



Town of Wayland Massachusetts

Finance Committee

Carol Martin (Chair)

Steven Correia (Vice Chair)

Adam Gutbezahl

Kelly Lappin

Pamela Roman

George Uveges

Dave Watkins

FINANCE COMMITTEE

Agenda

July 21, 2020

Note: Items may not be discussed in the order listed or at the specific time. Times are approximate. The meeting will be broadcast live by WayCAM and videotaped for later broadcast.

***In compliance with the revised Open Meeting Law requirements, we will live stream the meeting on WayCAM. Public Comment will be received by Phone at 508-358-6812 for this meeting. The phone number will be active during the public comment portion of the meeting. Thank you in advance for your patience; we intend to address all calls that come in during the Public Comment period.**

- | | |
|--------|--|
| 6:15pm | Call to Order /Review Agenda for Public/Announcements |
| 6:20pm | Public Comment and Members' Response |
| 6:25pm | Meet with Town Administrator to Discuss
FY21 Operating and Capital Budget
ATM Update |
| 7:00pm | Finance Director Report: Status Year End Reports |
| 7:05pm | Review, Discuss and Possibly Vote Mission Statement, FY22 Goals & Strategy |
| 7:25pm | Discuss Potential Summer Projects including Capital Plan/CIP form, Annual
Report Submission & Revolving Fund Reporting. |
| 7:55pm | FY22 Budget Process - Review & Develop Suggested Edits. |

- 8:15pm** **Chair update including Schedule**
- 8:20pm** **Members' Reports, Concerns; Topics, Unanticipated 48 Hours Before Meeting**
- 8:25pm** **Review, Vote & Approve Minutes: 6/27/20.**
- 8:30pm** **Adjourn**

FY 2022 BUDGET SCHEDULE AND PROCESS

July, 2020

	DATE	RESPONSIBLE PARTY	RESPONSIBILITY	SUBMIT TO
1	JUNE/JULY	BOARD OF SELECTMEN	REVIEW BUDGET POLICY AND APPROVE BUDGET POLICY <u>SCHEDULE AND</u> PROCESS	TOWN ADMINISTRATOR, FINCOM, TOWN AND SCHOOL DEPARTMENT HEADS <u>COMMITTEE</u>
23	JULY - AUGUST - <u>SEPTEMBER</u>	FINANCE DIRECTOR, TOWN ADMINISTRATOR, SCHOOL ADMINISTRATOR SCHOOL BUSINESS MANAGER, SCHOOL SUPERINTENDENT	DISCUSS PRELIMINARY FY2022 BUDGET NEEDS, TREATMENT OF SHARED TOWN/SCHOOL EXPENSES AND PRELIMINARY REVENUE <u>PRELIMINARY REVENUE</u> PROJECTIONS	<u>REVIEW BY ASSISTANT TOWN ADMINISTRATOR, TREASURER, ASSESSOR</u>
