



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

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

## SELECT BOARD

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

## SELECT BOARD

**Monday, April 1, 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.

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|---------|---|
| 7:00 pm | 1. Call to Order, Review Agenda for Public  |
| 7:05 pm | 2. Announcements and Public Comment   |
| 7:10 pm | 3. 2024 Annual Town Meeting (ATM): discussion of ATM topics, including but not limited to:<br>a) Review, insert and determine a position on articles, including but not limited to:<br>1) S: Revise Town Code Chapter 43: Personnel<br>2) R: Rescind Unissued Debt<br>3) KK: Amend Zoning Bylaw to Add Retail Self-Storage as Additional Commercial use in a New Business B Zone Sub district B-1<br>4) NN: Solar Compact Development for Wayland |
| 7:55 pm | 4. Discussion with School Committee and Susan Bottan, Director of Finance and Operations, re: vote to transfer \$150,000 of Fiscal Year 2024 Expenses from the School Department's operating fund to the Special Education Reserve Fund.  |
| 8:15 pm | 5. Discussion of Unpaid Water Bills – Invite attendance by Clifford Lewis, Chair, Board of Public Works   |
| 8:45pm  | 6. Town Manager's Report  |

**SELECT BOARD**  
**Monday, April 1, 2024**  
**7:00pm**  
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**41 Cochituate Road, Wayland, MA**

- a) Council on Aging/Community Center (COACC) Project update
- b) Sherman Bridge
- c) Recap since last meeting

- 8:55 pm      7. 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 pm      8. Minutes
  - a) Review and approve the minutes of March 11, March 18, and March 22, 2024, if available.
- 9:05 pm      9. Review Correspondence
- 9:10 pm      10. Select Board Members' reports and concerns
- 9:20 pm      11. Topics not reasonably anticipated by the Chair 48 hours in advance, if any
- 9:25 pm      12. Adjourn

**SELECT BOARD**  
Monday, April 1, 2024  
7:00pm  
Wayland Town Building, Council on Aging  
41 Cochituate Road, Wayland, MA

**CONSENT CALENDAR**

1. Vote the question of approving Select Board Chair, William Whitney, as signatory for a pole license from NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY and Verizon New England located at 145 Main Street.
2. Vote the question of accepting a donation in the amount of \$5,000 from Mr. Douglas Stotz towards the cost of demolishing the house at 27 Sherman Bridge Road.
3. Vote the question of approving a sandwich board request by Wayland Children and Parents Association (WCPA) and Wayland Girl Scouts for advertising the ‘Cradles to Crayons Donations on May 10<sup>th</sup> at Loker Elementary School, during the dates of May 4 through May 10 at Fire Station Two in Cochituate, Town Center (corner of Routes 20 and 27), Old Connecticut Path and Cochituate Road (Five Paths), and Route 20/Old Connecticut Path by Coach Grill.

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## **Article F. Fiscal Year 2025 Omnibus Budget**

*Proposed by: Finance Committee*

*Estimated Cost: \$111,972,922*

To Determine What Sum Of Money The Town Will Appropriate For The Operation And Expenses Of The Town Including Capital Expenses For Equipment, Improvements Or Other Purposes, And Determine Whether Such Appropriation Shall Be Provided By Taxation, By Transfer From Unappropriated Funds, By Transfer Of Funds Already Appropriated For Another Purpose, By Borrowing Or Otherwise.

1) “That each and every numbered item set forth in the Finance Committee’s Budget for Fiscal Year 2025 be voted, granted and appropriated as an expenditure for several purposes and uses set forth in said budget establishing a total budget of \$ 104,324,475 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 \$102,853,347 shall be raised by taxation, \$413,494 shall be provided by transfer from Ambulance receipts, \$1,057,634 shall be transfer from other funds.

2) “That each and every numbered item set forth in the Finance Committee’s capital budget of Fiscal Year 2025 listed on pages XX-XX in the total amount of \$7,648,447 be appropriated for equipment and vehicle 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 \$5,184,577 pursuant to the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, \$2,109,661 shall be provided by transfer from Unreserved Fund Balance, \$279,000 shall be provided from Ambulance Receipts, \$75,210 shall be provided from Surplus Capital Accounts.

**FINANCE COMMITTEE COMMENTS:** Passage of this article will approve the Town’s Fiscal Year 2025 omnibus budget. The Finance Committee refers the residents to the Report of the Finance Committee at the beginning of the Warrant, which provides details of the proposed operating budget and capital budget and 5-year capital plan.

The Select Board recommends Blank. Vote:

**ARGUMENTS IN FAVOR:** The budget reflects the cost of operating the Town in an efficient manner to maintain delivery of current levels of service to the residents of Wayland.

**ARGUMENTS OPPOSED:** Some residents believe that the growth in Town spending and the resulting tax increase are unsustainable. Some residents have stated that they feel the level of services should be reduced. Other residents believe that insufficient funds have been budgeted to provide all desired services.

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

**QUANTUM OF VOTE:** Majority to transfer funds under Massachusetts General Laws Chapter 40, Section 5 and Chapter 44, Section 33B, and a 2/3 vote is required to borrow per Massachusetts General Laws Chapter 44, Section 2.

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



<b>Proposed Capital Budget - Fiscal 2025</b>			
<b>DPW</b>			
1	Compactor Replacement	FC	\$ 75,000
2	Heavy Equipment Replacement - H8 Trackless 2005	FC	200,000
3	Light Trucks - P60 Utility	FC	130,000
4	Sidewalk Improvements	FC	250,000
5	Town Wide Road Reconstruction	B	722,277
		SC	33,973
<b>Facilities</b>			
6	DPW Fleet Maintenance Flooring	FC	43,764
		SC	41,236
7	DPW Wash Bay Rehabilitation	FC	175,000
8	Library RFID Tagging	FC	100,000
<b>Fire</b>			
9	Ambulance Stretcher & Stairchair	AMB	99,000
10	Equipment - Detection Meters	AMB	30,000
11	Fire Vehicle - Vehicle 3	AMB	75,000
12	SCBA Air Packs	AMB	75,000
<b>Information Technology</b>			
13	Video Monitoring and Management System	FC	210,000
<b>Joint Communications Center</b>			
14	Building Security and Video Equipment	FC	50,000
15	Equipment for a Secondary PSAP	FC	300,000
<b>Police</b>			
16	Department Issued Firearms	FC	43,317
17	Speed & Message Boards	FC	31,580
<b>Schools</b>			
18	DW Roof Replacement	B	150,000
19	Elementary Installation of HVAC Air Conditioning	B	317,500
20	WMS Rooftop Air Handling Units and Exhaust Fans - Design	B	164,800
21	DW Boilers and Boiler System	FC	169,000
22	DW Student Information System	FC	112,000
23	DW Fire Alarm Control Panel/Smoke Detection	FC	170,000
24	Mini Bus	FC	50,000
<b>Water Enterprise Fund</b>			
25	Second Water Tank Construction	WB	2,500,000
26	Vehicle W-2	WB	130,000
27	Water Main - Construction	WB	1,200,000
<b>TOTAL BUDGET</b>			<b>\$ 7,648,447</b>
<b>SUMMARY OF FUNDING SOURCES</b>			
BORROWING (within the levy)		B	\$ 1,354,577
FREE CASH (unspent funds from prior years)		FC	2,109,661
SURPLUS CAPITAL (unspent funds from completed capital projects)		SC	75,209
AMBULANCE FUND (ambulance fees)		AMB	279,000
WATER ENTERPRISE FUND BORROWING (water fees)		WB	3,830,000
<b>TOTAL FUNDING SOURCES</b>			<b>\$ 7,648,447</b>

<b>1. Budget: DPW - \$75,000</b>	
Title: Compactor Replacement	Project Advocate(s): DPW Director
Description & Justification: This is a utility upgrade to furnish and install a trash compactor with container. Compactors wear out as a result of the extensive use of their hydraulic systems. They also suffer from exposure to both the elements and the materials thrown into them. Replacing the compactor ensures that it will remain in service and less likely to be subject to expensive hydraulic system repairs.	
Relationship to General Plan: Equipment replacement	
History: Planned	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

<b>2. Budget: DPW - \$200,000</b>	
Title: Heavy Equipment Replacement - H8 Trackless 2005	Project Advocate(s): DPW Director
Description & Justification: Scheduled replacement will reduce maintenance costs and downtime.	
Relationship to General Plan: Equipment replacement	
History: Planned	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

<b>3. Budget: DPW - \$130,000</b>	
Title: Light Trucks - P60 Utility	Project Advocate(s): DPW Director
Description & Justification: Purchase of F-350 utility vehicle to facilitate transport of groups of staff to work sites. Reduces cost of multiple vehicles traveling to same site and blocking roadways.	
Relationship to General Plan: New vehicle	
History: Planned	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

<b>4. Budget: DPW - \$250,000</b>	
Title: Sidewalk Improvements	Project Advocate(s): DPW Director
Description & Justification: The request provides funds specifically targeting the renewal and expansion of the Town's sidewalk system in accordance with the Sidewalk Improvement Plan. Improvements will include the provision to add ADA required modifications to the sidewalk system. Sidewalks planned for rehabilitation are Pequot, Old Connecticut Path (West to Charena). Funding appropriation will support design, construction, legal & personnel services. The Town's roadways have historically been the primary recipient of transportation improvement funds. More recently it has become apparent that non-motorized transportation (pedestrian and bicycle) warrants investment. Previous levels of funding are not sufficient to provide for the renewal and expansion of the Town's pedestrian system.	
Relationship to General Plan: Infrastructure maintenance	
History: Planned and ongoing - FY2025 funding request increased by \$100,000 from previous plan	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

<b>5. Budget: DPW - \$756,250</b>	
Title: Town Wide Road Reconstruction	Project Advocate(s): DPW Director
Description & Justification: Funding to continue road improvement projects on the Town's 96 miles of roadway. At present construction rates, resurfacing costs approximately \$250,000 per mile. This funding will be combined with State Chapter 90 funding for FY24 road rehabilitation that is expected to include Concord, Lakeshore Terrace, French, Griffin, York, Campbell, Grove, Dairy Farm, Stonebridge. This is an annual program that ensures the Town's roads and municipal ways remain in safe and usable condition. Schedule is based on	

required water main projects, drainage issues, and pavement conditions. This level of funding represents a 15-17 year resurfacing schedule.	
Relationship to General Plan: Infrastructure maintenance	
History: Planned and ongoing	
Source of Funds: \$722,277 Borrowing + \$33,973 Surplus Capital	In the 5 Year Capital Plan?: Yes

<b>6. Budget: Facilities Department - \$85,000</b>	
Title: DPW Fleet Maintenance Flooring	Project Advocate(s): Public Buildings Director
Description & Justification: Strip existing floor and apply fit for purpose coating to fleet maintenance floor. After 8 years of operation the floor is delaminating and causing operational and safety concerns.	
Relationship to General Plan: Building and grounds maintenance	
History: Planned - FY2025 funding request increased by \$35,000 from previous plan	
Source of Funds: \$43,764 Free Cash + \$41,236	In the 5 Year Capital Plan?: Yes

<b>7. Budget: Facilities Department - \$175,000</b>	
Title: DPW Wash Bay Rehabilitation	Project Advocate(s): Public Buildings Director
Description & Justification: Replacement of inefficient wash bay equipment. A wash bay is a necessary facility for the DPW. The current wash bay equipment is no longer operating at the necessary level of functionality. Rehabilitation would increase efficiency of throughput and conserve water and natural gas usage.	
Relationship to General Plan: Equipment replacement	
History: Planned - FY2025 funding request increased by \$75,000 from previous plan	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

<b>8. Budget: Facilities Department - \$100,000</b>	
Title: Library RFID Tagging	Project Advocate(s): Public Buildings Director
Description & Justification: Install & implement RFID system for improved materials borrowing & tracking. RFID is the current standard for loaning & tracking circulating materials within MLN.	
Relationship to General Plan: New equipment	
History: Planned	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

<b>9. Budget: Fire Department - \$99,000</b>	
Title: Ambulance Stretcher & Stairchair	Project Advocate(s): Fire Chief
Description & Justification: Purchase equipment for ambulance to include stretcher, lift system and mobility chair. Equipment needs to be purchased for new ambulance.	
Relationship to General Plan: New safety equipment	
History: Planned - FY2025 funding request increased by \$49,000 from previous plan	
Source of Funds: Ambulance Fund	In the 5 Year Capital Plan?: Yes

<b>10. Budget: Fire Department - \$30,000</b>	
Title: Equipment - Detection Meters	Project Advocate(s): Fire Chief
Description & Justification: Replace outdated detection meters and related equipment	
Relationship to General Plan: Safety equipment replacement	
History: Planned	
Source of Funds: Ambulance Fund	In the 5 Year Capital Plan?: Yes

<b>11. Budget: Fire Department - \$75,000</b>	
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Title: Fire Vehicle - Vehicle 3	Project Advocate(s): Fire Chief
Description & Justification: Replace vehicle and associated equipment used by Assistant Fire Chief for administrative and emergency responses.	
Relationship to General Plan: Vehicle replacement	
History: Planned	
Source of Funds: Ambulance Fund	In the 5 Year Capital Plan?: Yes

<b>12. Budget: Fire Department - \$75,000</b>	
Title: SCBA Air Packs	Project Advocate(s): Fire Chief
Description & Justification: Purchase additional SCBA (air packs) for the use of fire personnel in hazardous environments. Current supply of SCBA units is inadequate for all fire department apparatus.	
Relationship to General Plan: New safety equipment	
History: Planned	
Source of Funds: Ambulance Fund	In the 5 Year Capital Plan?: Yes

<b>13. Budget: Information Technology Department - \$210,000</b>	
Title: Video Monitoring and Management System	Project Advocate(s): IT Director
Description & Justification: Security cameras are a standard part of modern security, asset protection and liability minimization strategies. This project will install security cameras in locations in town buildings where they do not currently exist, including the associated network cabling, equipment and a centralized recording and monitoring system. The installation of this system will be the first major step towards unifying all of the town's security cameras onto a single platform and accessible by all personnel who have the appropriate authorization.	
Relationship to General Plan: New security equipment	
History: Planned multi-year project - FY2025 funding request decreased by \$10,000 from previously planned FY2026 funding. An additional \$160,000 previously planned for FY2027 is now planned for FY2026, for a total expected project cost of \$370,000.	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

<b>14. Budget: Joint Communications Center - \$50,000</b>	
Title: Building Security and Video Equipment	Project Advocate(s): Police & Fire Chiefs
Description & Justification: Upgrade access control current system is over 15 years old and no longer reliable.	
Relationship to General Plan: Security equipment replacement	
History: Planned - FY2025 funding request decreased by \$50,000 from previous plan	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

<b>15. Budget: Joint Communications Center - \$300,000</b>	
Title: Equipment for a Secondary PSAP	Project Advocate(s): Police & Fire Chiefs
Description & Justification: Secondary PSAP for Station 2 and Police and Fire radio system Upgrades. Additional equipment is needed and a majority of Police and Fire radio systems equipment is greater than 25 years old.	
Relationship to General Plan: New equipment	
History: Planned	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

<b>16. Budget: Police Department - \$43,317</b>	
Title: Department Issued Firearms	Project Advocate(s): Police Chief
Description & Justification: Planned replacement of department issued firearms	
Relationship to General Plan: Equipment replacement	
History: Planned	

Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes
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<b>17. Budget: Police Department - \$31,580</b>	
Title: Speed & Message Boards	Project Advocate(s): Police Chief
Description & Justification: The current boards are over 10 years old and do not work properly. They no longer charge and many of the lights are out.	
Relationship to General Plan: Safety equipment replacement	
History: Planned	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

