

**Packet**

**December 12<sup>th</sup>, 2022**

**7:00pm**



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

# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## SELECT BOARD

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

## SELECT BOARD

**Monday, December 12, 2022**

**7:00 p.m.**

**HYBRID**

**Wayland Town Building, Council on Aging  
41 Cochituate Road, Wayland, MA**

### Agenda

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

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

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

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

7:00 pm	1. Call to Order, Review Agenda for Public
7:03 pm	2. Announcements and Public Comment
7:10 pm	3. Licensing: a) Vote to approve renewal of 2023 licenses to include (see agenda attachment for list of applicants): <ul style="list-style-type: none"><li>• Liquor licenses</li><li>• Common Victuallers</li><li>• Entertainment licenses</li><li>• Used Car Dealership Class I</li><li>• Used Car Dealership Class II</li><li>• Sale of Second-hand Articles</li></ul> b) Vote the question of designating the Acting Town Manager, as the sole signatory to sign off on all 2023 approved renewals listed in the December 5 <sup>th</sup> and December 12 <sup>th</sup> , 2022 memorandum.  c) Vote the question of designating chair, Select Board, as the sole signatory to sign off on all 2023 ABCC and Liquor license renewal reports.
7:20 pm	4. FY2024 Budget Presentation by Acting Town Manager and Finance Director

**SELECT BOARD**  
**Monday, December 12, 2022**  
**7:00 p.m.**  
**HYBRID**  
**Wayland Town Building, Council on Aging Room**  
**41 Cochituate Road, Wayland, MA**

8:00pm	<p>5. 2023 Annual Town Meeting:</p> <ul style="list-style-type: none"> <li>a. Vote to open Town Meeting Warrant from Thursday, December 15, 2022 through Tuesday, January 17, 2023 at 4:30pm and to set the Annual Town Election date.</li> <li>b. Insert standard articles into Warrant <ul style="list-style-type: none"> <li>a. Recognize Citizens &amp; Employees for Particular Service to Town</li> <li>b. Pay Previous Fiscal Year Unpaid Bills</li> <li>c. Current Year Transfers</li> <li>d. OPEB Funding</li> <li>e. Enterprise Fund Budgets</li> <li>f. Fiscal Year 2024 Revolving Fund Expenditure Limits</li> <li>g. Update Personnel Bylaws and Wage &amp; Classification Plan and Fund Union Agreements</li> <li>h. Surface Water Quality Committee Budget</li> <li>i. Accept Gifts of Land</li> <li>j. Capital Stabilization Fund Appropriation</li> <li>k. Choose Town Officers</li> <li>l. Hear Reports</li> <li>m. Sell or Trade Vehicles and Equipment</li> </ul> </li> <li>c. Capital Stabilization Fund Appropriation article: discussion with Finance Director and insert into Warrant</li> <li>d. Remote Participation article: discussion of revised language and insert into Warrant</li> </ul>
8:45 pm	6. Review Correspondence
8:50 pm	7. Minutes: review and approve the minutes of December 5, 2022
8:55 pm	8. Consent
9:05 pm	9. Select Board Members' reports and concerns
9:15 pm	10. Topics not reasonably anticipated by the Chair 48 hours in advance, if any
9:20 pm	<p>11. Executive Session</p> <ul style="list-style-type: none"> <li>I. Pursuant to Massachusetts General Laws 30A, sec. 21(a)(2) to conduct strategy sessions in preparation for negotiations with non-union personnel (Town Manager);</li> <li>II. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (7) to review, approve and consider for potential release the executive session minutes of December 5, 2022;</li> <li>III. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (7) to review and consider for potential release the following executive session minutes related to negotiations with non-union personnel (Police</li> </ul>

SELECT BOARD  
Monday, December 12, 2022

7:00 p.m.

HYBRID

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

	Chief): September 28, 2022, October 17, 2022, November 7, 2022, November 14, 2022, November 21, 2022, and November 25, 2022.
9:50 pm	12. Minutes a. Vote to release with redactions the following executive session minutes related to negotiations with non-union personnel (Police Chief): September 28, 2022, October 17, 2022, November 7, 2022, November 14, 2022, November 21, 2022, November 25, 2022 and December 5, 2022.
9:55 pm	13. Adjourn

**SELECT BOARD**  
Monday, December 12, 2022  
7:00 p.m.  
**HYBRID**  
Wayland Town Building, Council on Aging Room  
41 Cochituate Road, Wayland, MA

**CONSENT CALENDER**

1. Vote the question of acceptance of the grant in the amount of \$50,000 from the MetroWest HOME Consortium Fund for the Municipal Affordable Housing Trust project at 12 Hammond Road.
2. Vote the question of authorizing the Select Board Chair to sign a letter of support for an application for additional HOME funds for Municipal Affordable Housing Trust project at 12 Hammond Road.
3. Vote the question of acceptance of the grant in the amount of \$2,500 from the Arthur Ashley Williams Foundation for program support of the Hannah Williams Playground Summer Event Series.
4. Vote to approve the applications of the following wine vendors to sell wine at Russell's Winter 2023 Farmer's Market conditional upon the completion and receipt of all necessary paperwork (where applicable) and appropriate fees (where applicable).
5. Vote the question of approving the application to allow wine sampling and the sale of wine (to be consumed off-site) at the Winter Farmers' Market at Russell's Garden Center, 397 Boston Post, for Mill River Winery on January 14, January 28, February 11, February 25 and March 11, 2023.
6. Vote the question of approving the application to allow wine sampling and the sale of wine (to be consumed off-site) at the Winter Farmers' Market at Russell's Garden Center, 397 Boston Post, for Stoneybrook Cider, Michael Lamontage, Manager, on January 21, February 4, February 18, March 4, and March 11, 2023.
7. Vote the question of approving the application to allow wine sampling and the sale of wine (to be consumed off-site) at the Winter Farmers' Market at Russell's Garden Center, 397 Boston Post, for 1634 Meadery, Dan Clapp, Manager, on January 14, January 28, February 11, February 25, and March 11, 2023.
8. Vote the question of approving the application to allow wine sampling and the sale of wine (to be consumed off-site) at the Winter Farmers' Market at Russell's Garden Center, 397 Boston Post, for Aaronapp Cellars, Noel Powell Manager, on January 7, January 21, February 4, February 18 and March 4, 2023.
9. Vote the question of approving the application to allow wine sampling and the sale of wine (to be consumed off-site) at the Winter Farmers' Market at Russell's Garden Center, 397 Boston Post, for House Bear Brewing, Beth Borges, Manager, January 7, January 21, February 4, February 18, and March 4, 2023.
10. Vote the question of approving the application to allow wine sampling and the sale of wine (to be consumed off-site) at Russell's 2023 Winter Farm Fiber Days at Russell's Garden Center, 397 Boston Post, for Aaronapp Cellars, Noel Powell Manager, on January 22 and March 5, 2023.

**To:** Select Board  
**From:** Chris Costello, Management Analyst  
**Date:** December 12, 2022  
**Re:** 2023 Liquor License Renewals & Remaining Non-liquor License Renewals

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The following is the list of licenses that are ready for approval for 2023.

**VOTE:** TO APPROVE THE 2023 RENEWAL OF THE FOLLOWING LICENSES AS PRESENTED IN THE DECEMBER 12, 2022 MEMORANDUM TO THE BOARD OF SELECTMEN PENDING RECEIPT OF ALL RENEWAL PAPERWORK; (WHERE APPLICABLE); UPDATED INSURANCE INFORMATION (WHERE APPLICABLE); ANY OUTSTANDING TAXES AND/OR FEE PAYMENTS (WHERE APPLICABLE); AND ANY OUTSTANDING INSPECTIONS (WHERE APPLICABLE).

**VOTE:** VOTE THE QUESTION OF DESIGNATING JOHN BUGBEE, TOWN ADMINISTRATOR, AS THE SOLE SIGNATORY TO SIGN OFF ON ALL 2023 APPROVED RENEWALS LISTED IN THE DECEMBER 5, 2022 MEMORANDUM.

**VOTE:** VOTE THE QUESTION OF DESIGNATING CHERRY KARLSON, CHAIR, BOARD OF SELECTMEN, AS THE SOLE SIGNATORY TO SIGN OFF ON ALL 2023 ABCC AND LIQUOR LICENSE RENEWAL REPORTS

**The following Auto Dealer Licenses for 2023:**

International Auto Works	118 Main Street	Used Car Dealer's License Class II
Wayland Imports	70 Boston Post Road	Used Car Dealer's License Class II
Wayland Car Clinic	356 Boston Post Road	Used Car Dealer's License Class II
Shepard's Service	268 Boston Post Road	Used Car Dealer's License Class II
Wayland Automotive Sales, Inc.	322 Commonwealth Road	Used Car Dealer's License Class II
Cooks Automotive of Wayland, Inc.	338 Boston Post Road	Used Car Dealer's License Class II

**The following Common Victuallers License for 2023:**

The Local Restaurant of Wayland	11 Andrew Avenue	Common Victualler
Testa Restaurant Group, LLC	14 Elissa Avenue	Common Victualler
Wayland Pizza House, Inc.	336 Boston Post Road	Common Victualler
Zheng Group Inc.	15 Elissa Avenue	Common Victualler
Starbucks Coffee Company	44 Main Street	Common Victualler
St & AE, Inc.	236 Boston Post	Common Victualler
Elmwood Donuts, Inc.	310 Commonwealth Road	Common Victualler
Golf Course Enterprises LLC	121 Old Sudbury Road	Common Victualler
110 Grill Management	171 Commonwealth Road	Common Victualler
Saint Wanas	116 Main Street	Common Victualler
Fresh Food Holdings, LLC	21 Andrews Avenue	Common Victualler
Dudley Chateau, LLC	20 Crest Road	Common Victualler
New Sandy Burr Country Club, LLC	103 Cochituate Road	Common Victualler
China Rose LLC	15 East Plain Street	Common Victualler
BBRG TR, LLC	55 Boston Post Road	Common Victualler
Einstein and Noah Corporation	44 Main Street	Common Victualler
JINDU, Inc.	131 Boston Post Road	Common Victualler
CNC Golf, LLC	66 Andrew Avenue	Common Victualler
VILLA RESTAURANT OPCO LLC	124 East Plain Street	Common Victualler

**The following Entertainment Licenses:**

CNC Golf, LLC	66 Andrew Avenue	Entertainment
VILLA RESTAURANT OPCO LLC	124 East Plain Street	Entertainment
Starbucks Coffee Company	44 Main Street	Entertainment
Testa Restaurant Group, LLC	14 Elissa Avenue	Entertainment
110 Grill Management	171 Commonwealth Road	Entertainment
The Local Restaurant of Wayland	11 Andrew Avenue	Entertainment
JINDU, Inc.	131 Boston Post Road	Entertainment
Einstein and Noah Corporation	44 Main Street	Entertainment

**The Following Second Hand Art License:**

Almaari Jeweler's	65 Andrew Avenue	Second Hand Art
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# Capital Project Plan Fiscal 2024 – Fiscal 2028

