

**Packet**

**April 29, 2024**

**7:00PM**



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

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

## SELECT BOARD

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

## SELECT BOARD Monday, April 29, 2024

7:00pm  
HYBRID

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

**REVISED AGENDA POSTED ON 04/26/24 AT 12:46 PM**  
**PREVIOUS AGENDA POSTED ON 04/25/2024 AT 2:13PM**

### Agenda

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

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

Pursuant to Chapter 2 of the Acts of 2023, this meeting will be conducted in person and via remote means, in accordance with applicable law. This meeting may be recorded which will be made available to the public on WayCAM as soon after the meeting as is practicable.

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

- 7:00 pm      1. Call to Order, Review Agenda for Public
- 7:05 pm      2. Announcements and Public Comment
- 7:10 pm      3. Fiscal Year 25 Proposed Omnibus Budget and 5-Year Capital Plan Presentation – invite attendance by ~~Pam Roman, Chair Finance Committee, Finance Committee~~
- 7:40 pm      4. 2024 Annual Town Meeting (ATM): discussion of ATM topics, including but not limited to: review, discuss and possible vote on Article 10 – Fiscal Year 2025 Omnibus Budget, motions and article presentation; address any items related to ATM; review handouts.
- 7:55 pm      5. Appointments to Committees: Interview, discuss and potential vote to appoint:

<u>Committee</u>	<u>Potential Appointee</u>	<u>Term End Date</u>
Surface Water Quality Committee	Steve Garone	June 30, 2026

SELECT BOARD  
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7:00pm  
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41 Cochituate Road, Wayland, MA

Zoning Board of Appeals	Justine Paul	June 30, 2024
Wayland Housing Authority ( <i>1 Tenant Position vacancy</i> )	Kevin Goodwin Denise Fortin Marie Isenburg	June 30, 2029

8:30 pm 6. Appointments to Committees: vote to confirm appointment of the following:

<u>Appointing Board</u>	<u>Committee</u>	<u>Potential Appointee</u>	<u>Term End Date</u>
Wayland Interfaith Leaders Association (WILA)	Wayland Housing Partnership	Janot Mendler De Suarez	June 30, 2027

8:40 pm 7. Discuss and review proposed May & June Select Board Meeting Schedule

8:50 pm 8. Town Manager’s Report

- a) Equity Audit Update & Status
- b) Board of Public Works – Request to enforce Town Code Chapter 72-4 Update
- c) Water and Wastewater Treatment Facilities Update
- d) Council on Aging & Community Center Project Update
- e) Status of Tax Title & Equity
- f) Staffing Update
- g) Town Clerk Update
- h) Long-Term Capital Planning Group Update
- i) Recap since last meeting

9:00 pm 9. Consent Calendar:

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

9:05 pm 10. Minutes

- a) Review and approve the minutes of April 1 and April 8, 2024 if available.

9:10 pm 11. Review Correspondence

9:15 pm 12. Select Board Members’ reports and concerns

9:20 pm 13. Topics not reasonably anticipated by the Chair 48 hours in advance, if any

9:25 pm 14. Executive Session

- a) Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (7) to review and approve the executive session minutes of March 18 and March 22, 2024 with the intent to hold said minutes.

9:35 pm 15. Adjourn

SELECT BOARD  
Monday, April 29, 2024  
7:00pm  
Wayland Town Building, Council on Aging  
41 Cochituate Road, Wayland, MA

**CONSENT CALENDAR**

1. Vote the question of approving Town Manager, Michael McCall, as signatory for approving the contract for Solid Waste & Recycling Collection Services, from BP Trucking Inc. (of Ashland, MA), for a term of three years in the amount of \$946,422.
2. Vote the question of approving Town Manager, Michael McCall, as signatory for approving the contract for Wayland Council on Aging and Community Center (COACC) Contract Amendment, from Hill-Liro Corporation., DiGiorgio Associates Inc., (of Boston, MA) in the amount of \$210,000.
3. Vote the question of approving One Day Liquor License to Christopher Reynolds for an event (Arts Wayland Expo 2024) at Town Green, on Saturday, May 18<sup>th</sup> or Sunday, May 19<sup>th</sup> (Rain Date) from 1:00pm to 7:15pm.
4. Vote the question of approving Town Manager, Michael McCall as signatory for approving contract for Well Cleaning and Redevelopment, from Maher Services, Inc., (of North Reading, MA) for a contract term of 180 days in the amount of \$150,076.



Town of Wayland  
Massachusetts

Fiscal Year 2025 Omnibus Budget  
Proposed Operating and Capital Budgets  
and 5-Year Capital Plan

Finance Committee Presentation to Select Board  
April 29, 2024



# Town of Wayland Massachusetts

## Agenda

- Finance Committee Mission & Strategy
- FY25 Budget Environment & Budget Drivers
- Proposed FY25 Operating Budget and Tax
- Proposed FY25 Capital Budget and 5-Year Capital Plan
- Finance Committee Recommendations
- Questions



## Mission and Strategy

- Mission: define a financial strategy for the Town to use as basis for recommending a fiscally responsible operating and capital budget to Annual Town Meeting
- Strategy: balance the demand for services, by a community with multiple needs and desires, with the ability of residents with a broad range of financial situations to afford those services



# Town of Wayland Massachusetts

## FY25 Budget Environment

### Challenges Facing FY25 Budget and Beyond:

- Approaching Prop 2 ½ Overrides in FY26 and/or FY27 as Levy Cushion Depletes
- Continued Inflationary Environment
- Collective Bargaining Agreements completed (FY24-FY26; most Town/Teachers' unions) at higher Cost of Living Adjustment levels than for prior contracts
- Adopting Tuition-Free Full Day Kindergarten - to be funded with ARPA Funds in FY25
- Need to Address Water Infrastructure / Significant Capital Investment - HS Wastewater in near-term; other infrastructure needs in medium/long-term
- Relatively Flat State Aid





# Town of Wayland Massachusetts

## FY25 Operating Budget: Budget Drivers

- Town and Schools
  - Settlement of 8 collective bargaining agreements (est. \$1.7M COLA)
- Schools Non-Payroll expenses (+\$431K); primarily due to new Transportation contracts
- Addition of 3.8 FTEs for Town (\$231K)
- Rising Benefit costs - Healthcare (\$975K) and Retirement (\$378K)
- Increase in Energy cost (\$111K)

Note: FY26 will be first year of FDK being fully funded through the Operating Budget

- Transition to Tuition-Free FDK (\$536K) to be funded with ARPA funds in FY25



# Town of Wayland Massachusetts

## FY25 Operating Budget (Guideline of “Level Services”)

		FY 23	FY 24	FY 25	FY 25 vs FY 24		FY25 vs
(in \$000)		Actual	Approved**	Proposed	\$	%	24 Alloc'd
							%
<b>Town</b>	Payroll	\$14,966	\$16,170	\$17,555	\$1,385	8.57%	6.12%
	Spending	<u>\$5,558</u>	<u>\$5,353</u>	<u>\$5,544</u>	<u>\$191</u>	3.57%	3.57%
	Total	\$20,524	\$21,523	\$23,099	\$1,576	7.32%	5.50%
<b>Schools</b>	Payroll	\$39,917	\$42,329	\$44,537	\$2,208	5.22%	4.82%
	Spending	<u>\$7,247</u>	<u>\$7,663</u>	<u>\$8,094</u>	<u>\$431</u>	5.62%	5.62%
	Total	\$47,164	\$49,992	\$52,631	\$2,639	5.28%	4.94%
<b>Unclassified</b>	Vocational Education	\$242	\$85	\$85	\$0	0.00%	
	Debt Service	\$6,006	\$8,351	\$7,603	-\$748	-8.96%	
	Retirement	\$5,728	\$5,907	\$6,285	\$378	6.40%	
	Health Insurance	\$8,487	\$9,202	\$10,177	\$975	10.60%	
	General Insurance	\$969	\$1,086	\$1,101	\$15	1.38%	
	Reserve for Salary Adj.	\$0	\$662	\$286	-\$376	-56.80%	
	Stormwater	\$115	\$125	\$125	\$0	0.00%	
	Reserve Fund	\$0	\$250	\$250	\$0	0.00%	
	Other	\$916	\$946	\$975	\$29	3.07%	
	Energy*	<u>\$0</u>	<u>\$1,596</u>	<u>\$1,707</u>	<u>\$111</u>	6.95%	
	Total	\$22,463	\$28,210	\$28,594	\$384	1.36%	3.31%
<b>Total</b>		\$90,151	\$99,726	\$104,324	\$4,598	4.61%	4.61%

\* In FY23, Energy/utilities expenses were allocated to the Town and Schools lines with a combined \$1.597M total.

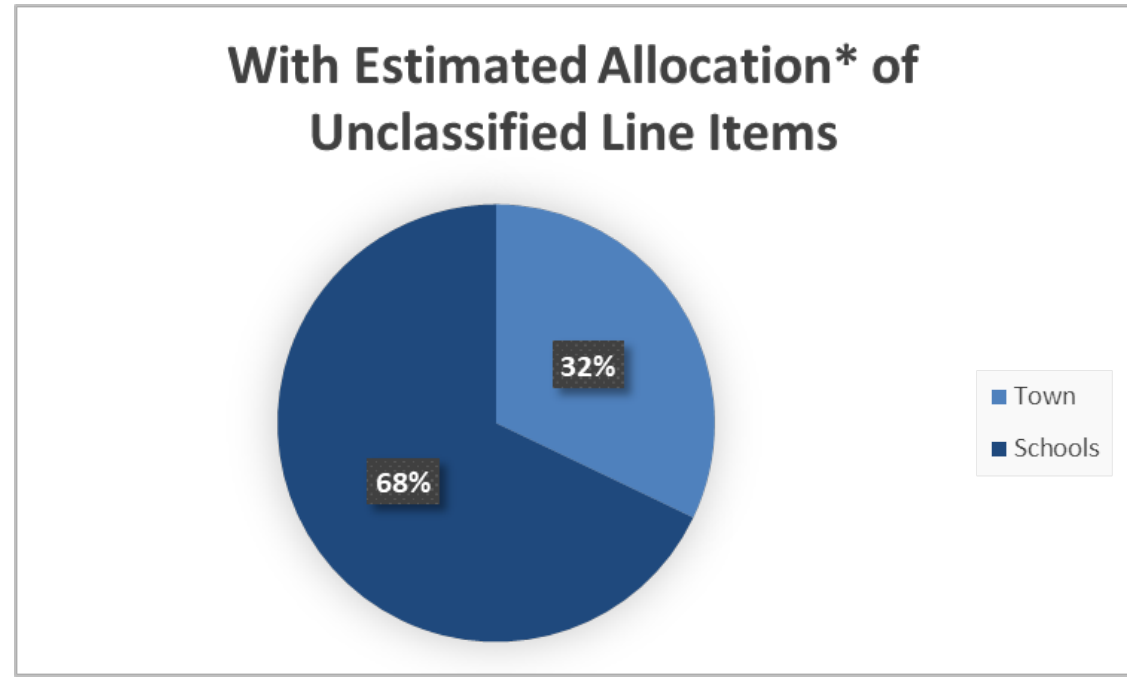
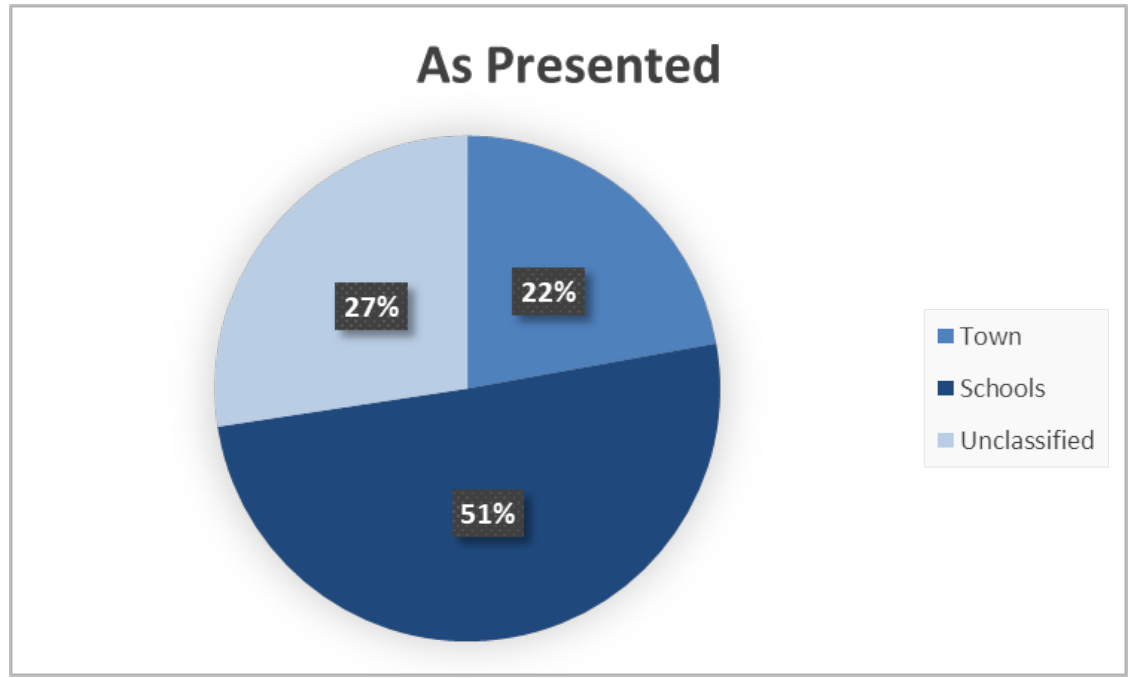
\*\*FY24 Approved budget has been restated to reflect the allocation of \$1.189M to Schools from Salary Reserve following the Special Town Meeting vote in December 2023 approving the transfer of funds for WTA and WESA settlements.