<b>18. Budget: School Department - \$150,000</b>	
Title: DW Roof Replacement	Project Advocate(s): School Committee, Public Buildings Director
Description & Justification: District wide repair/replacement of school roofs	
Relationship to General Plan: Building and grounds maintenance	
History: Planned multi-year project - FY2025 funding request decreased by \$42,000 from previous plan. An additional \$383,000 remains planned for FY2026, for an expected total project cost of \$533,000.	
Source of Funds: Borrowing	In the 5 Year Capital Plan?: Yes

<b>19. Budget: School Department - \$317,500</b>	
Title: Elementary Installation of HVAC Air Conditioning	Project Advocate(s): School Committee, Public Buildings Director
Description & Justification: Replace existing elementary classroom unit ventilators with new energy efficient units.	
Relationship to General Plan: Building and grounds maintenance	
History: Planned multi-year project - Additional funding of \$405,000 and \$540,000 remains planned for FY2026 and FY2027, respectively, for a total expected project cost of \$1,262,500.	
Source of Funds: Borrowing	In the 5 Year Capital Plan?: Yes

<b>20. Budget: School Department - \$164,800</b>	
Title: WMS Rooftop Air Handling Units and Exhaust Fans - Design	Project Advocate(s): School Committee, Public Buildings Director
Description & Justification: Immediate replacement requirements of mostly exhaust fans. Planning and design expected in FY2026 and replacement in FY2027 for remaining exhaust fans and roof top air handling units to be upgraded to energy efficient and fossil fuel free units.	
Relationship to General Plan: Building and grounds maintenance	
History: Planned multi-year project - Previously planned for \$50,000 design funding and \$500,000 construction funding in FY2025 and FY2026, respectively. These two original requests remain in the plan but in FY2026 and FY2027, respectively. With this additional request, the total expected project cost is \$714,000.	
Source of Funds: Borrowing	In the 5 Year Capital Plan?: Yes

<b>21. Budget: School Department - \$169,000</b>	
Title: DW Boilers and Boiler System	Project Advocate(s): School Committee, Public Buildings Director
Description & Justification: Replace existing district wide boilers and boiler systems with energy efficient and reliable systems. Current boilers are past their expected useful life. This multi year project is currently planned for funding in FY2025, FY2026 and FY2028.	
Relationship to General Plan: Building and grounds maintenance	
History: Planned multi-year project - FY2025 funding request increased by \$60,000 from previous plan. Additional funding of \$436,000 and \$130,000 remains planned for FY2026 and FY2028, respectively, for a total expected project cost of \$735,000.	

Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes
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<b>22. Budget: School Department - \$112,000</b>	
Title: DW Student Information System	Project Advocate(s): School Committee
Description & Justification: The current system is being sunset. The publisher will no longer support the product or provide updates to ensure compliance with state requirements or security updates. Additionally, the new system will consolidate two current systems into a cohesive application that could enhance Medicaid reimbursements due to the expansion of this federal program. This project includes transition costs including professional services to transfer data from the current system, training, and license fees. The new system will support the needs of the district for a minimum of ten years.	
Relationship to General Plan: Software replacement	
History: Planned	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

<b>23. Budget: School Department - \$170,000</b>	
Title: DW Fire Alarm Control Panel/Smoke Detection	Project Advocate(s): School Committee, Public Buildings Director
Description & Justification: The Capital Conditions Needs Assessment conducted in 2018 identified that the fire alarm control panels and smoke detection systems at WHS Field House, WMS, CH and LO will require replacement as they have reached their useful life. In addition the systems at HH will be in need of replacement due to end of useful life. Additionally, the Wayland Fire Department has strongly recommended that the systems be replaced. The updated alarm systems will be addressable systems that will identify individual detectors in lieu of the current systems that only identify a large section of the building. Continuation of the district wide project requires an additional \$170,000 to complete the device replacement at the Middle School.	
Relationship to General Plan: Safety equipment replacement	
History: Planned multi-year project - This FY2025 request is additional to the \$376,000 previously appropriated (\$87,400 in FY2022, \$100,000 in FY2023, \$188,600 in FY2024), for a total expected project cost of \$546,000.	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

<b>24. Budget: School Department - \$50,000</b>	
Title: Mini Bus	Project Advocate(s): School Committee
Description & Justification: Replacement of Town-owned mini-bus. The current mini-bus, which was donated several years ago, is past its useful life and can no longer pass annual state inspections. The 14-capacity mini-bus serves the athletics program, school field trips, Council on Aging, and other departments.	
Relationship to General Plan: Vehicle replacement	
History: Planned	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

<b>25. Budget: Department of Public Works, Water - \$2,500,000</b>	
Title: Second Water Tank Construction	Project Advocate(s): DPW Director
Description & Justification: This project involves the construction of a 2nd water tank with design funded previously in FY2024. A second water tank was demolished a number of years ago. It is known that to provide reliable water and fire protection at a required pressure, a second tank is necessary.	
Relationship to General Plan: Infrastructure construction	
History: Planned multi-year project – FY2025 request is for construction funds following \$250,000 of design funds appropriated in FY2024, for a total expected project cost of \$2,750,000.	
Source of Funds: Water Enterprise Fund Borrowing	In the 5 Year Capital Plan?: Yes

<b>26. Budget: Department of Public Works, Water - \$130,000</b>	
Title: Vehicle W-2	Project Advocate(s): DPW Director
Description & Justification: This is a scheduled replacement of bodies that will prolong the life of each vehicle by approximately five years. The new bodies will be reused in future vehicle replacements, reducing funding needed to complete new vehicles.	
Relationship to General Plan: Vehicle replacement	
History: Planned	
Source of Funds: Water Enterprise Fund Borrowing	In the 5 Year Capital Plan?: Yes

<b>27. Budget: Department of Public Works, Water - \$1,200,000</b>	
Title: Water Main - Construction	Project Advocate(s): DPW Director
Description & Justification: This project is for construction associated with our water main replacement program to replace pipes known to be in poor condition.	
Relationship to General Plan: Infrastructure maintenance	
History: Planned and ongoing	
Source of Funds: Water Enterprise Fund Borrowing	In the 5 Year Capital Plan?: Yes

	<b>FISCAL YEAR 2025 BUDGET</b>	<b>ACTUAL FY 2022</b>	<b>ACTUAL FY 2023</b>	<b>APPROVED FY 2024</b>	<b>REQUESTED FY 2025</b>
	<b>SELECT BOARD</b>				
	<b>PURCHASE OF SERVICES</b>	\$36,096	\$54,000	\$52,000	\$43,500
	<b>SUPPLIES</b>	\$0	\$0	\$2,000	\$1,000
<b>1</b>	<b>TOTAL EXPENSES</b>	\$36,096	\$54,000	\$54,000	\$44,500
	<b>TOTAL SELECT BOARD</b>	\$36,096	\$54,000	\$54,000	\$44,500
	<b>TOWN OFFICE</b>				
<b>2</b>	<b>PERSONNEL SERVICES</b>	\$708,169	\$635,017	\$697,302	\$832,157
	<b>PURCHASE OF SERVICES</b>	\$185,228	\$203,428	\$203,039	\$198,500
<b>3</b>	<b>SUPPLIES</b>	\$51,944	\$62,147	\$66,168	\$64,768
	<b>TOTAL EXPENSES</b>	\$237,172	\$265,575	\$269,207	\$263,268
	<b>TOTAL TOWN OFFICE</b>	\$945,341	\$900,592	\$966,509	\$1,095,425
	<b>PERSONNEL BOARD</b>				
<b>4</b>	<b>PERSONNEL SERVICES</b>	\$0	\$17,477	\$17,500	\$15,500
	<b>PURCHASE OF SERVICES</b>	\$17,472	\$25,826	\$21,000	\$19,000
<b>5</b>	<b>TOTAL EXPENSES</b>	\$17,472	\$25,826	\$21,000	\$19,000
	<b>TOTAL PERSONNEL BOARD</b>	\$17,472	\$43,303	\$38,500	\$34,500
	<b>FINANCE</b>				
<b>6</b>	<b>PERSONNEL SERVICES</b>	\$318,186	\$347,022	\$365,007	\$407,108
	<b>PURCHASE OF SERVICES</b>	\$63,505	\$66,352	\$65,864	\$73,365
<b>7</b>	<b>SUPPLIES</b>			\$500	\$500
	<b>TOTAL EXPENSES</b>	\$63,505	\$66,352	\$66,364	\$73,865
	<b>TOTAL FINANCE</b>	\$381,691	\$413,374	\$431,371	\$480,973
	<b>ASSESSOR</b>				
<b>8</b>	<b>PERSONNEL SERVICES</b>	\$202,878	\$207,714	\$259,837	\$309,291
	<b>PURCHASE OF SERVICES</b>	\$34,065	\$48,621	\$59,201	\$59,201
	<b>SUPPLIES</b>	\$0	\$2,167	\$2,500	\$2,500

9	<b>TOTAL EXPENSES</b>	\$34,065	\$50,788	\$61,701	\$61,701
	<b>TOTAL ASSESSOR</b>	\$236,943	\$258,502	\$321,538	\$370,992
	<b>TREASURER</b>				
10	<b>PERSONNEL SERVICES</b>	\$223,317	\$243,779	\$233,738	\$267,654
	<b>PURCHASE OF SERVICES</b>	\$125,226	\$88,399	\$66,650	\$54,150
	<b>SUPPLIES</b>	\$24,444	\$24,651	\$25,000	\$25,000
11	<b>TOTAL EXPENSES</b>	\$149,670	\$113,050	\$91,650	\$79,150
	<b>TOTAL TREASURER</b>	\$372,987	\$356,829	\$325,388	\$346,804
	<b>TOWN COUNSEL</b>				
	<b>PURCHASE OF SERVICES</b>	\$213,221	\$397,910	\$244,000	\$244,000
	<b>SUPPLIES</b>	\$0	\$0	\$0	\$0
12	<b>TOTAL EXPENSES</b>	\$213,221	\$397,910	\$244,000	\$244,000
	<b>TOTAL TOWN COUNSEL</b>	\$213,221	\$397,910	\$244,000	\$244,000
	<b>INFORMATION TECHNOLOGY</b>				
13	<b>PERSONNEL SERVICES</b>	\$389,697	\$322,703	\$395,081	\$444,550
	<b>PURCHASE OF SERVICES</b>	\$147,509	\$177,412	\$174,000	\$202,000
	<b>SUPPLIES</b>	\$458,309	\$544,646	\$550,350	\$557,343
14	<b>TOTAL EXPENSES</b>	\$605,818	\$722,058	\$724,350	\$759,343
	<b>TOTAL INFORMATION TECHNOLOGY</b>	\$995,515	\$1,044,761	\$1,119,431	\$1,203,893
	<b>TOWN CLERK</b>				
15	<b>PERSONNEL SERVICES</b>	\$139,396	\$154,121	\$222,483	\$240,820
	<b>PURCHASE OF SERVICES</b>	\$42,384	\$68,307	\$54,981	\$105,855
	<b>SUPPLIES</b>	\$1,428	\$550	\$1,304	\$1,300
16	<b>TOTAL EXPENSES</b>	\$43,812	\$68,857	\$56,285	\$107,155
	<b>TOTAL TOWN CLERK</b>	\$183,208	\$222,978	\$278,768	\$347,975
	<b>CONSERVATION</b>				
17	<b>PERSONNEL SERVICES</b>	\$207,282	\$235,392	\$252,375	\$285,292
	<b>PURCHASE OF SERVICES</b>	\$48,569	\$31,181	\$39,050	\$41,130

	SUPPLIES	\$6,433	\$18,574	\$17,550	\$18,300
18	TOTAL EXPENSES	\$55,002	\$49,755	\$56,600	\$59,430
	TOTAL CONSERVATION	\$262,284	\$285,147	\$308,975	\$344,722
	<b>PLANNING</b>				
19	PERSONNEL SERVICES	\$90,852	\$74,261	\$106,781	\$122,040
	PURCHASE OF SERVICES	\$2,082	\$2,954	\$6,300	\$6,300
	SUPPLIES	\$0	\$0	\$200	\$200
20	TOTAL EXPENSES	\$2,082	\$2,954	\$6,500	\$6,500
	TOTAL PLANNING	\$92,934	\$77,215	\$113,281	\$128,540
	<b>FACILITIES</b>				
21	PERSONNEL SERVICES	\$531,362	\$487,186	\$653,363	\$771,764
	PURCHASE OF SERVICES	\$501,587	\$526,982	\$301,713	\$365,183
	UTILITIES	\$530,359	\$527,684	\$217,146	\$215,000
	SUPPLIES	\$76,533	\$79,222	\$122,800	\$131,234
22	TOTAL EXPENSES	\$1,108,479	\$1,133,887	\$641,659	\$711,417
	TOTAL FACILITIES	\$1,639,841	\$1,621,073	\$1,295,022	\$1,483,181
	<b>MISC COMMITTEES</b> <i>Historic Commission, Historic District Commission, Public Ceremonies Committee</i>				
23	PURCHASE OF SERVICES	\$3,539	\$2,892	\$3,775	\$3,775
	TOTAL EXPENSES	\$3,539	\$2,892	\$3,775	\$3,775
	TOTAL MISC COMMITTEES	\$3,539	\$2,892	\$3,775	\$3,775
	<b>POLICE</b>				
24	PERSONNEL SERVICES	\$2,865,450	\$2,953,440	\$3,083,765	\$3,297,482
	PURCHASE OF SERVICES	\$116,065	\$123,872	\$178,480	\$151,550
	SUPPLIES	\$221,634	\$264,497	\$284,725	\$313,700
25	TOTAL EXPENSES	\$337,699	\$388,369	\$463,205	\$465,250
	TOTAL POLICE	\$3,203,149	\$3,341,809	\$3,546,970	\$3,762,732
	<b>JOINT COMMUNICATIONS</b>				

26	<b>PERSONNEL SERVICES</b>	\$636,636	\$651,123	\$682,045	\$754,805
	<b>PURCHASE OF SERVICES</b>	\$7,789	\$7,343	\$9,500	\$11,500
	<b>UTILITIES</b>	\$12,383	\$13,567	\$16,000	\$16,000
	<b>SUPPLIES</b>	\$12,306	\$13,056	\$14,000	\$14,000
27	<b>TOTAL EXPENSES</b>	\$32,478	\$33,966	\$39,500	\$41,500
	<b>TOTAL JOINT COMMUNICATIONS</b>	\$669,114	\$685,089	\$721,545	\$796,305
	<b>FIRE &amp; ALS</b>				
28	<b>PERSONNEL SERVICES</b>	\$2,813,267	\$3,490,205	\$3,371,858	\$3,502,453
	<b>PURCHASE OF SERVICES</b>	\$68,001	\$72,221	\$84,850	\$75,500
	<b>SUPPLIES</b>	\$208,957	\$227,560	\$229,239	\$246,944
29	<b>TOTAL EXPENSES</b>	\$276,958	\$299,781	\$314,089	\$322,444
	<b>TOTAL FIRE</b>	\$3,090,225	\$3,789,986	\$3,685,947	\$3,824,897
	<b>BUILDING &amp; ZONING</b>				
30	<b>PERSONNEL SERVICES</b>	\$366,402	\$409,062	\$434,951	\$546,447
	<b>PURCHASE OF SERVICES</b>	\$18,266	\$17,023	\$16,550	\$17,091
	<b>SUPPLIES</b>	\$5,596	\$995	\$1,500	\$1,500
31	<b>TOTAL EXPENSES</b>	\$23,862	\$18,018	\$18,050	\$18,591
	<b>TOTAL BUILDING &amp; ZONING</b>	\$390,264	\$427,080	\$453,001	\$565,038
	<b>SCHOOLS</b>				
32	<b>TOTAL SCHOOLS</b>	\$45,222,274	\$47,164,445	\$49,992,319	\$52,630,763
	<b>REGIONAL VOCATIONAL SCHOOLS</b>				
33	<b>TOTAL REGIONAL VOC SCHOOLS</b>	\$227,357	\$242,651	\$85,810	\$85,810
	<b>DPW</b>				
	<b>PERSONNEL SERVICES</b>	\$1,987,101	\$2,038,709	\$2,387,039	\$2,502,431
	<b>DPW ENGINEERING</b>				
34	<b>PERSONNEL SERVICES</b>	\$254,196	\$295,506	\$330,539	\$349,775
	<b>PURCHASE SERVICES</b>	\$12,145	\$9,943	\$11,580	\$21,310
	<b>SUPPLIES</b>	\$7,233	\$8,657	\$15,420	\$6,500