**Town of Wayland**

**December 7, 2022**

# Specific Challenges FY24 through FY28

- Town Facilities
  - Town Building Improvements.
  - Completing open capital appropriations.
  - Having adequate staff to quantify costs and implement work schedules.
- Fields
  - Old DPW site appears to be not suited for a grass field.
  - Evaluating other potential new grass fields.
- School Facilities
  - Elementary schools feasibility / Possible new construction
- Water Supply
  - Potential MWRA Connection / water supply upgrades

# Capital Revenue- Historical / Recommended

# CIP Development

## Capital Project Process

Preparation Process
Departmental Submissions
Review Submissions
Prioritize CIP's
Review Outstanding Capital
Adhere to Revenue Budget
Prepare Five Year Plan

## Capital Financing Process

Financial Indicators
Year to Year Budget \$ Increase
Year to Year Budget % Increase
Year to Year Tax \$ Increase
Levy vs Excluded Debt
Tax Rate
Unused Levy
Debt as % of Budget
Total Bonds Payable as % of Budget

# Estimated Omnibus Capital Revenue by Category

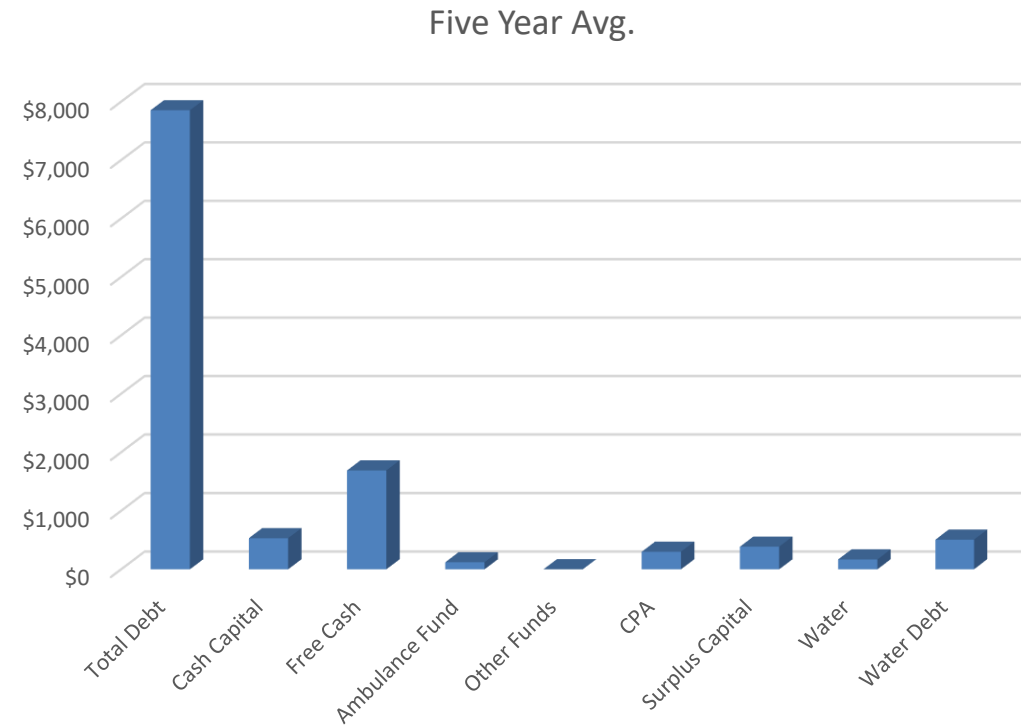
Capital Funding Revenue Budgets	
Funding Source Category	Annual Budget
Cash Capital	\$.600M-\$800M
Free Cash	\$1.5M-\$2.0M
Debt within Levy	\$3.050M
Prop 2 1/2 Excluded Debt	TBD
Ambulance Fund	\$.200M
Other Funds	\$.200M
Chapter 90	\$.500M
CPA Funds	\$.500M
Water Fund Revenue	\$.100M
Water Fund Reserve	\$.100M
Wastewater Revenue	\$.050M
Wastewater Reserve	\$.050M

# Historical CIP Revenue Budgets

## CIP Budget / FY-19-23 Avg.

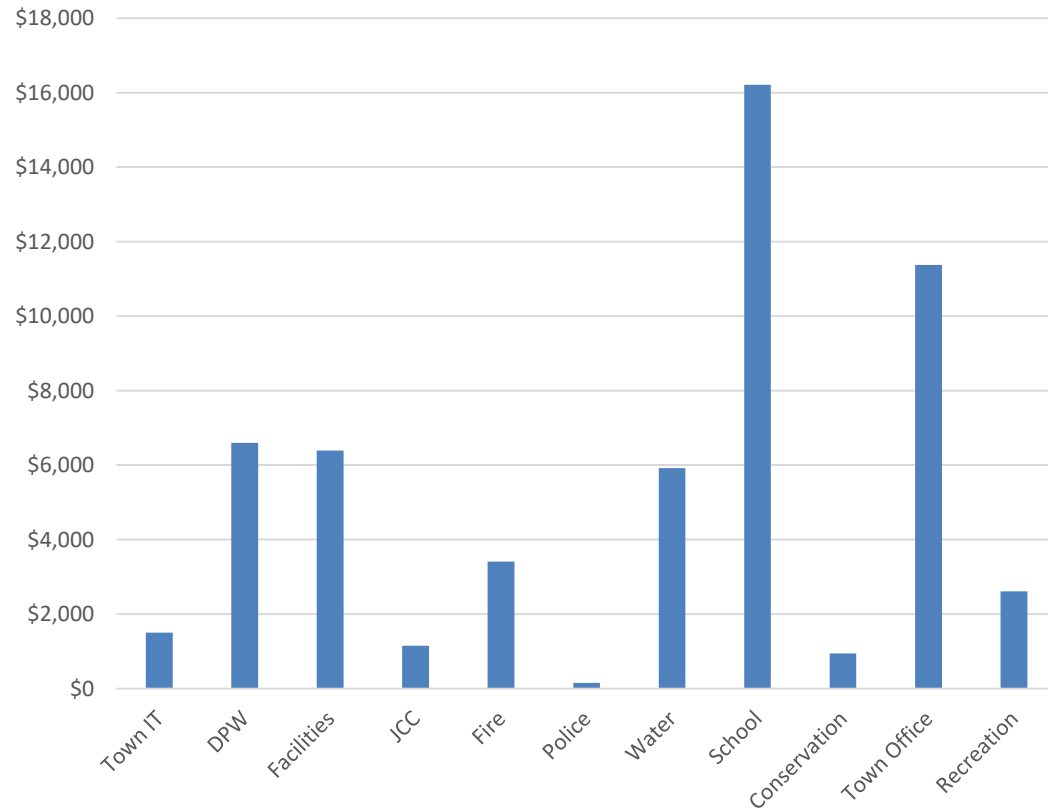
Five Year Avg.			
Annual Revenue -\$000	5-Year Avg.	% of Avg,	Annual Estimate
Total Debt	\$7,853	67.97%	\$5,000
Cash Capital	\$531	4.60%	\$600
Free Cash	\$1,689	14.62%	\$2,000
Ambulance Fund	\$120	1.04%	\$200
Other Funds	\$0	0.00%	\$0
CPA	\$300	2.60%	\$500
Surplus Capital	\$386	3.34%	\$0
Water	\$168	1.45%	\$200
Water Debt	\$506	4.38%	\$500
<b>Totals</b>	<b>\$11,553</b>		<b>\$9,000</b>