“FY25 vs FY24 Allocated” includes the allocation of FY24 Reserves for Sal Adj to the Town and Schools Personnel line items pursuant to CBA settlements.



# Town of Wayland Massachusetts

## FY25 Operating Budget: Composition



\*Retirement and Health Insurance, General Insurance, Medicare and Reserve Fund allocated 30%/70% to Town/Schools, respectively. The Town Payroll/Total Payroll ratio is forecasted at 28% for FY24 and FY25 .



# Town of Wayland Massachusetts

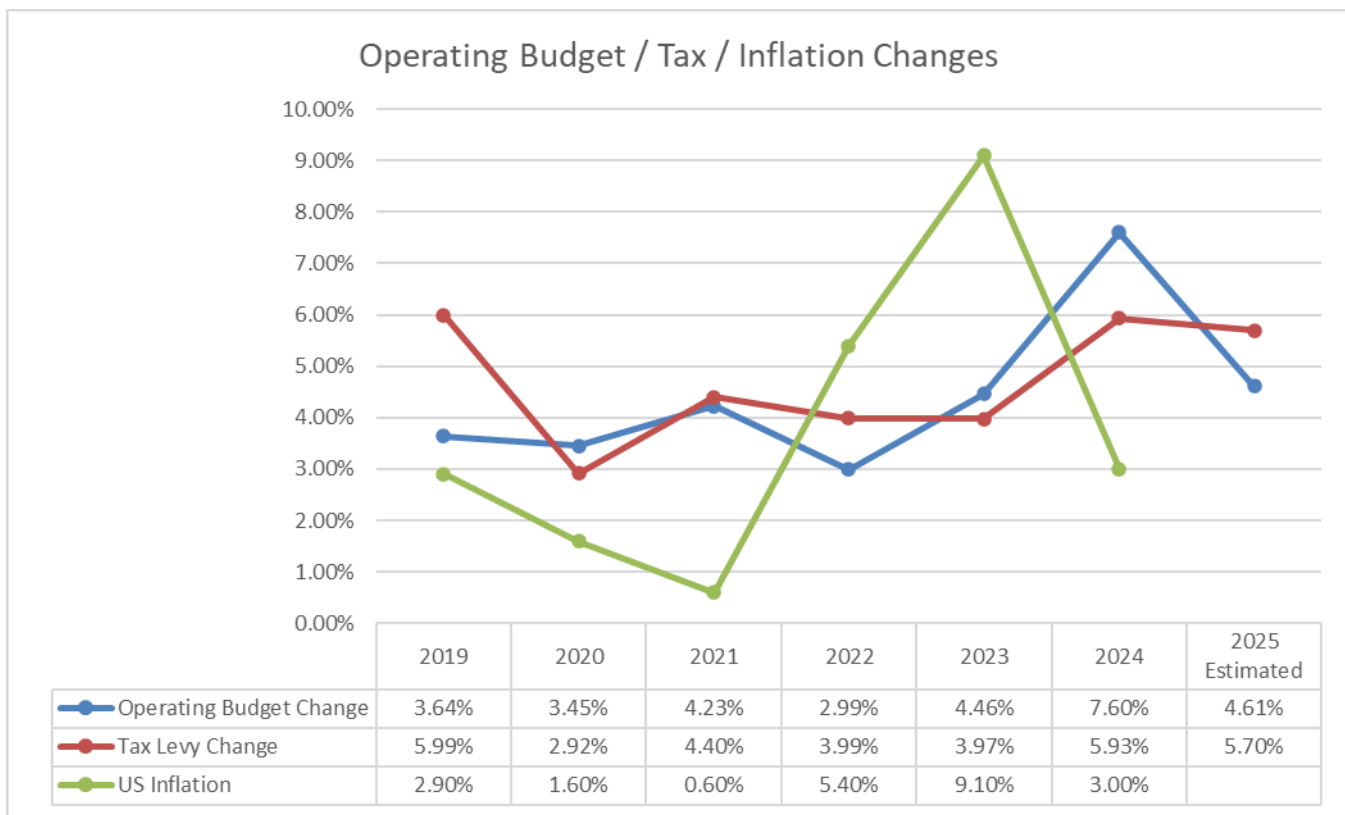
## FY25 Operating Budget: Sources and Uses of Funds

( \$ in 000's)	FY 23 Actual	FY 24 Approved	FY 25 Proposed	FY25 / FY24 \$ Difference	% Change
<u>Uses</u>					
Operating Budget	\$90,151	\$99,726	\$104,324	\$4,598	4.61%
Cash Capital	\$625	\$0	\$0	\$0	0.00%
OPEB Contribution	\$500	\$500	\$500	\$0	0.00%
Other St. Assessments, Overlay, Offsets	\$364	\$356	\$400	\$44	12.31%
Articles	<u>\$126</u>	<u>\$225</u>	<u>\$0</u>	<u>-\$225</u>	-100.00% ← Funded with Free Cash
	\$91,767	\$100,807	\$105,224	\$4,417	4.38%
<u>Sources</u>					
Taxation	\$79,244	\$84,941	\$89,781	\$4,840	5.70%
State Aid	\$7,328	\$8,556	\$8,672	\$116	1.36% ← Small Increase YoY
Local Receipts	\$5,373	\$5,300	\$5,300	\$0	0.00%
Ambulance Receipts	\$374	\$409	\$413	\$4	1.00%
Transfer from Other Funds	<u>\$1,047</u>	<u>\$1,601</u>	<u>\$1,058</u>	<u>-\$543</u>	-33.94% ← Lower than FY24
	\$93,366	\$100,807	\$105,224	\$4,417	4.38%
Estimated Tax Rate	\$16.65	\$15.52	\$16.40		



# Town of Wayland Massachusetts

## Recent Budget Trends



US Inflation is average monthly change in CPI for the prior year period; e.g., FY24 Inflation of 3% is average monthly increase from July 2022-June 2023.



# Town of Wayland Massachusetts

## FY25 Capital Budget-By Department

### Department

DPW	\$ 1,411,250
Facilities	360,000
Fire	279,000
Information Technology	210,000
Joint Communication Center	350,000
Police	74,897
Schools	1,133,300
Water Enterprise Fund	<u>3,830,000</u>
Total	\$ 7,648,447

### Funding Sources

Borrowing	\$ 1,354,577
Free Cash	2,109,661
Ambulance Fund	279,000
Surplus Capital	75,209
Water Enterprise Fund Borrowing	<u>3,830,000</u>
Total	\$ 7,648,447



# Town of Wayland Massachusetts

## FY25 Capital Budget

<b>Recommended Capital</b>	<b>FY25</b>	<b>Guideline</b>
Cash Capital (CC) <i>Taxation in Current Year</i>	\$0	\$600-800K
Free Cash (FC) <i>No Impact on Tax Levy</i>	\$2,109,661	\$1.5-2.0M
Surplus Capital <i>No Impact on Tax Levy</i>	\$75,209	No GL
Non-exempt Debt (LD) <i>Taxation - payments spread over up to 20 years</i>	\$1,354,577	\$3.0-5.0M
Exempt Debt (ED) <i>Taxation-payments spread over up to 20 years not subj. to Prop 2 ½</i>	\$0	No GL
Ambulance Receipts (AMB) <i>No Impact on Tax Levy</i>	\$279,000	\$200-300K
Water Debt <i>No Impact on Tax Levy – Impact on customers</i>	\$3,830,000	No GL
<b>Total</b>	<b>\$7,648,447</b>	





# Town of Wayland Massachusetts

## FY25 Capital Projects

DPW	Compactor Replacement	\$ 75,000
DPW	Light Trucks-P60 Utility	130,000
DPW	Sidewalk improvements	250,000
DPW	Heavy Equipment Replacement - H8 Trackless 2005	200,000
DPW	Town Wide Road Reconstruction	756,250
Facilities	Library RFID Tagging	100,000
Facilities	DPW Wash Bay Rehabilitation	175,000
Facilities	DPW Fleet Maintenance Flooring	85,000
Fire	Equipment - Detection Meters	30,000
Fire	Ambulance Stretcher & Stairchair	99,000
Fire	SCBA Air Packs	75,000
Fire	Fire Vehicle - Vehicle 3	75,000
IT	Video Monitoring and Management System	210,000
JCC	Building Security and Video Equipment	50,000
JCC	Equipment for a Secondary PSAP	300,000
Police	Department Issued Firearms	43,317
Police	Speed & Message Board	31,580
School	DW Fire Alarm Control Panel/Smoke Detection	170,000
School	DW Boilers and Boiler System	169,000
School	DW Student Information System	112,000
School	Mini Bus	50,000
School	WMS Rooftop Air Handling Units and Exhaust Fans - I	164,800
School	Elementary Installation of HVAC Air Conditioning	317,500
School	DW Roof Replacement	150,000
Water Fund	Second Water Tank Construction	2,500,000
Water Fund	Vehicle W-2	130,000
Water Fund	Water Main-Construction	1,200,000
		<u>\$7,648,447</u>

See Warrant, Article 10 for detailed description of projects





# Town of Wayland Massachusetts

## 5-Year Capital Plan

Department	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Conservation		\$ 1,400,000				\$ 1,400,000
DPW	1,411,250	6,989,369	1,986,250	3,198,787	1,607,226	15,192,882
Facilities	360,000	2,870,000	1,060,000	3,140,000	625,000	8,055,000
Fire	279,000	1,040,000	605,000	205,000	395,000	2,524,000
Information Technology	210,000	280,000	225,000		340,000	1,055,000
Joint Communications Center	350,000	225,000	275,000	175,000		1,025,000
Police	74,897	160,000	135,000	110,000	100,000	579,897
Schools	1,133,300	1,798,900	2,217,392	2,792,671	2,696,500	10,638,763
Water Enterprise Fund	3,830,000	400,000	1,130,000	500,000	1,100,000	6,960,000
<b>Total</b>	<b>\$ 7,648,447</b>	<b>\$ 15,163,269</b>	<b>\$ 7,633,642</b>	<b>\$ 10,121,458</b>	<b>\$ 6,863,726</b>	<b>\$ 47,430,542</b>

Project Category	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Building Repair	\$ 886,300	\$ 4,635,900	\$ 2,402,000	\$ 5,586,671	\$ 1,251,500	\$ 14,762,371
Equipment	1,558,897	7,188,000	1,400,000	715,000	835,000	11,696,897
Infrastructure	4,706,250	2,229,369	2,682,642	2,273,787	2,707,226	14,599,274
Land Improvement	-	-	444,000	1,546,000	2,000,000	3,990,000
Vehicles	385,000	1,110,000	705,000	-	70,000	2,270,000
Other	112,000	-	-	-	-	112,000
<b>Total</b>	<b>\$ 7,648,447</b>	<b>\$ 15,163,269</b>	<b>\$ 7,633,642</b>	<b>\$ 10,121,458</b>	<b>\$ 6,863,726</b>	<b>\$ 47,430,542</b>

Does not include plan for Water infrastructure expense as plan is TBD.

Does not include Recreation (fields) or De-Carbonization projects (\$11.6M identified).

Capital requests totaled approximately \$88.5MM including estimated \$20M for MWRA project.



