hitch	2" 5/16
2 leaf spring axles	Capacity: 12,000 lb
4 tires	
Electric brakes on all wheels	
Emergency breakaway system	DOT requirement
Storage compartment	
Storage bumper	Protects mast
10 Equipment tie-downs	
Storage weight capacity	5,000 lb
Storage space capacity	15' 8" x 6' 2" x 6' 8" = 652 ft³
Rear trailer panel	Integrated door storage system

STANDARDS & CERTIFICATIONS

Applicable regulations	IBC 2015, SAE, DOT, NFPA & CWB
Vertical load	Floor: 150 psf (7.18 KPa) / roof: 20 psf (1 KPa)
Wind resistance	115 mph without windwalls 77 mph with windwalls

DOCUMENTS

Certificate stamped by professional engineers
 All technical documents supplied
 24/7 service support +1(800) 267-8243

OPTIONS AND ACCESSORIES

A	WINDWALLS & SKIRTS	VINYL/S CRIM	Price (USD)	Quantity
a1	Upstage fire retardant backdrop (aluminum keder track system) - black	VINYL	\$ 1,750	1 \$ 1,750
a2	Side fire retardant windwalls (aluminum keder track system) - 16' - doors upstage and downstage - black		\$ 3,650	
a3	Side fire retardant windwalls (aluminum keder track system) - 8' - includes door - black		\$ 2,450	
a4	Skirting - 38' x 3' 2" - black	VINYL	\$ 1,130	1 \$ 1,130

* other skirt lengths available on request
 * for options a1 to a4, select fabric - also available in grey (fabrication delay)

B	SOUND WINGS	Price (USD)	Quantity
b1	Extension platforms (black non-slip) & accessories - 4' x 8' - (sugg'd qty: 4)	\$ 1,300	4 \$ 5,200
b2	Guardrails / aluminum - 3' 8" - (sugg'd qty: 4)	\$ 205	4 \$ 820

C	BANNER SUPPORTS	Price (USD)	Quantity
c1	Rooftop banner kit - 21' 10" x 2'	\$ 690	1 \$ 690
c2	Lateral banner supports - 3' x 12' 4"	\$ 700	1 \$ 700
c3	2 lateral tightening bars / stage level	\$ 920	1 \$ 920
c4	Upstage banner support	\$ 345	1 \$ 345

D	HYDRAULICS	Price (USD)	Quantity
d1	4 Hydraulic stabilizers	\$ 4,430	1 \$ 4,430
d3	Cut-off switch and hydraulic quick connection system	\$ 1,725	
d4	Electric motor, 1 hp, 110 V, hydraulic connections and pump for dual power (steel storage compartment included)	\$ 3,735	
d5	Remote control for column (gas engine only)	\$ 950	

* Possible fabrication delay
 if option d2 selected, d3 and d4 not required

E	ACCESSORIES	Price (USD)	Quantity
e1	Aluminum stairway - 6 steps - adjustable - 35" wide - with handrails	\$ 1,725	
e2	Loading ramp / aluminum - 3' x 12'	\$ 1,840	
e3	Extension platforms (black non-slip) & accessories - 4' x 8'	\$ 1,300	
e4	ADA lift - up to 5' - 600 lb max load - portable - access from all sides	\$ 13,500	
e5	Extension platforms (black non-slip) & accessories - 4' x 4'	\$ 1,040	
e6	Guardrails / aluminum - 3' 8"	\$ 205	
e7	2 FOH pipes - capacity:125 lb / each	\$ 575	
e8	Skirt extensions - 8' x 3' 2" - (Set of 2)	\$ 635	
e9	Rear trailer panel - 3 sections - access door	\$ 1,725	1 \$ 1,725
e10	Spare wheel and storage rack	\$ 635	1 \$ 635
e11	Skids/skis	\$ 6,380	
e12	Additional spares kit	\$ 330	
e13	* Black fiberglass	\$ 2,010	
e14	Dolly leg	\$ 315	

* Possible fabrication delay

G	TRAILER GRAPHICS	Price (USD)	Quantity
g1	Logo only	TBD	
g2	Full graphic trailer wrap - (2 x (16' 6" x 6' 6") - 2 x (5' 11" x 6' 5"))	\$ 4,590	
Customized scrim banners* - printed graphics - 4 color process			
g3	Roof banner - 21' 5" x 1' 10"	\$ 610	
g4	Lateral banners - 3' x 11' 10" (Set of 2)	\$ 565	

*available in vinyl - prices vary

Total for Options & Accessories \$ 18,345

SERVICES

		Price (USD)	Quantity
m1	Shrink-wrapping	\$ 625	
m2	Transport	TBD	
m2a	Transport to Champlain, NY - includes customs paperwork	\$ 1,500	
m3	Training course - 1 day comprehensive - 1 technician	\$ 1,400	
m3a	Training course - 2 day comprehensive - 2 to 4 technicians	\$ 2,150	
m4	Trainer expenses - to, in & from training site (n/a when training given at Stageline)	TBD	

Total for Services

*Quote valid for 10 business days

*Prices & Specifications subject to change without notice

Stageline SL75 Mobile Stage - Sales Quote 2023



Costs related to Transportation, Training and Trainer Expenses (travel, accommodation and per diem) not included.
 EXW: L'Assomption, Quebec, Canada

Stageline Mobile Stage Inc.
 700 Marsolais Street, L'Assomption, Quebec, Canada J5W 2G9

Tel.: (450) 589-1063, Fax: (450) 589-1711
 www.stageline.com

Section 1 PROJECT DESCRIPTION

Name and Address of Project			
1 . Project Name:	Saint Ann's Wayland		
1a . Application Completed By:	Shaina Korman-Houston		
1b . Original Application Date:	2/9/2023	Application Revision Date:	
2 . Project Address:	124 Cochituate Rd.		
3 . Neighborhood			
4 . City/ Town	Wayland	MA	01778
	<i>(state)</i>	<i>(zip code)</i>	
5 . County			
6 . <input type="checkbox"/> Scattered sites			
7 . Is this a qualified census tract?	Yes	Select A QCT	▼
8 . Difficult to develop area	Not Applicable	QCT information last updated on:	3/12/2012
Development Plan			
9 . Development Type (Please check all that apply.)			
Yes	New construction		
No	Acquisition, substantial rehab of existing housing		
No	Acquisition, moderate rehab of existing housing		
No	Acquisition, minimal or no rehab of existing housing		
No	Adaptive re-use of non-residential structure		
10 . Proposed Housing Type	Senior		
11 . Project Description:	Number of buildings: 1		
<div style="border: 1px solid black; padding: 5px;"> Saint Ann's Senior Village repurposes excess land at Good Shephard Parish in Wayland for the development of 60 units of affordable rental housing for seniors (62+). All units will be one bedroom units, with approximately 15 units (25%) affordable at or below 30% of area median income (AMI) and the remaining units at or below 60% of AMI. At least three units will be accessible, and the entire property will be visitable. Site amenities will include community space, staffed management office, on-site laundry, parking, programmed outdoor areas, and extensive walking trails on the adjacent Sudbury Valley Trustees land. Site control is being secured via a long-term ground lease, currently under negotiation. Strong support from Town officials for a friendly 40B provides a rare opportunity to permit this much-needed housing resource. </div>			
12 . Development Schedule:	<i>Original</i>	<i>Revised</i>	<i>Optional user comments</i>
Application Date	2/9/2023	N/A	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>
Construction Loan Closing	1/1/2025		
Initial Loan Closing (MHFA only)			
Construction Start	1/1/2025		
50% Construction Completion	7/1/2025		
Construction Completion	2/1/2026		
First Certificate of Occupancy	2/1/2026		
Final Certificate of Occupancy	5/1/2026		
Sustained Occupancy	5/1/2026		
Permanent Loan Closing	8/1/2026		

Saint Ann's Wayland

Application Date: 2/9/2023

13 . Unit Mix:

	<i>Low-Income Rental Assisted</i>	<i>Low-Income below 50%</i>	<i>Low-Income below 60%</i>	<i>Other Income 70% AMI</i>	<i>Market Rate</i>	<i>Total Units</i>
	0	0	0	0	0	0
0 bedroom	0	0	0	0	0	0
1 bedroom	15	0	45	0	0	60
2 bedrooms	0	0	0	0	0	0
3 bedrooms	0	0	0	0	0	0
4 bedrooms	0	0	0	0	0	0
Total Units	15	0	45	0	0	60
Home Units*	0	0	0	0	0	0

*HOME units included in the above totals. Other Income=Below of median income

14 . Unit Size in square feet:

	<i>Low-Income Rental Assisted</i>	<i>Low-Income below 50%</i>	<i>Low-Income below 60%</i>	<i>Other Income 70% AMI</i>	<i>Market Rate</i>	<i>Average All Incomes</i>
						N/A
0 bedroom						N/A
1 bedroom	645.0		645.0			645
2 bedrooms						N/A
3 bedrooms						N/A
4 bedrooms						N/A

15 . Number of bathrooms in each unit:

	<i>Low-Income Rental Assisted</i>	<i>Low-Income below 50%</i>	<i>Low-Income below 60%</i>	<i>Other Income 70% AMI</i>	<i>Market Rate</i>	<i>Average All Incomes</i>
						N/A
0 bedroom						N/A
1 bedroom	1.0		1.0			1.0
2 bedrooms						N/A
3 bedrooms						N/A
4 bedrooms						N/A

16 . Funding Applied For:

Please check all the funding that is being applied for at this time, with this application:

DHCD Tax Credit Allocation

Category

Category

HOME Funding through DHCD

Massachusetts Housing Finance Agency (select all that apply):

Official Action Status

Construction Financing/Bridge Financing.....

Permanent Financing

Massachusetts Housing Partnership (MHP) Fund:

Permanent Rental Financing Program

Massachusetts Housing Investment Corporation (select all that apply):

Debt Financing

Tax Credit Equity Investment

Boston Department of Neighborhood Development (DND):

Other

Other.....

Other.....

Other.....

