

**Supplemental  
Packet**

**February 26, 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

**REVISED AGENDA POSTED ON 2/26/24 AT 1:32**  
**PREVIOUS AGENDA POSTED ON 2/22/24 AT 4:12PM**

## SELECT BOARD

**Monday, February 26, 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. Appointments to Committees: Vote to confirm appointment of the following volunteers:

<u>Appointing Board</u>	<u>Committee</u>	<u>Potential Appointee</u>	<u>Term End Date</u>
Board of Library Trustees	Permanent Municipal Building Committee	Aida Gennis	Duration of Wayland Free Library Rehab Project
Board of Library Trustees	Permanent Municipal Building Committee	Judy Dion	Duration of Wayland Free Library Rehab Project

**SELECT BOARD**  
**Monday, February 26, 2024**  
**7:00pm**  
**Wayland Town Building, Council on Aging**  
**41 Cochituate Road, Wayland, MA**

Council on Aging	Permanent Municipal Building Committee	Greg Lusky	Duration of Council on Aging/Community Center building project
School Committee	Wayland Housing Partnership	Jacqueline Espiritusanto-Vega	06/30/2026

7:25 pm

4. 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. B: Pay Previous Fiscal Year Bills
    2. F: FY25 Omnibus Budget
    3. L: Capital Stabilization Fund Appropriation
    4. S: Revise Town Code Chapter 43: Personnel
    5. T: Amend Zoning Bylaws and Town Zoning Map – MBTA Communities Multi-Family Housing – invite attendance by Anette Lewis, Chair of Planning Board
    6. Z: Appropriation for Engineering Rt. 20 Corridor Roadway Improvements
    7. MM: Resolution in Support of Changing the State Flag and Seal of Massachusetts

7:30 8:15 pm

5. Origin Cell Presentation: invite attendance by Wayne Wang, CEO

8:00 8:45 pm

6. FY 2024 Select Board Goals: review and discussion

8:30 9:15 pm  
8:55pm

7. Town Manager Evaluation: discussion and presentation of evaluation, next steps

8:40 9:45 pm  
9:10pm

8. Town Manager's Report
  - a) Events
    - o Police Chief Swearing-in Ceremony
    - o Council on Aging/Community Center Groundbreaking
  - b) Mill Creek (MCRT Trust) Project Update
  - c) Council on Aging/Community Center Project Update
  - d) Budget Update regarding Health Insurance
  - e) Town Manager Office Hours
  - f) 4-Day Work Week Update
  - g) Recap since last meeting

8:50 10:00 pm  
9:25pm

9. Consent Calendar:
  - a) Review and vote to approve listed items
  - b) Discuss, consider, and potentially act on items removed from Consent, if any

9:00 10:10 pm  
9:30pm

10. Minutes
  - a) Review and approve the minutes of January 22, February 5 and February 12, 2024.

**SELECT BOARD**  
Monday, February 26, 2024  
7:00pm  
Wayland Town Building, Council on Aging  
41 Cochituate Road, Wayland, MA

- 9:10-10:15 pm 11. Review Correspondence  
9:35pm
- 9:15-10:20 pm 12. Select Board Members' reports and concerns  
9:40pm
- 9:20-10:25 pm 13. Topics not reasonably anticipated by the Chair 48 hours in advance, if any  
9:45pm
- 9:25-10:30 pm 14. Executive Session  
9:50pm
- a) Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining with the Wayland Library Staff Association MET, AFT, AFL-CIO and possible vote on collective bargaining agreement.
  - 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 (a) (7) to review and approve the executive session minutes of February 12, 2024 with the intent to hold said minutes.
- 10:05-11:45 pm 15. Return to Open Session: Announcement of possible vote taken to approve collective bargaining agreement with the Wayland Library Staff Association MET, AFT, AFL-CIO and New England Police Benevolent Association (NEPBA) Local 176.  
10:20pm
- 10:15-11:50 pm-10:25pm 16. Adjourn

**SELECT BOARD**  
Monday, February 26, 2024  
7:00pm  
Wayland Town Building, Council on Aging  
41 Cochituate Road, Wayland, MA

**CONSENT CALENDAR**

1. Vote the question of accepting a donation (American Biotech Supply, model # ABT-HC-SLS-72, 72cf capacity refrigerator) from Greg Malone, Stearns Scientific, for the Police Department.
2. Vote the question of signing the warrant for the March 5<sup>th</sup> Presidential Primary from Trudy Reid, Town Clerk

## Power-Spirlet, Kelsi

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**From:** Keefe, Ben  
**Sent:** Thursday, February 15, 2024 9:46 AM  
**To:** Power-Spirlet, Kelsi  
**Subject:** New PMBC members

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

The following folks need to be appointed to the PMBC for specific projects. Term expires when specific project is completed.

**Community Center Project:**

Greg Lusky is replacing Mark Foreman as one of the COA representatives.  
Bill Sterling is the other representative.

**Wayland Free Public Library Rehab Project:**

Aida Gennis and Judy Dion are the Library Trustees representatives.

Next PMBC meeting is Feb 27<sup>th</sup>, would be great to have these appointments done by then.

**Kenneth "Ben" Keefe**  
**Town of Wayland**  
**Public Building Director**

P: 508 358 3786

F: 508 358 3627(Attn. Facilities)

C: 508 745 9775

[bkeefe@wayland.ma.us](mailto:bkeefe@wayland.ma.us)

## 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	5-0-0		
*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	5-0-0		
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	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	4-0-0		
*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	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	Revise Town Code 91-1	Town Clerk	A. Brensley	S. Correia	Already Inserted into Warrant			
CC	Revise Town Code 91-2	Town Clerk	A. Brensley	S. Correia	Already Inserted into Warrant			
*DD	CPA – Affordable Housing Consultant Services	CPA	C. Martin	B. O'Herlihy	4-0-0			
EE	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	CPA	C. Martin	J. Barnett	4-0-0			
FF	CPA – Historic Preservation Projects: Preservation Materials for Town's Historic Collection; Preservation of Town Permanent Records and HVAC System at Grout-Heard House	CPA	C. Martin	A. Methot	4-0-0			



## ARTICLE LIST 2024 ANNUAL TOWN MEETING

GG	CPA – Historic Preservation Project: Restoration of Stone’s Bridge	CPA	A Gutbezahl	A. Methot	4-0-0			
HH	CPA – Recreation Project: Improvements at Cochituate Ball Fields	CPA	B. Whitney	J. Barnett				
II	CPA – Recreation Project: Wayland Community Pool Rehabilitation	CPA	B. Whitney	A. Methot				
<del>JJ</del>	<del>Authorize Affordable Housing Trust to Seek Affordable Housing</del>	<del>Wayland Housing Partnership</del>	<del>T. Fay</del>	<del>B. O’Herlihy</del>				**WITHDRAWN**
KK	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	Already Inserted into Warrant			
<del>LL</del>	<del>Authorize Affordable Housing Trust to Seek Affordable Housing</del>	<del>Petitioners’ Article</del>	<del>T. Fay</del>	<del>B. O’Herlihy</del>	<del>Already Inserted into Warrant</del>			**WITHDRAWN**
MM	Resolution in Support of Changing the State Flag and Seal of Massachusetts	Petitioners’ Article	A Gutbezahl	S. Correia	Already Inserted into Warrant			
NN	Solar Compact Development for Wayland	Petitioners’ Article	B. Whitney	J. Barnett	Already Inserted into Warrant			
OO	Establish Athletic Fields Planning Committee	Petitioners’ Article	B. Whitney	B. O’Herlihy	Already Inserted into Warrant			
PP	Extension of Moratorium on Synthetic Fields/Artificial Turf	Petitioners’ Article	A. Brensley	M. Hoyle	Already Inserted into Warrant			

\*Abbreviated Presentation

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**Article B. Pay Previous Fiscal Years Unpaid Bills**

*Proposed by: Select Board*

*Estimated Value: \$5,468.94*

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 2019 liabilities to be paid using Fiscal Year 2024 appropriations:

Amazon	\$	993.24	FY24 Recreation Expense Budget
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Fiscal Year 2020 liabilities to be paid using Fiscal Year 2024 appropriations

Amazon	\$	566.00	FY24 Library Expense Budget
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Fiscal Year 2021 liabilities to be paid using Fiscal Year 2024 appropriations

Amazon	\$	80.31	FY24 Conservation Expense Budget
Amazon	\$	1,035.01	FY24 IT Expense Budget

Fiscal Year 2022 liabilities to be paid using Fiscal Year 2024 appropriations

Amazon	\$	35.69	FY24 IT Expense Budget
Amazon	\$	10.14	FY24 Library Expense Budget
Amazon	\$	185.55	FY24 Conservation Expense Budget

Fiscal Year 2023 liabilities to be paid using Fiscal Year 2024 appropriations:

_ PODS	\$	348.00	FY24 School Budget
Eagle Leasing	\$	1,032.00	FY24 School Budget
Eagle Leasing	\$	119.00	FY24 School Budget
Eagle Leasing	\$	159.00	FY24 School Budget
RP O'Connell	\$	640.00	FY24 School Budget
Chargepoint	\$	265.00	FY24 Facilities Expense Budget

Total		<u>\$5,468.94</u>	
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*Some additions may be made later if additional bills are found. Format to be fixed.*

**FINANCE COMMITTEE COMMENTS:** 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.

There is no additional cost to residents.

The Select Board recommends approval. Vote:

**ARGUMENTS IN FAVOR:** This is a standard article that allows the Town to pay bills for previous fiscal years.

**ARGUMENTS OPPOSED:** The Finance Committee is not aware of any.

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

**QUANTUM OF VOTE:** 4/5 vote – see Massachusetts General Laws Chapter 44, Section 64

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

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## Article F. Fiscal Year 2025 Omnibus Budget

**Proposed by:** Select Board

**Estimated Cost:** \$--

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

To determine whether the Town will vote to raise, appropriate, transfer from available funds or borrow a sum of money in the aggregate amount of \$XXX for the operation and expenses of the Water Enterprise Fund, the Wastewater Enterprise Fund and Transfer Station Enterprise Fund as set forth in the Finance Committee’s Budget for Fiscal Year 2025, including capital expenses for equipment, improvements or other purposes, which sum shall be expended only for the purposes shown under the respective boards, committees and offices of the Town, with such appropriation being raised in the respective departmental receipts as follows:

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 \$ XXXX 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 \$XXXXXX shall be raised by taxation, \$XXXXXX shall be provided by transfer from Ambulance receipts, \$XXXX shall be transfer from other funds, \$XXXXXX shall be provided from Water revenue, and \$XXXXXX shall be provided from Wastewater Revenues and \$XXXXXX 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 \$XXXX 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, \$XXXXXX to be raised from taxation, \$XXXXXX shall be provided by transfer from Unreserved Fund Balance, \$XXXX shall be provided from Ambulance Receipts, \$XXXXXX shall be provided from Surplus Capital Accounts and, \$XXXX 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):

**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).*

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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).*

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## **Article S. Revise Town Code Chapter 43: Personnel**

**Proposed by:** Select Board

**Estimated Cost:** N/A

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

Revise Town Code Chapter 43 Personnel to remove all conflicts with the Town Manager, as identified by Town Counsel.

**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):

Pursuant to the Town Manager Act, which was approved at the 2021 Annual Town Meeting and signed into law on March 16, 2022 in Chapter 33 of the Acts of 2022, the Town Manager is “responsible for the daily administration of the town-wide personnel system, including the maintenance of personnel records and the enforcement of personnel policies, rules and regulations and managing personnel costs to ensure maximum efficiency and fairness across town departments.” Upon review and analysis of the Town Manager Act and Town Code Chapter 43 Personnel, Town Counsel has identified numerous conflicts. Because Section 13 of the Town Manager Act states that in the event of a conflict with Town Code that the Town Manager Act prevails, Chapter 43 should be revised.

### **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 Town Manager Michael McCall at 508-358-3620 or by email at [mmccall@wayland.ma.us](mailto:mmccall@wayland.ma.us).*

DRAFT 2/20/2024

Town Meeting Article: To See if the Town will vote to amend the Town Code, Chapter 43, Personnel, by deleting text that is shown as ~~struck through~~ and inserting text shown as underlined, the full text of which is on file in the office of the Town Clerk and available on the Town's website at (insert link) OR as follows, or take any other action related thereto:

### **Chapter 43**

### **PERSONNEL**

#### **§ 43-1. Definitions.**

As used in this chapter, the following words and phrases shall have the following meanings, unless a different construction is clearly required by the context or by the laws of the commonwealth:

ACTING — Performing the duties and having the responsibilities of another position on a temporary basis without having been appointed to the position on a temporary basis.

APPOINTING AUTHORITY or EMPLOYING AGENCY — The official, board, committee, commission, council or other authority empowered by statute, special act or bylaw to make appointments.

BOARD — The Personnel Board as defined in § 43-2.

CIVIL SERVICE LAW — Chapter 31 of the Massachusetts General Laws, as amended, and all rules and regulations made thereunder and any special law enacted by the General Court regulating the classification, compensation and conditions of employment of officers and employees of the Town under MGL c. 31.

CLASS — A group of positions in the Town service sufficiently similar in respect to duties and responsibilities so that:

- A. The same descriptive title may be used to designate each position allocated to the class;
- B. The same qualifications shall be required of the applicants and incumbents;
- C. The same tests of fitness may be used to choose qualified employees; and
- D. The same scale of compensation can be made to apply with equity.

