

# **REPORT OF THE FINANCE COMMITTEE**

## ***Introduction***

The Finance Committee is pleased to present our annual report to Town Meeting per Town Code Chapter 19, Section 2: Town Finances. The Code instructs the Finance Committee to prepare and present to Annual Town Meeting (ATM) the Omnibus Budget and a 5-year capital plan recommendation. The Report also includes general financial information, concerns and outlook.

This year has challenged many communities due to the Covid-19 pandemic and the financial impact will resonant their financial models for many years. The Town of Wayland struggled as well but through sound business practices has maintain its financial strength. We anticipate many hurdles and unknowns to overcome in the next year which could impact Town operations and financials. However, the Finance Committee presents a plan that takes into consideration some of these challenges and at the same time strive to balance the goals and desires of a broad spectrum of residents in Wayland.

While the majority of the residents in Wayland are financially secure some residents struggle with property tax obligations and other fees the Town imposes. The Town also recognizes that the pandemic has placed a tremendous burden on many families. Still, many residents continue to demand more and better services from town government and specifically within our schools. The Town and its various committees balance these demands against the costs of delivering them. The Finance Committee develops a fiscally responsible budget with these entities that balances these requests with efficiencies, cost savings and benefits from innovations in town operations, budgeting and financing.

## ***Financial Strategies and Metrics***

The Finance Committee's strategy has three main elements:

- Maintain quality Town Services supplies by an efficient, balanced workforce,
- Continue infrastructure investment through our capital spending plan, and
- Preserve appropriate levels of Free Cash and other reserve funds.

In implementing that strategy, the committee focuses on eight points when developing the FY2022 budget:

- Maintain level services and exert fiscal discipline
- Keep the operating budget increases within the constraints of Proposition 2 ½
- Maintain free cash policy at a target of 5-10% of the next year's operating budget for future flexibility
  - Accomplished by monitoring current expenses and turnback estimates
  - Closing out old capital projects.
- Manage both long- and short-term debt service. Total debt to generally not to exceed 100% of General Fund Revenue
- Debt service policy of  $\leq 10\%$  of the Operating Budget and trend to 8.5%
- Annual capital spending through borrowing to \$3-\$5 million per year.
- Manage debt service goals over a projected 5-year capital plan.
- Maintain the Town's Aaa bond rating to ensure most favorable interest rates.

## ***Budget Process***

There were a number of challenges during the budget process this year. First the timeline was condensed due to the late 2020 Town Meeting (9/12/20) caused by the pandemic. The FY'21 budget was being voted on at the same time the Town was starting the FY'22 budget process. Diverse and new demands on Town services due to Covid-19 needed to be prudently considered in an uncertain future. Limited revenue sources outside taxation further stressed by Covid-19 that supported the operating budgets needed to be scrutinized. Increases in

retirement, healthcare and Medicare expenses continue to challenge all communities along with OPEB and State aid allocations.

The Town and School Department presented their FY22 committed costs and budget drivers in September. The Town Administrator, Finance Director and Finance Committee issued the FY22 Budget Methodology Guideline memo to department heads and staff. The Finance Committee considers many factors when setting budget guidelines and recommending a budget. This year the economic environment due to the challenges associated with Covid-19 pandemic were a serious consideration in what was requested in Budget submissions. Specifically, the Committee requested the Town and School Departments to submit a level service and level funded budget over FY'21. It was asked to show committed costs and identified staff additions and new initiatives separately. It was also requested that all Covid-19 related expenses be separately broken out and kept out of the operating budget.

Similarly, FY'21 Covid-19 related expenses needed to be separately accounted for in order to file for State and Federal Grants through the CARES Act and FEMA. Throughout the pandemic the Town and School administrations managed the financial and service impact to the town by managing costs and programs. The Chart below represents FY'21 Covid-19 expenditures to-date **as the date it went to print.**

<b>Fiscal 2021 Covid-19 Expenditures by Department</b>					
Department	General Fund	CARES Grant	Other Grants	Revolving Funds	Total YTD Expenses
Town Office	3,355	-	-	-	3,355
Information Technology	70,426	-	-	-	70,426
Town Clerk	16,091	-	-	-	16,091
Facilities	45,882	388,831	-	-	434,713
Police Department	288	-	-	-	288
Fire Department	3,372	-	-	-	3,372
Highway	2,014	-	-	-	2,014
Board of Health	127,534	27,374	-	-	154,908
Library	2,698	-	-	-	2,698
Unemployment	-	6,338	-	-	6,338
CARE Grant	-	-	6,338	-	6,338
School	799,925	-	40,000	8,000	847,925
Recreation Revolving	-	-	-	10,043	10,043
<b>Totals</b>	<b>1,071,585</b>	<b>422,544</b>	<b>46,338</b>	<b>18,043</b>	<b>1,558,509</b>

The Finance Committee met December through March with Department, Boards and Committees to review requests. They also take into consideration information from meetings through-out the year on Town Departmental goals and objectives through their assigned liaison roles along with requests by residents who represent various constituencies in Wayland.

The FY22 draft operating budgets were submitted in December and reflected a \$2.86 million year over year increase or 3.32%. After conducting its initial review and identifying additional expenses and revenue shortfalls, the Committee requested the Town Administrator and Superintendent of Schools make additional adjustments totally \$350,000. It was also asked that the Board of Selectmen reduce the OPEB contribution this year by \$250,000 noting these unprecedented times and committing to bringing the contribution back to the recommended \$500,000 next year. The Finance Committee voted a draft operating budget of \$88.6 million, a \$2.5 million year over year increase that was then presented at a public forum.

In March, after receiving public feedback from all factions of the town and making additional refinements the Finance Committee voted (7-0-0) to recommend an \$88.7 million Operating Budget. The FY22 budget represents a \$2.6 million or 2.99% year over year increase and is \$217,000 over the Finance Committee’s recommended financial guideline of a level service budget.

As shown in Table 1, the estimated Summary of General Fund Expenses and Revenue requirements include the expenditures under the operating budget and other requirements such as cash capital, OPEB and overlay. To support the \$88.7 million spending level, property tax revenue will increase by \$3.3 million to \$77.3 million. The other major sources of revenue are State aid (\$6.4 million) and local receipts (\$5.2 million) which have remained flat over the prior year. Revenue contributions from programs cancelled due to Covid-19 were short \$0.5 million.

Table 1					
	FY20	FY21	FY22	FY 21 vs 22	
(\$ in 000's)	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>	<u>\$ Difference</u>	<u>% Change</u>
Operating Budget	79,916	86,149	88,722	\$ 2,573.0	2.99%
Total All budgets	84,412	90,926	93,307	\$ 2,381.0	2.26%
Taxation	70,950	74,069	77,260	\$ 3,191.0	4.31%
State Aid	6,408	6,409	6,405	\$ (4.0)	1.66%
Local Receipts	5,000	5,100	5,200	\$ 100.0	2.00%
Other Revenue	1,870	1,399	836	\$ (563.0)	-40.24%
Estimated Tax Rate	17.76	18.52	19.13	\$ 0.6	3.29%

### Revenue Sources

The projected FY22 revenue forecast as outlined in Table 1 details the funding sources that support the budget and other funding requirements (e.g. OPEB, cash capital **and overlay**). The FY22 budget guideline highlighted that operating expenses must be supported with the use of recurrent revenue sources and should not rely on funding from Free Cash and Overlay Surplus. However, the Finance Committee has agreed to make an exception in this year to fund OPEB with free cash due to the shortfall in Other Revenue by the pandemic. In Wayland, the primary revenue source is property tax. Commercial revenue is a small percentage of the tax contribution compared to our peer towns. Other sources of revenue are not projected to change significantly in FY’22 except for contributions transferred from other funds. Finally, the Rivers Edge Project closed this Spring and the Town should start to see benefits with permitting revenue.

## ***FY22 Recommended Operating Budget***

Table 2 presents the proposed expense budget for Town, Schools and Unclassified totaling \$88.4 million with Town and School budgets broken out between payroll and spending.

Table 2						
		<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>Fy 21 vs. Fy 22</u>	
Expense trends		<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>	<u>\$</u>	<u>%</u>
(\$ in 000's)						
<b>Town:</b>						
	Payroll	\$ 13,413	\$ 14,034	\$ 14,168	\$ 134	0.95%
	Spending	<u>4,941</u>	<u>5,508</u>	<u>5,565</u>	\$ 57	1.03%
		18,354	19,542	19,733	\$ 191	0.98%
<b>School:</b>						
	Payroll	34,838	36,412	38,161	\$ 1,749	4.80%
	Spending	<u>7,082</u>	<u>7,070</u>	<u>7,062</u>	\$ (8)	-0.11%
		41,920	43,482	45,223	\$ 1,741	4.00%
<b>Unclassified:</b>						
	Debt Service	6,815	6,875	6,635	\$ (240)	-3.49%
	Retirement	4,863	5,182	5,378	\$ 196	3.78%
	Health Insurance	8,636	8,514	8,880	\$ 366	4.30%
	General Insurance	686	701	750	\$ 49	6.99%
	Reserve Fund	250	191	385	\$ 194	101.57%
	Stormwater	210	200	200	\$ -	0.00%
	Employee Mitigation	250	250	250	\$ -	0.00%
	Other	<u>668</u>	<u>1,212</u>	<u>1,288</u>	\$ 76	6.27%
		22,378	23,125	23,766	\$ 641	2.77%
<b>Total</b>		<b>\$ 82,652</b>	<b>\$ 86,149</b>	<b>\$ 88,722</b>	<b>\$ 2,573</b>	<b>2.99%</b>

### ***Budget Drivers***

The largest annual budget driver is Personnel cost that represent close to 59% of the FY22 operating budget and is forecasted to increase by 3.73% or \$1.9 million. Personnel costs include payroll and fringe benefits. Payroll cost increases in Table 2 above reflect only steps, lane changes and new staff. The FY22 budget adds 2.9 FTE's (full-time equivalents) all within the Schools. These additional FTE's support new initiatives that are Covid-19 related and not expected to be covered by State or Federal aid. There were no additional FTEs for Town Services in the FY22 budget. Additional budget drivers include increases in Health Insurance (\$366,000), Retirement (\$196,000), Vocational Education (\$35,500) and General Insurance (\$47,000).

By function, the FY22 operating budget breakdown appears in Table 3. The increase in Land and Planning is due to the additional hours for inspectors. This expense will be offset with additional fees charged. The Regional Vocational School budget increases are due to increased costs associated with a new facility. There are no expected increases in enrollment currently at 10 students. The reduction in debt service reflects the benefits from lower capital spending. **Finally, the increase in Other Expenses is mainly due to the policy of using Cash Capital for road maintenance.????????**

TABLE 3: EXPENSE BUDGET SUMMARY BY FUNCTION				
	FY 2020	FY 2021	FY 2022	Percent
	Expended	Adopted	Proposed	Change
General Government	\$3,961,821	\$5,084,648	\$5,106,497	0.43%
Public Safety	6,204,717	7,063,197	7,047,168	-0.23%
Land and Planning Use	652,007	727,339	756,248	3.97%
Schools	41,786,120	43,491,145	45,223,290	3.98%
Regional Vocational Schools	301,910	333,333	368,500	10.55%
Public Works	2,685,913	3,081,190	3,134,418	1.73%
Snow Removal	432,684	500,000	500,000	0.00%
Human Services	2,633,638	3,033,953	3,066,858	1.08%
Debt and Interest	6,729,672	6,874,864	6,634,542	-3.50%
Retirement	4,862,852	5,182,237	5,378,336	3.78%
Unclassified	9,665,138	10,777,259	11,505,782	6.75%
<b>TOTAL - GENERAL FUND</b>	<b>\$79,916,472</b>	<b>\$86,149,165</b>	<b>\$88,721,639</b>	<b>2.99%</b>
Water Fund	3,828,210	3,983,017	4,201,451	5.48%
Wastewater Fund	762,800	794,004	752,150	-5.27%
<b>TOTAL - ENTERPRISE FUNDS</b>	<b>\$4,591,010</b>	<b>\$4,777,021</b>	<b>\$4,953,601</b>	<b>3.70%</b>
<b>TOTAL - OMNIBUS BUDGET</b>	<b>\$84,507,482</b>	<b>\$90,926,146</b>	<b>\$93,307,412</b>	<b>2.26%</b>

### *Long-term Budget Pressures*

In addition to wage and salary pressure and escalating healthcare and pension benefits cost which are annual budget drivers, the Finance Committee notes that the budgets for FY23 and beyond will have the following budget pressures:

- Increasing cost to maintain the Town and School's infrastructure
- Increasing pay-as-you-go funding strategy for maintenance and recurring capital
- Increasing operating costs including debt service related to capital projects
- Uncertainty of Covid-19 short-term and long-term impact
- Maintaining unrestricted Fund Balance and overall debt and debt service levels to maintain Moody's Aaa bond rating
- Managing indirect costs associated with fee-based programs
- **Legal and regulatory compliance surrounding public documents?????**
- Rising costs associated with maintaining a Transfer Station
- Complying with new Federal storm water regulations
- Potential cost of tying in Wayland's water system to the Massachusetts Water Resources Authority

**Real Estate Tax Levy and Tax Rate:**

During the budget discussions, the Finance Committee expressed concern with the overall operating budgets effects on tax rate increases. The Committee continues to recommend budgets with year over year increases that are in the range of 3.5%- 4%. The FY22 year over year increase in taxation of x.x% is x.x% points

REAL ESTATE TAX LEVY & TAX RATE FORECAST				
		FY-20	FY-21	FY-22
		Actual	Actual	Estimated
<b>Tax Levy</b>				
Actual Tax Levy	A	\$70,949,997	\$74,069,812	\$77,367,394
\$ Increase Y to Y		\$2,013,900	\$3,119,815	\$3,297,582
% Increase Y to Y		2.92%	4.40%	4.45%
<b>Full Valuation</b>				
Per Tax Recap	B	\$3,994,932,300	\$3,999,449,900	\$4,039,444,399
\$ Increase Y to Y		\$223,811,000	\$4,517,600	\$39,994,499
% Increase Y to Y		5.93%	0.11%	1.00%
<b>Tax Rate- (A / B = C)</b>				
Tax Rate (Mil)	C	\$17.76	\$18.52	\$19.13
\$ Increase Y to Y		(\$0.52)	\$0.76	\$0.63
% Increase Y to Y		-2.84%	4.28%	3.40%
<b>Residential Real Property Tax Bill</b>				

Average Assessment - rounded	\$800	\$800	\$800
Average Property Tax Bill	\$14,213	\$14,483	\$15,322
\$ Increase Y to Y	\$495	\$270	\$839
% Increase Y to Y	3.61%	1.90%	5.79%

Do we need or Update Percentage chart?

Fiscal Year	Percentage	
	Property Tax Chg.	Operating Budget Chg.
2017	7.4%	2.8%
2018	3.7%	3.3%
2019	6.0%	3.5%
2020	3.0%	3.5%
2021	4.5%	4.2%
Average	5.0%	3.5%



***FY22 Capital Budget:***

In developing capital budget recommendation, the Finance Committee begins with a review of prior year capital appropriations that have not been completed. As noted in Table 6, as of February 2021, \$x.x millions of Town and School capital projects have been approved in prior years but not been completed. This compares with \$5.9 million that was reported as of January 2020. Major efforts have been undertaken to complete projects and reduce backlog. However, the Covid-19 pandemic slowed all projects and it is anticipated that work will start again as restrictions are relaxed. The majority of projects in Table 6 and should be completed within the next year.

TABLE 6  
(in 000's)

<b><u>TOWN</u></b>	<b><u>BALANCE</u></b>
FY 19 MUNIS REVENUE MODULE	58
DAM REPAIRS	82
FY 17 OLD DPW DEMO	182
FY 18 TOWN BUILDING MECH / ELECT	75
FY 19 WINDOW AND DOOR DESG TB	65
FY 19 TB INTERIOR RENOVATIONS	350
FY 18 TOWN BUILDING HVAC	1,565
FY 19 FIRE STATION #2 \$1.8M	1,770
FY 19 ROAD CONSTRUCTION	108
FY 19 RT 20 SOUTH LAYDOWN	142
FY 19 CONCORD RD CULVERT	150
FY 20 ROAD CONSTRUCTION	500
FY 20 STONEBRIDGE ROAD DESIGN	53
FY 20 STORMWATER	201
FY 20 COMPACTOR	55
FY 21 ROAD CONSTRUCTION	509
FY 21 POTTER / STONEBRIDGE BDG	450
FY 21 OLD SUDBURY BRIDGE	325
FY 21 DPW EQUIPMENT H-15	250
FY 21 STORMWATER	150
FY 21 DPW EQUIPMENT P-59	95
FY 21 DPW LT TRUCK P-50	65
FY 21 PUBLIC SAFETY RADIOS	247
FY 21 PUBLIC SAFETY SOFTWARE	135
FY 21 FIRE PUMPER	700
FY 21 COVID 19 VENTILATION	115
FY 21 HIGH SCHOOL PLANT	140
FY 21 IT NETWORK REPLACEMENT	126
FY 21 IT PERMITTING SOFTWARE	70
FY 18 TRANSFER ST ACCESS ROAD	161
FY 16 COA FEASIBILITY STUDY	75
FY 19 COA STUDY	470
OTHER	174
<b>TOTAL TOWN CAPITAL PROJECTS</b>	<b><u>9,614</u></b>

<u>SCHOOL</u>	<u>BALANCE</u>
FY 17 FOOD SERVICE EQUIPMENT	46
FY 17 LOKER TILE	39
FY 17 LOKER DOOR AND WINDOW	58
FY 18 HAPPY HOLLOW FS EQUIP	60
FY 19 MIDDLE SCH PHONE	60
FY 19 MIDDLE SCH NETWORK WIRING	43
FY 19 HIGH SCH WASTEWATER PLANT	285
FY 19 LOKER SCH KITCHEN	14
FY 19 HIGH SCHOOL FIELD	299
FY 16 CLAYPIT DOOR AND WINDOW	32
FY 20 COMM CONTROLS / INTER SYST	183
FY 20 HH FIRE ALARM CONTROL	40
FY 20 LOKER CHAIR	37
FY 20 LOKER ROOF AND INSULATION	126
FY 20 DW CORE NETWORK	215
FY 20 CH FOOD SERV REFRIGERATOR	76
FY 16 LOKER TILE REPLACEMENT	38
FY 21 LOKER / CLAYPIT FEASABILITY	200
FY 21 CLAYPIT AIR HANDLING UNIT	90
FY 21 HAPPY HOLLOW COOLING UNIT	70
FY 21 LOKER SCHOOL ROOF	3,000
OTHER	71
<b>TOTAL SCHOOL CAPITAL PROJECTS</b>	<b><u>5,081</u></b>
<b>TOTAL TOWN &amp; SCHOOL</b>	<b><u>14,695</u></b>

<u>WATER ENTERPRISE CAPITAL PROJECTS</u>	<u>BALANCE</u>
FY 12 PEMBERTON RD UPGRADE	60
FY 16 WATER METER REPLACEMENT	194
FY 17 PUMP STATION UPGRADE	219
FY 17 STONEBRIDGE RD WATER MAIN	75
FY 17 WATER MAIN REPLACEMENT	114
FY 17 WATER METERS	200
FY 17 WATER TANK CLEANING	82
FY 18 WATER MAIN	231
FY 18 PILOT STUDY	89
FY 19 WATER METER REPLACEMENT	520
FY 19 PLC UPGRADES	65
FY 19 WATER MAINS- CLEAN WATER TST	649
FY 20 REEVES HILL TANK	337
FY 20 REEVES HILL BOOSTER STAT	255
FY 20 MWRA CONNECTION STUDY	50
FY 20 AUTOMATED WATER METERS	1,298
FY 21 GATE VALVE TRAILER	75
OTHER	45

Part of the \$19.3 million of outstanding capital appropriations for the Town and Schools shown above includes projects that have been completed but not closed out. Closed out funds are returned to the General Fund and/or deemed as surplus bonds that can be used to fund future projects. The Committee recommends developing a procedure to ensure timely turn-backs of remaining funds from completed capital projects. In addition to the \$14.7 millions of Town and School projects, there are \$4.6 millions of Water enterprise projects previously approved but not completed as of March, 2021.