32	JULY-AUGUST	FINANCE DIRECTOR	DEVELOP <u>PRELIMINARY FY2022 REVENUE</u> , AND PRESENT <u>A</u> 5 YEAR REVENUE AND PRO FORMA EXPENSE BUDGET PLAN SHOWING ALL ASSUMPTIONS	TOWN ADMINISTRATOR (WITH REVIEW BY TREASURER, ASSESSOR, SCHOOL BUSINESS MANAGER AND SCHOOL SUPERINTENDENT)
4	AUGUST 8 <u>17</u>	FINANCE DIRECTOR, TOWN ADMINISTRATOR, HUMAN RESOURCES MANAGER	REVIEW FY2022 BUDGET PROCESS, CAPITAL PROJECTS SUBMISSIONS, PERSONNEL REQUESTS	DEPARTMENT HEADS AND SCHOOL DEPARTMENT
	<u>AUGUST 17</u>	<u>FINANCE DIRECTOR</u>	<u>SENDS CAPITAL REQUEST FORMS AND INSTRUCTIONS</u>	<u>DEPARTMENT HEADS AND SCHOOL DEPARTMENT</u>
5	SEPTEMBER 34	TOWN ADMINISTRATOR, HUMAN RESOURCES MANAGER	SUBMIT PERSONNEL REQUESTS FOR REVIEW AND RECOMMENDATION	PERSONNEL BOARD
6	BY SEPTEMBER 6 <u>10</u>	FINANCE DIRECTOR, TOWN ADMINISTRATOR, SCHOOL BUSINESS MANAGER, SCHOOL SUPERINTENDENT	FINALIZE FY2022 FORECAST, 5-YEAR PLAN, FY2022 BUDGET PRIORITIES AND DRAFT RECOMMENDATION ON BUDGET GUIDELINE; SUGGEST DRAFT FY2022 BUDGET GUIDELINE; IDENTIFY PROPOSED CHANGES TO BUDGET POLICIES	<u>BOARD OF SELECTMEN, SCHOOL COMMITTEE, FINANCE COMMITTEE</u>
7	<u>SEPTEMBER 9</u> <u>17</u>	<u>FINANCE DIRECTOR, TOWN ADMINISTRATOR, SCHOOL SUPERINTENDENT</u>	<u>PUBLIC PRESENTATION AT A FINANCIAL SUMMIT OF FY2022 FORECAST, 5-YEAR FINANCIAL PLAN INCLUDING CAPITAL, BUDGET, RECOMMENDATION ON FY2022 BUDGET GUIDELINE</u>	<u>BOS, FINCOM, SC, DEPARTMENT HEADS, ALL BOARDS, COMMITTEES AND RESIDENTS.</u>
	<u>SEPTEMBER 17</u>	<u>FINANCE DIRECTOR, TOWN ADMINISTRATOR</u>	<u>PUBLIC PRESENTATION AT A FINANCIAL SUMMIT OF FY2021 YEAR END FINANCIALS, 5-YEAR FINANCIAL PLAN INCLUDING CAPITAL, BUDGET, RECOMMENDATION ON FY2022 BUDGET GUIDELINE</u>	<u>BOS, FINCOM, SC, DEPARTMENT HEADS, ALL BOARDS, COMMITTEES AND RESIDENTS.</u>
8	SEPTEMBER 21 CAPITAL	ALL DEPARTMENT HEADS AND SCHOOL DEPARTMENT	SUBMIT CAPITAL PLANS WITH RECOMMENDATIONS/VOTE OF GOVERNING BODIES (SCHOOL COMMITTEE VOTE ON OCT 7)	TOWN ADMINISTRATOR, FINANCE DIRECTOR
9	SEPTEMBER 24	TOWN ADMINISTRATOR WORKING WITH FINANCE DIRECTOR AND FINANCE COMMITTEE	ISSUE FY2022 BUDGET GUIDELINE	DEPARTMENT HEADS, SCHOOL DEPARTMENT, BOARDS AND COMMITTEES
10	BY OCTOBER <u>NOVEMBER</u> 1	TOWN ADMINISTRATOR, PERSONNEL BOARD	SUBMIT FY2022 PERSONNEL RECOMMENDATIONS	BOARD OF SELECTMEN AND FINANCE COMMITTEE
11	<u>OCTOBER 9</u> <u>13</u> CAPITAL	<u>FINANCE DIRECTOR, TOWN ADMINISTRATOR</u>	SUBMIT <u>SUBMIT FIVE YEAR DRAFT CAPITAL PLAN, FY2022 DRAFT</u>	FINANCE COMMITTEE