35	TOTAL EXPENSES	\$19,378	\$18,600	\$27,000	\$27,810
	TOTAL ENGINEERING	\$273,574	\$314,106	\$357,539	\$377,585
	<b>HIGHWAY</b>				
36	PERSONNEL SERVICES	\$994,855	\$979,814	\$1,157,445	\$1,213,529
	PURCHASE SERVICES	\$387,511	\$437,846	\$494,000	\$505,000
	SUPPLIES	\$126,910	\$140,209	\$167,500	\$174,000
37	TOTAL EXPENSES	\$514,421	\$578,055	\$661,500	\$679,000
	TOTAL HIGHWAY	\$1,509,276	\$1,557,869	\$1,818,945	\$1,892,529
	<b>PARK AND CEMETERY</b>				
38	PERSONNEL SERVICES	\$738,050	\$763,389	\$899,055	\$939,127
	PURCHASE SERVICES	\$221,076	\$192,831	\$283,400	\$287,500
	SUPPLIES	\$124,554	\$145,545	\$171,850	\$170,000
39	TOTAL EXPENSES	\$345,630	\$338,376	\$455,250	\$457,500
	TOTAL PARK AND CEMETERY	\$1,083,680	\$1,101,765	\$1,354,305	\$1,396,627
	<b>LANDFILL</b>				
40	PURCHASE SERVICES	\$46,543	\$42,064	\$65,000	\$70,000
	TOTAL DPW	\$2,913,073	\$3,015,804	\$3,595,789	\$3,736,741
	<b>SNOW</b>				
41	PERSONNEL SERVICES	\$126,751	\$104,561	\$175,000	\$175,000
	PURCHASE OF SERVICES	\$105,063	\$80,941	\$125,000	\$125,000
	SUPPLIES	\$240,199	\$269,204	\$225,000	\$225,000
42	TOTAL EXPENSES	\$345,262	\$350,145	\$350,000	\$350,000
	TOTAL SNOW	\$472,013	\$454,706	\$525,000	\$525,000
	<b>BOARD OF HEALTH</b>				
43	PERSONNEL SERVICES	\$923,136	\$978,570	\$1,072,320	\$1,163,935
	PURCHASE OF SERVICES	\$130,161	\$128,557	\$156,059	\$163,669
	SUPPLIES	\$13,313	\$11,182	\$16,700	\$16,000
44	TOTAL EXPENSES	\$143,474	\$139,739	\$172,759	\$179,669
	TOTAL BOARD OF HEALTH	\$1,066,610	\$1,118,309	\$1,245,079	\$1,343,604
	<b>VETERANS SERVICES</b>				
	PURCHASE OF SERVICES	\$28,956	\$30,183	\$46,000	\$46,000
	SUPPLIES	\$0	\$1,488	\$4,000	\$4,000
45	TOTAL EXPENSES	\$28,956	\$31,671	\$50,000	\$50,000

	<b>TOTAL VETERANS SERVICES</b>	\$28,956	\$31,671	\$50,000	\$50,000
	<b>COUNCIL ON AGING</b>				
46	PERSONNEL SERVICES	\$246,264	\$235,165	\$307,106	\$346,917
	PURCHASE OF SERVICES	\$33,690	\$44,845	\$27,000	\$31,440
	SUPPLIES	\$8,981	\$6,466	\$16,300	\$19,400
47	TOTAL EXPENSES	\$42,671	\$51,311	\$43,300	\$50,840
	<b>TOTAL COUNCIL ON AGING</b>	\$288,935	\$286,476	\$350,406	\$397,757
	<b>YOUTH SERVICES</b>				
48	PERSONNEL SERVICES	\$321,130	\$260,026	\$310,263	\$318,282
	PURCHASE OF SERVICES	\$496	\$3,331	\$4,900	\$3,400
	SUPPLIES	\$0	\$293	\$1,650	\$1,650
49	TOTAL EXPENSES	\$496	\$3,624	\$6,550	\$5,050
	<b>TOTAL YOUTH SERVICES</b>	\$321,626	\$263,650	\$316,813	\$323,332
	<b>LIBRARY</b>				
50	PERSONNEL SERVICES	\$904,368	\$933,991	\$934,919	\$1,020,553
	PURCHASE OF SERVICES	\$49,669	\$46,720	\$49,437	\$56,730
	SUPPLIES	\$236,799	\$237,446	\$252,083	\$249,447
51	TOTAL EXPENSES	\$286,468	\$284,166	\$301,520	\$306,177
	<b>TOTAL LIBRARY</b>	\$1,190,836	\$1,218,157	\$1,236,439	\$1,326,730
	<b>RECREATION</b>				
52	PERSONNEL SERVICES	\$200,837	\$179,494	\$204,646	\$231,018
	PURCHASE OF SERVICES	\$82,701	\$27,081	\$87,908	\$87,358
	SUPPLIES	\$0	\$0	\$0	\$0
53	TOTAL EXPENSES	\$82,701	\$27,081	\$87,908	\$87,358
	<b>TOTAL RECREATION</b>	\$283,538	\$206,575	\$292,554	\$318,376
	<b>DEBT AND INTEREST</b>				
54	<b>TOTAL DEBT AND INTEREST</b>	\$6,634,542	\$6,006,128	\$8,351,117	\$7,603,113
	<b>RETIREMENT</b>				

	<b>PURCHASE OF SERVICES</b>	<u>\$5,378,336</u>	<u>\$5,728,625</u>	<u>\$5,907,067</u>	<u>\$6,285,643</u>
55	<b>TOTAL RETIREMENT</b>	\$5,378,336	\$5,728,625	\$5,907,067	\$6,285,643
	<b>TOWN ENERGY</b>				
	<b>PURCHASE OF SERVICES</b>	<u>\$0</u>	<u>\$0</u>	<u>\$523,200</u>	<u>\$558,580</u>
56	<b>TOTAL TOWN ENERGY</b>	\$0	\$0	\$523,200	\$558,580
	<b>SCHOOL ENERGY</b>				
	<b>PURCHASE OF SERVICES</b>	<u>\$0</u>	<u>\$0</u>	<u>\$1,073,500</u>	<u>\$1,146,072</u>
57	<b>TOTAL SCHOOL ENERGY</b>	\$0	\$0	\$1,073,500	\$1,146,072
	<b>UNCLASSIFIED</b>				
	<b>HEALTH &amp; LIFE INSURANCE</b>				
	Employee Health Insurance (426)	\$6,218,198	\$6,350,970	\$6,790,756	\$7,667,721
	Retiree Health Insurance (456)	\$1,850,981	\$1,766,184	\$2,009,160	\$1,973,398
	Health Insurance Incentive Waiver (53)	\$308,894	\$273,389	\$267,300	\$241,600
	Employee & Retiree Life Insurance (603)	\$30,396	\$28,935	\$31,200	\$34,800
	Other Expenses	\$166,536	\$67,687	\$103,800	\$260,400
58	<b>TOTAL HEALTH/LIFE INSURANCE</b>	<u>\$8,575,005</u>	<u>\$8,487,165</u>	<u>\$9,202,216</u>	<u>\$10,177,919</u>
	<b>OTHER INSURANCE</b>				
59	<b>PROPERTY, CASUALTY &amp; LIABILITY INSURANCE</b>	\$923,140	\$970,231	\$1,086,605	\$1,100,176
60	<b>MEDICARE TAX - 1.45%</b>	\$818,285	\$844,435	\$833,175	\$862,336
61	<b>UNEMPLOYMENT COMPENSATION</b>	\$76,460	\$43,729	\$50,000	\$50,000
62	<b>POLICE/FIRE DISABILITY</b>	\$0	\$0	\$15,000	\$15,000
63	<b>OCCUPATIONAL HEALTH</b>	\$370	\$7,686	\$8,000	\$8,000
	<b>TOTAL OTHER INSURANCE</b>	<u>\$1,818,255</u>	<u>\$1,866,080</u>	<u>\$1,992,780</u>	<u>\$2,035,512</u>
64	<b>SICK LEAVE BUYBACK</b>	\$18,903	\$22,721	\$40,000	\$40,000
65	<b>RESERVE FOR SALARY SETTLEMENT</b>	\$0	\$0	\$662,897	\$286,271
66	<b>RESERVE FUND BUDGET</b>	\$0	\$0	\$250,000	\$250,000
67	<b>STORMWATER</b>	\$99,383	\$115,722	\$125,000	\$125,000
	<b>TOTAL UNCLASSIFIED</b>	<u>\$10,511,546</u>	<u>\$10,491,689</u>	<u>\$12,272,893</u>	<u>\$12,914,702</u>
	<b>TOTAL GENERAL FUND BUDGET</b>	<u>\$87,273,466</u>	<u>\$90,151,426</u>	<u>\$99,726,007</u>	<u>\$104,324,475</u>

## 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:

**APPOINTING AUTHORITY or EMPLOYING AGENCY** — The Town Manager, or other authority empowered by statute, special act or bylaw to make appointments.

**BOARD** — The Personnel Board as defined in § 43-3.

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

1. The same descriptive title may be used to designate each position allocated to the class;
2. The same qualifications shall be required of the applicants and incumbents;
3. The same tests of fitness may be used to choose qualified employees; and
4. The same scale of compensation can be made to apply with equity.

**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.

**HUMAN RESOURCES Manager** — The head of the Human Resources Department as appointed by the Town Manager.

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

**SUPERVISORY AUTHORITY** — The department head or other authority empowered by law to supervise, direct and control the activities of employee(s).

**TOWN** — The Town of Wayland.

#### § 43-2. Scope of Bylaw

All Town departments and positions shall be subject to the provisions of this Bylaw, except employees of the Wayland Public Schools. In the event that this Bylaw conflicts with the terms of a personal employment contract or collective bargaining agreement, the terms of said contract or collective bargaining agreement will take precedence over this Bylaw.

#### § 43-3. Personnel Board.

- A. There shall be a Personnel Board of 5 members appointed by the Select Board. The Select Board shall have the power to fill Personnel Board vacancies in accordance with MGL c. 41 § 11. The term of appointment shall be for 3 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. Each member shall be a resident of the Town. Appointments shall be arranged so that the terms of office of no more than two members shall expire each year.

B. The Personnel Board shall have the following powers and duties:

- (1) ~~The Personnel Board shall p~~Provide advice to the Town Manager, or designee, and make recommendations on establishing and maintaining an efficient and equitable system of personnel administration for Town employees covered by this Bylaw.
- (2) ~~The Personnel Board shall p~~Provide advice to the Town Manager, or designee, with respect to the Wage and Salary Classifications Plan (“the Plan”), including but not limited to amendments to the Plan and the development of new Plans.
- (3) ~~The Personnel Board shall p~~Provide advice to the Town Manager and Human Resources Manager with respect to classification of new positions and reclassification of existing positions covered by this Bylaw. ~~If it becomes necessary during any year to hire a regular employee to do work not covered by an existing classification, the Town Manager, with advice 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.~~
- (4) ~~The Personnel Board shall p~~Provide advice to the Select Board, Town Manager and Human Resources Manager with respect to all personnel policies and procedures. The Personnel Board shall review, revise and adopt all Town personnel policies in ~~in~~ conjunction with the Select Board, Town Manager, or designee. The Personnel Board shall annually review the Town’s personnel policies and recommend revisions to the Select Board, Town Manager or Human Resources Manager.
- (5) ~~The Personnel Board shall p~~Provide advice to the Town Manager and Human Resources Manager with respect to job descriptions, including revisions to existing job descriptions and the development of new job descriptions, consistent with Town Manager Act, Chapter 33 of the Acts of 2022.
- (6) Upon request by the Town Manager, a member of the Personnel Board shall serve on interview panels for the hiring of Department Heads and Directors of the Town consistent with Town Manager Act, Chapter 33 of the Acts of 2022.
- (7) ~~The Personnel Board shall r~~Report to the Select Board and/or Town Meeting, as it deems appropriate, as to the status of human resource administration and personnel-related matters in the Town. If an Article is inserted in the warrant for an Annual or Special Town Meeting with respect to human resources or personnel matters, a copy of such article shall be furnished to the Personnel Board by the Town Manager. The Personnel Board ~~may shall~~ report its recommendations to Town Meeting ~~with respect to such article, and its recommendations or the Select Board with respect to such articles. shall be included with the warrant articles.~~
- (8) ~~The Personnel Board m~~May make an annual report to the Town, including recommendations on any matters related to the administration of human resources or personnel-related matters.
- (9) ~~The Personnel Board may p~~Provide advice and consultation to the Town Manager and/or Select Board on compensation and contract issues for non-union management employees.
- (10) ~~The Personnel Board shall be available to m~~Meet as necessary with Town officials, Town employees upon request for consultation on matters within the Personnel Board’s jurisdiction.

C. The Personnel Board shall meet on a regular basis or as necessary to consider such business as may be presented by the Town Manager or Human Resources Manager, and to provide advice relating to matters within the scope of the Personnel Board's authority under this Bylaw and other personnel-

related matters. Three members of the Personnel 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 Personnel Board may delegate to the Chairman power to act at any time on routine matters, subject to appeal to the full Board.

D. ~~The Town Manager and/or Human Resources Manager~~ The Personnel Board shall ~~provide~~ receive such reasonable assistance and information ~~to the Personnel Board~~ as it may require for the discharge of its duties.

~~E. In the case of any dispute concerning the interpretation or administration of this chapter, the Town Manager or Human Resources Manager shall consult with the Personnel Board, who shall offer a recommendation or advisory opinion to the Town Manager or Human Resources Manager.~~

~~EE.~~ EE. If any provision of this Bylaw is determined to be invalid under state or federal law, such decision shall not be construed to affect the validity of any other provision of this Bylaw

## Chapter 43

### PERSONNEL

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- (3) Provide advice to the Town Manager and Human Resources Manager with respect to classification of new positions and reclassification of existing positions covered by this Bylaw.
- (4) Provide advice to the Select Board, Town Manager and Human Resources Manager with respect to all personnel policies and procedures. The Personnel Board shall review, revise and adopt all Town personnel policies in conjunction with the Select Board, Town Manager, or designee. The Personnel Board shall annually review the Town’s personnel policies and recommend revisions to the Select Board, Town Manager or Human Resources Manager.
- (5) Provide advice to the Town Manager and Human Resources Manager with respect to job descriptions, including revisions to existing job descriptions and the development of new job descriptions, consistent with Town Manager Act, Chapter 33 of the Acts of 2022.
- (6) Upon request by the Town Manager, a member of the Personnel Board shall serve on interview panels for the hiring of Department Heads and Directors of the Town consistent with Town Manager Act, Chapter 33 of the Acts of 2022.
- (7) Report to the Select Board and/or Town Meeting, as it deems appropriate, as to the status of human resource administration and personnel-related matters in the Town. If an Article is inserted in the warrant for an Annual or Special Town Meeting with respect to human resources or personnel matters, a copy of such article shall be furnished to the Personnel Board by the Town Manager. The Personnel Board may report its recommendations to Town Meeting or the Select Board with respect to such articles.
- (8) May make an annual report to the Town, including recommendations on any matters related to the administration of human resources or personnel-related matters.
- (9) Provide advice and consultation to the Town Manager and/or Select Board on compensation and contract issues for non-union management employees.
- (10) Meet as necessary with Town officials, Town employees upon request for consultation on matters within the Personnel Board’s jurisdiction.