Financing from MassDevelopment

		<i>New</i>		
		<i>Total</i>	<i>Construction</i>	<i>Rehabilitation</i>
17 .	Number of buildings planned:			
	a. Single-Family	0		
	b. 2-4 Family	0		
	c. Townhouse	0		
	d. Low/Mid rise	1	1	
	e. High-rise	0		
	f. Other	0		
	TOTAL	1	1	0
18 .	Number of units:	60	60	
19 .	Gross Square Footage			
	a. Residential	52,186	52,186	
	b. Commercial	-	-	
20 .	Net Rentable Square Footage:	<i>Total</i>		<i>Percent of Gross</i>
	a. Residential	38,700	s.f.	74%
	b. Commercial	-	s.f.	N/A
21 .	Number of handicapped accessible units	3	Percent of total	5%
22 .	Fire Code Type	Wood Frame		
23 .	Will building(s) include elevators?	Yes	How many?	1
24 .	Are the following provided with the housing units:		Gas or electric?	electric
	a. Range?	Yes	<i>Optional user comments</i> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>	
	b. Refrigerator?	Yes		
	c. Microwave?	No		
	d. Dishwasher?	Yes		
	e. Disposal?	Yes		
	f. Washer/Dryer Hookup?	No		
	g. Washer & Dryer?	No		
	h. Wall-to-wall Carpet?	No		
	i. Window Air Conditioner?	No		
	j. Central Air Conditioning?	Yes		
25 .	Are the following included in the rent:			
	a. Heat?	Yes		
	b. Domestic Electricity?	No		
	c. Cooking Fuel?	No		
	d. Hot Water?	Yes		
	e. Central A/C, if any?	Yes		
26 .	Type of heating fuel:	electric		
27 .	Total no. of parking spaces:	64	Outdoor:	64
			Enclosed:	0
28 .	Number of parking spaces exclusively for the use of tenants:			
	a. Residential	Total: 60	Outdoor:	60
			Enclosed:	0
	b. Commercial	Total: 0	Outdoor:	0
			Enclosed:	0

29 . Will rehabilitation require the relocation of existing tenants?

30 . Scope of rehabilitation: Please describe the following (or type N/A).

a. Major systems to be replaced:

b. Substandard conditions and structural deficiencies to be repaired:

c. Special features/adaptations for special needs clients to be housed:

31 . Are energy conservation materials in excess of the Building Code?

a. Insulation

b. Windows

c. Heating system R-Value or type?

Information On Site And Existing Buildings

	<i>Square Feet</i>	<i>Acres</i>
32 . Size of Site:	401,387	9.21
33 . Wetlands area:		
34 . Buildable area:	109,445	2.51

Existing Conditions:

35 . What is the present use of the property?

36 . Number of existing structures:

37 . Gross s.f. of existing structures:

38 . If rehabilitation:

	number of units	num. of bedrooms
a. Number of existing residential units/bedrooms:		
b. Number of units/bedrooms currently occupied:		

39 . If site includes commercial space:

a. Square footage of existing commercial space:		square feet
b. Square footage currently occupied:		square feet

40 . What are the surrounding land uses?

Utilities:

41 . Are the following utilities available on the site:

- a. Sanitary sewer?
- b. Storm sewer?
- c. Public water?
- d. Electricity?
- e. Gas?

If any of the above are not available, is plan attached explaining how such service will be extended to the site?

Zoning:

Please include information on the property zoning in Exhibit 3. This should include a zoning map, highlighting any special use or dimensional restrictions on the property. If the present zoning does not allow for the proposed use, please explain current status and how approvals will be obtained.

42 . Does the present zoning allow the proposed development? Yes No

43 . Have you applied for a zoning variance, change, special permit or subdivision? Yes No

44 . Do you anticipate applying for a comprehensive permit under Chapter 774? Yes No

Site Control:

45 . What form of site control do you have?

Include copies of the appropriate site control documents as part of Exhibit 4.

46 . Please provide details about your site control agreement.

a. Name of Seller:
 b. Principals of seller corporation:
 c. Type of Agreement:
 d. Agreement Date:
 e. Expiration Date:
 f. Purchase price if under agreement:
 g. Is there any identity of interest between buyer and seller?

47 . In the past three years, have there been any defaults on any mortgage on the property or any other forms of financial distress?

48 . Are there any outstanding liens on the property?

Amenities and Services:

49 . Please indicate distance from site and locate on city/town map (Exhibit 1).

	<i>Distance</i>	
a. Shopping facilities	1.50	miles
b. Schools	1.20	miles
c. Hospitals	6.40	miles
d. Parks and recreational facilities	0.10	miles
e. Police station	1.00	miles
f. Fire station	1.00	miles
g. Public transportation	5.00	miles
h. Houses of worship	0.10	miles
i. City/Town Hall	1.10	miles

Environmental Information

- | | |
|--|----------------------------------|
| 50 . Is there any evidence of underground storage tanks or releases of oil or hazardous materials, including hazardous wastes, on the site or within close proximity to the site? | <input type="text" value="No"/> |
| 51 . Has a Chapter 21E assessment been performed?
<i>Please include a copy as Exhibit 2</i> | <input type="text" value="Yes"/> |
| 52 . Does the project consist of either: (a) new construction of more than 100 units; or (b) substantial rehabilitation of more than 200 units, or where more than 10% new floor space is added? | <input type="text" value="No"/> |
| 53 . Does the building require lead paint abatement? | <input type="text" value="No"/> |
| 54 . Does the building require asbestos abatement? | <input type="text" value="No"/> |
| 55 . Do radon tests show radon levels exceeding four picocuries/liter? | <input type="text" value="No"/> |
| 56 . Is there any evidence that the premises are insulated with urea formaldehyde foam (UFFI)? | <input type="text" value="No"/> |
| 57 . Is the site located in an historic district, or contain buildings listed or eligible for listing in the State Register of Historic Places? | <input type="text" value="No"/> |
| 58 . Are there any above ground storage containers with flammable or explosive petroleum products or chemicals within 1/2 mile of the site? | <input type="text" value="No"/> |
| 59 . Is the site located in a floodplain or wetlands area? | <input type="text" value="No"/> |
| 60 . Does the site contain endangered animal or plant species? | <input type="text" value="No"/> |
| 61 . Is the site subject to noise impact from jet airports within five miles, major highways within 1,000 feet, or rail traffic within 3,000 feet? | <input type="text" value="No"/> |

Section 3 SOURCES AND USES OF FUNDS

Sources of Funds

Private Equity:

81 .	Developer's Cash Equity	\$0
82 .	Tax Credit Equity (net amount) <i>(See line 360, Section 5, page 18.)</i>	\$13,543,298
83 .	Developer's Fee/Overhead, Contributed or Loaned	\$127,920
84 .	Other Source:	\$

Optional user calculations

4% LIHTC Equity	10,638,298	
State LIHTC Equity	2,905,000	

Public Equity:

85 .	HOME Funds, as Grant	\$
86 .	Grant:	\$
87 .	Grant:	\$
88 .	Total Public Equity	\$0

Subordinate Debt (see definition):

	<i>Amount</i>	<i>Rate</i>	<i>Amortiz</i>	<i>Term</i>
89 .	Home Funds-DHCD, as Subordinate Debt	\$6,000,000	%	yrs.
	Source: DHCD AHTF, HIF, and HSF			
90 .	Home Funds-Local, as Subordinate Debt	\$400,000	%	yrs.
	Source: HOME Consortium			
91 .	Subordinate Debt	\$250,000	%	yrs.
	Source: Wayland AHTF			
92 .	Subordinate Debt	\$3,345,000	%	yrs.
	Source: DHCD/HOME Consortium ARPA			
93 .	Subordinate Debt	\$0	%	yrs.
	Source: Other			
94 .	Total Subordinate Debt	\$9,995,000		

Permanent Debt (Senior):

	<i>Amount</i>	<i>Rate</i>	<i>Override</i>	<i>Amortiz</i>	<i>Term</i>	<i>MIP</i>	
95 .	MHFA MHFA Program 1	\$	%	%	yrs.	yrs.	%
96 .	MHFA MHFA Program 2	\$	%	%	yrs.	yrs.	%
97 .	MHP Fund Permanent Loan	\$	%		yrs.	yrs.	%
98 .	Other Permanent Senior Mortgage	\$4,940,000	7.00%		40.00	20.00	%
	Source: Permanent Loan						
99 .	Other Permanent Senior Mortgage	\$	%		yrs.	yrs.	%
	Source:						
100 .	Total Permanent Senior Debt	\$4,940,000					
101 .	Total Permanent Sources	\$28,606,218					

Construction Period Financing:

	<i>Amount</i>	<i>Rate</i>	<i>Term</i>
102 .	Construction Loan	\$13,733,472	6.50% 36.0
	Source: TE Construction Loan		
	Repaid at: Permanent Conversion	<i>(event)</i>	
103 .	Other Interim Loan		
	Source:		
	Repaid at:	<i>(event)</i>	
104 .	Syndication Bridge Loan		
	Source:		
	Repaid at:	<i>(event)</i>	

Uses of Funds

The Contractor certifies that, to the best of their knowledge, the construction estimates, and trade-item breakdown on this page are complete and accurate.

Direct Construction:

105 . Who prepared the estimates? Waypoint KLA

Name Signature

106 . Basis for estimates? Comparables

DV	Trade Item	Amount	Description
107 .	3	Concrete	\$942,821
108 .	4	Masonry	\$115,481
109 .	5	Metals	\$247,860
110 .	6	Rough Carpentry	\$1,936,820
111 .	6	Finish Carpentry	\$289,421
112 .	7	Waterproofing	\$71,856
113 .	7	Insulation	\$224,142
114 .	7	Roofing	\$350,096
115 .	7	Sheet Metal and Flashing	\$0
116 .	7	Exterior Siding	\$756,684
117 .	8	Doors	\$315,290
118 .	8	Windows	\$253,423
119 .	8	Glass	\$8,174
120 .	9	Lath & Plaster	\$0
121 .	9	Drywall	\$1,208,037
122 .	9	Tile Work	\$0
123 .	9	Acoustical	\$0
124 .	9	Wood Flooring	\$0
125 .	9	Resilient Flooring	\$417,539
126 .	9	Carpet	\$0
127 .	9	Paint & Decorating	\$251,959
128 .	10	Specialties	\$21,982
129 .	11	Special Equipment	\$85,727
130 .	11	Cabinets	\$298,256
131 .	11	Appliances	\$176,997
132 .	12	Blinds & Shades	\$0
133 .	13	Modular/Manufactured	\$0
134 .	13	Special Construction	\$0
135 .	14	Elevators or Conveying Syst.	\$452,166
136 .	15	Plumbing & Hot Water	\$1,253,891
137 .	15	Heat & Ventilation	\$1,561,433
138 .	15	Air Conditioning	\$0
139 .	15	Fire Protection	\$260,656
140 .	16	Electrical	\$1,537,783
141 .		Accessory Buildings	\$0
142 .		Other/misc	\$395,856
143 .		Subtotal Structural	\$13,434,350
144 .	2	Earth Work	\$1,476,454
145 .	2	Site Utilities	\$385,000
146 .	2	Roads & Walks	\$0
147 .	2	Site Improvement	\$819,649
148 .	2	Lawns & Planting	\$209,429
149 .	2	Geotechnical Conditions	\$0
150 .	2	Environmental Remediation	\$0
151 .	2	Demolition	\$0
152 .	2	Unusual Site Cond	\$271,033
153 .		Subtotal Site Work	\$3,161,565
154 .		Total Improvements	\$16,595,915
155 .	1	General Conditions	\$1,633,955
156 .		Subtotal	\$18,229,870
157 .	1	Builders Overhead	\$530,065
158 .	1	Builders Profit	\$530,065
159 .		TOTAL	\$19,290,000