COMPENSATION GRADE — An alphanumeric designation for a salary or wage range.

CONTINUOUS EMPLOYMENT — Employment uninterrupted except for required military service and for authorized vacation leave, sick leave, bereavement leave, court leave or other leave of absence.

DEPARTMENT — Any department, board, committee, commission or other agency of the Town subject to this chapter and the Wage and Salary Classification Plan.

DEPARTMENT HEAD — The officer or employee having immediate supervision and control of a department. **[Amended 5-5-2005 ATM by Art. 32]**

EMPLOYEES IN BENEFIT STATUS — Employees working at least 20 hours per week.

EMPLOYMENT ANNIVERSARY DATE — The official employment start date of an employee's regular service to the Town.

FLAT RATE — A rate of compensation for personal services that does not appear in a range.



FULL-TIME EMPLOYEE — An employee retained in full-time employment.

FULL-TIME EMPLOYMENT — Employment for not less than 7 hours per diem for 5 days a week for 52 weeks per annum, less legal holidays and authorized military leave, vacation leave, sick leave, bereavement leave, court leave and leaves of absence. **[Amended 5-5-2005 ATM by Art. 32]**

HOLIDAY PAY — Extra pay authorized pursuant to § 43-10.

HUMAN RESOURCES-~~DIRECTOR-MANAGER~~ — The head of the Human Resources Department as appointed by the Assistant Town Manager or other comparable position as determined by the Select Board. **[Amended 5-5-2004 ATM by Art. 13]**

INCREMENT — The dollar difference between step rates.

INTERIM — Performing the duties and having the responsibilities of a vacant position on a temporary basis after having been appointed to the vacant position until the position is filled.

INTERMITTENT SERVICE — Personal service rendered by an employee in a position calling for part-time employment, which service, although constituting continuous employment, is not rendered during prescribed working hours, daily, weekly or annually, but is rendered as required, according to the demands for such service as determined by the appropriate supervisory authority.

JOB SHARING — The holding of one position by more than one incumbent who do not perform the duties and responsibilities of the position. **[Amended 5-5-2005 ATM by Art. 32]**

LEAVE OF ABSENCE — A form of leave authorized pursuant to § 43-12.

MAXIMUM RATE — The highest rate in a range which an employee normally is entitled to attain.

MIDPOINT RATE — The rate which is midway between the minimum rate and the maximum rate.

MINIMUM RATE — The lowest rate in a range which is paid to an employee.

OVERTIME — Time in excess of the normal number of hours or days of working time in the work week of the department.

PART-TIME EMPLOYMENT — Employment for less than full-time employment, as further defined above.

POSITION — An office or post of employment in the Town service with duties and responsibilities calling for the full-time or part-time employment of one person in the performance and exercise thereof.

PROBATIONARY EMPLOYEE — Any newly hired employee whose tenure of service in the Town has not exceeded 6 months. Such employees have limited rights during this stage of their employment and may be discharged at any point. **[Amended 5-3-1999 ATM by Art. 9; 5-5-2005 ATM by Art. 32]**

PROMOTION — A change from a position of lower class and compensation grade to a position with greater responsibilities in a higher class and compensation grade.

RANGE — The dollar difference between minimum and maximum rate.

RATE — A sum of money designated as compensation for hourly, weekly or annual personal services.

REGULAR EMPLOYEE or REGULAR APPOINTEE — **[Amended 5-1-2000 ATM by Art. 15]:**

- A. Any employee retained on a continuing basis in a regular position, as defined below.
- B. Any employee holding an appointment under the Civil Service Law to a position deemed permanent within the meaning of said law.

REGULAR PART-TIME POSITION — Any regular position in the Town service in which the incumbent works at least 20 hours per week but less than 35 hours per week. **[Amended 5-1-2000 ATM by Art. 15]**

REGULAR POSITION — Any position in the Town service which has required or which is likely to require the services of an incumbent without interruption for a period of more than 6 calendar months, either on a full-time or part-time employment basis. **[Amended 5-1-2000 ATM by Art. 15; 5-5-2005 ATM by Art. 32]**

STEP RATE — A preestablished, incremental rate in a range between the minimum and maximum rates.

SUPERVISORY AUTHORITY — The official, board, agency, committee, council, commission or other authority empowered by law to supervise, direct and control the activities of employee(s).

TEMPORARY EMPLOYEE —

- A. Any employee retained in a temporary position as defined below.
- B. Any employee holding a temporary appointment under the Civil Service Law who does not also have permanent status thereunder.
- C. Any employee retained in a position in a class the title of which contains the adjective "temporary."
- D. Any employee hired on a temporary basis in a regular position. [Amended 5-5-2005 ATM by Art. 32]

TEMPORARY POSITION — Any position in the Town service which is not regular but which requires the services of one incumbent for a period not exceeding 1 of the 4 seasons of the year.[Amended 5-5-2005 ATM by Art. 32]

TOWN — The Town of Wayland.

WAGE AND SALARY CLASSIFICATION PLAN — The schedule of hourly, weekly, annual and flat rates for positions of employment within the Town, appearing in the Town's annual Town meeting warrant or special Town meeting warrant, pursuant to § 43-3A.

**§ 43-2. Personnel Board.**

- A. There shall be a Personnel Board of 5 members appointed by the Selectmen Board. The Selectmen Board shall also have the power to fill Personnel Board vacancies. The term of appointment shall be for 3 1/2 years, except where the appointment is to fill a vacancy, and then it shall be to fill the unexpired term. No member of the Personnel Board shall be an employee of the Town or hold Town office. Members of the Personnel Board shall serve without compensation. [Amended 5-5-2005 ATM by Art. 32]
- B. The Personnel Board shall have the following powers and duties:
  - (1) To provide policy direction to the Town Manager and Human Resources Manager with respect to amendments to develop and administer this chapter and the Wage and Salary Classification Plan (hereinafter called "this chapter" and "the plan") and personnel policies and procedures in cooperation with the Town boards and departments affected.
  - (2) To approve all pay or classification changes of Town employees, including all hiring rates and classifications.
  - (3) To negotiate collective bargaining agreements for the Town, after having met in advance with the Select Board and the Finance Committee to discuss the forthcoming negotiations.
  - (4) To establish such central personnel files for all employees as it deems useful in the administration of this chapter and the plan.
  - (5) To review the operation of the plan annually, including minimum and maximum wage and salary brackets, and to recommend to the Town any appropriate changes.
- C. In the case of any dispute concerning the interpretation or administration of this chapter and the plan, the decision of the Town Manager or Human Resources Manager may consult with the Personnel Board, who may offer a recommendation or advisory opinion to the Town Manager or Human Resources Manager shall be final, subject to an appeal to the Town at the next Town meeting.

**Commented [C1]:** Typically, vacancies in a board are filled jointly by the SB and the board with the vacancy per G.L. c. 41, Sec. 11. Shall we just default to the statute?

D. The Personnel Board shall meet as necessary to consider such business as may be presented by Town Manager or Human Resources Manager officials, ~~Town employees or other interested persons, but not less often than quarterly.~~ Three members of the Board shall constitute a quorum, and all action shall be taken by a majority of the members present at the Board meeting, provided that the Board may delegate to the Chairman power to act at any time on routine matters, subject to appeal to the full Board.

~~D.E.~~ (FOR YOUR CONSIDERATION: Subject to the express terms of a collective bargaining agreement, the Personnel Board may hear and offer recommendations with respect to employee grievances, provided however, this provision shall not apply to any grievances pertaining to discipline, dismissal, and failure to promote.)

**§ 43-3. Wage and Salary Classification Plan.**

~~A.~~ The positions of all non-elected Town employees are classified under the following job titles with the wage and salary rates set forth. (Refer to § 43-4.)

~~B.A.~~ At the request of the Town Manager the Personnel Board may advise and provide recommendations to the Town Manager and Human Resources Manager with respect to prepare such additional job descriptions, classification of new positions, and reclassification of existing positions to supplement the foregoing job titles as it deems necessary. Upon classification of said job description, the employing agency shall submit a funding request to the Finance Committee for subsequent budget action by Town meeting and shall comply with policies and procedures established from time to time by the Personnel Board.

~~C.B.~~ If it becomes necessary during any year for any Town board, commission, committee, department or official (hereinafter referred to as an "employing agency") to hire a regular employee to do work not covered by an existing classification, the Town Manager, with input from the Personnel Board, may establish a temporary new classification, but the same shall be submitted to the Town as a proposed amendment to the plan in the next warrant for a regular Town meeting.

~~D.~~ Upon request of an employing agency, the Personnel Board is authorized, for cause shown, to convert an hourly rate shown in the foregoing schedule into a salary, or a salary into an hourly rate, provided that no change shall be made which will increase or reduce the average earnings of any employee.

~~E.C.~~ The wages and salaries of Town employees shall be fixed in strict accordance with this plan. No employing agency shall pay or employ any person at a salary or wage not fixed in accordance with this plan and approved by the Town Manager Personnel Board hereunder, nor shall the Personnel Board approve a salary or wage that was not previously proposed by or reviewed with the employing agency. In administering this section, the Personnel Board shall take into consideration any and all employee fringe benefits.

~~F.~~ Longevity pay.

~~(1)~~ Each full-time regular employee of the Town shall be awarded longevity pay in accordance with the following table:

<del>Years of Service</del>	<del>Longevity Pay</del>
<del>After 5</del>	<del>\$100 per year</del>
<del>After 10</del>	<del>An additional \$50 (\$150 total)</del>
<del>After 15</del>	<del>An additional \$50 (\$200 total)</del>
<del>After 20</del>	<del>An additional \$50 (\$250 total)</del>

~~After 25 ————— An additional \$50 (\$300 total)~~

~~After 30 ————— An additional \$50 (\$350 total)~~

~~(2) Payments will be made twice a year, on May 31 and November 30, and each payment will consist of 1/2 of the yearly amount. To qualify for the additional payments under this section, the employees must have completed the required years of service before the payment date. Part-time employees will be given consideration under this section.~~

~~(3) The Personnel Board shall periodically offer recommendation to the Town Manager to adjust the longevity payments and will be responsible for determining the equivalency of longevity in each case.~~

~~(4) Administrative and professional employees hired after January 1, 1979, shall not be awarded longevity pay.~~

~~G.D.~~ The ~~Personnel Board~~ Town Manager shall establish a system/method of nonmonetary recognition for exceptional performance or contribution by one or more employees.

**§ 43-4. Wages and classification. [Amended 5-5-2005 ATM by Art. 32]**

Non-union employees whose positions are classified on the G, SG, S, Nurse and Non-union Police wage scales will be transferred to a newly established Non-union N wage scale during Fiscal Year 2006, effective upon each non-union employee's employment or reclassification anniversary date.

**§ 43-5. Hours of work. [Amended 5-1-2000 ATM by Art. 15]**

A. The regular work week for office and clerical employees shall be 35 hours. For Fire Department personnel, it shall be 42 hours. For Police Department personnel, it shall be 37.5 hours. The regular work week for all other Town employees shall be 40 hours, unless otherwise provided by union contract.

B. Nonexempt employees, other than members of collective bargaining units, required to work more than 8 hours in any day or 40 hours in any week shall be compensated for such overtime at a rate based on 1 1/2 times their regular hourly rates of pay or may with permission of the supervisor take time off equal to 1 1/2 times the amount of overtime. Employees, other than members of collective bargaining units, whose regular work week is less than 40 hours shall receive straight-time pay up to 40 hours per week and time and 1/2 for all hours worked in excess of 40 hours per week or may with permission of the supervisor take time off equal to 1 1/2 times the amount of overtime. **[Amended 5-5-2005 ATM by Art. 32]**

C. Nothing in this section shall apply to exempt employees under the Fair Labor Standards Act. **[Amended 5-5-2005 ATM by Art. 32]**

**§ 43-6. Rates of pay for new employees. [Amended 5-5-2004 ATM by Art. 13]**

A. An individual newly hired, promoted, reclassified or permanently transferred from one job to another shall be paid the minimum salary or wage rate for his classification, except when the Town Manager determines that the employee's level of experience or the Town's needs warrant hiring an employee at a higher rate, provided such rate is within the classification established for the position as hereinafter provided. In those instances where an employee is hired by someone other than the Town Manager, the employing agency shall report all transfers and, so far as practicable, all proposed hirings to the ~~Town Manager Personnel Board~~ in advance of appointment for approval of the employee's classification and salary or wage rate, provided the foregoing provision shall not apply to the school department or library. When prior consultation is impractical, the appointing agency may

~~hire an individual, with the approval of the Human Resources Director, but subject to ratification of the employee's classification and salary or wage rate by the Personnel Board.~~

- B. The starting pay rate for all positions will normally be the minimum step of an assigned classification. Exceptions to this rule may be considered by ~~the Personnel Board and/or the Human Resources Department. All starting pay rates must be and~~ approved by the ~~Town Manager Human Resources Department, and any proposed starting rate above the fourth step of a classification must receive Personnel Board approval.~~

**§ 43-7. Reclassification.**

- A. The duties of any position may be reviewed by an employing agency upon request of the employee, on its own initiative or on the initiative of the ~~Town Manager, in consultation with the affected employee's department head Personnel Board.~~ If it appears to the employing agency that such position belongs in a different job classification because of changes in the nature of duties and/or responsibilities, the employing agency may recommend reclassification and shall submit a revised job description to the Personnel Board, ~~who shall review the request and offer a recommendation to the Town Manager, which- who~~ shall then review the facts and approve or deny the proposed reclassification. ~~If approved, the employing agency shall submit a reclassification funding request for approval by the Finance Committee.~~ A reclassified employee shall be paid in accordance with the provisions of § 43-6.
- B. Where, in the judgment of the ~~Town Manager, Personnel Board and the employing agency,~~ unfairness would otherwise result, a Town employee temporarily assigned to work in a higher classification for at least 1 week shall be paid the minimum rate for that classification for as long as he/she does such work, provided that he/she is paid at a rate at least one step higher than his present rate. [Amended 5-5-2005 ATM by Art. 32]
- C. Any employee who is promoted to a higher job classification will receive at least the equivalent of one periodic step increase under the previously assigned classification at the time of promotion. [Amended 5-5-2005 ATM by Art. 32]

**§ 43-8. Increases within established rate ranges.**

- A. Upon satisfactory completion of probationary employee status, as determined by the supervisory authority, an employee may be eligible to receive a 1-step increase within the assigned classification. Increases will be granted only upon the written recommendation of the supervisory authority with the approval of the ~~Town Manager Personnel Board.~~ Employees may continue to be eligible for step increases upon completion of each employment year, as determined by the employment anniversary date and as prescribed by Subsection B of this section. Step increases will not be granted beyond the maximum step of the assigned classification. [Amended 5-5-2005 ATM by Art. 32]
- B. The intent of this section is to enable the Town to reward good and faithful service. It is intended that step increases will be granted for merit, and such increases will be withheld in any case where the employee has not performed satisfactorily enough to earn an increase that may be allowable within the assigned wage and classification schedule.