Each capital improvement project summarized in Table 7 was evaluated to ascertain if both financial resources and staff availability will allow the project to be completed in a timely manner. In addition, the projects are evaluated as maintenance of assets, legal requirement, public safety and new initiative. For FY22, the Finance Committee recommends a \$4.7 million capital budget that supports 29 projects, the bulk of which focus on the maintenance of assets.

Table 7 presents a recap of the FY22 capital budget and associated funding sources.

**Table 7**

**Capital Budget - Fiscal 2022**

**(In 000's)**

DPW	\$	975,000
School	\$	1,133,500
Fire	\$	572,000
JCC Departments	\$	350,000
Information Technology	\$	605,000
Facilities	\$	777,000
DPW Water Enterprise Fund	\$	300,000
<b>Total</b>	\$	<b>4,712,500</b>

**Funding Sources**

Borrowing Exempt	\$	1,574,429
Free Cash	\$	1,921,500
Cash Capital	\$	600,000
Ambulance Fund	\$	227,000
Surplus Bond Proceeds	\$	89,571
Water Capital	\$	300,000
<b>Total</b>	\$	<b>4,712,500</b>

In addition, the Town will be asked to approve an article for a new turf field at the Loker recreation and conservation area for (\$3.3 million). Voters voted at the polls Spring of 2019 to fund the Loker Turf Field Project using exempt debt. The article was pulled at last year's Town Meeting along with many other articles due to the pandemic. Should the article pass this year it would result in a total capital spend of almost \$8.1 million.

**The warrant also includes CPA funded projects for Recreations (Middle School Back Field Study for \$50,000 and \$21,760 to reconstruct the Mill Pond Dam walkway at Adams Park, off Millbrook Road.)**

### ***Debt Metrics***

To help maintain the Town's current Moody's Aaa bond rating, the Finance Committee uses debt service and total debt to benchmark debt levels. In particular:

1. Debt service as a percentage of general fund expenditures should generally be less than 10%.
2. Total debt (all instruments that have a direct recourse to the General Fund) should generally be less than 100% of annual general fund revenue.

While the Finance Committee recommends that 10% of general fund expenditures as the cap for debt service expense, exceptions can be made for one-time large expenditures. The Town can decide to exceed either of these benchmarks, but should understand the potential financial impact of exceeding these benchmarks. For example, the higher the debt service in each year, the higher the tax rate to fund that debt service. A downgrade in the Moody's rating would result in higher debt service costs for new borrowings.

The Town's bond rating was re-affirmed in **November** 2021 as Aaa with a stable outlook. Maintaining that rating continues to be of concern as Moody's has indicated the Town's indebtedness, fund balance, capability to fund future requirements and limited new growth are not in line with other Aaa rated communities. Moody's continues to state our below average reserves for the highest rating category. The Finance Committee continues to recommend Town Management implement a mechanism to ensure a minimum 20% fund balance is maintained.

The Capital required and related debt service in FY23 and FY24 for the proposed FY22 projects are shown in Table 9. It should be noted that debt service on a borrowing normally begins the year after a project is approved at Town Meeting. For example, a project approved at the 2021 ATM will be funded by borrowing in FY22 with the first debt service in FY23. As a result, the debt service will first be seen in the tax rate in FY23. Debt service from borrowings for the projects included in this year's warrant and future major capital projects will significantly increase taxes unless projects are undertaken in a controlled basis as existing debt is repaid.

It should be noted that because Wayland has limited commercial business that the majority of the real estate tax burden is paid by the residents.

**Review and update Table 9**

Table 9						
Future Debt Service of Proposed Borrowings						
Dollars in Thousand except tax rate						
(Interest Rate assumption - 3.5%)						
Project	Borrowing	Term	Debt Service		Est. Tax Rate Impact	
			FY22	FY23	Per \$1K of Assessed Value	FY22
Borrowing under Capital Plan:						
DPW Heavy Equipment	\$ 250	7	\$ 49	\$ 42	\$ 0.01	\$ 0.01
Stonebridge Road Design Project	450	5	106	103	0.03	0.03
High School Wastewater plant improvements	140	20	15	15	0.00	0.00
Fire Pumper	700	10	95	92	0.02	0.02
Old Sudbury Road Construction (RT 27)	325	10	44	43	0.01	0.01
Subtotal	1,865	52	309	295	0.07	0.07
Articles:						
Loker School Roof	4,300	20	366	358	0.09	0.09
Loker Recreation Turf Field	3,400	15	349	341	0.09	0.09
High School Athletic Complex Part 3	200	5	47	46	0.01	0.01
Subtotal	7,900	40	762	745	0.19	0.19
Total	\$ 9,765		\$ 1,071	\$ 1,040	\$ 0.26	\$ 0.26

### **Summary of the 5 Year Capital Improvement Plan (CIP)**

The Finance Committee is charged with preparing and presenting to Annual Town Meeting a five-year Capital Improvement Plan, which includes the construction and reconstruction of capital assets (such as municipal buildings, recreational facilities, roads and transfer station) and acquisition of land, equipment and vehicles and other personal property. The Finance Committee is also instructed to make recommendations to the appropriate authorities proposing such improvements. FY22 Capital budget includes 29 projects totaling \$4.7 million. A summary of Capital Projects for years 2-5 of the plans, that is FY23 - FY26 is shown in Table 10 below. Detailed project listing can be found at [\(link\)](#).

**Resource Based Plan:** The Finance Committee continues to endorse the implementation of a Resource Based Capital Plan that was **introduced in its 2019 report to Annual Town Meeting**. In October, the Town Administrator and Finance Director updated a draft 5-year Resource Based Capital Plan to the Finance Committee. A Resource Based Capital Plan evaluates every capital improvement project in terms of funds and manpower available to beginning the project within the fiscal year of appropriation. Under this plan, construction and renovation projects follow a study, design, construct, operate and maintain schedule. The annual capital spending guideline is as follows:

Cash Capital	\$600-800K
Free Cash	\$1.5-\$2.0 million
Levy borrowing	\$3 million
Ambulance Receipts	\$200K
CPA	\$0-500K
Other	\$0 - \$200K
Water Enterprise Funds	\$0 -300K

Last fiscal year the Town implemented a Resource Based Capital Plan and FY22 was the first year a complete 5-year capital plan was presented to the Finance Committee for its review. The Finance Committee continues to discuss means to developing a list of potentially large capital projects that are on the 10-15-year horizon. It has been suggested that an advisory Capital Planning Committee be created to review all Town Assets and future needs.

The five-year capital plan includes \$ 41.3 millions of projects for town and school and an additional \$7.1 million of projects for the water department over the next five years as noted in Table 10. Any five-year plan needs to be flexible and the Town may choose not to do all these projects or in the time forecasted. However, it is important to understand the nature and size of potential capital projects and the impact these projects can have on the Town's tax rate and Moody's bond rating. **Table needs to be updated or changed**

**Table 10**  
**Summary by Department**

<b>Department</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
Conservation	-	25,000	30,000	900,000	-	955,000
DPW	975,000	1,395,000	1,900,000	1,575,000	960,000	6,805,000
Facilities	4,110,618	8,216,000	3,270,000	3,065,000	310,000	18,971,618
Fire	572,000	155,000	220,000	267,000	1,220,000	2,434,000
IT	605,000	277,000	295,000	300,000	280,000	1,757,000
JCC	350,000	150,000	100,000	100,000	-	700,000
Recreation	-	225,000	200,000	200,000	200,000	825,000
School	1,133,500	3,334,150	2,768,600	499,400	1,127,892	8,863,542
Water Fund	300,000	1,790,000	-	-	5,000,000	7,090,000
<b>Grand Total</b>	<b>8,046,118</b>	<b>15,567,150</b>	<b>8,783,600</b>	<b>6,906,400</b>	<b>9,097,892</b>	<b>48,401,160</b>
<b>Project Category</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
Building repair	1,364,000	3,215,800	4,540,600	1,509,400	961,500	11,591,300
Equipment	1,869,500	1,732,350	2,863,000	852,000	760,000	8,076,850
Infrastructure	700,000	2,840,000	600,000	1,650,000	6,016,392	11,806,392
Land Improvement	3,388,618	573,000	700,000	700,000	200,000	5,561,618
New construction	100,000	7,081,000	-	2,000,000	-	9,181,000
Vehicles	624,000	100,000	50,000	195,000	1,160,000	2,179,000
Other	-	25,000	30,000	-	-	55,000
<b>Grand Total</b>	<b>8,046,118</b>	<b>15,567,150</b>	<b>8,783,600</b>	<b>6,906,400</b>	<b>9,097,892</b>	<b>48,401,160</b>

### Capital Stabilization

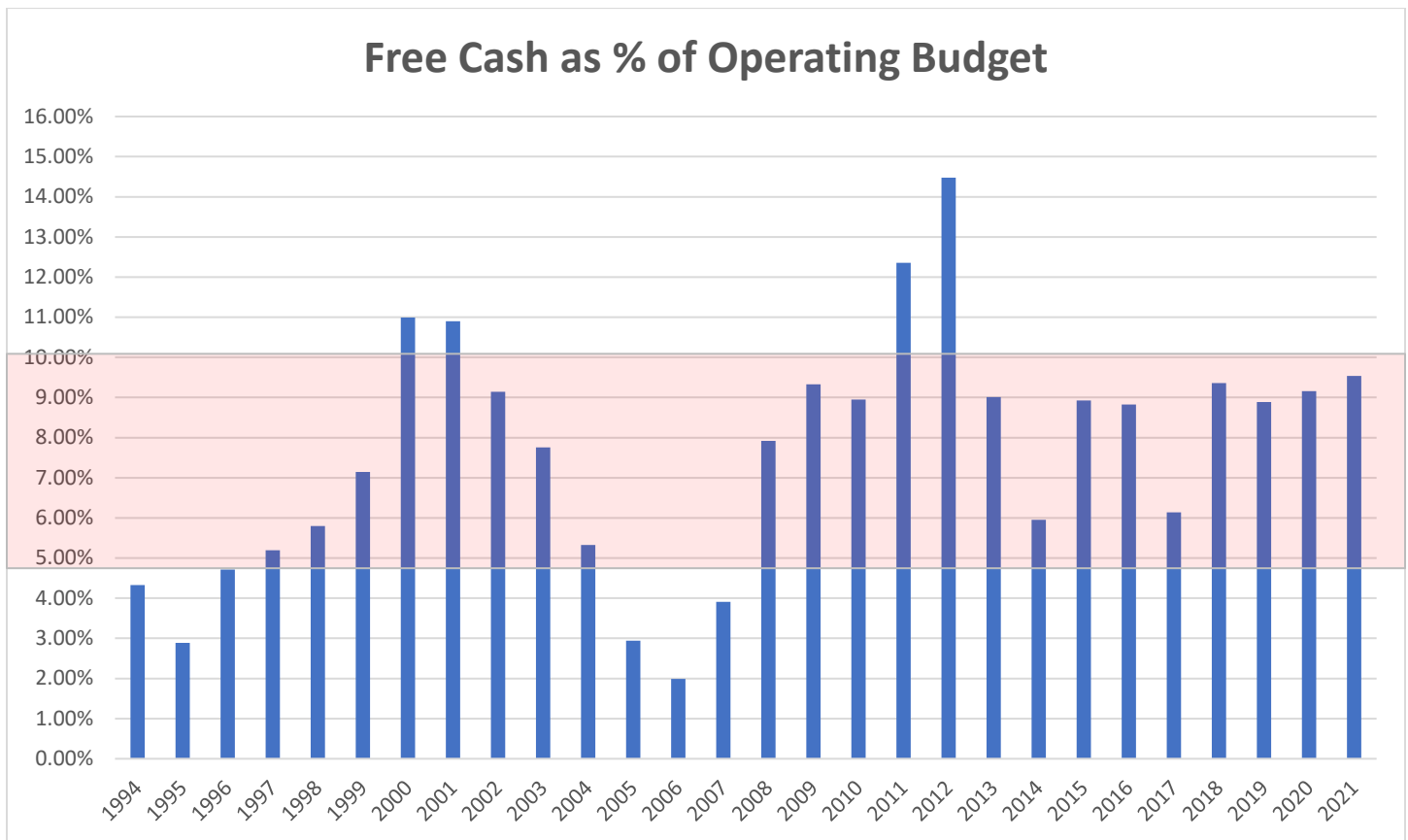
In December of 2018, **was in Warrant of FY20** the Finance Committee recommended that the Board of Selectmen create a Capital Stabilization Fund to support the Town's Capital Improvement Plan (CIP) and consider what by-laws may need to be amended to set up a Capital Stabilization Fund and what the appropriate/recommended funding strategy should be. Unibank, the Town's Financial Advisor at the time affirmed the idea. The Fund will be a tool to help level the tax impact of fluctuating expenses to maintain the town's capital assets. The BOS have submitted an article in this year's Warrant to establish this Capital

Stabilization Fund. The initial funding for the fund will be from surplus capital funds that result from capital closeouts.

### Free Cash

The Moody's Financial Services, Wayland's Financial Advisor and Finance staff continue to recommend that the **Town maintain Fund Balance of 20%** a free cash policy at a target of 5-10% of the next year's operating budget for future flexibility.

The Town's free cash is certified as of June 30, 2020 \$8,275,169 a 7.6% increase over last year's free cash \$7,690,322. The Water Enterprise Fund is at \$xxxK in retained earnings. Wastewater has retained earnings of \$1.2m.



## ***Outlook***

Looking forward to years FY23 and beyond, the Finance Committee wishes to note:

***Expense Trend:*** In FY23, if expenses, other than debt service, increase by **x.x%** and debt service increase by **\$xxx,000** for the projects listed in table 9 (net of interest savings on principal payments on existing debt), the Town is facing a **x.x%** tax increase before new initiatives or other spending changes. The Finance Committee recommends that efficiencies be reviewed within the Town and School operations. Duplicate operations across departments should be consolidated. Specifically, **the Finance Committee recommends that an evaluation be conducted of that the Town and Schools Facilities, Payroll and Human Resources functions be combined.** Personnel and hiring practices need to reviewed to help mitigate increases in employee benefit packages. The Covid-19 pandemic has changed many functions within Town and Schools that will have a long-term impact and will need to be reviewed ongoing.

***Town Managers Act:*** Should the Town Managers Act pass at this year's Town Meeting there could be a number of managerial and operational improvements. The Committee recommends and is willing to participate in discussions to improve the overall financial institutions of the Town along with all the related processes. Specifically, looking at improving the Operating and Capital planning policies.

***Debt Service:*** The Town continues to benefit from being able to borrow at historically low rates. It is unknown how long those rates will remain as low. The Town faces increased cost for maintaining its aging infrastructure (e.g. roads, bridges, water mains and equipment) and Town and School buildings. At the same time, the Town is being asked to fund new projects such as the COA/CC and improvements to many facilities. Most of these projects will be funded by debt requiring a significant increase in debt service for an extended period of time.

***Overlay Release:*** The Committee recommends and is willing to participate in a discussion with the Finance staff and Board of Assessors to evaluate adopting the practices as allowed under the recently enacted Municipal Modernization Act of using prior year surplus to fund current year Overlay.

***Debt Exclusion:*** This year as well as in 2019 and 2018, residents are being asked to consider funding capital projects with debt exclusion. Recognizing that debt exclusion is a surcharge, the Committee recommends that debt exclusion should only be used to fund large/new construction projects. To this end, the debt exemption threshold for new projects has been recommended to be increased to \$3.0 million.