FY 2022 BUDGET SCHEDULE AND PROCESS

July, 2020

			<u>CAPITAL PLAN, AND</u> DEPARTMENT CAPITAL PLANS WITH RECOMMENDATIONS OF TA/BOS, SCHOOL SUPERINTENDENT/SC AND FUNDING RECOMMENDATIONS	
	DATE	RESPONSIBLE PARTY	RESPONSIBILITY	SUBMIT TO
12	OCTOBER 9 – NOVEMBER 4 <u>DECEMBER 1</u> CAPITAL	FINANCE COMMITTEE	REVIEW AND MAKE RECOMMENDATIONS ON FY2022 CAPITAL REQUESTS; REVIEW 5 FIVE YEAR CAPITAL PLAN	TA/BOARD OF SELECTMEN, SCHOOL SUPERINTENDENT/SC
13	BY OCTOBER 11 <u>13</u>	ALL DEPARTMENT HEADS	SUBMIT DRAFT DEPARTMENTAL OPERATING BUDGETS WITH VARIANCES AFTER APPROVAL BY GOVERNING BODIES (IN MUNIS)	FINANCE DIRECTOR
14	OCTOBER 14 – NOVEMBER 13	TOWN ADMINISTRATOR, FINANCE DIRECTOR	REVIEW OF OPERATING BUDGETS WITH DEPARTMENT HEADS; INCLUDE FINCOM LIAISONS AS SCHEDULES PERMIT; INCLUDE UNCLASSIFIED; REVIEW BUDGET RECOMMENDATIONS WITH RELEVANT BOARDS	
15	DECEMBER 1	TOWN ADMINISTRATOR, FINANCE DIRECTOR	MAKE RECOMMENDATIONS ON ALL OPERATING BUDGETS INCLUDING UNCLASSIFIED, EXCEPT SCHOOLS	BOARD OF SELECTMEN, FINANCE COMMITTEE
16	DECEMBER 1 <u>DECEMBER 31</u>	FINANCE COMMITTEE	BEGIN REVIEW OF OPERATING BUDGETS; SEND QUESTIONS TO TA AND SUPERINTENDENT	<u>TOWN ADMINISTRATOR,</u> <u>SCHOOL SUPERINTENDENT</u>
17	BY DECEMBER 13 <u>15</u>	SCHOOL SUPERINTENDENT, SCHOOL COMMITTEE	SUBMIT SUPERINTENDENT'S RECOMMENDED BUDGET WITH VARIANCES BEFORE APPROVAL BY SCHOOL COMMITTEE	TOWN ADMINISTRATOR, FINANCE DIRECTOR
18	BY DECEMBER 17 CAPITAL	FINANCE COMMITTEE	CONFIRM AND VOTE FY2021 <u>FY2022</u> CAPITAL BUDGET (PROJECTS AND FUNDING SOURCES); AND FIVE YEAR CAPITAL PLAN	
19	BY DECEMBER 27 <u>30</u>	TOWN ADMINISTRATOR, FINANCE DIRECTOR	PREPARE <u>PREPARE</u> AND SUBMIT <u>SUBMIT</u> DRAFT FY2021 <u>FY2022</u> OPERATING BUDGET (INCLUDING UNCLASSIFIED AND SCHOOLS) SCHOOLS WILL VOTE FINAL BUDGET IN JANUARY	BOARD OF SELECTMEN, FINANCE COMMITTEE
20	JANUARY 2 - 28 <u>29</u>	FINANCE COMMITTEE	REVIEWS ALL BUDGET REQUESTS, VOTES TO ADOPT A DRAFT FY2021 <u>FY2022</u> OMNIBUS BUDGET	<u>TOWN ADMINISTRATOR,</u> BOARD OF SELECTMEN, <u>FINANCE</u> <u>SCHOOL</u> COMMITTEE, <u>SCHOOL</u> <u>SUPERINTENDENT</u> GOVERNING BODIES
21	JANUARY	TOWN ADMINISTRATOR, BOARD OF SELECTMEN, FINANCE DIRECTOR, FINANCE COMMITTEE	REVIEW REVOLVING FUND ARTICLE(S) – PURPOSES AND LIMITS	
22	FEBRUARY 32 or 109	FINANCE COMMITTEE	PRESENT DRAFT FY2022 OMNIBUS BUDGET AT BUDGET HEARING	PUBLIC PRESENTATION
23	FEBRUARY 24 <u>23</u>	FINANCE COMMITTEE	ADOPTS FINAL FY2021 <u>FY2022</u> OMNIBUS BUDGET	BOARD OF SELECTMEN, TOWN ADMINISTRATOR,

FY 2022 BUDGET SCHEDULE AND PROCESS
July, 2020

				SCHOOL SUPERINTENDENT, SC, GOVERNING BOARDS
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July, 2020

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2	JULY-AUGUST	FINANCE DIRECTOR	DEVELOP PRELIMINARY FY2022 REVENUE, AND A 5 YEAR REVENUE AND PRO FORMA EXPENSE BUDGET PLAN SHOWING ALL ASSUMPTIONS	TOWN ADMINISTRATOR
4	AUGUST 17	FINANCE DIRECTOR, TOWN ADMINISTRATOR, HUMAN RESOURCES MANAGER	REVIEW FY2022 BUDGET PROCESS, CAPITAL PROJECTS SUBMISSIONS, PERSONNEL REQUESTS	DEPARTMENT HEADS AND SCHOOL DEPARTMENT
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5	SEPTEMBER 4	TOWN ADMINISTRATOR, HUMAN RESOURCES MANAGER	SUBMIT PERSONNEL REQUESTS FOR REVIEW AND RECOMMENDATION	PERSONNEL BOARD
6	BY SEPTEMBER 10	FINANCE DIRECTOR, TOWN ADMINISTRATOR, SCHOOL BUSINESS MANAGER, SCHOOL SUPERINTENDENT	FINALIZE FY2022 FORECAST, 5-YEAR PLAN, FY2022 BUDGET PRIORITIES AND DRAFT RECOMMENDATION ON BUDGET GUIDELINE; SUGGEST DRAFT FY2022 BUDGET GUIDELINE; IDENTIFY PROPOSED CHANGES TO BUDGET POLICIES	BOARD OF SELECTMEN, SCHOOL COMMITTEE, FINANCE COMMITTEE
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FY 2022 BUDGET SCHEDULE AND PROCESS