**§ 43-9. Annual leave.**

- A. ~~Unless otherwise provided by a collective bargaining agreement, employees are eligible for paid Annual Leave as outlined in the Town's Personnel Policies. The Personnel Board may make recommendations to the Town Manager, who shall adopt and maintain provisions for the accrual and administration of Annual Leave. Paid annual leave.~~ [Amended 4-30-1998 ATM by Art. 4; 5-5-2005 ATM by Art. 32; 4-7-2016 ATM by Art. 12]
- ~~B. Paid annual leave for all full-time nonunion nonprofessional or nonadministrative employees in benefit status hired before April 7, 2016, shall be as follows:~~

- ~~C. — 0 but less than five years employment: 13 working days.~~
- ~~D. — 5 but less than 15 years employment: 19 working days.~~
- ~~E. — 15 years to severance: 25 working days.~~
- ~~F. — Paid annual leave for all full time nonunion, nonprofessional or nonadministrative employees in benefit status hired after April 7, 2016, shall be as follows:~~
- ~~G. — 0 but less than five years employment: 10 working days.~~
- ~~H. — 5 but less than 15 years employment: 15 working days.~~
- ~~I. — 15 years to severance: 20 working days.~~
- ~~J. — Leave days will start accruing at the conclusion of the probationary period and be retroactive to the date of hire.~~
- ~~K. — Schedule for earning leave days. [Amended 5-3-1999 ATM by Art. 9; 5-1-2000 ATM by Art. 15; 5-5-2005 ATM by Art. 32; 4-29-2007 ATM by Art. 15; 4-10-2008 ATM by Art. 20; 4-7-2016 ATM by Art. 12]~~
- ~~L. — The schedule for earning leave days for all full time nonunion, nonprofessional or nonadministrative employees in benefit status hired before April 7, 2016, is as follows:~~
- ~~M. — For 13 leave days per year: 7.5833 hours/month.~~
- ~~N. — For 19 leave days per year: 11.0834 hours/month.~~
- ~~O. — For 25 leave days per year: 14.5834 hours/month.~~
- ~~P. — The schedule for earning leave days for all full time nonunion, nonprofessional or nonadministrative employees in benefit status hired after April 7, 2016, is as follows:~~
- ~~Q. — For 10 leave days per year: 5.8333 hours/month.~~
- ~~R. — For 15 leave days per year: 8.7500 hours/month.~~
- ~~S. —~~
- ~~T. — For 20 leave days per year: 11.6666 hours/month.~~
- ~~U. — This full time earning schedule is based on 260 working days per year and a 5 day week.~~
- ~~V. — Regular part time employees will earn days at the same rate, i.e., calculated on the number of hours worked divided by the full time schedule, provided that they work at least 20 hours per week.~~
- ~~W. — While out of work on leave for more than 20 days due to, but not limited to, on the job injury for which the employee is collecting workers' compensation, long term disability, sick leave, family medical leave or leave of absence, employees shall not be eligible to earn annual leave.~~
- ~~X. — Use of annual leave. [Amended 5-1-2000 ATM by Art. 15; 5-5-2004 ATM by Art. 13; 5-5-2005 ATM by Art. 32]~~
- ~~Y. — Annual leave may be taken as follows: Leave may be taken 1/2 day at a time, with permission of the supervisory authority, and may be used for personal business and family emergencies.~~
- ~~Z. — For purposes of this section, a leave year is defined as January 1 to December 31. Up to 10 accumulated leave days may be carried forward to the next leave year. Such leave days must be used within the next leave year. Any accumulated leave time over 10 days not taken by December 31 of each leave year will be forfeited. However, the Personnel Board may grant an additional carryover of~~

~~5 leave days, for a maximum of 15 leave days, to the next leave year by considering a written appeal by an employee who is contemplating an extended leave prior to April 1 of the next following leave year. In all cases, any carryover leave days which exceed 10 and which are not utilized by April 1 of the next following leave year will be forfeited. Appeals must be filed by December 1 of each leave year with the Personnel Board/Human Resources.<sup>1</sup> [Amended 5-5-2004 ATM by Art. 13]~~

~~AA. Any employee whose service is severed with the Town during the leave year shall be compensated for any earned and unused annual leave.~~

~~BB. Full time employees on the N schedule shall receive 2 personal days each January 1st. Unused days will be forfeited each December 31st. Days may be used in one half day increments. Part time employees in the above schedules shall earn personal days on a pro-rated basis. [Amended 5-5-2005 ATM by Art. 32; 4-10-2008 ATM by Art. 20]~~

#### **§ 43-10. Holidays with pay. [Amended 5-1-2000 ATM by Art. 15; 4-10-2008 ATM by Art. 20]**

Unless otherwise provided by a collective bargaining agreement, All regular employees in benefit status shall be allowed Holidays with pay as outlined in the Town's Personnel Policies. The Personnel Board may make recommendations to the Town Manager, who shall adopt and maintain provisions for the observance of Holidays and Holiday Pay in accordance with Town Policy.

~~the following 12 holidays with pay: New Year's Day, Martin Luther King Day, Presidents Day, Patriots Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving and Christmas Day. When one of the foregoing holidays falls on a Sunday, the holiday will be observed on the following Monday. When one of the foregoing holidays falls on a Saturday, the holiday will be observed on the preceding Friday. If a holiday falls on a regularly scheduled day off, or when a regular Town employee is scheduled to work on a holiday, he/she shall be given an additional day off with pay or shall receive straight time pay for the hours actually worked in addition to his regular pay.~~

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1. Editor's Note: Former Subsection C(3), regarding use of leave for regular part-time employees, as amended, which immediately followed this subsection, was repealed 4-29-2007 ATM by Art. 15.

#### **§ 43-11. Sick leave. [Amended 4-30-1998 ATM by Art. 4; 5-3-1999 ATM by Art. 9; 5-1-2002 ATM by Art. 11; 5-5-2005 ATM by Art. 32]**

A. Unless otherwise provided in a collective bargaining agreement, Each-all regular employees, regular part-time and temporary employees in benefit status shall accumulate sick leave for personal illness as outlined in the Town's Personnel Policies, and in accordance with M.G.L. c. 149, § 148C. The Personnel Board may make recommendations to the Town Manager who shall adopt and maintain policies and procedures for the accrual, use and administration of Sick Leave in accordance with Town policy.

~~A. at the rate of 7.5840 hours per month for a total of 13 days per year, unless otherwise provided in a collective bargaining agreement. Sick leave will not be accumulated by an employee when absent due to illness, injury or leave of absence for more than 20 consecutive working days. Sick leave is for the protection of employees against loss of pay because of illness and shall not be taken into account in figuring termination pay. Probationary employees are allowed to accrue sick leave from the first day of employment but are not permitted to utilize these leave days until the probationary employee status has been completed. Sick leave may be used in hourly increments with a minimum of 2 hours. [Amended 4-29-2007 ATM by Art. 15; 4-10-2008 ATM by Art. 20]~~

~~B. If on sick pay, an employee may be compensated at his regular rate of pay for absences of not more than 5 consecutive working days, provided that the supervisory authority is satisfied that the absence~~

~~was caused by the employee's illness. Sick leave with pay will be allowed for more than five consecutive working days only upon submission of a doctor's certificate satisfactory to the supervisory authority. Such certificate will also be filed with the employing agency. Such payment for sick leave may not exceed the employee's accrued sick leave benefit.~~

~~C. — Up to the limit of the dollar amount accrued, an employee may request that his/her sick leave and accrued annual leave be used to supplement worker's compensation payments in each pay period, as long as said payments do not exceed his/her regular after-tax income.~~

~~D. — When an employee is on sick leave and his accrued leave expires or he/she is receiving benefits under workers' compensation and his accrued leave expires, he/she will fall under the provisions of § 43-12, Leave of absence; that is, no provision of this plan will apply, and seniority, sick leave and annual leave will not accrue during this absence.~~

~~E. — When a regular employee retires, or dies, he/she or his beneficiary shall receive pay equal to the employee's most recent daily straight time rate multiplied by 60% of his unused accumulated sick leave days in effect as of his retirement or death. Such severance pay shall not exceed an amount as follows: [Amended 4-10-2008 ATM by Art. 20; 4-7-2016 ATM by Art. 12]~~

~~F. — Less than 20 years of service: not to exceed \$7,500.~~

~~G. — 20 years or more of service: not to exceed \$10,000.~~

~~H. — Employees hired after April 7, 2016, shall have accrued sick leave capped at a maximum of 125 days. Employees hired prior to April 7, 2016, shall continue to accrue sick leave and shall not be subject to the cap. [Added 4-7-2016 ATM by Art. 12]~~

#### § 43-12. Leave of absence.

~~Unless otherwise provided in a collective bargaining agreement, Any employee may apply for a leave of absence without pay in accordance with the Town's Personnel Policies. The application must be approved by both the employing agency and the Personnel Board and will be granted only under unusual conditions. If a leave of absence is granted, no provision of this plan will apply, and seniority, sick leave and annual leave will not accrue during this absence. An employee may remain covered by the Town's group insurance plan if he/she pays 100% of the monthly premium. This section does not apply to short-term military leave.~~

#### § 43-13. Bereavement leave. [Amended 5-5-2005 ATM by Art. 32]

~~A. — Unless otherwise provided in a collective bargaining agreement, Each regular employee in benefit status may be eligible to receive an absence with pay not to exceed 3 days which may be granted at the discretion of the supervisory authority in case of death of a member of an employee's immediate family in accordance with the Town's Personnel Policies. For purposes of this section, the term "immediate family" shall mean an employee's spouse, child, father, mother, sister, brother, grandparents, father-in-law, mother-in-law, brother-in-law or sister-in-law.~~

~~B. — Employees may be granted up to 2 additional days absence with pay, at the discretion of the supervisory authority, in the event of the death of a spouse, child or parent.~~

#### § 43-14. Jury duty.

If an employee is called to serve on jury duty, he/she shall be paid the difference between compensation for serving on jury duty and his regular (base) pay. Employees serving on jury duty should make every reasonable attempt to report for work on the days on which they serve. Reasonable documentary proof of actual service of jury duty must be presented to the supervisory authority in order for this compensation to be paid.

#### § 43-15. Military leave. [Amended 5-1-2000 ATM by Art. 15; 5-5-2005 ATM by Art. 32]



An employee called to Reserve or National Guard duty will be compensated for the difference between his military pay and his/her regular (base) pay for the training period, not to exceed 17 days in any year, upon satisfactory evidence of completion of the training period. Military pay shall be considered to be all pay received for the entire 17-day period, including Saturdays and Sundays. Military leave shall not be charged to vacation time.