160 Total Cost/square foot: \$369.64 Residential Cost/s.f.: \$369.64

Development Budget:

	Total	Residential	Commercial	Comments
161 . Acquisition: Land	\$50,000	\$50,000		
162 . Acquisition: Building	\$0	\$0		
163 . Acquisition Subtotal	\$50,000	\$50,000	\$0	
164 . Direct Construction Budget	\$19,290,000	\$19,290,000		(from line 159)
165 . Construction Contingency	\$964,500	\$964,500		5.0% of construction
166 . Subtotal: Construction	\$20,254,500	\$20,254,500	\$0	

General Development Costs:

167 . Architecture & Engineering	\$1,408,997	\$1,408,997		
168 . Survey and Permits	\$555,746	\$555,746		
169 . Clerk of the Works	\$125,000	\$125,000		
170 . Environmental Engineer	\$105,000	\$105,000		
171 . Bond Premium	\$168,000	\$168,000		
172 . Legal	\$290,000	\$290,000		
173 . Title and Recording	\$42,478	\$42,478		
174 . Accounting & Cost Cert.	\$47,500	\$47,500		
175 . Marketing and Rent Up	\$66,000	\$66,000		
176 . Real Estate Taxes	\$0	\$0		
177 . Insurance	\$172,163	\$172,163		
178 . Relocation	\$0	\$0		
179 . Appraisal	\$8,500	\$8,500		
180 . Security	\$0	\$0		
181 . Construction Loan Interest	\$1,163,059	\$1,163,059		And fees, and Bridge loan interest and fees
182 . Inspecting Engineer	\$52,500	\$52,500		
183 . Fees to: Predev Interest	\$53,750	\$53,750		
184 . Fees to: Perm loan fees	\$12,350	\$12,350		
185 . MIP	\$37,350	\$37,350		And misc financing fees
186 . Credit Enhancement Fees	\$0	\$0		
187 . Letter of Credit Fees	\$0	\$0		
188 . Other Financing Fees	\$60,873	\$60,873		DHCD
189 . Development Consultant	\$0	\$0		
190 . Other: FF&E	\$75,000	\$75,000		
191 . Other: Syndication	\$75,000	\$75,000		
192 . Soft Cost Contingency	\$225,963	\$225,963		5.0% of soft costs
193 . Subtotal: Gen. Dev.	\$4,745,231	\$4,745,231	\$0	

194 . Subtotal: Acquis., Const., and Gen. Dev.	\$25,049,731	\$25,049,731	\$0	
---	--------------	--------------	-----	--

195 . Capitalized Reserves	\$876,611	\$876,611		
196 . Developer Overhead	\$1,339,938	\$1,339,938		
197 . Developer Fee	\$1,339,938	\$1,339,938		

198 . Total Development Cost	\$28,606,218	\$28,606,218	\$0	TDC per unit \$476,770
-------------------------------------	--------------	--------------	-----	-------------------------------

199 . TDC, Net	\$27,601,687	\$27,601,687	\$0	TDC, Net per unit \$460,028
-----------------------	--------------	--------------	-----	------------------------------------

Additional Detail on Development Pro-Forma:

200 . Gross Syndication Investment

Off-Budget Costs:

Syndication Costs:

201 .	Syndication Legal	<input type="text"/>
202 .	Syndication Fees	<input type="text"/>
203 .	Syndication Consultants	<input type="text"/>
204 .	Bridge Financing Costs	<input type="text"/>
205 .	Investor Servicing (capitalized)	<input type="text"/>
206 .	Other Syndication Expenses	<input type="text"/>
207 .	Total Syndication Expense	\$0
208 .	Current Reserve Balance	<input type="text"/>

Reserves (capitalized):

209 .	Development Reserves	<input type="text"/>
210 .	Initial Rent-Up Reserves	\$370,545
211 .	Operating Reserves	\$320,793
212 .	Net Worth Account	<input type="text"/>
213 .	Other Capitalized Reserves	\$185,273
214 .	Subtotal: Capitalized Reserves	\$876,611
215 .	Letter of Credit Requirements	<input type="text"/>
216 .	Total of the Above	\$876,611

Check: Line 214 is the same as line 195.

Please Answer The Following	Dev. Reserves	Initial Rent-Up	Op. Reserves	Net Worth	Other	Letter of Credit
Who requires the reserves?						
Who administers the reserves?						
When and how are they used?						
Under what circumstances can they be released?						

Unit Sales (For Sale Projects Only):

217 .	Gross Sales From Units	\$ <input type="text"/>
218 .	Cost of Sales (Commissions, etc.)	\$ <input type="text"/>
219 .	Net Receipt from Sales	\$0

Debt Service Requirements:

220 .	Minimum Debt Service Coverage	1.15
221 .	Is this Project subject to HUD Subsidy Layering Review?	No

Optional user comments

Section 4 OPERATING PRO-FORMA

Operating Income				
Rent Schedule:	<i>Contract</i>	<i>Utility</i>	<i>Total</i>	<i>No. of</i>
	<i>Rent</i>	<i>Allowance</i>	<i>Gross Rent</i>	<i>Units</i>
222 . Low-Income (Rental Assisted):				
SRO			\$0	0
0 bedroom			\$0	0
1 bedroom	\$2,088	\$0	\$2,088	15
2 bedrooms			\$0	0
3 bedrooms			\$0	0
4 bedrooms			\$0	0
223 . Low-Income (below 50%):				
SRO			\$0	0
0 bedroom			\$0	0
1 bedroom			\$0	0
2 bedrooms			\$0	0
3 bedrooms			\$0	0
4 bedrooms			\$0	0
224 . Low-Income (below 60%):				
SRO			\$0	0
0 bedroom			\$0	0
1 bedroom	\$1,371	\$128	\$1,499	45
2 bedrooms			\$0	0
3 bedrooms			\$0	0
4 bedrooms			\$0	0
225 . Other Income 70% AMI				
SRO			\$0	0
0 bedroom				0
1 bedroom				0
2 bedrooms			\$0	0
3 bedrooms			\$0	0
4 bedrooms			\$0	0
226 . Market Rate (unrestricted occupancy):				
SRO				0
0 bedroom				0
1 bedroom				0
2 bedrooms				0
3 bedrooms				0
4 bedrooms				0
Commercial Income:				
227 . Square Feet:	0	@	(average)	/square foot =
				\$0
Parking Income:				
228 . Spaces:	64	@	(average)	/month x 12 =
			\$0.00	\$0

Operating Expenses

Annual Operating Exp.:	<i>Total</i>	<i>Residential</i>	<i>Commercial</i>	<i>Comments</i>
250 . Management Fee	\$53,388	\$53,388		
251 . Payroll, Administrative	\$66,000	\$66,000		
252 . Payroll Taxes & Benefits, Admin.	\$19,800	\$19,800		
253 . Legal	\$0	\$0		
254 . Audit	\$0	\$0		
255 . Marketing	\$0	\$0		
256 . Telephone	\$0	\$0		
257 . Office Supplies	\$0	\$0		
258 . Accounting & Data Processing	\$0	\$0		
259 . Investor Servicing	\$0	\$0		
260 . DHCD Monitoring Fee	\$0	\$0		
261 . Training	\$0	\$0		
262 . Administrative	\$57,000	\$57,000		
263 . Subtotal: Administrative	\$142,800	\$142,800	\$0	
264 . Payroll, Maintenance	\$66,000	\$66,000		
265 . Payroll Taxes & Benefits, Admin.	\$19,800	\$19,800		
266 . Janitorial Materials	\$0	\$0		
267 . Landscaping	\$10,000	\$10,000		
268 . Decorating (inter. only)	\$0	\$0		
269 . Repairs (inter. & ext.)	\$0	\$0		
270 . Elevator Maintenance	\$0	\$0		
271 . Trash Removal	\$15,000	\$15,000		
272 . Snow Removal	\$15,000	\$15,000		
273 . Extermination	\$0	\$0		
274 . Recreation	\$0	\$0		
275 . Fire Alarm & Misc	\$18,600	\$18,600		
276 . Subtotal: Maintenance	\$144,400	\$144,400	\$0	
277 . Resident Services	\$60,000	\$60,000		
278 . Security	\$0	\$0		In resident services
279 . Electricity	\$60,000	\$60,000		
280 . Natural Gas	\$0	\$0		
281 . Oil	\$0	\$0		
282 . Water & Sewer	\$30,000	\$30,000		
283 . Subtotal: Utilities	\$90,000	\$90,000	\$0	
284 . Replacement Reserve	\$21,000	\$21,000		
285 . Operating Reserve	\$0	\$0		
286 . Real Estate Taxes	\$15,000	\$15,000		
287 . Other Taxes	\$0	\$0		
288 . Insurance	\$75,000	\$75,000		
289 . MIP	\$0	\$0		
290 . Ground Lease Payment	\$39,999	\$39,999		
291 . Subtotal:Taxes, Insurance	\$129,999	\$129,999	\$0	
292 . TOTAL EXPENSES	\$641,587	\$641,587	\$0	

Other Operating Expense Assumptions

Trending Assumptions for Expenses

	Year 2	Year 3	Years 4-5	Years 6-20
293 . Sewer & Water & Utilities.....	3.0%	3.0%	3.0%	3.0%
294 . Real Estate Taxes	3.0%	3.0%	3.0%	3.0%
295 . All Other Operating Expenses	3.0%	3.0%	3.0%	3.0%

Reserve Requirements:

