

PACKET

Jan 18

NOON

2022



LOUISE L. E. MILLER
TOWN ADMINISTRATOR
TEL. (508) 358-3620
www.wayland.ma.us

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

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

BOARD OF SELECTMEN
Tuesday, January 18, 2022
12:00 noon
Wayland Town Building; ZOOM
41 Cochituate Road, Wayland, MA

Proposed Agenda

Note: Items may not be discussed in the order listed or at the specific time estimated. Times are approximate.

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

Pursuant to Chapter 20 of the Acts of 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted. This meeting may be recorded which will be made available to the public on WayCAM as soon after the meeting as is practicable.

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

- 12:00pm 1. Call to Order, Review Agenda for Public
- 12:01pm 2. 2022 Annual Town Meeting:
 - a. Discuss and potential vote to submit warrant articles
- 12:15pm 3. Topics not Reasonably Anticipated 48 hours in advance, if any
- 12:20pm 4. Adjourn

ARTICLE LIST 2022 ANNUAL TOWN MEETING

Article	Article Name	Status	Sponsor	BoS Assignee	FinCom Assignee	Position BoS	Position FinCom	BoS Goal relates to	Tasks to be completed
A	Recognize Citizens & Employees for Particular Service to Town	submitted	Board of Selectmen						
B	Pay Previous Fiscal Year Unpaid Bills	submitted	Board of Selectmen						
C	Current Year Transfers	submitted	Board of Selectmen						
D	OPEB Funding	submitted	Board of Selectmen						
E*	Enterprise Fund Budget	submitted	Board of Selectmen						
F	Fiscal Year 2023 Revolving Fund Expenditure Limits	submitted	Board of Selectmen						
G	Compensation for Town Clerk	submitted	Board of Selectmen						
H	Personnel Bylaws and Wage & Classification Plan								
I	Surface Water Quality Committee Budget	submitted	Board of Selectmen						
J	FY 2023 Omnibus Budget	submitted	Finance Committee						
K	New Stonebridge Resolution – expenditure of funds	submitted	Board of Selectmen						
L	Outdoor Seating bylaw	voted	Planning Board						
M	Acquisition of Land at Town Center	submitted	Board of Selectmen						
N	CoA/CC Construction	submitted	Board of Selectmen						
O	Loker Grass Field Construction	submitted	BoS/Rec Commission						
P	Lease of Cell Tower at Reeve's Hill	submitted	Board of Selectmen						
Q	Transfer of 212 Cochituate Rd	submitted	Board of Selectmen						
R	Solar at the Route 20 North Landfill	submitted	Board of Selectmen						
S	Purchase of Launcher Way	Submitted	Board of Selectmen						

ARTICLE LIST 2022 ANNUAL TOWN MEETING

Article	Article Name	Status	Sponsor	BoS Assignee	FinCom Assignee	Position BoS	Position FinCom	BoS Goal relates to	Tasks to be completed
T*	Bylaw Chapter 19-3	Submitted	Board of Selectmen						
U	Wastewater Capital Budget Request	submitted	WWMDC						
V	Choose Town Officers	submitted	Board of Selectmen						
W	Hear Reports	submitted	Board of Selectmen						
X	Sell or Trade Vehicles and Equipment	submitted	Board of Selectmen						
Y	CPA: Set Asides		Community Preservation Committee						
Z	Conservation Cluster By-Law	voted	Planning Board						
AA	Accept gifts of Land	submitted	Board of Selectmen						
BB	Amend Chapter 77. MAHT Fund	submitted	Municipal Affordable Housing Trust						
CC	Capitol Stabilization Funding	Submitted	Board of Selectmen						
DD*	Oxbow Meadow Funding	submitted	Board of Selectmen						
EE*	Capital Improvement Committee	submitted	Board of Selectmen						
FF	Rescind Appropriation for Framingham Bridge	submitted	Petitioners						
GG	Wayland Free Library	submitted	Board of Library Trustees						

Appendix	Appendix Name	Status	Tasks to be completed
A	Moderator's Rules and Regulations		
B			
C			

ARTICLE LIST 2022 ANNUAL TOWN MEETING

D				
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TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

Article Title: Update FY2023 Personnel Bylaws and Wage & Classification Plan and Fund FY2021 and FY2022 Union Agreements **Estimated Cost:** \$ _____