**§ 43-16. ~~Maternity-Paternal~~ leave.**

~~A. All regular full-time female employees, after having successfully completed-completed her-their probationary period, shall be granted an 8-week maternity-paternity leave without pay, for the purpose of giving birth to a child, adopting a child who is under 18 years of age or adopting a person under the age of 23 who is mentally or physically disabled in accordance with Massachusetts General Laws. The Personnel Board may make recommendations to the Town Manager who shall adopt and maintain a personnel policy for the administration and oversight of paternal leave.~~

~~A. The employee must give at least 2 weeks' notice of her anticipated departure date and intention to return to her job. [Amended 4-30-1998 ATM by Art. 4; 5-1-2000 ATM by Art. 15; 5-5-2005 ATM by Art. 32]~~

~~B. Such employee, provided that she has complied with Subsection A above, shall be entitled, at the conclusion of her maternity leave, to return to work at her previous or similar position with the same status she held as of the date her maternity leave commenced, unless other employees with equal length of service and status in the same or similar positions have been laid off due to changes in economic or operating conditions during the period of her maternity leave. [Amended 5-1-2000 ATM by Art. 15]~~

~~C. An employee on maternity leave may use her earned sick leave or annual leave. If she has no accrued leave available or her accrued leave expires, she will fall under the provisions of § 43-12, Leave of absence; that is, no provision of this plan will apply, and seniority, sick leave and annual leave will not accrue during this absence.~~

**§ 43-17. Physical examinations. [Amended 5-1-2000 ATM by Art. 15; 5-5-2005 ATM by Art. 32]**

All new employees are required to have a physical examination completed after an employment offer has been made and prior to beginning work in accordance with Town Personnel Policies. ~~to ensure that they are capable of performing the essential functions of the job with or without a reasonable accommodation. Physical examinations shall be done by a physician designated by the town, at town expense. The town physician is responsible for making recommendations to the Human Resources Department and for maintaining confidential medical records on the individuals.~~

**§ 43-18. Grievance procedure.**

~~A. Any employee who feels aggrieved by the administration of any provision of this plan may take the matter up with his immediate supervisor.~~

~~B. If the matter is not cleared up following a discussion with the immediate supervisor, the employee may submit a complaint to the employing agency in writing, which shall then give the employee an informal hearing and attempt to reach a mutually satisfactory adjustment.~~

~~C. If the matter is not satisfactorily settled within 2 weeks after a written complaint is made, either party may submit the question to the Personnel Board. The Personnel Board shall take the matter under advisement, may hold a public or private hearing and shall render a final and binding decision within 30 days. [Amended 5-5-2005 ATM by Art. 32]~~

**§ 43-19. Equal employment opportunity. [Amended 11-17-1999 STM, Art. 2; 5-5-2005 ATM by Art. 32]**

The Town of Wayland is an equal opportunity employer. This means that it pledges that all candidates for positions and all officials and employees of the town's agencies will be treated equally in all actions affecting them. It also means that the town has a policy of nondiscrimination which guarantees that all applicants for employment and all employees are not to be discriminated against because of race, color, age, sex, religion, ethnicity, national origin, sexual orientation, veteran status, political affiliation, ~~or~~ disability, or any other protected class in accordance with Federal and State law.

**§ 43-20. Americans with Disabilities Act. [Amended 5-1-2000 ATM by Art. 15]**

As of July 1992, all provisions of this chapter must conform to the requirements of the Americans with Disabilities Act (ADA). In keeping with the recommendation of the Report of the House Committee on Education and Labor (Report No. 101-485), the Town shall take all action necessary to comply with the Act.

**§ 43-21. Family Medical Leave Act.**

The Town Manager, in consultation with the Personnel Board, shall establish and maintain a policy consistent with the Family Medical Leave Act of 1993.

**§ 43-22. Small Necessities Leave Act. [Added 5-1-2000 ATM by Art. 15]**

The Town Manager, in consultation with the Personnel Board, shall establish a policy consistent with the Small Necessities Leave Act of 1998.



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## **Article T. Amend Zoning Bylaws and Town Zoning Map – MBTA Communities Multi-Family Housing**

**Proposed by:** Planning Board/Select Board

**Estimated Cost:** N/A

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

Amend the Code of the Town of Wayland to add a new Article 27 Multi-Family Housing Overlay District, Section 198-2701, et seq., in order to comply with G.L. c. 40A, Sec. 3A the so-called MBTA Communities legislation. And, amend the Zoning Map of the Town of Wayland to reflect a new overlaid district, comprised of three or more sub-districts, where multi-family housing is permitted as-of-right.

**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):

As a result of January 14, 2021 amendments to Section 3A of the Massachusetts Zoning Act, G.L. c. 40A, Wayland, an "MBTA Adjacent Community", is required to have a zoning bylaw that provides for at least 50 acres to be zoned for multi-family housing use. The designated multi-family housing zone may be superimposed on existing underlying zones so that development of land may be undertaken subject to the requirements of the overlay or by complying with all applicable requirements of the underlying district. The Town is not required to create multi-family housing. It is only required to zone so that it could be created at some time in the future. The basic State requirements are that the district: a) contain 50 acres - made up of at least one area of 25 contiguous acres and several smaller areas of no less than 5 contiguous acres each; b) support a minimum density of 15 units per acre on average; c) not be subject to any age restrictions; d) exclude surface waterbodies, wetlands and buffer zones, protected open space and recreational land, cemeteries, Zone I wellhead protection areas, privately-owned land used for educational or institutional uses, publicly-owned land generally; e) avoid sensitive land such as land subject to flooding and priority habitat for rare or threatened species; and f) encourage development of a scale, density and aesthetic that are compatible with existing surrounding uses.

The repercussions for failure to have such a district are loss of funding for grant programs and potential civil suit by the Massachusetts Attorney General and others. The town is required to submit a district compliance Application with Town Meeting approved zoning by no later than December 21, 2024.

### **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 Planning Board Chair, Anette Lewis, at [alewis@wayland.ma.us](mailto:alewis@wayland.ma.us).*

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## **Article Z. Appropriation for Engineering Rt. 20 Corridor Roadway Improvements**

**Proposed by:** Select Board

**Estimated Cost:** \$---

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

To determine whether the Town will vote to appropriate a sum of money for third-party engineering services to provide fully engineered plans for the Route 20 roadway, from Route 27 to 492 Boston Post Road, for curb cuts, sidewalks, street trees, landscape and lighting to improve the Route 20 corridor.

**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):

There is a strong need to improve the Route 20 Wayland Center roadway corridor for walkability, accessibility and aesthetics. Existing sidewalks and curbs are non-continuous and/or in disrepair. The district appears dilapidated, and improving the roadway and shoulders would significantly boost both visual and physical appearance and functionality for Wayland residents and businesses. Weston recently completed improvements of its town center roadway, and other towns around the Commonwealth have undertaken similar planned efforts, with excellent results.

Three modes of funding exist for future improvements of the corridor:

- 1) Getting in queue for state funds on the State's TIP (Transportation Improvement Project) list,
- 2) Regular state maintenance of the roadway (e.g. Route 20 in the Coach Grill area was repaved and sidewalks added in the last 2-3 years, by the state) or
- 3) Town funds (which may be needed for lighting upgrades or landscaping components, TBD)

In order to request state funds or to encourage work under the first two modes, which would be the preferred path -- and likely the required path since Route 20 is a state road -- the Town must complete "shovel ready" engineered plans at its own expense. This article will provide funding for the required engineering plans. Once complete, Wayland can kick off the state process for eventual improvement of the corridor over the coming years. Notably, this design process can dovetail with Route 20 Master Planning zoning efforts started in 2023 and continuing in 2024.

### **FINANCE COMMITTEE COMMENTS:**

The Select Board recommends Blank. Vote:

### **ARGUMENTS IN FAVOR:**

### **ARGUMENTS OPPOSED:**

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

### **QUANTUM OF VOTE:**

**From:** [Whitney, William](#)  
**To:** [Bratica, Jailyn](#)  
**Subject:** Fwd: A couple of Capital-related topics discussed by the Finance Committee  
**Date:** Monday, February 26, 2024 12:48:38 PM

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Jailyn,

Please include the following email exchange in the updated packet as it relates to this particular warrant article. I'll forward the draft evaluation summary shortly.

Thanks, Bill

William D. Whitney, Chair  
Town of Wayland Select Board

[wwhitney@wayland.ma.us](mailto:wwhitney@wayland.ma.us)

Begin forwarded message:

**From:** "Whitney, William" <[wwhitney@wayland.ma.us](mailto:wwhitney@wayland.ma.us)>  
**Date:** February 19, 2024 at 9:12:35 AM EST  
**To:** "Roman, Pamela" <[proman@wayland.ma.us](mailto:proman@wayland.ma.us)>  
**Cc:** "Fay, Thomas" <[tfay@wayland.ma.us](mailto:tfay@wayland.ma.us)>  
**Subject:** **Re: A couple of Capital-related topics discussed by the Finance Committee**

Pam,

Thank you for your email message. Sorry for the delayed response. I've been under the weather for a couple of weeks, and am just now emerging.

Not a few of us on the Select Board were not so happy when a proposed warrant article for engineering at a cost of \$800,000 was brought forward the day the warrant closed. It was subsequently reduced to \$600,000, and was the subject of an extended discussion by the board.

The project is included in Year Four, I believe, of the five year capital plan. The Route 20 improvements would largely be funded through the state with federal funds through a competitive process on having one's project on the Municipal Planning Organization's Transportation Improvement Plan ("TIP"). To improve one's chances on being listed on the TIP, I gather one is well advised to have done the engineering to demonstrate that it is "shovel ready." In order to improve the Town's competitive position to be so included, the board accepted, for now, the warrant article at a cost of \$200,000 to allow preliminary engineering to proceed if approved by Town Meeting. I'll nonetheless convey the Finance Committee's recommendation to our board.

I think everyone agrees that a longer range capital planning process is overdue.

Thanks again, Bill

William D. Whitney, Chair  
Town of Wayland Select Board

wwhitney@wayland.ma.us

On Feb 16, 2024, at 12:23 PM, Roman, Pamela  
<proman@wayland.ma.us> wrote:

Hi Bill,

I wanted to relay a discussion that FinCom has had with regard to *Article Z: Appropriation for Engineering Rt 20 Corridor Roadway Improvements*. Some members have expressed the view that the Select Board should withdraw this article since the requested appropriation did not go through the normal capital planning process. In recent years, the Town Administrator/Manager and Finance Director and the Finance Committee have been working to include near-term capital projects on the 5-year capital plan to ensure that there is an orderly, comprehensive budgeting process that considers project funding sources, resource availability as well as visibility into new and upcoming projects.

On the subject of capital planning, in recent years, FinCom has repeatedly recommended the establishment of a long-term, strategic capital planning committee or commission to evaluate capital projects on the 15-20 year horizon. I understand that this has come up as a discussion topic on several occasions at Select Board meetings. The Finance Committee would support either approach (commission or committee) and recommends that the issue be addressed soon given the Town's large capital needs in the near-term and on the longer horizon, including MWRA and new or revamped elementary schools, among others.

Thanks for your consideration.

Pam

Pamela Roman  
Co-Chair, Finance Committee



*For more information about this article, contact Town Manager Michael McCall at 508-358-3620 or via email at [mmccall@wayland.ma.us](mailto:mmccall@wayland.ma.us).*

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## **Article MM. Resolution in Support of Changing the State Flag & Seal of Massachusetts**

Proposed by: Petitioners

To determine if the Town will vote to:

**WHEREAS** the land area now known as the Town of Wayland was the homeland of Indigenous Peoples long before the first settlers arrived in 1638 to colonize this area.

**WHEREAS** the imagery of the Massachusetts flag and seal – a white hand holding a Colonial sword over the head of an Indigenous person, above a Latin motto that translates: “She Seeks by the Sword a Quiet Peace Under Liberty” – is seen by many as a symbol of violence against Indigenous people and a memorial to the violent colonization of their homelands.

**WHEREAS**, for more than 50 years, Indigenous leaders have called for the flag and seal of Massachusetts to be changed.

**WHEREAS**, a Special Commission on [the] Official Seal and Motto of the Commonwealth issued a report on November 15, 2023, calling for the creation of an advisory body to be funded and charged with the task of working with the Secretary of the Commonwealth to hire a professional designer to create a new image for the flag and seal of Massachusetts.

**WHEREAS**, it is now up to the Massachusetts legislature to prioritize changing the flag and seal by establishing and funding the advisory group called for by the Special Commission, and giving the advisory group a deadline to complete its task and return with a final design image.

**WHEREAS**, as of this writing, 79 communities in the Commonwealth have voted to support changing the Massachusetts flag and seal including, recently, the Town of Sudbury.

**NOW, BE IT RESOLVED** that the Town of Wayland hereby adopts this resolution to support changing the Massachusetts flag and seal to better reflect the Commonwealth’s aspirations for harmonious and respectful relations between all people who now call Massachusetts home. Specifically, this resolution supports the recommendations of the Special Commission to change the Massachusetts flag and seal and to create an advisory body to be funded and charged with the task of working with the Secretary of the Commonwealth to hire a professional designer to create a new image for the Massachusetts flag and seal. The Town Clerk shall forward a copy of this resolution to Sen. Nick Collins and Rep. Antonio Cabral, co-chairs of the Joint Committee on State Administration, and Sen. Jamie Eldridge and Reps. Carmine Gentile and David Linsky, with the request that they continue their strong support for the work of the aforementioned Special Commission and advisory body and advocate for making a new flag and seal for the Commonwealth a top legislative priority.

**PROPOSERS’ COMMENTS:** Indigenous Peoples lived in the land area now known as the Town of Wayland long before the first colonial settlers arrived in 1638. The Massachusetts flag and seal – with the image of a white hand holding a sword over the head of an Indigenous person – are seen by many as a symbol of the violent colonization of Indigenous Peoples’ homelands.

In November 2023, a Special Commission on [the] Official Seal and Motto of the Commonwealth issued a long-anticipated report calling for creation of a funded advisory body to work with the Secretary of the Commonwealth to create a new image for the flag and seal.

By way of this Resolution, we ask our legislators to make creation of a new flag and seal a top priority in the current legislative session. As of this writing, 79 communities in Massachusetts, including Sudbury,

have voted to support changing the flag and seal. Further information in this cause can be found at <https://changethemassflag.com/>

**FINANCE COMMITTEE COMMENTS:** There is no financial impact from this article. While the article itself may not have an immediate impact on the town, if the Legislature were to act on the resolution and change the state seal and flag, the town would have to update/replace anything in town that bears the old seal, which would have some cost.