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17	BY DECEMBER 15	SCHOOL SUPERINTENDENT, SCHOOL COMMITTEE	SUBMIT SUPERINTENDENT'S RECOMMENDED BUDGET WITH VARIANCES <i>BEFORE</i> APPROVAL BY SCHOOL COMMITTEE	TOWN ADMINISTRATOR, FINANCE DIRECTOR
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21	JANUARY	TOWN ADMINISTRATOR, BOARD OF SELECTMEN, FINANCE DIRECTOR, FINANCE COMMITTEE	REVIEW REVOLVING FUND ARTICLE(S) – PURPOSES AND LIMITS	
22	FEBRUARY 2 or 9	FINANCE COMMITTEE	PRESENT DRAFT FY2022 OMNIBUS BUDGET AT BUDGET HEARING	PUBLIC PRESENTATION
23	FEBRUARY 23	FINANCE COMMITTEE	ADOPTS FINAL FY2022 OMNIBUS BUDGET	BOARD OF SELECTMEN, TOWN ADMINISTRATOR, SCHOOL SUPERINTENDENT, SC, GOVERNING BOARDS

2020 Summer Projects

Capital:

Review CIP Form; Suggest Edits

5 Year Capital Plan: Develop FY22-25 Recommendation

Evaluate Capital Budget Tools such as Access

Budget:

Evaluate options to streamline intermin budget recommendations

OPEB: bring into budget ? re-evaluate formula

Overlay: Steps to Implement Municipal Modernization Act

Revolving Funds: Develop Budget Reporting Template

Reporting:

Annual Report

Web Page

Misc:

Follow up: Outsourcing Payroll

Mission Statement:

The mission of the Wayland Finance Committee is to recommend a fiscally responsible operating budget and capital spending plan that balances the demand and need for services and infrastructure with the impact on taxpayers across a broad financial spectrum. To fulfill this mission, the Finance Committee outlines a financial strategy and provides factual and relevant information to residents so they can make informed decisions at town meeting.

Updated 8/26/2019

Responsibilities

The primary responsibilities of the Wayland Finance Committee are to:

- Follow and adhere to by-laws.
- Review, modify and present the omnibus operating budget, a one-year capital plan and five-year capital plan to Annual Town Meeting.
- Prepare and submit a "Report of the Finance Committee" to Annual Town Meeting and an Annual Report for the Annual Reports document.
- Conduct warrant article review to ensure town officials and residents are informed, review article submissions with sponsoring boards and provide recommendations to Town Meeting.
- Approve (or deny) requests for transfers from the Reserve Fund.
- Recommend whether to pursue a debt exclusion (as deemed advisable).
- Recommend whether to change the tax rate structure as requested.

Updated 8/26/2019

Goals

FY 2021 Goals to accomplish primary responsibilities are:

Establish guidelines for operating budgets and capital projects to achieve/maintain:

- Operating budget increases to conform with Prop. 2 ½.
- Debt service policy to 10% of operating budget and trend downward to 8.5%.
- Annual capital spending and resulting borrowing to \$3-\$5 million per year.
- Additional headcount within budget guidelines.
- Aaa rating.
- Operating and 5 year capital budget forecast for School and Town's General Fund.
- Total debt to generally not exceed 100% of General Fund Revenue.

- Continue to foster collaboration across the community.

Updated 08/26/2019

Financial Strategy

Implement process and procedure for the ongoing review and oversight of municipal budgets and department operations, and reporting:

- Include school budget in quarterly operating budget review.
- Include as part of capital planning process a 1-year capital plan and a 5-year capital program. Publish results in the warrant.
- Provide forum for public access and distribution of meeting information.
- Provide information to voters on favorable and unfavorable financial trends.
- Implement 5-year Capital Schedule and Funding Plan.
- Assist town entities/officials on matters which have a significant financial component.
- Review quarterly reports on current year receipts and expenditures vs. budget to identify developing financial issues and improvements in budget process.

Updated 08/26/2019

Town of Wayland Code § 19-10 : Revolving funds.

[Added 4-2-2017 ATM by Art. 5]

A.Pursuant to MGL c. 44, § 53E 1/2, as amended, the following revolving funds are authorized, shall be accounted for separately from all other monies in the Town, and each fund shall be credited with any fees, charges or other receipts from the programs or activities supported by the respective revolving fund:

[Amended 4-2-2018 ATM by Art. 6]

Revolving Fund	Authority to Spend Fund	Revenue Sources	Use of Funds
Transfer Station	Board of Public Works	Receipts including sticker fees paid for use of the Transfer Station, Pay as You Throw bags, recycling income	Payment of costs for the operation and improvement of the Transfer Station
Council on Aging	Council on Aging	Receipts including fees paid to participate in Council on Aging programs	Payment of costs for Council on Aging programs
School Department: Professional Development	School Committee	Fees paid for teacher training programs	Payment of costs for teacher training programs