## ***Summary***

In Summary, to maintain services and strong financial health, the Town needs to:

- Manage Omnibus Budget decisions strategically
- Maintain Moody's Aaa rating
- Prioritize and schedule capital expenditures recognizing the impact on the taxpayer
- Manage staffing increases and personnel related benefits
- Seek out opportunities for raising revenue other than taxation
- Establish a mechanism to maintain adequate Fund Balances

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

Respectfully submitted,



**WAYLAND FINANCE COMMITTEE**

Steve Correia (Chair)

Kelly Lappin (Vice-Chair)

Adam Gutbezahl

Carol Martin

Pamela Roman

Christine Roberts

Bill Steinberg

FISCAL YEAR 2022 BUDGET		ACTUAL FY 2019	ACTUAL FY 2020	APPROVED FY 2021	REQUESTED FY 2022
<b>SELECTMEN</b>					
Total FTEs					
PERSONNEL SERVICES		0.00	0.00	0.00	0.00
PURCHASE OF SERVICES		\$89,989	\$41,509	\$52,000	\$52,000
SUPPLIES		\$0	\$0	\$7,800	\$2,000
TOTAL EXPENSES		\$89,989	\$41,509	\$59,800	\$54,000
<b>TOWN OFFICE</b>					
Total FTEs					
PERSONNEL SERVICES		\$459,897	\$564,372	\$482,346	\$688,971
PURCHASE OF SERVICES		\$1,463,230	\$9,138	\$1,182,800	\$1,651,100
SUPPLIES		\$53,218	\$58,238	\$63,500	\$66,330
TOTAL EXPENSES		\$2,000,000	\$653,020	\$1,648,646	\$2,406,401
<b>PERSONNEL BOARD</b>					
Total FTEs					
PERSONNEL SERVICES		\$5,000	\$4,000	\$8,000	\$10,000
PURCHASE OF SERVICES		\$3,550	\$2,032	\$28,000	\$26,000
TOTAL EXPENSES		\$8,550	\$6,032	\$36,000	\$36,000
<b>FINANCE</b>					
Total FTEs					
PERSONNEL SERVICES		\$389,245	\$318,097	\$322,849	\$315,217
PURCHASE OF SERVICES		\$99,320	\$58,170	\$65,865	\$65,865
SUPPLIES		\$0	\$0	\$0	\$0
TOTAL EXPENSES		\$488,565	\$376,267	\$388,714	\$381,082
<b>ASSESSOR</b>					
Total FTEs					
PERSONNEL SERVICES		\$241,888	\$295,808	\$240,547	\$238,870
PURCHASE OF SERVICES		\$44,743	\$27,386	\$40,000	\$52,000
SUPPLIES		\$60	\$313	\$2,500	\$2,500
TOTAL EXPENSES		\$286,691	\$323,407	\$283,047	\$293,370
<b>TREASURER</b>					
Total FTEs					
PERSONNEL SERVICES		\$199,895	\$209,837	\$214,000	\$194,888
PURCHASE OF SERVICES		\$44,382	\$163,027	\$43,500	\$61,130
SUPPLIES		\$632	\$1,180	\$3,000	\$2,000
TOTAL EXPENSES		\$204,909	\$374,044	\$260,500	\$258,018

FISCAL YEAR 2021 BUDGET		ACTUAL FY 2019	ACTUAL FY 2020	APPROVED FY 2021	REQUESTED FY 2022
<b>TOWN COUNSEL</b>					
Total FTEs					
PERSONNEL SERVICES		0.00	0.00	0.00	0.00
PURCHASE OF SERVICES		\$331,261	\$136,910	\$244,000	\$244,000
SUPPLIES		\$0	\$0	\$0	\$0
TOTAL EXPENSES		\$331,261	\$136,910	\$244,000	\$244,000
<b>INFORMATION TECHNOLOGY</b>					
Total FTEs					
PERSONNEL SERVICES		\$141,356	\$177,744	\$339,916	\$356,426
PURCHASE OF SERVICES		\$126,219	\$127,239	\$187,200	\$183,850
SUPPLIES		\$48,225	\$45,452	\$69,180	\$53,822
TOTAL EXPENSES		\$315,799	\$350,435	\$596,306	\$594,098
<b>TOWN CLERK</b>					
Total FTEs					
PERSONNEL SERVICES		\$154,567	\$131,062	\$142,223	\$142,223
PURCHASE OF SERVICES		\$49,506	\$12,239	\$91,200	\$42,550
SUPPLIES		\$412	\$9,064	\$5,000	\$2,000
TOTAL EXPENSES		\$204,485	\$152,365	\$238,423	\$186,773
<b>ELECTIONS</b>					
Total FTEs					
PERSONNEL SERVICES		\$12,541	\$333	\$0	\$0
PURCHASE OF SERVICES		\$34,460	\$36,262	\$0	\$0
SUPPLIES		\$3,192	\$8,241	\$0	\$0
TOTAL EXPENSES		\$50,193	\$44,836	\$0	\$0
<b>REGISTRAR</b>					
Total FTEs					
PERSONNEL SERVICES		\$1,875	\$329	\$0	\$0
PURCHASE OF SERVICES		\$3,555	\$12	\$0	\$0
TOTAL EXPENSES		\$5,430	\$341	\$0	\$0
<b>CONSERVATION</b>					
Total FTEs					
PERSONNEL SERVICES		\$184,417	\$197,459	\$319,382	\$325,239
PURCHASE OF SERVICES		\$86,448	\$20,499	\$39,200	\$36,417
SUPPLIES		\$18,211	\$460	\$19,250	\$41,000
TOTAL EXPENSES		\$289,076	\$218,418	\$377,832	\$402,656
<b>PLANNING</b>					
Total FTEs					
PERSONNEL SERVICES		\$103,824	\$112,238	\$100,350	\$97,350
PURCHASE OF SERVICES		\$5,279	\$4,087	\$7,100	\$7,100
SUPPLIES		\$95	\$22	\$0	\$0
TOTAL EXPENSES		\$109,198	\$116,347	\$107,450	\$104,450

FISCAL YEAR 2021 BUDGET		ACTUAL FY 2019	ACTUAL FY 2020	APPROVED FY 2021	REQUESTED FY 2022
<b>SURVEYOR</b>					
Total FTEs					
PERSONNEL SERVICES		\$0	\$0	\$0	\$0
PURCHASE OF SERVICES		\$0	\$0	\$0	\$0
SUPPLIES		\$0	\$0	\$0	\$0
TOTAL EXPENSES		\$0	\$0	\$0	\$0
<b>INSPECTOR</b>					
Total FTEs					
PERSONNEL SERVICES		4.54	5.54	6.54	6.54
PURCHASE OF SERVICES		\$271,917	\$378,414	\$471,942	\$475,952
PURCHASE OF SERVICES		\$395,497	\$379,421	\$337,500	\$318,500
UTILITIES		\$479,691	\$415,916	\$504,000	\$424,500
SUPPLIES		\$38,979	\$29,212	\$13,500	\$13,500
TOTAL EXPENSES		\$1,184,794	\$1,192,222	\$1,611,442	\$1,652,002
<b>MISC COMMITTEES</b>					
Historic Commission, Surface Water Quality Commission, Historic District Commission, Public Works Commission					
Total FTEs					
PERSONNEL SERVICES		\$44,792	\$53,064	\$3,775	\$3,775
TOTAL EXPENSES		\$44,792	\$53,064	\$3,775	\$3,775
<b>POLICE</b>					
Total FTEs					
PERSONNEL SERVICES		\$2,595,864	\$2,525,272	\$2,820,892	\$2,802,239
PURCHASE OF SERVICES		\$1,028,868	\$1,818,818	\$1,044,800	\$750,000
SUPPLIES		\$128,237	\$208,871	\$424,225	\$288,742
TOTAL EXPENSES		\$3,752,969	\$4,552,961	\$4,289,917	\$4,040,981
<b>TOWN COMMUNICATIONS</b>					
Total FTEs					
PERSONNEL SERVICES		\$516,596	\$445,532	\$541,477	\$550,001
PURCHASE OF SERVICES		\$12,916	\$4,519	\$0	\$0
UTILITIES		\$17,777	\$12,819	\$13,000	\$13,000
SUPPLIES		\$2,132	\$1,754	\$14,000	\$14,000
TOTAL EXPENSES		\$549,421	\$464,624	\$568,477	\$577,001
<b>EMERGENCY MANAGEMENT</b>					
Total FTEs					
PERSONNEL SERVICES		\$13,999	\$14,797	\$0	\$0
SUPPLIES		\$1,864	\$4,181	\$0	\$0
TOTAL EXPENSES		\$15,863	\$18,978	\$0	\$0

Includes \$90K cut in Police Vehicle

FISCAL YEAR 2021 BUDGET		ACTUAL FY 2019	ACTUAL FY 2020	APPROVED FY 2021	REQUESTED FY 2022
<b>DOG OFFICER</b>					
Total FTEs					
PERSONNEL SERVICES		\$23,999	\$37,119	\$0	\$0
PURCHASE OF SERVICES		\$0	\$0	\$0	\$0
SUPPLIES		\$0	\$0	\$0	\$0
TOTAL EXPENSES		\$23,999	\$37,119	\$0	\$0
<b>DOG OFFICER</b>					
Total FTEs					
PERSONNEL SERVICES		\$2,854	\$2,854	\$9,54	\$9,54
PURCHASE OF SERVICES		\$2,687,846	\$2,474,365	\$3,028,763	\$2,953,365
PURCHASE OF SERVICES		\$67,420	\$61,799	\$72,000	\$72,000
SUPPLIES		\$199,521	\$198,366	\$204,250	\$204,250
TOTAL EXPENSES		\$2,947,841	\$2,747,385	\$3,114,513	\$3,039,119
<b>FIRE</b>					
Total FTEs					
PERSONNEL SERVICES		\$2,955,787	\$2,728,392	\$3,385,882	\$3,272,404



Wayland Budget-Draft FY 2022	Expenses				Personnel Services				Comparison- Fiscal 2022 / Fiscal 2021			
	Fiscal	Fiscal	\$ Variance	%	Fiscal	Fiscal	\$ Variance	%	Total	Total	Total	%
	2022	2021	FY 22 / FY 21	CHG	2022	2021	FY 22 / FY 21	CHG	2022	2021	FY 22 / FY 21	CHG
Departmental												
Selectmen	54,500	59,500	(5,000)	-8.40%	0	0	0		54,500	59,500	(5,000)	-8.40%
Town Office	255,620	245,600	10,020	4.08%	688,071	682,946	5,125	0.75%	943,691	928,546	15,145	1.63%
Personnel Board	26,000	28,000	(2,000)	-7.14%	10,000	8,000	2,000	25.00%	36,000	36,000	0	0.00%
Finance	66,365	66,365	0	0.00%	315,217	322,849	(7,632)	-2.36%	381,582	389,214	(7,632)	-1.96%
Assessor	54,560	50,560	4,000	7.91%	238,670	240,947	(2,277)	-0.95%	293,230	291,507	1,723	0.59%
Treasurer	83,150	63,500	19,650	30.94%	194,885	214,000	(19,115)	-8.93%	278,035	277,500	535	0.19%
Legal	244,000	244,000	0	0.00%	0	0	0		244,000	244,000	0	0.00%
Information Technology	715,782	679,830	35,952	5.29%	356,426	339,916	16,510	4.86%	1,072,208	1,019,746	52,462	5.14%
Town Clerk	42,550	93,758	(51,208)	-54.62%	142,223	142,223	0	0.00%	184,773	235,981	(51,208)	-21.70%
Elections	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0	0	0	#DIV/0!
Registrar	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0	0	0	#DIV/0!
Conservation	57,417	49,075	8,342	17.00%	225,295	219,952	5,343	2.43%	282,712	269,027	13,685	5.09%
Planning	7,300	7,300	0	0.00%	97,350	100,350	(3,000)	-2.99%	104,650	107,650	(3,000)	-2.79%
Surveyor	0	0	0	0.00%	0	0	0	0.00%	0	0	0	0.00%
Facilities	1,176,650	1,145,500	31,150	2.72%	475,552	471,942	3,610	0.76%	1,652,202	1,617,442	34,760	2.15%
Misc Committees	3,775	3,775	0	0.00%	0	0	0		3,775	3,775	0	0.00%
Police	343,805	367,555	(23,750)	-6.46%	2,902,293	2,820,892	81,401	2.89%	3,246,098	3,188,447	57,651	1.81%
Joint Communications	36,500	36,500	0	0.00%	550,001	541,477	8,524	1.57%	586,501	577,977	8,524	1.47%
Emergency Management	0	0	0	#DIV/0!	0	0	0		0	0	0	#DIV/0!
Dog Officer	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0	0	0	#DIV/0!
Fire Department	278,839	276,839	2,000	0.72%	2,953,565	3,028,763	(75,198)	-2.48%	3,232,404	3,305,602	(73,198)	-2.21%
Building & Zoning	19,550	19,550	0	0.00%	351,427	332,147	19,280	5.80%	370,977	351,697	19,280	5.48%
DPW Engineering	41,420	49,420	(8,000)	-16.19%	325,857	286,038	39,819	13.92%	367,277	335,458	31,819	100.00%
Highway	611,700	612,800	(1,100)	-0.18%	1,064,719	1,049,153	15,566	1.48%	1,676,419	1,661,953	14,466	0.87%
Snow and Ice	325,000	325,000	0	0.00%	175,000	175,000	0	0.00%	500,000	500,000	0	0.00%
Transfer Station	60,000	50,000	10,000	20.00%	0	0	0		60,000	50,000	10,000	20.00%
Parks	385,500	358,981	26,519	7.39%	702,390	703,100	(710)	-0.10%	1,087,890	1,062,081	25,809	2.43%
Board of Health	177,658	174,124	3,534	2.03%	807,551	807,551	0	0.00%	985,209	981,675	3,534	0.36%
Veterans	50,000	50,000	0	0.00%	0	0	0	0.00%	50,000	50,000	0	0.00%
Council on Aging	71,050	70,650	400	0.57%	250,457	252,495	(2,038)	-0.81%	321,507	323,145	(1,638)	-0.51%
Youth Services	6,526	6,526	0	0.00%	258,283	249,283	9,000	3.61%	264,809	255,809	9,000	3.52%
Library	286,528	286,276	252	0.09%	894,826	869,477	25,349	2.92%	1,181,354	1,155,753	25,601	2.22%
Recreation	83,980	87,410	(3,430)	-3.92%	187,863	184,054	3,809	2.07%	271,843	271,464	379	0.14%
<b>Total</b>	<b>5,565,725</b>	<b>5,508,394</b>	<b>57,331</b>	<b>1.04%</b>	<b>14,167,921.00</b>	<b>14,042,555.00</b>	<b>125,366.00</b>	<b>0.89%</b>	<b>19,733,646.00</b>	<b>19,550,949.00</b>	<b>182,697.00</b>	<b>0.93%</b>
<b>Other Expenses</b>												
Debt Service	6,634,542	6,874,864	(240,322)	-3.50%	-	-	-	0.00%	6,634,542	6,874,864	(240,322)	-3.50%
Retirement	5,378,336	5,182,237	196,099	3.78%	-	-	-	0.00%	5,378,336	5,182,237	196,099	3.78%
Minuteman Regional	368,500	333,000	35,500	10.66%	-	-	-	0.00%	368,500	333,000	35,500	10.66%
<b>Unclassified:</b>												
General Insurance	750,000	701,000	49,000	6.99%	-	-	-	0.00%	750,000	701,000	49,000	6.99%
Insurance 32B	8,880,156	8,514,164	365,992	4.30%	-	-	-	0.00%	8,880,156	8,514,164	365,992	4.30%
Medicare Tax	730,000	698,088	31,912	4.57%	-	-	-	0.00%	730,000	698,088	31,912	4.57%
Unemployment	100,000	50,000	50,000	100.00%	-	-	-	0.00%	100,000	50,000	50,000	100.00%
Public Disability	15,000	15,000	0	0.00%	-	-	-	0.00%	15,000	15,000	0	0.00%
Reserve for Salary	385,169	190,678	194,491	102.00%	-	-	-	0.00%	385,169	190,678	194,491	102.00%
Occupational Health	8,000	8,000	0	0.00%	-	-	-	0.00%	8,000	8,000	0	0.00%
Buyback	40,000	40,000	0	0.00%	-	-	-	0.00%	40,000	40,000	0	0.00%
Town Meeting	0	0	0	0.00%	-	-	-	0.00%	0	0	0	0.00%
Street Light	0	0	0	0.00%	-	-	-	0.00%	0	0	0	0.00%
Reserve Fund	250,000	250,000	0	0.00%	-	-	-	0.00%	250,000	250,000	0	0.00%
School Bus Parking	0	0	0	0.00%	-	-	-	0.00%	0	0	0	100.00%
Stormwater	200,000	200,000	0	0.00%	-	-	-	0.00%	200,000	200,000	0	100.00%
Water Charges	25,000	50,000	(25,000)	-50.00%	-	-	-	0.00%	25,000	50,000	(25,000)	100.00%
<b>Total Other / Unclass</b>	<b>23,764,703</b>	<b>23,107,031</b>	<b>657,672</b>	<b>2.85%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>23,764,703</b>	<b>23,107,031</b>	<b>657,672</b>	<b>2.85%</b>
<b>School Department</b>	<b>7,062,483</b>	<b>7,079,010</b>	<b>(16,527)</b>	<b>-0.23%</b>	<b>38,018,357</b>	<b>36,412,135</b>	<b>1,606,222</b>	<b>4.41%</b>	<b>45,080,840</b>	<b>43,491,145</b>	<b>1,589,695</b>	<b>3.66%</b>
<b>Total Town / School / Uncls</b>	<b>36,392,911</b>	<b>35,694,435</b>	<b>698,476</b>	<b>1.92%</b>	<b>52,186,278</b>	<b>50,454,690</b>	<b>1,731,588</b>	<b>3.32%</b>	<b>88,579,189</b>	<b>86,149,125</b>	<b>2,430,064</b>	<b>2.82%</b>
<b>Total Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Total Town / School / Uncls / Capital</b>	<b>36,392,911</b>	<b>35,694,435</b>	<b>698,476</b>	<b>1.96%</b>	<b>52,186,278</b>	<b>50,454,690</b>	<b>1,731,588</b>	<b>3.43%</b>	<b>88,579,189</b>	<b>86,149,125</b>	<b>2,430,064</b>	<b>2.82%</b>
<b>Enterprise Funds</b>												
Water	3,080,549	3,171,417	(90,868)	-2.95%	822,570	811,600	0	0.00%	3,903,119	3,983,017	(79,898)	-2.01%
Wastewater	594,324	705,674	(111,350)	-18.74%	88,330	88,330	0	0.00%	682,654	794,004	(111,350)	-14.02%
<b>Total Enterprise</b>	<b>3,674,873</b>	<b>3,877,091</b>	<b>(202,218)</b>	<b>-5.50%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>4,585,773</b>	<b>4,777,021</b>	<b>(191,248)</b>	<b>-4.00%</b>
<b>Total Omnibus Budget</b>	<b>40,067,784</b>	<b>39,571,526</b>	<b>496,258</b>	<b>1.24%</b>	<b>52,186,278</b>	<b>50,454,690</b>	<b>1,731,588</b>	<b>3.43%</b>	<b>93,164,962</b>	<b>90,926,146</b>	<b>2,238,816</b>	<b>2.46%</b>

**RECAP OF FY 22 BUDGET REQUESTS  
REVENUE AND EXPENDITURES**

<b>EXPENDITURES</b>	<b>DRAFT ONLY</b>			
	<b>Payroll</b>	<b>Expenses</b>	<b>Omnibus Total</b>	<b>All Budgets</b>
	Town	14,167,921	5,565,725	19,733,646
School	38,018,357	7,062,483	45,080,840	45,080,840
Debt	-	6,634,542	6,634,542	6,634,542
Retirement	-	5,378,336	5,378,336	5,378,336
Unclassified-Other	-	2,871,669	2,871,669	2,871,669
Health Insurance	-	8,880,156	8,880,156	8,880,156
Capital Projects-TBD	-	-	-	-
<b>Total Departmental</b>	<b>52,186,278</b>	<b>36,392,911</b>	<b>88,579,189</b>	<b>88,579,189</b>
Water Enterprise	822,570	3,080,549	3,903,119	3,903,119
Transfer Station	-	-	-	-
Wastewater Enterprise	88,330	594,324	682,654	682,654
<b>Total Enterprise</b>	<b>910,900</b>	<b>3,674,873</b>	<b>4,585,773</b>	<b>4,585,773</b>
<b>Total-Omnibus Budget</b>	<b>53,097,178</b>	<b>40,067,784</b>	<b>93,164,962</b>	<b>93,164,962</b>
Unappropriated				
Overlay-----> EST	-	-	-	137,000
State Assessments---->EST	-	-	-	117,517
Cherry Sheet Offset---->EST	-	-	-	19,547
Other Appropriations				
Cash Capital - Capital Projects	-	-	-	600,000
Transfer Station Transfer	-	-	-	75,000
Surface Water Quality	-	-	-	51,000
OPEB Transfer	-	-	-	0
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000,064</b>
<b>Total</b>	<b>53,097,178</b>	<b>40,067,784</b>	<b>93,164,962</b>	<b>94,165,026</b>
<b>REVENUES</b>				
Taxation	-	Formula ----->	76,117,805	77,117,869
State Aid-Adj	-	-	6,405,125	6,405,125
Local Receipts	-	-	5,200,000	5,200,000
Free Cash - Operating	-	-	-	-
Free Cash - Capital	-	-	-	-
Free Cash - OPEB	-	-	-	-
Transfers from other funds	-	-	-	-
Ambulance Fund	-	-	374,400	374,400
Council on Aging	-	-	2,134	2,134
Water Fund	-	-	374,388	374,388
Wastewater Fund	-	-	35,493	35,493
Recreation Revolving	-	-	59,176	59,176
Recreation Fields	-	-	10,668	10,668
BASE	-	-	0	0
Childrens Way	-	-	0	0
Food Service	-	-	0	0
Full Day Kindergarten	-	-	0	0
Water Enterprise Revenues	-	-	3,903,119	3,903,119
Transfer Revenues	-	-	0	0
Wastewater Revenues	-	-	568,333	568,333
Wastewater Retained Earnings	-	-	114,321	114,321
<b>Total</b>			<b>93,164,962</b>	<b>94,165,026</b>

