

**Packet**

**February 5, 2024**

**7:00PM**



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

MICHAEL F. MCCALL  
TOWN MANAGER  
TEL. (508) 358-3620  
www.wayland.ma.us

## SELECT BOARD

ANNE BRENSLEY  
THOMAS J. FAY  
ADAM G. GUTBEZAHL  
CAROL B. MARTIN  
WILLIAM D. WHITNEY

## SELECT BOARD

Monday, February 5, 2024

7:00pm

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 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 2 of the Acts of 2023, 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
- 7:05 pm 2. Announcements and Public Comment
- 7:15 pm 3. Vote to approve renewal of 2024 licenses listed below:

Business Name	Address	License Type
Einstein and Noah Corp, d/b/a Einstein Brothers Bagels #2996	44 Main Street	Common Victuallers/Entertainment

- a) Vote to designate the Town Manager as the sole signatory to sign off on all 2024 approved renewals listed above.

- 7:20 pm 4. Appointments to Committees: Interview, discuss and potential vote to appoint:

Committee	Potential Appointee	Term End Date
Economic Development Committee	Karen Kelly	06/30/2026

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**41 Cochituate Road, Wayland, MA**

- 7:35 pm      5. Presentation and updates on Wayland Electricity Choice/ Community Aggregation by Peregrine Group and Energy and Climate Committee, invite attendance by Paul Gromer, Peregrine Group and Ellen Tohn, Chair of the Energy and Climate Committee
- 7:55 pm      6. 2024 Annual Town Meeting (ATM): discussion of ATM topics, including but not limited to:  
a) Review, insert and determine a position on articles, including but not limited to:  
    1. D: OPEB Funding  
    2. G: FY25 Revolving Fund Expenditure Limits  
    3. L: Capital Stabilization Fund Appropriation  
    4. Q: Special Education Reserve Fund  
    5. R: Rescind Unissued Debt  
b) Invite attendance by Brian Keveny, Finance Director
- 8:30 pm      7. POUA Support Letter: Review and discussion, with possible vote to sign, a letter to the Executive Office of Housing and Livable Communities (EOHLC) in support of the St. Ann's project (124 Cochituate Road)
- 8:40 pm      8. Dudley Pond Association: Discussion and possible vote to accept gift/donation of a conveyor, invite attendance by Tim Dreher, President of the Dudley Pond Association
- 8:50 pm      9. Town Manager Evaluation: further discussion on process, next steps (con't from January 22)
- 9:05 pm      10. Town Manager's Report  
a) Mass Municipal Association (MMA) Annual Conference update  
b) Facilities Update  
c) Recap since last meeting
- 9:15 pm      11. Consent Calendar:  
a) Review and vote to approve listed items  
b) Discuss, consider, and potentially act on items removed from Consent, if any
- 9:20 pm      12. Minutes  
a) Review and approve the minutes of January 22, 2024.
- 9:30 pm      13. Review Correspondence
- 9:35 pm      14. Select Board Members' reports and concerns
- 9:45 pm      15. Topics not reasonably anticipated by the Chair 48 hours in advance, if any
- 9:50 pm      16. Executive Session

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- a) Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (7) to review and approve the executive session minutes of December 18, 2023 with the intent to hold said minutes.
- b) Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining with the New England Police Benevolent Association (NEPBA) Local 176 and possible vote on collective bargaining agreement.
- c) Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (3), to discuss strategy with respect to International Association of Firefighters, AFL-CIO Local 1978 (Grievance), Step 3.

10:30 pm      17. Return to Open Session: Announcement of possible vote taken to approve collective bargaining agreement with New England Police Benevolent Association (NEPBA) Local 176.

10:40 pm      18. Adjourn

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**CONSENT CALENDAR**

1. Vote the question of accepting a Competitive Grant from the Department of Energy Resources (DOER) Green Communities Division for the purposes of funding energy conservation measures, retro-commissioning, weatherization, and administrative assistance, in municipal facilities including DPW, Town Building, and Claypit Elementary School, in the amount of \$92,813.

**To:** Select Board  
**From:** Kelsi Power-Spirlet, Management Analyst  
**Date:** February 2, 2024  
**Re:** 2024 Remaining Non-Liquor License Renewals

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The following is the list of licenses that are ready for approval for 2024.

**VOTE:** TO APPROVE THE 2024 RENEWAL OF THE FOLLOWING LICENSES AS PRESENTED IN THE FEBRUARY 2, 2024 MEMORANDUM TO THE SELECT BOARD 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 MICHAEL MCCALL, TOWN MANAGER, AS THE SOLE SIGNATORY TO SIGN OFF ON ALL 2024 APPROVED RENEWALS LISTED IN THE DECEMBER 29, 2023 MEMORANDUM.

**The following Common Victuallers licenses for 2024:**

Einstein and Noah Corp, d/b/a Einstein Brothers Bagels #2996	44 Main Street	Common Victuallers
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**The following Entertainment licenses for 2024:**

Einstein and Noah Corp, d/b/a Einstein Brothers Bagels #2996	44 Main Street	Entertainment
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**Town of Wayland  
Board/Committee Appointments  
Status as of December 20, 2023**

All boards/committees with openings are listed below. Openings created by resignation are included when confirmed by the Town Clerk. Please note that most volunteer positions have a term that ends on June 30. Incumbents may reapply, and all interested volunteers will be considered.

Information on each board and committee (purpose, responsibilities, Chair) can be found on its web page. All board and committee pages are linked here: <https://www.wayland.ma.us/boards>.

Volunteers interested in serving on one of the committees or boards listed below, please send an email explaining your interest and qualifications and a resume/CV to the Select Board c/o Kelsi Power-Spirlet at [kpowerspirlet@wayland.ma.us](mailto:kpowerspirlet@wayland.ma.us). All positions are appointed by the Select Board unless otherwise noted.

\*please note that a redacted version of your resume/CV will become public record upon applying.