School Department: Curriculum	School Committee	Fees paid for student instructional materials	Payment of costs for student instructional materials
Recreation	Recreation Commission	Receipts including fees paid to participate in recreational and educational programs/events and building rental fees; receipts including fees paid for the use of the Town Beach and beach programs/events	Payment of costs for recreational and educational programs/events and facilities including Town Beach; and for athletic fields for costs paid from field user fees received prior to July 1, 2017, for major field maintenance on athletic fields not performed by DPW, and approved capital projects
Recreation: Athletic Fields	Recreation Commission	Receipts including fees paid for the use of athletic fields	Payment of costs from field user fees received on or after July 1, 2017, for athletic field equipment (such as nets, goals, porta potties, benches, tables and fences), utilities (electricity and water), major field maintenance not performed by DPW, and approved capital projects

Wayland
Community
Gardens

Conservation
Commission

Receipts including
fees paid for
renting garden
plots

Payment of costs
for port-a-potty
rentals, Town
water, straw bales,
seasonal labor
(i.e., mowing,
invasive removal,
and upkeep), and
tilling and
application of
native seed mix

B. Any Town board authorized to administer a revolving fund shall approve user fees, calculated upon the cost of providing the service or program, which shall include, but is not limited to, costs for associated maintenance, capital improvements, wages and employee benefits and indirect costs.

C. The Annual Town Report shall include, for each revolving fund, an accounting of the fiscal year-end revenues, expenses, balances and Town Meeting voted limit of expenditure.

D. In connection with the annual Town budget cycle, the entity authorized to spend each fund shall submit to the Finance Committee an estimated end-of-year balance for the current fiscal year and a revenue and expense plan for the upcoming fiscal year.





TOWN OF WAYLAND
 41 COCHITUATE ROAD
 WAYLAND, MASSACHUSETTS 01778

**CAPITAL APPROPRIATION REQUEST
 FY21 - FY25 (FIVE YEARS)**

PROJECT INFO:

<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION:

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PROJECT JUSTIFICATION:

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EVALUATION CRITERIA: (Applies to current year budget requests only)

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria

EXPENDITURE SCHEDULE (please provide detailed supporting schedule for 2019 to 2023):

ELEMENT	Prior to Date	2021	2022	2023	2024	2025	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?			
2. Will this Capital Request <u>Increase</u> operating costs?			
3. Will this Capital Request <u>Decrease</u> operating costs?			
4. Will this Capital Request impact personnel?			

FUNDING SOURCES:

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital			
2. CPA Funds			
3. Grants or Gifts			
4. Other			

WARRANT DETAILS

Request Number	
Dept	
Schedule:	
Relationship to General Plan	
History:	

2020
ANNUAL TOWN ELECTION/ANNUAL TOWN MEETING
SCHEDULE/SPECIAL TOWN MEETING SCHEDULE

Last updated July 13, 2020; text in gray has been completed. Text in red is DRAFT.

2019

Mon Dec 9	Board of Selectmen votes to open warrants for the Annual Town Meeting and Town Election.
Mon Dec 9	Planning Board has preliminary meeting with Board of Selectman on Zoning and Planning Board articles, if required.
Wed Dec 11	Notice of the opening of the warrant shall be sent to the Town Clerk and all Town boards and committees. Per Town Code 36-2 and 36-3, notice of the closing date of the warrant will be posted at the Town Building and at the public library in Wayland Center, at the Cochituate Fire Station or Cochituate Post Office and at the Happy Hollow School.
Mon Dec 16	Pursuant to Town Code 36-1, the Selectmen shall cause notice of the time and place of the Annual Town Meeting and Election to be published in a newspaper of general circulation no later than the date fixed by them for closing the warrant pursuant to Town Code 36-3.

2020

Mon Jan 6	Petitioners' Workshop with Selectmen
Tues Jan 7	Nomination papers are available from the Town Clerk for the Town Election.
Mon Jan 13	Selectmen vote to submit any remaining warrant articles it will propose.
Wed Jan 15	Deadline for submission of warrant articles at 4:30 p.m. to the Board of Selectmen through the Town Administrator's Office. (per Town Code Sec. 36-3) Articles will be stamped with date and time of receipt. No article, other than one submitted by the Moderator, Town Clerk, or the requisite number of petitioners, shall be inserted in the warrant for any Town Meeting unless so voted and submitted by a board, commission, committee, or other governmental body of the Town of Wayland by 4:30 p.m. on the date fixed by the Board of Selectmen for closing of the warrant for such meeting. (Town Code 36-3C)
Thurs Jan 16	Articles are draft ordered by Town Administrator and distributed to Moderator, each member of the Finance Committee, Selectmen, Town Counsel and Town Clerk. Town Counsel reviews text of articles.
Mon Jan 20	Martin Luther King Jr, Day
Tues Jan 21	The Finance Committee and other boards and committees are asked to make written requests to the Board of Selectmen to approve placement of a Proposition 2 ½ Ballot Question on the Election Warrant at least two weeks prior to the Board's vote. The Board will consider the requests at its January 27, 2020 meeting.