Do not remove-->

17,047,157.00

17,047,157.00

FINCOM DRAFT - FEBRUARY 25, 2013

	APPROVED	APPROVED	APPROVED	PROPOSED
	Budget	Budget	Budget	Budget
	FY 2019	FY 2020	FY 2021	FY 2022
<i>All dollars in thousands except otherwise noted</i>				
1 <u>Operating Budget</u>	79,894	82,652	86,149	88,722
Change Over Prior Year	3.64%	3.45%	4.23%	2.99%
2 <u>Other Expenses</u>	1,598	1,575	828	1,000
Cash Capital & Articles	600	695	250	600
Cherry Sheet Offsets	17	19	19	19
State Assessments	223	122	117	118
Overlay & Overlay Deficits	266	239	141	137
OPEB	492	500	250	0
Article/ Articles			51	126
3 <u>Total Amount to be Raised (1+2)</u>	81,492	84,227	86,977	89,721
	4.50%	3.36%	6.73%	3.15%
4 <u>Total Revenues</u>	81,492	84,227	86,977	89,721
	4.50%	3.36%	6.73%	
Property Tax Revenue	68,935	70,950	74,069	77,260
Local Receipts	4900	5000	5100	5200
Free Cash	-	-	-	-
Overlay Surplus	-	-	-	-
Other Revenue	7,657	8,278	7,808	7,261
State Aid	5,718	6,408	6,409	6,405
Ambulance Receipts	635	630	575	374
Bond Premium	80	75	70	-
Transfers from other funds	1,224	1,164	754	482
<u>Real Property Tax Rate Forecast</u>				
Property Tax Revenue	68,935	70,950	74,069	77,260
			4.40%	4.31%
Divided by Total Assessed Valuation	3,771,121	3,994,932	3,999,449	4,039,443
Equals Tax Rate (Mils)	18.28	17.76	18.52	19.13
Percent Change in Tax Rate from Prior Year	1.39%	-2.84%	4.28%	3.27%
Percent Change in Full Valuation from Prior Year	4.54%	5.93%	0.11%	1.00%
Average Annual Change from FY14		-		
Percent Change in Tax from Prior Year	5.99%	2.92%	4.40%	4.31%
<b>Average Residential Real Property Tax Bill (assuming \$? assessment--not in thousands)</b>	13,718	14,213	14,818	15,301
Average Annual Change from prior year	6.26%	3.61%	4.26%	3.26%
Average Cumulative Change to FY 2015		-		
<u>Free Cash Forecast</u>				
Free Cash Balance Beginning Of Current Fiscal Year	7,197	7,690	10,978	
Additional FY 14 use- Per Fall TM-2013				
Additional Free Cash Used In Current Fiscal Year				
Overlay reserve for next year budget				
Additional Free Cash Used In Next Year via Articles				
Next Fiscal Year - Operating				
Fall STM 2015-Article				
Fall STM 2015-Article				
Next Year Capital Budgets	-1489		1931	
Next Fiscal Year - Articles				
Next Fiscal Year - Articles				
Next Fiscal Year - Articles				
DOR reductions on certifications	-200			
OPEB Next Year approp				
OPEB-Revolving Funds to GF				
Current Year Transfers				
Current Year Transfers				
Current Year Transfers-2016				
Rivers Edge				
Net year over year change in overlay	171	-143		
MSBA amortization	5	5		
FY2014 Tax Recap School Revolving Use				
Revenue Surplus -over budget	189	674		
Current Year Misc Receipts	750	-1096		
OPEB transfer from other funds				
Account closeouts from non GF accounts				
Bond Premium		75		
Food Service / TCW FY 2014 reimburs:				
Expense Turnbacks-Current Year	348	2715		
Expense Turnbacks-Prior Year PO's	562	232		
Overlay closed to fund balance				
Unused overlay release		500		

FINCOM DRAFT - FEBRUARY 25, 2013

	APPROVED	APPROVED	APPROVED	PROPOSED
	Budget	Budget	Budget	Budget
	FY 2019	FY 2020	FY 2021	FY 2022
<i>All dollars in thousands except otherwise noted</i>				
Transfer to Recreation ATM 2016				
FY 2013 High School adj				
Article 19 ATM 2016				
Middle School Roof Capital Closeout				
Recovery of prior year reductions		326		
Current year DOR misc reductions	157			
Free Cash Balance Beginning Of Next Fiscal Year	7,690	10,978		

**REVENUE**

2022						
Taxation-Capital	600,000					
Free Cash- Budget	0					
Free Cash-Capital	2,171,500	<-----	FINCOM DRAFT CAPITAL VOTE- 02/01/21			
Free Cash- Articles	0					
Transfer from other funds:						
Ambulance Fund- ( Indirect plus debt service )	374,400					
Council on Aging	2,137					
Recreation Revolving	45,437					
Recreation Fields	10,685					
Transfer Station	0					
BASE	0	223,210	<-----	Original Estimate		
Childrens Way	0	237,300	<-----	Original Estimate		
Food Service	0	77,242	<-----	Original Estimate		
Full Day Kindergarden	0	53,810	<-----	Original Estimate		
Water Fund	366,097	591,562		Total	374,388.00	8,291.00
Septage Fund	0					
Wastewater Fund	36,837	461,193	<-----	Total Indirects	35,493.00	(1,344.00)
Local Reciepts	5,200,000				820,766.00	20,666.00
State Aid	6,405,125				481,859.00	
Additional State Aid			<-----	NOT CONFIRMED- GOVERNORS EARLY ESTIMATE AT JANUARY 2021 TO INCREASE 3.5% UNKNOWN WHAT WAYLAND WILL ACTUALLY RECEIVE IN NEW LOCAL AID		
<b>Total:</b>	<b>15,212,218</b>					



**DRAFT PRELIMINARY BUDGET-2021**

Town of Wayland, Massachusetts FY2020 Draft Operating Budget Expenditure Estimate	FY2019 Budget	FY2020 Budget	FY2021 Proposed	\$ Variance FY 21 / FY 20	% Change FY 21 / FY 20
Selectmen	51,000	42,500	54,500	12,000	28.24%
Town Office	578,781	637,391	925,620	288,229	45.22%
Personnel Board	15,000	29,000	36,000	7,000	24.14%
Finance	432,008	380,607	376,315	-4,292	-1.13%
Assessor	346,524	333,655	293,230	-40,425	-12.12%
Treasurer	273,098	269,401	278,035	8,634	3.20%
Town Counsel / Legal Services	244,000	244,000	244,000	0	0.00%
Information Technology	856,445	843,976	1,065,196	221,220	26.21%
Town Clerk	154,526	157,860	184,773	26,913	17.05%
Elections	42,081	24,676	0	-24,676	-100.00%
Registrar	5,700	5,700	0	-5,700	-100.00%
Facilities	1,069,167	1,346,232	1,645,053	298,821	22.20%
Miscellaneous Committees	47,275	54,775	3,775	-51,000	-93.11%
<b>General Government</b>	<b>4,115,605</b>	<b>4,369,773</b>	<b>5,106,497</b>	<b>736,724</b>	<b>16.86%</b>
Police	3,006,985	3,095,192	3,287,030	191,838	6.20%
Joint Communications Center	558,515	552,051	586,501	34,450	6.24%
Emergency Management	16,000	23,250	0	-23,250	-100.00%
Dog Officer	24,000	37,120	0	-37,120	-100.00%
Fire	2,994,670	3,192,506	3,223,637	31,131	0.98%
<b>Public Safety</b>	<b>6,600,170</b>	<b>6,900,119</b>	<b>7,097,168</b>	<b>197,049</b>	<b>2.86%</b>
Conservation	236,818	255,582	280,621	25,039	9.80%
Planning	118,258	120,411	104,650	-15,761	-13.09%
Surveyor	0	0	0	0	0.00%
Building & Zoning	333,425	329,125	370,977	41,852	12.72%
<b>Land Planning and Use</b>	<b>688,501</b>	<b>705,118</b>	<b>756,248</b>	<b>51,130</b>	<b>7.25%</b>
Schools	40,524,035	41,919,750	44,933,295	3,013,545	7.19%
Regional Vocational Schools	199,452	230,000	400,000	170,000	73.91%
Public Works	3,178,366	3,060,193	3,134,418	74,225	2.43%
Snow Removal	450,000	500,000	500,000	0	0.00%
Board of Health	912,553	928,237	985,209	56,972	6.14%
Veteran's Services	48,000	48,000	50,000	2,000	4.17%
Council on Aging	293,505	304,775	321,507	16,732	5.49%
Youth Services	220,585	228,233	264,809	36,576	16.03%
Library	1,105,487	1,129,835	1,176,998	47,163	4.17%
Recreation	211,465	180,468	268,335	87,867	48.69%
<b>Human Services</b>	<b>2,791,595</b>	<b>2,819,548</b>	<b>3,066,858</b>	<b>247,310</b>	<b>8.77%</b>
Debt and Interest	7,201,386	6,814,789	6,634,542	-180,247	-2.64%
Retirement	4,648,984	4,862,852	5,378,336	515,484	10.60%
<b>Unclassified</b>	<b>9,496,851</b>	<b>10,470,262</b>	<b>12,002,422</b>	<b>1,532,160</b>	<b>16.13%</b>
Insurance General	686,000	686,000	750,000	64,000	9.33%
Insurance 32B	7,523,400	7,955,200	9,110,156	1,154,956	14.52%
Medicare	664,451	681,062	730,000	48,938	7.19%
Unemployment Compensation	50,000	50,000	100,000	50,000	100.00%
Police/Fire Disability	15,000	15,000	15,000	0	0.00%
Reserve for Salary Settlements	0	25,000	774,266	749,266	2997.06%
Occupational Health	8,000	8,000	8,000	0	0.00%
Non Contributory Retirement	-	-	0	0	0.00%
Sick Leave Buyback	40,000	40,000	40,000	0	0.00%
Town Meeting	115,000	115,000	0	-115,000	-100.00%
Street Lighting	95,000	95,000	0	-95,000	-100.00%
Stormwater		210,000	200,000	-10,000	-4.76%
Reserve Fund	250,000	250,000	250,000	0	0.00%
Employee Mitigation		340,000	0	-340,000	-100.00%
Water Charges			25,000	25,000	0.00%
School Bus Parking	50,000	0	0	0	0.00%
<b>TOTAL - GENERAL FUND</b>	<b>79,894,945</b>	<b>82,652,404</b>	<b>89,009,784</b>	<b>6,357,380</b>	<b>7.69%</b>
Water Fund	3,690,547	3,997,177	4,201,451	204,274	5.11%
Wastewater Management District	699,176	787,940	752,150	-35,790	-4.54%
<b>TOTAL - Enterprise Funds</b>	<b>4,389,723</b>	<b>4,785,117</b>	<b>4,953,601</b>	<b>168,484</b>	<b>3.52%</b>
Non-appropriated expenses					
Real estate abatements (overlay)	375,000	239,000	250,000	11,000	4.60%
State and County Assessments	153,000	122,000	122,000	0	0.00%
Capital /Free Cash	595,000	695,000	600,000	-95,000	-13.67%
Miscellaneous-(OPEB)	215,000	500,000	500,000	0	0.00%
Cherry Sheet Offsets	17,145	18,807	18,807	0	0.00%
<b>TOTAL OTHER</b>	<b>1,355,145</b>	<b>1,574,807</b>	<b>1,490,807</b>	<b>-84,000</b>	<b>-5.33%</b>
<b>Total Omnibus Budget</b>	<b>84,284,668</b>	<b>87,437,521</b>	<b>93,963,385</b>	<b>6,525,864</b>	<b>7.46%</b>
<b>TOTAL ALL BUDGETS</b>	<b>85,639,813</b>	<b>89,012,328</b>	<b>95,454,192</b>	<b>6,441,864</b>	<b>7.24%</b>

87,476,532.00	89,009,554	1,533,022.19
(1,836,719.00)	2,774.00	4,908,841.62

Description	DATE	FY 21 Approved Budget	2/8/2021 FY 22 Level Service \$ Inc.	2/15/2021 FY 22 FinCom Adjustment	2/22/2021 FY 22 Add to Budget	FY 22 Includes COLA Adj.	FY 22 Additional Adjustments	FY 22 Budget Final Req.
Town Meeting Vote	9/15/2020	42,791,145				42,791,145		42,791,145
Additional added-WTA COLA	9/15/2020	568,000				568,000		568,000
Level Service	2/8/2021		825,891			825,891		825,891
Level Service	2/8/2021		172,675			172,675		172,675
Level Service	2/8/2021		648,939			648,939		648,939
FinCom Budget Adjustment	2/15/2021			-300,000		-300,000	250,000	-50,000
Additional added- Other COLA	2/22/2021							
Add to FY 22 budget-FY 21	2/22/2021				132,000	132,000		132,000
Add to FY 22 budget-FY 22	2/22/2021				132,000	132,000		132,000
2 % Interest added to FY-22 amt.	2/22/2021				2,640	2,640		2,640
								0
Totals Adjustments			1,647,505	-300,000	266,640	44,973,290	250,000	45,223,290
Adjusted Balance		43,359,145	45,006,650	44,706,650	44,973,290			

Bal. 09/15/20	43,359,145
Inc. 03/05/21	132,000
Net FY 21	43,491,145

FY 22 Adj.	45,223,290
Net FY 21	43,491,145
\$ Inc.	1,732,145
% In.	3.98%

Description	DATE	FY 21	2/8/2021	2/15/2021	44,255	2/28/2021	2/22/2021	FY 22	FY 22	FY 22
		Approved Budget	FY 22 Level Service \$ Inc.	FinCom Adjustment	School Actual Cuts	FinCom Additions	Add to Budget	Includes COLA Adj.	Additional Adjustments	Budget Final Req.
Town Meeting Vote	9/15/2020	42,791,145						42,791,145		42,791,145
Additional added-WTA COLA	9/15/2020	568,000						568,000		568,000
Level Service	2/8/2021		825,891					825,891		825,891
Level Service	2/8/2021		172,675					172,675		172,675
Level Service	2/8/2021		648,939					648,939		648,939
FinCom Budget Adjustment	2/15/2021			(300,000.00)				(300,000)	0	(300,000)
<b>School Adjustments</b>										
Maintenance Contract	2/28/2021			(60,000)				250,000		
Facilities	2/28/2021			(167,382)						
Add Tier 1 Initiatives	2/28/2021			227,382						
Additional Payroll	2/28/2021			102,200						
Circuit Breaker	3/10/2021			(50,000)						
Bus Transportation	3/10/2021			(102,200)						
Total Cuts	3/10/2021			(50,000)						
FinCom Cut	2/15/2021			(300,000)						
Net Increase to School Budget	3/10/2021			250,000						250,000
Additional added- Other COLA	2/22/2021						132,000	132,000		132,000
Add to FY 22 budget-FY 21	2/22/2021						132,000	132,000		132,000
Add to FY 22 budget-FY 22	2/22/2021						2,640	2,640		2,640
2 % COLA added to FY-22 amt.	2/22/2021									0
Totals Adjustments			1,647,505	-300,000	-	0	266,640	45,223,290	0	45,223,290
Adjusted Balance		43,359,145	45,006,650	44,706,650	44,956,650	44,956,650	45,223,290	45,223,290	0	45,223,290

FinCom Requested Cut	(300,000)
School Actual	(50,000)
\$ Var. Request / Act.	250,000
<b>CIP and OP&amp;E Revenue Adjustment</b>	<b>250,000</b>

FY 21 Approved	43,359,145	
Level Service	1,647,505	
Fin Com cut 02/08/21	(600,000)	
School additional cuts	(79,582)	(60,000)
Add Tier 1 Initiatives	227,382	(167,382)
Additional Payroll	102,200	(50,000)
Add to FY 22 budget-FY 21	132,000	(102,200)
Add to FY 22 budget-FY 22	132,000	(379,582)
2 % COLA added to FY-22 amt.	2,640	(300,000)
		(79,582)

Bal. 09/15/20	43,359,145
FY21 ADD - COLA	132,000
Net FY 21	43,491,145

FY 22 Adj.	45,223,290
Net FY 21	43,491,145
\$ Inc.	1,732,145
% In.	3.98%

**SCHOOL COMMITTEES FY 2022 VOTED BUDGET**

CA 9011 2020-2021/2021	47,761,145
<b>NON-PERSONNEL</b>	<b>388,800</b>
<b>LABOR LOCAL ASSOCIATION</b>	<b>48,883,446</b>

**FY 21 LEVEL SERVICES**

<b>PERSONNEL - Contractual Obligations:</b>	<b>Incremental \$ increase over FY 21</b>
WPA CONTRACTS (LONGEVITY, RETIREMENT)	1,238
WPA STEWARDS (CALIFORNIA RETIREMENT)	13,643
WPA STEWARDS (LONGEVITY, SICK DAY BANK)	8,363
WPA STEWARDS	13,644
CUSTOMER SERVICES (LONGEVITY, SICK DAY BANK)	3,711
CUSTOMER STEWARDS	14,481
NON-UNION SERVICES (LONGEVITY, RETIREMENT)	13,673
<b>WPA LOCAL ASSOCIATION</b>	<b>48,883,446</b>

**PERSONNEL - Government Mandates/Drivers Staffing:**

Assesses Lead Staffing (not WPA and based) with the resolution of	FTS	Incremental \$ increase over FY 21
Government Mandates (SFE, State, SFE, State, SFE, State, SFE, State)	0.40	27,805
Lead Staffing (not WPA and based) with the resolution of	0.00	127,800
Lead Staffing (not WPA and based) with the resolution of	0.00	47,507
Classified WPA Teachers	0.00	70,400
Personnel R.E. Transfer Funding from WPA Contracted Section	0.00	39,294
<b>Contracted Staffing and Services:</b>	<b>0.00</b>	<b>379,423</b>
<b>Total Government Mandates:</b>	<b>0.40</b>	<b>388,800</b>

**NON-PERSONNEL - Contractual Obligations and Drivers/Mandates Drivers:**

<b>Incremental \$ increase over FY 21</b>	
OSIS Salary	121,000
OSIS Transportation	164,000
OSIS Contracted Services	102,200
General Education Transportation	97,788
Contract	117,000
Technology Hardware	21,000
Technology Software	10,000
All Equipment (lease 3M or 5 year program)	30,000
Facilities Lead Service Support	231,411
<b>Nonpersonnel Contracted Services and Other:</b>	<b>207,200</b>
<b>Total Non-Personnel Contracted Services:</b>	<b>488,489</b>