296 . Replacement Reserve Requirement	\$350.00	per unit per year
297 . Operating Reserve Requirement	\$0.00	per unit per year

Debt Service:

		Annual Payment
298 . MHFA	MHFA Program 1	N/A
299 . MHFA	MHFA Program 2	N/A
300 . MHP Fund Permanent Loan		N/A
301 . Other Permanent Senior Mortgage		\$368,384
Source:	Permanent Loan 0	
302 . Other Permanent Senior Mortgage		N/A
Source:	N/A	
303 . Total Debt Service (Annual)		\$368,384
304 . Net Operating Income		\$426,165 (in year one)
305 . Debt Service Coverage		1.16 (in year one)

Affordability: Income Limits and Maximum Allowable Rents

306 . County MSA

This MSA does not match the county you have chosen

307 . **Maximum Allowed Rents, by Income, by Unit Size:** Income Limits last updated on

	Maximum Income			Maximum Rent (calculated from HUD income data)		
	50%	60%	0%	50%	60%	0%
SRO	\$49,100	\$58,920	\$68,740	\$1,228	\$1,473	\$1,234
0 bedroom	\$49,100	\$58,920	\$68,740	\$1,228	\$1,473	\$1,718
1 bedroom	\$52,600	\$63,120	\$73,640	\$1,315	\$1,578	\$1,841
2 bedrooms	\$63,100	\$75,720	\$88,340	\$1,578	\$1,893	\$2,208
3 bedrooms	\$72,925	\$87,510	\$102,095	\$1,823	\$2,188	\$2,552
4 bedrooms	\$81,350	\$97,620	\$113,890	\$2,034	\$2,441	\$2,847
Area median income for a family of		\$140,200				

308 . **H.U.D. "Fair Market Rents" (Maximum):**

0 bedroom	\$1,887
1 bedroom	\$2,090
2 bedrooms	\$2,542
3 bedrooms	\$3,168
4 bedrooms	\$3,444
5 bedrooms	\$3,961

FMR Information last updated on

Friday, March 3, 2023

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Wayland News Portal

Wayland Town Calendar



Wayland Select Board to Host Forum About Mill Creek Residential's Proposed Housing Development

📅 February 27, 2023 👁 117 Views

WAYLAND- The Wayland Select Board wishes to invite community members to a community forum next month to discuss Mill Creek Residential's proposed housing development.

WHEN:

Monday, March 20, at 7 p.m.

WHERE:

In person in the Town Building large hearing room, 41 Cochituate Road, or online via Zoom [here](#).

WHAT:

The forum will serve as a way to review the proposal and encourage discussion among the proposers, community, town officials and staff about the proposed Mill Creek Residential housing development.

The project, as currently proposed, calls for the construction of 172 units of rental apartments and townhouses on the 3.5-acre, former Whole Foods site at 297-311 Boston Post Road (Route 20). A minimum of 25% (43 units) would be designated as affordable in perpetuity to families earning 80% of area median income. The remaining housing units will be rented at market rates.

Mill Creek Residential has requested that the Select Board enter into a joint application to the Department of Community Development (DHCD) for a Local Initiative Program (LIP). LIP is a state program that provides technical assistance to communities and developers who are working together to create affordable rental housing opportunities. LIP serves as the required subsidy enabling an application for a Project Eligibility Letter (PEL), a prerequisite for filing for a Comprehensive Permit for an affordable housing project. In considering the request to join the LIP, the Select Board would like to understand what the community and land use staff think of the proposal.

The project will be subject to a detailed review by the Wayland Zoning Board of Appeals prior to the issuance of a Comprehensive Permit under Massachusetts Chapter 40B. Agreeing to enter into a LIP arrangement with Mill Creek is not an approval of the development as proposed and does not waive the Select Board or the Zoning Board's right to review and comment on the proposal.

The Wayland Select Board looks forward to an informative and productive public forum on the merits of this affordable housing project and its consistency with Wayland's Affordable Housing Production Plan.

For more information on the proposed project, click [here](#).

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Wayland Town Center, 440-440 Boston Post Road

Projected Budget - Use of Gift Funds \$3,030,000

Traffic measurement and mitigation expenses per Glezen Lane settlement \$ 150,000 ✓

Replenish free cash with \$441,000 tax abatement settlement of appeal of 400-440 Boston Post Road \$ 441,000 ✓

15% of \$3M.

Apply gift funds to bring municipal building to concept or schematic design \$ 200,000

Town Center improvements \$ 300,000

- Fund construction and installation of historical, interpretive displays, and signage in historic center area (eligible for CPA funds?)
- * - Develop and construct public parking on Town-owned land near depot in historic center
- ① - Construct sidewalks connecting Town Center to historic center area (CPA?)

Fund amenities and facilities on town green \$ 100,000
(e.g. gazebo, water fountain, benches, paths, decorative lighting, restrooms, etc.)

Establish boat/canoe launch at Route 20 bridge or on site (cost/location TBD) \$ 50,000
(explore DCR trail grants)

Town Center reserve fund *or cost overrides* \$ 200,000

Direct some portion to fund non-Town Center area project TBD \$ 300,000 250-500

10% of Gift funds

Apply gifts to reduce borrowing for building to be constructed (TBD) \$ 1,000,000

Sub-total \$ 2,741,000

BALANCE \$ 289,000

Other ideas

- Fund removal of utility lines and wires and bury in underground conduit
- Fund construction and operation of ice skating rink
- Apply funds to subsidized loop bus service within Wayland servicing the Town Center
- Reserve gift funds to supplement \$75,000 in development agreement for off-site traffic mitigation for neighborhood streets
- Transfer up to \$1M to free cash or stabilization fund to offset future overrides

① Parking meters

- Ice Rink could be something later once we see space

Power-Spirlet, Kelsi

From: Power-Spirlet, Kelsi
Sent: Wednesday, March 1, 2023 11:57 AM
To: Power-Spirlet, Kelsi
Subject: FW: Exploratory budget and supporting documents for summer music series leading to purchase of used mobile stage

From: C. H. Reynolds <chreynolds@comcast.net>
Sent: Monday, February 27, 2023 4:15 PM
To: Gutbezahl, Adam <agutbezahl@wayland.ma.us>; Fay, Thomas <tfay@wayland.ma.us>
Subject: Exploratory budget and supporting documents for summer music series leading to purchase of used mobile stage

[**NOTICE:** This message originated outside of the **Town of Wayland Email System -- DO NOT CLICK on links or open attachments** unless you are sure the content is safe.]

Good Afternoon, Messrs. Fay and Gutbezahl:

Thank you for our conversations regarding the possibility for a summer concert series from May through September on the Wayland Town Green in the Town Center. I envision a successful music series will spark public enthusiasm and lead to purchase of a used mobile stage platform that could be deployed at both the High School and the Town Green. Following up, I am attaching an exploratory budget, a recent auction statement for a representative used stage, and for reference a quotation for a new stage from the manufacturer. These documents total just 7 pages and may be skimmed easily.

The model for this series is the *Wayland Music Festival* from last year. We would produce that event again on May 20, with an expanded program including dance routines and visual arts. Arts Wayland and High School volunteers would help produce the event. It would be followed by 4 simpler and smaller lawn concerts, one per month June through September. The WMF last year was well received. The Town Planner, the Town Administrator, the Select Board, the Chief of Police, the head of the Wayland High School Jazz Ensemble, most musicians, all food truck vendors, all participating restaurants in the Town Center, and many parents and concert goers deemed the Festival a success and urged we expand and repeat the program this year. Despite unseasonably hot weather, there were no safety or medical incidents.

I look forward to discussing this with you.

With esteem and gratitude for your work for the Town,
Chris

🎵 Arts b Wayland # Expo 🎵
⇒ MAY 20 on the Wayland Town Green

Christopher H. Reynolds
Producer
800 444 0004 main in US
508 314 1837 cell

- Wayland Music Series Summer 2023 Exploratory Budget, 1 page—

Explores Arts Wayland Expo 2023 on May 20, plus one concert per month through September to form Summer Series

- Recent auction offer for used Stageline SL-50 mobile stage, 4 pgs. — \$33K —

Illustrates need for a funding vehicle that permits rapid repose to auction offers and similar situations

- Quotation from Stageline for new SL-75 (SL-50 no longer made), 2 pgs. — \$103K—

WAYLAND MUSIC FESTIVAL

2023 Concert Series, exploratory budget as of Feb. 27

Expense	Saturday May 20	Variance	Saturday Jun. 17	Thursday Jul. 20	Thursday Aug. 24	Saturday Sep. 16	
Sound Eqipt. Rental (1)	\$1,300		\$1,300	\$1,300	\$1,300	\$1,300	
Stage Rental (2,3)	2,400		2,200	1,800	1,800	2,200	
Tent Rental (5/20 only, for audience at stage end and visual arts exhibition at entrance end)	2,200						
Artists Honoraria (4)	2,500		1,500	1,200	1,200	1,500	
Promotional and Safety Signage	850		400	400	400	400	
Generator (5)	380						
Portable toilets (5/20, 4 + 1 ADA-compliant handicapped access; other dates 2 + 1 ADA)	900		450	450	450	450	
Courtesy gift to abutters who provide private 110-V, 20A power access	75		75	75	75	75	
Beverages and snacks for volunteers (6)	120		80	80	80	80	
Total	\$10,725		\$6,005	\$5,305	\$5,305	\$6,005	\$33,345

Notes

1 — includes 1 senior sound engineer and 1 technician; set-up of unified electrical ground; 2 mains, 4 monitors, conventional mics, 18-track recording soundboard; no lighting

2 — includes trucking (56 miles total), erection, and strike down; no hangers; mains shall be on stage and/or proscenium ground only

3 — Covid increased this expense in 2022; this estimate will be \$350 less if we proceed with same-size stage (SL-50) in 2023 as 2022. For 2023, we expect same-dollar expense for a somewhat larger stage (SL-75) that accommodates WHS jazz band and the dance routines scheduled for May 20

4 — This allocation is lower than might be expected because historically we have selected artists who have a Wayland connection, appreciate the professional stage/sound/recording set-up, and perform gratis or at civic rates

5 — Includes fuel and Fire Dept. inspection. In 2022, rare weather necessitated dual power; we are prepared for but unlikely to need this arrangement in 2023.