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

It is the Selectmen's policy that the Board of Selectmen request the Finance Committee's recommendation on whether to place any Proposition 2 ½ Questions on the ballot. The Finance Committee's recommendation and its presentation will be made at the Selectmen's meeting on January 27, 2020. (Earliest date of action – Last legal date for Selectmen to vote on ballot questions is Monday, February 24, 2020.)

- Wed Jan 22 Finance Committee ATM Article Workshop. The Workshop fulfills Town Code 19-3
- Mon Jan 27 Selectmen meet with Planning Board on Town Meeting articles, if necessary. (See MGL 40 A Section, 5)
- Mon Jan 27 Finance Committee makes presentation to Board of Selectmen on all Proposition 2 ½ questions. (See Board Policy for Finance Committee presentation requirements).
- Mon Jan 27 Finance Committee decides the articles for which it will make a report in the warrant to include comments, and the pros and cons. The Finance Committee will communicate its decision to the article sponsors and petitioners who may respond by February 10th with a "Sponsor's Report" not to exceed 150 words in length. Town Code § 5 B.
- Mon Feb 3 Board considers opening of STM Warrant (within Annual Town Meeting) for the period Tuesday, February 4 through Tuesday, February 11 at 4:30 pm and sets all related STM dates at that time. Last date to set STM within ATM is 45 days before ATM or TBD. The warrant for any Special Town Meeting shall remain open for at least seven days after it is called by the Board of Selectmen. Within 48 hours after calling any Town Meeting, the Selectmen shall post notice of the warrant closing date at the locations specified in Town Code § 36-2.
- Mon Feb 3 Board of Selectmen votes to place Proposition 2 ½ Override or Exclusion Question on Election Ballot. Under MGL 54, 42 C, the Town Clerk must receive the written notice of the question being placed on the ballot 35 days before the Election or by Tuesday, February 25, 2020. Following a vote to approve a Proposition 2 ½ Question, the Selectmen and Finance Committee will provide public notice and convene a meeting for public comment on proposed Proposition 2 ½ Question(s).
- Mon Feb 10 Selectmen determine the final order of ATM warrant articles.
- Mon Feb 10 Selectmen accept public comment, discuss wording and vote on ballot questions. (If any)
- Mon Feb 10 By this date, any changes that an article sponsor or petitioner requests to make to the article text (excluding the comments and pros and cons which are the responsibility of the Finance Committee) shall be submitted to the Town Administrator for approval by Town Counsel after which they will be forwarded back to the article sponsor or petitioner, and also to the the Chair of the Board of Selectmen and the Chair of the Finance Committee for distribution to the members
- Mon Feb 10 Deadline for article sponsors and petitioners for which the Finance Committee will make a report in the warrant to submit a "Sponsor's Report" not to exceed 150 words in length. (Town Code § 36-5 B)

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Tues Feb 11	Last day for submission by 5:00 pm of nomination papers to the Board of Registrars for Town Election (49 days before Election) GL c53, sec. 7 <i>(Town has not accepted MGL C. 53, sec 9A.)</i>
Fri Feb 14	Articles are put in final form by Town Counsel. Town Counsel provides comments on by-law changes consistent with Town Code chapter 36, Section 5 B.
Mon Feb 17-21	President's Day and School Vacation week
Tues Feb 18	Last date for Planning Board to discuss and vote Planning Board Reports on zoning articles (may be earlier). See MGL 40 A Section 5.
Tues Feb 25	Last day for Selectmen to submit ballot question to Town Clerk by 5:00 pm. (35 days before election) MGL 54, sec 10; MGL C 54, sec 42c
Tues Feb 25	Last day for filing certified nomination papers with Town Clerk (35 days before election.) MGL 53 section 10.
Tues Feb 25	Deadline: Finance Committee article comments (with supporting charts and appendices), Finance Committee report, and Planning Board articles due to Executive Assistant by 10:00 a.m. - <u>No changes accepted after this date.</u>
Thurs Feb 27	Town Clerk sends ballot to printer.
Thurs Feb 27	Last day to object to nomination papers, to withdraw nomination or object to petitions for local ballot questions for Town Election. GL c. 53, sec. 11; GL c. 55B sec. 7 February 27 or later: Town Clerk sends ballot to printer if no objections filed. GL 55 B, sec. 7 March 5 or later: Town Clerk sends ballot to printer if objections filed. GL 55 B, sec. 7
Mon March 2	Compilation of warrant completed, and all changes made. Warrant is sent to printer.
Thurs March 5	CANDIDATES' NIGHT - LEAGUE OF WOMEN VOTERS
Wed March 11	Last day to register to vote prior to Town Election / Town Meeting; 8:00pm. (20 days prior) GL c 39 sec 26, 28
Fri March 13	Postal delivery of warrants (Town Code 36-2A, MGL c. 39, s10)
Mon March 16	Motions for articles completed by Town Counsel and provided to Moderator and Town Clerk; Pre-Town Meeting review this week.
Mon March 16	Sponsors and Petitioners submit any illustrative slides under Moderator's Rules to Executive Assistant by this date.
Mon March 16	Final copy of warrant delivered to Selectmen, Moderator, Finance Committee, Town Clerk, Town Counsel and Finance Director.