**COMBINED TOTAL LEVEL SERVICES PERSONNEL AND NON-PERSONNEL**

Personnel Increase over FY 21	0.40	1,487,203
Personnel Allowance		2,400
Plus estimated 2 new benefit packages		

**FY 22 NEW INITIATIVES**

<b>Incremental \$ increase over FY 21</b>		
Employment Advisory Principals - SFE CA, SFE HI, SFE LO	0.30	442,200
Self-Support Support/Management Committee - SFE	0.00	15,000
Transportation - SFE - SFE	0.00	155,344
Tech Support - SFE	0.30	52,800
<b>Personnel Total Initiatives:</b>	<b>0.60</b>	<b>665,344</b>
Personnel Increase over FY 21		2,150
Plus estimated 2 new benefit packages		

**COMBINED LEVEL SERVICES & NEW INITIATIVES**

Personnel Increase over FY 21	212,971
Personnel Allowance	6,000,000,000
TOTAL FY 22 BUDGET	64,441,116
Note: Total Budget Excludes WPA Contracted Bargaining Agreements. All other	
FTEs are under contract/lease	

**FY 22 COVID-RELATED EXPENSES - COVID SERVICES PERSONNEL AND NON-PERSONNEL EXPENSES THAT COULD BE INCURRED IN FY 22 IF**

<b>PERSONNEL ONLY/UNIONED/PROBATIONARY INSTRUCTIVE CONTRACTS AT 6</b>	<b>Projected Cost for 10 months of</b>	<b>Projected Cost for 5 months of</b>	
<b>TECH OF DISTANCE (Based on FY 2021 actual expenditures)</b>	<b>FTEs</b>	<b>School</b>	
Personnel			
Student Supervision	7.00	175,000	87,500
Personnel Supervisors	2.00	100,000	50,000
WPA Teachers	4.00	214,000	107,000
WPA Teaching Assistants	2.00	50,000	25,000
WPA SFL Teacher	0.00	70,000	35,000
Remote Content Specialist Teachers	2.30	183,000	91,500
Health Services	0.40	31,200	15,600
Tech Support	0.20	13,600	6,800
<b>Contracted</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Subtotal Personnel</b>	<b>28.90</b>	<b>1,076,800</b>	<b>538,400</b>

**Non-Personnel**

Utilities	510,000	50,000
Health Benefit	50,000	50,000
Travel Allowance through November and March through June	0.00	45,000
Storage Expenses	100,000	0.00
Cleaning/Supplies	50,000	45,000
ITM	170,000	12,000
Virtual Instruction Membership	50,000	14,000
Cost Training	0.00	0.00
<b>Subtotal Non-Personnel</b>	<b>1,040,000</b>	<b>116,000</b>

Combined Total Personnel and Non-Personnel Potential COVID Related Expenses? 24.6 1,492,800 709,400

**COMBINED LEVEL SERVICES, NEW INITIATIVES & COVID**

Personnel Increase over FY 21	262,791
TOTAL FY 22 BUDGET	65,113,116
Note: Total Budget Excludes WPA Contracted Bargaining Agreements. All other	
FTEs are under contract/lease	

		Level Service FY-22	New Initiatives FY-22	Totals FY-22
FY 21 Budget	\$43,359,145	\$0	\$0	\$43,359,145
Contractual Increases	\$0	\$825,891	\$0	\$825,891
Enrollment and Mandate Driven	\$0	\$172,675	\$0	\$172,675
Non-Personnel Level Services	\$0	\$648,939	\$0	\$648,939
				\$1,647,505
Total Level Service Budget				\$45,006,650
\$ Inc. Year to Year				\$1,647,505
% Chg. Year to Year				3.80%
<b>TOTAL NEW INITIATIVES</b>				
Elementary Assistant Principals .2 CH, .5 HH, .5 LO	\$0	\$0	\$142,250	\$142,250
WHS Social Worker/Adjustment Counselor 1.0 FTE	\$0	\$0	\$85,132	\$85,132
Elementary Guidance 2.0 FTE	\$0	\$0	\$155,284	\$155,284
Tech Support 1.2 FTE	\$0	\$0	\$52,800	\$52,800
Facilities Project Manager	\$0	\$0	\$40,000	\$40,000
				\$475,466
Total Level Service Budget + Initiatives				\$45,482,116
\$ Inc. Year to Year				\$2,122,971
% Chg. Year to Year				4.90%
<b>FY 22 Covid-19 Projected Expenses</b>				
Total Personnel	\$0	\$0	\$1,074,820	\$1,074,820
Total Non Personnel	\$0	\$0	\$365,000	\$365,000
Total FY 22 Covid-19 Projected Expenses				\$1,439,820
Total Level / Initiatives / Covid-19				\$46,921,936
\$ Inc. Year to Year				\$3,562,791
% Chg. Year to Year				8.22%

2/8/21

Comments	Beginning Balance	YTD Revenue	YTD Expenses	January		February		March		April		May		June					
				EB	Revenue	Expenses	EB	Revenue	Expenses	EB	Revenue	Expenses	EB	Revenue	Expenses	EB			
Note - Revenue sometimes is staggered (parents don't always pay on time) Base	278,239	116,406	238,831	155,814	40,363	71,511	124,666	40,363	71,511	93,518	40,363	71,511	62,370	40,363	71,511	31,222	40,363	71,511	74
Note - Revenue sometimes is staggered (parents don't always pay on time) TCW	-114,291	471,757	277,124	80,342		50,209	30,133	116,079	50,209	96,003		50,209	45,794	50,209	-4,415	116,079	50,209		61,455
No fees are being charged for food services this year due to Covid. All revenue is in the form of Federal and State reimbursements, which have not been received. Last correspondence received from government was in October notifying us that all reimbursements are delayed. Receipts are entirely guesses. Food Ser,	333,576	11,350	314,406	30,520		91,292	-60,772	119,052	91,292	-33,013	119,052	91,292	-6,253	119,052	91,292	22,507	119,052	91,292	50,266

Minuteman Regional Vocational			
FY 22 Estimate-per student			
FY 22 Tuition Cost		18,860.00	
SPED additional		6,023.00	
Capital Assessment		<u>7,467.00</u>	
Per Student Estimate		<u><u>32,350.00</u></u>	
Current Students	10		
Current Seniors	3		
Returning Students	7		
Pending Additional Students	<u>3</u>		
	10	32,350.00	323,500.00
<hr/>			
Transportation			45,000.00
			368,500.00



Water Enterprise  
Fiscal 2022

WATER FUND

Revenues

61105000	48500	USE OF WATER CAPITAL	-	-	(75,000.00)	TBD
61105000	42110	WATER METER CHARGES	(3,306,105.63)	-	(3,596,754.00)	TBD
61105000	42111	LIENS	(81,407.61)	-	-	TBD
61105000	42113	WATER ADMIN FEE	(282,324.43)	-	(300,000.00)	TBD
61105000	42114	WATER SERVICE ORDER	(14,296.58)	-	(25,000.00)	TBD
61105000	43299	MISC. REVENUE	(11,168.01)	-	(40,000.00)	TBD
61105000	41750	PENALTIES & INTEREST	(26,218.02)	-	(25,000.00)	TBD
61105000	48210	INT EARNED ON SAVINGS	(10,116.00)	-	-	-

Total

(3,731,636.28) - (4,061,754.00) -

Expenses

61451001	51001	SALARIES	604,861.53	636,700.00	636,700.00	647,420.00
61451001	51004	TEMPORARY SEASONAL	1,124.00	9,300.00	9,300.00	10,240.00
61451001	51007	CLOTHING ALLOWANCE	3,060.52	5,600.00	5,600.00	4,910.00
61451001	51130	OTHER COMPENSATION	5,170.40	-	-	-
61451001	51140	OVERTIME	129,335.69	160,000.00	160,000.00	160,000.00
61451002	52100	CONTRACTUAL SERVICES	74,108.45	150,000.00	149,967.00	112,000.00
61451002	52101	PROFESSIONAL SERVICES	39,986.99	100,000.00	100,000.00	50,000.00
61451002	52103	LABORATORY TESTING SERVICES	32,393.00	45,000.00	45,000.00	45,000.00
61451002	52107	ADMINISTRATIVE SERVICES	-	2,000.00	2,000.00	-
61451002	52112	TRAINING & EDUCATION	10,120.72	20,000.00	20,000.00	15,000.00
61451002	52115	BUILDING REPAIRS/IMPROVEMENTS	17,942.64	50,000.00	50,000.00	25,000.00
61451002	52116	EQUIPMENT REPAIRS & MAINTENANAN	55,464.09	140,000.00	140,000.00	115,000.00
61451002	52117	VEHICLE REPAIRS	37,890.94	45,000.00	45,000.00	40,000.00
61451002	52134	POLICE DETAIL	5,630.00	5,000.00	5,000.00	6,000.00
61451002	53102	NATURAL GAS	8,693.25	25,000.00	25,000.00	15,000.00
61451002	53103	ELECTRICITY	300,313.45	375,000.00	375,000.00	375,000.00
61451002	53104	TELEPHONE	-	10,000.00	10,000.00	10,000.00
61451002	54100	SUPPLIES	117,247.70	115,000.00	115,000.00	105,000.00
61451002	54111	VEHICLE GASOLINE	20,264.35	20,000.00	20,000.00	25,000.00
61451002	54112	CHEMICALS	260,189.42	280,000.00	280,000.00	290,000.00
61451002	54115	UNIFORMS	8,675.09	7,000.00	7,000.00	9,000.00
61451002	54118	OFFICE SUPPLIES	-	2,000.00	2,000.00	2,000.00
61451002	54121	POSTAGE	12,078.54	15,000.00	15,000.00	20,000.00
61451002	54500	SMALL EQUIPMENT	9,717.00	40,000.00	40,000.00	20,000.00
61451002	54599	CONTINGENCY FUND	-	50,000.00	50,000.00	200,000.00
61451002	59100	LONG TERM DEBT-PRINCIPAL	924,100.00	964,100.00	964,100.00	-
61451002	59150	LONG TERM DEBT-INTEREST	307,760.00	348,917.50	348,917.50	1,227,161.00
61991000	59710	TRANSFER TO G/F	374,779.00	-	362,472.00	374,388.00
61991000	59742	TRANSFERS TO CAPITAL-WATER FD	1,350,000.00	-	75,000.00	TBD
61991000	59784	TRANSFER TO OPEB	7,753.00	-	3,697.00	TBD

Total

4,718,659.77 3,620,617.50 4,061,753.50 3,903,119.00

822,570.00

408,000.00

400,000.00

671,000.00

1,227,161.00

WASTEWATER FUND  
FISCAL 2022

WASTEWATER FUND

Revenues

	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 REQUEST
63105000 47503 WW BETTERMENT TC REV	(178,713.70)	(186,303.00)	(186,303.00)	(179,536.00)
63105000 47504 WW BETTERMENT TC INTEREST	(132,122.27)	(128,872.00)	(128,872.00)	(115,158.00)
63105000 47505 UNAPP WW BETTER TC REV	(68,845.01)	-	-	-
63105000 47506 UNAPP WW BETTER TC INTEREST	(1,438.12)	-	-	-
63105000 48600 WASTEWATER RETAINED EARNINGS	-	(151,272.00)	(151,272.00)	(114,321.00)
63105000 42105 WASTEWATER USER CHARGES	(279,142.72)	(317,557.00)	(317,557.00)	(325,707.00)
63105000 42111 LIENS	(5,824.92)	-	-	-
63105000 43299 MISC. REVENUE	(963.00)	-	-	-
63105000 47501 BETTERMENTS	(20,125.63)	-	-	-
63105000 47502 BETTERMENTS INTEREST	(1,006.29)	-	-	-
63105000 41750 PENALTIES & INTEREST	(591.54)	-	-	-
63105000 48210 INT EARNED ON SAVINGS	(38,829.98)	(10,000.00)	(10,000.00)	(10,000.00)
63105000 49710 TRANSFERS FROM G/F	(26,600.00)	-	-	-

Expenses

	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 REQUEST
Totals	(754,203.18)	(794,004.00)	(794,004.00)	(744,722.00)
63443001 51001 SALARIES	81,460.85	85,830.00	85,830.00	85,830.00
63443001 51003 SALARIES PT	-	2,500.00	2,500.00	2,500.00
63443002 52100 CONTRACTUAL SERVICES	46,800.00	50,000.00	50,000.00	50,000.00
63443002 52101 PROFESSIONAL SERVICES	1,299.45	12,500.00	12,500.00	10,000.00
63443002 52103 LABORATORY TESTING SERVICES	7,671.00	7,800.00	7,800.00	8,100.00
63443002 52107 ADMINISTRATIVE SERVICES	248.66	500.00	500.00	-
63443002 52108 LEGAL SERVICES	-	2,500.00	2,500.00	2,500.00
63443002 52112 TRAINING & EDUCATION	278.00	350.00	350.00	1,200.00
63443002 52115 BUILDING REPAIRS/IMPROVEMENTS	1,270.00	5,000.00	5,000.00	4,000.00
63443002 52116 EQUIPMENT REPAIRS & MAINTENANC	42,408.07	15,000.00	15,000.00	15,072.00
63443002 52117 VEHICLE REPAIRS	-	500.00	500.00	500.00
63443002 52121 DISPOSAL	1,144.24	1,500.00	1,500.00	1,500.00
63443002 52122 SLUDGE DISPOSAL	14,822.50	25,000.00	25,000.00	22,500.00
63443002 52125 CHEMICALS	6,576.03	10,000.00	10,000.00	10,000.00
63443002 52126 PIPELINE MAINTENANCE EMERGENCY	8,700.00	10,000.00	10,000.00	8,500.00
63443002 52151 OPERATING EXPENSE	62.32	-	-	-
63443002 53102 NATURAL GAS	4,796.19	5,000.00	5,000.00	5,000.00
63443002 53103 ELECTRICITY	33,000.00	45,000.00	45,000.00	40,000.00
63443002 53104 TELEPHONE	1,899.96	3,750.00	3,750.00	3,000.00
63443002 53105 WATER CHARGES	313.55	1,000.00	1,000.00	1,000.00
63443002 54100 SUPPLIES	3,267.25	2,500.00	2,500.00	3,750.00
63443002 54111 VEHICLE GASOLINE	500.00	500.00	500.00	750.00
63443002 54115 UNIFORMS	-	355.00	355.00	355.00
63443002 54500 SMALL EQUIPMENT	-	25,000.00	25,000.00	25,000.00
63443002 54599 CONTINGENCY FUND	3,889.10	10,000.00	10,000.00	20,000.00
63443002 59100 LONG TERM DEBT-PRINCIPAL	279,307.59	296,247.00	296,247.00	-
63443002 59150 LONG TERM DEBT-INTEREST	149,865.00	139,200.00	139,200.00	326,104.00
63443002 59710 TRANSFERS TO G/F	34,913.00	36,472.00	36,472.00	35,493.00
Totals	724,492.76	794,004.00	794,004.00	682,654.00

88,330.00

133,872.00

49,000.00

49,855.00

326,104.00

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## **Article FF. Establish Wayland Human Rights Commission**

*Proposed by: Petitioners*

*estimated cost: \$0*

To determine if the Town will vote to establish a Human Rights Commission (HRC), which will serve as a government entity with a mission to promote justice, equity, and inclusive humanity in all spheres of Wayland life (including but not limited to education, employment, law enforcement, housing, public accommodation, health, recreation, sports, and the arts) for all persons who live, work, study, worship in or visit Wayland for any reason.

The HRC shall consist of no fewer than 9 and no more than 15 members. At least 7 members shall be Voting Members. To qualify as a Voting Member, a person shall be a Town resident 18 years of age or older. A person may be appointed as an Associate (non-voting) Member even if the person is not a resident of the Town or is not 18 years of age or older. The Town Administrator / Town Manager may serve as an ex-officio, non-voting member of the HRC. The members of the HRC (with the exception of Youth Members, who serve a 1-year terms) shall be appointed to serve 3-year terms with no member serving more than 6 consecutive years. The initial HRC appointments shall be for staggered terms so that 3 of the appointed members shall initially serve 1-year terms, 4 of the initial members shall serve 2-year terms, and all remaining initial members shall serve 3-year terms. The length of the initial staggered terms shall be determined by lottery.

The members of the HRC shall be nominated as set forth below and then confirmed by a majority of the Board of Selectmen.

One member shall be nominated by the Wayland Board of Selectmen.

One member shall be nominated by the Wayland School Committee;

One member, serving as a Youth Member of the HRC, shall be nominated by the Principal of the Wayland High School in coordination with the WPS Diversity and Equity Coordinator;

One member shall be nominated by the Director of the Wayland Public Schools METCO Program;

One member shall be nominated by the Chief of the Wayland Police Department;

One member shall be nominated by the Wayland Council on Aging;

One member shall be nominated by the Wayland Housing Authority; and

One member shall be nominated by the Board of Library Trustees.

The HRC shall nominate any remaining members up to a maximum of 15 not otherwise appointed, as above (including filling remaining unexpired terms), by seeking applications from a broad range of interested persons who shall reflect the HRC's goals as set forth above. The HRC shall nominate at least one youth.

Nominating entities and the Board of Selectmen shall strongly endeavor to ensure that the HRC represents a broad spectrum of the community, including but not limited to a diverse representation of race, skin color, sex, age, religion, ethnicity, physical or mental ability, sexual orientation, gender identity, family and/or marital status, educational status, health status and socio-economic status. In addition to these factors, nominating entities and the Board of Selectmen shall strongly endeavor to ensure that HRC membership represents experience related to human rights/equity, community engagement, municipal government, and supportive services for individuals from historically marginalized groups.

The initial nominations shall be made to the Board of Selectmen within 6 weeks of the passage of this article. The Board of Selectmen shall confirm these nominations within 9 weeks of the passage of this

article. The HRC shall make its nominations no later than 6 weeks following its first meeting. The Board of Selectmen's nominee shall convene the first two meetings of the HRC, the first of which shall occur within 4 weeks of the Board of Selectmen's confirmation of nominations. Members of the HRC shall select a temporary Chairperson for the first six months, after which time the HRC shall elect Co-Chairpeople from among the full HRC membership.

The HRC shall be authorized to:

- (1) Offer support to individuals who bring forward a complaint of inequity or mistreatment on the basis of race, skin color, sex, age, religion, ethnicity, physical or mental ability, sexual orientation, gender identity, family and/or marital status, educational status, health status, or socio-economic status, or other aspects of their identity or identities. Upon receipt of a complaint, the HRC may suggest resources, provide referrals for human services and other resources as appropriate, and/or inform the person on their right to file a report with appropriate authorities and provide information on how to do so.
- (2) Partner with Town entities (including but not limited to Town departments, elected and appointed Town boards, committees, councils, and commissions) to:
  - (a) Assess whether, and to what extent, entities' practices and policies perpetuate barriers to equity;
  - (b) establish justice, equity and inclusive humanity goals;
  - (c) collect and analyze data to measure progress toward these goals;
  - (d) determine what steps are needed to end or mitigate the negative impact of policies and practices that are found to be barriers to the achievement of these goals.

The HRC shall explore an equity audit.

- (3) In collaboration with members of historically marginalized groups and other stakeholders, organize community education opportunities with an aim to: promote mutual respect and understanding for differences, foster understanding of barriers to justice and equity, and stimulate conversations and strategies to reduce these barriers.