The Select Board recommends Blank. Vote:

**RECOMMENDATION:** The Finance Committee takes no position on this article.

**QUANTUM OF VOTE:** Majority.

*For more information about this article, contact Petitioner, Karen Blumenfeld, via email at [kblumenfeld100@gmail.com](mailto:kblumenfeld100@gmail.com).*

**Select Board Goals  
2023-2024**

- Establish effective governance with the Select Board/Town Manager Act
- Advance the creation of affordable housing per the Housing Production Plan
- Develop long-range asset maintenance and capital improvement plan
- Advance Wayland's work to be equitable and inclusive
- Create effective communication with citizenry
- Climate Change adaptation and mitigation through effective stewardship of town resources, promotion of sustainability, and leading by example \*
- Promote economic development on the Rt. 20 Corridor
- Review, amend and/or create town policy, starting with financial policies

**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.

<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.	<b>Board Member Suggestions &amp; Comments</b>	<b>Rank</b>
	<p>“Michael is a dedicated manager whose even keeled demeanor comes into play as he adapts and responds to the many challenges and changes each day brings.”</p> <p>“(He) has demonstrated impressive resilience, energy and motivation despite constant demands... and has demonstrated honest and ethical behavior at all times.”</p> <p>“He is a creative problem solver who uses a fair and balanced approach to decision making ... and has earned the respect of staff and appreciation of many residents...”</p>	4.8

<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 style="text-align: center;"><b>Board Member Suggestions &amp; Comments</b></p> <p>“Michael’s extensive background in town government frequently is exhibited in dealing with day-to-day issues and at Board meetings. (He) does exhibit extensive knowledge and appears fully committed to town government.”</p> <p>“(He) entered the position with a wealth of knowledge, and that experience has been of great benefit to Wayland.”</p> <p>“He is intellectually curious and keeps abreast of municipal trends through professional associations, attends relevant seminars, and has encouraged his staff to do likewise.”</p>	<p style="text-align: center;"><b>Rating</b></p> <p style="text-align: center;">4.8</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 style="text-align: center;"><b>Board Member Suggestions &amp; Comments</b></p> <p>“Mr. McCall is open to the members of the general public through regularly advertised and scheduled office hours, as well as by responding to calls and emails from members of the general public.”</p> <p>“Michael appreciates the value of effectively communicating to the media, but ... has not taken the steps to fully address this need. ... This is so, in part, due to the lack of a town newspaper and lack of online information as to town affairs.”</p> <p>“Mr. McCall has made a concerted effort in informing the public of events occurring in the Town, as well as making himself available to members of the public. ... In the next year, it would be excellent to see some of these efforts delegated to other members of Town staff on specific topic areas.”</p> <p>“He has fostered an open dialogue with residents, business owners, visitors and staff, attended many board and committee meetings and maintains a presence at community events.”</p>	<p style="text-align: center;"><b>Rating</b></p> <p style="text-align: center;">4.7</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 style="text-align: center;"><b>Board Member Suggestions &amp; Comments</b></p> <p>“Michael comes prepared to every board meeting, takes notes, and follows up accordingly. The Board regularly seeks his advice.”</p> <p>“Michael offers excellent advice to the Board, including options for the Board as it considers public policy. His presentations are extremely professional, thought out and effective. (He) is not only a good communicator with our Board, but also with other town boards and committees. The message may not always be what those boards and committees want to hear, but Michael is not afraid to indicate what can and cannot happen, and what is and what is not legal and/or appropriate.”</p> <p>“He consistently keeps Board members apprised of events and provides his opinion and recommendations in a thoughtful manner.”</p> <p>“Mr. McCall provides solid support to members of the Select Board. ... Meetings tend to involve discussion among board members of the various agenda items, but Mr. McCall will not hesitate to provide information pertinent to the topic under discussion or to add his perspective.”</p>	<p style="text-align: center;"><b>Rating</b></p> <p style="text-align: center;">4.75</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 style="text-align: center;"><b>Board Member Suggestions &amp; Comments</b></p> <p>“Michael has stabilized the turnover rate and town offices, conducted a successful search for the Police Chef position and just recently achieved close to full employment. (He) is liaison to many boards and committees and spends several hours a week fielding calls and emails from these ... groups. Would like Michael to train others to assume these roles, freeing him up to work on his and the Select Board’s goals.”</p> <p>“Mr. McCall has shown exceptional skills in selecting Town staff, including (without limitation) a Police Chief and Sustainability Manager. ... In the next year, it would be good to see Mr. McCall make more efforts to further implement the Town Manager Act, including recommendations on potential reorganization/realignment of Town departments.”</p> <p>“He is a good leader who is not afraid to make hard decisions. Michael has hired effective co-workers in the Board’s office. However, ... Michael could improve in establishing personnel in his office that can lighten his load which, in turn, would make him an even better town manager. ... I am concerned that Michael’s hands-on approach affects his willingness to delegate certain tasks.”</p> <p>“As a number of senior staff members are approaching retirement, it will be important to attract qualified candidates for these positions. ... He has made good progress in reaching equitable settlements with employee bargaining units, and has kept the Select Board well informed as negotiations are ongoing.”</p>	<p style="text-align: center;"><b>Rating</b></p> <p style="text-align: center;">4.25</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 style="text-align: center;"><b>Board Member Suggestions &amp; Comments</b></p> <p>“Michael’s many years of municipal management and budgeting experience are benefiting the town through his ability to minimize legal expenditures, negotiate contracts and assist with procurement. ... Would like Michael to provide more information to the Select Board during the budgeting process, and to recommend to the Board the appropriate level of outstanding capital appropriations and a plan to achieve this goal.”</p> <p>“The budget he recommended for FY 2025 was done with great consideration of the ‘needs versus wants’ of the Town, as well as potential financial considerations in the coming years.”</p> <p>“He and his staff have prepared a timely and realistic annual budget proposal in a manner that promotes full understanding of the issues and needs (though ... failed to include monies for the Route 20 corridor, one of the Board’s goals), employs sound fiscal management practices for the development of operating and capital budget recommendations, effectively monitors and controls budget expenditures ... and maintains a long-term financial plan for the town.”</p>	<p style="text-align: center;"><b>Rating</b></p> <p style="text-align: center;">4.4</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 style="text-align: center;"><b>Board Member Suggestions &amp; Comments</b></p> <p>“ ... Mr. McCall continues to work with his staff to improve the functions of his organization.”</p> <p>“Mr. McCall has been very open about spending his first year in Wayland to understand how the present organization of the Town operates. ... Even while endeavoring to learn on the job, Mr. McCall repeatedly demonstrated interest in long-term planning.”</p> <p>“... Mr. McCall has had to respond to several pressing demands on his time with limited staff assistance that may have impinged upon his ability to perform significant long-term planning.”</p> <p>“He has identified and advised the Board of the need to formalize the Town’s financial policies and development of a capital planning committee and long-range capital and maintenance plans as key strategic components of sound financial management. ... As Town Manager, he has the ability to re-organize to improve efficiency. (I) am hopeful that he will bring some changed to the Board over the next twelve months.”</p>	<p style="text-align: center;"><b>Rating</b></p> <p style="text-align: center;">4.85</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 style="text-align: center;"><b>Board Member Suggestions &amp; Comments</b></p> <p>“Mr. McCall far exceeded the goals he has set for himself, as well as the expectations I had for him in his inaugural year as Town Manager. ... We are lucky to have him here.”</p> <p>“Michael has done a good job addressing the Board’s goals ... (and) has made progress with most of them. These include improving town governance, advancing affordable housing projects, and supporting DEI efforts.”</p> <p>“The Board elected to have him focus on the 2023 Annual Town Meeting, assist with the finalization of the FY 2024 Budget and Capital Plan and to initiate collective bargaining, (all of) which he did. ... In addition, he has resolved many outstanding legacy issues, started working on goals to improve citizen communications and implementation of the Town Manager Act and facilitated economic development in the community.”</p>	<p style="text-align: center;"><b>Rating</b></p> <p style="text-align: center;">4.75</p>
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	<p>“... He was effective in seeking timely approval of the St. Ann Village affordable housing development and site plan approval of the long-delayed COACC project. ... I look forward to continued progress on a long-term capital needs assessment, development of a Route 20 improvement plan and reducing the backlog of capital projects.</p>	
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<p><b>OVERALL RATING</b></p>	<p style="text-align: center;"><b>Board Member Suggestions &amp; Comments</b></p> <p>“Mr. McCall embodies what a public servant should be. He is communicative. He is thoughtful. He acts in the best interest of the community in mind.”</p> <p>“Michael’s experience, maturity and solid temperament are welcome quantities in the Town Manager’s office. He sets the tone in the building and with the many town board and committee volunteers who are so active in helping to make the town run well”</p> <p>“Michael has worked tirelessly on Wayland’s behalf and always with a smile. His customer service approach is effective. Michael has exceeded expectations in what he has been able to accomplish.”</p> <p>“He has demonstrated considerable energy and openness, and has accomplished several priority tasks with at-times limited staff resources. With many such pressing, immediate needs having been largely addressed, I anticipate that Mr. McCall will have more opportunity to address longer-term projects and policies going forward.”</p>	<p style="text-align: center;">Rating</p> <p style="text-align: center;">4.7</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: \_\_\_\_\_



February 20, 2024

**VIA EMAIL** ([DHCDHousingAppealsCommittee@mass.gov](mailto:DHCDHousingAppealsCommittee@mass.gov))

Veronica G. Barros, Clerk ([Veronica.Barros@mass.gov](mailto:Veronica.Barros@mass.gov))  
Housing Appeals Committee  
Executive Office of Housing  
And Livable Communities  
100 Cambridge Street, Suite 300  
Boston, MA 02114

Re: MCRT Investments LLC v. Town of Wayland Zoning Board of Appeals  
Housing Appeals Committee Docket No. 2023-05

Dear Ms. Barros:

On behalf of petitioner MCRT Investments LLC, please accept for filing in this case the enclosed Notice of Withdrawal.

Thank you for your assistance in this matter. Please do not hesitate to contact me with any questions.

Sincerely,



Molly M. Quinn  
*Counsel for MCRT Investments LLC*

cc (via email only): Kevin P. O'Flaherty, Esq.  
Mariana Korsunsky, Esq.  
Amy E. Kwezell, Esq.

COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES  
HOUSING APPEALS COMMITTEE

_____	)	
MCRT INVESTMENTS LLC,	)	
	)	
Appellant,	)	
	)	
v.	)	
	)	HAC NO. 2023-05
WAYLAND ZONING BOARD OF APPEALS,	)	
	)	
Appellee,	)	
_____	)	

**MCRT INVESTMENTS LLC’S NOTICE OF WITHDRAWAL**

Pursuant to 760 CMR 56.06(4)(e), Appellant MCRT Investments LLC (“Mill Creek”) hereby notices the voluntary dismissal of this matter and withdrawal of the initial pleading filed against the Wayland Zoning Board of Appeals on August 28, 2023. Mill Creek has decided not to proceed with the project and is, therefore, withdrawing its appeal.

Respectfully submitted,

MCRT INVESTMENTS LLC

By its attorneys,

/s/ Mariana Korsunsky  
Kevin P. O’Flaherty (BBO # 561869)  
Mariana Korsunsky (BBO # 675626)  
Molly M. Quinn (BBO # 696720)  
Goulston & Storrs PC  
400 Atlantic Avenue  
Boston, Massachusetts 02110-3333  
(617) 482-1776  
[koflaherty@goulstonstorrs.com](mailto:koflaherty@goulstonstorrs.com)  
[mkorsunsky@goulstonstorrs.com](mailto:mkorsunsky@goulstonstorrs.com)  
[mquinn@goulstonstorrs.com](mailto:mquinn@goulstonstorrs.com)

Dated: February 20, 2024

**CERTIFICATE OF SERVICE**

I certify that on February 20, 2024, I caused a true and accurate copy of this document to be served by electronic mail on Amy E. Kwesell, counsel of record for the Board.

/s/ Mariana Korsunsky  
Mariana Korsunsky



# TOWN OF WAYLAND

## Massachusetts

### TOWN MANAGER

Michael McCall  
Town Building  
41 Cochituate Road  
Wayland, Massachusetts 01778  
www.wayland.ma.us



### SELECT BOARD

Anne Brensley  
Thomas J. Fay  
Adam G. Gutbezahl  
Carol B. Martin  
William D. Whitney

### **DRAFT** Meeting Minutes

#### Select Board Meeting

Monday, January 22, 2024 at 7:00 p.m.

Wayland Town Building, Council on Aging Room / Hybrid  
41 Cochituate Road, Wayland, MA 01778

**Present:** Anne Brensley, Thomas J. Fay, Carol B. Martin and William D. Whitney

**Present, participated remotely:** Adam G. Gutbezahl

**Personnel present:** Kelsi Power-Spirelet

**Personnel, participated remotely:** Town Manager Michael McCall

**A1. Call to Order, Review Agenda for Public:** At 7:00 p.m., pursuant to Chapter 2 of the Public Acts of 2023, Chair W. Whitney called the meeting of the Select Board to order when a quorum was present. W. Whitney announced that the meeting would be conducted in-person and via remote means and that the public could also participate remotely via teleconference. W. Whitney announced that the meeting may be live-broadcast and/or recorded for re-broadcast. W. Whitney reviewed the agenda and announced each member by full name. He noted that A. Gutbezahl would participate remotely.