<b>Committee</b>	<b>Term Ending Date</b>
<b>Board of Registrars</b>	June 30, 2026
<b>Community Preservation Committee</b>	
Select Board	June 30, 2025
Conservation Commission	June 30, 2026
<b>Cultural Council</b>	
Select Board (multiple positions)	June 30, 2025
<b>Design Review Advisory Board</b>	
Planning Board	June 30, 2024
<b>Dog Control Appeals Board</b>	June 30, 2026
<b>Economic Development Committee</b>	June 30, 2026
<b>Historic District Commission</b>	
Select Board - Alternate Member	June 30, 2025
Select Board	June 30, 2025
Select Board	June 30, 2026
<b>Housing Partnership</b>	
Select Board	June 30, 2024
<b>Human rights, Diversity, Equity, and inclusion</b>	
Non-Voting member (1 Position)	June 30, 2024
Voting Member	June 30, 2025
<b>Municipal Affordable Housing Trust Fund Board</b>	
Select Board	June 30, 2024
Select Board	June 30, 2025
<b>MWRTA Regional Transportation Authority</b>	June 30, 2024
<b>Planning Board</b>	
Associate	June 30, 2024
<b>Wastewater Management District Commission</b>	June 30, 2026

**Wayland Housing Partnership**

Select Board	June 30, 2026
Select Board	June 20, 2024
Conservation Commission	June 30, 2026
School Committee	June 30, 2026

**Wayland Community Access and Media (WayCAM) Board of Directors**

Appointed Director	November 30, 2025
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**Youth Advisory Committee**

Select Board	June 30, 2026
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**Trust Fund Commission**

June 30, 2024
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**Zoning Board of Appeals**

June 30, 2024
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Associate
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## Power-Spirlet, Kelsi

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**From:** Karen Kelly [REDACTED]  
**Sent:** Thursday, January 11, 2024 1:31 PM  
**To:** Power-Spirlet, Kelsi; Select Board Members  
**Subject:** Request for Appointment to Economic Development Committee  
**Attachments:** Resume-Karen-Kelly.pdf

[NOTICE: This message originated outside of the **Town of Wayland Email System -- DO NOT CLICK on links or open attachments** unless you are sure the content is safe.]

Members of the Select Board,

I am reaching out today to request appointment for the current vacancy on the Economic Development Committee. As a serial entrepreneur and 9 year resident of Wayland, I am invested in finding ways to grow our town's economy by creating greater synergy between our residents and the businesses in town that support them. My resume is attached, which details 20+ years of work in marketing, media, technology and healthcare. I am also an active member of the Wayland community, serving on the board and as president of the Wayland Children and Parent's Association (WCPA) for 5 years, a WYSA coach for 3 years, and as the founder of Parents for After School Solutions (PASS), a grassroots community movement that solved the after school care crisis in Wayland in 2023. As a 3x small business founder, startup advisor, and long-time community volunteer, I am excited to leverage my business experience and local knowledge to support the town's economic growth.

I appreciate your consideration of my appointment. Please reach out with questions and/or next steps.

My best,  
Karen Kelly

[REDACTED]

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Karen Kelly

[REDACTED]

[REDACTED]

[REDACTED]

# Karen Kelly

Founder, CEO ~ Wayland, MA ~ [REDACTED] ~ [REDACTED]

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## Summary

For over 20 years, Karen has been a catalyst for change across the healthcare, marketing, media, and technology sectors, fueled by 3 core values: innovation, connection, and compassion. She has founded and run three small businesses, and serves as an advisor to multiple tech startups in Boston. Karen is also an active member of the Wayland community, serving as president of the Wayland Children and Parent's Association (WCPA) for 5 years, a WYSA coach for 3 years, and as the founder of Parents for After School Solutions (PASS), a grassroots community movement that solved the after school care crisis in Wayland in 2023.

## Experience



### Founder, CEO

#### On Purpose Social

##### Jan 2024 - Present

On Purpose Social is a health tech startup created to make it fast and easy to stay connected to your friends. Through AI-driven behavioral triggers and user feedback, On Purpose Social automates your social connectedness and helps build new habits around building stronger, more resilient relationships.



### Co-Founder

#### The PASS Project

##### Jan 2023 - Present

There's never been more data about what makes people deeply happy and healthy in modern society. There's also never been more data about just how crippling of the worldwide mental health crisis is today. The PASS Project was founded as a non-profit by two women who use data to build happier, healthier communities IRL.



### Startup Advisor

#### Gooruglobal

##### Dec 2022 - Present

Gooru Global is creating the go-to marketplace for parents interested in products that can help raise the next million leaders. Our first offering is Gooru Mirror, the first universal stroller mirror created to improve human bonds, increase human intelligence and contribute to the healthy development of nearly all children, including our most vulnerable.



### President

#### Tapple

##### Mar 2022 - Dec 2022

Karen was promoted to President in 2021, and played a pivotal role in crafting and executing the company's vision, mission, and strategic direction. Karen led Tapple's Seed fundraising efforts, ensuring the company not only survived, but thrived during the Covid-19 pandemic.



## **Chief Marketing Officer Tapple**

**Jul 2019 - Apr 2022**

With initial funding and our MVP in place, I joined Tapple full time as the CMO in the summer of 2019. That fall we were recognized by BostInno as a "50 on Fire" early stage winner and voted Founder's Pitch Live Winner in late 2019. Tapple was featured by Martech Today in March 2020 for our successful shift from live activations to virtual events during the COVID-19 pandemic. Tapple also saw features in the Boston Business Journal and Built in Boston for creating the COVID-19 Touchless Health Screener solution in order to support safe re-entry to the workplace.



## **Founder, CEO KPP & ASCEND Media**

**Jan 2010 - Jan 2019**

Karen founded and grew of one of Boston's most profitable media companies from scratch for over a decade, with clients like the Boston Red Sox and Match Charter Schools. She grew this business to 7-figures in under 3 years and received two voter-choice awards by Boston's WGBH in 2016 and 2017. Karen was a frequent industry keynote speaker at prominent national conventions, including INSPIRE and WPPI.



## **Director, Speech-Pathologist, MS, CCC-SLP The Mount Sinai Hospital**

**Mar 2006 - Mar 2011**

Acquiring a Masters Degree in Communication Sciences and Disorders provided me with the ability to focus on PEOPLE, driving highly impactful change for patients with acute neurological impairments. My role consisted of evaluation and treatment of patients with aphasia, dysphasia, dysphonia, apraxia, and memory impairments at one of the best hospitals in the world. After three years as a staff clinician, I was promoted to Director of the Speech-Language Pathology Department.



## **Senior Account Executive ML Rogers Agency (acquired by Dentsu)**

**2003 - 2004**

In a post-9/11 world, I joined a boutique agency called The Wolf Group in Manhattan, working on a more intimate level with mid cap brands. I developed grass roots research project to aid in consumer intelligence for The Scotts Company. Insights were integrated into creative strategy for TV, print, and radio campaign. I managed brand strategy, media production and daily finances for the \$100M account, The Scotts Company.



## **Account Executive J. Walter Thompson Worldwide**

**2001 - 2004**

My first job out of college, this experience is what solidified my love of creating deep, meaningful brands. The training programs at J. Walter gave me instant polish and working on brands like Merrill Lynch and Domino's Pizza through aggressive TV, radio and print campaigns taught me the importance of accuracy and efficiency.