# Town of Wayland Massachusetts

## Levy Limit and Levy Capacity

(\$ is 000s)	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025 E</u>	<u>FY 2026 E</u>
Operating Budget	\$ 86,149	\$ 88,722	\$ 92,679	\$ 99,726	\$ 104,324	\$ 107,976
		2.99%	4.46%	7.60%	4.61%	3.50%
Tax Levy	\$ 74,070	\$ 77,151	\$ 80,213	\$ 84,942	\$ 89,781	\$ 93,433
		4.16%	3.97%	5.90%	5.70%	4.07%
<u>Levy Limit</u>						
Prior Year Levy Limit	\$ 73,387	\$ 75,549	\$ 77,742	\$ 80,567	\$ 84,083	\$ 86,485
2.5% Growth Allowance	1,835	1,889	1,944	2,014	2,102	2,162
New Growth	327	305	881	1,501	300	300
Levy Limit	75,549	77,742	80,567	84,083	86,485	88,947
Debt Exclusion	4,080	3,650	3,764	5,263	4,797	4,646
Maximum Levy Limit	79,628	81,392	84,331	89,346	91,282	93,593
Excess Levy Capacity	\$ 5,558	\$ 4,241	\$ 4,118	\$ 4,403	\$ 1,500	\$ 160



Source: FY21-FY24, Mass DOR Division of Labor Services; FY25 & FY26 Estimated, Town estimates



# Town of Wayland Massachusetts

## Recommendations

- Prepare for FY26 and/or FY27 Operating Override
- 5 Year Operating budget projections, forecasting software
- Review Town Operations/Processes (ad hoc committee/working group) for efficiencies
- Engage in Strategic, Long-term Capital Planning (e.g. 10-20 years)
- Manage Capital Projects to ensure timely completion
  
- Encourage Most Efficient Investment of Town Assets, including Debt Proceeds (Cash)
- Consider Inter-Municipal Cooperatives with other Towns - Utilities/Other Purchases
- Consider Medicare Buy-In for Retirees
- Formulate Strategic Long-Term Plan for OPEB Spending
- Evaluate Hiring Practices to Mitigate Financial implications (Settlements)
- Study Transfer Station Viability



# Town of Wayland Massachusetts

Questions

**ARGUMENTS OPPOSED:** Funds in the Special Education Reserve Fund would be restricted to only special education services, out of district tuition, transportation costs and recovery high school tuition.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote: 5-1-0

**QUANTUM OF VOTE:** Majority. See Massachusetts General Laws, Chapter 40, Sections 5 and 13E.

*For more information, contact Town Manager Michael McCall at mmccall@wayland.ma.us.*

**Article 10. 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 44-51 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.

**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 approval. Vote: 7-0-0.

**QUANTUM OF VOTE:** Majority to appropriate funds under Massachusetts General Laws Chapter 40, Section 5; majority to transfer funds under 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.*

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

	<b><u>FISCAL YEAR 2025 BUDGET</u></b>	<b>ACTUAL FY 2022</b>	<b>ACTUAL FY 2023</b>	<b>APPROVED FY 2024</b>	<b>REQUESTED FY 2025</b>
9	<b>PURCHASE OF SERVICES</b>	\$34,065	\$48,621	\$59,201	\$59,201
	<b>SUPPLIES</b>	\$0	\$2,167	\$2,500	\$2,500
	<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
11	<b>PURCHASE OF SERVICES</b>	\$125,226	\$88,399	\$66,650	\$54,150
	<b>SUPPLIES</b>	\$24,444	\$24,651	\$25,000	\$25,000
	<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>					
12	<b>PURCHASE OF SERVICES</b>	\$213,221	\$397,910	\$244,000	\$244,000
	<b>SUPPLIES</b>	\$0	\$0	\$0	\$0
	<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
14	<b>PURCHASE OF SERVICES</b>	\$147,509	\$177,412	\$174,000	\$202,000
	<b>SUPPLIES</b>	\$458,309	\$544,646	\$550,350	\$557,343
	<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
16	<b>PURCHASE OF SERVICES</b>	\$42,384	\$68,307	\$54,981	\$105,855
	<b>SUPPLIES</b>	\$1,428	\$550	\$1,304	\$1,300
	<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><u>FISCAL YEAR 2025 BUDGET</u></b>	<b>ACTUAL FY 2022</b>	<b>ACTUAL FY 2023</b>	<b>APPROVED FY 2024</b>	<b>REQUESTED FY 2025</b>
	<b>CONSERVATION</b>				
17	PERSONNEL SERVICES	\$207,282	\$235,392	\$252,375	\$285,292
	PURCHASE OF SERVICES	\$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>				
	PURCHASE OF SERVICES	\$3,539	\$2,892	\$3,775	\$3,775
23	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



	<b><u>FISCAL YEAR 2025 BUDGET</u></b>	<b>ACTUAL FY 2022</b>	<b>ACTUAL FY 2023</b>	<b>APPROVED FY 2024</b>	<b>REQUESTED FY 2025</b>
25	<b>PURCHASE OF SERVICES</b>	<b>\$116,065</b>	<b>\$123,872</b>	<b>\$178,480</b>	<b>\$151,550</b>
	<b>SUPPLIES</b>	<b>\$221,634</b>	<b>\$264,497</b>	<b>\$284,725</b>	<b>\$313,700</b>
	<b>TOTAL EXPENSES</b>	<b>\$337,699</b>	<b>\$388,369</b>	<b>\$463,205</b>	<b>\$465,250</b>
	<b>TOTAL POLICE</b>	<b>\$3,203,149</b>	<b>\$3,341,809</b>	<b>\$3,546,970</b>	<b>\$3,762,732</b>
<b>JOINT COMMUNICATIONS</b>					
26	<b>PERSONNEL SERVICES</b>	<b>\$636,636</b>	<b>\$651,123</b>	<b>\$682,045</b>	<b>\$754,805</b>
27	<b>PURCHASE OF SERVICES</b>	<b>\$7,789</b>	<b>\$7,343</b>	<b>\$9,500</b>	<b>\$11,500</b>
	<b>UTILITIES</b>	<b>\$12,383</b>	<b>\$13,567</b>	<b>\$16,000</b>	<b>\$16,000</b>
	<b>SUPPLIES</b>	<b>\$12,306</b>	<b>\$13,056</b>	<b>\$14,000</b>	<b>\$14,000</b>
	<b>TOTAL EXPENSES</b>	<b>\$32,478</b>	<b>\$33,966</b>	<b>\$39,500</b>	<b>\$41,500</b>
	<b>TOTAL JOINT COMMUNICATIONS</b>	<b>\$669,114</b>	<b>\$685,089</b>	<b>\$721,545</b>	<b>\$796,305</b>
<b>FIRE &amp; ALS</b>					
28	<b>PERSONNEL SERVICES</b>	<b>\$2,813,267</b>	<b>\$3,490,205</b>	<b>\$3,371,858</b>	<b>\$3,502,453</b>
29	<b>PURCHASE OF SERVICES</b>	<b>\$68,001</b>	<b>\$72,221</b>	<b>\$84,850</b>	<b>\$75,500</b>
	<b>SUPPLIES</b>	<b>\$208,957</b>	<b>\$227,560</b>	<b>\$229,239</b>	<b>\$246,944</b>
	<b>TOTAL EXPENSES</b>	<b>\$276,958</b>	<b>\$299,781</b>	<b>\$314,089</b>	<b>\$322,444</b>
	<b>TOTAL FIRE</b>	<b>\$3,090,225</b>	<b>\$3,789,986</b>	<b>\$3,685,947</b>	<b>\$3,824,897</b>
<b>BUILDING &amp; ZONING</b>					
30	<b>PERSONNEL SERVICES</b>	<b>\$366,402</b>	<b>\$409,062</b>	<b>\$434,951</b>	<b>\$546,447</b>
31	<b>PURCHASE OF SERVICES</b>	<b>\$18,266</b>	<b>\$17,023</b>	<b>\$16,550</b>	<b>\$17,091</b>
	<b>SUPPLIES</b>	<b>\$5,596</b>	<b>\$995</b>	<b>\$1,500</b>	<b>\$1,500</b>
	<b>TOTAL EXPENSES</b>	<b>\$23,862</b>	<b>\$18,018</b>	<b>\$18,050</b>	<b>\$18,591</b>
	<b>TOTAL BUILDING &amp; ZONING</b>	<b>\$390,264</b>	<b>\$427,080</b>	<b>\$453,001</b>	<b>\$565,038</b>
<b>SCHOOLS</b>					
32	<b>TOTAL SCHOOLS</b>	<b>\$45,222,274</b>	<b>\$47,164,445</b>	<b>\$49,992,319</b>	<b>\$52,630,763</b>
<b>REGIONAL VOCATIONAL SCHOOLS</b>					

	<b><u>FISCAL YEAR 2025 BUDGET</u></b>	<b>ACTUAL FY 2022</b>	<b>ACTUAL FY 2023</b>	<b>APPROVED FY 2024</b>	<b>REQUESTED FY 2025</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	<b>TOTAL EXPENSES</b>	\$19,378	\$18,600	\$27,000	\$27,810
	<b>TOTAL ENGINEERING</b>	\$273,574	\$314,106	\$357,539	\$377,585
	<b>HIGHWAY</b>				
36	<b>PERSONNEL SERVICES</b>	\$994,855	\$979,814	\$1,157,445	\$1,213,529
	<b>PURCHASE SERVICES</b>	\$387,511	\$437,846	\$494,000	\$505,000
	<b>SUPPLIES</b>	\$126,910	\$140,209	\$167,500	\$174,000
37	<b>TOTAL EXPENSES</b>	\$514,421	\$578,055	\$661,500	\$679,000
	<b>TOTAL HIGHWAY</b>	\$1,509,276	\$1,557,869	\$1,818,945	\$1,892,529
	<b>PARK AND CEMETERY</b>				
38	<b>PERSONNEL SERVICES</b>	\$738,050	\$763,389	\$899,055	\$939,127
	<b>PURCHASE SERVICES</b>	\$221,076	\$192,831	\$283,400	\$287,500
	<b>SUPPLIES</b>	\$124,554	\$145,545	\$171,850	\$170,000
39	<b>TOTAL EXPENSES</b>	\$345,630	\$338,376	\$455,250	\$457,500
	<b>TOTAL PARK AND CEMETERY</b>	\$1,083,680	\$1,101,765	\$1,354,305	\$1,396,627
	<b>LANDFILL</b>				
40	<b>PURCHASE SERVICES</b>	\$46,543	\$42,064	\$65,000	\$70,000
	<b>TOTAL DPW</b>	\$2,913,073	\$3,015,804	\$3,595,789	\$3,736,741
	<b>SNOW</b>				
41	<b>PERSONNEL SERVICES</b>	\$126,751	\$104,561	\$175,000	\$175,000

	<b><u>FISCAL YEAR 2025 BUDGET</u></b>	<b>ACTUAL FY 2022</b>	<b>ACTUAL FY 2023</b>	<b>APPROVED FY 2024</b>	<b>REQUESTED FY 2025</b>
42	<b>PURCHASE OF SERVICES</b>	<b>\$105,063</b>	<b>\$80,941</b>	<b>\$125,000</b>	<b>\$125,000</b>
	<b>SUPPLIES</b>	<b>\$240,199</b>	<b>\$269,204</b>	<b>\$225,000</b>	<b>\$225,000</b>
	<b>TOTAL EXPENSES</b>	<b>\$345,262</b>	<b>\$350,145</b>	<b>\$350,000</b>	<b>\$350,000</b>
	<b>TOTAL SNOW</b>	<b>\$472,013</b>	<b>\$454,706</b>	<b>\$525,000</b>	<b>\$525,000</b>
<b>BOARD OF HEALTH</b>					
43	<b>PERSONNEL SERVICES</b>	<b>\$923,136</b>	<b>\$978,570</b>	<b>\$1,072,320</b>	<b>\$1,163,935</b>
44	<b>PURCHASE OF SERVICES</b>	<b>\$130,161</b>	<b>\$128,557</b>	<b>\$156,059</b>	<b>\$163,669</b>
	<b>SUPPLIES</b>	<b>\$13,313</b>	<b>\$11,182</b>	<b>\$16,700</b>	<b>\$16,000</b>
	<b>TOTAL EXPENSES</b>	<b>\$143,474</b>	<b>\$139,739</b>	<b>\$172,759</b>	<b>\$179,669</b>
	<b>TOTAL BOARD OF HEALTH</b>	<b>\$1,066,610</b>	<b>\$1,118,309</b>	<b>\$1,245,079</b>	<b>\$1,343,604</b>
<b>VETERANS SERVICES</b>					
45	<b>PURCHASE OF SERVICES</b>	<b>\$28,956</b>	<b>\$30,183</b>	<b>\$46,000</b>	<b>\$46,000</b>
	<b>SUPPLIES</b>	<b>\$0</b>	<b>\$1,488</b>	<b>\$4,000</b>	<b>\$4,000</b>
	<b>TOTAL EXPENSES</b>	<b>\$28,956</b>	<b>\$31,671</b>	<b>\$50,000</b>	<b>\$50,000</b>
	<b>TOTAL VETERANS SERVICES</b>	<b>\$28,956</b>	<b>\$31,671</b>	<b>\$50,000</b>	<b>\$50,000</b>
<b>COUNCIL ON AGING</b>					
46	<b>PERSONNEL SERVICES</b>	<b>\$246,264</b>	<b>\$235,165</b>	<b>\$307,106</b>	<b>\$346,917</b>
47	<b>PURCHASE OF SERVICES</b>	<b>\$33,690</b>	<b>\$44,845</b>	<b>\$27,000</b>	<b>\$31,440</b>
	<b>SUPPLIES</b>	<b>\$8,981</b>	<b>\$6,466</b>	<b>\$16,300</b>	<b>\$19,400</b>
	<b>TOTAL EXPENSES</b>	<b>\$42,671</b>	<b>\$51,311</b>	<b>\$43,300</b>	<b>\$50,840</b>
	<b>TOTAL COUNCIL ON AGING</b>	<b>\$288,935</b>	<b>\$286,476</b>	<b>\$350,406</b>	<b>\$397,757</b>
<b>YOUTH SERVICES</b>					
48	<b>PERSONNEL SERVICES</b>	<b>\$321,130</b>	<b>\$260,026</b>	<b>\$310,263</b>	<b>\$318,282</b>
49	<b>PURCHASE OF SERVICES</b>	<b>\$496</b>	<b>\$3,331</b>	<b>\$4,900</b>	<b>\$3,400</b>
	<b>SUPPLIES</b>	<b>\$0</b>	<b>\$293</b>	<b>\$1,650</b>	<b>\$1,650</b>
	<b>TOTAL EXPENSES</b>	<b>\$496</b>	<b>\$3,624</b>	<b>\$6,550</b>	<b>\$5,050</b>
	<b>TOTAL YOUTH SERVICES</b>	<b>\$321,626</b>	<b>\$263,650</b>	<b>\$316,813</b>	<b>\$323,332</b>
<b>LIBRARY</b>					