6 — For May 21, 2022, event we relied on 14 high-school volunteers. They received community service hours and letters of recommendation. Volunteers executed social media campaign, assisted handicapped attendees, mustered chairs/umbrellas, promoted accessibility by rail trail, and assisted with parking, trash collection, and similar tasks in compliance with police and town requirements. According to the Police Dept. and the Town Administrator, there were about 300 attendees. The attendee/volunteer ratio was 2:1. Several selectmen, teachers, and parents of volunteers also assisted. In 2023, we expect 400 attendees (not including staff and performers).

GovDeals' online marketplace provides services to government, educational, and related entities for the sale of surplus assets to the public. Auction rules may vary across sellers.

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More Photos

2013 Stageline SL50 Mobile Stage Trailer

Auction Ends **2/6/23 7:00 PM ET**

Remaining **4 Days 4 Hrs**

This item is subject to an [auto extension](#) of the auction end time.

[Refresh Bid & Time](#)

Tax [See Payment Instructions](#)

Buyer's Premium **12.50%**

Starting Bid **\$5,000.00**

Bids **14**

High Bidder **j*****t**

Current Bid **\$32,500.00**

Bid Increment **\$500.00**

Minimum Bid **\$33,000.00**

[Terms and Conditions](#)

Sign In to Place Bid

1,385 visitors

Year	Make/Brand	Model	VIN/Serial
2013	Stageline	SL50	2N9SL0507DAO45603
Condition	Category	Inventory ID	

Used/See Description

[Trailers](#)

929

See attached photos and brochure (see brochure for technical specifications). This is a 2013 Stageline SL50 Mobile Stage on a dual axle trailer. No known repairs are needed, but unknown repairs might be needed, as the trailer has not been used frequently and mostly sits. The trailer was last inspected on 4/28/21 - the trailer jack was found to be faulty and replaced. The trailer's max GVWR is 8,000 lbs, and it has a 2" ball hitch.

Equipment may be inspected from 8:00 AM - 3:30 PM on Monday through Friday. Inspections are by appointment only; contact Daniel Carter at 919-969-5144 for more information.

The Town of Chapel Hill makes no assurances about the mechanical condition of equipment offered for sale at auction. All items are sold as-is-where-is. It is the responsibility of the buyer to inspect vehicles before bidding. This equipment has had scheduled maintenance by the Town's professional Fleet Mechanics. Upon request of potential buyers, the Town's Fleet Maintenance Division will provide copies of a list of work orders completed during the life of the equipment.

If the winning bidder will be sending a third party to pick up the asset in their stead, they must fill out the attached Authorization of Release form, along with the Bill of Sale and return it to Zakia Alam at zalam@townofchapelhill.org with a copy of their Driver's License prior to scheduling the removal of this asset.

Additional Info: [Generic Equipment Inspection Form - 14603.pdf](#), [Mobile Stage SL50-Brochure \(1\).pdf](#), [Stageline Technical Drawings - 16May2011 - SL5.pdf](#), [Authorization of Release- Final1.pdf](#)

» Seller Information



Seller Name	Chapel Hill, NC [view seller's other assets]
Asset Contact	Zakia Alam (Phone: 919-969-5022)
Asset Location	6850 Millhouse Rd Chapel Hill, North Carolina 27516-8173 Map to this location

Q Inspection

Inspection. Most items offered for sale are used and may contain defects not immediately detectable. Bidders may inspect the property prior to bidding. Bidders must adhere to the inspection dates and times indicated in the item description. Please contact Daniel Carter at 919-969-5144 to schedule an inspection.

\$ Payment

Wire Transfer



Payment methods for this item are Wire Transfer, PayPal, or credit cards (Visa, Mastercard, American Express, Discover) only. PayPal and credit card purchases are limited to below \$5,000.00 and Bidders residing in the United States, Canada and Mexico Only. If the winning bid plus applicable taxes, if any indicated, plus the buyer's premium equals to \$5,000.00 or more, Wire Transfer must be used. Buyers on [level one probation](#) have a PayPal and Credit Card limit of \$1,000. If Wire Transfer is chosen, a Wire Transfer Transaction Summary page will provide payment and account information. The Wire Transfer must be completed within 5 days unless otherwise specified below.

PAYMENT

If you are the winning bidder, you will facilitate payment by referring to the [My Bids](#) section of your account.

Note:

1. Payment is due within 5 (five) business days of auction closure.
2. Any invoice \$5,000 or above requires payment via wire transfer.
3. Depending on your history with GovDeals, you may be limited to the number of auctions/transactions that you can participate in simultaneously AND/OR the dollar amount that you can pay via credit card, debit card or PayPal. For additional insight, please visit the [Probation FAQ](#).

SALES TAX

When applicable, sales tax is calculated based upon the auction's advertised location.

If you are seeking sales tax exemption, you must complete Liquidity Services' tax exemption form(s). We recommend doing this prior to the auction's closure or before making payment. To do so, please visit [Liquidity Services' Tax Exemption Submission Tool](#).

Removal

Removal. All items must be removed within 10 business days from the time and date of issuance of the Buyer's Certificate. Purchases will be released only upon receipt of payment as specified. Successful bidders are responsible for loading and removal and any and all property awarded to them from the place where the property is located as indicated on the website and in the Buyer's Certificate. The Buyer will make all arrangements and perform all work necessary, including packing, loading and transportation of the property. Under no circumstances will Town of Chapel Hill assume responsibility for packing, loading or shipping. Property may be removed between the hours of 9:00a.m. and 3:00p.m., Monday through Friday, excluding legal holidays. For additional information, please contact Zakia Alam, Purchasing Supervisor at (919) 969-5022 or e-mail: zalam@townofchapelhill.org to schedule an inspection. A daily storage fee of \$10.00 may be charged for any item not removed within the 10 business days allowed and stated on the Buyer's Certificate.

Media



Special Instructions

NOTICE: If you are the winning bidder and default by failing to adhere to this seller's terms and conditions your account with Liquidity Services WILL BE LOCKED.

Guaranty Waiver. All property is offered for sale "AS IS, WHERE IS." (Seller) makes no warranty, guaranty or representation of any kind, expressed or implied, as to the merchantability or fitness for any purpose of the property offered for sale. Please note that upon removal of the property, all sales are final.

Description Warranty. Seller warrants to the Buyer that the property offered for sale will conform to its description. Any claim for misdescription must be made prior to removal of the property. If Seller confirms that the property does not conform to the description, Seller will keep the property and refund any money paid. The liability of the seller shall not exceed the actual purchase price of the property.

Quick Asset Lookup (QAL) #: 436-929 (GD)

TOWN OF WAYLAND

41 COCHITUATE ROAD

WAYLAND, MASSACHUSETTS 01778

SELECT BOARD

THOMAS J. FAY
ADAM G. GUTBEZAHL
CHERRY C. KARLSON
CAROL B. MARTIN
DAVID V. WATKINS



JOHN BUGBEE
ACTING TOWN MANAGER
(508) 358-3620
www.wayland.ma.us

DRAFT Meeting Minutes **Select Board** **Monday, February 15, 2023** **7:00 p.m.** **HYBRID**

Wayland Town Building, Council on Aging Room **41 Cochituate Road, Wayland, Massachusetts**

Present: Thomas J. Fay, Adam G. Gutbezahl, Cherry C. Karlson, Carol B. Martin, David V. Watkins.

Absent: David V. Watkins.

Also Present: Acting Town Manager, John Bugbee

A1. Call to Order, Review the Agenda for Public: At 7:00 p.m., C. Karlson called the meeting of the Select Board to order when a quorum was present and announced that the meeting would be conducted in a hybrid-format (both via teleconference and in-person attendance). C. Karlson announced that the meeting would be live-broadcast and recorded for re-broadcast, announced each Board member by full name and reviewed the agenda. Chair of the Planning Board, Anette Lewis called to order the meeting of the Planning Board and announced each Board member by full name, herself, Ira Montague, Dan Hill; and Jennifer Steel who participated remotely.

A2. Public Forum on Saint Ann's Senior Village, proposed affordable housing development at 124 Cochituate Road: Presentations by Planning Office for Urban Affairs (POUA) and Town Land Use staff followed by public comment and discussion period: Bill Grogan, President of the Planning Office for Urban Affairs, Inc. (POUA) of the Archdiocese of Boston and Shaina Korman-Houston, Real Estate Director presented the proposal for a affordable housing development. B. Grogan noted that team members Adam Kenny and Attorney Rob Brennan would participate remotely. Also present Architect Jincy George of The Architectural Team, Inc. (TAT) who discussed other projects TAT has engineered in Wayland and presented schematic views of the proposed building for Saint Ann's Village and Stephen Garvin, civil engineer from Samiotes Consultants Inc. who showed the proposed site plans.

Town Planner Robert Hummel joined the meeting and reported that POUA representatives had met with the Land Use Group, a group comprised of Town Department heads from Planning, Building, Conservation, DPW, Fire and Health Departments to garner feedback and concerns. R. Hummel reviewed the feedback and concerns from the meeting.

B. Stanizzi, Winthrop Road, Chair of the Economic Development Committee, presented a slide deck on behalf of M. Jaillet of the Town Manager's Office. B. Stanizzi presented size comparison of the proposed building and other visuals, she made several recommendations for the design. C. Karlson opened the meeting for public comment.

J. Rutledge, Windy Hill Lane, joined the meeting in person and requested that the building be relocated to the south side of the property to save trees.

B. Sterling, Morse Road, joined via teleconference and disagreed with the suggestion to relocate the building to the south side of the property, he agreed with the original proposal.

Larry Meador, Windy Hill Lane, joined the meeting in person and asked about the timeline and environmental regulations. B. Grogan reviewed the expected timeline for the proposed project. S. Garvin reviewed the environmental regulations and how the project would meet the regulations.

Jessie Lopez, Claypit Hill Road, joined the meeting via teleconference and expressed support for the project.

Diane Meador, Windy Hill Lane, joined the meeting in person and expressed environmental, wetlands protection and traffic concerns. B. Grogan reported that project will go through the standard zoning and conservation permits and would include a traffic study, which was already underway.

David Shamoian, Windy Hill Lane, joined the meeting via teleconference and expressed environmental concerns and suggested that the building be moved to the south side of the property. S. Garvin described the environmental advantages to keeping the building located where it was proposed.

Anette Lewis, Claypit Hill Road, joined the meeting in person and asked for clarifying details on the plans related to the entry way, sidewalks and crosswalks. S. Garvin described that the proposal was still in its schematic stage.

Hope Podell, Jennison Road, joined the meeting via teleconference and complimented the POUA representatives and expressed support for the project.