C. The Personnel Board shall meet on a regular basis or as necessary to consider such business as may be presented by the Town Manager or Human Resources Manager, and to provide advice relating to matters within the scope of the Personnel Board's authority under this Bylaw and other personnel-related matters. Three members of the Personnel 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 Personnel Board may delegate to the Chair power to act at any time on routine matters, subject to appeal to the full Board.

D. The Personnel Board shall receive such reasonable assistance and information as it may require for the discharge of its duties.



- E. If any provision of this Bylaw is determined to be invalid under state or federal law, such decision shall not be construed to affect the validity of any other provision of this Bylaw

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## Article R. Rescind Unissued Debt

*Proposed by: Select Board*

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

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

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

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

Launcher Way Land: The Town did not win the bid to acquire this land but was the second-place bidder at \$2,300,000. The Town voted to rescind \$1,500,000 of the \$4,000,000 authorization at the 2023 Annual Town Meeting in case the winning bidder did not close on the land and the Natick Soldier Systems Center (NSSC) choose to award the land to the Town as the second-place bidder. The winning bidder subsequently closed on the land and thus this article recommends rescinding the remaining 2,500,000 of the original \$4,000,000 authorization.

The Select Board recommends approval. Vote: 5-0-0

**ARGUMENTS IN FAVOR:** The Town's ability to borrow for these items will be rescinded since it is no longer necessary to borrow these funds.

Approval of this article will increase the Town's borrowing capacity and is good municipal financial management.

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

**RECOMMENDATION:** The Finance Committee recommends approval. Vote: 6-0-0

**QUANTUM OF VOTE:** Majority.

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

**Article KK. Amend Zoning Bylaw to Add Retail Self-Storage as Additional Commercial Use in a New Business B Zone Subdistrict B-1**

*Proposed by: Petitioner's*

*Estimated Cost:*

To see if the Town will vote to amend the Town Code, Chapter 198, Zoning, to include a new use of “Retail Self-Storage” and to amend the Zoning Map to create a new Sub-District B-1 to consist of Assessor Map and Parcel as detailed below, with such use to be allowed by Special Permit by the Zoning Board of Appeals in the Business B-1 District, by inserting the text shown as **bolded and underlined** as follows:

- A. By amending Section 198-104.2 DEFINITIONS by inserting, in alphabetical order, a new definition for “**RETAIL SELF-STORAGE**” as “**A facility containing separate, individual, and private storage spaces of varying sizes leased or rented for varying period of time for personal, household, or small business storage, which shall not include Warehouse/Distribution as defined herein, storage of hazardous materials, or operation of a business from a storage unit.**”.
- B. By amending Section 198-803 Designation. by inserting after Section 301.1.4 a new Section 301.1.4.1 as follows “**301.1.4.1. Subdistrict B-1.**”
- C. By amending Section 198-506 Off-street parking by inserting a new 506.1.12 after 506.1.11 as follows: “**506.1.12. Retail Self Storage, one space for every 15,000 square feet of floor area plus such additional spaces for the Community Space (as defined in Section 1102.1.5.1.2.10) as the ZBA shall deem necessary to provide a maximum of safety and a minimum of congestion on the adjacent roadways, which Community Space parking may be provided pursuant to Section 506.1.11.**”.
- D. By amending Section 198-802, ATTACHMENT 3 – Table of Permitted Principal Uses by Districts by inserting under the Business Uses column a new use number 15.1 “**15.1 Retail Self-Storage**” to be allowed as follows:

Uses	Single Residence	Roadside Business	Business A	Business B	Light Manufacturing	Limited Commercial	Site Plan Approval
15.1. Retail Self-Storage	No	No	No	No  Subdistrict B-1 SP <sup>4</sup>	No	No	R

4. **ZBA is the Special Permit Granting Authority [footnote]**

- E. By amending Section 198-803 by inserting a new 803.1.16 as “**803.1.16 Retail Self-Storage.**”
- F. By amending Section 198-801 ATTACHMENT 1 – Table of Dimensional Requirements by inserting under the Business B Use column “Retail Self-Storage” subject to the following dimensional requirements:

Districts	Use	Minimum Lot Area (sq.ft.)	Maximum Lot Coverage	Minimum Frontage (Ft.)	Minimum Yard Setback				Maximum Height The Lesser of:	
					Front	Rear	Side	Ft.	Stories	
<b><u>Business B (Subdistrict B-1)</u></b>	<b><u>Retail Self-Storage</u></b>	<b><u>None</u></b>	<b><u>35%</u></b>	<b><u>None</u></b>	From Lot Line (ft.)	From ROW Center Line (ft.)	From ROW Center Line (ft.)	From Lot Line (ft.)	<b><u>35'</u></b>	
					<b><u>135'</u></b>		<b><u>25'</u></b>	<b><u>25'</u></b>		

- G. By amending the Zoning Map to create a new Subdistrict B-1 within the Business B Zoning District to consist of property located at 193 Commonwealth Road identified as Assessors Map 51D, Parcel No. 019, also as shown on the map attached hereto.
- H. By amending Article 11 Business Districts, Section 198-1101, and inserting “**1101.2. Subdistrict B-1 is hereby established in the Business B zoning district. Subdistrict B-1 is a subdistrict within the Business B District comprised of parcel of land on Commonwealth Road in Wayland, Massachusetts, identified as Assessors Map 51D, Parcel No. 019, also as shown on the Zoning map. In Subdistrict B-1, no building or structure, and no alteration, enlargement or extension of an existing building or structure, may be constructed and no building, structure, or lot or part thereof may be used for any purpose or manner other than use allowed in the Business B District or as Retail Self-Storage with Community Space as allowed under Subdistrict B-1. The provisions of Section 198-203 Special Permits shall apply to this section. Where there is an inconsistency between the dimensional requirements and permitted uses of the Business B District and the Business B-1 Subdistrict, as applicable to Retail Self-Storage, the provisions of the Business B-1 Subdistrict shall apply.**”
- I. By amending Section 1102 by inserting a new 1102.1.5 after 1102.1.4 as follows:
- “1102.1.5 Retail Self-Storage.**

**1102.1.5.1. Retail Self-Storage shall be permitted in those districts as described by the Table of Permitted Uses by District, Section 198-802. Retail Self-Storage uses shall comply with the following requirements, and a finding of such compliance shall be a prerequisite to the issuance of a special permit by the ZBA:**

**1102.1.5.1.1. That the proposed use will not increase the intensity of use on the site to a level that will adversely impact land uses in the area, pedestrian or motor vehicle traffic or the public welfare;**

**1102.1.5.1.2. That the proposed use is designed and operated in a manner that preserves the community’s distinctive village character, including the following:**

**1102.1.5.1.2.1 The use of a sloped roof facing active abutters on any third story of any building, so that any three-story building appears as a two-story structure with peaked roof on its prominent facades;**

**1102.1.5.1.2.2 Use of architecture that is articulated with doors, windows, eaves and rooflines, and materials including cladding and/or masonry, to complement the surrounding village scale and feel;**

**1102.1.5.1.2.3 Maximum individual façade length of 175' where the length must be articulated at not less than every 75'**

**1102.1.5.1.2.4 The use of muted or historic village colors, including avoiding the use of bright, glowing, or fluorescent colors;**

**1102.1.5.1.2.5. Signage to be low profile plinth signage, front lit and subject to Section 198.501.**

**1102.1.5.1.2.6 Outdoor light levels shall not exceed one footcandle along property lines, nor 10 footcandles for any location on the property. Any light poles, new or existing, may not exceed 18 feet in overall height. All outdoor light fixtures must be shielded and aimed down in order to prevent light trespass onto adjacent properties.**

**1102.1.5.1.2.7 Loading areas shall be located interior to the building. Loading docks (interior or exterior) and exterior storage loading doors are not allowed.**

**1102.1.5.1.2.8 No overnight operation of the facility.**

**1102.1.5.1.2.9 Preclude chain link or any perimeter security fencing, unless aesthetic fencing specifically requested by the ZBA.**

**1102.1.5.1.2.10 Provision of, to counteract the passive nature of the Retail Self-Storage use, a minimum 3% of total square footage as a Community Space, which shall be located and designed to help activate the ground floor primary building façade/corner. For the purposes of this article, "Community Space" is defined as space owned or controlled by the Town for public arts, recreation and/or community purposes, where such space may be operated by a local non-profit entity to whom the Town leases or grants use of the Community Space for such purposes.**

**1102.1.5.1.2.11 Achieve Net Zero energy efficiency for the property, including rooftop solar only (i.e. no parking lot nor ground-mount solar)**

**Zoning Map - Map 51 D, Parcel No. 019**

[see Appendix **E**]

**Zoning District Legal Description (if needed) – Map 51D, Parcel No. 019**

[see Appendix **E**]

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

For a moment, set aside every preconceived notion of industrial-looking self-storage you may have in your mind. Chain link fence, metal roll-up doors, fluorescent colors, garish lights. All gone. Instead, imagine a building that looks like a well-designed retail/office building, fitting into our village setting: traditional doors, windows, siding, details, low lighting, historic colors, neighborhood scale. All storage loading is indoors, hidden. The building appears as 2-story with a peaked roof, like Cochituate buildings. Low traffic, low noise, low impacts. A quiet neighborhood addition. Then add Arts Wayland to the mix with a 3,500 sf community space, finally a new home to grow and thrive, which brings the arts back to Cochituate at a central, walkable location, at no cost to the Town. Retail Self Storage zoning can accomplish all this-plus Wayland reaps more tax revenues here than Donelans/110 Grill and Starbucks plazas combined. Curious? See <https://homeforartswayland.com>.

**FINANCE COMMITTEE COMMENTS:**

The Select Board recommends Blank. Vote:

**ARGUMENTS IN FAVOR:**

**ARGUMENTS OPPOSED:**

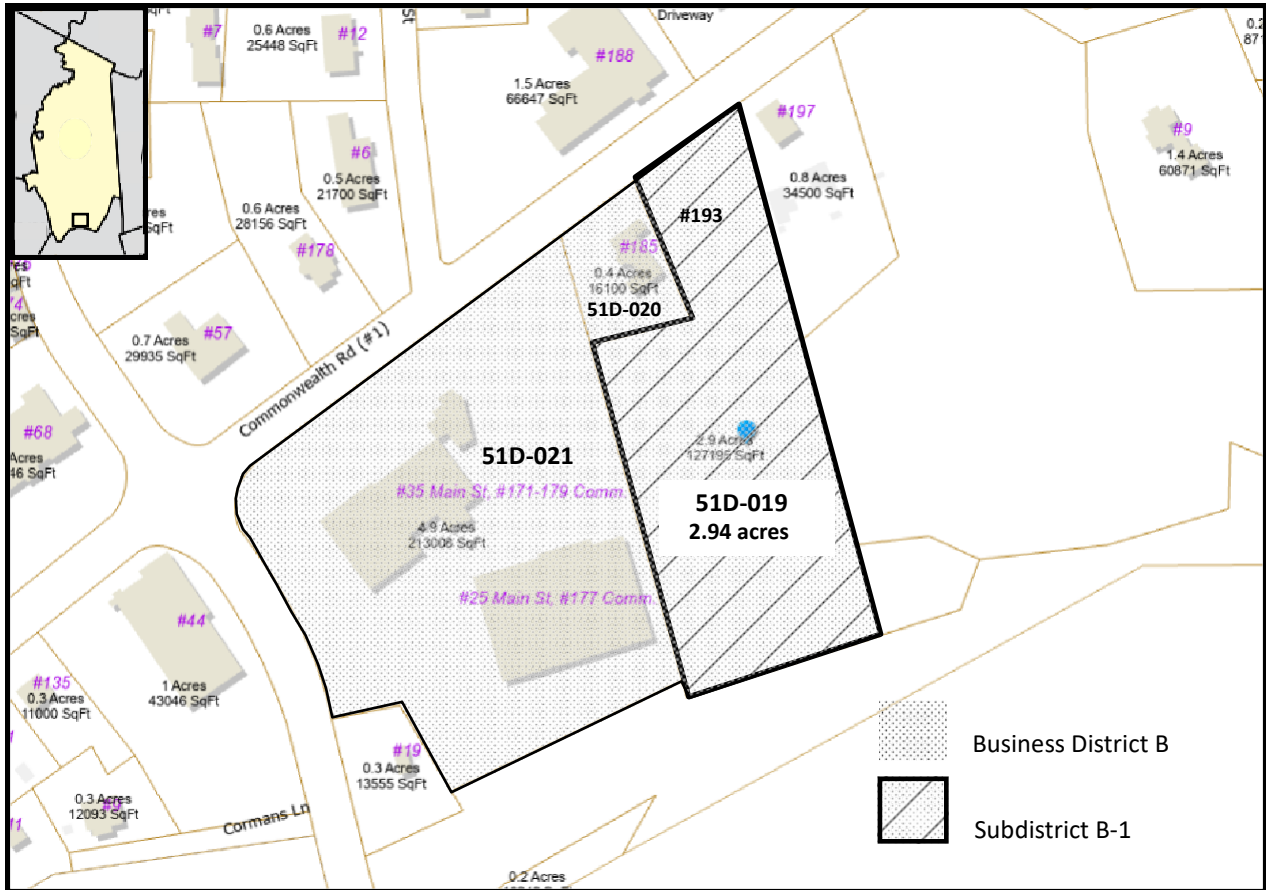
**RECOMMENDATION:** The Finance Committee recommends Blank. Vote:

**QUANTUM OF VOTE:** Majority.

*For more information contact Petitioner, Rebecca Stanizzi via email [rstanizzi@comcast.net](mailto:rstanizzi@comcast.net).*

# APPENDIX E. Article 27: Amend Zoning Bylaw to Add Retail Self-Storage as Additional Commercial Use in a New Business B Zone Subdistrict B-1

Zoning Map - Map 51D, Parcel No. 019



Zoning Map Reference  
Map 51D, Parcel No. 019  
193 Commonwealth Avenue, Wayland  
Legal Description

The land in Wayland, Middlesex County, Massachusetts, together with the buildings thereon, situated on the Southerly side of Commonwealth Road, containing 2.94 acres of land as shown on "Plan of Land in Wayland, Mass." dated November 20, 1969 by Everett N. Brooks Co., Civil Engrs., recorded with Middlesex South District Registry of Deeds herewith, bounded and described as follows:

- NORTHWESTERLY: By Commonwealth Road by two (2) lines together measuring one hundred forty-seven (147') feet;
- EASTERLY: By land now or formerly of Clifford H. and Elizabeth Shay and by land now or formerly of Regina M. Bowles, five hundred and seventeen (517') feet;
- NORTHEASTERLY: By said Bowles land, eighty (80') feet;
- NORTHEASTERLY: Again, by said Bowles land, sixty-six (66') feet;
- SOUTHEASTERLY: By land now or formerly of Commonwealth of Massachusetts Cochituate Aqueduct, forty-seven and 52/100 (47.52') feet;
- SOUTHERLY: By said Commonwealth of Massachusetts land, three hundred thirty-six and 94/100 (336.94') feet;
- WESTERLY: By said Commonwealth of Massachusetts land, by land now or formerly of Dominic & Azad Strazzulla, Trustees of Wayland Realty Trust, by two (2) lines together measuring, four hundred eight and 20/100 (408.20') feet;
- NORTHERLY: By land now or formerly of William P. & Elizabeth M. LeBlanc, one hundred twenty-one and 33/100 (121.33') feet; and
- SOUTHWESTERLY: By said LeBlanc Land, one hundred sixty-seven (167') feet. Containing 2.94 acres of land according to said Plan.