	<b><u>FISCAL YEAR 2025 BUDGET</u></b>	<b>ACTUAL FY 2022</b>	<b>ACTUAL FY 2023</b>	<b>APPROVED FY 2024</b>	<b>REQUESTED FY 2025</b>
50	<b>PERSONNEL SERVICES</b>	<b>\$904,368</b>	<b>\$933,991</b>	<b>\$934,919</b>	<b>\$1,020,553</b>
	<b>PURCHASE OF SERVICES</b>	<b>\$49,669</b>	<b>\$46,720</b>	<b>\$49,437</b>	<b>\$56,730</b>
	<b>SUPPLIES</b>	<b>\$236,799</b>	<b>\$237,446</b>	<b>\$252,083</b>	<b>\$249,447</b>
51	<b>TOTAL EXPENSES</b>	<b>\$286,468</b>	<b>\$284,166</b>	<b>\$301,520</b>	<b>\$306,177</b>
	<b>TOTAL LIBRARY</b>	<b>\$1,190,836</b>	<b>\$1,218,157</b>	<b>\$1,236,439</b>	<b>\$1,326,730</b>
	<b>RECREATION</b>				
52	<b>PERSONNEL SERVICES</b>	<b>\$200,837</b>	<b>\$179,494</b>	<b>\$204,646</b>	<b>\$231,018</b>
	<b>PURCHASE OF SERVICES</b>	<b>\$82,701</b>	<b>\$27,081</b>	<b>\$87,908</b>	<b>\$87,358</b>
	<b>SUPPLIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
53	<b>TOTAL EXPENSES</b>	<b>\$82,701</b>	<b>\$27,081</b>	<b>\$87,908</b>	<b>\$87,358</b>
	<b>TOTAL RECREATION</b>	<b>\$283,538</b>	<b>\$206,575</b>	<b>\$292,554</b>	<b>\$318,376</b>
	<b>DEBT AND INTEREST</b>				
54	<b>TOTAL DEBT AND INTEREST</b>	<b>\$6,634,542</b>	<b>\$6,006,128</b>	<b>\$8,351,117</b>	<b>\$7,603,113</b>
	<b>RETIREMENT</b>				
	<b>PURCHASE OF SERVICES</b>	<b>\$5,378,336</b>	<b>\$5,728,625</b>	<b>\$5,907,067</b>	<b>\$6,285,643</b>
55	<b>TOTAL RETIREMENT</b>	<b>\$5,378,336</b>	<b>\$5,728,625</b>	<b>\$5,907,067</b>	<b>\$6,285,643</b>
	<b>TOWN ENERGY</b>				
	<b>PURCHASE OF SERVICES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$523,200</b>	<b>\$558,580</b>
56	<b>TOTAL TOWN ENERGY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$523,200</b>	<b>\$558,580</b>
	<b>SCHOOL ENERGY</b>				
	<b>PURCHASE OF SERVICES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,073,500</b>	<b>\$1,146,072</b>
57	<b>TOTAL SCHOOL ENERGY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,073,500</b>	<b>\$1,146,072</b>
	<b>UNCLASSIFIED</b>				
	<b>HEALTH &amp; LIFE INSURANCE</b>				
	<b>Employee Health Insurance (426)</b>	<b>\$6,218,198</b>	<b>\$6,350,970</b>	<b>\$6,790,756</b>	<b>\$7,667,721</b>

	<b><u>FISCAL YEAR 2025 BUDGET</u></b>	<b>ACTUAL FY 2022</b>	<b>ACTUAL FY 2023</b>	<b>APPROVED FY 2024</b>	<b>REQUESTED FY 2025</b>
	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
<b>58</b>	<b>TOTAL HEALTH/LIFE INSURANCE</b>	<b>\$8,575,005</b>	<b>\$8,487,165</b>	<b>\$9,202,216</b>	<b>\$10,177,919</b>
	<b>OTHER INSURANCE</b>				
<b>59</b>	<b>PROPERTY, CASUALTY &amp; LIABILITY INSURANCE</b>	<b>\$923,140</b>	<b>\$970,231</b>	<b>\$1,086,605</b>	<b>\$1,100,176</b>
<b>60</b>	<b>MEDICARE TAX - 1.45%</b>	<b>\$818,285</b>	<b>\$844,435</b>	<b>\$833,175</b>	<b>\$862,336</b>
<b>61</b>	<b>UNEMPLOYMENT COMPENSATION</b>	<b>\$76,460</b>	<b>\$43,729</b>	<b>\$50,000</b>	<b>\$50,000</b>
<b>62</b>	<b>POLICE/FIRE DISABILITY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,000</b>	<b>\$15,000</b>
<b>63</b>	<b>OCCUPATIONAL HEALTH</b>	<b>\$370</b>	<b>\$7,686</b>	<b>\$8,000</b>	<b>\$8,000</b>
	<b>TOTAL OTHER INSURANCE</b>	<b>\$1,818,255</b>	<b>\$1,866,080</b>	<b>\$1,992,780</b>	<b>\$2,035,512</b>
<b>64</b>	<b>SICK LEAVE BUYBACK RESERVE FOR SALARY</b>	<b>\$18,903</b>	<b>\$22,721</b>	<b>\$40,000</b>	<b>\$40,000</b>
<b>65</b>	<b>SETTLEMENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$662,897</b>	<b>\$286,271</b>
<b>66</b>	<b>RESERVE FUND BUDGET</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$250,000</b>
<b>67</b>	<b>STORMWATER</b>	<b>\$99,383</b>	<b>\$115,722</b>	<b>\$125,000</b>	<b>\$125,000</b>
	<b>TOTAL UNCLASSIFIED</b>	<b>\$10,511,546</b>	<b>\$10,491,689</b>	<b>\$12,272,893</b>	<b>\$12,914,702</b>
	<b>TOTAL GENERAL FUND BUDGET</b>	<b>\$87,273,466</b>	<b>\$90,151,426</b>	<b>\$99,726,007</b>	<b>\$104,324,475</b>

<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: This 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 FY25 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 Minutemen Library Network.	
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>	
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 which 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 Public Safety Answering Point (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

<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 of most 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

<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

**Article 11. Capital Stabilization Fund Appropriation**

*Proposed by: Select Board*

*Estimated Cost: \$250,000*

To determine if the Town will vote to appropriate \$250,000 to be deposited in the Town’s Capital Stabilization Fund; and that said appropriation will be funded by Free Cash.

**FINANCE COMMITTEE COMMENTS:** Passage of this article will contribute \$250,000 from Free Cash to the Capital Stabilization Fund (CSF) to support future expenses related to the Town’s Capital Improvement Plan (CIP). This fund-to-fund transfer does not require an increase in taxation.

The 2021 Annual Town Meeting approved the establishment and initial funding of a CSF. In 2022, the Select Board approved a policy for the CSF which outlines the purpose and parameters for operation of the fund.

The purpose of the CSF is to promote sound financial planning practices by allowing the Town, from time to time, by appropriation, to support the CIP by reserving funds to pay for costs or debt service related to the engineering and design, renovation, reconstruction or construction of Town facilities. The objectives of the fund are to provide a source of funds to keep projects previously approved by Town Meeting moving forward, level the impact of capital expenditures on taxation, and to create a funding source for the Town share of matching grants.

Funds may be transferred into the CSF by a simple majority vote of Town Meeting from any general fund source, including taxation, free cash, or residual funds at the completion of previously approved capital projects ("capital close outs").

The Treasurer is the custodian of the CSF and will invest the fund as allowable by state statute. Any interest earned on the assets of the CSF shall be added to it. Monies accumulated in the CSF carry over from one fiscal year to another.

Appropriations from the CSF to support capital expenditures require a two-thirds majority vote of Town Meeting. The policy established that appropriations from the CSF, in priority order, are restricted to: 1) additional funding to support the Town’s Capital Investment Plan for projects previously approved at Town Meeting 2) unanticipated capital projects resulting from a catastrophic or emergency event if the financial burden of the event is in excess of an amount which the Finance Committee Reserve Fund can cover 3) the Town share of matching grants 4) support of critical capital expenses if revenue, from whatever source, including free cash, is less than forecasted in the Five-Year Capital Investment Plan 5) providing for General Fund “pay-as-you-go” capital appropriations.

The Select Board recommends approval. Vote: 3-0-0

**ARGUMENTS IN FAVOR:** CSF assets are still considered part of the Town’s total reserve fund balance evaluated by rating agencies such as Moody’s in their determination of the Town’s bond rating.

Funding the CSF provides a capital funding source that improves the Town’s ability to smooth out the year-to-year impact on taxation from capital spending.

**Cover Letter in Support of My Candidacy for a Position of the Surface Water Quality Committee**

**Steve Garone**

To the members of the Wayland Selectboard:

With this letter, I am requesting consideration to be appointed as a member of Wayland's Surface Water Quality Committee (SWQC).

I have been living in Wayland for the past 44+ years, with all of those years residing in a home that is directly across the street from one of our town's most precious resources – Dudley Pond. While it is only one of the bodies of water under the auspices and care of the SWQC, all I need to do is take a look out of my window to understand how precious Dudley Pond, and our other water resources, are to our town and to our wellbeing.

I am currently a member of the board of the Dudley Pond Association (DPA), and have served in various capacities in that organization over many years. At one point, I was the organization's liaison to the Massachusetts Congress of Lake and Pond Associations (MA COLAP).

Recently, I was active in helping the DPA work with the town to orchestrate the purchase of a conveyor to help those who operate the weed harvester on Dudley Pond.

My professional background, spanning engineering, marketing, and competitive intelligence, was spent entirely in the world of information technology (IT). I feel I have the technology "backbone" to understand and deal with the issues relevant to the health of our water resources in Wayland. I have also been reviewing materials provided to me by Norm Marowitz, a former SWQC member who has recently resigned, to come up to speed on key issues as well as required activities for which I will be responsible should I be appointed to SWQC.

Thank you for your consideration,

Steve Garone

# STEVE GARONE

## PROFESSIONAL EXPERIENCE

### **Lake Shore Analytics, Wayland, MA**

#### **Founder & Chief Analyst**

New industry analyst and consulting firm focused content/social media strategy and creation for companies seeking quality web, social media, and document content.

### **Rackspace, San Antonio, TX**

#### **Director of Product Marketing**

Responsible for the overall go-to-market for all of Rackspace's private cloud-as-a-service software products.

### **Hitachi Vantara, Waltham, MA**

#### **Senior Cloud/IoT Product Marketing Manager**

Marketing lead for the company's cloud strategy development and execution, and for Cloud Service Provider program, including go-to-market strategy, co-marketing initiatives with providers, social media strategy, and marketing support for sales initiatives focused on cloud services delivery via managed services and other models.

- Successfully signed 9 service providers in the first few months (30 overall) and created a "Marketplace" for their services on HDS.com, a seminar/road show program, and an on ramp for new providers.
- Managed two major, successful launches in the cloud space, including message development, content creation, and press, analyst, and social media activities.
- Led a team developing the company's five-year roadmap for its cloud-based mobility and content products, resulting in specific product development initiatives.

### **Maastary, Concord, MA**

#### **Co-Founder and Principal**

Successfully helped clients leverage Web, and social media marketing, superior messaging, aligning marketing content and programs to buy cycles and buyer personae, and programs to generate more valuable and qualified leads.

### **CA Technologies, Framingham, MA**

#### **Director, Virtualization & Server Automation Product Marketing**

Provided product marketing support for new and existing automation products, including introducing a new product whose revenue grew from zero to several million dollars within a few months.