## **Education**



**Williams College**  
Bachelor of Arts - BA, Psychology



**Emerson College**  
MS, Communication Sciences & Disorders

## **Licenses & Certifications**

CCC-SLP (American Speech-Language Association)

## **Skills**

Fundraising • Business Strategy • Go-to-Market Strategy • Advertising • Marketing • Integrated Marketing • Start-up Ventures • Start-up Leadership • Community Engagement



Preparing for Program Launch  
February 5, 2024

# Purpose

To provide background and a status update on



**AND...to seek guidance from the Select Board  
regarding key program decisions.**

# Agenda

- ▶ **Background**
- ▶ **Actions to date**
- ▶ **Program launch schedule**
- ▶ **Select Board guidance  
on key program decisions**

# Background



**Wayland ElectricityChoice** is a municipal electricity aggregation, which is...

- ▶ A form of group buying for electricity in which a municipality secures an electricity supply for its residents and businesses.

**More than 170 Massachusetts cities and towns have aggregation programs already, including Boston, Cambridge, Newton, Lexington, Lincoln, Natick, Waltham, Sudbury, and Acton.**

## **Wayland's program goals include:**

- ▶ Provide cleaner electricity for residents and businesses
- ▶ Create new electricity choices
- ▶ Provide stable electricity prices



# Program options



Three program options will give Wayland residents and businesses new electricity choices.

*default*

## **Wayland Standard Green**

Some additional renewable electricity, % TBD

*option*

## **Wayland 100% Green**

100% renewable electricity

*option*

## **Wayland Economy**

No additional renewable electricity

**Wayland Standard Green is the default option. Customers will be enrolled in that option unless they choose one of the others or opt out of the program.**

# Actions to date

Wayland approved forming an aggregation program at the **May 2021 Town Meeting**.

Led by the Energy and Climate Committee, Wayland developed a municipal Aggregation Plan.




On **December 30, 2022**, the Town and filed that Plan with the state Department of Public Utilities.



On **December 29, 2023**, the Department of Public Utilities approved Wayland's plan.



Planning for **program launch** is now underway. The logo for Wayland ElectricityChoice, featuring a stylized house with a sun above it and the text "Wayland ElectricityChoice" in green and orange.

# Program launch schedule

 <b>Wayland ElectricityChoice</b>		<b>Date</b> <i>(Dates are approximate)</i>
<b>Town review and decision-making</b>	Review indicative bids from electricity suppliers	Feb. 14
	Final bids; sign supply contract	Feb. 28
<b>Public education period</b>	Coming Soon postcard mailed	March 12
	Opt-out notice mailed	March 20
	Public information sessions and other outreach	March 12 – April 25
	Opt-out deadline	Apr. 25
<b>Program launch</b>	Service begins	May 15

# Key program decisions

**Key program decisions will be made as part of accepting a price bid and signing a contract with an electricity supplier. These decisions include:**

- ▶ Price
- ▶ Term
- ▶ For Wayland Standard Green, the amount of additional renewable electricity over and above state requirements.

Wayland's Aggregation Plan provides that these decisions will be made by the Town Manager with policy guidance from the Select Board.

**Because the decisions must be made the day the bids are received, the policy guidance must be provided in advance.**

# Potential Select Board guidance

**The Select Board offers the following guidance to the Town Manager for Wayland Standard Green, the default program offering:**

- ▶ **Price:** No higher than the expected average price of Eversource Basic Service over the contract term. Slightly below the Basic Service price if possible.
- ▶ **Term:** No more than three years.
- ▶ **Additional renewable electricity:** As much as possible within the price and term conditions. The additional renewable electricity should come from Massachusetts Class I RECs.

## ARTICLE LIST 2024 ANNUAL TOWN MEETING

Article	Article Name	Sponsor	Select Board Assignee	Fincom Assignee	Select Board Vote to Insert	Position Select Board	Position Fincom	Notes
*A	Recognize Citizens & Employees for Particular Service to Town	Select Board	B. Whitney	K. Lappin	4-0-0			
*B	Pay Previous Fiscal Year Unpaid Bills	Select Board	B. Whitney	K. Lappin	4-0-0			
*C	Current Year Transfers	Select Board	B. Whitney	K. Lappin	4-0-0			
*D	OPEB Funding	Select Board	A Gutbezahl	K. Lappin	4-0-0			
*E	Enterprise Fund Budgets	Select Board	A Gutbezahl	B. O'Herlihy	4-0-0			
F	FY25 Omnibus Budget	Select Board	C. Martin	P. Roman	4-0-0			
*G	Fiscal Year 2025 Revolving Fund Expenditure Limits	Select Board	T. Fay	M. Hoyle	4-0-0			
H	Update Personnel Bylaws and Wage & Classification Plan	Select Board	C. Martin	B. O'Herlihy	4-0-0			
*I	Fund Union Agreements	Select Board	B. Whitney	S. Correia	4-0-0			
*J	Surface Water Quality Committee Budget	Select Board	C. Martin	J. Barnett	4-0-0			
*K	Accept Gifts of Land	Select Board	A Gutbezahl	A. Methot	4-0-0			
*L	Capital Stabilization Fund Appropriation	Select Board	C. Martin	K. Lappin	4-0-0			
*M	Choose Town Officers	Select Board	A. Brensley	M. Hoyle	4-0-0			
*N	Hear Reports	Select Board	A. Brensley	M. Hoyle	4-0-0			
*O	Sell or Trade Vehicles and Equipment	Select Board	A. Brensley	M. Hoyle	4-0-0			
*P	CPA: Set Asides and Transfer	CPA	C. Martin	J. Barnett	5-0-0			
*Q	Special Education Reserve Fund	Select Board	A. Brensley	M. Hoyle	5-0-0			
*R	Rescind Unissued Debt	Select Board	T. Fay	K. Lappin	5-0-0			
S	Revise Town Code Chapter 43: Personnel	Select Board	C. Martin	S. Correia	5-0-0			