## Budget to Historical 5-Year

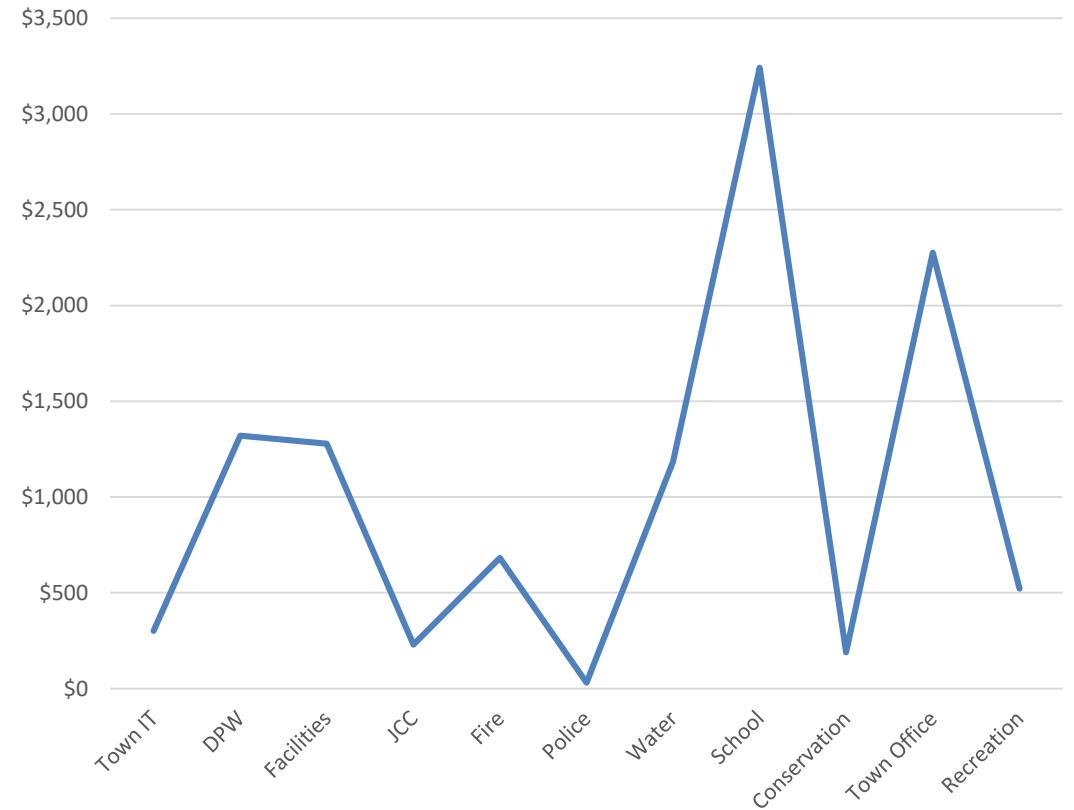


# Historical Departmental Budgets

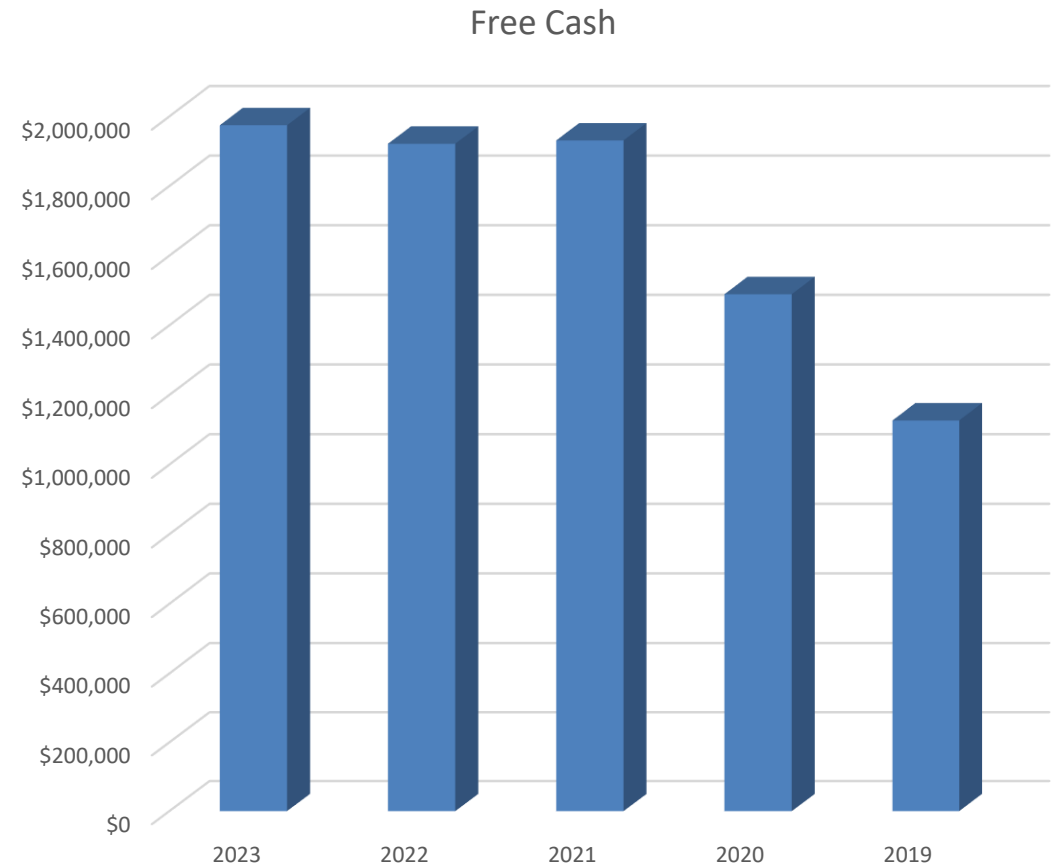
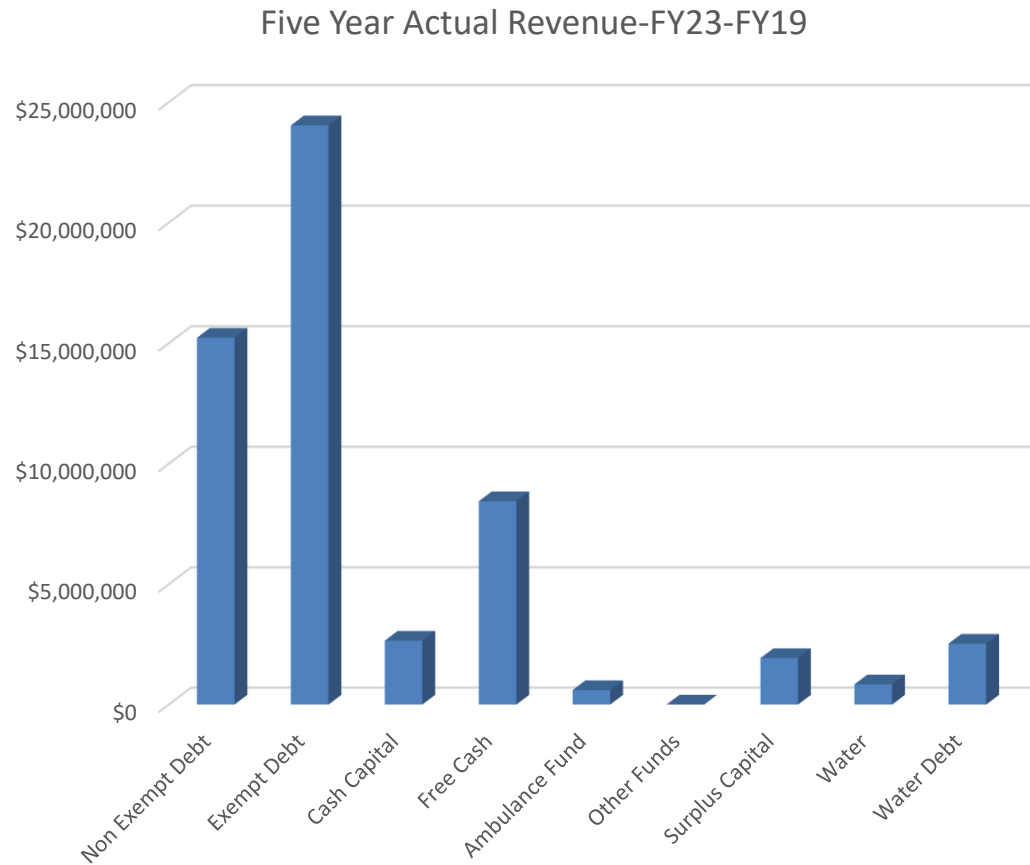
Total Departmental Budgets FY 19-FY 23



Average 5-year Departmental Budgets



# 5- Year Revenue Budgets





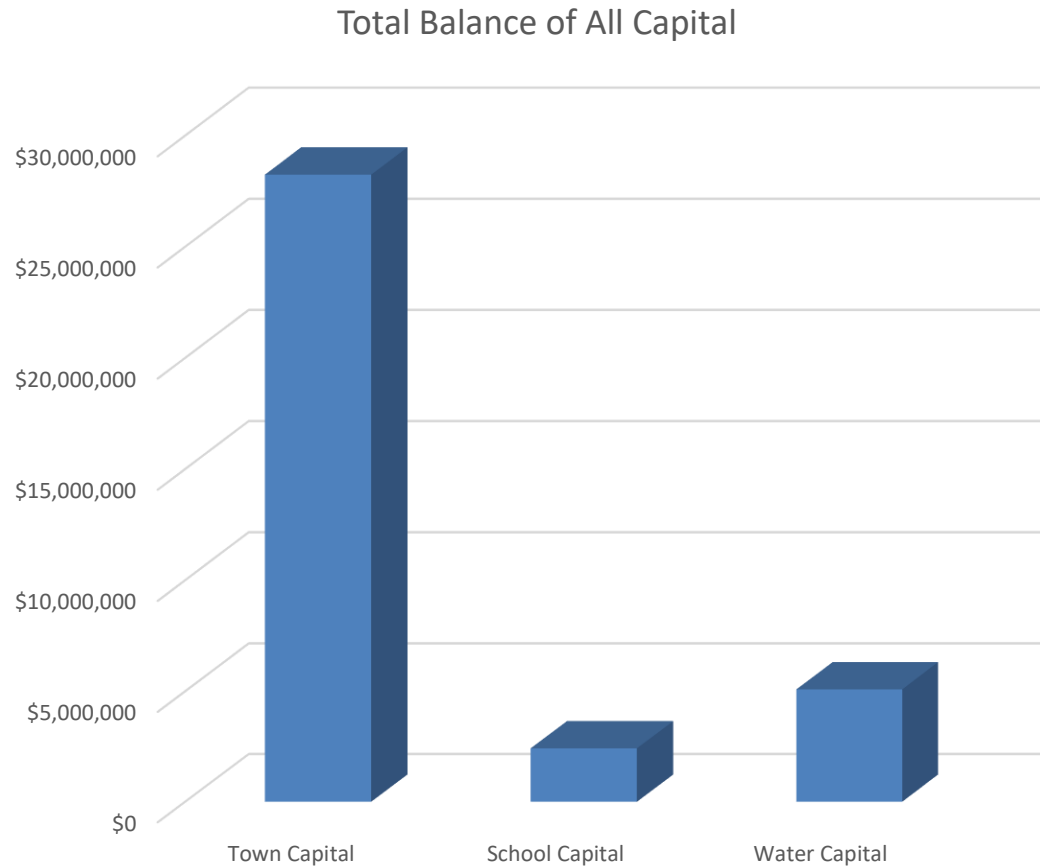
# Historical Capital Budgets by Revenue / Dept.

	Fiscal 2023	Fiscal 2022	Fiscal 2021	Fiscal 2020	Fiscal 2019	5-Year Total	5-Year Avg.	% of Total
Revenue								
Non Exempt Debt	\$5,171,000	\$1,669,429	\$6,165,000	-	\$2,222,376	\$15,227,805	\$3,045,561	27.06%
Exempt Debt	\$13,610,840	-	-	\$7,050,000	\$3,375,000	\$24,035,840	\$4,807,168	42.72%
Cash Capital	\$625,000	\$600,000	\$250,000	\$580,000	\$600,000	\$2,655,000	\$531,000	4.72%
Free Cash	\$1,974,600	\$1,921,500	\$1,931,000	\$1,489,367	\$1,126,720	\$8,443,187	\$1,688,637	15.01%
Ambulance Fund	\$180,000	\$227,000	-	\$140,000	\$55,000	\$602,000	\$120,400	1.07%
Other Funds		-	-	-	-	\$0	\$0	0.00%
Surplus Capital		\$819,159	-	\$283,683	\$828,434	\$1,931,276	\$386,255	3.43%
Water	\$225,000	\$300,000	\$75,000	\$50,000	\$190,000	\$840,000	\$168,000	1.49%
Water Debt	\$1,040,000	\$870,412	-	\$620,000	-	\$2,530,412	\$506,082	4.50%
	\$22,826,440	\$6,407,500	\$8,421,000	\$10,213,050	\$8,397,530	\$56,265,520	\$11,253,104	
Department								
Town IT	\$400,000	605,000	\$228,000	\$40,000	\$230,000	\$1,503,000	\$300,600	2.67%
DPW	\$1,335,000	975,000	\$1,979,000	\$1,030,000	\$1,280,000	\$6,599,000	\$1,319,800	11.73%
Facilities	\$3,420,000	822,000	\$292,000	-	\$1,855,530	\$6,389,530	\$1,277,906	11.36%
JCC	\$305,000	350,000	\$427,000	\$64,000	-	\$1,146,000	\$229,200	2.04%
Fire	\$180,000	572,000	\$730,000	\$76,000	\$1,855,000	\$3,413,000	\$682,600	6.07%
Police	\$102,000	50,000	-	-	-	\$152,000	\$30,400	0.27%
Water	\$1,265,000	1,900,000	\$75,000	\$670,000	\$2,010,000	\$5,920,000	\$1,184,000	10.52%
School	\$931,000	1,133,500	\$4,690,000	\$8,333,050	\$1,121,000	\$16,208,550	\$3,241,710	28.81%
Conservation	\$900,000	-	-	-	\$46,000	\$946,000	\$189,200	1.68%
Town Office	\$11,377,600	-	-	-	-	\$11,377,600	\$2,275,520	
Recreation	\$2,610,840	-	-	-	-	\$2,610,840	\$522,168	4.64%
	\$22,826,440	6,407,500	\$8,421,000	\$10,213,050	\$8,397,530	\$56,265,520	\$11,253,104	