#### **Director, Market Strategy, State and Local Government Sales**

Established CA Technologies as a credible vendor in the state/local government and education markets through content & collateral creation, highly effective messaging, and events.

#### **Director, Market and Competitive Intelligence**

Developed, delivered, and presented research and analysis for the company's Executive Leadership team covering relevant markets and specific competitors to support corporate and division strategic efforts.

- Generated market analysis and competitive intelligence as the lead of CA's SaaS Strategy Team, which reported directly to the company's Executive Leadership Team.
- Created in depth competitive studies of six major vendors in the area of cloud computing.

- Evaluated alternative software creation and delivery model and determined those best suited to CA's product direction and business models in my role as market analysis and competitive intelligence lead on CA's Alternative Delivery Models Team.

**TechTarget/Bitpipe/The AlignIT Group, Boston/Newton, MA**

Founded The AlignIT Group, where I collaborated to create unique products, based on primary and secondary research, designed to help organizations make better IT purchase decisions faster. Clients reported required resource reductions of up to 90%.

At Bitpipe (which acquired The AlignIT Group), I leveraged AlignIT's IP to lead the development of lead scoring models to support Bitpipe's lead generation and management.

As Market Research Director at TechTarget (which acquired Bitpipe), I developed a full service market research function, and continued the lead scoring model development that began at Bitpipe.

**RELATED EXPERIENCE****Sun Microsystems, Burlington, MA**

**Chief Marketing Strategist & Evangelist for Sun Software**

**IDC, Framingham, MA**

**Program Vice President for IDC's Enterprise Integration Software, Java and XML for eBusiness and Application Design & Construction Tools programs**

**EDUCATION****Master of Business Administration, Market Research and Product Marketing**

Babson College, Wellesley, MA

**Master of Science, Electrical Engineering, Semiconductors, Circuits, Optical Devices and Detectors**

Massachusetts Institute of Technology, Cambridge, MA

**Bachelor of Science, Electrical Engineering, Magna Cum Laude**

NYU Tandon School of Engineering, Brooklyn, NY

**AFFILIATIONS & PERSONAL INTERESTS**

[Dudley Pond Association, Wayland, MA:](#) Board member

[Wayland Community Emergency Response Team, Wayland, MA:](#) Member & trainer of a CERT team responsible for assisting first responders during community emergencies

[Sudbury Valley New Horizons Music, Wayland, MA:](#) Founding member; Marketing/Public Relations manager; trumpet player with concert band; guitar and bass player with swing band

[New Horizons International Music Association:](#) Executive Board Member and member of the development and technology committees



April 1, 2024

William Whitney, Chair  
Select Board

Re: Letter of Interest – Zoning Board

Dear Chairman Whitney and Members of the Select Board,

I am writing to express my interest in serving on the Town Zoning Board for Wayland. As a dedicated resident, I am excited about the opportunity to contribute my skills to the important work of the board.

Having lived in Wayland for 8 years, I have developed a deep appreciation for its unique character and the importance of responsible growth and development. Throughout my career as an attorney and in telecommunications, I have gained valuable experience relating to real estate and land use. I believe these skills would be beneficial in making informed decisions and recommendations that align with the best interests of our community.

I am committed to fostering open communication and collaboration among stakeholders to ensure that zoning decisions reflect the diverse needs and perspectives of our residents. I am a strong advocate for transparency and public engagement in the zoning process, and I am eager to work with fellow board members, local officials, and community members to address current challenges and plan for the future growth and development of our town.

In addition to my professional background, I am deeply invested in the well-being of our community. As a parent to two little girls at Claypit Hill Elementary, I have a deep interest in our community and ensuring its betterment. I am dedicated to upholding the values of fairness, equity, and sustainability in all zoning matters and am committed to making decisions that promote the long-term vitality and resilience of our town.

I am enthusiastic about the opportunity to serve on the Town Zoning Board and contribute to shaping the future of our community. Thank you for considering my application. I am available at your convenience to discuss how my skills and experiences can contribute to the work of the board.

Sincerely,

Justine Paul



ATTACHMENT Tenant Form Submit Name to Town for Consideration

REC'D  
WAYLAND TOWN CLERK  
2023 FEB -9 PM 4:46

**NOTICE OF INTENT TO BE CONSIDERED FOR TOWN APPOINTED TENANT  
BOARD MEMBER SEAT**

Date: 2/9/24

Dear Town Clerk:

Please accept this Notice as my intent to be considered for the Town Appointed Tenant Board  
Member seat of the Wayland Housing Authority.

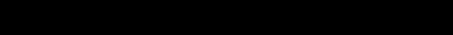
I am providing you with the following information for your consideration:

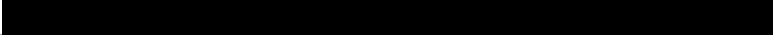
NAME: KEVIN GOODWIN

ADDRESS: 

TENANCY TYPE: (Check one)

- State-Aided Public Housing
- Federally Subsidized Public Housing
- Section 8 Housing Choice Voucher
- Alternative Housing Voucher Program
- Other

PHONE NUMBER: 

EMAIL ADDRESS: 

If you need additional information, do not hesitate to contact me using the information  
provided above. Sincerely,

Kevin Goodwin

Tenant Signature

**KEVIN SCOTT GOODWIN**



**EDUCATION:**

Framingham State College Framingham MA 1998-2001  
BA in Communication Arts with a concentration in Communication Studies

Middlesex Community College Bedford MA 1994-1998  
AA in Communication Concentration  
Honorable Mention and Award of Merit in Journalism

**Community Service:**

**July 2015 to Present Home2Homes Co-Founder and Board of Directors**  
**March 2012 to Present MRC Unserved/ Underserved Standing Committee**  
**September 2011-Present Wayland Housing Authority Board of Commissioner's**  
**February 2011-February 2014 North District Consumer Advocacy Council**  
**January 2009-August 2011 Wayland Housing Authority Family Self Sufficiently Committee**  
**January 2009- August 2011 Wayland Housing Authority Interview Committee**  
**December 2007-August 2011 Wayland Housing Authority Grievance Panel Member**  
**February 2006-Present Annual Consumer Conference Committee**  
January 2006-Present MRC Interagency Relations Committee  
January 2006-Present MRC State Plan Committee  
January 2006-Present MRC Strategic Planning Committee  
November 2006-Present MRC Moro Fleming Award Committee  
February 2005-Present State Rehabilitation Council Ex officio  
January 2006-April 2013 MRC Consumer Hand Book Task Force  
February 2004-February 2012 Metro west Consumer council  
April 2004-May 2015 Chair of unserved/underserved Transportation Subcommittee  
June 2001-December 2008 Wayland Council on Aging Transportation Committee

**Employment History:**

**MASS Rehab Commission Natick MA Individual Consumer Consultant July 2005- January 2016**  
**Completed Projects for Natick and Boston Mass Rehab Offices on an as needed basis**

**Internship History:**

**WZLX Boston MA, January 2001-May 2001**

Assisted with database maintenance, e-mail, upkeep of music library, pulled music and spots for next on-air shift  
Updated and maintained the station's database archives for spoken word, music, and Beatle Years

**WDJM Framingham State College, September 1999-May 2001**

Program Director Monitored the station when broadcasting. Scheduled on air shifts. Training for incoming DJ's  
Previewed cd's for on air library. Hosted and produced a classic rock program on the station

**WDJM Framingham State College, June 1993-August 1993**

Board Operator Operated the master control board while broadcasting the Alternative Format. Filled in on other broadcasts as necessary. Other duties included filing, taking telephone requests, and general office clean-up.

**WADN Concord MA, June 1996-March 1997**

Produced "Coffee and Conversation a daily talk show. Hosted and produced a Folk music show that aired during the mid-day. Produced the satellite broadcasts of Nascar Winston Cup races, and Bloomberg Information Radio

**WKOX Framingham MA, January 1994-January 1996**

Downloaded and printed the morning news reports. Recorded traffic reports for on air use. Recorded ABC Network news for the news director.

**Wayland High School** September 1992-June 1994

Assisted the head athletic trainer in after school sport programs. Earned a varsity letter jacket for my volunteer service.

**Other Interests:**

Amateur Radio Operator with an Extra class license. Accredited Volunteer Examiner Coordinator with the American Radio Relay League. Responsible for coordinating, preparing and administering amateur radio exams

**License Courses:**

Framingham Amateur Radio Association classes

Novice passed December 1990,

Technician passed May 1991,

General passed July 1992,

Advanced passed March 1998,

Extra passed June 1999.

Emergency communications Level 1 Course passed April 2003

ATTACHMENT Tenant Form Submit Name to Town for Consideration

2023 FEB -6 PM 2:00

**NOTICE OF INTENT TO BE CONSIDERED FOR TOWN APPOINTED TENANT  
BOARD MEMBER SEAT**

Date: 2/6/24

Dear Town Clerk:

Please accept this Notice as my intent to be considered for the Town Appointed Tenant Board

Member seat of the Wayland Housing Authority.

I am providing you with the following information for your consideration:

NAME: *Denise Fortin*

ADDRESS: [REDACTED]

TENANCY TYPE: (Check one)

- State-Aided Public Housing
- Federally Subsidized Public Housing
- Section 8 Housing Choice Voucher
- Alternative Housing Voucher Program
- Other

PHONE NUMBER: [REDACTED]

EMAIL ADDRESS: [REDACTED]

If you need additional information, do not hesitate to contact me using the information provided above. Sincerely,

*Denise Fortin*

Tenant Signature

**Denise Fortin**



## **Abbreviated Resume**

### **Work:**

**25+ years, Human Resources**

**The last five years as Director of Human Resources**

### **Volunteer**

**15 years leading Contemporary music at St. Ann's Church**

**15 years writing music for the psalm**

**15 years as Sacristan at St. Anns/Good Shepherd Parish**

**Doing bookkeeping for Fr. Pat**

**Counting collections and entering them in the database**

**Lector**

**Eucharistic Minister**

**Serving at Funeral Masses**

**Serving at daily Masses**

**Presiding over Liturgy of the Word for Assisted Living  
And Nursing Homes**

**Brought the Holy Eucharist to homebound, hospitals,  
Assisted living, nursing homes, and Hospice**

**Offered prayer and a listening ear to those in hospitals,  
And Hospice**

**Led small prayer groups**

**Served on the Worship Committee**

**Helped decorate the church for Advent, Christmas,  
Lent, and Easter**

**Led Bible study (open to all faiths) at Bent Park**  
**And for a short time at Cochituate Village**  
**Led Bingo and Social**  
**Help decorate Cochituate Village interior for Christmas**

ATTACHMENT C: Tenant Form to Submit Name to Town for Consideration

NOTICE OF INTENT TO BE CONSIDERED FOR TOWN APPOINTED TENANT BOARD  
MEMBER SEAT

Click or tap to enter date. February 15, 2024

Dear Town Clerk:

Please accept this Notice as my intent to be considered for the Town Appointed Tenant Board Member seat of the Wayland Housing Authority.

I am providing you with the following information for your consideration:

NAME: Click or tap here to enter your name. → [Redacted]

ADDRESS: Click or tap here to enter your address. [Redacted]

Click or tap here to enter City, State, and [Redacted]

TENANCY TYPE: (Check One)

- State-Aided Public Housing
- Federally Subsidized Public Housing
- Section 8 Housing Choice Voucher
- Massachusetts Rental Voucher Program
- Alternative Housing Voucher Program
- Other

PHONE NUMBER: Click or tap here to enter your phone number. [Redacted]

EMAIL ADDRESS: Click or tap here to enter your email address. [Redacted]

If you need additional information, do not hesitate to contact me using the information provided above.

Sincerely,

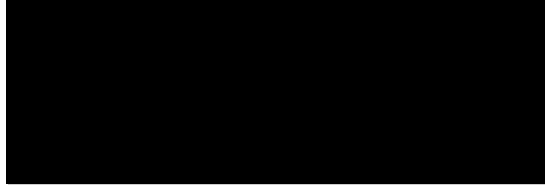
Monie D. Isenberg 2/15/2024

Tenant

Click or tap here to enter housing authority name. Housing Authority → Wayland (WHA)



Marie F Jacques Isenburg



Trudy L. Reid, CMMC  
Town Clerk  
Town of Wayland  
41 Cochituate Road  
Wayland, MA 01778

WAYLAND TOWN CLERK  
2024 MAR -4 PM 3:28

Dear Ms. Reid,

Please consider my request to be appointed to the Resident Seat on the Wayland Housing Authority Board. In the two years I served as an elected Commissioner, I believe I contributed to the stability and efficiency of the board. My goal remains to support the Housing Authority's mission of providing seniors and others homes where we can live in safety and dignity. Though as a community, we see the benefits and stresses seen in our broader society, many of us strive in our own way to add meaning and enjoyment to community life here. The gardening opportunities, the gatherings in the community rooms, the chance meetings where we occasionally present each other challenges, and more often encourage and keep company surely represent a better quality of life than many of us have known elsewhere.