The HRC shall be directly accountable to the residents of the Town. To ensure such accountability, the HRC shall submit annually a written report for the record at Annual Town Meeting. The HRC shall also hold an annual public forum within two months of Annual Town Meeting, which includes an oral report by members of the HRC and an opportunity for the public to ask questions and provide comments to the HRC. In addition, quarterly written updates shall be made publicly available.

#### **PETITIONERS' COMMENTS:**

Human Rights Commissions (HRCs) exist nationally and internationally, including more than 60 municipal HRCs in Massachusetts. Their underlying principle is that every person has equal value and dignity. HRCs provide resources and support for individuals who experience identity-based mistreatment or discrimination, educate the public, and champion equitable practices.

Wayland needs an HRC because instances of identity-based mistreatment and discrimination occur here, like everywhere else. Such incidents have been shared in many ways including through the Lived Experiences Survey. Although various entities play a crucial role in ensuring Wayland residents' safety and wellbeing, no civic body is charged with championing equitable policies and practices, educating the public about barriers to equity, and assisting impacted individuals. An HRC would be the government entity so authorized and would establish Wayland as a town where residents and town officials share a commitment to the principle that everyone has equal value and dignity.

## **FINANCE COMMITTEE COMMENTS:**

The idea for this Petitioner's Article to Establish a Human Rights Commission in Wayland began in January of 2020 when a small group of residents began to explore the idea of a Human Rights Commission (HRC) for the Town of Wayland. The group, the "HRC Study Group," now includes about a dozen residents who have been meeting almost weekly since June to learn how a Human Rights Commission might serve the needs of Wayland.

Human Rights Commissions, which exist in cities and towns across the United States and the world, are based on the principle that every person has equal value and dignity no matter who they are. HRCs can provide resources and support for individuals who experience identity-based mistreatment or discrimination, educate the public, champion equitable policies and practices, and more.

In Massachusetts, there are more than 60 municipal-level HRCs or HRC equivalents that offer these protections across a range of commission and committee models. "HRC equivalent" means that, although these municipal committees or commissions may use a range of different names, their mission statements and related materials make it clear that the entities are equivalent to an HRC. The HRC Study Group has investigated many of these models with a goal of identifying what entity, if any, would best serve the Wayland community.

Members of the HRC Study Group represent a wide range of experiences professionally and personally, including attorneys, educators, fundraisers, PhDs, parents, researchers, members of various town committees and boards, and individuals who have lived in Wayland from one year to many decades. The group has been aided by a faculty member at Northeastern University School of Law who specializes in human rights at the international, national and local levels. In the course of the work of the HRC Study Group, the Northeastern University School of Law Professor and her research assistants have investigated and written informal memoranda on the structure of HRCs in other towns and cities in Massachusetts and across the country, the possible investigative powers of a town-based HRC in Massachusetts including whether or not a town-based HRC can issue a subpoena (they do not have independent subpoena power), and the relationship of an HRC to Massachusetts Open Meeting Laws.

It is important to note that members of the HRC Study Group are not necessarily seeking to serve as commissioners of an HRC but, rather, are focused on its design, implementation, and eventual evaluation.

Since June 2020, the HRC Study Group has:

- Studied the need for, and potential contours of, a Human Rights Commission for Wayland
- Heard directly and indirectly regarding incidents of bias in Wayland
- Learned from other HRCs around the Commonwealth and the country
- Expanded its focus from racial equity to human rights more broadly, and
- Developed the Lived Experiences Project to explore the dimensions of bias incidents through a survey to collect personal narratives (survey launched on International Human Rights Day, Dec 10, 2020).

### ***Why does Wayland Need a Human Rights Commission?***

*"Where, after all, do universal human rights begin? In small places, close to home – so close and so small that they cannot be seen on any maps of the world. Yet they are the world of the individual person; the neighbourhood he lives in; the school or college he attends; the factory,*

*farm or office where he works.*

*Such are the places where every man, woman, and child seeks equal justice, equal opportunity, equal dignity without discrimination. Unless these rights have meaning there, they have little meaning anywhere. Without concerted citizen action to uphold them, we shall look in vain for progress in the larger world.”*

- Eleanor Roosevelt, speech commemorating the 10th anniversary of the Universal Declaration of Human Rights

Identity-based mistreatment and discrimination occur everywhere in the United States, and Wayland is no exception. Incidents of identity-based mistreatment in Wayland have been reported, for example, in the “bipoc.wayland” [Black, Indigenous and Other People of Color] and “Dear Wayland” Instagram accounts. Friends and neighbors have shared accounts of similar incidents with members of the HRC Study Group, including individuals in the group who have been targets of such incidents. While various Wayland entities play a crucial role in ensuring the safety and wellbeing of Wayland residents, there is currently no civic body charged with partnering with town entities to ensure that policies, practices and programs are in place to prevent these occurrences and - when they do occur - providing support, resources and information to our neighbors who are impacted.

For example, currently if a person in Wayland is the target of an identity-based incident they can report it to the police, but they may not know where to turn for support. If an HRC were in place, a person could contact the HRC to get support, resources and information.

Establishing a Human Rights Commission would align Wayland with peer and neighboring towns, including Arlington, Belmont, Concord, Carlisle, Framingham, Lexington, Maynard, Needham, Newton and Winchester, who are working to improve the quality of life for all residents no matter their racial identity, religion, sexual orientation, gender identity, country of origin, or other aspect of identity. Creation of an HRC would establish Wayland as a town where residents and town officials share a belief that every person has equal value and dignity no matter who they are.

### ***Purpose of a Human Rights Commission***

The purpose of a Wayland Human Rights Commission would be to champion the achievement of justice, equity and inclusive humanity in all spheres of Wayland life for all people who live, work, study, worship in or visit Wayland. The work of the HRC would be guided by these values:

- What binds people together is greater than what separates us
- Every person has equal value and dignity no matter their race, color, sex, religion, physical or mental ability, origin or ancestry, ethnicity, sexual orientation, gender identity, marital status, socio-economic status or a combination of identities
- Everyone deserves equal access to benefits, privileges and power
- All groups of people are inherently equal, and no group is inferior or superior to another
- Working to achieve these goals is an immediate obligation

These values are rooted in the universal human rights principles expressed in the United Nations’ Universal Declaration of Human Rights.

The HRC would comprise a volunteer group of Wayland stakeholders, representing various identities, skills and experiences. The HRC Study Group held many discussions on the proposed composition of the HRC and concluded that the membership set forth in the article represents a wide variety of different groups who would nominate members while also allowing the HRC itself to nominate additional members to ensure diversity and inclusive humanity within the HRC. In addition, allowing the entities to

nominate the members, who are then subject to confirmation by the Board of Selectman, will encourage the necessary autonomy of the members and entities while ensuring that the HRC also has sufficient authority to accomplish its mission.

### ***What's Happening in Other Locations?***

Many towns and cities across Massachusetts have Human Rights Commissions or Committees. The Massachusetts Human Rights Coalition (MAHRC) is a coalition of “municipal and local agencies responsible for promoting human and civil rights and harmonious relationships among diverse groups at a local level.” Members of the Wayland HRC Study Group have attended several MAHRC meetings. A list of selected Human Rights local and municipal agencies in Massachusetts can be found ~~here~~ on the MAHRC website. In addition, the Wayland HRC Study Group researched 24 of these agencies and created a summary of its findings. ~~here~~ [\[include appendix?\]](#).

The International Association of Official Human Rights Agencies maintains a list of U.S. State-level human rights organizations, such as the Mass Commission Against Discrimination here in the Commonwealth, as well as city and town human rights organizations around the U.S. and Canada.

The US Human Rights Network is home to the National Human Rights Cities Alliance, a membership organization that promotes human rights cities projects around the U.S. This organization has published a statement of human rights city principles.

The Board of Selectmen recommends xx. Vote: 0-0-0

**ARGUMENTS IN FAVOR:** Defending ~~the~~ rights and dignity of people in Wayland is in keeping with the Town’s ideals and values. It is in the interest of the residents of Wayland to ensure that education, support and resources are available to help them achieve equity in all areas of town life.

Many examples of inequity, on a local, national and international scale, have been brought to light in recent years and especially during the past year. The HRC Study Group has noted instances of bias by residents of Wayland as well. The Town has an obligation to support its citizens of all backgrounds and life experiences and ~~preferences~~ identities to achieve equity and an HRC would be an important step in this direction.

A number of towns in Massachusetts and municipalities throughout the country and the world have undertaken efforts to establish HRCs or HRC equivalents. Wayland would be amongst leaders but would not be a trailblazer in this endeavor and thus, can benefit from having incorporated ‘most-effective’ practices into the proposed HRC plan.

**ARGUMENTS OPPOSED:** The Board of Selectman is reviewing an alternative proposal for the creation of an HRC. If an HRC is formed via another plan, this proposal is redundant and unnecessary.

Some would argue that Wayland is a civil environment and that an HRC is not needed.

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

**QUANTUM OF VOTE:** **Majority**

*For more information about this article, contact main petitioner Karen Blumenfeld at [Oxbow3@comcast.net](mailto:Oxbow3@comcast.net)*

## **Article JJ. Resolution to Declare a Climate Emergency**

*Proposed by: Petitioners*

*estimated cost: \$0*

To determine if the town will vote to the below resolution:

**WHEREAS**, there is already cascading environmental harm, severe health impacts, and destruction due to the current average global warming of 1°C;

**WHEREAS**, restoring a safe and stable climate will require deep greenhouse gas emissions reductions through rapid, unprecedented transitions in all aspects of society;

**WHEREAS**, progress toward this future is already underway in Massachusetts, a national leader on climate initiatives;

**WHEREAS**, Wayland has already undertaken important steps on climate and is better positioned than most municipalities to lead the way on the critical transition away from fossil fuels and can act as a model for other communities;

**NOW, BE IT THEREFORE RESOLVED** that the Town of Wayland declares that a climate emergency threatens our town, all human civilization, and the natural world; and that a climate emergency mobilization effort to meet this challenge is both a moral imperative to remedy environmental harms and an opportunity to convert to a just and ecologically sustainable economy and improve human lives;

**BE IT FURTHER RESOLVED** that the Town of Wayland supports a town-wide mobilization of municipal departments, boards, commissions, residents, and businesses, to reduce community-wide greenhouse gas emissions by the year 2030 by 50% and with an ambition of 75% from its 1990 baseline levels;

**BE IT FURTHER RESOLVED** that the Town Meeting requests that the Board of Selectmen charge the Energy and Climate Committee (1) to invite all municipal stakeholders to a meeting to be held within 90 days of the passage of this resolution to educate them about the risks posed by the Climate Emergency, the process the Town of Wayland is planning to address it, and to encourage municipal participation in the development of a Climate Mobilization Action Plan, and (2) to convene an advisory team consisting of some of its members, municipal representatives, and a diverse group of residents, and (3) to have researched and developed, by the following Annual Town Meeting, a Climate Mobilization Action Plan for Wayland that explains the benefits, costs, strategies and tactics of reducing community-wide greenhouse gas emissions by the year 2030 by 50% and with an ambition of 75% from its 1990 baseline levels. The plan should address greenhouse gas reduction; resilience and adaptation; engagement; and education; taking into account any negative consequences of recommended actions to residents both within and beyond our town's borders;

**BE IT FURTHER RESOLVED** that the Town of Wayland shall submit a certified copy of this resolution to Wayland's elected officials at the county, state, and federal levels and seek all relevant support and assistance in effectuating this resolution and encourage a state-wide, regional, and national climate emergency mobilization effort.



**PETITIONER'S COMMENTS:** The climate crisis has been widely acknowledged as the greatest threat humanity faces, the single greatest crisis we face and one with escalating consequences if addressed only incrementally. Recognizing the climate crisis as an emergency mobilizes us at the municipal and individual levels to respond with the urgency that is required. The Intergovernmental Panel on Climate Change's report starkly stated the dire consequences if we do not reduce emissions sufficiently by 2030: heat waves, storms and flooding, the rampant spread of new diseases, population dislocations, and disruptions to food supply among others. Taking bold action is the best way we can exert pressure upward to state and federal levels just as 1800 other municipalities around the world already have. Wayland has the knowledge and resources to lead. We owe it to our children, our grandchildren, and the planet itself to declare an emergency and respond accordingly.

**FINANCE COMMITTEE COMMENTS:** This resolution asks the Town, its government, residents and businesses to take the following four actions:

- 1). declare that a climate emergency exists,
- 2). support a town-wide mobilization effort to reduce greenhouse gas emissions by 50% in 2030 with ambition of 75% from the 1990 baseline level,
- 3). request that the Board of Selectmen charge the Energy and Climate Committee to gather input and convene an advisory team that will develop a Climate Mobilization Action Plan and
- 4). submit this resolution to the Town's elected officials at the county, state, and federal levels to seek relevant support and to encourage a state-regional-national climate emergency mobilization effort.

This resolution asks the Town to declare a climate emergency exists. Climate change is seen by the scientific community as a significant concern. State and Federal legislation has been discussed but not enacted. Delays by the state and the lack of consensus around climate change at the federal level leaves legislation and recommendations at risk of not readily materializing. This article requests the Town begin taking action now rather than wait.

The resolution further asks the Town to support a town-wide effort to reduce greenhouse emissions by 2030. It requests the Board of Selectmen to ask the Energy and Climate Committee to gather input and will establish an Advisory Committee to develop a Climate Mobilization Action Plan. The Advisory Committee will seek and generate information and ideas and will provide all residents with opportunities to participate in the plan. There will be opportunities for outreach from the beginning of the work to its completion, both to educate and to acquire information.

The Climate Mobilization Action Plan which will be presented at a future Annual Town Meeting would provide actions, activities and cost estimates designed to significantly reduce community wide greenhouse gas emissions by 50% by the year 2030 with the ambition of reaching 75% reduction of greenhouse gasses from the Town's 1990 baseline levels. Some town resources may be necessary to update the website, but are expected to generate minimal expense.

Furthermore, the petitioner asks that this resolution be submitted to the Town's elected officials at the county, state, and federal levels to seek relevant support and to encourage a state-regional-national climate emergency mobilization effort.

The Board of Selectmen recommend approval: Vote: 4-1-0.

The Energy & Climate Committee recommend approval: [Vote: 0-0-0](#)

**ARGUMENTS IN FAVOR:** Climate change is seen by the scientific community as a significant concern and urges mobilization to help prevent the worsening effects of climate change.

This plan creates no obligation on the town or its residents or businesses to act but allows town residents to understand what is necessary to achieve significantly reduced green-house gasses and have a greater impact on climate change issues.

This is a significantly greater commitment than the incremental attention to emissions reductions in the past and would help to make Wayland a town committed to reducing the effects of green-house emissions – making the town attractive to those who wish to reside in a climate change focused community.

The advisory committee will be composed of a diverse set of volunteer residents who will bring their professional skills, expertise, passion and commitment to this endeavor - with little to no expense or staff time.

**ARGUMENTS OPPOSED:** Opponents may feel that climate change is not an issue and that funds should not be diverted to support this resolution.

Some residents may see this resolution as unrealistic either because of its level of ambition or its reliance on no-cost volunteer resources to research and develop the Climate Mobilization Action Plan.

Arguments might be made that this resolution should be addressed by the Energy & Climate Committee.

**RECOMMENDATION:** The Finance Committee. Vote 0-0-0

**QUANTUM OF VOTE:** Majority

*For more information about this article, contact main petitioner Michael Delman at [mdelman@beyondbooksmart.com](mailto:mdelman@beyondbooksmart.com)*



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## Article D. OPEB Funding

Proposed by: Board of Selectmen

Estimated Cost: \$510,324

To determine whether the Town will vote to:

- a) appropriate an aggregate amount of \$10,324 to be deposited in the Town's Other Post-Employment Benefits Trust Fund which amount shall be provided by transferring the following sums of money from the following enterprise and revolving funds:
- |                          |             |
|--------------------------|-------------|
| 1) Food Service          | \$ 0        |
| 2) BASE                  | \$ 0        |
| 3) Children's Way        | \$ 0        |
| 4) Full Day Kindergarten | \$ 0        |
| 5) Water Enterprise      | \$ 7,806    |
| 6) Transfer Station      | \$ 0        |
| 7) Recreation            | \$ 1,679    |
| 8) Wastewater Enterprise | \$ 839; and |
- b) appropriate \$500,000 to be deposited in the Town's Other Post-Employment Benefits Trust Fund; and determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose or otherwise.

**FINANCE COMMITTEE COMMENTS:** This article funds an Other Post-Employment Benefit (OPEB) contribution from two sources: a) enterprise and revolving funds and b) taxation.

Like other towns in Massachusetts, Wayland provides health insurance for benefit eligible retirees. The Government Accounting Standards Board (GASB) requires the Town to perform periodic actuarial valuations, based on prescribed accounting standards that measure the obligations accruing under its OPEB plans. While GASB requires that this liability be included on the balance sheet, GASB does not require funding this liability. The funding decision is up to the Town.

The Town pays the cost of current retiree insurance premiums as they are incurred as part of its operating budget. The Town historically contributed an additional amount to the OPEB Fund for future premium payments from available funding sources, including the operating budget and Free Cash. Beginning in FY19, the amount contributed to the OPEB Fund as described in b) above has been appropriated entirely from taxation.

Total OPEB Liability is reported on a fiscal year basis. As of June 30, 2020, the Total OPEB Liability ("TOL"), as determined under GASB, was \$48.9 million. Plan assets were \$19.1 million. The Net OPEB Liability ("NOL"), which equals the TOL less assets, was \$29.8 million. A useful metric for gauging funding progress is the ratio of assets to total liabilities, or the funded ratio, which is 39.01% as of June 30, 2020, as compared to 38.5% as of June 30, 2019. Wayland continues to be a leader among municipalities in addressing this long-term liability, which has been viewed favorably by Moody's in assessing the Town's credit.

The Town requested that our actuary, Odyssey Advisors, update our actuarial liability funding tables as of June 30, 2020 to determine a level funding contribution to achieve full funding in 2040 based on current actuarial assumptions. They determined the level annual funding contribution through 2040 to be \$550,000 if all assumptions are realized. Actual results will vary due to differences between plan experience and assumptions. Key assumptions include, but are not limited to, a 7% discount rate and expected investment return, 5% pre-65 medical cost trend and 4.5% post-65 medical cost trend.

The amount in part b) is recommended at \$500,000 and this same amount is planned as a sustainable annual contribution to fund the OPEB liability as part of the Town's long-term financial planning. The methodology for calculating the amounts in part a) totaling \$10,324 is a per FTE expense at the same rate as in part b) in order to represent the fair share of the total amount to be paid from the enterprise and revolving funds. Due to the effects of COVID-19, various Town and School Revolving Funds were unable to make their respective planned contributions to the OPEB Fund and Indirect payments to the General Fund

The Board of Selectmen [*recommends/does not recommend*] approval. Vote: 0-0-0

**ARGUMENTS IN FAVOR:** OPEB liabilities are accrued over the service period of the employees earning these benefits because that recognizes the cost as it is earned. While there is no mandate to fund these obligations, proponents may argue it is prudent financial practice to fund towards benefits as they are earned rather than leave the obligation for future generations to pay.