Kay Gardner-Westcott, Richard Road, Chair of the Historical Commission joined the meeting in person and urged the developers to use an archaeologist during construction.

Carole Plumb, Bald Rock Road, joined via teleconference and cautioned the developers to be considerate of the vernal pools and questioned the septic and plumbing. S. Garvin described the state's Title V requirements for septic systems.

Jill Willis, Hastings Way, joined the meeting in person and expressed support for affordable housing and concern that the wetlands present a level of complexity for the development. S. Garvin described the wetlands protections plan.

Tom Sciacca, Rolling Lane, member of the Energy & Climate Committee, River Stewardship Council joined via teleconference and recommended the project protect the wetlands of regional importance, he added that the Conservation Commission could protect the wetlands with reasonable conditions. T. Sciacca also asked about the gas line shown on the plan and if the building would be all electric. Shaina Korman-Houston noted that there was a gas line considered for the development which is appeared on the plans while they work toward the goal of an all-electric building.

Quentin Nowland, Windy Hill Lane, joined the meeting in person and expressed environmental concerns and suggested that the building be moved to the south side of the property or to offer underground parking to reduce asphalt. B. Grogan reported that POUA was funding a peer review of the design to support the Town boards as they review the project. S. Garvin described the advantages to ground level parking for the intended residents.

Ellen Tohn, Fields Lane, Co-Chair of the Energy & Climate Committee, speaking on her own behalf, joined the meeting via teleconference and expressed support for the development from an energy and climate perspective and described the proposal to be in line with the Climate Action Mobilization Plan (CAMP). E. Tohn noted opportunities for grants and financial incentives.

Diane Meador, Windy Hill Lane, joined the meeting in person and asked how communication and updates would be provided. S. Garvin described the process for posted public hearings for the Conservation Commission and Zoning Board of Appeals, which required notification to abutters. A. Lewis noted there would be other posted public meetings that did not require abutter notification.

Jean Milburn, Concord Road, joined the meeting in person and expressed support for the affordable housing project and recommended using native landscape techniques for the courtyard.

John Russell, Boston Post Road, joined the meeting via teleconference and suggested the courtyard be facing south to be more welcoming. B. Grogan acknowledged the Land Use Group has also made this suggestion and would consider reconfiguration of the outdoor spaces.

Rachel Bratt, Charena Road, Co-Chair of the Housing Partnership joined the meeting in person and expressed that the neighbors and developers were being considerate and responsive in a way that made for a better project.

Sean Ryan, Rich Valley Road, joined via teleconference and suggested that a percentage of units not be age restricted to more authentically achieve diversity and asked if the electric supply would be from one-hundred percent renewable sources. B. Grogan stated that the electric supply had not yet been determined. A. Gutbezahl stated that the Town had a pending application with the Department of Public Utilities to provide renewable energy.

Dan Hill, Bow Road, member of the Planning Board, expressed environmental concerns, specifically related to the septic system and asked that the representatives provide more details through the permitting process. D. Hill also recommended that the fire access pavement be removed as it was not required by code.

William Rothschild, Green Way, joined via teleconference and expressed support for the project, recommended using rustic colors and asked about the details of the crosswalks.

Bill Whitney, Woodridge Road, joined in person and expressed support for the project and was pleased with the responsiveness of the development team, he noted that public documents would be available to the abutters.

Kim Steer, Green Way, joined via teleconference and asked how the construction impacts could be minimized. B. Grogan noted that a construction management plan would be established before construction, and then reviewed by the Town permitting boards in public meetings.

Brian Boggia, Peck Avenue, Wayland Housing Authority Executive Director, joined via teleconference and commended the developers and the Town for supporting affordable housing for a demographic in need of housing services. B. Boggia asked for clarification on the definition of “disabilities” that would be served at the location and stressed the need for adequate services. B. Grogan reported that it would work collaboratively with the Town to provide the needed services.

At 9:15 p.m., the Planning Board lost its quorum.

Jennifer Steel, Mayflower Path, member of the Planning Board, joined via teleconference and reiterated previous comments to reconsider the outdoor courtyard and asked if the comments from the various Town entities would be consolidated and provided to POUA. C. Karlson noted that comments would likely be sent by individual boards and committees.

Gary Slep, Jeffrey Road, joined via teleconference and made some exterior design suggestions. G. Slep asked, and B. Grogan confirmed there would be communal spaces in the interior of the building.

C. Karlson announced that interested parties could provide further comments, questions and suggestions for consideration by POUA and the Town to Michael Jaillet in the Town Manager’s Office.

A3. Topics Not Reasonably Anticipated by the Chair 48 Hours In Advance, If Any: There were none.

A4. Adjourn: At 9:24 p.m., T. Fay moved, seconded by C. Martin, to adjourn the meeting. Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin. NAY: None. ABSENT: D. Watkins. ABSTAIN: None. Adopted 4-0.

**Items Distributed For Information and Use By the Board during the Meeting of February 15, 2023
Otherwise Not Included In The Packet (Handouts):**

1. Slide Deck: Saint Ann’s Senior Village 124 Cochituate Road, Wayland February 15, 2023
https://www.wayland.ma.us/sites/g/files/vyhli9231/f/uploads/select_board_forum_presentation_2023-02-15_final.pdf
2. St. Ann’s Village 124 Cochituate Road Public Forum Town Manager’s Office Contextual Information February 15, 2023 Michael Jaillet, Acting Asst Town Manager
https://www.wayland.ma.us/sites/g/files/vyhli9231/f/uploads/st_anns_feb_15_tm_powerpoint_v2_pdf.

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778



MICHAEL McCALL
TOWN MANAGER
(508) 358-3620
www.wayland.ma.us

DRAFT Meeting Minutes

Select Board

Monday, February 27, 2023

7:00 p.m.

HYBRID

Wayland Town Building, Council on Aging Room 41 Cochituate Road, Wayland, Massachusetts

SELECT BOARD

THOMAS J. FAY
ADAM G. GUTBEZAHL
CHERRY C. KARLSON
CAROL B. MARTIN
DAVID V. WATKINS

Present: Thomas J. Fay, Adam G. Gutbezahl, Cherry C. Karlson, Carol B. Martin

Present, participated remotely: David V. Watkins.

Also Present: Town Manager, Michael McCall; Assistant Town Manager, John Bugbee.

A1. Call to Order, Review the Agenda for Public: At 7:00 p.m., C. Karlson called the meeting of the Select Board to order when a quorum was present and announced that the meeting would be conducted in a hybrid-format (both via teleconference and in-person attendance). C. Karlson announced that the meeting would be live-broadcast and recorded for re-broadcast. C. Karlson reviewed the agenda and announced each Board member by full name and that D. Watkins would participate remotely.

A2. Introduction of Town Manager Michael McCall: C. Karlson introduced Wayland's first Town Manager Michael McCall, and thanked J. Bugbee for serving as Acting Town Manager. M. McCall expressed that he was looking forward to working in Wayland.

A3. Announcements and Public Comment: T. Fay announced that the Planning Board would host a public forum on the Route 20 Master Plan on February 28, 2023. C. Karlson announced that a public forum would be held on March 20, 2023 for the proposed affordable housing development by Mill Creek Residential developers Susan Weinstein, Concord Road, Chair of the Wayland Housing Authority (WHA), reported that the WHA would submit payment in the amount of \$43,386.96 in lieu of taxes and also thanked the Board for its consideration of reducing the permit fees assessed to the WHA for Bent Park electrical upgrades, on the consent calendar.

A4. 2023 Annual Town Meeting (ATM): discussion of ATM topics, including but not limited to: Town Moderator, Dennis Berry joined the meeting in person to discuss the 2023 Annual Town Meeting.

a) Determine location and start time of Annual Town Meeting:

C. Martin moved, seconded by T. Fay, to set the 2023 Annual Town Meeting to be held at 6:45 p.m. on Monday, May 1, Tuesday, May 2 and Wednesday, May 3, 2023 indoors at the Wayland High School Field House. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

b) Review, insert and determine a position on articles, including but not limited to:

- **D. OPEB Funding**
- **E. Enterprise Fund Budgets**
- **F. Revolving Funds**
- **G. Personnel Bylaws**
- **H. Surface Water Quality Committee**
- **J. Capital Stabilization Fund**
- **K. Choose Town Officers**
- **N. Omnibus Budget**
- **T. CPA: Recreation – Town Beach**
- **V. Finance Committee Appointing Board**
- **W. Special Education (SpEd) Stabilization**
- **X. Knollwood Road**
- **Y. Update Personnel Handbook**
- **Z. Personnel Code revision**
- **BB. Equity Audit, including alternative funding sources**

- **CC. Revise Finance Committee Appointment**
- **EE. Council on Aging/Community Center Additional Funding**
- **HH. Affirm Remote Participation in Town Meeting**
- **II. Banning Rodenticide**

Moderator D. Berry, sponsor of Article V. Finance Committee Appointing Board introduced the article and provided background. He noted that the intent of the warrant article was to establish a three-member board as the appointing authority for the Finance Committee; members to include the Moderator, the Chair of the Select Board and a former member of the Finance Committee. The Board discussed the warrant article.

C. Karlson introduced Article W. Special Education (SpEd) Stabilization, which would likely be renamed Special Education Reserve Fund. J. Downs, Concord Road, member of the School Committee joined the meeting in person and described the warrant article. The Board discussed the article.

S. Weinstein, Concord Road, Chair of the Community Preservation Committee (CPC), joined the meeting remotely and described Article T. Community Preservation Fund – Town Beach Entryway and Perimeter Fencing and reported that the CPC approved the article.

C. Martin and S. Weinstein discussed combining Article P. CPA: Historic Preservation: Conservation of Gravestones in Town Cemeteries, and Article Q. CPA: Historic Preservation: Library Archival Document Conservation and Digitization into one warrant article.

C. Karlson acknowledged the Chair of the Electronic Voting Implementation Subcommittee, David Bernstein and Moderator D. Berry, present in the room. D. Watkins reviewed the revisions to Article III. Affirm Remote Participation in Town Meeting. D. Watkins noted that the Finance Committee was not supportive of the article as written. T. Fay recommended that Town Counsel opine on the language of the article to ensure it met the definition of a home rule petition. C. Karlson expressed that she was not comfortable with the language of the article, and had previously abstained. C. Martin expressed opposition to the language in the warrant article. A. Gutbezahl suggested the article be renamed “re-affirm” and expressed that he felt the Finance Committee’s discussion went beyond the scope of the article. A. Gutbezahl expressed that the article should go to Annual Town Meeting for a vote, despite the Finance Committee’s opposition. The Board agreed to change the title of the article.