The all important Massachusetts state goal of increasing housing opportunities is a great interest of the board in which I share. I participate in gathering research and information that is shared with the board and other entities working on these issues. I continue this pursuit by attending all WHA board meetings I can access either by Zoom or by personal attendance.

Also of great interest to me is assuring full support of the office and maintenance staff. All of our staff provide unsurpassed service to our residents. That, I believe is why we hear so often that the Wayland Housing Authority is unsurpassed.

In this time of change in demands and resources, I would very much like to be on the Board to assure that we maintain this level of excellence. However, my interest and commitment to our quality of life will continue in whatever capacity I can serve.

Attached, please find the resume portion of the application to the appointed tenant seat on the Wayland Housing Authority Board of Commissioners, which I submitted on February .15, 2024.

I appreciate your consideration.

Sincerely,  
Marie F Jacques Isenburg

A handwritten signature in cursive script that reads "Marie F Jacques Isenburg".

Resident of Bent Park

## **Marie F Jacques Isenburg**



### **Skills**

- Bilingual in English and French; read Spanish
- Spreadsheet data collection; use of calculations and formulas
- Relational database development in FileMaker Pro 6, typically 10,000 records
- Knowledge of Medical Terminology
- Construction skills such as low-voltage wire, HVAC piping, duct-work
- Public plantings at Adams Corner in Dorchester MA
- Dorchester Youth Hockey, Certified USA Hockey Associate+ Coach (House League)

### **Experience**

Member, Wayland Housing Authority Board of Commissioners 2021-2023

Adult Basic Education Instructor, GED

- Jamaica Plain Community Centers 2011-2013

Administrative Secretary

- Boston College 2000-2003
- CSMG, Kendal Square 1998-2000
- Boston University 1994-1998

Medical Unit Secretary

- Randstadt at Beth Israel Deaconess Medical Center 2004-2005
- Massachusetts General Hospital 1978-1981 & 1982-1988

HVAC Tech

- Trethewey Brothers, Roslindale, MA 1986-1990

### **Education**

- University of Massachusetts, Boston 2008, B.A. in Political Science, summaa cum laude
- G.E.D. State of Massachusetts, 1974

**From:** [janot.mendler.de.suarez](mailto:janot.mendler.de.suarez)  
**To:** [Bratica, Jailyn](#)  
**Cc:** [Martin, Carol](#); [Mary](#); [Rabbi Danny Burkeman](#); [Whitney, William](#)  
**Subject:** Expression of Interest: Wayland Housing Partnership  
**Date:** Saturday, April 13, 2024 11:22:40 PM  
**Attachments:** [CV-JanotMendlerdeSuarez2024.doc](#)

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**[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.]**

Dear Jailyn - herewith my expression of interest with CV attached, for transmittal to the Selectboard. Thankyou!.

Dear Chairman Whitney and members of the Selectboard,

Having been designated by the Wayland Interfaith Leaders Association (WILA), I would like to express my interest in being appointed to serve as WILA's representative on the Wayland Housing Partnership committee.

Fair Housing is an area of particular interest to me, which is increasingly cross-cutting in terms of it's legacy and continuing importance to the Town of Wayland in strategic planning, economic development, diversity, equity and belonging, and climate resilience. Having recently spearheaded efforts as a member of Wayland's HDREI committee to educate ourselves on the history and current issues facing Wayland and other municipalities, I am confident that the opportunity to serve with the Housing Partnership would facilitate synergy. Please find attached my short CV.

Thankyou for your consideration of my interest to serve our town in this capacity.

Sincerely, Janot

[Redacted signature block]

**From:** Martin, Carol <[cmartin@wayland.ma.us](mailto:cmartin@wayland.ma.us)>

**Sent:** Friday, April 12, 2024 8:44 AM

**To:** Mary <[mantes2@verizon.net](mailto:mantes2@verizon.net)>; 'Rabbi Danny Burkeman'  
<[Rabbidanny@shirtikva.org](mailto:Rabbidanny@shirtikva.org)>

**Cc:** 'Janot Mendler de Suarez' <[janotrms@icloud.com](mailto:janotrms@icloud.com)>; Bratica, Jaily  
<[jbratica@wayland.ma.us](mailto:jbratica@wayland.ma.us)>; Whitney, William <[wwhitney@wayland.ma.us](mailto:wwhitney@wayland.ma.us)>

**Subject:** Re: WILA representation

Mary -

thank you for getting this done. and THANK YOU Janot for volunteering.

next SB meeting is 4/29th. Jaily Bratica is the point person for organizing the appointments. letters of interest should be sent to her. Please feel free to reach out to Jaily with any questions, deadlines, etc.

Carol

---

**From:** Mary Antes <[mantes2@verizon.net](mailto:mantes2@verizon.net)>

**Sent:** Thursday, April 11, 2024 9:25 PM

**To:** 'Rabbi Danny Burkeman' <[Rabbidanny@shirtikva.org](mailto:Rabbidanny@shirtikva.org)>

**Cc:** 'Janot Mendler de Suarez' <[janotrms@icloud.com](mailto:janotrms@icloud.com)>; Select Board Members  
<[sbmembers@wayland.ma.us](mailto:sbmembers@wayland.ma.us)>

**Subject:** RE: WILA representation

[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.]

Thanks very much for your help in this process, Danny..

Hi Janot,

As you probably know, you need to be appointed by the Select Board. The best way to initiate that process is to send an email to [sbmembers@wayland.ma.us](mailto:sbmembers@wayland.ma.us) indicating your interest in being appointed WILA's representative to the Wayland Housing Partnership. Bill Whitney is the chair. They will schedule a time to interview you (or they could just make the appointment). Once they make the appointment, you should get a letter of appointment that you take to the Town Clerk who will swear you in. I wish I could tell you when the next meeting is but it is missing from the draft minutes.

Welcome!

Mary

-----Original Message-----

From: Rabbi Danny Burkeman <[Rabbidanny@shirtikva.org](mailto:Rabbidanny@shirtikva.org)>

Sent: Thursday, April 11, 2024 6:51 PM

To: [mantes2@verizon.net](mailto:mantes2@verizon.net)

Cc: janot mendler de suarez <[janotrms@icloud.com](mailto:janotrms@icloud.com)>

Subject: WILA representation

Hi Mary,

I hope that all is well with you.

We discussed your committee at WILA today and Janot Mendler de Suarez volunteered to represent WILA. She is cc-ed here for you to be in touch with each other.

Thanks,

Danny

# Janot Reine MENDLER de Suarez - Curriculum Vitae

## CONTACT INFORMATION

Nationality: USA



## PROFILE

Specializing in conceptualizing strategic negotiations, forward-planning & operations with tight financial discipline imposed by ambitious budgets, of complex multi-party collaborative projects, programs and dialogue processes engaging partners at inter- and intra-regional levels, with over 20 years experience in application of leadership motivation and peer learning methods to animate virtual and F2F consultative peer2peer communities of practice; pioneer in design and facilitation of innovative facilitation of difficult conversations and transformation management; harnessing humor and participatory games for co-learning, collective intelligence, and robust decision-making under conditions of deep uncertainty. Clarity in communications and integrity in inter-personal and inter-institutional relations are personal keys to brokering fruitful win/win collaboration for tangible benefit. With deep commitment to comprehensive human security and climate-resilient development, putting social justice, equity & gender at the nexus of Early Warning Early Action services and restorative ecosystem management at the catchment basin scale, I bring a significant personal global network at the highest levels of intergovernmental agencies, governments, NGOs and civil society organizations, lending confidence in handling negotiations requiring reconciliation of diverse perspectives in policy and operational environments.

## EDUCATION

### **Fletcher School of Law and Diplomacy, Tufts University**

Master of Arts in International Affairs; Certificate in Leadership & Management

### **Mount Holyoke College**

Bachelor of Arts; Biological Sciences & Political Science

### **Georgetown University School of Foreign Service**

Thesis: "Catalyst or Cataclysm: the Political Significance of Environmental Issues in World Affairs"

### **University of Nairobi African Studies program**

### **École du Louvre History of Art**

### **Decordova Museum School Studio Art**

## RECENT EXPERIENCE

### **Seedpod, LLC**

- *Sunway University Centre for Planetary Health, Creative communications for PHAM2024 Planetary Health Summit, Malaysia 2024*
- *Lloyds Register Foundation grant-supported co-design and fabrication of Seas and Safety datasculpture ~ 2021-2022*

### **The World Bank Group**

- **Disaster Responsive & Resilient Public Finance Management** *Gamification of training package for World Bank staff & client governments, 2023-current*
- **GFDRR EWS/DRM Interaction & Coordination Specialist for Strengthening Hydro-meteorological and Early Warning Services in the Caribbean under the Climate Risk and Early Warning Systems (CREWS-Caribbean), 2019-2023**
- **Social, Sustainability and Inclusion** *Co-design and facilitation, virtual interactive Anti-Racism workshop, Latin America and Caribbean Region, West Africa, Europe, Middle East and North Africa, East Africa, 2021 – current*
- **Caribbean Disaster Risk Financing Technical Assistance (DRFTA) Program** *Co-design, playtesting, facilitation, virtual version of Hurricane Hurry ~ 2021- current*
- **Urban, East and Southern Africa** *Consultant on Hydromet Services Integration to West Africa Food System Resilience Program, 2020-2021*

- **GFDRR** *Co-design and facilitation of virtual interactive Understanding Risk Forum 2020 sessions on Anti-Racism, 2020*
- **Social, Sustainability and Inclusion** *Co-design and facilitation, Anti-Racism workshop, 2020*
- **Social, Urban, Rural & Resilience** *Senior Creative Consultant, Caribbean Understanding Risk Forum: CariCOF Data Garden, Risky Timelines Caribbean Disaster Datasculpture, Bush Tea Plots – a decolonial patch art/science/culture installation, Sargassum – the Golden tide, Coral Bleaching and Drone/GIS vulnerability mapping Datastory Benches, Hurricane Hurry Caribbean DRFI game, 2019*
- **Disaster Risk Financing Caribbean Technical Assistance program** *Interaction design consultant on consolidating DRF learning & uptake with selected Caribbean governments, 2017-2018*
- **Disaster Risk Financing and Insurance (DRFI) initiative** *Consulting Experiential Learning Specialist, DRFI Fundamentals Course, 2016-2017*
- **Social Protection & Labor** *Consultant ~ Interactive game design/facilitation, Social Safety Net Core Course, Washington, 2014*
- **Office of the Chief Economist** *Consultant with RC Climate Centre team Deep Uncertainty team ~ Game design/facilitation, Green Economy Regional launch, Jakarta, 2013*
- **Sustainable Development Network, Government of Tanzania – TASAF** *Game design & Training-of-Trainers to use game as extension tool rolling out \$200m Productive Social Safety Net targeting 33.6% of population below poverty line, 2012*

**Red Cross / Red Crescent Climate Centre** *Technical Advisor*

- **Climate Action Journey**, *Climate Risk Assessment, Action Plan and capacity building Technical advisor & team leader with IFRC Caribbean cluster, Antigua & Barbuda and Dominica National Red Cross Societies, 2024-current*
- **AfD/ODI Caribbean Hurricane trigger feasibility study**, *Technical advisor, 2022-2023*
- **International Committee of the Red Cross**, *Co-design and facilitation of RC Climate Centre national programming climate screening process (Mali, Burkina Faso 2021; Lebanon, TBD 2022); Burkina Faso delegation 2-day virtually mediated training on integrating climate change into projects and programmes, 2021-current*
- **OCHA Centre for Humanitarian Data** *Lead author, RC Climate Centre evaluation of Ethiopia's anticipatory action trigger mechanism, 2021*
- **AfD/DAI Integrated Water Resources Management and Adaptive Social Protection in the Yaque del Sur basin, Dominican Republic** *(2020 ~ current)*
- **AfD/PIRAC (Plateforme d'Intervention Regionale de l'Amerique Caraïbe, Croix-Rouge française) 3 Oceans Caribbean Impact-Based Forecasting Dengue prevention pilot projects, Barbados & Guyana** *(2019~current)*
- **Caribbean Focal Point 2017-2021**, *Partners for Resilience with Haiti Red Cross and Netherlands Red Cross in Haiti and the Caribbean region, 2017-2020; AfD/OECS-ODI Caribbean regional scoping study on Forecast-based Action & Financing, 2019-2020*
- **West Africa and the Sahel Focal Point 2013-2017**, *Togo Red Cross FBF (Forecast-Based Financing) pilot with German Red Cross (2013-2019); with Wetlands International and CARE in Mali/Sahel (2013-2018);*
- **Climate adaptation game design/training/facilitation with Plan International Child Centred Climate Change Adaptation Project in SE Asia**, 2017
- **IFRC Dengue/Zika protocol and engagement game** 2016
- **Community Resilience in Urban Areas** *project with British, Danish and Hungarian Red Cross in Northern Ireland; with French Red Cross on COP21 and regional climate training in the Indian Ocean and Caribbean, 2015*
- **IFAD "ASAP" national inception workshops** *Mali, 2013; Bangladesh, 2014*