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

To determine whether the Town will vote to

- a) amend the Code of the Town of Wayland, Chapter 43, PERSONNEL and the Personnel Wage and Salary Classification Plan (Appendix B) previously adopted by the Town to amend recreational and seasonal positions and adjust selected positions affected by the Massachusetts minimum wage;
- b) transfer from FY22 budgeted Unclassified: Reserve for Salary Settlement account \$----- for the purpose of funding FY21 and FY22, the first and second years of the collective bargaining agreement for the period of July 1, 2020 through June 30, 202, and July 1, 2021 through June 30, 2022, reached between the Town of Wayland and the **Library Union** and to authorize the Town Accountant to allocate said amounts to be distributed to and among the department personnel and line items affected thereby in such amounts as are proper and required;
- c) transfer from FY22 budgeted Unclassified: Reserve for Salary Settlement account \$----- for the purpose of funding the cost items of FY22 in the agreements for the period of July 1, 2021 through June 30, 2022 reached between the Town of Wayland and AFSCME 1 & 2, and to authorize the Town Accountant to allocate said amounts to be distributed to and among the department personnel and line items affected thereby in such amounts as are proper and required; and
- d) transfer from FY22 budgeted Unclassified: Reserve for Salary Settlement account \$----- for the purpose of funding FY21 and FY22, the first and second years of the collective bargaining agreement for the period of July 1, 2020 through June 30, 202, and July 1, 2021 through June 30, 2022, reached between the Town of Wayland and the **Fire Union** and to authorize the Town Accountant to allocate said amounts to be distributed to and among the department personnel and line items affected thereby in such amounts as are proper and required.

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

TBD

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

Contact Information for Publication in Warrant

Contact Person Name: Louise Miller **Contact Person Phone:** 508.358.3620

Contact Person Town Email: lmiller@wayland.ma.us

Proposing Board Information



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

Board Name: Board of Selectmen

Board Vote (Quantum) to Submit 5-0-0 **Date of Board Vote:** 12.20.2021

Signature of Board Chairperson: _____ **Date:** _____



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

Article Title: Wastewater Treatment Facility Membrane Purchase **Estimated Cost:** \$170,000

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

To determine whether the Town will vote to:

Increase the Wayland Wastewater Management District Commission’s FY2022 Budget in the amount of \$170,000 for the purchase of membranes for the Wastewater Treatment Plant. Funding will come from wastewater revenues. The current membranes are exhibiting reduced performance and operational staff strongly believe it is advisable to replace the membranes as soon as possible.

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

This request represents the first part of a project with a total estimated cost of \$300,000. The request for \$170,000 represents the purchase of the membranes, which have a significant lead-time. The installation and ancillary associated improvements will occur in FY2023. The balance of the funding will come from retained earnings in FY2023 of \$130,000. Any unexpended funds, as part of the project, will be returned to the Enterprise Fund.

The existing membranes have a finite lifespan. Originally expected to last 10-12 years, the current membranes are nearing ten years in age and are exhibiting signs of significant decreased performance. The membranes are a critical component of the process that provides for the separation of the wastewater solids and other materials to produce the high quality effluent that is required by the current National Pollutant Discharge Elimination System permit. Failure of the membranes will result in substantial cost increases and permit violations.

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

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JAN 14 2022 JP
BOARD OF SELECTMAN
TOWN OF WAYLAND



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

Contact Information for Publication in Warrant

Contact Person Name: Jane Capasso **Contact Person Phone:** 508-358-6851

Contact Person Town Email: wastewater@wayland.ma.us

Proposing Board Information

Board Name: Wayland Wastewater Management District Commission

Board Vote (Quantum) to Submit

Article: 2-0 **Date of Board Vote:** 1/12/2022

Signature of Board Chairperson:  **Date:** 1/14/22
Michael Gitten

RECEIVED

JAN 14 2022

**BOARD SELECTMAN
TOWN OF WAYLAND**

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2022

KEY

 Town Election

 Ballot Question


ANNUAL TOWN ELECTION/ANNUAL TOWN MEETING SCHEDULE

Last updated November 29, 2021; some dates are subject to change


2021

- Mon Nov 8* Petitioners' Workshop with Selectmen. Town will advertise on website and social media approximately 1-2 weeks prior
- Mon Dec 6* Board of Selectmen votes to open warrants for the Annual Town Meeting and Town Election starting December 15, 2021.
- Wed Dec 8* Notice of the opening of the warrant shall be sent to the Town Clerk and all Town boards and committees. Per Town Code 36-2 and 36-3, notice of the closing date of the warrant will be posted at the Town Building and at the public library in Wayland Center, at the Cochituate Fire Station or Cochituate Post Office and at the Happy Hollow School.
- Tues Dec 14* 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.
- Wed Dec 15* Warrant for Annual Town Meeting opens.
- Mon Dec 20* Planning Board has preliminary meeting with Board of Selectman on Zoning and Planning Board articles, if required.
- Mon Dec 20* Selectmen vote to submit standard warrant articles it will propose









2022

- Mon Jan 10* Selectmen vote to submit any remaining warrant articles it will propose.
- Mon Jan 17* **Martin Luther King Jr. Day**
- Tues Jan 18* 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)
- Fri Jan 21*  Nomination papers are available from the Town Clerk for the Town Election.