## ARTICLE LIST 2024 ANNUAL TOWN MEETING

T	Amend Zoning Bylaws and Town Zoning Map - MBTA Communities Multi-Family Housing	Planning Board/Select Board	T. Fay	S. Correia	5-0-0			
U	Fire Department Staffing Study	Select Board	B. Whitney	S. Correia	5-0-0			
V	Classification and Compensation Study for All Town Wage Scales	Select Board	B. Whitney	B. O’Herlihy	5-0-0			
W	Loker Elementary School Solar Agreement	Select Board	A Gutbezahl	J. Barnett	5-0-0			
X	Solar Agreements for Town Properties	Select Board	A Gutbezahl	J. Barnett	4-0-1			
Y	To Adopt the Massachusetts Specialized Energy Code	Select Board	A Gutbezahl	J. Barnett	5-0-0			
Z	Appropriation for Engineering Rt. 20 Corridor Roadway Improvements	Select Board	T. Fay	S. Correia	3-2-0			
*AA	Reaffirm Remote Participation at Town Meeting	Select Board	T. Fay	A. Methot	5-0-0			
BB	<i>Revise Town Code 91-1</i>	Town Clerk	A. Brensley	S. Correia				
CC	<i>Revise Town Code 91-2</i>	Town Clerk	A. Brensley	S. Correia				
*DD	<i>CPA – Affordable Housing Consultant Services</i>	CPA	C. Martin	B. O’Herlihy				
EE	<i>CPA – Open Space Projects: Improvement at Pine Brook Conservation Area; Biocontrol of Purple Loosestrife at Cow Common; and Conservation Restriction, House Demolition, and Trail Construction for 27 Sherman's Bridge Road with Archaeological Monitoring</i>	CPA	C. Martin	J. Barnett				
FF	<i>CPA – Historic Preservation Projects: Preservation Materials for Town’s Historic Collection; Preservation of Town Permanent Records and HVAC System at Grout-Heard House</i>	CPA	A. Brensley	A. Methot				
GG	<i>CPA – Historic Preservation Project: Restoration of Stone’s Bridge</i>	CPA	A Gutbezahl	A. Methot				
HH	<i>CPA – Recreation Project: Improvements at Cochituate Ball Fields</i>	CPA	C. Martin	J. Barnett				
II	<i>CPA – Recreation Project: Wayland Community Pool Rehabilitation</i>	CPA	B. Whitney	A. Methot				

**ARTICLE LIST 2024 ANNUAL TOWN MEETING**

<i>JJ</i>	<i>Authorize Affordable Housing Trust to Seek Affordable Housing</i>	Wayland Housing Partnership	T. Fay	B. O’Herlihy				
<i>KK</i>	Amend Zoning Bylaw to Add Retail Self-Storage as Additional Commercial use in a New Business B Zone Subdistrict B-1	Petitioners’ Article	A Brensley	M. Hoyle	Included by Law			
<i>LL</i>	Authorize Affordable Housing Trust to Seek Affordable Housing	Petitioners’ Article	T. Fay	B. O’Herlihy	Included by Law			
<i>MM</i>	Resolution in Support of Changing the State Flag and Seal of Massachusetts	Petitioners’ Article	A Gutbezahl	S. Correia	Included by Law			
<i>NN</i>	Solar Compact Development for Wayland	Petitioners’ Article	B. Whitney	J. Barnett	Included by Law			
<i>OO</i>	Establish Athletic Fields Planning Committee	Petitioners’ Article	B. Whitney	B. O’Herlihy	Included by Law			
<i>PP</i>	Extension of Moratorium on Synthetic Fields/Artificial Turf	Petitioners’ Article	C. Martin	M. Hoyle	Included by Law			

\*Abbreviated Presentation



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## Article D. Current Year Transfers

**Proposed by:** Select Board

**Estimated Cost:** \$ 531,030

**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 \$31,030 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	\$ 5,980
2) BASE	\$ 5,386
3) Children's Way	\$ 10,274
4) Full Day Kindergarten	\$
5) Water	\$ 6,421
6) Transfer Station	\$
7) Wastewater	\$ 1,364
8) Recreation	\$ 1,605

; 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.

**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 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 Town has historically paid the cost of current retiree insurance premiums as part of its operating budget and has also contributed an additional amount to the OPEB Fund for future premium payments. Beginning in FY19, this amount has been appropriated from taxation rather than Free Cash.

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 these Other (than pensions) Post-Employment Benefits (OPEB) plans.

As of the July 1, 2023 measurement date, the Total OPEB Liability ("TOL") for the Fiscal Year ending June 30, 2020, as determined under those accounting standards, was \$71,104,133. Plan assets were \$26,256,988. The Net OPEB Liability ("NOL"), which equals the TOL less assets, was \$44,847,145. A useful metric for gauging funding progress is the ratio of assets to total liabilities, or the funded ratio, which is currently at 36.93%

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. However, unlike the Town's pension obligation, which is routinely funded in the operating budget, the Town has elected to make the OPEB funding decision via an annual article.

The total recommended contribution is based on the estimate of the Town's expenditures for retiree health care premiums with the amount in a) representing the fair share of that total amount coming from the revolving funds and the amount in b) representing the fair share of the total amount coming from taxpayers. The sum of these two items result in the estimated cost of \$531,030. (to be updated)

This year, the amount in b) is recommended at \$500,000 and this same amount is planned as a sustainable annual contribution as part of the Town's long-term financial planning.

**FINANCE COMMITTEE COMMENTS:**

The Select Board recommends Blank. Vote:

**ARGUMENTS IN FAVOR:**

**ARGUMENTS OPPOSED:**

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

**QUANTUM OF VOTE:**

*For more information, contact Finance Director Brian Keveny 508-358-3611 or email [bkeveny@wayland.ma.us](mailto:bkeveny@wayland.ma.us).*



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

BRIAN KEVENY  
FINANCE DIRECTOR  
TEL. (508) 358-3610  
www.wayland.ma.us

To: Michael McCall, Town Manager

From: Brian Keveny, Finance Director

Date: February 01, 2024

Subject: ATM-2024-OPEB- Fiscal 2025 Funding

The following is a summary of the pending Town of Wayland OPEB Fund Article, which will be included in the upcoming 2024 Annual Town Meeting. The Town received the Other Postemployment Benefits Plan Valuation Report on June 30, 2023 from Odyssey Advisors. For your review I have included from Odyssey Advisors a summary review of their recent valuation report and a FY-15 thru FY-21 historical review of the OPEB Fund.

## Fiscal 2025 Funding Recommendation

The Odyssey Advisors report recommends that the FY 24 total contribution to the OPEB Fund should be \$550,000. In FY 24, the Town appropriated \$500,000 by tax and \$32,349 by Transfers from Other Funds. The FY 25 OPEB recommendation is \$500,000 by tax and \$31,030 by Transfers from Other Funds for a total of \$531,030 compared to \$532,349 last fiscal year. These funds include The Children's Way, BASE, Food Service, Water Fund, Wastewater Fund and Recreation Revolving.