**A2. Announcements and Public Comment:** There were no announcements from the Board and no public comment.

**A3. 2024 Annual Town Meeting (ATM): a) Discuss and assign all received articles for ATM (Town Clerk, Petitioners' and all Board and Committee submissions):** The Board reviewed the article list and discussed Article OO. Establish Athletic Fields Planning Committee.

**A5. Board Appointments: a) Appointment to the Cultural Council from non-voting to voting member:**

<b>Committee</b>	<b>Appointee</b>	<b>Term End Date</b>
Cultural Council	Annabelle Zhang	June 30, 2026

T. Fay moved, seconded by C. Martin, to appoint A. Zhang as a voting member to the Cultural Council for a term ending June 30, 2026. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezahl, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

**A9. Consent Calendar: a) Review and vote to approve listed items b) Discuss, consider, and potentially act on items removed from Consent, if any:**

- a) Vote the question of approving the sandwich board request by Steve Robb (Wayland Arts) for advertising upcoming events for Arts Wayland (Jan 28 - Jazz at First Parish; Feb 4 - Classical Music at First Parish; Feb 10 - Americana concert at Vokes) during the following upcoming dates: a. Jan 23 through Jan 28, b. Jan 29 through Feb 4, c. Feb 4 through Feb 10 at the Fire Station Two in Cochituate, Town Center (corner of Routes 20 & 27), Old Connecticut Path and Cochituate Road (Five Paths), and Route 20/Old Connecticut Path by Coach Grill.

T. Fay moved, seconded by A. Gutbezahl, to adopt the Consent Calendar. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezahl, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

**A4. Recess to Attend the Finance Committee's 2024 Annual Town Meeting (ATM) Workshop:** At 7:15 p.m., the Board entered into a ninety-minute recess to attend the Finance Committee workshop.

**A6. 2024 Annual Town Meeting (ATM): discussion of ATM topics, including but not limited to:** At 8:50 p.m., the Board resumed its meeting.

**a) Discuss article preparation and timing:** The Board discussed which warrant articles would be handled with abbreviated presentation procedures and which had already been inserted. There was a discussion about how the CPA Articles could be grouped. There was a discussion if Article BB. Revise Town Code 91-1 and Article CC. Revise Town Code 91-2 needed to be inserted by the Board if the articles were submitted by the Town Clerk. M. McCall advised that the Board did not need to act as the Town Clerk was authorized to insert articles to the warrant.

T. Fay moved, seconded by C. Martin, to insert the Article P. Community Preservation Act - Set Asides and Transfer. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezahl, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

**b) Review schedule:** The Board discussed the timeline to review articles with the Finance Committee liaisons and the associated deadlines.

**c) Discuss and potential vote to refer petitioned zoning articles to the Planning Board for review, pursuant to M.G.L Chapter 40A § 5:** The Board discussed three zoning articles that it would submit to the Planning Board for review.

T. Fay moved, seconded by C. Martin, to refer petitioned zoning articles to the Planning Board for review, pursuant to M.G.L Chapter 40A § 5: 1) Article T. Amend Zoning Bylaws and Town Zoning Map - Massachusetts Bay Transportation Authority (MBTA) Communities Multi-Family Housing 2) Article KK.. Amend Zoning Bylaw to Add Retail Self-Storage as Additional Commercial use in a New Business B Zone Subdistrict B-1, and 3) Article NN. Solar Compact Development for Wayland. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezahl, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

**7. Town Manager's Annual Evaluation: discussion of process for evaluation of the Town Manager, next steps:** T. Fay noted that the Human Resources Manager had written procedure for the evaluation of the Town Manager. T. Fay summarized the evaluation process from the prior year. The Board identified dates for the next discussion of the evaluation.

**A8. Town Manager's Report a) Mass Municipal Association (MMA) Annual Conference update b) Town Manager Office Hours update c) Recap since last meeting:** M. McCall reported that he held open office hours on January 16, 2024 for residents to talk about topics of interest or concerns and one person attended. M. McCall reported that he recently attended the Massachusetts Municipal Association (MMA) Annual Conference and it was a good experience.

**A10. Minutes: a) Review and approve the minutes of January 8 and January 16, 2024:**

T. Fay moved, seconded by C. Martin, to approve the minutes of January 8, 2024 and January 16, 2024 as amended. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezahl, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

**A11. Review Correspondence:** The Board reviewed the correspondence.

**A12. Select Board Members' reports and concerns:** T. Fay reported that it was nice to see progress at the Council on Aging/Community Center site and noted the Planning Board would hear one aspect of the project on January 23. T. Fay also updated the Board that he and M. McCall had met with neighbors of 212 Cochituate Road to discuss the possibility of expanding the parcel, and it was not likely an option. C. Martin requested that the Board discuss the plan for Cochituate Village. C. Martin acknowledged and thanked K. Power-Spirelet for her work. A. Gutbezahl noted there was a vacancy on the Youth Advisory Council. A. Brensley reported that WayCam hosted a successful event regarding communication. A. Brensley reported the Housing Partnership was still in need of a Treasurer. W. Whitney reported that B. Sterling had contacted him about aspects of the Council on Aging/Community Center and he would come to a future meeting to discuss it with the Board.

**A13. Topics not reasonably anticipated by the Chair 48 hours in advance, if any:** There were none.

**A14. Adjourn:** At 10:06 p.m., C. Martin moved, seconded by T. Fay to adjourn the meeting. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezahl, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

**Items included in the packet for the Select Board Meeting of January 22, 2024:**

1. Revised Agenda posted on 01/19/2024 at 8:00 a.m. revises the agenda posted 01/18/2024 at 3:58 p.m.
2. List: Warrant Article list for 2024 Annual Town Meeting, dated January 18, 2024
3. ATM Warrant Article Request Form: Recognize Citizens and Employees for Particular Service to Town
4. ATM Warrant Article Request Form: Pay Previous Fiscal Years Unpaid Bills
5. ATM Warrant Article Request Form: Current Year Transfers
6. ATM Warrant Article Request Form: OPEB Funding
7. ATM Warrant Article Request Form: Enterprise Fund Budgets
8. ATM Warrant Article Request Form: Fiscal Year 2025 Omnibus Budget
9. ATM Warrant Article Request Form: Fiscal Year 2025 Revolving Fund Expenditure Limits
10. ATM Warrant Article Request Form: Update Personnel Bylaws and Wage & Classification Plan
11. ATM Warrant Article Request Form: Fund Union Agreements
12. ATM Warrant Article Request Form: Surface Water Quality Committee Budget
13. ATM Warrant Article Request Form: Accept Gifts of Land
14. ATM Warrant Article Request Form: Capital Stabilization Fund Appropriation
15. ATM Warrant Article Request Form: Choose Town Officers
16. ATM Warrant Article Request Form: Hear Reports
17. ATM Warrant Article Request Form: Sell or Trade Vehicles and Equipment
18. ATM Warrant Article Request Form: Community Preservation Act - Set Asides and Transfer
19. ATM Warrant Article Request Form: Special Education Stabilization Fund
20. ATM Warrant Article Request Form: Rescind Unissued Debt
21. ATM Warrant Article Request Form: Revise Town Code Chapter 43 Personnel
22. ATM Warrant Article Request Form: Amend Zoning Bylaws & Town Zoning Map - Massachusetts Bay Transportation Authority (MBTA) Communities Multi-Family Housing
23. ATM Warrant Article Request Form: Fire Department Staffing Study
24. ATM Warrant Article Request Form: Classification and Compensation Study for All Town Wage Scales
25. ATM Warrant Article Request Form: Loker Elementary School Solar Agreement
26. ATM Warrant Article Request Form: Solar Agreements for Town Properties
27. ATM Warrant Article Request Form: To Adopt the Massachusetts Specialized Energy Code
28. ATM Warrant Article Request Form: Funding for Route 20 Curb Cut and Sidewalk Engineering
29. ATM Warrant Article Request Form: Reaffirm Remote Participation at the Town Meeting
30. ATM Warrant Article Request Form: Revise Town Code 91-1
31. ATM Warrant Article Request Form: Revise Town Code 91-2
32. ATM Warrant Article Request Form: Community Preservation Act (CPA) - Affordable Housing Consultant Services
33. ATM Warrant Article Request Form: Community Preservation Act (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
34. ATM Warrant Article Request Form: Community Preservation Act (CPA) – Historic Preservation Projects: Preservation Materials for Town's Historic Collection; Preservation of Town Permanent Records and HVAC System at Grout-Heard House
35. ATM Warrant Article Request Form: Community Preservation Act (CPA) – Historic Preservation Project: Restoration of Stone's Bridge
36. ATM Warrant Article Request Form: Community Preservation Act (CPA) – Recreation Project: Improvements at Cochituate Ball Fields
37. ATM Warrant Article Request Form: Community Preservation Act (CPA) – Recreation Project: Wayland Community Pool Rehabilitation
38. ATM Warrant Article Request Form: Authorize Affordable Housing Trust to Seek Affordable Housing

39. ATM Citizen Petition Form: Amend Zoning Bylaw to Add Retail Self-Storage as Additional Commercial use in a New Business B Zone Subdistrict B-1
40. ATM Citizen Petition Form: Authorize Affordable Housing Trust to Seek Affordable Housing
41. ATM Citizen Petition Form: Resolution in Support of Changing the State Flag & Seal of Massachusetts
42. ATM Citizen Petition Form: Solar Compact Development for Wayland
43. ATM Citizen Petition Form: Establish Athletic Fields Planning Committee
44. ATM Citizen Petition Form: Extension of Moratorium on Synthetic Fields/Artificial Turf
45. Town of Wayland Board/Committee Appointments Status as of December 20, 2023
46. Email: From Cultural Council Chair R. Sideman-Kurtz, re: reappointment of A. Zhang
47. 2024 Annual Town Election/Annual Town Meeting Schedule, updated January 3, 2024
48. Draft: Select Board Meeting Minutes: January 8, 2024
49. Draft: Select Board Meeting Minutes: January 16, 2024

**Items distributed for information and use by the Board during the meeting of January 22, 2024 otherwise not included in the packet (Handouts):**

1. None.

# TOWN OF WAYLAND

## Massachusetts

### TOWN MANAGER

Michael McCall  
Town Building  
41 Cochituate Road  
Wayland, Massachusetts 01778  
www.wayland.ma.us



### SELECT BOARD

Anne Brensley  
Thomas J. Fay  
Adam G. Gutbezah  
Carol B. Martin  
William D. Whitney

### **DRAFT Meeting Minutes**

#### **Select Board Meeting**

**Monday, February 5, 2024 at 7:00 p.m.**

**Wayland Town Building, Council on Aging Room / Hybrid  
41 Cochituate Road, Wayland, MA 01778**

**Present:** Thomas J. Fay, Carol B. Martin and William D. Whitney

**Present, participated remotely:** Anne Brensley, Adam G. Gutbezah

**Personnel present:** Town Manager Michael McCall

**A1. Call to Order, Review Agenda for Public:** At 7:02 p.m., pursuant to Chapter 2 of the Public Acts of 2023, Chair W. Whitney called the meeting of the Select Board to order when a quorum was present. W. Whitney announced that the meeting would be conducted in-person and via remote means and that the public could also participate remotely via teleconference. W. Whitney announced that the meeting may be live-broadcast and/or recorded for re-broadcast. W. Whitney reviewed the agenda and announced each member by full name. He noted that A. Brensley would participate remotely and A. Gutbezah was expected to be late and participate remotely.

**A2. Announcements and Public Comment:** There were no announcements and no public comment.

**A3. Licensing: Vote to approve renewal of 2024 licenses listed below:**

<b>Business Name</b>	<b>Address</b>	<b>License Type</b>
Einstein and Noah Corp. d/b/a Einstein Brothers Bagels #2996	44 Main Street	Common Victualler's/Entertainment

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

T. Fay moved, seconded by C. Martin, to approve the renewal of 2024 Common Victualler's/Entertainment license for Einstein and Noah Corp. d/b/a Einstein Brothers Bagels #2996 at 44 Main Street. Roll Call Vote: YEA: A. Brensley, T. Fay, C. Martin and W. Whitney. NAY: None. ABSENT: A. Gutbezah. ABSTAIN: None. Approved. 4-0-0.

T. Fay moved, seconded by C. Martin, to approve and designate Town Manager as the sole signatory to sign off on the renewal. Roll Call Vote: YEA: A. Brensley, T. Fay, C. Martin and W. Whitney. NAY: None. ABSENT: A. Gutbezah. ABSTAIN: None. Approved. 4-0-0.

**A4. Appointments to Committees: a) Interview, discuss and potential vote to appoint:**

<b>Committee</b>	<b>Appointee</b>	<b>Term End Date</b>
Economic Development Committee	Karen Kelly	June 30, 2026

K. Kelly joined the meeting in person and reviewed her relevant background information and intent to serve on the Economic Development Committee. The Board thanked K. Kelly for volunteering.

T. Fay moved, seconded by C. Martin, to appoint K. Kelly to the Economic Development Committee for a term ending June 30, 2026. Roll Call Vote: YEA: A. Brensley, T. Fay, C. Martin and W. Whitney. NAY: None. ABSENT: A. Gutbezah. ABSTAIN: None. Approved. 4-0-0.