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## Article NN. Solar Compact Development for Wayland

*Proposed by: Petitioners' Article*

*Estimated Cost: N/A*

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

To see if the Town will vote to amend the Town Code, Chapter 198, Zoning, to amend Article 18 Conservation Cluster Development District to allow Solar Compact Conservation Clusters, embodying Wayland's Green Community commitment by encouraging conservation clusters which prioritize green land use, housing design and agriculture, by amending Section 198-1803 to add a new section 1803.1.8, and by amending Section 198-1805 to add a new section 1805.3, and by amending Section 198-1807 to add a new section 1807.2 as follows:

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

- 1803.1.8 For a Conservation Cluster Development which includes rooftop solar, high performance energy standards, efficiently sized units, clustered community-centric design, agriculture, and land and water conservation, hereafter a "Solar Compact Conservation Cluster", a total of two dwelling units per acre on the tract of land shall be allowed, with frontage, lot size, setback and driveway Conservation Cluster Development requirements waived. A site plan that shows all of the information required for a definitive sub-division plan as in the Planning Board Subdivision Regulations is not required. Approval shall be by the Planning Board by Site Plan Approval, as long as all Solar Compact requirements listed below are met.
- 1803.1.8.1 The area of tract of land is not less than 8 acres.
- 1803.1.8.2 Minimum setback shall be 50 feet to any lot line. Existing natural tree cover shall be maintained in this setback, except as needed for driveway access.
- 1803.1.8.3 All paving may be semi-permeable, including gravel. Site driveways shall not be considered as roadways, and existing driveways may be reused, all with the intent to minimize paved surfaces and reduce light pollution and land disturbance.
- 1803.1.8.4 Minimum dwelling unit size in 450 square feet and maximum dwelling unit size is 2,000 square feet. Units shall be semi-detached, connected to each other on at least one level but not all levels (i.e. specifically precluding multifamily buildings with multiple units on multiple floors), and more than four units may be connected in the manner, to minimize overall land use.
- 1803.1.8.5 The development shall achieve a HERS net zero rating (Home Energy Rating System equal to 0) as determined by a certified HERS rater.
- 1803.1.8.6 Rooftop solar panels shall be installed at a minimum of 450 square feet per dwelling or accessory dwelling unit. The maximum height of any sloped roofline to accommodate such panels may exceed the typical 35' residential height limit, only if the maximum height does not exceed 20' above the ground elevation of the nearest lot line, to ensure visual impacts to neighboring parcels, if any, are minimized.

- 1803.1.8.7 Any unit may have an accessory dwelling unit (“Solar Compact ADU”) no larger than 900 square feet. Primary Units may be any size. Any such Solar Compact ADU shall be included in the unit density count of two units per acre.
- 1803.1.8.8 At least 70% of the land area of the tract of land shall be set aside as Open Land to be owned by a trust or association to be owned by the unit owners within the tract.
- 1803.1.8.9 A minimum of five acres of the Open Land shall be utilized for agriculture. Greenhouses and ancillary farm structures are allowed.
- 1803.1.8.10 Roof storm water shall be collected and stored for irrigation and grey water uses, including the use of cistern structures within, and adjacent to buildings.
- 1805.3 For a Solar Compact Conservation Cluster, approval and decision shall be by Site Plan Approval in accordance with Chapter 198, Article 6
- 1807.2 Site plan approval granted under this article for Solar Compact Conservation Cluster shall lapse within 60 months if substantial construction has not begun by such date, except for a good cause shown and approved by the Planning Board.

#### **FINANCE COMMITTEE COMMENTS:**

The 2021 Annual Town Meeting (ATM) declared a climate emergency and called for Wayland to develop a Climate Action Mobilization Plan (CAMP). The 2022 CAMP calls for reductions in energy use in new construction and rehabilitations of municipal buildings.

Wayland’s existing solar arrays are part of the Town’s efforts to implement the town-wide mobilization of municipal departments, boards, commissions, residents, and businesses to reduce community-wide greenhouse gas emissions called for the 2021 ATM and the 2022 CAMP.

Based on the limited information we have received, the objective of this idea appears to be to lay the foundation – through zoning initiatives – to permit future residential developments that will leverage highly efficient building materials and solar energy. This objective seems to be consistent with both the aim of the 2022 CAMP and ongoing initiatives by the town in respect thereof.

At this time, it remains unclear as to whether this Article will require a new zoning bylaw or a zoning bylaw amendment. In either case, the Planning Board has not yet held a hearing on it, and, in turn, it has not yet voted on it.

Once we clearly understand what is being proposed, and after the Planning Board has done their diligence and provided their views and their vote, the Finance Committee will be in a place to evaluate this Article further.

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 Petitioner, Windsor Mallett, via email at [windsormallett@gmail.com](mailto:windsormallett@gmail.com).*

To: Michael McCall, Wayland Town Manager  
 From: Susan Botta, Wayland Public Schools Director of Finance and Operations  
 CC: David Fleishman, Wayland Public Schools Superintendent  
 The Wayland School Committee  
 Date: March 22, 2024  
 Re: Request for Vote by Select Board to Transfer \$150,000 of FY24 Expenses from School Department's Operating Fund to the Special Education Reserve Fund

On March 13, 2024 the Wayland School Committee voted (5-0) to approve an expense transfer of \$150,000 from the Special Education Transportation account to the Special Education Reserve Fund. Per M.G.L. c. 40 sec 13E, funds can only be expended or transferred out from the reserve fund after a majority vote of the School Committee and a majority vote of the Select Board, Please find attached a copy of the expense transfer form and back up documentation for the Select Board's vote to approve.

**Background**

At the Annual Town Meeting in 2023, the Town created the Special Education Reserve Fund and funded it with a payment of \$150,000. These funds are used to help fund unanticipated or unbudgeted costs of special education, out of district tuition, transportation costs, and recovery high school tuition. The section below provides a financial summary of Special Education Actual and Projected Costs and Sources of Funding for FY24 included in the School Department's FY24 Second Quarter Financial Report:

Anticipated Special Education expenses increased by approximately \$213,734 since the first quarter report was presented. Driven by changing student needs, new students with special education requirements, and the Individual Education Plan process, Special Education out of district costs can and do fluctuate, sometimes significantly, from when the budget was first developed nearly two years ago. For example, the FY24 budget was developed in October, 2022.

Illustrated in the table below, please find special education out of district anticipated expenditures and the several sources of funding identified to pay for the services for FY24 Quarter 2, including the Special Education Reserve Fund. The net projected shortfall of (\$136,291) between the total projected costs and all sources of funding must be absorbed within the operating budget. Please note the pending placement estimates noted in each quarterly summary below represent forecasted costs associated with potential placements actively in process:

**FY24 QUARTER 2:**

FY24 Legally Mandated Services		Sources of Funding							Net Balance to Cover
Fiscal Year/Description	Anticipated Expenditures	Original Operating Budget	Prepay Anticipated Funding	240 Grant Anticipated Funding	Circuit Breaker Anticipated Reimbursement	Circuit Breaker Revolving Account Carry Over Balance from FY23	SPED Reserve Fund Anticipated Funding	Total Anticipated Funding	
FY24	\$ 4,446,064	\$ 2,955,684	\$ -	\$ -	\$ 1,064,089	\$ 1,204,089	\$ 150,000	\$ 4,309,773	\$ (136,291)
% to total		68%	0%	0%	25%	3%	3%	99%	
OOD TUITION PLACEMENTS	\$ 3,350,426	\$ 2,265,684				\$ 1,061,595			\$ (23,147)
TRANSPORTATION FOR IN AND OUT OF DISTRICT	\$ 1,095,638	\$ 690,000				\$ 142,494	\$ 150,000		\$ (113,144)
Pending Out of District Placements: Not Included Above		\$ 415,340							

## JOURNAL ENTRY REQUEST (SCHOOL DEPT)

<b>DATE:</b>	03/13/24					<b>Period Code:</b>	9
<b>EXPLANATION:</b>	Expense Transfer from FY24 SPED Transportation to SPED Reserve Fund						
<b>PLEASE MAKE THE FOLLOWING EXPENSE TRANSFER:</b>							
<b>FUND</b>	<b>ORG</b>	<b>OBJECT</b>	<b>PROJ</b>	<b>ACCOUNT DESCRIPTION</b>	<b>PO # (If applicable)</b>	<b>DEBIT</b>	<b>CREDIT</b>
24	24124700	59710		FY24 SPED Transfers to G/F		\$150,000.00	
10	03167339	55416		SPED Contr Srv-Student Transportation			\$150,000.00
						\$150,000.00	\$150,000.00
<b>SUBMITTED BY:</b>						Susan Bottan, Director of Finance and Operations	
						03/13/24	
<b>APPROVED BY:</b>							
School Committee						DATE	
<i>Copy:</i>							



Susan Bottan <susan\_bottan@waylandps.org>

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## SPED Transportation Expense Tranfer

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Keveny, Brian <bkeveny@wayland.ma.us>

Mon, Mar 11, 2024 at 4:33 PM

To: Susan Bottan <Susan\_Bottan@waylandps.org>, Joyce Li-Valte <Joyce\_LiValte@waylandps.org>

Cc: "Masterson, Mellanie" <mmasterson@wayland.ma.us>

Account number is:

24124700-59710

Need SC and SB to approve transfer. JE needs to be sent to Mellanie.

Brian

**From:** Susan Bottan <susan\_bottan@waylandps.org>

**Sent:** Monday, March 11, 2024 4:26 PM

**To:** Joyce Li-Valte <Joyce\_LiValte@waylandps.org>; Keveny, Brian <bkeveny@wayland.ma.us>

**Subject:** SPED Transportation Expense Tranfer

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

[Quoted text hidden]

# TOWN OF WAYLAND



FY 24

FOR 2024 12

ACCOUNTS FOR: 10 GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
03167339 55416 TRANSPORT	690,000	26,900	716,900	641,784.11	75,115.74	.00	100.0%
TOTAL GENERAL FUND	690,000	26,900	716,900	641,784.11	75,115.74	.00	100.0%
TOTAL EXPENSES	690,000	26,900	716,900	641,784.11	75,115.74	.00	

REPORT OPTIONS

Sequence	Field #	Total	Page Break
1	1	Y	Y
2	0	N	N
3	0	N	N
4	0	N	N

Report title:  
FY 24

Includes accounts exceeding 0% of budget.  
 Print totals only: N  
 Print Full or Short description: S  
 Print full GL account: N  
 Format type: 1  
 Double space: N  
 Suppress zero bal accts: Y  
 Include requisition amount: Y  
 Print Revenues-Version headings: N  
 Print revenue as credit: Y  
 Print revenue budgets as zero: N  
 Include Fund Balance: N  
 Print Journal detail: N  
 From Yr/Per: 2024/ 1  
 To Yr/Per: 2024/12  
 Include budget entries: Y  
 Incl encumb/liq entries: Y  
 Sort by JE # or PO #: J  
 Detail format option: 1  
 Include additional JE comments: N  
 Multiyear view: D  
 Amounts/totals exceed 999 million dollars: N

Year/Period: 2024/12  
 Print MTD Version: N  
 Roll projects to object: N  
 Carry forward code: 2

Find Criteria  
 Field Name Field Value  
 Org 03167339  
 Object 55416  
 Project  
 Rollup code  
 Account type  
 Account status



## Memo to Select Board and Town Manager Regarding Collection of Water Bills

Town Manager and Select Board Members:

The Water Division of the Department of Public Works (DPW) issues water bills to roughly 5,000 account holders in Wayland every year. At the close of every Fiscal Year, there are generally around 150 account holders for whom balances are outstanding beyond the due dates. Various attempts are always made to collect these fees and if no resolution can be made, a lien is placed on the property to cover the outstanding balance. These liens are generally paid off, but only when a property is sold, which could be years or decades after the obligation was incurred in the account. Needless to say, the Town's Water Commissioners do not believe it is fair to ask all of the other water account holders to make up the difference between when an obligation is incurred by an account for what could be many, many years. The problem will become more acute when the Town joins the MWRA system and the Town is charged for each and every one of those gallons of water.

The problem is particularly acute with commercial accounts, where frequently the property is leased. There are presently about forty accounts in this category with unpaid and past-due bills. With leased property, the water user is not the property owner and a property lien will have little or no impact at all on the bill payment.

For such accounts, a property lien is ineffective to ensure payment of water bills, but the Town does have another avenue that can be effectively used. That avenue is covered in Wayland's Bylaws in Chapter 72-4 entitled "Denial, revocation or suspension of licenses and permits for failure to pay taxes or other municipal charges".

Under this bylaw, the Town Collector is to prepare a list every year of any and all parties that have neglected or refused to pay any municipal charge and for whom there is no good faith pending application for abatement. Under this bylaw, the Town's various departments are to deny the issuance of any permit(s) to parties that appear on the Town Collector's list until the obligation is met.

Denial of permits is an effective way to ensure that water bills are paid in a timely manner. Given the difficulty of collecting some of these bills, the Town's Water Commissioners do request the Town Manager and the Select Board instruct the Town's various departments to deny any permit to any party for whom a water bill is outstanding.

Wayland Water Commissioners

Passed by vote of 5 – 0 – 0 by the Wayland Board of Public Works, March 19, 2023







2601843	UB	2024	32219	04/21/2024	\$27.94	\$27.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2601844	UB	2024	29744	01/26/2024	\$0.14	\$27.94	\$0.00	\$27.80	\$0.00	\$0.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.14
2601844	UB	2024	32179	04/21/2024	\$34.40	\$34.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2601845	UB	2024	32180	04/21/2024	\$21.47	\$21.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2601846	UB	2024	29755	01/26/2024	\$53.81	\$53.81	\$0.00	\$0.00	\$0.00	\$53.81	\$0.00	\$0.00	\$0.00	\$0.00	\$53.81
2601846	UB	2024	32190	04/21/2024	\$53.81	\$53.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2601847	UB	2024	32181	04/21/2024	\$27.94	\$27.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2601848	UB	2024	32182	04/21/2024	\$27.94	\$27.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2601865	UB	2023	24117	08/04/2023	\$243.20	\$243.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$243.20	\$0.00	\$243.20
2601865	UB	2024	26410	10/28/2023	\$213.98	\$213.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$213.98	\$0.00	\$213.98
2601865	UB	2024	29768	01/26/2024	\$608.62	\$608.62	\$0.00	\$0.00	\$0.00	\$608.62	\$0.00	\$0.00	\$0.00	\$0.00	\$608.62
2601865	UB	2024	32203	04/21/2024	\$235.00	\$235.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2600580	UB	2024	24125	08/05/2023	\$3,450.86	\$11,920.32	(\$1,360.02)	\$7,109.44	\$0.00	\$0.00	\$0.00	\$0.00	\$3,450.86	\$0.00	\$3,450.86
2600580	UB	2024	26639	11/04/2023	\$1,638.21	\$1,638.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,638.21	\$47.26	\$1,685.47
2600580	UB	2024	29397	01/11/2024	\$2,041.27	\$2,041.27	\$0.00	\$0.00	\$0.00	\$0.00	\$2,041.27	\$0.00	\$0.00	\$0.00	\$2,041.27
2600580	UB	2024	30804	03/23/2024	\$4,759.68	\$4,759.68	\$0.00	\$0.00	\$4,759.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,759.68
									\$4,759.68	\$1,349.56	\$4,165.07	\$0.00	\$10,359.76	\$47.26	\$20,681.33

# 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, March 11, 2024 at 7:15 p.m.

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

**Present:** Anne Brensley, Adam G. Gutbezah and Carol B. Martin.

**Absent:** Thomas J. Fay and William D. Whitney.

**Personnel present:** Town Manager Michael McCall

**A1. Call to Order, Review Agenda for Public:** At 7:15 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 that the meeting may be live-broadcast and/or recorded for re-broadcast. C. Martin announced that the meeting would be conducted in-person and via remote teleconference and that the public could also participate remotely. C. Martin announced each member by full name and reviewed the agenda.