# Open Capital

November 2022

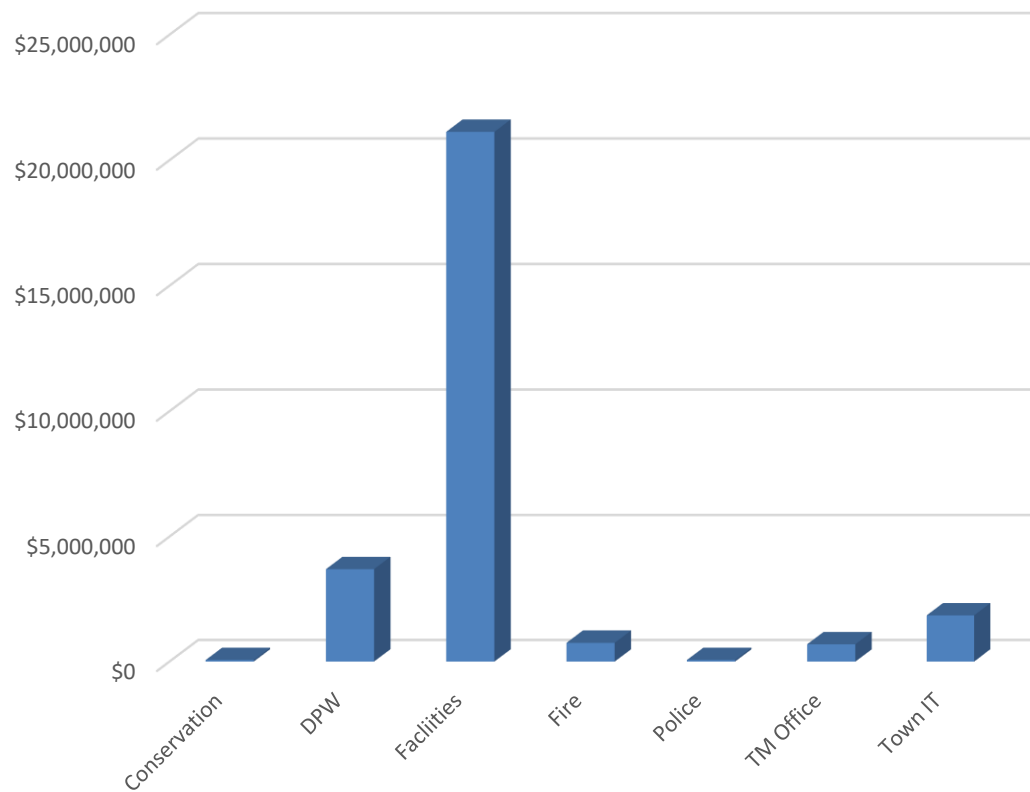
# Open Capital by Balance and Category



Total Balance of All Capital		
Town Capital	\$28,241,347	73
School Capital	\$2,418,652	36
Water Capital	\$5,086,217	19
<b>Total</b>	<b>\$35,746,217</b>	<b>128</b>

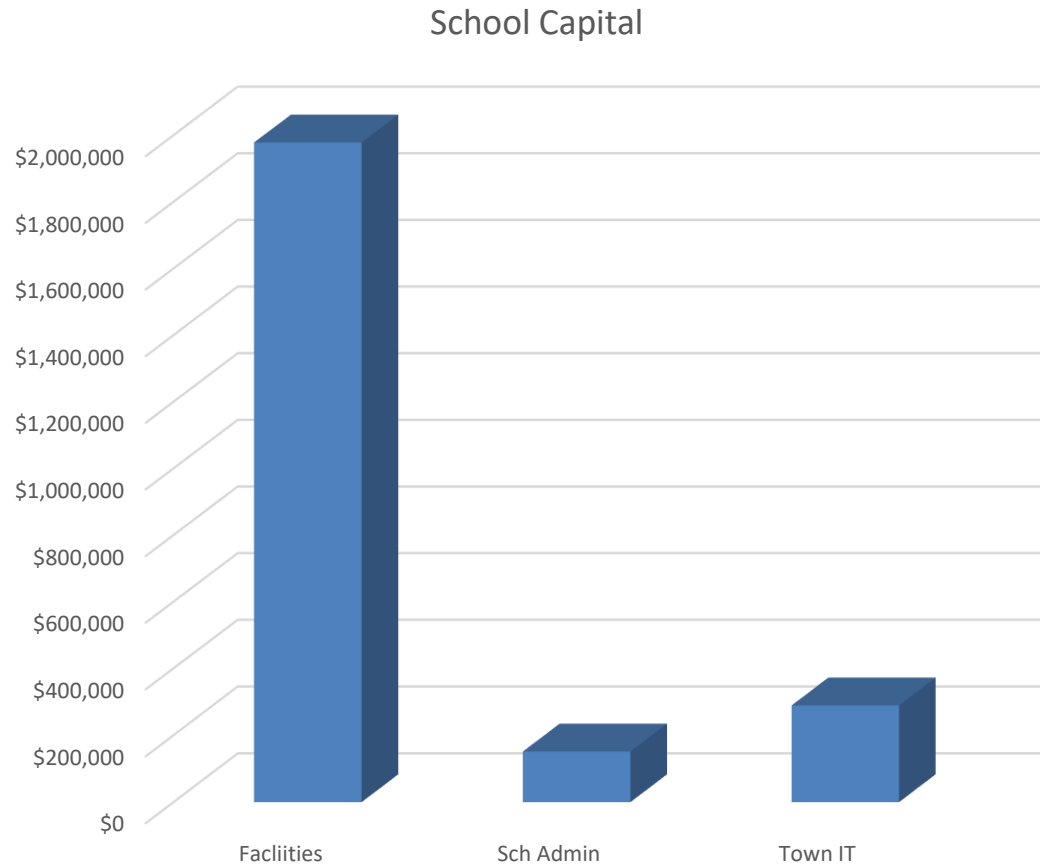
# Open Town Capital Projects

Town Capital by Department- Balance



Town Capital by Department- Balance		
Department	Balance	Open Projects
Conservation	\$61,235	3
DPW	\$3,696,771	24
Facilities	\$21,130,816	17
Fire	\$751,516	10
Police	\$61,148	2
TM Office	\$693,215	6
Town IT	\$1,846,646	11
<b>Totals</b>	<b>\$28,241,347</b>	<b>73</b>

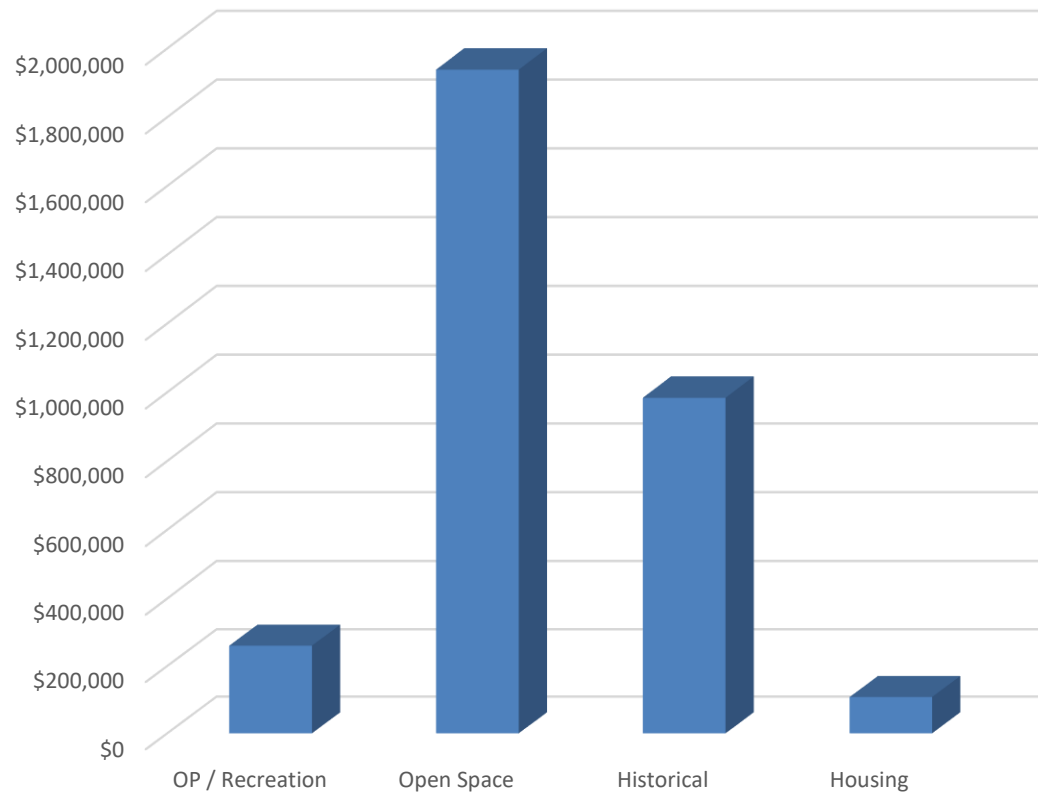
# Open School / Water Capital



School Capital		
Facilities	\$1,978,227	26
Sch Admin	\$151,291	5
Town IT	\$289,135	5
<b>Total</b>	<b>\$2,418,652</b>	<b>36</b>
Water Capital		
Water	\$5,086,217	19

# Open Capital – CPA Fund

CPA Projects / Balances



CPA Projects / Balances		
<u>Category</u>	<u>Balance</u>	<u>Projects</u>
OP / Recreation	\$260,472	7
Open Space	\$1,938,234	5
Historical	\$983,817	8
Housing	\$107,789	3
<b>Total</b>	<b>\$3,290,312</b>	<b>23</b>