**A11. Consent Calendar: a) Review and vote to approve listed items b) Discuss, consider, and potentially act on items removed from Consent, if any:**

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.

T. Fay moved the approval of the Consent Calendar. C. Martin indicated she had a question. T. Fay withdrew the motion. W. Whitney confirmed C. Martin's question. T. Fay moved, seconded by C. Martin, to adopt the Consent Calendar. Roll Call Vote: YEA: A. Brensley, T. Fay, C. Martin and W. Whitney. NAY: None. ABSENT: A. Gutbezahl. ABSTAIN: None. Approved. 4-0-0.

**A12. Minutes: a) Review and approve the minutes of January 22, 2024:** The Board tabled the minutes.

**A7. Planning Office for Urban Affairs, Inc. (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):** C. Martin suggested the Chair be authorized to amend the draft letter provided by Planning Office for Urban Affairs, Inc. (POUA). The Board discussed amendments to the letter to include provisions for people with physical or intellectual disabilities.

A. Gutbezahl arrived at the meeting at 7:13 p.m.

T. Fay moved, seconded by C. Martin, to authorize the Chair to revise, send and sign a letter to the Executive Office of Housing and Livable Communities (EOHLC) in support of the St. Ann's project at 124 Cochituate Road. Roll Call Vote: YEA: A. Brensley, T. Fay, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: A. Gutbezahl. Approved. 4-0-1.

**A9. Town Manager Evaluation: further discussion on process, next steps (con't from January 22):** W. Whitney reviewed the form and procedure for evaluating the Town Manager, where each Board member would complete the questionnaire and submit it to the Human Resource Manager in hard copy who would then draft a consensus evaluation to be distributed to the Board for review at a future meeting. The Board reviewed the timetable for the evaluation and discussed the process to ensure it comported with Open Meeting Law.

**A13. Review Correspondence:** The Board reviewed the correspondence.

**A5. Presentation and updates on Wayland Electricity Choice/ Community Aggregation by Peregrine Group and Energy and Climate Committee (ECC), invite attendance by Paul Gromer, Peregrine Group and Ellen Tohn, Chair of the Energy and Climate Committee:** Ellen Tohn, Chair of the Energy and Climate Committee joined the meeting via teleconference with Paul Gromer of the Peregrine Energy Group, in person. P. Gromer used a slide deck to describe the group-buying program and timeline needed to provide Wayland Electricity Choice/ Community Aggregation. P. Gromer reviewed the three options available to Wayland customers including the default option for renewable electricity. The Board discussed the presentation with P. Gromer and E. Tohn.

**A6. 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: b) Invite attendance by Brian Keveny, Finance Director:** Brian Keveny, Finance Director joined the meeting in person to review the articles before the Board.

1. **Draft Article D: Other Post-Employment Benefits (OPEB) Funding:** B. Keveny described the costs associated with the OPEB article and acknowledged that Wayland handles this liability more aggressively than other towns. B. Keveny reported it was prudent to fund OPEB with taxation as proposed.

T. Fay moved, seconded by A. Gutbezahl, to approve to fund OPEB with \$500,000 tax and \$31,030 by Transfers from Other Funds. T. Fay amended the motion to include that the Board also recommended approval of Article D: Other Post-Employment Benefits (OPEB) for a total of \$531,030. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezahl, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

**2. Draft Article G: FY25 Revolving Fund Expenditure Limits:** B. Keveny described the Revolving Fund Expenditure Limits proposed for the six revolving funds: 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. B. Keveny noted that these expenditures are balanced with user fees and revenues separate from the General Fund.

T. Fay moved, seconded by A. Gutbezahl, to support Article G: FY25 Revolving Fund Expenditure Limits. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezahl, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

**3. Draft Article L: Capital Stabilization Fund Appropriation:** B. Keveny described the plan to fund the Capital Stabilization Fund. C. Martin suggested additional ways to fund the Capital Stabilization Fund other than taxation. The Board took no action on the warrant article.

**4. Draft Article Q: Special Education Reserve Fund:** The Board took no action on the warrant article.

**5. Draft Article R: Rescind Unissued Debt:**

T. Fay moved, seconded by A. Gutbezahl, to recommend approval of R: Rescind Unissued Debt. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezahl, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

**A8. 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:** Tim Dreher, President of the Dudley Pond Association joined the meeting via teleconference and described the need for equipment to convey the vegetation being pulled by the weed harvester. He stated that the DPA would purchase the equipment and then gift it to the Town. T. Dreher and the Board discussed the proposal and how the equipment would be used.

T. Fay moved, seconded by C. Martin, to accept the gift/donation of a conveyor from the Dudley Pond Association to the Town with thanks. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezahl, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

**A10. Town Manager's Report a) Mass Municipal Association (MMA) Annual Conference update b) Facilities Update c) Recap since last meeting:** M. McCall reported on his experience at the recent Massachusetts Municipal Association (MMA) Annual Conference and described expected impacts to state aid and local receipts as well as the use of Artificial intelligence (AI) in government. M. McCall reported that the lights in the parking lot needed repair and noted recent signage updates in the Town Building. M. McCall announced there would be a household hazardous waste event to be held on March 23.

**A14. Select Board Members' reports and concerns:** T. Fay reported that he met with M. Antes regarding newspapers being re-developed in communities and supported the notion of an Information Officer in Town. C. Martin acknowledged a recent article in the Boston Globe regarding the opioid-settlement. A. Brensley reported that she attended a Wayland Community Action Network (WaylandCAN) event.

**A15. Topics not reasonably anticipated by the Chair 48 hours in advance, if any:** There were none.

**A16. Executive Session:** At 9:22 p.m. W. Whitney moved, seconded by C. Martin, that the Select Board enter into Executive Session 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) and 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) and Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (3), to discuss strategy with respect to International Association of Firefighters, AFLCIO Local 1978 (Grievance), Step 3.

Chair W. Whitney declared that a public discussion of these matters may have detrimental effect on the litigating, negotiating and/or bargaining position of the Town. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezahl, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

Chair W. Whitney invited attendance by Town Manager M. McCall, Attorney David Jenkins of K-P Law, P.C., Fire Chief Neil McPherson and Human Resources Manager Katherine Ryan. W. Whitney announced that the Board would reconvene in open session after thirty minutes.

**A17. Return to Open Session: Announcement of possible vote taken to approve collective bargaining agreement with New England Police Benevolent Association (NEPBA) Local 176:**

At 10:00 p.m., the Board returned to open session and W. Whitney announced the members present by full name and that A. Brensley and A. Gutbezahl would participate remotely. He noted that M. McCall was also present.

T. Fay moved, seconded by C. Martin to affirm and ratify the collective bargaining agreement with New England Police Benevolent Association (NEPBA) Local 176. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezahl, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

**A18. Adjourn:** At 10:03 p.m., C. Martin moved, seconded by T. Fay to adjourn the meeting. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezahl, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

**Items included in the packet for the Select Board Meeting of February 5, 2024:**

1. To: Select Board From: K. Power-Spirlet, Management Analyst Date: February 2, 2024 Re: 2024 Remaining Non-Liquor License Renewals
2. Town of Wayland Board/Committee Appointments Status as of December 20, 2023
3. Economic Development Committee Application Materials: Karen Kelly, dated January 11, 2024.
4. Slide Deck: Preparing for Program Launch: Wayland Electricity Choice, dated February 5, 2024
5. List: Warrant Article list for 2024 Annual Town Meeting, dated February 2, 2024
6. Draft ATM Warrant Article D: Current Year Transfers
7. Letter: To: M. McCall, Town Manager From: B. Keveny, Finance Director, Re: ATM 2024 OPEB-Fiscal 2025 Funding, dated February 1, 2024
8. Draft ATM Warrant Article G: Fiscal Year 2025 Revolving Fund Expenditure Limits
9. Letter: To: M. McCall, Town Manager From: B. Keveny, Finance Director, Re: ATM 2024 Revolving Fund Expenditure Limits-G, dated February 1, 2024
10. Draft ATM Warrant Article L: Capital Stabilization Fund Appropriation
11. Letter: To: M. McCall, Town Manager From: B. Keveny, Finance Director, Re: ATM 2024 Capital Stabilization Fiscal 2025 Funding, dated February 1, 2024
12. Draft ATM Warrant Article Q: Special Education Stabilization Fund
13. Letter: To: M. McCall, Town Manager From: B. Keveny, Finance Director Subject: ATM-2024-Special Education Reserve Fund, dated February 1, 2024
14. Draft ATM Warrant Article R: Rescind Unissued Debt
15. Letter: To: M. McCall, Town Manager From: B. Keveny, Finance Director Subject: ATM-2024-Rescind Debt, dated February 1, 2024
16. Draft Letter: To: 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 From: Board, undated
17. Donation Letter: To: W. Whitney From: Tim Dreher, President, Dudley Pond Association (DPA)
18. Draft: For discussion, 2024 Town Manager Evaluation Procedures
19. Town of Wayland Town Manager Performance Evaluation Form: March 2023 – February 2024 (blank)
20. Town Manager Performance Evaluation Form Acknowledgement of Receipt

**Items distributed for information and use by the Board during the meeting of February 5, 2024 otherwise not included in the packet (Handouts):**

1. None.



# TOWN OF WAYLAND

## Massachusetts

### TOWN MANAGER

Michael McCall  
Town Building  
41 Cochituate Road  
Wayland, Massachusetts 01778  
www.wayland.ma.us



### SELECT BOARD

Anne Brensley  
Thomas J. Fay  
Adam G. Gutbezahl  
Carol B. Martin  
William D. Whitney

### **DRAFT** Meeting Minutes

#### Select Board Meeting

Monday, February 12, 2024 at 7:00 p.m.

Wayland Town Building, Council on Aging Room / Hybrid  
41 Cochituate Road, Wayland, MA 01778

**Present:** Thomas J. Fay, Carol B. Martin

**Present, participated remotely:** Anne Brensley, William D. Whitney

**Absent:** Adam G. Gutbezahl

**Personnel present:** Town Manager Michael McCall

**A1. Call to Order, Review Agenda for Public:** At 7:02 p.m., pursuant to Chapter 2 of the Public Acts of 2023, Vice-Chair C. Martin called the meeting of the Select Board to order when a quorum was present. C. Martin announced each member by full name and noted that W. Whitney and A. Brensley would participate remotely. C. Martin announced that the meeting would be conducted in-person and via remote means and that the public could also participate remotely via teleconference. C. Martin announced that the meeting may be live-broadcasted and/or recorded for re-broadcast. C. Martin reviewed the agenda.

**A2. Announcements and Public Comment:** There were no announcements from the Board. M. McCall reported that the Town Building would close the next day due to the snow forecast. M. McCall introduced Jailyn Bratica, new Executive Assistant to the Town Manager.

Gretchen Dresens, Main Street, joined in person and asked the Board to intervene regarding an alleged conflict of interest for the Chair of the Economic Development Committee (EDC) who also served as the lead petitioner for the zoning warrant article related to 193 Commonwealth Road. G. Dresens asked that the Board remove information regarding the storage facility proposed for 193 Commonwealth from the Town website. G. Dresens asked that the Board investigate the actions of the chair of the EDC and stop any action by Town Council to prepare a legal opinion on the matter.

**A3. Town Clerk: Brief update from Town Clerk, Trudy Reid, on early voting, Presidential Primary:** T. Reid joined the meeting in person and provided a brief update to the Board regarding the Presidential Primary Election, the option for early voting and the distribution of mail-in ballots.

**A5. Appointments to Committees: Interview, discuss and potential vote to appoint:** M. Lowery, Lakeshore Drive, joined the meeting in person and described his qualifications and intent to serve on the Community Preservation Committee (CPC).

<b>Committee</b>	<b>Appointee</b>	<b>Term End Date</b>
Community Preservation Committee	Mike Lowery	June 30, 2025

T. Fay moved, seconded by W. Whitney, to appoint M. Lowery to the Community Preservation Committee for a term ending June 30, 2025. Roll Call Vote: YEA: A. Brensley, T. Fay, C. Martin and W. Whitney. NAY: None. ABSENT: A. Gutbezahl. ABSTAIN: None. Approved. 4-0-0.

**A12. Consent Calendar: a) Review and vote to approve listed items:**

1. Vote the question of approving the request of Broomstones, Inc., 138 Rice Road (One Curling Lane), for an extension of the hours during which alcoholic beverages may be sold until 1:00 a.m. on Saturday, January 27, 2024, for the Francis Dyke Memorial Tournament (Five and Under).
2. Vote the question of accepting a grant (FY24 Firefighter Safety Equipment Grant) from the MA Department of Fire Services, for the Fire Department in the amount of \$19,000.00.
3. Vote the question of approving Town Manager, Michael McCall, as signatory for approving the contract for the Wayland Town Beach Reconstruction Project from M.E. O'Brien & Sons Inc. (of Medway, MA), in the amount of \$299,839.04.
4. Vote the question of approving a One Day Liquor License (Beer and Wine) to Edward Hebert for an event (Family Feud) at Good Shepherd Parish, 99 Main Street, Wayland, MA 01778 on Saturday, March 16th, 2024 from 5:00 p.m. to 10:00 p.m.