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Mon March 16 Selectmen vote and sign warrants for posting.

Fri March 20 Town Clerk post warrants for Town Meeting and Election at the Town Building and at the public library in Wayland Center, at the Cochituate Fire Station or Cochituate Post Office and at the Happy Hollow School per Town Code Sec. 36-2A, MGL c. 39, s10 (at least 7 days prior to Annual Town Meeting or Annual or Special Election and at least 14 days prior to Special Town Meeting).

~~Thurs March 19 ISSUES FORUM – LEAGUE OF WOMEN VOTERS~~

~~TBD Moderator’s Forum~~

Tues June 9 ANNUAL TOWN ELECTION

ANNUAL TOWN MEETING RESCHEDULED TO **SEPTEMBER 12, 2020**

Mon July 27 Board votes rescheduled date of Annual Town Meeting

Mon July 27 VOTE TO CALL SPECIAL TOWN MEETING AND OPEN WARRANT: Board considers voting to call a Special Town Meeting for **Date (September 12, 2020)** and opening of STM Warrant (within Annual Town Meeting) for the period Tuesday, July 28 at 8:30 am through Tuesday, August 4 at 4:30 pm. The Board sets all related STM dates at that time. Last date to set STM within ATM is 45 days before ATM. The warrant for any Special Town Meeting shall remain open for at least seven days after it is called by the Board of Selectmen. Within 48 hours after calling any Town Meeting, the Selectmen shall post notice of the warrant closing date at the locations specified in Town Code § 36-2.

Mon July 27 PETITIONERS’ STM WORKSHOP: The Board of Selectmen will conduct an information session for individuals considering submission of petitioned articles. Please see separate information sheet on the warrant article process for petitioners.

Tues July 28 STM WARRANT OPENING: Warrant opens **Tuesday, July 28, 2020** at 8:30 a.m. and closes **Tuesday, July 28** at 4:30 p.m. Articles must be submitted in complete form with all exhibits to the Office of the Board of Selectmen and will be stamped with the date and time received. Articles must be signed by the chair of the sponsoring board or committee or its designee, as authorized by a vote of each public body. (Please refer to additional information for submission and preparation of articles by public bodies of the town and by petitioners.)

Mon Aug 3 BOARD VOTE ON ARTICLES: Date by which the Board of Selectmen will vote to approve and submit any STM articles it wishes to sponsor.

Tues Aug 4 WARRANT CLOSING: Last day at 4:30 pm for article sponsors and petitioners to submit articles to the Board of Selectmen’s Office for Special Town Meeting.

Wed Aug 5
OR
Thurs Aug 6 FINANCE COMMITTEE SPECIAL TOWN MEETING ARTICLE WORKSHOP: Per Town Code, Chapter 19 – 3, the Finance Committee meets with all parties proposing or commenting on all Special Town Meeting articles. The Chair of the Finance

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Committee will contact the Board of Selectmen's Office to arrange for public notice of this meeting.