**A2. Announcements and Public Comment:** C. Martin announced that there would be a Council on Aging/Community Center (COA/CC) ceremonial ground-breaking event on Wednesday, March 13, 2024 at 11:00 a.m. at Andrew Avenue. A. Brensley reminded the Board that it would soon co-sponsor a Town-SPIRIT program (Site Problem Identification and Resolution of Issues Together) event in collaboration with the Human Rights, Diversity, Equity and Inclusion Committee (HRDEIC). A. Brensley added that the S.P.I.R.I.T. event would be held on April 28, 2024 from 1:00 p.m. to 7:00 p.m. at the Wayland High School Field House.

Michael Lowery, Lakeshore Road, joined the meeting to inform that Board that the boat launch project that was approved at a previous Annual Town Meeting had experienced delays and had still not yet been completed as it waited for permits. M. Lowery expressed the importance of the boat launch for public safety reasons.

**A4. 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:**

- **S. Revise Town Code Chapter 43: Personnel – Invite attendance by MaryAnne Peabody, Chair of Personnel Board:** C. Martin described that the Personnel Board, Town Manager and Town Counsel had all proposed a variety of updates to the Town Code in consideration of the Select Board - Town Manager Act. MaryAnne Peabody, Bayfield Road, Chair of the Personnel Board joined the meeting in person and reviewed the redline changes she had proposed which amended the draft previously reviewed by Town Counsel. K. Ryan, Human Resources Manager also joined the meeting. There was discussion about whether the role of the Personnel Board was advisory or policy-making. There was a discussion about the definitions of “guidance,” “advice” and “recommendations.” A. Brensley suggested the Town Code include definitions of the terms. M. McCall reported that Town Council had recommended the use of the word “advise” and made other revisions which eliminated any conflict between the Town Code and the Select Board-Town Manager Act, for which the Personnel Board then further amended. A. Gutbezah had concerns about some of the language in the proposed draft. K. Ryan added that the language highlighted in yellow was proposed by Town Counsel and then stricken by the Personnel Board.

M. Peabody asked for the Board’s advice on the existing checks and balances and if the Personnel Board should continue to provide policy-direction as is written in the Town Code, even when it conflicts with Select Board-Town Manager Act. The Board requested the Personnel Board determine if there were any

other communities in the Commonwealth that had veto power over the Town Manager. The Board requested a clean redline version of the document to support further discussion at the next meeting.

- **D: Other Post-Employment Benefits (OPEB) Funding:** The Board requested updated budget values from the Finance Director before taking any action.
- **E: Enterprise Fund Budgets:** A. Gutbezahl reported that the Transfer Station budget had increased from \$6.1 million to \$6.2 million.

A. Gutbezahl moved, seconded by A. Brensley, to recommend approval of Article E: Enterprise Fund Budgets. Vote: YEA: A. Brensley, A. Gutbezahl and C. Martin. NAY: None. ABSENT: T. Fay, W. Whitney. ABSTAIN: None. Approved. 3-0-0.

- **L: Capital Stabilization Fund:** C. Martin noted that B. Keveny previously recommended to fund this with \$250,000 from free cash and not by taxation.

A. Gutbezahl moved, seconded by A. Brensley, to recommend approval of Article L: Appropriate to Capital Stabilization Fund. Vote: YEA: A. Brensley, A. Gutbezahl and C. Martin. NAY: None. ABSENT: T. Fay, W. Whitney. ABSTAIN: None. Approved. 3-0-0.

- **N: Hear Reports:** A. Brensley would confirm the number of boards and committees intending to give reports, up to including from the Board of Assessors, Community Preservation Committee, Planning Board, Public Ceremonies Committee, and the Human Rights, Diversity, Equity and Inclusion Committee (HRDEIC). The Board agreed that the Select Board would not provide a report.

A. Gutbezahl moved, seconded by A. Brensley, to recommend approval of Article N: Hear Reports with leave to modify the article language solely to delete the listed boards and committees that do not issue reports. Vote: YEA: A. Brensley, A. Gutbezahl and C. Martin. NAY: None. ABSENT: T. Fay, W. Whitney. ABSTAIN: None. Approved. 3-0-0.

**Public Comment (cont'd):** Richard Turner, Nob Hill Road, joined the meeting via teleconference and as Chair explained that the Public Ceremonies Committee planned to give awards at Annual Town Meeting rather than give a report.

- **W: Loker Elementary School Solar Agreement:** The Board acknowledged that this article was recommended by the Energy & Climate Committee.

A. Gutbezahl moved, seconded by A. Brensley, to recommend approval of Article W: Loker Elementary School Solar Agreement and presented with abbreviated procedures. Vote: YEA: A. Brensley, A. Gutbezahl and C. Martin. NAY: None. ABSENT: T. Fay, W. Whitney. ABSTAIN: None. Approved. 3-0-0.

- **Q: Special Education Reserve Fund:** M. McCall confirmed that Finance Director B. Keveny recommended to fund the Special Education Reserve Fund by free cash and not taxation at the prior meeting.

A. Gutbezahl moved, seconded by A. Brensley, to recommend approval of Article Q: Special Education Reserve Fund, subject to the article language explicitly stating that the funding source was free cash. Vote: YEA: A. Brensley, A. Gutbezahl and C. Martin. NAY: None. ABSENT: T. Fay, W. Whitney. ABSTAIN: None. Approved. 3-0-0.

- **V. Classification and Compensation Study for All Town Wage Scales:** M. McCall confirmed that Finance Director B. Keveny recommended to fund the study by free cash and not taxation at the prior meeting.

A. Gutbezahl moved, seconded by A. Brensley, to recommend approval of Article V. Classification and Compensation Study for All Town Wage Scales, subject to the article language be clarified to state that the funding source is free cash. Vote: YEA: A. Brensley, A. Gutbezahl, C. Martin. NAY: None. ABSENT: T. Fay, W. Whitney. ABSTAIN: None. Approved. 3-0-0.

- **X: Solar Agreements for Town Properties, renamed for Council on Aging Facility:**

A. Gutbezahl moved, seconded by A. Brensley, to recommend approval of Article X: Solar Agreements for Council on Aging Facility. Vote: YEA: A. Brensley, A. Gutbezahl and C. Martin. NAY: None. ABSENT: T. Fay, W. Whitney. ABSTAIN: None. Approved. 3-0-0.

- **BB: Revise Town Code 91-1:**

A. Brensley moved, seconded by Gutbezahl, to recommend that the Select Board approve Article BB: Revise Town Code 91-1 Vote: YEA: A. Brensley, A. Gutbezahl and C. Martin. NAY: None. ABSENT: T. Fay, W. Whitney. ABSTAIN: None. Approved. 3-0-0.

- **CC: Revise Town Code 91-2:**

A. Brensley moved, seconded by Gutbezahl, to recommend approval of Article CC: Revise Town Code 91-2. Vote: YEA: A. Brensley, A. Gutbezahl and C. Martin. NAY: None. ABSENT: T. Fay, W. Whitney. ABSTAIN: None. Approved. 3-0-0.

- **U: Fire Department Staffing Study:** M. McCall reported that Finance Director B. Keveny recommended the use of \$39,000 from ambulance receipts.

**Public Comment (cont'd):** M. Lowery, Lakeshore Drive, asked if the topic was on the agenda, to which the Board confirmed it was properly posted on the agenda.

A. Gutbezahl moved, seconded by A. Brensley, to recommend approval of Article U: Fire Department Staffing Study. Vote: YEA: A. Brensley, A. Gutbezahl and C. Martin. NAY: None. ABSENT: T. Fay, W. Whitney. ABSTAIN: None. Approved. 3-0-0.

- **NN: Solar Compact Development for Wayland:** C. Martin questioned whether the Board could accept the new version of the article given the timeline and the change in scope, she recommended an opinion from Town Counsel. M. McCall added that a zoning matter would need to be referred to the Planning Board for a public hearing. C. Martin expressed concern that the changes would not meet the deadline.

**A5. Surface Water Quality Committee: c) Invite attendance by Thomas Klem, Surface Water Quality Committee Chair Outstanding Capital Appropriations:**

- a) **Discussion and possible vote to accept the use of the Dudley Pond Association (DPA) gift account funds:** Thomas Klem, Chair of the Surface Water Quality Commission joined the meeting in person and requested the Board release \$4,000 of the approximately \$27,000 DPA gift funds to pay SOLitude Lake Management for additional work the company had completed last year without prior approval.

A. Gutbezahl moved, seconded by C. Martin, to disperse \$4,000 from the Dudley Pond Association (DPA) gift account funds for the purposes of paying \$4,000 to SOLitude Lake Management per SOLitude's express agreement on the balance of the related outstanding invoices. Vote: YEA: A. Brensley, A. Gutbezahl and C. Martin. NAY: None. ABSENT: T. Fay, W. Whitney. ABSTAIN: None. Approved. 3-0-0.

- b) **Discussion and possible vote to approve additional budget request for Fiscal Year 2024:** T. Klem requested an additional \$3,750 budget to hire SOLitude to obtain a permit that would allow the future management of the invasive water chestnuts at Heard Pond. The Board discussed the request. A. Gutbezahl suggested the Town Manager find a funding source and the Board would consider the matter via the Consent Calendar at the next meeting.

**A4. Grant Agreement: Discussion and possible vote to honor a grant agreement of American Rescue Plan Act (ARPA) funds to the School Department to fund Full-Day Kindergarten, and to authorize Town Manager, Michael McCall, to sign all necessary and related documents:** M. McCall respectively requested the Board table the topic until the Board's March 18 meeting.

**A6. 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 Municipal Energy Technical Assistance Grant from the Department of Energy Resources (DOER) for the purposes to pay a consultant to design a solar PV battery energy storage system, in the amount of \$13,050.00.



2. Vote the question of approving a sandwich board request by Creative Arts Parents Association (CAPA) for advertising the Wayland Middle School's 'College A Cappella Concert on Saturday, April 6th to support arts and programming at Wayland High School during the dates of March 23rd thru April 6th at Fire Station Two, Town Center (corner of Routes 20 & 27), Old Connecticut Path and Cochituate Road (Five Paths), and Route 20/Old Connecticut Path by Coach Grill.
3. Vote the question of approving Town Manager, Michael McCall, as signatory for approving the contract for Wayland Town Copiers, Printers & Related Devices Contract, from Xerox Corporation, in the amount of \$106,182.72.

A. Gutbezahl moved, seconded by A. Brensley, to adopt the Consent Calendar. Vote: YEA: A. Brensley, A. Gutbezahl and C. Martin. NAY: None. ABSENT: T. Fay, W. Whitney. ABSTAIN: None. Approved. 3-0-0.

**A7. Minutes: a) Review and approve the minutes of February 26, 2024 and March 4, 2024, if available:**

The Board did not act on the minutes of March 4, 2024.

A. Gutbezahl moved, seconded by A. Brensley, to approve the minutes of February 26, 2024, as amended. Vote: YEA: A. Brensley, A. Gutbezahl and C. Martin. NAY: None. ABSENT: T. Fay, W. Whitney. ABSTAIN: None. Approved. 3-0-0.

**A8. Town Manager's Report:**

- a) **Status of Boat Launch at Dudley Pond:** M. McCall acknowledged M. Lowery's comments about the public safety need for the boat launch at Dudley Pond. M. McCall reported there was a need for Conservation to provide an Order of Conditions that would permit a boat launch for public safety and conservation and maintenance purposes. M. McCall noted there may be a permit required from a state agency.

**Public Comment:** M. Lowery asked the Town Manager to clarify which state agency would have to permit the launch. M. McCall noted there was an outstanding question if the Division of Fisheries and Wildlife (MassWildlife) would need to be notified.

- b) **Council on Aging/Community Center (COA/CC) Project Update:** M. McCall announced that the COA/CC project was not delayed further, as was falsely reported in Wayland Voter's Network (WVN), a moderated email subscription service that is authored by voters of Wayland. M. McCall added that there would be a Council on Aging/Community Center (COA/CC) ceremonial ground-breaking event on Wednesday, March 13, 2024 at 11:00 a.m. at Andrew Avenue.
- c) **Recap since last meeting:** M. McCall reported he had attended a legislative breakfast with the state representatives and Library Trustees, which was a nice event that showcased the Wayland Library.

**A9. Review Correspondence:** The Board reviewed the correspondence.

**A10. Select Board Members' reports and concerns:** C. Martin acknowledged recent correspondence from H. Stimpson, Maiden Lane, regarding new state vehicle idling laws.

**A11. Topics not reasonably anticipated by the Chair 48 hours in advance, if any:** There were none.

**A12. Executive Session:** At 9:35 p.m., C. Martin moved, seconded by A. Brensley, 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 February 12 and February 26, 2024 with the intent to hold said minutes and b) pursuant to Massachusetts General Laws, Chapter 30A, Section 21(a) (3), to discuss strategy with respect to a New England Police Benevolent Association Local 176 American Arbitration Association Case Number: 01-23-0001-7213 and vote on proposed resolution.

C. Martin declared that a public discussion of this matter may have a detrimental effect on the litigating, negotiating and/or bargaining position of the Town. Roll Call Vote: YEA: A. Brensley, A. Gutbezahl and C. Martin. NAY: None. ABSENT: T. Fay, W. Whitney. ABSTAIN: None. Approved. 3-0-0.

C. Martin invited attendance by Town Manager M. McCall, Human Resources Manager Kate Ryan and Attorney David Jenkins, K-P Law, P.C. C. Martin announced that the Board would not reconvene in open session.

**A13. Adjourn:** The Board adjourned in Executive Session.

### **Items included in the packet for the Select Board Meeting of March 11, 2024:**

1. List: Warrant Article list for 2024 Annual Town Meeting, dated February 25, 2024
2. Draft ATM Warrant Article D: OPEB Funding
3. Draft ATM Warrant Article E: Enterprise Fund Budgets, redlined version
4. Draft ATM Warrant Article L: Appropriate to Capital Stabilization Fund
5. Draft ATM Warrant Article N: Hear Reports
6. Draft ATM Warrant Article Q: Special Education Reserve Fund
7. Draft ATM Warrant Article S: Revise Town Code Chapter 43: Personnel, with redline draft Town Code dated March 4, 2024
8. Draft ATM Warrant Article V: Classification and Compensation Study for All Town Wage Scales, redlined
9. Draft ATM Warrant Article W: Loker Elementary School Solar Agreement
10. Draft ATM Warrant Article X: Solar Agreements for Council on Aging facility, redlined
11. Draft ATM Warrant Article BB: Revise Town Code 91-1
12. Draft ATM Warrant Article CC: Revise Town Code 91-2
13. Letter: From T. Klem, Chair, Surface Water Quality Committee to W. Whitney Chair, Select Board re: request use of Dudley Pond Association (DPA) gift account funds for work on Dudley Pond, dated March 4, 2024
14. Letter: From T. Klem, Chair, Surface Water Quality Committee to J. Bugbee Assistant Town Manager re: request additional budget to support the SWQC Committee's work in FY24, dated March 4, 2024
15. Draft: Select Board Meeting Minutes: February 26, 2024

### **Supplemental Packet:**

1. Revised Agenda I posted 03/08/2024 at 12:10 p.m. revises agenda posted on 03/07/2024 at 3:56 p.m.
2. Annual Town Meeting Citizen Petition Article Form: From Petitioner: Windsor Mallett, Waltham Road re: Town of Wayland Zoning Amendment for Solar Conservation Cluster, dated March 8, 2024, with signature pages
3. Grant Agreement between Town Of Wayland and Wayland Public Schools, dated March 11, 2024

### **Second Supplemental Packet:**

1. Revised Agenda II posted 03/11/2024 at 1:50 p.m. revises agenda posted on 03/07/2024 at 3:56 p.m.
2. Draft ATM Warrant Article U: Fire Department Staffing Study

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## Massachusetts

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### SELECT BOARD

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

### **DRAFT** Meeting Minutes

#### Select Board Meeting

Monday, March 18, 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, Assistant Town Manager Town Manager John Bugbee

**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. He announced each member by full name. He noted that A. Brensley and A. Gutbezah would participate remotely. W. Whitney reviewed the agenda.