## Summary of June 30, 2023 Valuation Report

OPEB Liability Actuarial Valuation Report - June 2023		
	June 30, 2023	June 30, 2021
Actuarial Accrued Liability	\$71,104,133	\$64,738,003
Actuarial Value of Assets	\$26,256,988	\$24,315,033
Unfunded Actuarial Liability	\$44,847,145	\$40,422,970
Target Date- Full Funding	2050	2046
Funded %	36.93%	37.56%

## Odyssey Advisors Summary

### Current Valuation: Fiscal 2022 to Fiscal 2023

1. The combination of modestly favorable market returns along with updated future forecasts of healthcare costs in Fiscal 2023 resulted in the Town's OPEB funded ratio declining from 37.56% for FY 2022 to 36.93%. This was also a result of a reduction in the plan's the discount rate from 6.41% to 6.29%) and Total OPEB Liabilities ("TOL") increased (from \$64.7M to \$71.1M).
2. The plan had favorable demographic experience (a gain of \$2.43 million or 3.76%) which is largely due to higher turnover than expected along with premiums for Medicare Supplement plans increasing by 2% vs the expected 4.5% increase. Beyond that, the reduction in discount rate from 6.41% to 6.29% increased disclosed liabilities by approximately \$1.0 million and the forecast of higher healthcare costs in the near-term increased disclosed liabilities by approximately \$4.8 million – please note that changes in actuarial assumptions do NOT impact the actual cost of the plan but rather the timing of recognizing such costs.
3. The Town still has a small group of retirees/spouses over the age of 65 enrolled in Active medical plans. Many towns have seen liabilities drop considerably when these retirees are enrolled in Medicare, even including the potentially significant upfront cost involved with paying Medicare Part B penalties. These 13 retirees contribute approximately \$5.0M to the overall Town liability, but the net impact after paying average expected penalties and costs to migrate them to Medicare would drop their liability to closer to \$1.8M.
4. Given the changes in projected future healthcare costs, the Town's projected "full-funding" date has been pushed back to FY 2051 assuming an annual contribution of \$550,000. However, actual experience vs assumed increases will impact the actual fully funding date.

### Trends and Additional Commentary

1. The Town's plan remains among the top 5% in funded status amongst Odyssey clients in the State of Massachusetts.
2. While the Town's discount rate decreased this year, 6.30% is still considerably higher than average amongst similar towns. Using the 20-year municipal bond rate of 4.13% discount rate, liabilities would increase from \$71.1M to \$95.6M, and funding status would drop to 27.5%.
3. The Expected Long-Term Rate of Return on investments decreased slightly. Using 2022 Horizon Survey of Capital Market Assumptions, the newest expected ROR for PRIT investments is 6.30% (down from 6.41% for Fiscal 2022). Recent investment forecasts have improved so we'd expect the discount rate used for the FY 2024 valuation to about 6.50% which will help improve the plan's funded status and projected full funding date.

Wayland Other Post Employment Benefits Fund						
	FY	FY	FY	FY	FY	FY
	18	19	20	21	22	23
Beg. Bal.- (BB)	\$15,002,193	\$16,688,404	\$18,203,791	\$19,112,931	\$25,009,640	\$24,315,026
Investment Income	\$1,442,927	\$968,852	\$358,086	\$5,638,605	-\$954,933	\$1,411,700
Transfers:						
General Fund	\$221,023	\$492,819	\$500,000	\$250,000	\$250,000	\$500,000
Revolving / Enterprise	\$22,261	\$53,715	\$51,054	\$8,404	\$10,319	\$30,254
Total:	\$243,284	\$546,534	\$551,054	\$258,404	\$260,319	\$530,254
\$ Chg. Year to Year	-\$544	\$303,250	\$4,520	-\$292,650	\$1,915	\$269,935
% Chg. Year to Year	-0.22%	124.65%	0.83%	-53.11%	0.74%	103.69%
Total Income / Transfers	\$1,686,211	\$1,515,386	\$909,140	\$5,896,709	-\$694,614	\$1,941,954
\$ Chg. Year to Year	-\$253,560	-\$170,825	-\$606,246	\$4,987,569	-\$5,682,183	\$2,636,568
% Chg. Year to Year	-13.07%	-10.13%	-40.01%	548.60%	-96.36%	379.57%
Ending Bal.	\$16,688,404	\$18,203,791	\$19,112,931	\$25,009,640	\$24,315,026	\$26,256,980
\$ Chg. Year to Year	\$1,686,511	\$1,515,386	\$909,140	\$5,896,709	-\$694,614	\$1,941,954
% Chg. Year to Year	11.24%	9.08%	4.99%	30.85%	-2.78%	7.99%

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## Article G. Fiscal Year 2025 Revolving Fund Expenditure Limits

**Proposed by:** Select Board

**Estimated Cost:** \$ 1,477,900

**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 2025, or take any action relative thereto:\*

1. Council on Aging:	\$ 34,000
2. School Department / Professional Development:	\$ 900
3. School Department / Curriculum:	\$ 0
4. Recreation:	\$ 1,250,000
5. Recreation Athletic Fields:	\$ 190,000
6. Conservation Community Gardens:	\$ 3,000

**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 2025 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 2025, the Select Board recommends the following spending caps:

<u>Revolving Fund</u>	<u>Recommended FY24 Spending Cap*</u>
Council on Aging	\$ 34,000
School Department/Professional Development	\$ 900
School Department/Curriculum	\$ 0
Recreation	\$ 1,250,000
Recreation/Athletic Fields	\$ 190,000
Conservation Community Gardens	\$ 3,000

### FINANCE COMMITTEE COMMENTS:

The Select Board recommends Blank. Vote:

### ARGUMENTS IN FAVOR:

### ARGUMENTS OPPOSED:

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

**QUANTUM OF VOTE:**

*For more information about this article, contact Finance Director Brian Keveny at 508-358-3611 or email [bkeveny@wayland.ma.us](mailto:bkeveny@wayland.ma.us).*



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

BRIAN KEVENY  
FINANCE DIRECTOR  
TEL. (508) 358-3610  
www.wayland.ma.us

To: Michael McCall, Town Manager

From: Brian Keveny, Finance Director

Date: February 01, 2024

Subject: ATM-2024-Revolving Fund Expenditure Limits-G

The Town of Wayland 53E ½ Revolving Fund each year at the Annual Town Meeting. The revolving funds are a mix of town and school accounts. Town Meeting authorizes a spending cap and not specific budget amounts such as payroll and expenditures. For Fiscal 2025 five of the six 53E ½ Revolving Funds are requesting spending authorizations. The chart below depicts the actual authorization total for both Fiscal 2023 and Fiscal 2024 and the requested amount for Fiscal 2025. The Recreation Revolving Fund requesting an increase of \$278,000. The increase is related to new after school programs that the Recreation Department is scheduling to offer. The Recreation Field Fund is reduced by \$210,000 because the fund is not supporting capital projects as a funding source. School Department Curriculum is not requesting a spending authorization. The required budget analysis for each account has been completed and will be forwarded to the Finance Committee.

