

FINANCE COMMITTEE COMMENTS:

ARGUMENTS IN FAVOR:

This article will help the town finalize the Automatic Water Meter Reading project approved at the 2019 Annual Town Meeting. This project allows the Board of Public Works (BoPW) to continue with current staffing rather than adding personnel to conduct quarterly (or monthly) meter reading and billing and will improve the Department of Public Work's cash flow.

Passage of this article will have no negative impact on taxation.

This article will permit the Department of Public Works to finalize a system that will trigger alarms and notify staff and users of excess consumption. This would lead staff and users to take corrective actions to minimize leak costs and damage.

ARGUMENTS OPPOSED:

Some may argue that health issues may result from radio transmissions.

RECOMMENDATION:

The Board of Selectmen recommends Blank. Vote:

The Finance Committee recommends Blank. Vote:

QUANTUM OF VOTE: Majority.

For more information about this article, contact Acting Town Administrator Stephen Crane at scrane@wayland.ma.us



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Mr. Tom Fay, Chair
Board of Selectmen
41 Cochituate Road,
Wayland, MA 01778

February 15, 2022

Dear Mr. Fay,

The Board of Library Trustees respectfully request that the Board of Selectmen consider the funding mechanism for the Library's capital projects for ATM22. The project costs appear in the Omnibus Budget. Trustees appreciate that the BoS may consider a debt exclusion as a funding option. However, Trustees believe leaving the costs in the Omnibus Budget is the better option and welcome a further discussion should a debt exclusion be the preferred funding mechanism.

The Town's Five-Year Capital Plan for the Library, maintained by the Public Building Director, contains 5 capital projects for maintenance and repair of the Library building. These have accumulated over time and are aggregated for time and cost efficiencies.

The projects total \$2.3MM and include: 1. Americans with Disabilities Act (1990) improvements; 2. HVAC replacement or upgrade; 3. rehabilitation work, primarily to the lower level, and where ADA work impacts the upper levels; 4. exterior envelope maintenance and repair; 5. wastewater connection completion.

Trustees have submitted an article to the Warrant in case a debt exclusion proves a needed path for funding.

Trustees respectfully request the project costs remain in the Omnibus Budget since these are remedial maintenance and repair costs. With the passage of time and with other pressing project priorities in Town, the projects have accumulated and the aggregated cost is now \$2.3MM. They are presented together for cost and time efficiencies and to reduce disruptions to operations and public access. The cost does not support a renovation, nor a new structure. The cost is for regular cyclical needs, maintenance and repairs for an existing, operating public building.

Trustees thank you for your consideration.

Sincerely,

Aida Gennis, Chair
Board of Library Trustees
Wayland Free Public Library

2020 Town Administrator Evaluation

POLICY AND PURPOSE

The purpose of this evaluation instrument is to formally appraise the Town Administrator's performance on an annual basis or as required by contract. The document allows the Board of Selectmen to assess the Town Administrator's performance in management practices, in job requirements as stated in the contract and/or job description, and in the accomplishment of goals. Through the evaluation procedure, Board members will recognize strengths, offer positive feedback, and suggest any areas that require corrective action.

The final overview document showing compiled scores and comments summarized by the Chair or his or her designee will be discussed and released in open session.

PROCEDURE

1. The period of evaluation is September 1, 2019 through August 30, 2020.
2. The Town Administrator will submit a narrative self-evaluation including a report on goal achievement. A copy of the report and a blank evaluation form will be distributed to each Board member. *Estimated Date: November 30. Edit: Jan 4, 2021*
3. The Town Administrator makes the decision whether to waive the right to privacy as to his/her written performance evaluation of the past year. If he/she chooses to waive this right, it should be stated for the record at a Board meeting and also specifically noted in the minutes. *Estimated Date: November 30. Edit: Jan 4, 2021*
4. Board members will complete their evaluations forms and give them to the Chairman in a regular meeting by a date set by the Chairman. *Estimated Date: December 14 Edit: Jan 19, 2021*
5. The Chairman or his or her designee will compile scores from individual evaluation forms and develop a consensus overview document. *Estimated Date: December 2020. Edit: Jan 2021*
6. The Chairman will give the individually completed performance evaluation forms to the Human Resources Manager who will place them in the Town Administrator's personnel file. *Estimated Date: December 14. Edit: Jan 19, 2021*
7. Board members may meet individually with the Town Administrator to discuss aspects of the performance review document. *Estimated Date: December 2020. Edit: Jan 2021*
8. The Chairman will provide the other Board members and the Town Administrator with the consensus evaluation overview document at least one week prior to the date at which the document will be publicly released. *Estimated Date: January 4, 2021. Edit: Feb 1, 2021*
9. The overview document will be released by the Chair at a public meeting of the Board of Selectmen *Estimated Date: January 11, 2021. Edit: Feb 8, 2021*

Article P. Lease of Cell Tower Reeve's Hill

Proposed by: Board of Selectmen

Estimate Cost: TBD

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

To determine whether the Town authorizes the Board of Selectmen, with approval of Town Counsel as to form, to enter into a lease agreement, and any necessary easements, or amend an existing lease agreement, for such price and on such terms, as the Board of Selectmen deems appropriate, with Horizon Towers, LLC, to lease space on the telecommunications tower facility located 139 Old Connecticut Path and 0 Old Connecticut Path, for use by the water department for its Automated Meter Reading system for a period up to twenty (20) years, with all lease payments to be paid from Water Enterprise Fund revenue.

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):

At a Special Town Meeting in 2005, residents voted to authorize the transfer and lease of a portion of Reeves Hill property and convey utility easements for wireless communication purposes. That article authorized the Board of Selectmen to lease space on the cell tower. Since then, the town, and various utility companies have leased space on the tower. The town is the land's owner, and the tower's owner is the tenant. More specifically, the town has an existing lease agreement with Horizon Towers, LLC, d/b/a Glover Management ("Horizon Towers"), where Horizon Towers leases approximately 4,000 square feet from the town, including the air space above, on which Horizon Towers has erected and maintains a telecommunications tower.

At the 2019 Annual Town Meeting, residents voted to fund (\$1.3M) The Automatic Meter Reading (AMR) system. This system enables the town to improve its financial planning because it enables the town to invoice more predictably, as required by the DEP, and it enables the town to even out revenue flow throughout the year to better match expenses. Other AMR benefits include early leak detection, water conservation, automation, billing accuracy/consistency, long term cost savings, DEP compliance, and homeowner property protection.

In the course of implementing the water department's Automated Meter Reading system, it became apparent that the town would need to lease back from Horizon Towers certain space on the telecommunications tower.

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

Passage of this article permits the town to implement the AMR, previously passed by town meeting voters. The tenant, Horizon Towers, pays the town monies for use of the land. This is part of what is called cell tower colocation (sometimes called collocation or co-location). It involves the sale or a lease of a structure to deploy multiple mobile telecommunications antennas at that single site. The town currently leases space for public safety use and now seeks to lease additional vertical space for its AMR program. Passage of this article will likely increase the amount of revenue to the town (about \$10K per year) from the tenant. This is due to the increased amount of vertical space used on the tower. Increased use by the tenant results in increased income to the town. Site plan approval is not required for this lease.