# Town Manager Capital Project Budget

FY - 24 thru FY - 28

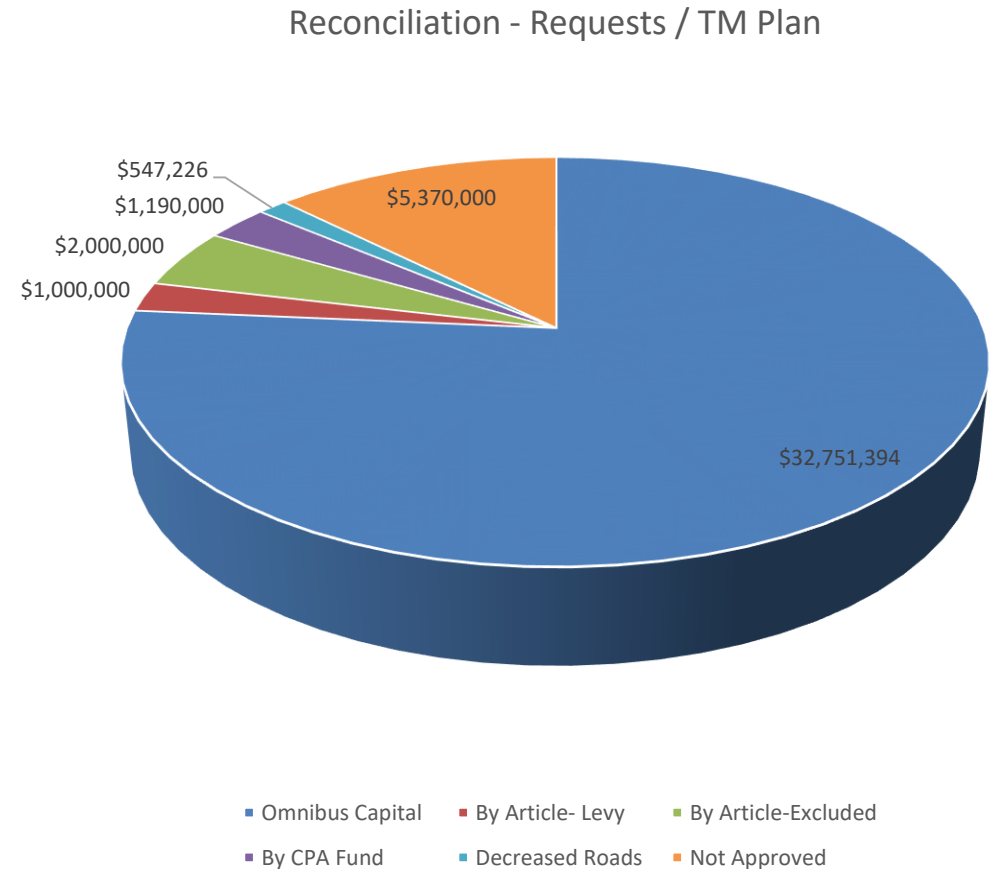
# Capital Improvement Plan Financing Goals FY2024-FY2028

- Cash Capital Budget
  - Range = \$687,500-\$773,787 / expected increases due to inflation.
- Debt Service
  - MWRA and possible school construction projects on the horizon.
  - Deferral of Capital Projects funded by debt.
  - Fund \$1,000,000 MSBA project with Levy Debt.
- Capital Stabilization Funding Options
  - Capital Closeout funding only.
  - Annual funding process not determined.
- Planned Free Cash
  - \$1,500,000 - \$2,000,000 annually
- Need to reduce open capital to a manageable and acceptable level.



# Reconciliation of Capital Requests

Reconciliation - Requests / TM Plan	
Total Submissions	\$42,858,620
Omnibus Capital	\$32,751,394
By Article- Levy	\$1,000,000
By Article-Excluded	\$2,000,000
By CPA Fund	\$1,190,000
Decreased Roads	\$547,226
<b>Not Approved:</b>	
Decrease DPW RT 20	\$350,000
Snake Brook	\$1,660,000
Fire Station #2	\$185,000
IT Document Mang.	\$190,000
IT - COA/CC- Audio-Visual	\$80,000
FY 24 New School Items	\$755,000
Old DPW Site -Grass Field	\$2,150,000
<b>Total:</b>	<b>\$42,858,620</b>



# Departmental Capital Requests FY24-FY28 Summary

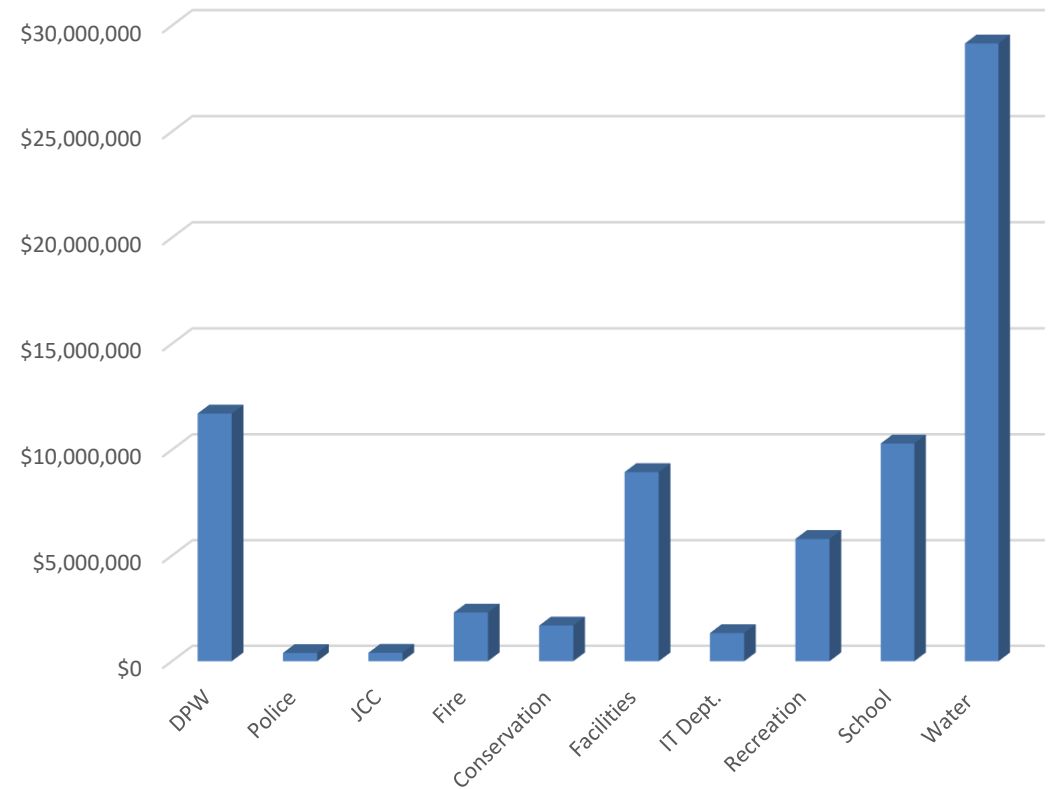
SUMMARY DEPARTMENTAL REQUESTS BY FISCAL YEAR						
Department	FY-24	FY-25	FY-26	FY-27	FY-28	Dept. Total
DPW	\$1,367,500	\$4,461,250	\$1,631,875	\$1,675,063	\$2,571,569	\$11,707,257
Police	\$112,500	\$70,000	\$130,000	\$80,000	-	\$392,500
JCC	\$300,000	\$100,000	-	-	-	\$400,000
Fire	\$288,000	\$227,000	\$980,000	\$605,000	\$205,000	\$2,305,000
Conservation	\$1,690,000	-	-	-	-	\$1,690,000
Facilities	\$3,485,000	\$1,475,000	\$910,000	\$0	\$3,075,000	\$8,945,000
IT Dept.	\$185,000	\$310,000	\$400,000	\$160,000	\$280,000	\$1,335,000
Recreation	\$800,000	\$2,030,000	\$2,530,000	\$430,000	-	\$5,790,000
School	\$1,801,900	\$3,180,900	\$2,518,392	\$792,671	\$2,000,000	\$10,293,863
	\$10,029,900	\$11,854,150	\$9,100,267	\$3,742,734	\$8,131,569	\$42,858,620
Water	\$3,095,000	\$21,830,000	850,000.00	1,880,000.00	\$1,500,000	\$29,155,000
Wastewater	-	-	-	-	-	-
	\$3,095,000	\$21,830,000	850,000.00	1,880,000.00	\$1,500,000	\$29,155,000
Totals	\$13,124,900	\$33,684,150	\$9,950,267	\$5,622,734	\$9,631,569	\$72,013,620

# Five Year Departmental Submissions

## \$72.1M

FY24-FY28 Request Totals	
Town Departments	\$32,564,757
School Department	\$10,293,863
Water Fund	\$29,155,000
<b>Total</b>	<b>\$72,013,620</b>

SUMMARY DEPARTMENTAL REQUESTS BY FISCAL YEAR

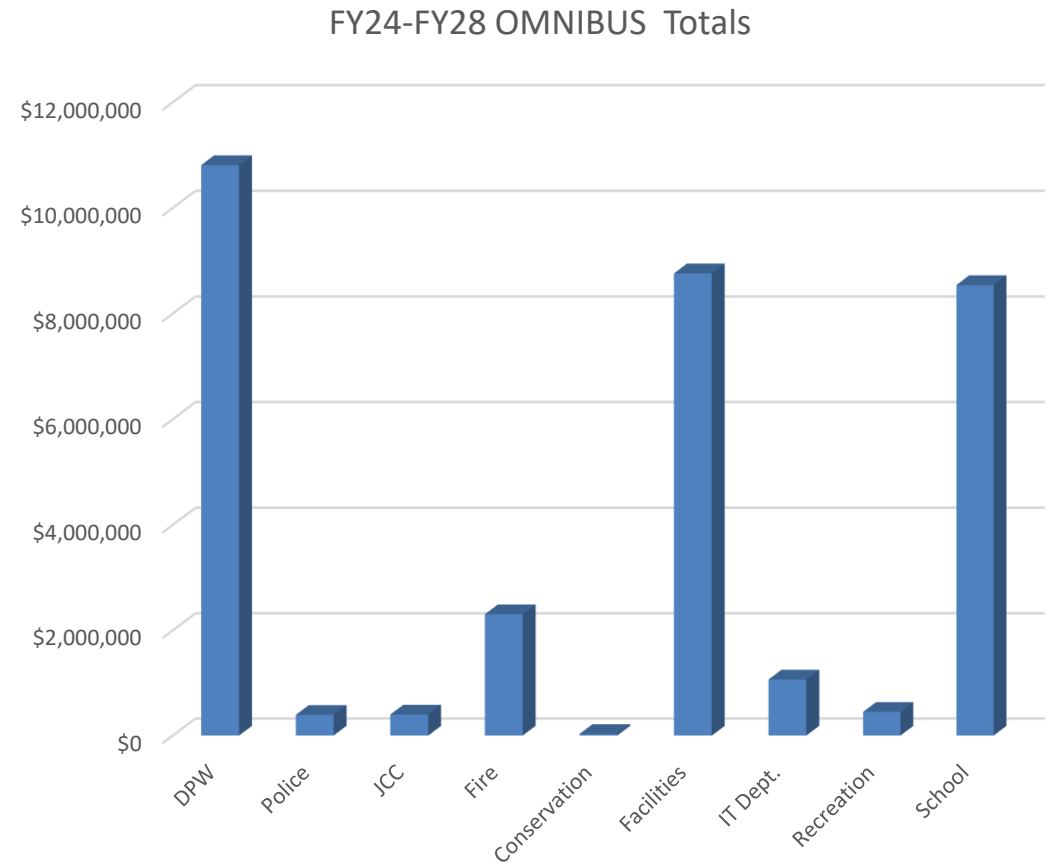


# Town Manager Capital Plan by Department

TOWN MANAGER OMNIBUS CAPITAL BUDGET						
Department	FY-24	FY-25	FY-26	FY-27	FY-28	Dept. Total
DPW	\$1,147,500	\$1,763,125	\$1,389,369	\$4,211,250	\$2,298,787	\$10,810,031
Police	\$112,500	\$70,000	\$130,000	\$80,000	-	\$392,500
JCC	\$300,000	\$100,000	-	-	-	\$400,000
Fire	\$288,000	\$227,000	\$980,000	\$605,000	\$205,000	\$2,305,000
Conservation	\$30,000	-	-	-	-	\$30,000
Facilities	\$390,000	\$3,275,000	\$1,170,000	\$850,000	\$3,075,000	\$8,760,000
IT Dept.	\$105,000	\$120,000	\$400,000	\$160,000	\$280,000	\$1,065,000
Recreation	\$450,000	-	-	-	-	\$450,000
School	\$288,600	\$1,203,300	\$1,790,900	\$2,463,392	\$2,792,671	\$8,538,863
	\$3,111,600	\$6,758,425	\$5,860,269	\$8,369,642	\$8,651,458	\$32,751,394
Water	TBD	TBD	TBD	TBD	TBD	-
Wastewater	-	-	-	-	-	-
	-	-	-	-	-	-
Totals	\$3,111,600	\$6,758,425	\$5,860,269	\$8,369,642	\$8,651,458	\$32,751,394