T. Fay moved, seconded by D. Watkins, that the Board reconsider the vote to insert and support Article III. Affirm Remote Participation in Town Meeting. D. Berry, as Moderator, expressed concern for the efficacy of Town Meeting. T. Fay reported that state representatives had advised the Town to proceed with a home rule petition for a better chance of success. D. Bernstein asked if the Board was interested in knowing the costs of remote participation. C. Karlson noted that the costs were not pertinent to the vote. D. Watkins recommended that the Finance Committee review the proposers’ comments. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

D. Watkins moved, seconded by C. Martin, to insert and support Article HH. Re-affirm Remote Participation in Town Meeting. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

D. Watkins reviewed the revisions to Article D. Other Post-Employment Benefits Liability (OPEB) Funding, and requested the Board discuss OPEB at a future meeting.

D. Watkins moved, seconded by C. Martin, to recommend approval Article D. Other Post-Employment Benefits Liability (OPEB) Funding into the warrant for an estimated cost of \$532,349. In discussion, T. Fay recommended the Board wait for the Finance Committee to take a position on the article. C. Martin asked to revisit the topic on a future agenda. D. Watkins withdrew the motion.

D. Watkins moved, seconded by C. Martin, to approve Article E. Enterprise Fund Budgets in the amount of \$6,105,250. In discussion, C. Karlson confirmed that the funds were mostly paid by users. D. Watkins described how the cost estimate was determined by a consultant. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

T. Fay moved, seconded by C. Martin, to insert and recommend approval of Article F. Fiscal Year 2024 Revolving Fund Expenditure Limits. Roll Call Vote: YEA: T. Fay, A. Gutbezah, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

C. Martin moved, seconded by A. Gutbezah, to insert Article G. Update Personnel Bylaws and Wage & Classification Plan and Fund Union Agreements. Roll Call Vote: YEA: T. Fay, A. Gutbezah, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

C. Martin provided background on the Article H. Surface Water Quality Committee Budget and suggested to remove the word “committee” from the warrant article. C. Martin moved, seconded by A. Gutbezah, to insert and approve Article H. Surface Water Quality Budget. Roll Call Vote: YEA: T. Fay, A. Gutbezah, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

D. Watkins provided some background on Article J. Appropriate to Capital Stabilization Fund and expressed disagreement with the proposers’ comments, he suggested the Board inform the Finance Committee that the sponsors comments be moved to Finance Committee comments section.

D. Watkins moved, seconded by C. Martin, to approve Article J. Appropriate to Capital Stabilization Fund, funded by \$200,000 in free cash. In discussion, C. Martin noted that the Board had previously made a policy to fund the Capital Stabilization Fund with capital closeouts. D. Watkins noted that funding with capital closeouts was not a mandate but an option. C. Martin recommended that the Board discuss the amount to fund. C. Martin offered an amendment to the motion to adjust the amount to \$500,000 of free cash. There was no second to the motion. D. Watkins withdrew his initial motion.

A. Gutbezah moved, seconded by C. Martin, to insert and recommend approval of Article K. Choose Town Officers. Roll Call Vote: YEA: T. Fay, A. Gutbezah, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

C. Karlson stated that the Board would review Article N. FY2024 Omnibus Budget at the next meeting. C. Karlson asked the sense of the Board to combine Article P. CPA: Historic Preservation: Conservation of Gravestones in Town Cemeteries, and Article Q. CPA: Historic Preservation: Library Archival Document Conservation and Digitization into one warrant article. The Board agreed to leave each as a separate article.

T. Fay moved, seconded by C. Martin, to insert and support Article T. Community Preservation Fund – Town Beach Entryway and Perimeter Fencing. Roll Call Vote: YEA: T. Fay, A. Gutbezah, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

C. Martin moved, seconded by A. Gutbezah, to insert and support Article W. Special Education (SpEd) Reserve Fund. Roll Call Vote: YEA: T. Fay, A. Gutbezah, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

T. Fay moved, seconded by C. Martin, to insert and support Article X. Knollwood Road Easement. Roll Call Vote: YEA: T. Fay, A. Gutbezah, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

D. Watkins moved, seconded by C. Martin, to support Article Y. Update the Town Code Chapter 43 Personnel and Town’s Employee Handbook and Personnel Policies and Procedures for an estimated cost of \$30,000, as amended. In discussion, the Board suggested revisions to the title and the warrant article. T. Fay suggested dividing the article into two parts. Roll Call Vote: YEA: T. Fay, A. Gutbezah, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

In discussion, T. Fay noted that the Article II. Banning the use of Second-Generation Anticoagulant Rodenticide did not meet the procedural requirements to be heard at Annual Town Meeting.

T. Fay moved, seconded by A. Gutbezah, to insert Article II. Banning the use of Second-Generation Anticoagulant Rodenticide. C. Karlson noted that the article was submitted and voted by the Conservation Commission after the warrant closed and cannot go forward. Roll Call Vote: YEA: None. NAY: T. Fay, A. Gutbezah, C. Karlson, C. Martin, D. Watkins. ABSENT: None. ABSTAIN: None. Motion failed, 0-5.

The Board agreed to revisit the topic after its meeting with the HRDEI Committee as scheduled in item A6.

A6. Human Rights, Diversity, Equity and Inclusion Committee (HRDEI): presentation of letter regarding the recent investigation of the former Police Chief, discussion with HRDEI Chair Yamini Ranjan and other members: Human Rights, Diversity, Equity and Inclusion (HRDEI) Committee members: Yamini Ranjan, Janot Mendler de Suarez and Mei-Ling A. Ellerman joined the meeting via teleconference. Members Mary Ann Bakinski and Karen Blumenfield were in the audience but did not participate. The HRDEI members presented a letter, issued by the HRDEI related to the recent investigation of the former Police Chief. The HRDEI members shared the HRDEI's recommendations for the police department with the Board, and recommended the Town address gender discrimination and sexual harassment in the police department. The Board expressed the need to prioritize the recommendations and assess which would be handled by the Board and which of the recommendations would be handled by staff. M. McCall reported that he had already met with Acting Police Chief Burman and reviewed the recommendations, some of which were already underway. J. Mendler de Suarez reported that the HRDEI would initiate community conversations around race equity and requested the Board cosponsor the events. The Board would discuss the request at the next meeting.

A4. 2023 Annual Town Meeting (ATM): discussion of ATM topics, including but not limited to: a) Determine location and start time of Annual Town Meeting b) Review, insert and determine a position on articles, including but not limited to: (revisited)

A. Gutbezahl described the differences between Article V. Finance Committee Appointing Board and Article CC. Revise Finance Committee Appointment. Article CC, sponsored by the Board called for the Finance Committee Appointing Board to be comprised of the 1) Town Moderator, 2) Chair of the Select Board and the 3) Chair of the Finance Committee, where Article V. called for the third member to be a former Finance Committee member. A. Gutbezahl expressed preference for Article CC. Revise Finance Committee Appointment, to which T. Fay concurred. D. Watkins expressed preference for Article V. Finance Committee Appointing Board. The Board discussed the articles. C. Karlson expressed opposition to the Moderator's Article V.

T. Fay moved, seconded by A. Gutbezahl, to insert and recommend approval Article CC. Revise Finance Committee Appointment. In discussion, A. Gutbezahl reported that the subcommittee did not hear reports of this model causing any acrimony among the Finance Committee. D. Watkins cautioned the Board to not underestimate the role of the Finance Committee, and reported that he would not support the motion. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin. NAY: D. Watkins. ABSENT: None. ABSTAIN: None. Adopted 4-1.

A. Gutbezahl moved, seconded by T. Fay, to insert Article V. Finance Committee; Finance Committee Appointing Board. There was a discussion with Town Moderator, D. Berry regarding the article. A. Gutbezahl noted that Town Meeting had a right to see both articles. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

A. Gutbezahl moved, seconded by T. Fay, to recommend approval of Article V. Finance Committee; Finance Committee Appointing Board. Roll Call Vote: YEA: C. Martin, D. Watkins. NAY: T. Fay, A. Gutbezahl, C. Karlson. ABSENT: None. ABSTAIN: None. Motion did not pass, 2-3

D. Watkins moved, seconded by C. Martin, to approve Article D. OPEB Funding. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

A. Gutbezahl described that Town Counsel advised the Town to withdraw Article Z. Personnel Code revision. A. Gutbezahl moved, seconded by C. Martin to reconsider the vote to insert and support Article Z. Personnel Code revision. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

A. Gutbezahl moved, seconded by C. Martin, to insert Article Z. Personnel Code revision. Roll Call Vote: YEA: None. NAY: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. ABSENT: None. ABSTAIN: None. Motion failed, 0-5.

A5. Town Center Gift Funds: discussion and decision on use of funds to support a) BB Equity Audit/Assessment b) EE Council on Aging/Community Center Additional Funding:

C. Karlson referenced documents included in the packet, including previous meeting minutes from 2018 and notes from former Town Administrator Fred Turkington. T. Fay reported that the fund included \$1 million dollars that were unallocated. J. Bugbee described the intent of Article EE. Council on Aging/Community Center Additional Funding sources.

T. Fay moved, seconded by A. Gutbezah, to set aside up to \$100,000 of the Town Center gift fund for an Equity Assessment. Roll Call Vote: YEA: T. Fay, A. Gutbezah, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

A. Gutbezah moved, seconded by C. Martin, to insert Article BB. Equity Audit, including alternative funding. Roll Call Vote: YEA: None. NAY: T. Fay, A. Gutbezah, C. Karlson, C. Martin, D. Watkins. ABSENT: None. ABSTAIN: None. Motion failed 0-5.

T. Fay moved, seconded by A. Gutbezah, to authorize the expenditure up to \$500,000 of the Town Center gift fund for the construction of Council on Aging/Community Center. Roll Call Vote: YEA: T. Fay, A. Gutbezah, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

T. Fay moved, seconded by C. Martin, to insert Article EE. Council on Aging/Community Center Additional Funding. Roll Call Vote: YEA: None. NAY: T. Fay, A. Gutbezah, C. Karlson, C. Martin, D. Watkins. ABSENT: None. ABSTAIN: None. Motion failed 0-5.