Moody's 2019 Credit Report listed the Town's aggressive funding of OPEB liability as one of the Town's Credit strengths. Within the report it is stated that at the Town's current rate, the liability could be fully funded well ahead of most local governments.

Contributions to the OPEB Trust Fund represent the funding set aside to pay the contractually obligated future OPEB benefits. All contributions to the fund will accumulate at tax free rates and will result in lowering future operating expenses for the payment of OPEB benefits.

**ARGUMENTS OPPOSED:** Opponents may argue that our annual funding contributions should be larger because OPEB liabilities represent the projected value of benefit commitments made in the past which should have been fully funded as earned. Since they were not fully funded as earned, we should fund a larger amount to close the gap faster.

There is no legal mandate to fund these liabilities, and this generation of taxpayers is being asked to bear a cost for current retirees as well as contribute towards the annual accrual for active employees. Therefore, opponents may argue a lower funding level is justified.

Opponents may argue that not all the revolving funds are contributing their fair share to the cost of benefits that will be provided to their retirees and since it is not permissible to catch-up the missed funding with future revolving fund contributions, the end result will be that taxpayers will end up making up the difference in the future.

**RECOMMENDATION:** The Finance Committee [*recommends/does not recommend*] approval. Vote: 0-0-0

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

*For more information about this article, contact Town Administrator Louise Miller at 508-358-3620 or email [lmiller@wayland.ma.us](mailto:lmiller@wayland.ma.us).*

## ARTICLE F: COMPENSATION FOR TOWN CLERK

*Proposed by: Board of Selectmen*

*Estimated Cost: \$82,674*

To determine whether the town will vote to fix the salary for the Town Clerk, pursuant to Massachusetts General Laws Chapter 41, Section 108, to be effective July 1, 2021.

### SALARY SCHEDULE – TOWN CLERK

	<u>FY 2021</u>	<u>FY 2022</u>
Town Clerk	\$ 77,146	\$ 82,674

**FINANCE COMMITTEE COMMENTS:** This Article requests that Town Meeting approve a salary increase for the Town Clerk for Fiscal Year (FY) 2022. By law, annual wage adjustments for the Town Clerk are subject to Annual Town Meeting approval because it is an elected position. The Board of Selectmen and Town Clerk request an increase from Non-union Grade N-8 step 5 to step 6.

For the last few years, the Town Clerk's salary has been reviewed and set so that it is comparable to a Non-union Grade N-8 employee. The salary charts are shown in Appendix B. This gives some structure to Town Meeting's consideration of the salary request. For FY2022, the Town Clerk will be in her third year of service in her first three-year term.

In the normal course, well-performing employees advance to the next step each year, so the Town Clerk would be considered this year at rate comparable to Grade N-8 Step 6. Notably, there are no benefits included with compensation for an elected position.

The existing Town Clerk has considerable comparable job experience: over 30 years practicing law, prior work experience with Open Meeting, Public Records and Conflict of Interest laws, and has assisted the previous Town Clerk by working at the polls and town meetings. The job responsibilities were increased during this past year with unprecedented changes including voting by mail and record numbers of early and absentee voters during a pandemic.

This article is placed before the Budget Article because the Town Clerk's salary is embedded in the Town Clerk salary line item. There is no additional cost for voting to pass this article.

If the Select Board/Town Manager Special Act passes, the Town Clerk will become an appointed position at the end of her elected term in 2022. At that time, it is appropriate to conduct a classification study to confirm the job level assignment of Non-Union N-8 and placement within the range. Now, because this is an elected position, Town Meeting makes this determination, and this proposed wage would be set for this Town Clerk for FY2022.

The Board of Selectmen recommends approval. Vote: 5-0-0.

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

**ARGUMENTS IN FAVOR:** This article sets the salary of the Town Clerk at an appropriate compensation level and provides a salary table structure for future annual increases.

The Town Clerk position requires a broad knowledge base, superior customer service, knowledge of election and other laws and demands long hours. A salary at this level is required to attract and retain good, qualified candidates.

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

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

**QUANTUM OF VOTE:** Majority vote. See Massachusetts General Laws Chapter 41, Section 10

*For more information about this article, contact Town Administrator Louise Miller at 508-358-3620 or [lmiller@wayland.ma.us](mailto:lmiller@wayland.ma.us).*

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## **ARTICLE G: UPDATE FY2022 PERSONNEL BY-LAWS AND WAGE AND CLASSIFICATION PLAN AND FUND FY2021 UNION AND NON-UNION PERSONNEL AGREEMENTS**

*Proposed by: Board of Selectmen*

*Estimated Cost: \$86,292*

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, previously adopted by the Town to amend the table as set forth in Appendix B.
- b) transfer from FY21 budgeted Unclassified: Reserve for Salary Settlement account \$23,626 for the purpose of funding FY21, the first year of the collective bargaining agreements for the period of July 1, 2020 through June 30, 2021 reached between the Town of Wayland and the Teamsters said amounts to be distributed to and among the department personnel and line items affected thereby in such amounts as are proper and required.
- c) 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 for non-union Town employees, by adding a 2% Cost of Living Adjustment (COLA) to each non-union position. And further, to determine whether the Town will vote to transfer from FY21 budgeted Unclassified: Reserve for Salary Settlement account \$37,971 for the purpose of funding FY21 for the period of July 1, 2020 through June 30, 2021 for non-union Town employees; and to authorize the Town Accountant to allocate said sums to and among the personnel and line items affected thereby in such amounts as are proper and required.
- d) transfer from FY21 budgeted Unclassified: Reserve for Salary Settlement account \$24,695 for the purpose of funding FY21, the first year of the collective bargaining agreements for the period of July 1, 2020 through June 30, 2021 reached between the Town of Wayland and AFSCME 1 & 2 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:** Passage of this article will amend the Code as shown in Appendix B by establishing the FY22 salary tables for those unions with settled contracts (Police and Teamsters) and for non-union employees. Additionally, it will transfer monies to fund the first year (FY21) of the settled contracts for Teamsters (paragraph b above), a memorandum of agreement with AFSCME-1 and AFSCME-2 (paragraph d above), and salary increases for non-union employees (paragraph c above). All appropriations transfer available funds from the Unclassified: Reserve for Salary Settlement line item.

The non-union increases are commensurate with the contracts settled by the Schools and the Town unions at a FY21 2% cost of living adjustment increase and a FY22 2% cost of living adjustment increase. The remainder of the Town union contracts are still being negotiated. Hourly and seasonal non-union employee wages have been adjusted for the increase in MA minimum wage (no current year transfers were required for this category).

The Wage and Classification Plan allows for periodic wage increases for non-union based on employee longevity and provides for reasonable wage growth over time. The tables in Appendix B reflect a 2% increase for all non-union employees effective July 1, 2021.

For informational purposes only, union employees in bargaining units with negotiated labor contracts during this cycle of bargaining have their FY22 wage tables listed as well.



The Board of Selectmen recommends approval. Vote: 5-0-0.

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

**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 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.

**ARGUMENTS OPPOSED:** Some would say that salary growth should be lower based on current economic conditions and that wages should not be adjusted. Some would say that employees are being paid enough and program fees are sufficiently high.

**RECOMMENDATION:** The Finance Committee recommends \_\_\_\_\_. Vote:

**QUANTUM OF VOTE:** Majority vote.

*For more information about this article, contact Town Administrator Louise Miller at 508-358-3620 or email [lmiller@wayland.ma.us](mailto:lmiller@wayland.ma.us).*

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## **Article P. Acquisition of Land for a COACC**

*Proposed by: Board of Selectmen*

*Estimated Cost: \$100.00*

To determine whether the Town authorizes the Board of Selectmen, with approval of Town Counsel as to form, to acquire by gift, purchase, or otherwise, for general municipal purposes, but currently intended to provide space for the eventual construction of a multi-use Community Center (Council on Aging/Community Center), on such terms and conditions as the Board of Selectmen deems appropriate, but at a purchase price not to exceed \$100.00, land, including the fee or any lesser interest in all or any part of the parcels of land, on and off Elissa Avenue, north of the current X Golf business, and bounded by Elissa Avenue on the west and on the north by 185 Elissa Avenue, owned by the Town, Assessor's Map 23-052B, as shown in Appendix of this Town Meeting warrant, and further to authorize the Board of Selectmen to execute any and all documents as may be necessary or convenient in relation thereto or take any action relative thereto, and further authorize the Board of Selectmen to determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, transfer from available funds already appropriated for another purpose, transfer from the real estate fund, or otherwise.

**PROPOSERS' COMMENTS:** Town Meeting has twice appropriated funds for a Council on Aging/Community Center to be built at Town Center. At the 2020 ATM residents voted to permit monies previously allocated for feasibility, design, construction and bid documents for multi-use Council on Aging/Community Center to be used for a facility located at an appropriate location within the Town of Wayland. The Board of Selectmen will negotiate, or has successfully negotiated, an agreement with the subject property's owner whereby that owner has agreed to permit the sale of land behind the X Golf business at Wayland Town Center, for a nominal amount of money, \$100.00. This article seeks Town Meeting approval to secure this land for the Town in order that a Council on Aging/Community Center can be built once a future town meeting votes construction monies.

**FINANCE COMMITTEE COMMENTS:** Passage of this Article would authorize the Board of Selectmen (BoS) to acquire a parcel of land located at Town Center for the purpose of constructing a multi-use Council on Aging/Community Center (COACC).

The Town has considered the construction of a COACC at Town Center since at least September 2014, when the BoS established a Council on Aging/Community Center Advisory Committee as a temporary advisory committee to review the feasibility of utilizing space at the so-called "Municipal Parcel" at Town Center for the construction of a COACC. The Town appropriated funds for purposes of a COACC at Annual Town Meeting (ATM) in 2015 and 2018. ATM in 2020 approved an Article that allowed the previously appropriated funds to be used to complete feasibility and design for a COACC at a site other than the Municipal Parcel.

The project initially envisioned use of the approximately 10,250 square foot building located on the Municipal Parcel, as well as three adjacent parcels. As of the date the 2021 ATM Warrant went to print, the Town has not been able to negotiate the acquisition of the Municipal Parcel or the three adjacent parcels. Therefore, the Town is not presently able to construct a COACC of sufficient size or stature to meet the needs of the community.

In response to the negotiation standstill, the Council on Aging approached the BoS about considering other possible locations for a COACC, and the Town responded by issuing a Request for Proposals. The Town received one bid in response to the Request for Proposals, which was for use of a parcel of land located behind the X Golf facility at Town Center. The owner of this new location has offered the parcel to the Town for a nominal purchase price, no more than \$100.00. This new parcel is located about 600

feet away from the Municipal Parcel, and therefore is very close to the initial intended location for the COACC. The new parcel, including the adjacent parking area, is approximately 111,000 square feet, and therefore is larger than the Municipal Parcel, which is 85,000 square feet. The new parcel also allows for more convenient access to nearby parking, as well as the businesses located at Town Center. The Council on Aging stated its preference for use of this new parcel for construction of a COACC.

The Town does not own the new parcel and the BoS cannot acquire the parcel without authorization from Town Meeting. This Article would enable the BoS to purchase the land. Although the many delays in constructing a COACC on the Municipal Parcel strongly suggests that it is unlikely the COACC will be constructed at that location, passage of this Article does not eliminate the possibility. Rather, the acquisition of the new parcel allows for another potential location for the COACC.

The budget before this Town Meeting (i.e., Fiscal Year 2022) does not include any funding for the construction of a COACC. Therefore, any construction monies for a COACC (whether on the Municipal Parcel or the new parcel) would need to be approved at a future Town Meeting. The Town has spent \$74,417 to date to secure a site and develop a COACC at Town Center. Of that sum, no monies have been spent on design.

The Board of Selectmen recommends \_\_\_\_\_. Vote: 0-0-0

**ARGUMENTS IN FAVOR:** Town Meeting has repeatedly approved the appropriation of funds for purposes of constructing a COACC, and passage of this Article increases the likelihood of a COACC finally being built for the benefit of the Town. Passage of this article is necessary to demonstrate to the subject property's owner of the Town's interest in it.

This Article provides nothing more than a grant of authority to the BoS to acquire a parcel of land at less than \$100.00 for a promising location for a COACC.

Passage of this Article would bring the Town one step closer to providing the Town with a central location for community involvement, recreation, and the arts.

The parcel to be acquired through passage of this Article is located approximately 600 feet from the Municipal Parcel and therefore allows for a COACC to be built at Town Center and in a location that better benefits from available parking.

**ARGUMENTS OPPOSED:** Prior year Warrants, as well as Town Meeting deliberations and votes, show support for expenditures of funds for a COACC on the Municipal Parcel and the proposed new parcel.

The lack of clarity and specificity as to the design of any COACC on the newly-acquired parcel results in many unknowns as to the potential cost to the Town for the construction of a COACC on this parcel.

The language in this Article is written in broad terms which does not limit the future use of this new parcel to construction of a COACC, and therefore the acquisition could be used to build something other than what is considered by this Article.

Acquiring this parcel does not guarantee construction of a COACC and therefore takes another parcel of land off the tax rolls that could be used for future development and revenue to the Town.

**RECOMMENDATION:** The Finance Committee recommends \_\_\_\_\_. Vote: 0-0-0

**QUANTUM OF VOTE:**

*For more information about this article, contact Town Administrator Louise Miller at 508-358-3620 or email [lmiller@wayland.ma.us](mailto:lmiller@wayland.ma.us)*

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## Article X. Spencer Circle Street Acceptance

*Proposed by: Board of Selectmen*

*estimated cost: \$38,000*

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

**FINANCE COMMITTEE COMMENTS:** Spencer Circle was constructed to be a public way in or around 2002. At the time that the subdivision was approved and, in the decision of the Planning Board, Spencer Circle was intended to be accepted as a public way. Since the Town had not moved forward with acceptance as a public way, the residents of Spencer Circle inserted a petitioners' article for acceptance of Spencer Circle as a public way at the 2019 Annual Town Meeting. Following discussions with Town officials, the petitioners withdrew the article in order to allow the Town to proceed with the street acceptance process pursuant to Massachusetts General Laws. As a public way, Spencer Circle would be entitled to maintenance attention obligated to all Town public ways (maintenance to pavement, stormwater & water systems, plowing, etc.)

Since the 2019 ATM, Spencer Circle residents and Town boards and staff have worked together to research, identify and resolve issues related to a road constructed over 18 years ago. The expense to bring the road to current standard would have been incurred by the Town as normal expense if the Town had accepted the road in due course.

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

The condition of the road, after 17 years, requires approximately \$38,000 of deferred maintenance repairs. The Department of Public Works (DPW) understands this and is prepared to place Spencer Circle on its Roadway Improvement Plan on a schedule appropriate with the Department's condition and plan criteria. In addition to these repairs, there remain several infrastructure deficiencies that need to be addressed. The repairs for these deficiencies have been itemized in a DPW memo to the Board of Public Works dated 4/22/2019. The Spencer Circle developer is aware of these repairs and understands release of the developer from liability will be conditional upon them being completed. Accordingly, the developer has decided to forfeit the approximately \$2,400 in remaining bond deposit funds, and the funds will be used by DPW to offset the cost of the punch list items and should cover repairs for all known deficiencies. The Town cannot do the repair work until after the road has become a public way; it is not Town property until then.

Should Spencer Circle be accepted as a public road, the Town would own two drainage structures, located, in part, on Nos. 4 and 6 Spencer Circle. The Town has performed a limited conditions

assessment of the drainage systems and has determined the systems to be in good working condition. Easements are necessary at Nos. 4 and 6 Spencer Circle pertaining to the Town's access, operation and maintenance of these drainage systems. Any street acceptance will be conditional upon the execution of these easements. The BoPW does not customarily accept private streets that require expending Town funds to bring the road up to town standards. However, the BoPW agreed to take on the \$38,000 of deferred maintenance which would have been done by the DPW had Spencer Circle been accepted earlier.

Under Massachusetts General Laws, the easements must be completed by the Board or Selectmen within 120 days of the dissolution of Town Meeting after a vote to accept a road as a public way. After this has occurred, the Board of Public Works will order the taking of Spencer Circle as a public way.

The Board of Selectmen has negotiated with the owners of No. 4 and No. 6 Spencer Circle to acquire by gift, purchase, eminent domain or otherwise, easements in any land necessary for the laying out and the acceptance of Spencer Circle, or other related easements. A draft of the easement documents was reviewed at the Board of Selectmen meeting of March 8, 2021.

The Board of Public Works voted on March 9, 2021 its intent to layout Spencer Street subject to Planning Board review (4-1-0) and to schedule a public meeting on April 13, 2021 (4-1-0) as the next step in the street acceptance process. The BoPW will vote to layout Spencer Circle as a public way following the public meeting.

The Planning Board voted to accept Spencer Circle as a public way on March 16, 2021 subject to several conditions including that an easement be agreed to by all parties before the Annual Town meeting (4-0-1).

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

**ARGUMENTS IN FAVOR:** Spencer Circle was originally built to town standards and should be accepted as a public way.

**ARGUMENTS OPPOSED:** Drainage structures are partially under two residents' land and would be complex for the Town to maintain even with access via easements.

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

**QUANTUM OF VOTE:** Majority

*For more information about this article, contact Town Administrator Louise Miller at 508-358-3620 or email [lmiller@wayland.ma.us](mailto:lmiller@wayland.ma.us).*



**Finance Committee**

Steven Correia (Chair)  
Kelly Lappin (Vice Chair)  
Adam Gutbezahl  
Carol Martin  
Christine Roberts  
Pamela Roman  
Bill Steinberg

**FINANCE COMMITTEE**

**March 1, 2021**

**Remote**

**Attendance:** S. Correia, K. Lappin, A. Gutbezahl, C. Martin, C. Roberts, & B. Steinberg. Also in attendance were the Town Finance Director, B. Keveny, the Town Administrator, L. Miller, and Jason Adams as the online meeting moderator.

**Call to Order:** The meeting was called to order by Chair S. Correia at 6:18 PM. S. Correia stated all members were participating remotely, and opened the meeting with the following:

**In compliance with the revised Open Meeting Law requirements, this meeting will be live streamed via Zoom as well as WayCAM. The Zoom meeting can be entered using the link and password available on the agenda on the town website. The meeting may be viewed live on the WayCam Public/Education Channel (Comcast 8 / Verizon 37). Public Comment will be received either through Zoom or by phone at 508-358-6814 for this meeting. The phone number will be active during the public comment portion of the meeting. Thank you for your patience. We intend to address all calls. To make a public comment via Zoom, perform a virtual “hand raise”. The meeting moderator will contact you via a chat message to acknowledge your request and will inform the chair of your request to comment.**

**In addition to being live streamed, WayCam will record the meeting and recording will be made available to the public as soon after the meeting as is practicable. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings.**

**Announcements:** S. Correia announced the Finance Committee will present the draft FY2022 budget to the public on Thursday, March 4, 2021 at 6:30p.m.