# Town Manager Capital Plan

FY24-FY28 OMNIBUS Totals	
Town Departments	\$24,212,531
School Department	\$8,538,863
Water Fund	TBD
<b>Total</b>	<b>\$32,751,394</b>

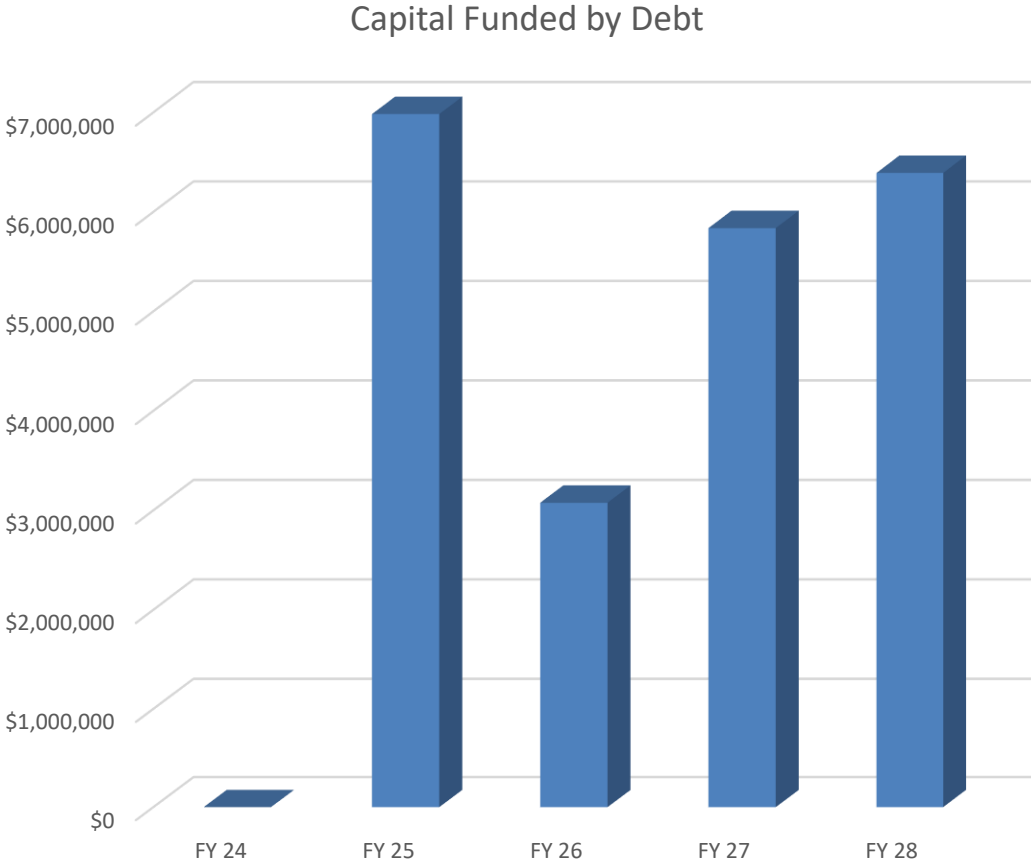


# Capital Financing Plan

FIVE YEAR PROPOSED OMNIBUS CAPITAL REVENUE BUDGET						
	FY24	FY25	FY26	FY27	FY28	Totals
<u>Levy Taxation</u>	\$0	\$3,983,300	\$3,075,900	\$3,336,892	\$2,000,000	\$12,396,092
<u>Excluded Taxation</u>	\$0	\$0	\$0	\$2,500,000	\$4,391,671	\$6,891,671
<u>Total Debt</u>	<u>\$0</u>	<u>\$3,983,300</u>	<u>\$3,075,900</u>	<u>\$5,836,892</u>	<u>\$6,391,671</u>	<u>\$19,287,763</u>
						\$0
<u>Cash Capital - Taxation</u>	\$687,500	\$708,125	\$729,369	\$751,250	\$773,787	\$3,650,031
<u>Free Cash</u>	\$2,093,828	\$1,840,000	\$1,925,000	\$1,676,500	\$1,281,000	\$8,816,328
<u>Ambulance Fund</u>	\$288,000	\$227,000	\$130,000	\$105,000	\$205,000	\$955,000
<u>Other Funds</u>	\$0	\$0	\$0	\$0	\$0	\$0
<u>Transfer Station</u>	\$0	\$0	\$0	\$0	\$0	\$0
<u>Capital Closeouts</u>	\$42,272	\$0	\$0	\$0	\$0	\$42,272
<u>Water Fund</u>	TBD	TBD	TBD	TBD	TBD	TBD
<u>Wastewater Fund</u>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Annual Funding</b>	<b>\$3,111,600</b>	<b>\$6,758,425</b>	<b>\$5,860,269</b>	<b>\$8,369,642</b>	<b>\$8,651,458</b>	<b>\$32,751,394</b>

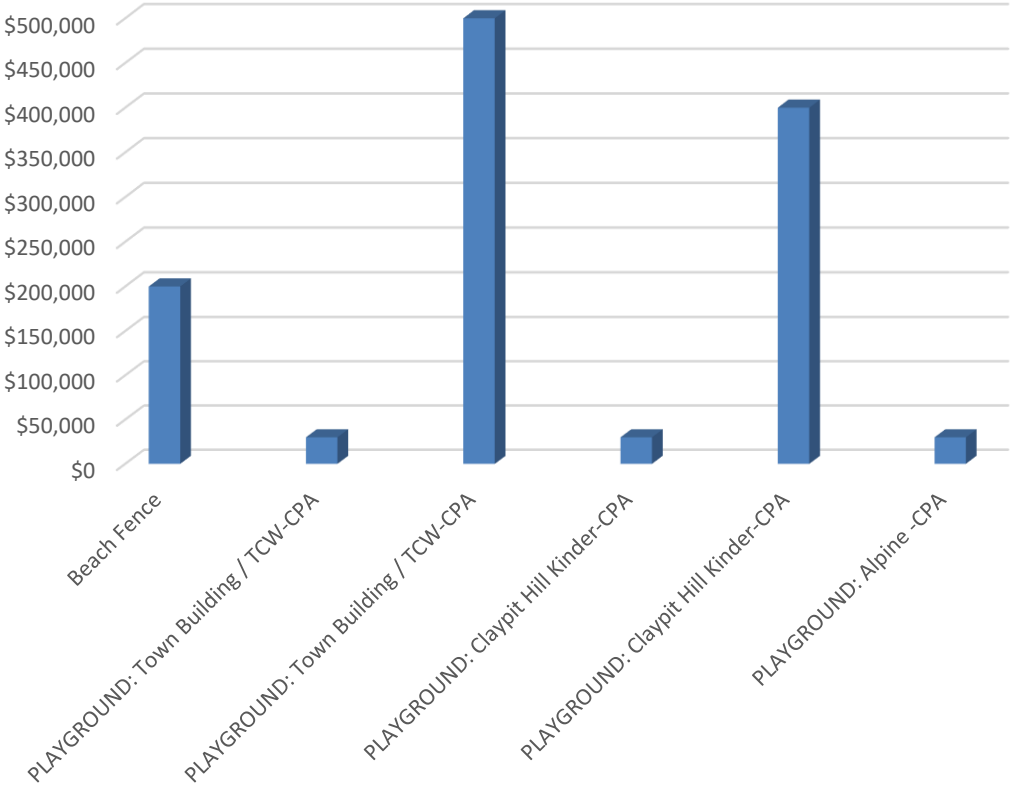
# Capital Funded by Debt

Capital Funded by Debt					
Year	Omnibus Levy Debt	Omnibus Excluded Debt	BY Article Levy	By Article Excluded	Totals
FY 24	\$0	\$0	0	0	\$0
FY 25	\$3,983,300	\$0	\$1,000,000	\$2,000,000	\$6,983,300
FY 26	\$3,075,900	\$0	0	0	\$3,075,900
FY 27	\$3,336,892	\$2,500,000	0	0	\$5,836,892
FY 28	\$4,391,671	\$2,000,000	0	0	\$6,391,671
Totals	\$14,787,763	\$4,500,000	\$1,000,000	\$2,000,000	\$22,287,763



# CPA Fund Projects

CPA Project Funding



CPA Project Funding		
Year	Project	Budget
FY-24	Beach Fence	\$200,000
FY 25	PLAYGROUND: Town Building / TCW-CPA	\$30,000
FY 26	PLAYGROUND: Town Building / TCW-CPA	\$500,000
FY 26	PLAYGROUND: Claypit Hill Kinder-CPA	\$30,000
FY 27	PLAYGROUND: Claypit Hill Kinder-CPA	\$400,000
FY 27	PLAYGROUND: Alpine -CPA	\$30,000
Total		\$1,190,000



# Capital Requests not Funded

- 1) **Snake Brook Dam**- \$1.6M / Project still under development. Town has appropriated \$900K by debt to fund. Balance hopefully will be funded by grants and or ARPA Funding.
- 2) **Fire Station #2** – Bids will be received in December. ARPA Funds could be used to complete funding if needed.
- 3) **MWRA- Water Fund**- \$17M CIP request. Abrahams Group will be providing 5-year Financial Plan. Water Fund CIP will be completed in January / February 2023.
- 4) **MSBA** – School Funding of \$1M in FY 25. Uncertain what the school construction project will ultimately be.

# Questions



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

# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## SELECT BOARD

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

## Memorandum

To: All Boards, Committees, Commissions, Departments and Staff  
From: Select Board  
Date: December 12, 2022  
Re: 2023 Annual Town Meeting and Annual Election

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The Select Board voted on Monday, December 12, 2022, to open the Warrant for the Annual Town Meeting to begin on Monday, May 1, 2023 at time and place to be determined, and the Annual Election to be held on Tuesday, April 25, 2023 at designated polling places. The warrant for said Annual Town Meeting will be open from Thursday, December 15, 2022, at 8:30a.m., through Tuesday, January 17, 2023, at 4:30p.m. In accordance with Chapter 36, Section 36-3 of the Code of the Town of Wayland, all articles for consideration and inclusion in said warrant shall be submitted to the Select Board's Office in Wayland Town Building at 41 Cochituate Road, Wayland, Massachusetts by 4:30p.m. on Tuesday, January 17, 2023, at 4:30p.m.