**A2. Announcements and Public Comment:** There were no announcements from the Board. A. Gutbezah joined the meeting at 7:06 p.m.

Sheila Carel, Joyce Road, requested that the Board vote to not recommend approval of Article KK. Amend Zoning Bylaw to Add Retail Self-Storage as Additional Commercial Use in a New Business B Zone Sub-district B-1, a zoning warrant article concerning 193 Commonwealth Road.

Robyn Gray, Hearthstone Circle, requested the Board recommend approval of the zoning warrant article concerning 193 Commonwealth Road. R. Gray suggested a public forum be held on the matter.

R. Stanizzi, Winthrop Road, petitioner of Article KK agreed that a public forum would help provide accurate information to voters ahead of Annual Town Meeting.

Sandra Dassoni, French Ave, expressed opposition to the development of 193 Commonwealth Road. She suggested building the project on another parcel.

Gretchen Dresens, Main Street, joined via teleconference and discouraged the Board from recommending approval of the zoning warrant article regarding 193 Commonwealth Road. G. Dresens requested the Board follow the advice of Town Counsel with regard to spot-zoning.

Michael Lowery, Lakeshore Road, joined the meeting joined via teleconference and discouraged the Board from recommending approval of the zoning warrant article regarding 193 Commonwealth Road, citing concerns with parking, the environment and the location.

Mark Ducrow, 16 Colts Way, joined the meeting joined via teleconference and discouraged the Board from recommending approval of Article T. Amend Zoning Bylaws and Town Zoning Map – MBTA Communities Multi-Family Housing.

Natalya Gud, Winter Street, joined via teleconference and stated that Arts Wayland was one of 102 not-for-profit organizations registered in Wayland and occupancy at 193 Commonwealth Road should not yet be assumed.

Anthony Cavallo, French Ave, expressed opposition to Article KK and requested the Board vote not to support it.

Quentin Nowland, Windy Hill Lane, requested the Board not recommend approval of Article KK., stating that the Planning Board already unanimously voted against it and there was enough storage already available in the surrounding communities.

**A13. Executive Session I:** At 7:31 p.m., W. Whitney moved, seconded by T. Fay, that the Select Board enter into Executive Session d) Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation; the Board will discuss strategy with respect to *Easy v. The Town of Wayland*, et al., Middlesex Superior Court, C.A. No. 2481CV00680.

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

W. Whitney invited attendance by Town Manager M. McCall, Assistant Town Manager John Bugbee, Attorney David Jenkins, K-P Law, P.C., Attorney Courtney E. Mayo, Hassett Donnelly and Erin Gibbons, Chair of the Wayland School Committee. The Board would reconvene in open session in approximately fifteen minutes.

At 8:23 p.m. the Board resumed the meeting in Open Session.

**A4. 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:**

- **A: Recognize Citizens and Employees for Particular Service to the Town:** The Board discussed further revisions.

T. Fay moved, seconded by C. Martin, to recommend approval of Article A: Recognize Citizens. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezah, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

- **D: Other Post-Employment Benefits (OPEB) Funding:**

T. Fay moved, seconded by C. Martin, to recommend approval of Article D: Other Post-Employment Benefits (OPEB) Funding. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezah, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

- **E: Enterprise Fund Budgets:** A. Gutbezah reported that the Finance Committee updated its comments.
- **F: FY 2025 Omnibus Budget:** C. Martin noted the budget was proposed by the Finance Committee and suggested the Board not take a position on the article. The Board took no action.
- **H: Update Personnel Bylaws and Wage & Classification Plan:**

T. Fay moved, seconded by C. Martin, to recommend approval of Article H: Update Personnel Bylaws and Wage & Classification Plan. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezah, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

- **K: Accept Gifts of Land:** It was not known if any gifts of land were expected.

T. Fay moved, seconded by C. Martin, to withdraw Article K: Accept Gifts of Land. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezah, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

- **O: Sell or Trade Vehicles and Equipment:**

T. Fay moved, seconded by C. Martin, to recommend approval of Article O: Sell or Trade Vehicles and Equipment as set forth in the supplemental packet. In discussion, C. Martin noted there were vehicles missing from the list. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezah, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

- **S. Revise Town Code Chapter 43: Personnel – Invite attendance by MaryAnne Peabody, Chair of Personnel Board:** W. Whitney invited Chair of the Personnel Board, MaryAnne Peabody, Bayfield Road and member of the Personnel Board Deborah Cohen, Forty Acres Drive, to join the meeting for

discussion. Human Resources Manager, Kate Ryan joined the meeting via teleconference. K. Ryan indicated the version in the packet was the version that had been reviewed by Town Counsel. W. Whitney confirmed that the proposed updates to the Town Code were intended to reconcile Chapter 43 with the Select Board - Town Manager Act. M. McCall reported that Town Council had provided a recommended draft which eliminated the conflict between the Town Code and the Select Board-Town Manager Act. There was a discussion about the difference between the version in the packet and the rationale for the Personnel Board's revisions. D. Cohen noted there had been more revisions made that were not included in the packet. There was a discussion about policy being written into the bylaw.

T. Fay recommended the Board table its vote until a more final version is drafted. The Board requested a clean redline version of the document to support further discussion at the next meeting. M. Peabody reported that the Personnel Board was divided and she offered to go back to the Personnel Board for a new vote.

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

T. Fay moved, seconded by C. Martin, to recommend approval of Article T. Amend Zoning Bylaws and Town Zoning Map – MBTA Communities Multi-Family Housing. In discussion, T. Fay thanked the Chair and the Planning Board for preparing the proposal and expressed support for the article. The Board concurred. 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.

- **X: Solar Agreements for Town Properties, renamed for Council on Aging Facility:** The Board took no action.
- **NN: Solar Compact Development for Wayland:** W. Whitney noted that the Board had prepared a warrant schedule that was in conflict with Town Code, which authorized petitioners to make changes or withdraw articles up until the finalization of the warrant. W. Whitney noted that both Article KK and Article NN had filed changes as recently as Friday. W. Whitney noted that the lead petitioner for Article NN wished to move forward with the revised language and requested the Board refer it to the Planning Board. T. Fay suggested the Board consider a public Forum on Article KK.

W. Whitney cited state law which requires that the Board have within fourteen (14) days to refer zoning articles to the Planning Board. The Planning Board then has to schedule a public hearing within sixty-five (65) days and must render a report within twenty-one (21) days after the conclusion of the hearing. He added that zoning articles must be included in a report by the Planning Board, by bylaw.

W. Whitney questioned whether the revised petitioner articles could meet the requirements before the time the warrant would be printed. W. Whitney noted that the Board could print the original article submission which was the subject of a public hearing, then the petitioners could go forward with the original article and propose changes as an amendment on Annual Town Meeting floor. C. Martin noted the petitioners could also choose to withdraw the article.

W. Whitney reported that he consulted Town Counsel who opined that the new revised language could be included in the warrant, but if there was not a report of the Planning Board then someone could challenge whether Annual Town Meeting can act on it. M. McCall reported that there was an outstanding question if the revisions changed the scope of the original petitioners' article. He noted both could be revised on Annual Town Meeting floor.

M. McCall also reported that hearing related to the articles needed to be re-advertised for a fourteen (14) day period, which would re-schedule the public hearing because of the timing requirements. He added that if there was unfavorable action by Annual Town Meeting there could be a two-year delay on bringing back such an article.

The Board discussed hosting a public forum before it would take a position on the article. C. Martin expressed concern with the Board hosting a public forum because it would imply support of the petitioner's article when the Board had not yet voted. A. Gutbezahl agreed that support was implied by hosting the forum and did not see the benefit of holding a forum. A. Brensley acknowledged that the

article was controversial and that there was a value to a forum, but felt the article was ready for Town Meeting floor.

**b) Discuss and potential vote to refer revised petitioned zoning article (Article NN: Solar Compact Development for Wayland) to the Planning Board for review, pursuant to M.G.L Chapter 40A § 5:**

T. Fay suggested the Board consider Article KK and Article NN at its next meeting. A. Brensley noted there Board was not obligated to act on the petitioner's articles. M. McCall noted that the revisions for Article KK were filed after the agenda had been posted, which is why the referral was not included on the agenda, the Board had fourteen (14) days to refer the matter to the Planning Board.

T. Fay moved to recommend approval of Article NN. T. Fay then withdrew the motion. T. Fay moved, seconded by C. Martin, to refer Article NN to the Planning Board for a hearing. T. Fay then withdrew the motion.

T. Fay moved, seconded by C. Martin, to refer revised petitioner's Article NN: Solar Compact Development for Wayland to the Planning Board for review and report pursuant to M.G.L. Chapter 40A § 5. 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.

- **KK: Amend Zoning Bylaw to Add Retail Self-Storage as Additional Commercial Use in a New Business B Zone Sub-district B-1:** See above discussion with Article NN.

Rebecca Stanizzi, Winthrop Road, lead petitioner joined the meeting and sought opinion from Town Counsel regarding the procedure for filing a second hearing of the Planning Board. She added that most of the revisions were formatting changes requested by the Planning Board and did not change the zoning that was proposed. M. McCall noted that he was waiting for an opinion from Town Counsel on whether the revisions cause a new referral and public hearing. W. Whitney suggested to print the original version in the warrant and the petitioner could make the formatting revisions on Town Meeting floor. R. Stanizzi expressed preference to print for the revised version which was more accurate.

M. McCall noted that taking action to refer Article KK to the Planning Board was not explicitly on the agenda. W. Whitney recommended the Board invite Town Counsel to its Friday meeting and defer the vote. A. Brensley objected to deferring the vote on the article until Friday.

T. Fay moved, seconded by C. Martin, to recommend approval of Article KK: Amend Zoning Bylaw to Add Retail Self-Storage as Additional Commercial Use in a New Business B Zone Sub-district B-1. In discussion, A. Gutbezahl emphasized that the proposed zoning bylaw, as written, did not specifically award the community space to Arts Wayland. A. Gutbezahl took issue with the way Arts Wayland had been prematurely promised the space. R. Stanizzi noted that the zoning language could not include a specific non-profit. T. Fay asked if an RFP would be required to which M. McCall answered that the community space would be subject to procurement law. T. Fay expressed support for the article citing the need for commercial development in Wayland and acknowledged that it was private land subject to a variety of commercial uses. C. Martin expressed concern about maintenance costs of the proposed Town space and felt that it did not fit well together with a storage facility. W. Whitney felt that it was not the right parcel for a storage facility and questioned the revenue benefit. A. Brensley felt that the Board should not take a position on the article and that it was ready for discussion on Town Meeting floor. Roll Call Vote: YEA: A. Gutbezahl, T. Fay. NAY: C. Martin, W. Whitney. ABSENT: None. ABSTAIN: A. Brensley. The motion failed. 2-2-1.

- **U: Fire Department Staffing Study:**

T. Fay moved, seconded by C. Martin, to recommend approval of Article U. Fire Department Staffing Study with the addition of the funding source being ambulance receipts. 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.

**c) Discussion of Annual Town Meeting (ATM) topics including but not limited to: logistics and appendices – Invite attendance by Dave Bernstein:** D. Bernstein, Glezen Lane, Chair of the Electronic Voting Implementation Subcommittee (ELVIS) joined the meeting in person and gave some suggestions to make ATM run more smoothly.

**d) Discussion and vote order of articles:** The Board discussed the appendices for the warrant and the order the articles would be presented at Annual Town Meeting.

**A4. Outstanding Capital Appropriations Presentation a) Invite attendance by John Bugbee, Assistant Town Manager:** J. Bugbee presented a spreadsheet regarding the status of 130 open capital items and the status of the project. J. Bugbee recommended the use of software to better manage the capital projects. J. Bugbee reported that \$23 million of \$27 million already appropriated for capital projects is expected to be spent by the end of FY25. WVN

**A5. Grant Agreement: Discussion and possible vote to honor a grant agreement of American Rescue Plan Act (ARPA) funds to the School Department to fund Full Day Kindergarten, and to authorize Town Manager, Michael McCall, to sign all necessary and related documents:**

T. Fay moved, seconded by C. Martin, to honor a grant agreement of American Rescue Plan Act (ARPA) funds to the School Department to fund Full Day Kindergarten, and to authorize Town Manager, Michael McCall, to sign all necessary and related documents as presented in the packet. In discussion, M. McCall provided background on the basis of the grant agreement, which was reviewed by Town Counsel. M. McCall reported that Wayland had been considered a “foundation aid community” by Department of Elementary and Secondary Education (DESE), but could soon become a “minimum aid community” which would impact the expected Chapter 70 state aid. M. McCall recommended approval. 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.

**A6. Human Rights, Diversity, Equity and Inclusion Committee (HRDEIC): a) Discussion of Wayland Multicultural Festival and possible vote to authorize funds:** M. McCall reported that the HRDEI had requested \$12,000 to support its event. M. McCall noted the Board voted to support an Arts Wayland event last year for \$16,000.

T. Fay moved, seconded by C. Martin, authorize M. McCall to secure funds not more than \$12,000 for use of the Multicultural Festival 2024. 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.

**A7. 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 approving additional budget request from the Surface Water Quality Committee (SWQC) to support the committee’s work on Heard Pond in the amount of \$3,750.
2. Vote the question of authorizing Michael McCall, Town Manager to sign Department of Environmental Protection (DEP) Large Entity Report regarding details about Wayland’s fleet vehicles weighing over 8,500 lbs.
3. Vote the question of approving a sandwich board request by Create Arts Parents Association (CAPA) for advertising the Wayland High School CAPA Fundraiser: Bottle and Can Drive on Saturday, April 27th to support the arts programming at Wayland High School during the dates of April 13th through April 27th at the Fire Station Two in Cochituate, Town Center (corner of Routes 20 and 27), Old Connecticut Path and Cochituate Road (Five Paths), and Route 20/Old Connecticut Path by Coach Grill.
4. Vote the question of approving a One Day Liquor License to Edward Herbert for an event (K’Night at the Races) at St. Ann’s Parish Center, 124 Cochituate Road, Wayland, MA 01778 on Saturday, May 4, 2024 from 5:00 p.m. to 10:00 p.m.

T. Fay moved, seconded by C. Martin, 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.

**A8. Minutes: a) Review and approve the minutes of March 4, 2024:**

T. Fay moved, seconded by W. Whitney, to approve the minutes of March 4, 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.

**A9. Town Manager’s Report:**

- a) **Council on Aging/Community Center (COA/CC) Update:** M. McCall reported that the Council on Aging/Community Center (COA/CC) ceremonial ground-breaking event went well.