53E 1/2 Wayland Revolving Funds			
Revolving Fund	Approved		Requested
	FY 23	FY 24	FY 25
1 Council on Aging	\$34,000	\$34,000	\$34,000
2 School Department / Professional Development	\$4,000	\$3,000	\$900
3 School Department / Curriculum	\$0	\$0	\$0
4 Recreation	\$900,000	\$972,000	\$1,250,000
5 Recreation/Athletics Fields	\$400,000	\$400,000	\$190,000
6 Conservation Community Gardens	\$3,000	\$3,000	\$3,000
	\$1,341,000	\$1,412,000	\$1,477,900

Respectfully submitted,

Brian Keveny

Finance Director







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## **Article L. Capital Stabilization Fund Appropriation**

**Proposed by:** Select Board

**Estimated Cost:** \$500,000

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

To determine if the Town will vote to appropriate \$500,000 to be deposited in the Town's Capital Stabilization Fund; and that said appropriation will be funded by Taxation.

**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):

### **FINANCE COMMITTEE COMMENTS:**

The Select Board recommends Blank. Vote:

### **ARGUMENTS IN FAVOR:**

### **ARGUMENTS OPPOSED:**

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

### **QUANTUM OF VOTE:**

*For more information about this article, contact Finance Director Brian Keveny at 508-358-3611 or email [bkeveny@wayland.ma.us](mailto:bkeveny@wayland.ma.us).*



# TOWN OF WAYLAND

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BRIAN KEVENY  
FINANCE DIRECTOR  
TEL. (508) 358-3610  
www.wayland.ma.us

To: Michael McCall, Town Manager  
From: Brian Keveny, Finance Director  
Date: February 01, 2024  
Subject: ATM-2024-Capital Stabilization- Fiscal 2025 Funding

The Wayland Capital Stabilization Fund, was established at the 2021 Annual Town Meeting under the provisions of M.G.L. c.40 section 5B. The purpose of the fund is to provide a funding resource for both Capital Appropriation and Debt Service. Since the inception of the fund, Town Meeting has appropriated a total of \$1,632,913 into the fund. The following is a depiction of the appropriations

Fiscal Year	Surplus Capital	Free Cash	Taxation
2022	\$132,913	\$0	\$0
2023	\$0	\$1,000,000	\$0
2024	\$0	\$500,000	\$0
Total	\$132,913	\$1,500,000	\$0

The Town currently has a General Stabilization Fund, Recreation Stabilization Fund and Capital Stabilization Fund. The total combined balances of these funds at June 30, 2023 is \$5,679,701. The purpose of this article is to continue annual funding. The recommended funding source in Fiscal 2025 is Taxation. Free Cash and Capital Closeouts have provide funding since FY 22. Both of these funding sources are not as predictable as Taxation. Establishing a recurring funding source will enable the fund to grow and provide funding for future capital appropriations.

Moody's Advisors provides the town with a rating each time the town issues municipal bonds. A financial measurement of a Moody's Aaa municipality is to maintain fund balance at 20% to 30% of annual revenues. The General Fund and Stabilization Funds fund balances are both used in this calculation. Currently the town is maintaining a 19% to 20% ratio.

The Massachusetts Department of Revenue has rank Wayland 101 out of 347 municipalities with the largest Stabilization Funds balances in Fiscal 2022. The following depicts a comparison of Wayland’s total Stabilization balance to other Moody’s Aaa rated municipalities. It needs to be considered that the top four municipalities all have larger budgets than Wayland so the balances are not comparable. The remaining municipalities are more comparable to Wayland.

Moody's Aaa Rated- FY22	
Municipality	Balance
Cambridge	\$48,293,180
Lexington	\$34,094,120
Newton	\$24,043,254
Brookline	\$11,427,600
Winchester	\$9,383,233
Nantucket	\$7,061,139
Wayland	\$4,660,373
Wellesley	\$3,568,668
Weston	\$3,284,762
Hingham	\$2,167,013
Concord	\$2,159,933
Belmont	\$1,839,400
Dover	\$939,759

The Fiscal 2025 thru Fiscal 2029 Capital Improvement Plan includes the following inflows of revenue and outflows of the Wayland Capital Stabilization Fund. Currently the plan provides funding for the Snake Brook Dam. As the fund grows, more capital projects will be included in the multi-year plan.

Wayland Capital Stabilization FY25-FY29 Finance Plan								
	2022	2023	2024	2025	2026	2027	2028	2029
Beginning-Balance	0	\$132,914	\$1,132,914	\$1,632,914	\$2,132,914	\$1,232,914	\$1,732,914	\$2,232,914
<b>Revenue:</b>								
Transfers from Capital Closeouts	\$132,914	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Free Cash Funding	\$0	\$1,000,000	\$500,000	\$0	\$0	\$0	\$0	\$0
Taxation Funding	\$0	\$0	\$0	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
<b>Total Revenue:</b>	\$132,914	\$1,000,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
<b>Expenses:</b>								
Capital Projects								
Snake Brook Dam	\$0	\$0	\$0	\$0	\$1,400,000	\$0	\$0	\$0
<b>TOTAL EXPENSES</b>	\$0	\$0	\$0	\$0	\$1,400,000	\$0	\$0	\$0
<b>Ending-Balance</b>	\$132,914	\$1,132,914	\$1,632,914	\$2,132,914	\$1,232,914	\$1,732,914	\$2,232,914	\$2,732,914



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## **Article Q. Special Education Reserve Fund**

**Proposed by:** Select Board

**Estimated Cost:** \$150,000

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

Determine whether the Town will vote to appropriate the sum of \$150,000 to said fund to be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing or otherwise.

**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 Special Education Reserve Fund was established at the 2023 ATM under the provisions of M.G.L. c.40 section 13E. In addition to establishing the fund, Town Meeting approved an appropriation in the amount of \$150,000. The purpose of the fund is to support unexpected and unanticipated Special Education costs in the School Department budget. The purpose of this article is to continue annual funding as was done at the 2023 ATM. Annual funding will result in growing this reserve fund similar to Stabilization Funds. In the event the School Department incurs unexpected and or unanticipated expenses related to Special Education costs this fund can be used to support the expenses without further appropriation from Town Meeting. The Wayland Select Board and Wayland School Committee can vote approval to access said funds if needed.

### **FINANCE COMMITTEE COMMENTS:**

The Select Board recommends Blank. Vote:

### **ARGUMENTS IN FAVOR:**

### **ARGUMENTS OPPOSED:**

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

### **QUANTUM OF VOTE:**

*For more information about this article, contact Finance Director Brian Keveny at 508-358-3611 or email [bkeveny@wayland.ma.us](mailto:bkeveny@wayland.ma.us).*



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

BRIAN KEVENY  
FINANCE DIRECTOR  
TEL. (508) 358-3610  
[www.wayland.ma.us](http://www.wayland.ma.us)

To: Michael McCall, Town Manager  
From: Brian Keveny, Finance Director  
Date: February 01, 2024  
Subject: ATM-2024-Special Education Reserve Fund

The Wayland Special Education Reserve Fund was established at the 2023 Annual Town Meeting under the provisions of M.G.L. c.40 section 13E. The Special Education Reserve Fund was created through the Municipal Modernization Act, (Chapter 218 of Acts of the 2016). The purpose of the fund is to support unanticipated, unbudgeted and unforeseen out of district tuition and transportation costs.