A6. Executive Session:

- a) Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (7) to review and approve the executive session minutes of February 13, 2023 with the intent to hold said minutes.
- b) Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (7) to review and consider for potential release the following executive session minutes related to discussion of reviewing executive session minutes: March 26, 2018; March 27, 2020; December 20, 2021; February 7; June 27; and October 3, 2022.
- c) Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (7): review and consider waiving attorney-client privilege and releasing email from Town Counsel dated January 18, 2023 related to removal of members of appointed boards
- d) Pursuant to Massachusetts General Laws, Chapter 30A, Section 21(a) (3) to discuss strategy with respect to litigation; the Board will discuss strategy and deliberate re: pending PFAS litigation with 3M Company, AGC Chemicals, et al:

At 10:32 p.m., C. Karlson moved, seconded by T. Fay, that the Select Board enter into Executive Session pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (7) to review and approve the executive session minutes of February 13, 2023 with the intent to hold said minutes; pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (7) to review and consider for potential release the following executive session minutes related to discussion of reviewing executive session minutes: March 26, 2018; March 27, 2020; December 20, 2021; February 7; June 27; and October 3, 2022; pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (7): review and consider waiving attorney-client privilege and releasing email from Town Counsel dated January 18, 2023 related to removal of members of appointed boards; pursuant to Massachusetts General Laws, Chapter 30A, Section 21(a) (3) to discuss strategy with respect to litigation; the Board will discuss strategy and deliberate re: pending PFAS litigation with 3M Company, AGC Chemicals, et al.

Chair C. Karlson declared that a public discussion of these matters may have detrimental effect on the litigating, negotiating or bargaining position of the Town. Roll Call Vote: YEA: T. Fay, A. Gutbezah, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0-0.

Chair C. Karlson invited attendance by Town Manager, M. McCall, Assistant Town Manager, J. Bugbee and Attorney Ken Sansone, SL Environmental Law Group PC. C. Karlson announced that the Board would reconvene in open session. At 10:52 p.m., the Board returned to open session.

A4. 2023 Annual Town Meeting (ATM): discussion of ATM topics, including but not limited to:

c) Review and discuss order of ATM articles: (revisited again): The Board reviewed the draft projected schedule of warrant articles for the 2023 Annual Town Meeting and made adjustments.

A8. Consent: a) Review and approve listed items b) Discuss, consider, and potentially act on items removed from Consent, if any:

1. Vote the questions of changing the title of non-voting members of the Human Rights, Diversity, Equity and Inclusion Committee (HRDEIC) from HRDEIC non-voting member to HRDEIC associate member, and updating the language changes from Board of Selectmen to Select Board and Town Administrator to Town Manager.
2. Vote to authorize the Select Board Chair, Cherry Karlson, to submit the Inquiries of Management Form as attached to inform the FY 2022 audit.
3. Vote the question of approving the gift provided by the Lauren Dunne Astley Memorial Fund in the amount of \$2,000 for the purpose of temporary art installation of painted doors as part of Go Out Doors, on the Rail Trail for the Wayland Cultural Council.
4. Vote the question of approving the gift provided by the Lauren Dunne Astley Memorial Fund in the amount of \$500 for the purpose of funding the Utility Box Project for the Wayland Cultural Council.
5. Vote the question of approving the reduction in permitting fees assessed to the Wayland Housing Authority (WHA) for Bent Park electrical upgrades.

A. Gutbezahl moved, seconded by T. Fay, to approve the Consent Calendar. In discussion, C. Martin questioned the amount in item #5. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

A10. Review Correspondence: The Board reviewed the correspondence in the packet.

A11. Minutes: a) Review and approve the minutes of February 13, 2023 and February 15, 2023:

A. Gutbezahl moved, seconded by T. Fay, to approve the minutes of February 13, 2023 and February 15, 2023, as amended. A. Gutbezahl amended his motion to omit the approval of the February 15, 2023 minutes. The Board took no action on the minutes of February 15, 2023. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

A7. Town Manager Report:

- a) Final American Rescue Plan Act (ARPA) Accounting Worksheet presentation:** J. Bugbee presented the final version of the ARPA accounting worksheet, as presented in the packet.
- b) Legal Services Contract timing:** J. Bugbee reported that he found a contract for legal services for a three-year term from 2016-2019, he added that legal services were exempt from procurement law. J. Bugbee recommended that it was good practice to go to bid for these services. J. Bugbee suggested the Board discuss the matter at a future meeting.
- c) FY2024 Budget status:** J. Bugbee reported that the Finance Committee voted on the budget and capital budgets which would be presented to the Board at a future meeting.
- d) Joint Communication Center (JCC) report / update:** J. Bugbee reported that he had received correspondence from nearby municipalities in regard to joining a consortium to regionalize JCC services dispatch services J. Bugbee noted the availability of state funding incentives for the Town to consider. He added that there was a lot of research to review before committing to this model.

A12. Select Board Member's Reports and Concerns: A. Gutbezahl read A. Bruno's resignation letter which he tendered in protest and solidarity with those who felt marginalized after recent discrimination and racism incidents in Wayland. The Board thanked J. Bugbee for serving as Acting Town Manager. D. Watkins

announced that a contract with Verizon would be forthcoming and would negate the need for the Cable Advisory Committee. D. Watkins suggested the Board consider setting policy and procedures related to ChatGPT technology.

A13. Topics Not Reasonably Anticipated by the Chair 48 Hours In Advance, If Any: There were none.

A14. Adjourn: At 11:22 p.m., A. Gutbezahl moved, seconded by T. Fay, to adjourn the meeting of the Select Board. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

Items included in the packet and updated during the Select Board Meeting of February 27, 2023

1. Revised Agenda, which revised the agenda posted 02/23/2023 at 5:20 p.m.
2. Schedule: 2023 Annual Town Election/Annual Town Meeting Schedule, updated February 7, 2023;
3. Table: Warrant Article List for 2023 Annual Town Meeting, edited February 24, 2023
4. Draft: Article D. OPEB Funding
5. Draft: Article E. Enterprise Fund Budgets
6. ATM Warrant Article Request Form: (Article F.) Fiscal Year 2024 Revolving Fund Expenditure Limits
7. Draft: Article G. Update Personnel Bylaws and Wage & Classification Plan and Fund Union Agreements
8. Draft: Article H. Surface Water Quality Committee Budget
9. Draft: Article J. Appropriate to Capital Stabilization Fund
10. ATM Warrant Article Request Form: (Article N.) Omnibus Budget, dated 01/17/2023
11. Draft: Article N. FY 2024 Omnibus Budget
12. Draft: Article T. Community Preservation Fund – Town Beach Entryway and Perimeter Fencing
13. Draft: Article V. Finance Committee Appointing Board
14. Draft: Article W. Special Education (SpEd) Stabilization, redlined version
15. ATM Warrant Article Request Form: (Article X.) Knollwood Road Easement, with plan dated 04/29/2022
16. Draft: Article Y. Update the Town Code Chapter 43 Personnel and Town's Employee Handbook and Personnel Policies and Procedures
17. Draft: Article BB. Equity Audit
18. Draft: Article CC. Revise Town Code Chapter 19, Section 1
19. ATM Warrant Article Request Form: (Article EE.) Council on Aging/Community Center Additional Funding, dated 01/12/2023
20. Draft: Article EE. Council on Aging/Community Center Additional Funding
21. Draft: Article HH. Affirm Remote Participation in Town Meeting, redlined version
22. ATM Warrant Article Request Form: (Article II.) Banning the use of Second-Generation Anticoagulant Rodenticide, dated 01/25/2023
23. Draft: 2023 Annual Town Meeting Article Order, dated February 22, 2023
24. Document: Town Center, 440-440 Boston Post Road Projected Budget - Use of Gift Funds, with notes
25. Minutes: Board of Selectmen Meeting Minutes October 20, 2008
26. Minutes: Board of Selectmen Meeting Minutes November 17, 2008
27. Letter: From: Human Rights, Diversity, Equity and Inclusion Committee TO: Select Board Dated: December 21, 2022 Re: recommendations from the Policing Working Group re: Police Department, enclosed letter dated December 19, 2022 To: HRDEIC members and J. Bugbee, From: Policing Working Group: M. Borowski, M. Ellerman, J. Kurtz
28. Table: ARPA Funds Requests, Working Document dated 02/13/2023
29. Draft: Select Board Meeting Minutes 02/13/2023
30. Draft: Select Board Meeting Minutes 02/15/2023

Supplemental Packet

1. Draft: Article D. OPEB Funding, revised
2. Table: OPEB Funded Status Reconciliation June 30, 2021 to June 30, 2022
3. Draft: Article E. Enterprise Fund Budgets, revised
4. Draft: Article F. Fiscal Year 2024 Revolving Fund Expenditure Limits

5. Draft: Article J. Appropriate to Capital Stabilization Fund, redlined version
6. Draft: Article X. Knollwood Lane Easement, with plan dated 04/29/2022
7. Draft: Article CC. Revise Town Code Chapter 19, Section 1, redlined version

**Items Distributed For Information and Use By the Board during the Meeting of February 27, 2023
Otherwise Not Included In The Packet (Handouts):**

1. There were none.

Correspondence to the Select Board from:

1. Anette Lewis, dated February 10, 2023 re: Fwd: 2023 Town of Weston Important Save the Dates
2. Tom Maglione dated February 13, 2023 re: Public comment for Feb 13, 2023 meeting
3. A. Lewis dated February 13, 2023 re: 2/13/23 National Grid Grant of Location Hearing: 42-53 Concord Rd
4. Mayor of Framingham c/o Louise Miller, dated February 13, 2023 re: Joint Dispatch -
5. Middlesex County Retirement System, dated February 13, 2023 re: Approval of One-Time Cost-of-Living-Adjustment (COLA) for Retirees
6. Alice Boetler dated February 13, 2023 re: 122-124 Lakeshore Drive
7. Greg Franks, Comcast dated February 13, 2023 re: Annual Notice
8. Carolyn M. Murray, KP Law dated February 14, 2023 re: Wayland - Select Board
9. Abner Bruno to Select Board dated February 14, 2023 re: Finance Committee Resignation
10. George Harris to Select Board dated February 16, 2023 re: OML Open Meeting Law
11. Sarah Melnick to Select Board dated February 16, 2023 re: Full Day Kindergarten
12. Hope Podell to Select Board dated February 17, 2023 re: Mill Creek Residential
13. Manza Arthur, Supervisor of Records dated February 21, 2023 re: Determination - SPR23/0172