- b) **Recap since last meeting:** M. McCall reported that he would hold an office hour at 6:00 p.m. on Monday, March 25, 2024. M. McCall reported that Town would adjust to a four-day work this summer.

**A10. Review Correspondence:** The Board reviewed the correspondence.

**A11. Select Board Members' reports and concerns:** T. Fay asked if the Town Manager had considered who would manage the new the Council on Aging/Community Center (COA/CC) space. A. Brensley reminded the Board that it should attend the Town-SPIRIT program (Site Problem Identification and Resolution of Issues Together) workshop in collaboration with the Human Rights, Diversity, Equity and Inclusion Committee (HRDEIC) on Sunday, April 28, 2024 from 1:00 p.m. to 7:00 p.m.

**A12. Topics not reasonably anticipated by the Chair 48 hours in advance, if any:** There were none.

**A13. Executive Session II:** At 10:50 p.m., W. Whitney moved, seconded by T. Fay, that the Select Board enter into Executive Session a) Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining with American Federation of State, County and Municipal Employees (AFSCME), Wayland Local 690 – 1 and 2 and possible vote on collective bargaining and b) pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining with Wayland Department of Public Works Association, Teamsters 170 and possible vote on collective bargaining, and c) Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2) to conduct strategy sessions in preparation for negotiations with non-union personnel, the Town Manager, and e) pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (7) to review and approve the executive session minutes of March 11, 2024 with the intent to hold said minutes.

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

C. Martin invited attendance by Town Manager M. McCall and announced that the Board would reconvene in open session in approximately thirty minutes.

**A14. Return to Open Session: Announcement of possible vote taken to approve collective bargaining agreement with the American Federation of State, County and Municipal Employees (AFSCME), Wayland Local 690 – 1 & 2 and Wayland Department of Public Works Association, Teamsters 170 and Announcement of possible vote taken to approve agreement with non-union personnel (Town Manager):** At 11:22 p.m., the Board returned to open session and did not take any action.

T. Fay moved, seconded by C. Martin, to approve collective bargaining agreement with the American Federation of State, County and Municipal Employees (AFSCME), Wayland Local 690 – 1 & 2 as set forth in the packet. Roll Call Vote: YEA: T. Fay, A. Gutbezah, C. Martin and W. Whitney. NAY: None. ABSENT: A. Brensley. ABSTAIN: None. Approved. 4-0-0.

T. Fay made the motion again because A. Brensley's remote connection was delayed.

T. Fay moved, seconded by C. Martin, to approve collective bargaining agreement with the American Federation of State, County and Municipal Employees (AFSCME), Wayland Local 690 – 1 & 2 as set forth in the packet. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezah, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

T. Fay moved, seconded by C. Martin, to approve collective bargaining agreement with the Wayland Department of Public Works Association, Teamsters 170, as set forth in the packet. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezah, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

**A15. Adjourn:** At 11:12 p.m., T. Fay moved, seconded by C. Martin, to adjourn the meeting. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezah, 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 March 18, 2024:**

1. List: Warrant Article list for 2024 Annual Town Meeting, dated March 15, 2024
2. Draft ATM Warrant Article A. Recognize Citizens and Employees for Particular Service to the Town
3. Draft ATM Warrant Article D. OPEB Funding



4. Table: OPEB Warrant Article Funding Calculation
5. Draft ATM Warrant Article E: Enterprise Fund Budgets, redlined version
6. Draft ATM Warrant Article F: Fiscal Year 2025 Omnibus Budget
7. Draft ATM Warrant Article H: Update Personnel Bylaws and Wage & Classification Plan, redline version
8. Draft ATM Warrant Article K: Accept Gifts of Land
9. Draft ATM Warrant Article O: Sell or Trade Vehicles and Equipment
10. Draft ATM Warrant Article S: Revise Town Code Chapter 43: Personnel, with redline draft Town Code, reviewed by Town Counsel, undated
11. Draft ATM Warrant Article S: Revise Town Code Chapter 43: Personnel, with redline draft Town Code, version II
12. Draft ATM Warrant Article T: Amend Zoning Bylaws and Town Zoning Map – MBTA Communities Multi-Family Housing
13. Draft ATM Warrant Article X: Solar Agreements for Council on Aging Facility, redline version
14. Draft ATM Warrant Article KK: Amend Zoning Bylaw to Add Retail Self-Storage as Additional Commercial Use in a New Business B Zone Sub-district B-1, petitioners
15. Table: Draft ATM 2024 Article Order, dated March 18, 2024
16. Draft ATM Warrant Article NN: Solar Compact Development for Wayland, petitioners, redline version
17. Memorandum: To: Michael McCall, Town Manager From: John Bugbee, Asst. Town Manager Date: March 15, 2024 RE: Open Capital Update
18. Grant Agreement between Town of Wayland and Wayland Public Schools re: \$535,769 of ARPA funds to administer a tuition-free full-day kindergarten education, redline version
19. Draft: Select Board Meeting Minutes: March 4, 2024

#### **Supplemental Packet:**

1. Revised Agenda I posted 03/18/2024 at 10:32 a.m. revises agenda posted on 03/14/2024 at 3:26 p.m.
2. Draft Warrant Article O: Sell or Trade Vehicles and Equipment
3. Draft Warrant Article T: Amend Zoning Bylaws and Town Zoning Map – MBTA Communities Multi-Family Housing, with attached modeling summary dated 01/18/2024, prepared by Barrett Planning Group
4. Table: State Grants - FY23 Amount
5. ATM Citizen Petition Form: Stamped 03/15/2024, revised previously submitted petition to Amend Zoning Bylaw to Add Retail Self-Storage as Additional Commercial use in a New Business B Zone Subdistrict B-1, with signature pages
6. Draft Warrant Article KK: Amend Zoning Bylaw to Add Retail Self-Storage as Additional Commercial use in a New Business B Zone Subdistrict B-1, with maps and Zoning District Legal Description

#### **Items distributed for information and use by the Board during the meeting of March 18, 2024 otherwise not included in the packet (Handouts):**

1. Spreadsheet regarding the status of open capital, presented by J. Bugbee 03/18/2024

#### **Correspondence**

1. Correspondence from Karen Moriarty, Keegan Werlin LLP, to Select Board, dated March 8, 2024 re: D.P.U. 23-147, NSTAR Electric Company d/b/a Eversource Energy – Notice of Filing, Public Hearing and Request for Comments.
2. Correspondence from Karen Moriarty, Keegan Werlin LLP, to Select Board Dated March 8, 2024 re: D.P.U. 23-153 NSTAR Gas Company d/b/a Eversource Energy – Notice of Filing, Public Hearing and Request for Comments.
3. Correspondence from Andrew Oppenheim, to Select Board, dated March 10, 2024 re: Please do not vote for self-storage zoning changes.
4. Correspondence from Maryanne Peabody, Personnel Board Chair, to Select Board, dated March 10, 2024 re: Article S Chapter 43 Personnel.
5. Correspondence from Robert Higgins, to Select Board, dated March 11, 2024 re: Concerns about the zoning article for 193 Commonwealth Road.
6. Correspondence from Rebecca Stanizzi, to Select Board, dated March 12, 2024 re: Article KK Amend Zoning for Retail Self Storage – new website.

7. Correspondence from Neal Bingham, to Select Board, dated March 12, 2024 re: Town Meeting: Proposed Amendment to Establish Sub-district B-1; 193 Commonwealth Rd, Wayland.
8. Correspondence from Gail Shapiro, to Select Board, dated March 13, 2024 re: Senior Citizens need you to uphold our laws.
9. Correspondence from Jeffery Horan, to Select Board, dated March 13, 2024 re: Proposed Self-Storage facility
10. Correspondence from Quentin Nowland, to Select Board, dated March 13, 2024 re: March 18 – Agenda.
11. Correspondence from Brian Boggia, Executive Director of Wayland Housing Authority, to Select Board, dated March 14, 2024 re: Supportive Housing
12. Correspondence from Maryanne Peabody, Personnel Board Chair, to Select Board, dated March 15, 2024, re: Information Requested.
13. Correspondence from Bret and Nancy Leifer, to Select Board, dated March 15, 2024, re: 193 Commonwealth Road.

DRAFT

# 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

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**DRAFT Meeting Minutes**  
**Select Board Meeting**  
**Monday, March 22, 2024 at 10:30 a.m.**  
**Wayland Town Building, Council on Aging Room / Remote**  
**41 Cochituate Road, Wayland, MA 01778**

**Present, participated remotely:** Thomas J. Fay, Adam G. Gutbezahl, Carol B. Martin and William D. Whitney.

**Absent:** Anne Brensley.

**Also present:** Town Manager Michael McCall and Town Counsel, Attorney Carolyn Murray, K-P Law, P.C.

**A1. Call to Order, Review Agenda for Public:** At 10:31 a.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 via remote means and that the public could also participate remotely via teleconference, he added 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.

**A2. 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. S. Revise Town Code Chapter 43: Personnel:** W. Whitney invited Human Resources Manager, Kate Ryan to discuss the revisions to Town Code Chapter 43: Personnel. K. Ryan highlighted the changes in the most recent draft being reviewed by the Personnel Board. K. Ryan indicated that the Personnel Board unanimously opposed the recent changes that the Town Manager had sent that morning and advocated for different language. K. Ryan reported that the Personnel Board did vote to approve the existing draft, in the packet, with proposed revisions. K. Ryan reported that the Attorney C. Murray had reviewed a draft in early March and then the Personnel Board provided further revisions on March 19, shortly after the Board had met on March 18.

Attorney Murray and K. Ryan reviewed the draft again and provided comments to the Board. The Board discussed the proposed revisions with M. McCall. M. McCall explained that Chapter 43 currently is in conflict with the Select Board - Town Manager Act and the Personnel Board is trying to further amend the Chapter in ways that changes its scope.

A. Gutbezahl suggested that the article was not ready for Annual Town Meeting, and it should be withdrawn. Attorney C. Murray reported there was no urgency to bring this to the 2024 Annual Town Meeting, but it would eventually be necessary to reconcile Chapter 43 of the Town Code with the Select Board -Town Manager Act. The Board agreed to allow M. McCall, K. Ryan and Attorney C. Murray prepare and present a final draft to the Personnel Board and then the Board would decide whether to include the article in the warrant or withdraw it.

- b) Discuss and potential vote to refer revised petitioned zoning article (Article KK: Amend Zoning Bylaw to Add Retail Self-Storage as Additional Commercial use in a New Business B Zone Subdistrict B-1) to the Planning Board for review, pursuant to M.G.L. Chapter 40A § 5:**

2. **KK: Amend Zoning Bylaw to Add Retail Self-Storage as Additional Commercial Use in a New Business B Zone Sub-district B-1:** Attorney C. Murray opined on the Article KK which was recently amended by its petitioners. Attorney C. Murray reported that when an amendment to a zoning article is submitted, it must be referred to the Planning Board regardless of the nature or extent of the amendments. T. Fay noted that petitioner's submitted amendments at their own peril, because doing so re-started the lengthy referral to the Planning Board. Town Counsel acknowledged that the petitioners could withdraw the amendments, but heard that the lead petitioner preferred to move forward with the Planning Board referral.

T. Fay moved, seconded by A. Gutbezah, to refer the revised petitioner's Article KK: Amend Zoning Bylaw to Add Retail Self-Storage as Additional Commercial Use in a New Business B Zone Sub-district B-1 to the Planning Board for review and report pursuant to M.G.L. Chapter 40A § 5. Roll Call Vote: YEA: T. Fay, A. Gutbezah, C. Martin and W. Whitney. NAY: None. ABSENT: A. Brensley. ABSTAIN: None. Approved. 4-0-0.

The Board discussed which version of the petitioner's article should be included in the warrant. Attorney C. Murray advised that the amended petition be printed in the warrant and further suggested the original version and its Planning Board report be included. Attorney C. Murray suggested the Board indicate in the warrant the amendments, public hearings and Planning Board report were pending. C. Martin noted that pursuant to Town Code the petitioner's comments on the revised version may not be included in the warrant if the Finance Committee did not have time to review and provide substantive comments on the amended version.

Attorney C. Murray noted it would be helpful but possibly confusing for voters to include the required Planning Board report on the original version. When asked how this situation could be avoided in the future, Attorney C. Murray acknowledged that Wayland's bylaw was unique compared to other communities as it allows petitioners to withdraw or amend a petition up until the finalization of the warrant. Attorney C. Murray suggested to repeal that provision of the Town Code and/or change the deadline for citizens' petitions to a date that allows more time for amendments to be heard by the Planning Board.

3. **NN: Solar Compact Development for Wayland:** W. Whitney noted that there was a hearing scheduled by the Planning Board to hear the original petitioner's zoning article. C. Martin noted that the revised text exceeded the word count allowed in the warrant. M. McCall added that the petitioners were considering withdrawing one or both versions of the petitioner's article.

A. Gutbezah moved, seconded by C. Martin, to defer its recommendation on Article NN: Solar Compact Development for Wayland until Annual Town Meeting. Roll Call Vote: YEA: T. Fay, A. Gutbezah, C. Martin and W. Whitney. NAY: None. ABSENT: A. Brensley. ABSTAIN: None. Approved. 4-0-0.

**A3. Topics not reasonably anticipated by the Chair 48 hours in advance, if any:** There were none.

**A4. Executive Session:** At 11:20 a.m., W. Whitney moved, seconded by C. Martin, that the Select Board enter into Executive Session Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2) to conduct strategy sessions in preparation for negotiations with nonunion personnel, the Town Manager.

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

W. Whitney noted that the Board would convene in Executive Session without Town Manager M. McCall but announced the Board may invite his attendance from Executive Session. The Board would reconvene in open session in approximately fifteen minutes.

**A5. Return to Open Session: Announcement of possible vote taken to approve agreement with non-union personnel (Town Manager):** At 12:03 p.m. the Board resumed the meeting in open session. W. Whitney reported that the Board had been delighted with M. McCall's performance and as such the Board had approved an amendment to the Town Manager's contract with adjusted compensation and other terms.

**A6. Announcements and Public Comment:** There were no announcements from the Board.

Richard Turner, Nob Hill Road, joined the meeting via teleconference and commended M. McCall on his first year as Town Manager. R. Turner informed the Board that the Moderator had agreed to present the Gossel's

Award at Town Meeting after the budget article. R. Turner also expressed his opposition to any storage facilities in Wayland.

MaryAnne Peabody, Bayfield Road, Chair of the Personnel Board joined the meeting via teleconference and read a statement on behalf of the Personnel Board. M. Peabody reported that the Personnel Board had approved the draft, with revisions and provided explanation for the proposed revisions. M. Peabody reminded the Board that Annual Town Meeting had previously approved an article that appropriated funds to hire a consultant to re-write the bylaw to comport with the Select Board-Town Manager Act.

**A15. Adjourn:** At 12:09 p.m., T. Fay moved, seconded by A. Gutbezahl, to adjourn the meeting. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Martin and W. Whitney. NAY: None. ABSENT: A. Brensley. ABSTAIN: None. Approved. 4-0-0.

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

1. Revised Agenda I posted 03/20/2024 at 1:17 p.m. revises agenda posted on 03/20/2024 at 10:27 a.m.
2. Draft ATM Warrant Article S: Revise Town Code Chapter 43: Personnel
3. Draft: Town Code, Chapter 43, Personnel, redline version, undated, included Personnel Board comments and revisions from March 19, 2024
4. Draft: Town Code, Chapter 43, Personnel, highlighted version, undated
5. Draft ATM Warrant Article KK: Amend Zoning Bylaw to Add Retail Self-Storage as Additional Commercial Use in a New Business B Zone Sub-district B-1, petitioners
6. Draft ATM Warrant Article NN. Solar Compact Development for Wayland, petitioners