The Special Education Reserve Fund received an initial \$150,000 appropriation at the 2023 Annual Town Meeting. The long-term plan for the fund is to receive annual funding by taxation and allow the fund to grow similar to Stabilization Funds. The Wayland Select Board and Wayland School Committee by majority vote can authorized the release of fund to pay said Special Education costs. Unspent funds remain in the account and for future years. The balance in the fund cannot exceed 2% of net school spending.

Respectfully submitted,

Brian Keveny  
Finance Director







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## Article R. Rescind Unissued Debt

**Proposed by:** Select Board

**Estimated Cost:** \$ 2,500,000

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

To determine whether the Town will vote to rescind the previously authorized but unissued debt in the amount of \$2,500,000 related to the following borrowing authorization, at various town meetings, that are deemed no longer necessary because the project funded by the borrowings has been completed or lower amounts are applicable:

1. Launcher Way Acquisition Authorized ATM 5/15/22, Article 22

**Background Information** (to be used by Finance Committee to draft its recommendation. 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 rescind borrowing authorization that is no longer necessary because the relevant project has either been completed, are no longer being considered, or have been inactive for a long time. Rescission will increase the Town's borrowing capacity by \$2,500,000. Passage of the article does not prevent the Town from funding a similar capital item in the future. Following is a listing and status of the authorized but unissued debt being considered for rescission:

Project	Status	Original Authorization	Previously Rescinded	Unissued Debt to Rescind
Launcher Way Land Acquisition	Cancelled	\$4,000,000	\$1,500,000	\$2,500,000

### FINANCE COMMITTEE COMMENTS:

The Select Board recommends Blank. Vote:

### ARGUMENTS IN FAVOR:

### ARGUMENTS OPPOSED:

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

### QUANTUM OF VOTE:

*For more information about this article, contact Finance Director Brian Keveny at 508-358-3611 or email [bkeveny@wayland.ma.us](mailto:bkeveny@wayland.ma.us).*



# TOWN OF WAYLAND

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WAYLAND, MASSACHUSETTS 01778

BRIAN KEVENY  
FINANCE DIRECTOR  
TEL. (508) 358-3610  
[www.wayland.ma.us](http://www.wayland.ma.us)

To: Michael McCall, Town Manager  
From: Brian Keveny, Finance Director  
Date: February 01, 2024  
Subject: ATM-2024-Rescind Debt

As of June 30, 2023, the General Bonds and Loans payable for General Government is \$68,929,488. The total Enterprise Bonds and Loans payable is \$11,160,512. The purpose of this article is to rescind authorized but unissued debt. Currently the amount of authorized and unissued General Government debt is \$3,400,000. This amount includes \$900,000 authorized debt for the Snake Brook Dam and \$2,500,000 for Launcher Way. It has been determined that the Launcher Way debt can be cancelled. The Snake Brook Dam authorization needs to remain open as that project has not been completed.

The authorized but unissued Water Enterprise Fund debt, will be issued in November 2024 along with other 2024 Annual Town Meeting approved debt.

Respectfully submitted,

Brian Keveny  
Finance Director





Edward Augustus  
Executive Office of Housing and Livable Communities  
100 Cambridge Street, Suite 300  
Boston, MA 02114

Re: Letter of Support for Saint Ann's Senior Village

Dear Mr. Augustus:

[I am/ The Board] is writing to express my support for the Planning Office for Urban Affairs' application to EOHLC for funding to support their Saint Ann's Senior Village Project in Wayland. This project represents a continuation of POUA's demonstrated track record creating dignified housing opportunities.

This senior housing project addresses local priorities for more affordable housing options. For over a year, the Town has been discussing this project with the Planning Office for Urban Affairs of the Archdiocese of Boston. We have been thrilled with the level of professionalism displayed by POUA. And, at the same time, the level of support from the various Town boards and committees has been exceptionally strong and enthusiastic. This project will serve as a concrete example of how this collaborative effort between the Town, The Good Shepherd Parish, and POUA can advance social justice and housing opportunities in Wayland. In addition, we are confident that it will both be viewed as a model church-sponsored initiative, as well as an enormous asset to our community.

The site will be ideal for a housing development; it is on a major road with sidewalks that lead to the center of Town, which is less than a mile away. As a Low-Income Housing Tax Credit project (Wayland's first), the proposed development will be 100% "affordable," providing housing for older adults, with incomes in the range of 30-60% of area median income. This is a much deeper affordability level than what we have been able to accomplish with other recent developments. This need was specifically identified in the Town's Housing Production Plan.

POUA has [my/our] full support to obtain the financing resources necessary to make this proposal a reality. [I am/ We] proud to support this project and respectfully ask you to give it full consideration.

Thank you very much.

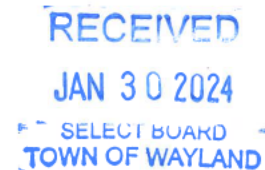


# Dudley Pond Association

A 501(c)(3) non-profit organization, founded in 1968

January 31st, 2024

Mr. William Whitney, Chairman, Wayland Select Board  
Town of Wayland  
41 Cochituate Road  
Wayland, MA 01778



Dear Mr. Whitney:

The weed harvester, which the town purchased in FY 2023, has been employed quite successfully on Dudley Pond throughout the past two summer seasons. One thing that has been learned through our experience with the harvester is that, for the sakes of efficiency, and the physical wear and tear on those operating it, a conveyor system is needed to move weeds from the harvester into a dumpster. A conveyor system will also eliminate the need to place a dumpster in the pond, and the resulting wear and tear – environmental and otherwise – on the pond and Mansion Beach.

The Dudley Pond Association has voted to purchase the Model SL-6036 Shore Line Conveyor for \$53,500 from Alpha Boats Unlimited. It is an aluminum conveyor system that includes stainless steel belting and flotation tank, a hydraulic power pack, anodes, a brake and light package, and stainless steel cleats.

Once the conveyor system is delivered, The Dudley Pond Association proposes to transfer full ownership and interest in the conveyor system to the Town of Wayland. The cost to the town will include operation, maintenance, storage, and transport of the equipment.

The Dudley Pond Association's gift is contingent on the town's willingness to dedicate the primary use of the conveyor to Dudley Pond for the months of July, August, and September.