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

- Fri Jan 21* 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.
- Tues Jan 25* Finance Committee ATM Article Workshop. The Workshop fulfills Town Code 19-3.
- Mon Feb 7* Selectmen meet with Planning Board on Town Meeting articles, if necessary. (See MGL 40 A Section, 5)
- Mon Feb 7* Finance Committee decides the articles for which it will make a report in the warrant to include comments, and the pros and cons. The Finance Committee will communicate its decision to the article sponsors and petitioners who may respond by March 7 with a "Sponsor's Report" not to exceed 150 words in length. Town Code § 5 B.
- Feb 21-25* **Presidents Day and School Vacation Week**
- Tues March 1*  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 their March 7, 2021 meeting.
- 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 March 21, 2021. (Earliest date of action – Last legal date for Selectmen to vote on ballot questions is Tuesday, April 6, 2021.)
- Mon March 7* Selectmen determine the final order of ATM warrant articles.
- Mon March 7* 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 Chair of the Board of Selectmen and the Chair of the Finance Committee for distribution to the members.
- Mon March 7* 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)
- Mon March 14* Board considers opening of STM Warrant (within Annual Town Meeting) for the period Tuesday, March 15 through Tuesday, March 22 at 4:30 pm and sets all related STM dates at that time. Last date to set STM within ATM is 45 days before (March 30) 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.

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.

- Tues March 15** Last date for Planning Board to discuss and vote Planning Board Reports on zoning articles (may be earlier). See MGL 40 A Section 5.
- Mon March 21**  Finance Committee makes presentation to Board of Selectmen on all Proposition 2 ½ questions. (See Board Policy for Finance Committee presentation requirements.)
- Mon March 21**  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, April 5, 2021. 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).
- Tues March 22**  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 (Town has not accepted MGL C. 53, sec 9A.)
- Tues Mar 22** **Deadline: Finance Committee article comments (with supporting charts and appendices), Finance Committee report, and Planning Board articles due to Town Administrator office by 10:00 a.m. – No changes accepted after this date.**
- Tues March 22** 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 April 4**  Selectmen accept public comment, discuss wording and vote on ballot questions (if any).
- Tues April 5**  Last day for Selectmen to submit ballot question to Town Clerk by 5:00 pm. (on or before 35th day proceeding election) MGL 54, sec 10; MGL C 54, sec 42c.
- Tues April 5**  Last day for filing certified nomination papers with Town Clerk (on or before 35th day proceeding election.) MGL 53 section 10.
- Thurs April 7**  Town Clerk sends ballot to printer.
- Thurs April 7**  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.
 April 7 or later: Town Clerk sends ballot to printer if no objections filed. GL 55 B, sec. 7
 April 14 or later: Town Clerk sends ballot to printer if objections filed. GL 55 B, sec. 7
- Fri April 8** Compilation of warrant completed, and all changes made.
Warrant is sent to printer.

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

<i>Tues April 12</i>	Town Clerk advertises in a newspaper of general circulation and posts notice of the time and place of Annual Town Meeting and Election for per Town Code Sec. 36-1 on town sign boards no later than 2 weeks before Town Election and Town Meeting
<i>Fri April 15</i>	Postal delivery of warrants (Town Code 36-2A, MGL c. 39, s10)
<i>Fri April 15</i>	Final copy of warrant delivered to Selectmen, Moderator, Finance Committee, Town Clerk, Town Counsel and Finance Director.
<i>Fri April 15</i>	Selectmen vote and sign warrants for posting.
<i>Mon April 18</i>	Patriots Day
<i>April 18-22</i>	Motions for articles completed by Town Counsel and provided to Moderator and Town Clerk; Pre-Town Meeting review this week.
<i>Wed April 20</i>	Last day to register to vote prior to Town Election / Town Meeting; 8:00pm. (20 days prior) GL c 39 sec 26, 28
<i>Mon April 25</i>	Sponsors and Petitioners submit any illustrative slides under Moderator's Rules to Town Administrator's office by this date.
<i>TBD</i>	CANDIDATES' NIGHT - LEAGUE OF WOMEN VOTERS
<i>TBD</i>	ISSUES FORUM - LEAGUE OF WOMEN VOTERS
<i>Tuesday April 26</i>	Town Clerk posts warrants for Town Meeting and Election at the Town Building and at the public library in Wayland Center, at the Cochituate Fire Station or Cochituate Post Office and at the Happy Hollow School per Town Code Sec. 36-2A, MGL c. 39, s10 (at least 7 days prior to Annual Town Meeting or Annual or Special Election and at least 14 days prior to Special Town Meeting). If a Special Town Meeting is called for May 14, 2021, the warrant must be posted 14 days prior. GL 39, sec. 10.
<i>TBD</i>	Moderator's Forum
<i>Fri April 29</i>	Last date for vehicle descriptions (valued at least \$10,000 from Parks, Recreation, Highway and Water Departments only) prepared by procurement officer to be filed with Town Clerk per Town Code Sec. 19-7 (at least 7 days prior to Annual Town Meeting and 14 days prior to Special Town Meeting).
<i>Mon May 2</i>	Selectmen conduct ATM Warrant Hearing at time TBD
<i>Mon May 2</i>	Last day for Selectmen to review proposed motions and vote positions on Annual Town Meeting warrant articles.
<i>Wed May 4</i>	Draft motions for articles are posted at Town Building and Library

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.

Fri May 6

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

Tues May 10



ANNUAL TOWN ELECTION

Fri May 13

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

Sat May 14

ANNUAL TOWN MEETING (start time TBD)

Sun May 15

Cont. ANNUAL TOWN MEETING (as necessary)

through May 17 (if necessary)

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

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