**National University of Singapore Lloyds Register Institute for the Public Understanding of Risk** *speaker, serious game designer/facilitator, \*The Risk Quotient\* symposium, University of Tokyo, 2018*

**Singapore Civil Service College**

- **Institute for Organisational Development** *peer learning game designer and facilitator, speaker on self-organizing systems for all-of-government Brave New Workplace conference, 2018*

- **Institute of Public Sector Leadership** *Complex games designer, speaker and trainer, complex game development workshop engaging government agencies on climate change, complexity and stakeholder engagement issues relevant to sectoral portfolios, 2017*

**CatIQ – Canada Loss & Exposure Indices Provider** *Co-design and facilitation of game-enabled sessions on insurance information, decisions and consequences, 2021, 2024*

**IMT-Mines, DAMAGE Master’s program** *Games for a New Climate course module, Alès, France, 2019*

**Government of Ireland, Environmental Evidence Programme, Environmental Protection Agency** *Evaluator, call for proposals on Climate action for coastal communities through serious games, 2019*

**Boston University Pardee Center for the Study of the Longer-Range Future** *Visiting Research Fellow; Our Common Future Under Climate Change COP21 science dialogue [issues brief on Cities](#), lead author.*

**USAID, Engility** *Consultant, Interactive climate risk management game design/facilitation, USAID Frontiers in Development Forum, Washington, 2014*

**The American Red Cross, Vietnam Delegation** *Consultant, Serious Games facilitation and training with Vietnam Red Cross for USAID Forests & Deltas Program ~ 2013*

**Africa Climate Change Resilience Alliance, Uganda, Ethiopia, Mozambique** *Consultant ~ Game-enabled learning & facilitator training to build cross-sectoral district level planning capacity 2012-2013*

**Oxfam America, Washington, DC Research Consultant, 2011-2013:** *research report on Volatility: the New Normal? Vis-à-Vis interactive game on climate volatility, inequality and scarcity, co-designed and facilitated for senior management retreat.*

**Rockefeller Foundation, New York, NY grantee,** *Designed & facilitated in-house game-enabled summer dialogue series on Resilience as ‘twin pillar’ to growth with equity ~ 2011*

**UNIDO (United Nations Industrial Development Organizations) Water Management Unit, Vienna, Austria** *International Expert in GEF-IW Project Processing, 2009-2010: prepared \$25m grant proposal for Interim Guinea Current Commission (16 West African countries)*

**InWent Internationale Weiterbildung und Entwicklung GmbH – InWent Capacity Building International, Germany** *Consultant, 2009: negotiated regional water and natural resource systems dialogue on climate w/SADC Parliamentary Forum; drafted findings and policy paper for SADC Parliamentarian Dialogue on Transboundary Water Governance, September/October 2009, Johannesburg*

## SELECTED PUBLICATIONS

Pascal Yiou, Pablo Suárez, Janot Mendler de Suarez. A game to unfold decision risks under uncertain probabilities of extreme events. 2024. fihal-04534523f <https://hal.science/hal-04534523/document>

Mendler de Suarez, J., Uprety, M. and Carthy, A. (2021) Evaluation Report of OCHA’s Anticipatory Action Trigger: Ethiopia. United Nations Office for the Coordination of Humanitarian Affairs / Red Cross Red Crescent Climate Centre. <https://reliefweb.int/report/ethiopia/evaluation-report-ochas-anticipatory-action-trigger-ethiopia-26-april-2021>

Wilkinson, E., Arvis, B., Mendler de Suarez, J., Weingartner, L. et al (2021) Preparing for extreme weather in the Caribbean: what role for forecast-based action?. Working and discussion papers, ODI. <https://www.odi.org/publications/18000-preparing-extreme-weather-caribbean>

Mendler de Suarez, J. and Suarez, P. (2020). Humor for Climate and Social Transformation. In Tomorrow’s Earth Stewards, <https://sites.tufts.edu/earthstewards/2020/08/11/humor-for-climate-and-social-transformation/>

Mendler de Suarez, J., Suarez, P., Coughlan de Perez, E. and Doleagbenu, D.M. (2016). Forecasts, financing and acceleration of humanitarian logistics: from supply chain to value chain. In: Kovács, G., Spens, K. and Haavisto, I. (Eds.) Supply Chain Management for Humanitarians: Tools for Practice. Philadelphia: KoganPage.

Coughlan de Perez, E., van den Hurk, B., van Aalst, M. K., Amuron, I., Bamanya, D., Hauser, T., Jongma, B., Lopez, A., Mason, S., Mendler de Suarez, J., Pappenberger, F., Rueth, A., Stephens, E., Suarez, P., Wagemaker, J., and Zsoter, E. (2016) Action-based flood forecasting for triggering humanitarian action, *Hydrol. Earth Syst. Sci.*, 20, 3549-3560, doi:10.5194/hess-20-3549-2016.

Mendler de Suarez, J., Lasek, V., Chouteau, G. (2015) *Cities Under Climate Change Dialogue Session Issue Brief*, Our Common Future Under Climate Change, International Scientific Conference pre-COP21 (UNESCO/UPMC). <https://www.commonfuture-paris2015.org/Dialogue-Sessions.html>



Simonet, C., Mendler de Suarez, J. and Harvey, B. (2015) Drought, Complex Shocks and Poverty in Mali. In Wilkinson, E. and Peters, K. (Eds.) Climate extremes and resilient poverty reduction: development designed with uncertainty in mind. Overseas Development Institute, London.

Mendler de Suarez, J., Cicin-Sain, B., Wowk, K., Payet, R., Hoegh-Guldberg, O. (2013) Ensuring Survival: Oceans, Climate & Security. Ocean and Coastal Management.

Suarez, P., Mendler de Suarez, J., Koelle, B. and Boykoff, M. (2013). Serious Fun: Scaling Up Community Based Adaptation through experiential learning. In: Ayers, J, Huq, S., Reid, H., Rahman, A. and Schipper, L. (eds.) Scaling up Community-based adaptation. London, Earthscan.

Juhola, S.; Driscoll, P.; Suarez, P.; Mendler de Suarez, J. (2013) Social strategy games in communicating trade-offs between mitigation and adaptation in cities. Urban Climate, Vol. 4, 2013, p. 102-116.

Mendler de Suarez, J., Suarez, P., Bachofen, C., Fortugno, N., Goentzel, J., Gonçalves, P., Grist, N., Macklin, C., Pfeifer, K., Schweizer, K., Van Aalst, M. and Virji, H. (2012). Games for a New Climate: Inhabiting the Complexity of Future Risks. Frederick S. Pardee Center Task Force Report. Boston: The Frederick S. Pardee Center for the Study of the Longer-Range Future, Boston University.

Mendler de Suarez, J. (2011) Achieving equitable water use in the Nile Basin: Time to refocus the discourse on collective human security? Review of African Political Economy, Vol. 28, Issue 129.

Mendler, J., Simon, D., and Broome, P. (2002) Virtual Development and Virtual Geographies: using the Internet to teach interactive distance courses in the global South. Journal of Geography in Higher Education, Vol. 26, No. 3.

UNEP/GPA/CATHALAC: Report of the Regional Consultative Meeting on the GPA Programme of Work in the Wider Caribbean (2004). Report prepared by Janot-Reine Mendler, meeting Coordinator.

Mendler, J. (1999) Cultivating a Sustainable Agriculture Convention: Sowing Seed for a 'Deep Green' Revolution. In 'New Directions in Environmental Negotiation', published by the Harvard Law School Program on Negotiation, Cambridge, PON Books, 1999.

## **ADDITIONAL PROFESSIONAL & CIVIC EXPERIENCE**

### **Town of Wayland, Massachusetts**

*Town of Wayland Human Rights, Diversity, Equity & Inclusion Committee, Clerk ~ 2021-current*

*Our Wayland – Community Conversations on Race ~ 2021-2022*

*Town Administrator's Racial Justice Advisory group ~ 2020-2021*

*Wayland Community Social Justice Policing Working Group ~ 2020-2021*

*Wayland Interfaith Leaders Association ~ 2015-current*

*Wayland Bridle Trail Trustees, Inc. ~ 2000-current (clerk, President)*

*Weston-Wayland Interfaith Action Leadership Group ~ 1998-current*

### **National Center for Race Amity, Wheelock College, Boston, Massachusetts**

2015: Governor "Charlie" Baker signed Massachusetts Race Amity Day into law as the 2<sup>nd</sup> Sunday in June in perpetuity, with annual gubernatorial appeal to cities and towns to organize relevant activities.

*Development and Community Engagement Volunteer Task Group for June 12, 2011 Boston Race Amity Day Celebration on the Rose Fitzgerald Greenway – a Festival for the Human Family, co-chairs: Governor Deval Patrick and Mayor Thomas Menino; development strategy for Joint Resolution of Congress and Presidential Proclamation on Race Amity: Towards E Pluribus Unum initiative to establish the 2<sup>nd</sup> Sunday of June as U.S. national Race Amity Day; established sponsor base for sustaining Boston Race Amity Day participation and engagement of business, education and faith communities*

### **Global Forum on Oceans, Coasts and Islands ([www.globaloceans.org](http://www.globaloceans.org))**

*Co-author, 2016-current, Roadmap on Oceans & Climate Action Initiative (<https://roca-initiative.com/>)*

*Consultant ~ 2010 : drafted policy brief Ensuring Survival: Oceans, Climate & Security, contributed to policy brief on marine biodiversity, and provided editorial review on integrated governance brief*

*Ocean Action Days at the UNFCCC COP ~ presented analysis of 'Climate Change Financing on the Frontlines: Oceans, Coasts & Islands at Oceans Day at COP-16, Cancun 2010*

*Co-chair, Working Group on Oceans, Climate & Security 2008-2012*

*MC/Agent Provocateur, strategic planning, Scientific & Technical Symposium; 5<sup>th</sup> Global conference on Oceans, Coasts & Islands at UNESCO-IOC 50<sup>th</sup> anniversary; moderator, GEF CEO Blue Carbon session; UNESCO, Paris 2010*

**UNDP/GEF (United Nations Development Programme / Global Environment Facility) Regional Dialogue and Twinning to Improve Transboundary Water Resources Governance in Africa project**  
*Project Coordinator 2007 – 2009: Coordination and management of co-execution agreements with InWEnt (Germany), UNESCO-IHP (International Hydrological Programme, United Nations Educational, Scientific and Cultural Organisation), and UNU-INWEH (International Network on Water, Environment and Health, United Nations University); guidance and oversight of subcontracted cooperation agreements and partner-led activities (Global Water Partnership – Eastern Africa and Mediterranean; SADC-PF Learning Centre and PALDIF (Southern African Development Community Parliamentary Forum, Pan African Leadership and Development Institute Foundation); SIWI (Stockholm International Water Institute) and partners; consultation with Advisory Panel members (AMCOW – African Ministerial Council on Water; ANBO – African Network of Basin Organisations); donor liaison and reporting (UNDP/GEF); outreach and learning exchange (<http://africa.iwlearn.org>)*

Key achievements

- African leaders including parliamentarians and women engaged meaningfully with groundwater & climate scientists in African conference on Groundwater and Climate (Kampala, 2008)
- Regional seminar “Building adaptive capacity - Mainstream adaptation strategies to climate change in managing African Transboundary River Basins (Entebbe, 2008) follow-up workshops held in Southern Africa (Pretoria, 2008), and Sahel region (Abuja, 2008)
- 2007 6th Petersberg Roundtable informal policy dialogue “From Agreements to Investments – How to Put Measurable Value on Transboundary Water Cooperation in Africa”

**GEF-IWLEARN (Global Environment Facility International Waters Learning Exchange and Resource Network) ([www.iwlearn.org](http://www.iwlearn.org))**

*Deputy Director and Project Coordinator 2001-2009 Acting Director, 2007, Operations Director, 1999-2000, Education, Training and Program Development Officer, 1998-1999: Development and oversight of knowledge-sharing and experiential learning activities from proto-concept project (1998-2000) through pilot phase (2000-2004), operational phase (2005-2009); project development, day-to-day operations, cooperation with the director, donor partners, steering committee and staff to optimize results, catalytic outcomes, and strategic programming; partner contracts; regional and thematic structured learning*

Key achievements

- Introduced “theory U” open space GEF International Waters Conference format, continued since 4th GEF IW Conference (Cape Town, 2007);
- Gender and Water regional expos toured dozens of countries in Latin America & Caribbean, Africa, Pacific, and South Asia in partnership with Gender & Water Alliance;
- Formulated, and negotiated national and international co-financing for, regional follow-on projects and initiative reflected in continuing GEF IW:LEARN peer-to-peer learning and action

**Water Center for the Humid Tropics of Latin America and the Caribbean - CATHALAC**

*Adjunct- at-Large 2003-2004*

UNEP/GPA Regional Consultative Workshop to develop GPA programme of work for the Wider Caribbean (Panama, 2004): convened representatives of 24 countries in consultative process, produced report, informed GEF-IWLEARN regional dialogue in Caribbean and twinning initiatives among water and sanitation networks in Guadeloupe, Martinique, and French Guyana

**Royal Holloway University of London, Dept. of Geography Centre for Developing Areas Research**

*Distance MSc Coordinator, Senior Lecturer, and Honorary Research Associate; 1998-2005:*

Administration and development of MSc degree program in Environment and Development; curriculum, teaching, supervision and evaluation of MSc dissertation research; developing country recruitment, admission and assessment of hybrid (partial residency) distance MSc candidates; development and testing of virtual platform; development of scholarship and funding support.