Since it will take several months to configure the conveyor system, and since it would be ideal if the conveyor system were deployed and operating by July, 2024, The Dudley Pond Association therefore requests prompt consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tim Dreher".

Tim Dreher, President, The Dudley Pond Association

CC: Michael McCall, Wayland Town Manager

Tom Holder, Director, Wayland Department of Public Works

Carol Martin, Wayland Select Board Vice Chair and Select Board liaison to the  
Surface Water Quality Committee

P.O. Box 5114 • Wayland, Massachusetts 01778  
[www.DudleyPond.org](http://www.DudleyPond.org)

*Friends, neighbors and concerned citizens enjoying and protecting Dudley Pond*



## DISCUSSION DRAFT

### **2024 Town Manager Evaluation**

#### POLICY AND PURPOSE

The purpose of this evaluation instrument is to formally appraise the Town Manager's performance on an annual basis or as required by contract. The document allows members of the Select Board (the "Board") to assess the Town Manager'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 March 1, 2023 through February 28, 2024. The Board agrees to the evaluation form and timeframe. *Estimated Date: February 5, 2024*
2. The Town Manager may 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: February 12, 2024*
3. The Town Manager makes a 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: February 12, 2024*
4. Each Board member will complete an evaluation form and submit the working document to Human Resources Manager Katherine Ryan (kryan@wayland.ma.us). *Estimated Date: No later than February 20, 2024*
5. The Chair or his or her designee, e.g., the Human Resources Manager, will consolidate comments and rating scores from individual evaluation forms and develop a draft consensus overview document. *Estimated Date: February 23, 2024*
6. Board members may meet individually with the Town Manager to discuss aspects of the performance review document. *Estimated Date: February 20, 2024*
7. The overview document will be released by the Chair for discussion at a public meeting of the Board *Estimated Date: February 26, 2024*

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Select Board Member:

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**Town of Wayland  
Town Manager  
Performance Evaluation Form  
March 2023 – February 2024**

**Instructions**

A space has been provided for each statement within the performance areas. Select the rating which most accurately reflects the level of performance for each factor. If you did not have an opportunity to observe or make a determination on a particular factor, please indicate so by marking N/A in the Rank space. Please prepare your comments for your time as a Selectmen during the evaluation period.

**Rating Scale (1-5)**

- Unsatisfactory (1)                      The Town Manager's work performance is inadequate and inferior to the standards of performance required for the position.
- Improvement Needed (2)              The Town Manager's work performance does not consistently meet the standards of the position.
- Meets Expectations (3)                The Town Manager's work performance consistently meets the standards of the position.
- Exceeds Expectations (4)             The Town Manager's work performance is frequently or consistently above the level of a satisfactory employee.
- Excellent/Highly Commendable (5)   The Town Manager's work performance is consistently excellent when compared to the standards of the job.

<p><b>1. Professional Characteristics:</b> Acts in a fair and equitable manner; effectively deals with unforeseen issues and problems; shows resilience by maintaining energy and motivation despite constant demands. Responds well to stressful situations. Displays creativity, innovation, flexibility and appropriate risk taking.</p>	<p><b>Board Member Suggestions &amp; Comments</b></p>	<p><b>Rank</b></p>
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<p><b>2. Professional Knowledge:</b> Fully knowledgeable and committed to the field of local government management; seeks to enhance skills and abilities through educational opportunities; actively participates in professional municipal management organizations; encourages staff training and development.</p>	<p><b>Board Member Suggestions &amp; Comments</b></p>	<p><b>Rating</b></p>
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<p><b>3. Public Relations/Communications:</b> Projects a positive image in the community; is reasonably open and available to the public and responsive to citizen complaints or requests; communicates effectively to the media; keeps the citizenry informed of current issues in Town government. Maintains good communications with the business community. Supports and recognizes the efforts of volunteer citizens and groups. Maintains effective communications with state and federal elected representatives, other communities, state agencies, and municipal organizations.</p>	<p><b>Board Member Suggestions &amp; Comments</b></p>	<p><b>Rating</b></p>
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<p><b>4. Board Support/ Relations</b> Offers professional advice to the Board, including appropriate alternatives and recommendations, based upon thorough study and analysis; implements policy matters and other directives adopted by the Select Board; keeps Board members informed of issues and activities in Town government and in the community; listens and understands Select Board members' concerns; maintains a professional working relationship with the Board, promoting a climate of mutual respect and trust.</p>	<p><b>Board Member Suggestions &amp; Comments</b></p>	<p><b>Rating</b></p>
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<p><b>5. Organizational Leadership/Personnel Management:</b> Provides leadership, motivation and support within the organization; effectively delegates tasks and assignments; builds and motivates a team, providing direction and monitoring/adjusting performance as required. Assures selection for employment of the best-qualified personnel; assures systematic performance evaluation of staff in the organization; establishes high standard of performance for all Department Heads; recognizes, develops, and utilizes their leadership abilities; effectively leads collective bargaining efforts with unions, keeping the Board informed on progress; strives to maintain good staff morale and maintains open, honest and professional relationships with staff.</p>	<p><b>Board Member Suggestions &amp; Comments</b></p>	<p><b>Rating</b></p>
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<p><b>6. Financial Management</b> Prepares a timely and realistic annual budget proposal in a manner that promotes full understanding of issues and needs; employs sound fiscal management practices for the development of the operating and capital budget recommendations; effectively monitors and controls budget expenditures; provides complete and accurate financial information to facilitate budget deliberations; creatively manages available resources to increase productivity and efficiency; develops and maintains a long-term financial plan for the Town.</p>	<p><b>Board Member Suggestions &amp; Comments</b></p>	<p><b>Rating</b></p>
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<p><b>7. Planning and Organization</b> Creates and facilitates an environment for long-range and strategic planning; identifies opportunities to improve productivity, innovation, staff development and cost efficiencies; develops proposals for cost effective reorganization of Town operations; establishes appropriate goals and objectives for performance.</p>	<p><b>Board Member Suggestions &amp; Comments</b></p>	<p><b>Rating</b></p>
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<p><b>8. Achievement of Goals</b> Shows appropriate progress to the year's goals as indicated on the attached self-evaluation.</p>	<p><b>Board Member Suggestions &amp; Comments</b></p>	<p><b>Rating</b></p>
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<p><b>OVERALL RATING</b></p>	<p><b>Board Member Suggestions &amp; Comments</b></p>	<p><b>Rating</b></p>
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**Town Manager Performance Evaluation Form  
Acknowledgement of Receipt**

This is to acknowledge the fact that the performance review was conducted by the Select Board in accordance with the procedures and that the Town Manager has received the overview document with the compilation of scores.

SELECT BOARD

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Date: \_\_\_\_\_

TOWN MANAGER

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Date: \_\_\_\_\_