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Cherry Karlson , Chair

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David Watkins, Vice Chair

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Thomas Fay

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Adam Gutbezahl

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Carol Martin

**ARTICLE LIST 2023 ANNUAL TOWN MEETING**

<b>Article</b>	<b>Article Name</b>	<b>Status</b>		
A	Recognize Citizens & Employees for Particular Service to Town			
B	Pay Previous Fiscal Year Unpaid Bills			
C	Current Year Transfers			
D	OPEB Funding			
E	Enterprise Fund Budgets			
F	Fiscal Year 2024 Revolving Fund Expenditure Limits			
G	Personnel Bylaws and Wage & Classification Plan			
H	Surface Water Quality Committee Budget			
I	Accept Gifts of Land			
J	Capital Stabilization Fund Appropriation			
K	Choose Town Officers			
L	Hear Reports			
M	Sell or Trade Vehicles and Equipment			
N	FY 2023 Omnibus Budget			
O	CPA: Set Asides			
P	<i>*Bond Authorization Recapture</i>			
Q	<i>*Knollwood Easement Relocation</i>			
R	<i>*North Landfill Solar</i>			

\*possible articles that have been discussed



**TOWN OF WAYLAND**

**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**

*Attach extra pages if necessary*

**Article Title:** Recognize Citizens and Employees for Particular Service to the Town **Estimated Cost:** \$0

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

To determine whether the Town will recognize the achievements and contributions to Town government of citizens and employees:

1. To recognize citizens who have served in a volunteer capacity on elected and/or appointed boards, committees, and commissions for a minimum of 25 years (service need not be consecutive);
2. To recognize employees who have retired since the previous Annual Town Meeting or intend to retire prior to June 30, 2023, subject to a minimum of 20 years of service;
3. To request Town Meeting observe a moment of silence in memory of elected or appointed volunteers, employees with at least 10 years of service, or an employee while in service to the Town without regard to tenure who shall have passed away since the adjournment of the 2022 Annual Town Meeting.

The following citizens are recognized for their extensive service to the Town:

*Town Clerk is working with the Town Manager's office to provide complete information before submission.*

The following town and school employees have retired since the 2022 Annual Town Meeting or will retire before June 30, 2023 and have or will have served the Town for over 20 years:

*Town Clerk is working with the Town Manager's office to provide complete information before submission.*

The following elected or appointed volunteers or employees have passed away since the 2022 Annual Town Meeting:

*Town Clerk is working with the Town Administrator's office to provide complete information before submission.*

**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 is a standard article that allows recognition and commendation of certain citizens and employees.

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

**Contact Information for Publication in Warrant**

**Contact Person Name:** John Bugbee **Contact Person Phone:** 508.358.3620

**Contact Person Town Email:** Jbugbee@wayland.ma.us

---

**Proposing Board Information**



**TOWN OF WAYLAND**

**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**

*Attach extra pages if necessary*

**Board Name:** Select Board

**Board Vote (Quantum) to Submit** \_\_\_\_\_ **Date of Board Vote:** \_\_\_\_\_

**Signature of Board Chairperson:** \_\_\_\_\_ **Date:** \_\_\_\_\_



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

Article Title: Pay Previous Fiscal Years Unpaid Bills 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) pay the bills of the prior fiscal years,
(b) appropriate a sum of money for the payment of the foregoing bills of prior fiscal years; and
(c) provide for such appropriation by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing, or otherwise.

Fiscal Year 2020 liabilities to be paid using Fiscal Year 2023 appropriations:

Vendor \$--.-- Funding Source

Fiscal Year 2021 liabilities to be paid using Fiscal Year 2023 appropriations:

Vendor \$--.-- Funding Source
Fire Chief's Association of Mass \$50.00

Fiscal Year 2022 liabilities to be paid using Fiscal Year 2023 appropriations:

Vendor \$--.-- Funding Source

Some additions may be made later if additional bills are found.

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):

Occasionally, bills are not paid at the end of a fiscal year for a number of reasons, including late submission. The unpaid bills from previous years are summarized in this article and paid using the current year appropriations.

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

Contact Information for Publication in Warrant

Contact Person Name: Brian Keveny Contact Person Phone: 508.358.3611

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

Proposing Board Information

Board Name: Select Board

Board Vote (Quantum) to Submit 5-0-0 Date of Board Vote: 12-12-22

Signature of Board Chairperson: Date:







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

**Article Title:** OPEB Funding **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) appropriate an aggregate amount of \$XX 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 enterprise and revolving funds:\*

- |                          |       |
|--------------------------|-------|
| 1) Food Service          | \$    |
| 2) BASE                  | \$    |
| 3) Children’s Way        | \$    |
| 4) Full Day Kindergarten | \$    |
| 5) Water                 | \$    |
| 6) Transfer Station      | \$    |
| 7) Wastewater            | \$    |
| 8) Recreation            | \$    |
|                          | ; and |

b) appropriate \$500,000 to be deposited in the Town’s Other Post-Employment Benefits Trust Fund; and that said appropriation be provided by taxation.

*\*Amounts and categories in a)) to be finalized by Finance Director.*

**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 article funds an Other Post-Employment Benefits (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 taxation and Free Cash. While the amount contributed to the OPEB Fund as described in b) above was appropriated entirely from taxation since FY19, revenue pressures as a result of COVID-19 warranted the use of Free Cash for the FY22 contribution. The Town is now capable of returning to the use of taxation, rather than Free Cash, as the funding source for this contribution for the upcoming fiscal year, and anticipates remaining capable of doing so in future years.



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

Total OPEB Liability (“TOL”) is reported on a fiscal year basis. As of June 30, 2021, the TOL, as determined under GASB was \$59,283,923. Plan assets were \$25,009,642. The Net OPEB Liability, which equals the TOL less assets, was \$34,274,281. A useful metric for gauging funding progress is the ratio of assets to total liabilities, or the funded ratio, which is 42.19% as of June 30, 2021, as compared to 39.01% as of June 30, 2020. 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’s actuary, Odyssey Advisors (“Odyssey”), updated the Town’s actuarial liability funding tables as of June 30, 2021 to determine a level funding contribution to achieve full funding in 2041 based on current actuarial assumptions. Odyssey determined the level annual funding contribution through 2041 to be \$550,000 if all assumptions are realized. Actual results will vary due to differences between plan experience and assumptions. Key assumptions include, without limitation, a 6.75% discount rate and expected investment return and approximately a 4.5% medical cost trend.

The amount in 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 \$30,254 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.

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

**Contact Information for Publication in Warrant**

**Contact Person Name:** Brian Keveny **Contact Person Phone:** 508.358.3611  
**Contact Person Town Email:** bkeveny@wayland.ma.us

**Proposing Board Information**

**Board Name:** Select Board  
**Board Vote (Quantum) to Submit** 5-0-0 **Date of Board Vote:** 12.12.22  
**Signature of Board Chairperson:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Article Title:** Enterprise Fund Budgets

**Estimated Cost:** TBD

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

To Determine what sum of money the town will appropriate for the operation and expenses of the town including capital expenses for equipment, improvements or other purposes, and determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for Another purpose, by borrowing or otherwise.

MOTIONS UNDER ARTICLE 10:

1) "That each and every numbered item set forth in the Finance Committee's Budget for Fiscal Year 2023 be voted, granted and appropriated as an expenditure for several purposes and uses set forth in said budget establishing a total budget of \$ XXXXX which sum shall be expended only for the purposes shown under the respective boards, committees and offices of the Town; and, of the total sum so appropriated \$XXXXX shall be raised by taxation, \$XXXXX shall be provided by transfer from Ambulance receipts, \$XXXXX shall be transfer from other funds, \$XXXXX shall be provided from Water revenue, and \$XXXXXX shall be provided from Wastewater Revenues and \$XXXXX shall be provided by Wastewater Certified Retained Earnings.

2) "That each and every numbered item set forth in the Finance Committee's capital budget of Fiscal Year 2023 listed on pages XX-XX in the total amount of \$XXXXX be appropriated for equipment and vehicles acquisitions and projected for the listed departments, each of which shall be an appropriation, and of the total sum so appropriated, the Treasurer, with the approval of the Select Board, is authorized to borrow \$XXXXXX pursuant to the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, \$XXXXX to be raised from taxation, \$XXXXX shall be provided by transfer from Unreserved Fund Balance, \$XXXXX shall be provided from Ambulance Receipts, \$XXXXX shall be provided from Surplus Capital Accounts and, \$XXXXX shall be provided by Water Enterprise Capital.

**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):

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

**Contact Information for Publication in Warrant**

**Contact Person Name:** John Bugbee **Contact Person Phone:** 508-358-3620

**Contact Person Town Email:** [jbugbee@wayland.ma.us](mailto:jbugbee@wayland.ma.us)

**Proposing Board Information**

**Board Name:** Select Board

**Board Vote (Quantum) to Submit Article:** 5-0-0 **Date of Board Vote:** Jan 10, 2022

**Signature of Board Chairperson:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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

**Article Title:** Fiscal Year 2024 Revolving Fund Expenditure Limits **Estimated Cost:** \$0

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

To determine if the Town will vote to set the following enumerated dollar figures as the total amount to be expended from the respective authorized revolving funds for Fiscal Year 2024, or take any action relative thereto:\*

1. Council on Aging: \$
2. School Department / Professional Development: \$
3. School Department / Curriculum: \$
4. Recreation: \$
5. Recreation Athletic Fields: \$
6. Conservation Community Gardens: \$

*\*Finance Director and Department Head still finalizing amounts.*

**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):

Passage of this article will establish the Fiscal Year 2024 spending caps for the Town’s Revolving Funds. The 2017 Annual Town Meeting adopted Town Code Chapter 19, Section 10 establishing revolving funds under Mass General Laws, Chp. 44, section 53E ½. Adoption of this code requires the Select Board to recommend to Town Meeting annually and for Town Meeting to set the limits of expenditure for each revolving fund. For FY 2021, the Select Board recommends the following spending caps:

<u>Revolving Fund</u>	<u>Recommended FY24 Spending Cap*</u>
Council on Aging	\$
School Department/Professional Development	\$
School Department/Curriculum	\$
Recreation	\$
Recreation/Athletic Fields	\$
Conservation Community Gardens	\$

*\*Finance Director and Department Head still finalizing amounts.*

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

**Contact Information for Publication in Warrant**

**Contact Person Name:** Brian Keveny **Contact Person Phone:** 508.358.3611

**Contact Person Town Email:** bkeveny@wayland.ma.us



**TOWN OF WAYLAND**

**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**

*Attach extra pages if necessary*

**Proposing Board Information**

**Board Name:** Select Board

**Board Vote (Quantum) to Submit** 5-0-0 **Date of Board Vote:** 12.12.2022

**Signature of Board Chairperson:** \_\_\_\_\_ **Date:** \_\_\_\_\_





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

**Article Title:** Surface Water Quality Committee Budget **Estimated Cost:** \$51,000

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

To appropriate funds for the expenses of the Surface Water Quality Committee to be spent under the direction of the Board of Selectmen

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

The work of the Surface Water Quality Committee (SWQC) is cyclical with the seasons and the largest expenditures occur over the summer months. From a budget perspective, this timing and financial variability of expenditures does not fit well with the Town’s fiscal year ending on June 30. For instance, some years the SWQC needs to treat for milfoil which results in higher expenses and crosses the fiscal year end for the treatment timetable.