**Public Comments:** No Public Comment

**Finance Directors Report:** B. Keveny reported that L. Miller had a meeting with West Suburban the prior week to get the new rates and that he should have something for the Finance Committee within the next week. B. Keveny stated he is still trying to get the budget number regarding the Vocational Tech/Minuteman budget line item, and he hoped that he should be able to update the Finance Committee by next week on this number. B. Keveny stated further that the School Department and the Town are in the process of making agreements with union and non-union personnel. In response to these actions, the FY2021, will have moves from the salary reserve budget line item to certain other line items to reflect the agreements, and the FY2022 budget will be updated accordingly. These agreements will not result in a change to the total budget amount. B. Keveny concluded by confirming the audit was completed and the auditor will be coming in just a few months to conduct a new audit.

**Review of FY2022 Draft Operating Budget Presentation:** S. Correia initiated discussion by mentioning P. Roman and K. Lappin assisted with updating the presentation, and that B. Keveny ensured the accuracy of the numbers. S. Correia stated he will post the presentation for the public to review in advance of Thursday's presentation. S. Correia noted he added a COVID-19 page to the presentation because he thought the public would be interested in knowing the status of COVID-related expenses.

C. Martin provided recommended changes to language within the presentation. A discussion ensued as to the amount of free cash used as a portion of the budget. C. Martin cited a document authored by the Massachusetts Division of Local Services in February 2017 about the amount of free cash to expend in a fiscal year. L. Miller clarified as to the distinction between the terms "free cash" and "unrestricted funds."

**Discussion & Possible Vote on FY2021 Annual Town Meeting Articles:** K. Lappin asked Finance Committee members sent final articles (i.e., approved by both the Finance Committee and Select Board) to her.

Article DD – Recreation: Mill Pond Dam Walkway, Athletic Fields Design, Heard Farm Improvements (CPA-Historic Preservation in part): C. Martin stated she followed up on issues related to permitting and confirmed that the Board of Public Works will obtain the necessary permits to undertake the repairs. C. Martin stated further she inherited another question on this Article as to who owns the land on which the Mill Pond Dam walkway is located. L. Miller commented she was not sure it was consequential who owns the property for purposes of the Article so long as the Town is the owner. C. Martin and L. Miller agreed to coordinate on the question concerning ownership.

Article C – Current Year Transfers: S. Correia and C. Roberts confirmed this Article was not ready for discussion. B. Keveny stated he should have the necessary information to the Finance Committee by Thursday, March 4, 2021.

Article F – Compensation for Town Clerk: B. Steinberg stated the Board of Selectmen were not prepared for this Article to be discussed at this time.



Articles G & H – Combined Personnel Bylaws & Wage & Salary Classification Plan with Non-Union Personnel COLA: B. Steinberg stated the Board of Selectmen were not ready for these Articles to be discussed at this time and it was possible the two Articles may be combined.

Article S – Capital Stabilization Fund: C. Martin provided an overview of the Article, which is to establish and fund a Capital Stabilization Fund. B. Keveny advised that the \$110,000 amount identified in the current draft will be adjusted to \$101,000. C. Martin moved the Finance Committee recommend approval of Article S – Capital Stabilization Fund. B. Steinberg seconded the motion. The motion passed 6-0-0, with B. Steinberg, C. Martin, C. Roberts, A. Gutbezahl, K. Lappin, and S. Correia all voting yes.

Article T – Solar at Loker School: C. Martin stated the Energy and Climate Committee went before the School Committee, and the School Committee voted to recommend approval, 5-0-0. B. Keveny said the Town reached out to bond counsel (Locke Lord LLP) about placing the solar panels on the roof. B. Keveny said the inclination he received from counsel was that the Town might be okay since the Town borrowed \$23 million at the time it conducted borrowing for the Loker roof. Therefore, based upon the conversation with counsel, he encouraged the Finance Committee to move forward with the Article. C. Martin moved the Finance Committee recommend approval of Article T – Solar at Loker Field. B. Steinberg seconded the motion. The motion passed 6-0-0, with B. Steinberg, C. Martin, C. Roberts, A. Gutbezahl, K. Lappin, and S. Correia all voting yes.

Article GG – Resolution to Continue Electronic Voting Through FY2027: B. Steinberg provided an overview of the Article and introduced the co-lead petitioners, Dave Bernstein (Glezen Lane) and Alan Reiss (Old Connecticut Path). C. Roberts asked why electronic voting could not become part of the annual budget. D. Bernstein provided context about the history of electronic voting and the Town’s decision to not conduct a bylaw change to incorporate electronic voting. A. Gutbezahl asked whether the technology made it possible to identify how members of Town Meeting voted as part of the Town Meeting minutes. D. Bernstein and A. Reiss stated the technology allows for it; however, the current rules for Town Meeting require votes made via electronic voting be kept confidential. B. Steinberg mentioned the basis for the five-year period in the Article was due to the connection to another Article coming forward at Town Meeting concerning remote voting.

C. Martin moved the Finance Committee recommend approval of Article GG – Resolution to Continue Electronic Voting Through FY2027. C. Roberts seconded the motion. Prior to the vote, S. Correia expressed his opinion that the vote of every member of Town Meeting should be known as members of the Town’s legislative branch. S. Correia also acknowledged the efficiency electronic voting provides to Town Meeting, as well as that it encourages people to attend. The motion passed 6-0-0, with B. Steinberg, C. Martin, C. Roberts, A. Gutbezahl, K. Lappin, and S. Correia all voting yes.

Article II – Appointment of Finance Committee: Co-lead petitioners George Harris (Holiday Road) and Carole Plumb (Bald Rock Road) provided an overview of the Article to the Finance Committee, which would create a Finance Committee Appointing Board consisting of the Chair of the Board of Selectmen and the Town Moderator. G. Harris stated this new Board would provide an equal balance of power with respect to the branches of government. G. Harris stated

further that in all thirteen of Wayland's peer towns, the Moderator is involved in some capacity in selecting the members of those towns' finance committees. K. Lappin raised a question regarding a quote in the write-up to the Collins Center Report. B. Steinberg, K. Lappin, G. Harris, and C. Plumb discussed the merits of maintaining the quote in the write-up and discussed potential modifications. C. Martin provided editorial feedback.

C. Martin moved the Finance Committee recommend approval of Article II – Appointment of Finance Committee. K. Lappin seconded the motion. A. Gutbezahl mentioned the Article did not have a financial impact and referenced the Finance Committee's past practice of not making a recommendation on such articles. C. Roberts also noted the lack of any financial implications drawn from the Article. C. Martin stated this Article merited a vote by the Finance Committee because of the optics of the Finance Committee being appointed by the Board of Selectmen. B. Steinberg and S. Correia both mentioned the Finance Committee historically did vote to recommend (or not recommend) approval on articles with no financial impact. A. Gutbezahl stated he intended to vote present because he believed the Article did not have a financial impact and the Finance Committee should not render an opinion on articles with no financial bearing. B. Steinberg stated he would not recommend approval of the Article because recommending a change for the sake of a change is not the way he believes the Town should move forward with policy. S. Correia stated he did not believe that what Wayland's peer towns did is necessarily always the correct approach. The motion failed, 1-4-1. C. Martin voted in favor. C. Roberts, K. Lappin, B. Steinberg, and S. Correia voted against the motion. A. Gutbezahl voted present.

Article O – Town Manager Act: The Finance Committee agreed to defer discussion of this Article until a future meeting.

**Members' Reports, Concerns; Topics Unanticipated 48 Hours Before Meeting:** A.

Gutbezahl informed the Finance Committee about upcoming dates on which the Loker Field project would be considered by other boards and committees in Town. A. Gutbezahl stated the Planning Board would review the project on Tuesday, March 3<sup>rd</sup>, and the Conservation Commission would review the project on Wednesday, March 4<sup>th</sup>.

**Adjournment:** At 8:49 p.m., B. Steinberg moved to adjourn. C. Roberts seconded. The motion passed, 6-0-0, with B. Steinberg, C. Martin, C. Roberts, A. Gutbezahl, K. Lappin, and S. Correia all voting yes.

**Documents:** available at

<https://www.wayland.ma.us/sites/g/files/vyhlf4016/f/agendas/20210301fincompkt.pdf>

Respectfully Submitted,

Adam Gutbezahl



**Finance Committee**

Steven Correia (Chair)  
Kelly Lappin (Vice Chair)  
Adam Gutbezahl  
Carol Martin  
Christine Roberts  
Pamela Roman  
Bill Steinberg

**FINANCE COMMITTEE**

**March 8, 2021**

**Remote**

**Attendance:** S. Correia, K. Lappin, A. Gutzbezahl, C. Martin, C. Roberts (arrived at 7:30 PM), P. Roman & B. Steinberg. Also in attendance were the Town Finance Director, Mr. Keveny and Jason Adams as the online meeting moderator.

**Call to Order:** The meeting was called to order by Chair S. Correia at 6:16 PM. S. Correia stated all members were participating remotely, and opened the meeting with the following:

**In compliance with the revised Open Meeting Law requirements, this meeting will be live streamed via Zoom as well as WayCAM. The Zoom meeting can be entered using the link and password available on the agenda on the town website. The meeting may be viewed live on the WayCam Public/Education Channel (Comcast 8 / Verizon 37). Public Comment will be received either through Zoom or by phone at 508-358-6814 for this meeting. The phone number will be active during the public comment portion of the meeting. Thank you for your patience. We intend to address all calls. To make a public comment via Zoom, perform a virtual “hand raise”. The meeting moderator will contact you via a chat message to acknowledge your request and will inform the chair of your request to comment.**

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**Public Comment and Members’ Response:**

Steve Prince, 15 Hidden Springs Lane – Mr. Prince spoke in support of the article for the playing field at the Loker Recreational area. He is a coach and a participant in athletics in Wayland. He has followed this project for several years and feels that there is a strong need for additional playing fields in Wayland, and especially fields constructed with artificial turf.

Alexia Obar, 18 Dean Road – Ms. Obar spoke in support of the article for the development of the playing field at the Loker Recreational area. She argued that the property was acquired for the purpose of providing an additional playing field. She noted that her children have been users of the town’s playing fields for the past 16 years. It was also stated that both artificial turf and fields with lights are important for ongoing recreational purposes.

**Finance Director’s Report:**

Mr. Keveny referred Finance Committee Members to version 5 of the budget file for Fiscal Year 22 that is in the Finance Committee online Dropbox for this evening. He noted several changes from version 4 that had been previously presented:

- Revenues are projected to increase by approximately \$20,000 over the previous version;
- The analysis of health care costs for FY ’22 is in process and savings from the prior budget workbook are anticipated in the amount of approximately \$100,000, but he cautioned that the analysis is still in process;
- It is anticipated that the actual costs for the Minuteman School will be approximately \$30,000 less than previously budgeted;
- The salary reserve account is in the process of being modified based upon the settlement of some contracts. Overall, he does not anticipate that these settlements will have any impact upon previous estimates.

Mr. Keveny reported that he will be providing a revised section of the document regarding schools that will show the changes in that budget from December to the present time. There was a brief discussion regarding school employees. Mr. Correia asked if the Personnel Board has authority with regard to School personnel and Mr. Keveny stated that School personnel are managed by the Schools.

**Meeting Minutes:**

Ms. Martin moved that the Finance Committee accept the minutes from its meeting of March 1, 2021. Ms. Roberts seconded. The Committee approved the minutes by a vote of 6-0-1, as follows: Ms. Roberts, yes; Ms. Martin, yes; Mr. Gutbezahl, yes; Ms. Lappin, yes; Ms. Roman, abstain; Mr. Steinberg, yes; Mr. Correia, yes. Ms. Roman noted that she abstained because she was not in attendance at the meeting of March 1<sup>st</sup>.

Ms. Martin moved that the Finance Committee accept the minutes from its meeting of February 22, 2021. Ms. Roberts seconded. The Committee approved the minutes by a vote of 7-0-0, as follows: Ms. Roberts, yes; Ms. Martin, yes; Mr. Gutbezahl, yes; Ms. Lappin, yes; Ms. Roman, yes; Mr. Steinberg, yes; Mr. Correia, yes.

**Schools – Second Quarter Report and Head Count:**

School Committee members Kathie Steinberg and Chris Ryan presented the second quarter school results to the Finance Committee. The information was set forth in a report provided to the Committee at the meeting. At the outset of this presentation, Mr. Gutbezahl left the meeting at 6:47 PM.

Ms. Steinberg walked the committee through major areas in which there have been changes to the personnel side of the budget through the first half of the year, many of which were Covid-related items (see the handout). Major items were:

- Funding for additional personnel due to Covid is approximately \$692,000 over budget;
- Salary adjustment savings are approximately \$405,000;
- There is a savings in transportation and extracurricular needs of approximately \$159,000;
- There is a deficit for custodial needs of approximately \$106,000.

The overall deficit on the personnel side is approximately \$442,000.

There were a series of questions by members of the Finance Committee:

- Can Covid costs be covered by government funding? Response: not for the operating costs set forth in the second quarter results.
- Are Covid related costs set forth in the FY'22 budget? Response: No.
- Can the School Committee show Covid related expenses and which of those expenses are covered by government funding in FY'21? Response: The School Committee plans to put that information into the Warrant for Annual Town Meeting.

Mr. Keveny stated that he and others are working on CARES Act funding. The account is in the amount of approximately \$2 million and not all of that funding has yet been used. It was reported that the Schools have utilized the CARES Act monies received from DESI (the Department of Elementary and Secondary Instruction).

Ms. Steinberg next discussed the non-personnel operations of the Schools for the first two quarters of the year. The major savings for the School budget in this area is from the limited bussing services, which have saved approximately \$490,000 for the first two quarters. The total non-personnel operations are approximately \$633,000 over budget, meaning that the projection for the year is a positive net of approximately \$191,000. The Schools are required to bring elementary school students back full time as of April 5, 2021, and there will be a cost to doing so. It is hoped that the projected positive operations number of \$191,000 may pay for some or all of those costs; however, that is currently not possible to predict.

Mr. Gutbezahl returned to the meeting at 7:17 PM.

Ms. Steinberg and Mr. Ryan next reported on the FTE count for the schools and provided a report to the Committee showing the changes in personnel from 2018 through 2021. Mr. Correia stated that he would like to be able to communicate the budget to actual differences in personnel numbers and that they be shown in the Annual Town Meeting Warrant. Mr. Ryan indicated that the ability to predict actual personnel needs in FY '21 was difficult to budget due to Covid, and that some of the increase for the year has been covered by grants related to Covid.

Ms. Roman asked about how the Schools might cover the costs related to bringing students back full-time in the Spring of 2021. Issues such as 3' distancing vs. 6' distancing; the needs for appropriate furniture; and rules related to the use of cafeterias will be challenging.

Ms. Lappin requested that the Schools provide a personnel trend line explanation for the Annual Town Meeting Warrant.

### **Articles for Town Meeting:**

Article I: Surface Water Quality Committee Budget – Ms. Roman presented the Article to the Committee. She indicated that it is a standard article. Ms. Martin moved that the Finance

Committee recommend approval of Article I. Ms. Lappin seconded the motion. The Finance Committee voted to approve the motion by a vote of 7-0-0, as follows: Ms. Roberts, yes; Ms. Martin, yes; Mr. Gutbezahl, yes; Ms. Lappin, yes; Ms. Roman, yes; Mr. Steinberg, yes; Mr. Correia, yes.

Article O: Select Board/Town Manager Act – Mr. Steinberg presented the Article to the Committee. It had been discussed by Members at the previous meeting. Ms. Martin raised a concern that the Town Manager could have too much power as both the Chief Operating Officer and possibly the Chief Financial Officer, and due to that concern, she planned to abstain on the Finance Committee vote on the article. Mr. Steinberg moved that the Finance Committee recommend approval of Article O. Mr. Gutbezahl seconded the motion. The Finance Committee voted to approve the motion by a vote of 6-0-1, as follows: Ms. Roberts, yes; Ms. Martin, abstain; Mr. Gutbezahl, yes; Ms. Lappin, yes; Ms. Roman, yes; Mr. Steinberg, yes; Mr. Correia, yes.

Article Y: Loker Turf Field – Mr. Gutbezahl presented the Article to the Committee, along with Recreation Committee Co-Chairs Asa Foster and Brud Wright and Recreation Commissioner Katherine Brenna. It was pointed out to the Committee that with the use of CPA funds and Recreation funds, the amount to be borrowed for the development of the field is approximately \$3.2 million and not the full cost of approximately \$3.6 million. There was a suggestion that the Recreation Committee include in their write-up for the Warrant the fact that revolving funds from Recreation will be used in the development of the property. Mr. Correia suggested that the environmental issues might be better noted in the Finance Committee write-up and not just in the arguments against the Article. Mr. Steinberg spoke against the Article due to the potential to develop more artificial turf fields at a lower cost at another location in Wayland. Ms. Martin moved that the Finance Committee recommend approval of Article Y. Ms. Roberts seconded. The Finance Committee voted to approve the motion by a vote of 6-1-0, as follows: Ms. Roberts, yes; Ms. Martin, yes; Mr. Gutbezahl, yes; Ms. Lappin, yes; Ms. Roman, yes; Mr. Steinberg, no; Mr. Correia, yes.

Article Q: Community Choice Aggregation – Mr. Gutbezahl presented the Article, along with Ellen Tohn of the Town's Energy Committee. Ms. Tohn explained how residents would have a choice between the green package and the basic Eversource package, and therefore there should be no cost to residents. Ms. Martin moved that the Finance Committee recommend approval of Article Q. Ms. Roberts seconded the motion. The Finance Committee voted to approve the motion by a vote of 7-0-0, as follows: Ms. Roberts, yes; Ms. Martin, yes; Mr. Gutbezahl, yes; Ms. Lappin, yes; Ms. Roman, yes; Mr. Steinberg, yes; Mr. Correia, yes.

Article E: Fiscal Year 2022 Revolving Fund Expenditure Limits – Mr. Gutbezahl presented the Article. There was a concern raised that if the Transfer Station Article (Article U) does not pass at Town Meeting, this Article would need to be amended in order to provide revolving fund monies for the Transfer Station. Ms. Martin moved that the Finance Committee recommend approval of Article E. Ms. Roberts seconded the motion. The Finance Committee voted to approve the motion by a vote of 7-0-0, as follows: Ms. Roberts, yes; Ms. Martin, yes; Mr. Gutbezahl, yes; Ms. Lappin, yes; Ms. Roman, yes; Mr. Steinberg, yes; Mr. Correia, yes.

Article R: Remote Participation at ATM – Ms. Roberts presented the Article. The Article would have the Board of Selectmen request the legislature to change the law by legalizing remote voting. The Board of Selectmen are currently getting a legal review of this Article. There was no vote taken on this Article.

**Adjournment:**

At 9:20 PM, Ms. Roman moved that the meeting be adjourned. Ms. Roberts seconded the motion. The motion passed by a roll call vote of 7-0: Roberts (yes); Gutbezahl (yes); Roman (yes); Martin (yes); Lappin (yes); Steinberg (yes); Correia (yes).

**Documents:** available at

[https://www.wayland.ma.us/sites/g/files/vyhlf4016/f/agendas/finance\\_packet\\_3.8.2021.pdf](https://www.wayland.ma.us/sites/g/files/vyhlf4016/f/agendas/finance_packet_3.8.2021.pdf)

Respectfully Submitted,

William Steinberg