T. Fay moved, seconded by A. Brensley, to adopt the Consent Calendar. In discussion, W. Whitney asked to remove Item #1. T. Fay withdrew the motion. T. Fay moved, seconded by W. Whitney to approve the Consent Calendar Items #2, #3 and #4. Roll Call Vote: YEA: A. Brensley, T. Fay, C. Martin and W. Whitney. NAY: None. ABSENT: A. Gutbezahl. ABSTAIN: None. Approved. 4-0-0.

**b) Discuss, consider, and potentially act on items removed from Consent, if any:** W. Whitney noted that the date on the agenda did not match the date of the application for Item #1.

T. Fay moved, seconded by W. Whitney, to adopt the Consent Calendar Item #1 with the date of February 24, 2024 rather than the listed date of January 27, 2024. Roll Call Vote: YEA: A. Brensley, T. Fay, C. Martin and W. Whitney. NAY: None. ABSENT: A. Gutbezahl. ABSTAIN: None. Approved. 4-0-0.

**A13. Minutes: a) Review and approve the minutes of January 22 and February 5, 2024:** The Board took no action on minutes.

**A14. Review Correspondence:** The Board reviewed the correspondence.

**A5. Executive Session:** At 7:28 p.m., C. Martin moved, seconded by T. Fay, that the Select Board enter into Executive Session pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3), to discuss strategy with respect to collective bargaining, relating to a Step 3 grievance with the International Association of Firefighters, AFL-CIO Local 1978 and b) Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation related to MCRT Investments, LLC vs. Wayland Zoning Board of Appeals, HAC 2023-5 and c) Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation: the Board will discuss strategy regarding the national opioid multi-district litigation settlement allocation of funds and d) Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (7) to review and approve the executive session minutes of February 5, 2024 with the intent to hold said minutes.

C. Martin declared that a public discussion of these matters may have a detrimental effect on the litigating, negotiating and/or bargaining position of the Town. Roll Call Vote: YEA: A. Brensley, T. Fay, C. Martin and W. Whitney. NAY: None. ABSENT: A. Gutbezahl. ABSTAIN: None. Approved. 4-0-0.

C. Martin invited attendance by Town Manager M. McCall, Attorney David Jenkins, K-P Law, P.C., Fire Chief Neil McPherson, Human Resources Manager Katherine Ryan, Benefits Manager Donna Lemoyne, Taylor Ziegler-Miller, Vice President International Association of Firefighters, AFL-CIO Local 1978, Nourhene Chtourou, Barrault and Associates, Tim Dempsey, firefighter, Jeff McCloud, firefighter.

W. Whitney and A. Brensley participated in the Executive Session remotely. C. Martin announced that the Board would reconvene in open session in about ninety minutes.

**A6. 2024 Annual Town Meeting (ATM): discussion of ATM topics, including but not limited to: a) Invite attendance by Susan Weinstein, Chair of Community Preservation Committee to discuss the following articles below: b) Review, insert and determine a position on articles, including but not limited to:**

**1. J: Surface Water Quality Committee Budget:**

T. Fay moved, seconded by A. Brensley, to recommend approval of Article J: Surface Water Quality Committee Budget. Roll Call Vote: YEA: A. Brensley, T. Fay, C. Martin and W. Whitney. NAY: None. ABSENT: A. Gutbezahl. ABSTAIN: None. Approved. 4-0-0.

**2. P: CPA: Set Asides and Transfer:** S. Weinstein noted it was needed to set aside 10% by law.

T. Fay moved, seconded by W. Whitney, to recommend approval of Article P: CPA: Set Asides and Transfer for the 2024 Annual Town Meeting. Roll Call Vote: YEA: A. Brensley, T. Fay, C. Martin and W. Whitney. NAY: None. ABSENT: A. Gutbezahl. ABSTAIN: None. Approved. 4-0-0.

**3. DD: CPA – Affordable Housing Consultant Services:** S. Weinstein noted that the Town Planner requested two years of consulting services for affordable housing.

T. Fay moved, seconded by W. Whitney, to recommend approval of Article DD: CPA – Affordable Housing Consultant Services for the 2024 Annual Town Meeting. Roll Call Vote: YEA: A. Brensley, T. Fay, C. Martin and W. Whitney. NAY: None. ABSENT: A. Gutbezahl. ABSTAIN: None. Approved. 4-0-0.

**4. EE: 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:** S. Weinstein described the intent of the articles and noted there was an outstanding question related to the House Demolition.

T. Fay moved, seconded by W. Whitney, to recommend approval of Article EE. 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 up to \$65,846. Roll Call Vote: YEA: A. Brensley, T. Fay, C. Martin and W. Whitney. NAY: None. ABSENT: A. Gutbezahl. ABSTAIN: None. Approved. 4-0-0.

**5. FF: CPA – Historic Preservation Projects: Preservation Materials for Town's Historic Collection; Preservation of Town Permanent Records and HVAC System at Grout-Heard House:**

T. Fay moved, seconded by W. Whitney, to recommend approval of Article FF. CPA – Historic Preservation Projects: Preservation Materials for Town's Historic Collection; Preservation of Town Permanent Records and HVAC System at Grout-Heard House. Roll Call Vote: YEA: A. Brensley, T. Fay, C. Martin and W. Whitney. NAY: None. ABSENT: A. Gutbezahl. ABSTAIN: None. Approved. 4-0-0.

**6. GG: CPA – Historic Preservation Project: Restoration of Stone's Bridge:**

T. Fay moved, seconded by A. Brensley, to recommend approval of Article GG: CPA – Historic Preservation Project: Restoration of Stone's Bridge. Roll Call Vote: YEA: A. Brensley, T. Fay, C. Martin and W. Whitney. NAY: None. ABSENT: A. Gutbezahl. ABSTAIN: None. Approved. 4-0-0.

**7. HH: CPA – Recreation Project: Improvements at Cochituate Ball Fields:** C. Martin noted the intent to combine Article HH and Article II into one warrant article. The Board did not act on the articles.

**8. II: CPA – Recreation Project: Wayland Community Pool Rehabilitation:**

**A8. Energy Choice/Community Aggregation: Discuss and vote to adopt guidance from Peregrine Energy Group and Energy and Climate Committee and to authorize the Town Manager to establish Renewable Energy Certificates:**

T. Fay moved, seconded by W. Whitney, to authorize the Town Manager to establish Renewable Energy Certificates and to adopt guidance from Peregrine Energy Group and Energy and Climate Committee. A. Brensley provided clarifying information about opting out of the program. Roll Call Vote: YEA: A. Brensley, T. Fay, C. Martin and W. Whitney. NAY: None. ABSENT: A. Gutbezahl. ABSTAIN: None. Approved. 4-0-0.

**A9. Talbot Mills Dam: Discussion and potential vote to authorize the Town Manager to compose a letter to support the removal of the Talbot Mills Dam in Billerica, MA:**

T. Fay moved, seconded by A. Brensley, to authorize the Town Manager to compose a letter to support the removal of the Talbot Mills Dam in Billerica, MA. Roll Call Vote: YEA: A. Brensley, T. Fay, C. Martin and W. Whitney. NAY: None. ABSENT: A. Gutbezahl. ABSTAIN: None. Approved. 4-0-0.

**A10. MBTA Communities Zoning: Discussion and possible vote to authorize the Town Manager to refer the draft MBTA Zoning by-law article back to the Planning Board for further revision:**

C. Martin reported that the Board referred the petitioned zoning articles to the Planning Board for review. The Board received a response from the Planning Board Chair that pursuant to M.G.L Chapter 40A § 5 the Board needed to delegate to the Town Manager that the proposed zoning by-law amendment be sent to the Planning Board for the MBTA Zoning by-law.

T. Fay moved, seconded by C. Martin, to delegate that the proposed zoning by-law be sent to the Planning Board for review, pursuant to M.G.L Chapter 40A § 5. Roll Call Vote: YEA: A. Brensley, T. Fay, C. Martin and W. Whitney. NAY: None. ABSENT: A. Gutbezahl. ABSTAIN: None. Approved. 4-0-0.

T. Fay moved, seconded by A. Brensley, delegate to the Town Manager the proposed zoning by-law be sent to the Planning Board for review, pursuant to M.G.L Chapter 40A § 5. Roll Call Vote: YEA: A. Brensley, T. Fay, C. Martin and W. Whitney. NAY: None. ABSENT: A. Gutbezahl. ABSTAIN: None. Approved. 4-0-0.

At 9:50 p.m., W. Whitney left the meeting.

**A7. Capital Budget Presentation: discussion of FY2025 Capital Budget, Five-Year Capital Plan and list of current capital appropriations a) Invite attendance by Brian Keveny, Finance Director and John Bugbee, Assistant Town Manager:** J. Bugbee and B. Keveny joined the meeting and presented a slide deck summarizing the FY2025 capital budget and the FY2025 - FY2029 five-year capital plan that was delivered to the Finance Committee in mid-November. B. Keveny described the process for developing the budgets and the specific challenges faced by the Town for FY2025 through FY2029 including capital needs in Town and School buildings as well as the potential Massachusetts Water Resources Authority (MWRA) Connection. B. Keveny noted that there was a need to reduce open capital to a manageable and acceptable level. B. Keveny described the various departmental capital requests, including grass fields and new climate initiatives totaling \$11 million dollars which were not included in the final plan. The Board discussed the plan with B. Keveny. J. Bugbee discussed open capital projects.

**A11. Town Manager's Report: a) Town Manager Review/Evaluation – next steps b) Facilities update c) Recap since last meeting:** M. McCall reported that the lights in the parking lot had been repaired. M. McCall reported that he was monitoring changes in state revenues that could impact local municipalities. M. McCall presented a slide deck to review his accomplishments over the last year which included resolving some high-profile public relations matters, slowing a high employee turnover rate, negotiating collective-bargaining agreements, and appointing a permanent Police Chief. He added that he had been supporting several ongoing projects like the Council on Aging/Community Center project, several affordable housing initiatives and two Town Meetings. He noted his oversight over several complicated financial and legal matters as well as continued professional development. C. Martin reminded the Board of the deadline to submit the evaluation forms.

**A15. Select Board Members' reports and concerns:** T. Fay acknowledged public comments from G. Dresens and invited the Town Manager to consult with Town Council regarding the claim of conflict of interest. T. Fay asked that the Board discuss a potential new business at a future meeting, as well as the legal issues associated with 212 Cochituate Road. C. Martin acknowledged that the Town would soon be fully staffed.

**A16. Topics not reasonably anticipated by the Chair 48 hours in advance, if any:** There were none.

**A17. Adjourn:** At 10:34 p.m., T. Fay moved, seconded by A. Brensley to adjourn the meeting. Roll Call Vote: YEA: A. Brensley, T. Fay, and C. Martin. NAY: None. ABSENT: A. Gutbezahl and W. Whitney. ABSTAIN: None. Approved. 3-0-0.

**Items included in the packet for the Select Board Meeting of February 12, 2024:**

1. Town of Wayland Board/Committee Appointments Status as of February 9, 2024
2. Community Preservation Committee Application Materials: Michael Lowery.
3. List: Warrant Article list for 2024 Annual Town Meeting, dated January 18, 2024
4. Draft ATM Warrant Article J: Surface Water Quality Committee Budget
5. Draft ATM Warrant Article P: Community Preservation Act (CPA) - Set Asides and Transfer
6. Draft ATM Warrant Article DD: Community Preservation Act (CPA) – Affordable Housing Consultant Services, redline version
7. Draft ATM Warrant Article EE: Community Preservation Act (CPA) – Open Space Projects: Improvements 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
8. Draft ATM Warrant Article FF: Community Preservation Act (CPA) – Historic Preservation Projects: Preservation Materials for Town’s Historic Collection; Preservation of Town Permanent Records; and HVAC system at Grout-Heard House
9. ATM Warrant Article Request Form: Article GG: Community Preservation Act (CPA) – Historic Preservation Project: Restoration of Stone’s Bridge
10. ATM Warrant Article Request Form: Community Preservation Act (CPA) – Recreation Projects: Improvements at Cochituate Ball Fields and Wayland Community Pool Rehabilitation
11. ATM Warrant Article Request Form: Community Preservation Act (CPA) – Recreation Projects: Improvements at Cochituate Ball Fields and Wayland Community Pool Rehabilitation
12. Slide Deck: Capital Project Plan Fiscal 2025 – Fiscal 2029 Town of Wayland February 12, 2024, presented by B. Keveny and J. Bugbee
13. Town of Wayland Five – Year Capital Improvement Plan FY2025 - FY2029 by Michael McCall, Town Manager Brian Keveny, Finance Director November 15, 2023
14. Slide Deck: Potential Select Board guidance
15. Letter: To: M. McCall Town Manager From: Paul Gromer MassPowerChoice RE: Background information regarding Wayland Electricity Choice Date: February 7, 2024
16. Slide Deck: An Introduction To Wayland Electricity Choice, Presentation delivered at a public information session for Wayland residents on October 17, 2022
17. Handout: Wayland Electricity Choice, developed and distributed by the Wayland Energy and Climate Committee as part of initial program outreach
18. Slide: Illustrative program prices
19. FAQ: Wayland Electricity Choice Frequently Asked Questions, WaylandElectricityChoice.com
20. Report: Green municipal aggregation published by Green Energy Consumers
21. Draft Resolution: Potential Select Board resolution regarding Wayland Electricity Choice

**Items distributed for information and use by the Board during the meeting of February 12, 2024 otherwise not included in the packet (Handouts):**

1. Slide Deck: Town Manager M. McCall presented a slide deck to review his accomplishments as part of his self-assessment.