- Thurs Aug 6 SPONSOR'S REPORT DEADLINE (12:00PM): Date by which any governmental body or lead petitioner sponsoring an article may submit to the Office of the Board of Selectmen a 150-word report which will be included in the STM Warrant only if the Finance Committee also provides comment.
- Mon Aug 10 SELECTMEN BEGIN ARTICLE REVIEW AND VOTE TO INCLUDE ARTICLES IN STM WARRANT: The Board of Selectmen will: 1) include discussion about proposed articles on every agenda, 2) vote on whether to include articles in the warrant, 3) vote on the order the articles will appear in the Warrant, and 4) consider a vote on the Board's position on each article.
- Mon Aug 10 TOWN COUNSEL REVIEW OF ARTICLE TEXT: Approximate date by which Town Counsel completes review of submitted STM articles and any re-drafting of the text of each article, providing the article text in final form. Article text is then transmitted in PDF by the Town Administrator to each Article Sponsor and to the Chairs of the Board of Selectmen and Finance Committee for distribution as appropriate.
- Tues Aug 11 FINANCE COMMITTEE DEADLINE (12:30 PM) FOR SUBMISSION, THROUGH ITS CHAIR, TO THE BOARD OF SELECTMEN'S OFFICE ALL FINANCE COMMITTEE REPORTS ON SPECIAL TOWN MEETING ARTICLES - No changes will be accepted after this date.
- Thurs Aug 13 WARRANT COMPLETED: Date by which the compilation of the STM warrant is completed. The final Warrant is scanned, posted on the website and delivered to the members of the Board of Selectmen, the Moderator, the Chair of the Finance Committee, the Town Clerk, Town Counsel and the Finance Director. **Warrant sent to printer. Drop dead date for cover to printer 8/14/20. Drop dead date for warrant to printer 8/19/20.**
- Fri Aug 14 MOTIONS COMPLETED AND POSTED (ATM and STM): A motion on each article is drafted by the Town Administrator and reviewed and finalized by this date by Town Counsel and provided to the Chair of the Board of Selectmen who will distribute to the Town Clerk, Moderator, Finance Committee Chair and article sponsors. Draft motions provided by Town Counsel must be posted on the website for public review and marked with the date of the draft. Draft motions for articles are posted at Town Building and Library
- Mon Aug 17 Town Clerk advertises in a newspaper of general circulation and posts notice of the time and place of Annual Town Meeting and Special Town Meeting per Town Code Sec. 36-1 on town sign boards no later than 2 weeks before Town Meeting
- Wed Aug 19 PRE-HEARING PLANNING: On or about this date, the Chair of the Board of Selectmen meets with Town Counsel, the Town Administrator, the Moderator, and the Town Clerk to review motions on each ATM/STM article before the **September 8, 2020** Warrant hearing.
- Fri Aug 21 Selectmen provide notice for ATM and STM Warrant Article Hearing.

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- Fri Aug 21 WARRANT SIGNED: The Board of Selectmen will meet to vote to sign the STM Warrant.
- WARRANT POSTED: Date by which the STM Warrant will be posted at locations listed above and deadline for mailing of the STM Warrants to all households. (Town Code 36-2A, MGL c. 39, s. 10 – No later than 14 days before STM)
- Fri Aug 31 Last date for vehicle descriptions (valued at least \$10,000 from Parks, Recreation, Highway and Water only) prepared by procurement officer to be filed with Town Clerk per Town Code Sec. 19-7 (at least 7 days prior to Annual Town Meeting and 14 days prior to Special Town Meeting).
- Tues Sep 1 State Primary Election 7:00 am to 8:00 pm
- Mon Sep 7 Labor Day – HOLIDAY
- Tues Sep 8 WARRANT HEARING: The Board of Selectmen will convene a hearing to review the ATM and STM Warrant and each article. In addition to the general public, Article Sponsors, the Moderator, Town Counsel and the Town Clerk are invited to participate. The Board of Selectmen will also review motions on each article. The Office of the Board of Selectmen will provide at least 10 days advance notice of the Warrant Hearing to the public.
- Tues Sep 8 DEADLINE FOR SUBMISSION OF SLIDES: Any illustrative slides will be submitted to the Assistant Town Administrator who will submit them to the Moderator for approval to show at Town Meeting. (See Town Moderator’s requirements for slides)
- Tues Sep 8 Last day for Selectmen to review proposed motions and vote positions on Annual and Special Town Meeting warrant articles.
- Thurs Sep 10 FINAL PREPARATIONS: Moderator’s instructions to tellers and list of non-resident employees provided to Moderator and Town Clerk. Warrants, final errata sheets and supplemental material prepared, printed and delivered to Town Meeting site for distribution.
- Fri Sep 11 ATM and STM Warrants and lists delivered to Town Meeting site. List of non-resident employees provided to Moderator and Town Clerk.
- Sat Sep 12 **ANNUAL TOWN MEETING Saturday, September 12, 12:30pm; SPECIAL TOWN MEETING (if voted) Saturday, September 12, 1:00pm**
- Sun Sep 13 Adjourned sessions of Annual and Special Town Meeting, (**Sunday, September 13 at 1:00 pm**).

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