Appropriating funds through an article rather than the budget will allow funds to be carried over the June 30 year end and improve the budgeting and cash flow for the SWQC work and expenses. There is no change to the budgeted amount.

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

**Contact Information for Publication in Warrant**

**Contact Person Name:** John Bugbee **Contact Person Phone:** 508.358.3620  
**Contact Person Town Email:** [jbugbee@wayland.ma.us](mailto:jbugbee@wayland.ma.us)

**Proposing Board Information**

**Board Name:** Select Board  
**Board Vote (Quantum) to Submit** 5-0-0 **Date of Board Vote:** 12-12-21  
**Signature of Board Chairperson:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**TOWN OF WAYLAND**  
**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**

*Attach extra pages if necessary*

**Article Title:** Accept Gifts of Land **Estimated Cost:** \$0

**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 by Town Counsel as to form, to acquire by gift, purchase, eminent domain or otherwise, for general municipal purposes, on such terms and conditions as the Board of Selectmen deems appropriate, land including the fee or any lesser interest in all or any part of the parcels of land and the buildings and other structures, on and off LOCATION, identified as Lot X-X, shown on a plan prepared by the Town Surveyor entitled "XXX" dated July XX, 20XX and recorded with the Middlesex South Registry of Deeds as Plan XX of 20XX, and Parcel XX, 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.

**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):

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

**Contact Information for Publication in Warrant**

**Contact Person Name:** John Bugbee **Contact Person Phone:** 508.358.3620

**Contact Person Town**

**Email:** jbugbee@wayland.ma.us

**Proposing Board Information**

**Board Name:** Select Board

**Board Vote (Quantum) to Submit Article:** \_\_\_\_\_ **Date of Board Vote:** 12.12.22

**Signature of Board**

**Chairperson:** 5-0-0 **Date:** \_\_\_\_\_

[Type here]





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

**Article Title:** Appropriate to Capital Stabilization Fund **Estimated Cost:** \_\_\_\_\_

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

To determine if the Town will vote to transfer the following funds to the Capital Stabilization Fund:

INSERT

**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):

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

**Contact Information for Publication in Warrant**

**Contact Person Name:** John Bugbee **Contact Person Phone:** 508-358-3620

**Contact Person Town Email:** jbugbee@wayland.ma.us

**Proposing Board Information**

**Board Name:** Select Board

**Board Vote (Quantum) to Submit Article:** \_\_\_\_\_ **Date of Board Vote:** \_\_\_\_\_

**Signature of Board Chairperson:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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



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

**Article Title:** Choose Town Officers **Estimated Cost:** \$0

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

To determine whether the Town will vote to choose Town officers, agents, trustees, councils, commissioners, boards, and committees not elected by official ballot

Trustees of the Allen Fund	The Select Board
Fence Viewers	The Select Board
Field Drivers	The Constables
Measurers of Wood and Bark	Paul Doerr
	Gary Slep
	John R. Sullivan
Surveyors of Lumber	Judy Currier
	Richard Hoyt
	Susan W. Pope

*Select Board: Need to confirm all nominees' ability and willingness to serve.*

**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 is a standard article that allows the Town to fill various positions. While many of these positions are obsolete in our current society, they are part of the charm and history of New England town meetings. To date, Wayland has continued the tradition of electing these positions at Town Meeting even though the Select Board (SB) may appoint some of them. The purpose of the article as written is to decide whom to elect, not the method of appointment.

A brief description of each position and future alternate means of selection follows.

The Allen Fund was established in 1854 through a gift from Miss Debby Allen and Mrs. Nabby (Allen) Draper. The permanent fund was intended for “beneficent objects.” Although the Allen Fund was virtually depleted by 1990, it has recently grown so that it can now provide annual gifts. **As of December, 2021, the balance in the Allen Fund was \$ 9,894.** The trustees are responsible for overseeing the fund. The trust provides that the trustee shall be selected annually by vote of the annual town meeting; it also provides that in case no board of trustees is selected, the Selectmen shall be the Trustees of the Allen Fund. At a future Town meeting, citizens could vote to amend the trust document to provide that the Commissioners of Trust Funds serve as Trustees of the Allen Fund without annual vote.

Fence Viewers are arbitrators of fence disputes among neighbors and are established under MGL c. 49, §1. The SB is authorized to appoint two or more fence viewers for one-year terms.

Field Drivers collect loose sheep, goats or other beasts and under M.G.L. c. 49, §22, the SB is authorized to appoint one or more field drivers for the Town.



**TOWN OF WAYLAND**

**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**

*Attach extra pages if necessary*

Measurers of Wood and Bark are responsible for inspection, survey, measurement and sale of wood, coal and bark for fuel. They are appointed according to M.G.L. c. 94, §296, which provides for town meeting election of one or more measurers of wood and bark for one-year terms. A future town meeting could delegate the appointment power to the Select Board, thereby eliminating the need for this article thereafter.

Surveyors of Lumber, sometimes called a Measurer of Lumber, are responsible for measuring, marking or numbering the contents of any kind of wood or lumber, and M.G.L. c. 96, §7 authorizes that towns may elect one or more measurers (surveyors) of lumber. A home rule petition is required to make the position appointive by the Select Board.

If Town Meeting declines to elect the Fence Viewers, Field Drivers and Measurers of Wood and Bark, the Select Board would make the appointment at the next regular meeting. However, a home rule petition is required to make the position of Surveyors of Lumber appointive by the SB and given the obsolete nature of the position, it may be easier not to fill it if that is the desire of town meeting.

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

**Contact Information for Publication in Warrant**

**Contact Person Name:** John Bugbee **Contact Person Phone:** 508.358.3620

**Contact Person Town Email:** [jbugbee@wayland.ma.us](mailto:jbugbee@wayland.ma.us)

**Proposing Board Information**

**Board Name:** Select Board

**Board Vote (Quantum) to Submit** 5-0-0 **Date of Board Vote:** 12.12.22

**Signature of Board Chairperson:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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

**Article Title:** Hear Reports **Estimated Cost:** \$0

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

To determine whether the Town will vote to receive and act upon reports of Town officers, agents, trustees, commissioners, boards and committees.

- Board of Assessors
- Community Preservation Committee
- Planning Board (if needed)
- Public Ceremonies Committee
- Select Board

*There may be other committees that decide to submit a report for Town Meeting.*

**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 is a standard article that allows reports commissioned by the Town or required by State law to be heard. Under Town Code Chapter 53, Section 3, whenever a report required by law is submitted to Town Meeting, it shall be included in the minutes of said meeting set forth in the Annual Town Report. This article provides a means of including such reports in the minutes of Town Meeting.

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

**Contact Information for Publication in Warrant**

**Contact Person Name:** John Bugbee **Contact Person Phone:** 508.358.3620  
**Contact Person Town Email:** jbugbee@wayland.ma.us

**Proposing Board Information**

**Board Name:** Select Board  
**Board Vote (Quantum) to Submit** 5-0-0 **Date of Board Vote:** 12-12-2022  
**Signature of Board Chairperson:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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

**Article Title:** Sell or Trade Vehicles and Equipment **Estimated Cost:** \$0

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

To determine whether the Town will vote to authorize the Select Board to sell or otherwise dispose of surplus vehicles, equipment, or other personal property in connection with the purchase of new vehicles, equipment, or other personal property.

<u>Department</u>	<u>Vehicle/Equipment</u>	<u>Year</u>
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*No vehicles or equipment have been identified for sale or trade as of this times. This is a placeholder article in case any are identified.*

**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 is a standard article allowing the Town to sell used vehicles, equipment or other personal property.

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

**Contact Information for Publication in Warrant**

**Contact Person Name:** John Bugbee **Contact Person Phone:** 508.358.3620

**Contact Person Town Email:** Jbugbee@wayland.ma.us

**Proposing Board Information**

**Board Name:** Select Board

**Board Vote (Quantum) to Submit** 5-0-0 **Date of Board Vote:** 12.12.2022

**Signature of Board Chairperson:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Wayland Select Board**

### **Capital Stabilization Fund Policy**

At Annual Town Meeting 2021, the Town of Wayland established a Capital Stabilization Fund (the Fund).

The purpose of the Fund is to allow the Town to reserve funds to pay for engineering and design, renovation, reconstruction or construction of Town facilities, to support the Capital Investment Plan, and to promote sound financial planning practices.

Objectives of the Fund include to

- 1) Provide a source of funds to keep projects previously approved by Town Meeting moving forward,
- 2) Maintain a steady Capital Investment Plan, and
- 3) Create a funding source for the Town share of matching grants.

Sources of Income

- 1) Funds may be transferred into the Capital Stabilization fund from any general fund source, including taxation and free cash, by Town Meeting vote.
- 2) Residual funds from previously approved capital projects ('capital close outs') will be transferred to the Fund at the close of each project.

Criteria for Appropriations from the Fund (in priority order) are restricted to:

- 1) Additional funding to support the Town's Capital Investment Plan for projects previously approved at Town Meeting
- 2) Unanticipated capital projects resulting from a catastrophic or emergency event if the financial burden of the event is in excess of an amount which the Finance Committee Reserve Fund can cover
- 3) The Town share of matching grants
- 4) Support of critical capital expenses if revenue, from whatever source, including free cash, is less than forecasted in the Five-Year Capital Investment Plan
- 5) Providing for General Fund "pay-as-you-go" capital appropriations

Fund Balance

- 1) Interest shall accrue for the fund.
- 2) There is no minimum or maximum balance. However, the aggregate may not exceed the limit under M.G.L. c. 40 Section 5B.

Policy Review

- 1) Review every 3 years

*Approved May 15, 2022*



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

**Article Title:** Remote Participation at Town Meeting **Estimated Cost:** \$0

**Article Description:**

To approve the following language:

[To be determined by Select Board in combination with Town Counsel]

**Background Information**

This Article allows Wayland to resubmit their request that the State Legislature pass a bill that allows the Town of Wayland to support remote participation of any open Town Meeting. By approving this Article, the Town will be afforded additional time to obtain approval of their home rule petition by the Legislature.

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

None

**Contact Information for Publication in Warrant**

**Contact Person Name:** David Watkins **Contact Person Phone:** \_\_\_\_\_

**Contact Person Town Email:** dwatkins@wayland.ma.us

**Proposing Board Information**

**Board Name:** Select Board

**Board Vote (Quantum) to Submit Article:** \_\_\_\_\_ **Date of Board Vote:** \_\_\_\_\_

**Signature of Board Chairperson:** \_\_\_\_\_ **Date:** \_\_\_\_\_