Key Achievements

- infoDev grant for pilot program launch

- Financing package tool for students
- Shared early lessons from hybrid distance Master's program development with dean of The Fletcher School, which subsequently launched successful on-going distance degree program
- Development studies research and publication

**Fox Maple School of Traditional Building, Brownfield, Maine, USA**

*Workshop Coordinator; Advertising and Development; trade journal production manager 1996-1997*

Green building workshop: Recruited experts & participants, managed logistics, funding & curricula  
*Joiners Quarterly* sustainable building trade journal (circulation 10,000): solicited, edited and produced articles, designed and executed layout; managed advertising portfolio and development

**Hoofprints Quarterly Newsletter of the Eastern Cashmere Association**

*Editor 1994-1997:* Wrote and solicited articles and reports, managed subscriptions and advertising, designed, laid out, printed and managed distribution of quarterly technical newsletter serving cashmere goat farmers in Central and Eastern United States and Canada

**Tufts University School of Veterinary Medicine, Department of International Programs**

*Principal Investigator, Cashmere goat sustainable agriculture and rural development project 1995-1997*

Negotiated partnership with Tufts New England Veterinary School, Mongolian Ministry of Food and Agriculture, Namibian Ministry of Agriculture, Water and Rural Development, and Forte Cashmere Company (Rhode Island, USA); guided drought-resistant alternative agriculture research with communal and commercial farmers in Namibia; ascertained potential for introduction of Mongolian caprine genetics and cashmere production to improve rural income and incentivize sustainable land management .

**USDA/SBIR (United States Department of Agriculture Small Business Innovation Research)**

*Researcher and Manager, Test Farm 1989-1994:* Goat farm manager (Maine), one of 16 farms in 4 states cooperating to test viability of cashmere production as a source of supplemental income for small rural farmers. Successfully tested embryo transfer under field conditions. Worked for USDA legislative reform to allow import and testing of Mongolian caprine genetics. Worked with Mongolia National Agricultural University researcher (Prof. Dr. Y. Zagdsuren) to explore opportunities for marketing cashmere genetics to improve livelihoods of nomadic pastoralists, and with Namibian government to explore desert pastoralist similarities and introduce cashmere as a drought-resistant agricultural initiative. Structured veterinary student research that opened dialogue with Namibian goat farmers about prospects for cashmere production as an incentive to increase income and reduce stocking rates.

**PEER REVIEW & Scientific Committees**

Scientific Reports (Nature Group) Editorial Board Member, current

Reviewer, Ocean and Coastal Management journal (Elsevier)

CATHALAC PLACA - Latin America and Caribbean Water Prize Evaluating Committee, 2006 – 2010

4<sup>th</sup> International Symposium on Transboundary Waters Management (Thessaloniki, Greece) Scientific Committee 2008

3<sup>rd</sup> International Conference on Managing Shared Aquifer Resources in Africa (Tripoli, Libya) Scientific Committee 2007

Land Degradation and Development. 2006 Book Review (Wiley): Carl Bruchet al., Public Participation in the Governance of International Freshwater Resources (UNU Press 2005)

**LICENSES/CERTIFICATES**

Edstutia ICXR Instructor Certification in Immersive Technologies, 2023

Conflict of Interest Law Certificate of Compliance, 2022

UCAR-COMET course certificate: The Process for Implementing Impact-based Forecast & Warning Services, 2021

Private Pilot license, SCUBA certification, certificate in Celestial Navigation (offshore sailing), Pony Club rating

Equestrian and ski instructor, rock & ice climbing guide and Mountain Rescue technical team member (White Mountains national forest, NH)

# TOWN OF WAYLAND

## Massachusetts

### TOWN MANAGER

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



### SELECT BOARD

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

### **DRAFT Meeting Minutes**

#### **Select Board Meeting**

**Monday, April 1, 2024 at 7:00 p.m.**

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

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

**Present, participated remotely:** Anne Brensley.

**Personnel present:** Town Manager Michael McCall

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

**A2. Announcements and Public Comment:** W. Whitney reported that the Chair of the Planning Board Anette Lewis had requested that the Board not act to fill the recently vacated seat on the Planning Board. It was the sense of the Board to add the topic to the next agenda for discussion.

Abby Shute, Sustainability Coordinator, joined the meeting to announce the launch of Wayland Electricity Choice, a group electricity buying program. She explained that the program would provide more electricity from renewable sources for a lower price than Eversource's current residential Basic Service price. A. Shute noted there would be two information sessions on Tuesday, April 2 and Wednesday, April 3 and residents would receive mail notifications. A. Gutbezahl reiterated that participation in Wayland Electricity Choice was not required and Wayland electricity customers can opt out of the program at any time. He reiterated that those who opt out will remain with Eversource's Basic Service pricing which was currently a higher rate.

Gretchen Dresens, Main Street, requested the Board omit the petitioner's comments of the revised Article KK from the warrant because the comments were misleading and inaccurate.

Ellen Tohn, Chair of the Energy & Climate Committee, joined the meeting via teleconference and emphasized the benefit for residents to choose 20% more renewable energy, an important step for the Town and for the climate. E. Tohn highlighted upcoming energy and climate events.

At 7:12 p.m. A. Brensley joined the meeting via teleconference.

Natalya Gud, Winter Street, joined via teleconference and expressed opposition to Article KK concerning the change in zoning for 193 Commonwealth Road.

**A3. 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:**

- **F: FY 2025 Omnibus Budget:** C. Martin suggested the Board now take a position on the budget. The Board opted to take no action until Annual Town Meeting.
- **S. Revise Town Code Chapter 43: Personnel:** M. McCall reported that there had been several proposed drafts of the revised Town Code aimed at eliminating conflict between the existing Town Code and the Select Board-Town Manager Act. M. McCall acknowledged that there had been prior approval at

the 2023 ATM to amend Chapter 43 which included authorization to hire a consultant, but after consultation with Town Counsel he opted not to hire a consultant. M. McCall noted that there was significant disagreement between the versions presented by the Town Manager's Office and the Personnel Board. The parties met and were able to resolve some of the debated issues.

C. Martin noted that it was beyond the deadline to include any comments from the Finance Committee and she was uncomfortable printing the article in the warrant without the typical write-up. C. Martin recommended the Board withdraw the article. C. Martin expressed that she had concerns with the revised language because it was inconsistent with other aspects of existing Town Code, citing Chapter 36-4. A. Brensley stated that she also noticed inconsistencies and suggested Chapter 43 revisions could serve as a pilot to help resolve other inconsistencies. A. Gutbezahl also acknowledged the inconsistencies but did not want perfection to prevent progress. A. Gutbezahl expressed greater concern that Town Counsel and the Personnel Board had not yet reviewed the language. He and reminded the Board that Town Counsel advised that the revisions were not immediately required. W. Whitney, T. Fay and A. Brensley preferred to propose changes now that would work better than to continue with the existing language which was no longer relevant due to the Select Board-Town Manager Act.

C. Martin moved, seconded by A. Gutbezahl, to withdraw Article S. Revise Town Code Chapter 43: Personnel. In discussion, the Board discussed further revisions. A. Brensley suggested that the proposed language was a better option than taking no action. M. McCall noted that the article could still be amended from Town Meeting floor. Roll Call Vote: YEA: A. Gutbezahl and C. Martin. NAY: A. Brensley, T. Fay and W. Whitney. ABSENT: None. ABSTAIN: None. Motion failed. 2-3-0.

T. Fay moved, seconded by A. Gutbezahl, to recommend approval of Article S. Revise Town Code Chapter 43: Personnel as set forth in the packet. In discussion, C. Martin objected to the language. A. Gutbezahl suggested the entire Town Code be cleaned up. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezahl and W. Whitney. NAY: C. Martin. ABSENT: None. ABSTAIN: None. Approved. 4-1-0.

- **R: Rescind Unissued Debt:** C. Martin suggested M. McCall revise the text.

**KK: Amend Zoning Bylaw to Add Retail Self-Storage as Additional Commercial Use in a New Business B Zone Sub-district B-1:** W. Whitney reported that Attorney C. Murray previously advised that the amended petition be printed in the warrant with a note informing voters there was a pending Planning Board report, and that she further suggested the original version and its Planning Board report also be included. W. Whitney acknowledged that it could be possibly confusing for voters to include both versions. W. Whitney referenced Town Code 36-3 which states that "after an article for insertion in the warrant has been duly presented to the Select Board by registered voters in accordance with law, said article may be amended or withdrawn by a majority, but not fewer than 10, of said registered voters after the warrant closing date." M. McCall confirmed that the revised petition did include the requisite number of petitioner signatures. T. Fay acknowledged that the new revised language could be included in the warrant but if there was not a report of the Planning Board, which was required, then Annual Town Meeting could not act on it. M. McCall cited M.G.L. Chapter 40A § 5 which required a report of the Planning Board. The Board took no action.

- **NN: Solar Compact Development for Wayland:** W. Whitney noted that the Planning Board held a public hearing on the zoning changes but continued the hearing without taking action or issuing a report. The Board took no action.

**A4. Discussion with School Committee and Susan Botta, 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:** S. Botta, Director of Finance and Operations joined the meeting via teleconference and described a request to transfer \$150,000 to the Special Education Reserve Fund for special education transportation expenses, which had been previously approved by the School Committee.

T. Fay moved, seconded by A. Gutbezahl, to vote to approve the transfer \$150,000 of Fiscal Year 2024 Expenses from the School Department's operating fund to the Special Education Reserve Fund. 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.

**A5. Discussion of Unpaid Water Bills – Invite attendance by Clifford Lewis, Chair, Board of Public Works:** Clifford Lewis, Chair of the Board of Public Works joined the meeting and recommended that the Board and the Town Manager instruct Town Departments to deny permits for properties with unpaid water bills. C. Lewis cited Town Code Chapter 72-4 which granted the authority to “deny, revoke or suspend any license or permit... for failure to pay taxes or other municipal charges.” M. McCall reported that new procedures and software will help streamline the notifications of outstanding charges between departments. A. Gutbezahel suggested the matter be reviewed by Town Counsel. The Board concurred. C. Martin suggested charging late fees in addition to interest.

**A6. Town Manager’s Report:**

- a) **Council on Aging/Community Center (COA/CC) Update:** M. McCall provided an update on the project at the Council on Aging/Community Center (COA/CC). M. McCall reported that soil from the site had tested for reportable amounts of Polycyclic Aromatic Hydrocarbons (PAHs), which are a class of chemicals that occur naturally in coal, crude oil and gasoline and often a result of burning those items or asphalt. M. McCall reported that the Town Licensed Site Professional (LSP) recommended covering the pile of soil until a time that it can be moved. He added that no Per- and polyfluoroalkyl substances (PFAS) were found in the soil.
- b) **Sherman Bridge:** M. McCall reported that a house at 27 Sherman’s Bridge Road would be demolished with the aggregated gift funds and Community Preservation Act funds, per pending ATM authorization.
- c) **Recap since last meeting:** M. McCall reported there was some recent water damage at Town Building. M. McCall reported that there had been a fatal motor vehicle accident in Wayland and he commended Wayland Public Safety for responding. He also offered thoughts and prayers for the Wayland family. M. McCall reported that he held an office hour for which a few residents attended. M. McCall reported that the Opioid Settlement listening session had been rescheduled to Wednesday, April 10 at 5:00 p.m.

**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 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 10th at Loker Elementary School, during the dates of May 4 through May 10 at Fire Station Two in Cochratt, Town Center (corner of Routes 20 and 27), Old Connecticut Path and Cochratt Road (Five Paths), and Route 20/Old Connecticut Path by Coach Grill.

T. Fay moved, seconded by C. Martin, to adopt the Consent Calendar. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezahel, 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 11, 2024, March 18, 2024 and March 22, 2024, if available:**

T. Fay moved, seconded by C. Martin, to approve the minutes of March 11, 2024, as amended. Roll Call Vote: YEA: A. Brensley, A. Gutbezahel, C. Martin. NAY: None. ABSENT: None. ABSTAIN: T. Fay and W. Whitney. Approved. 3-0-2.

C. Martin moved, seconded by A. Gutbezahel, to approve the minutes of March 18, 2024, as amended. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezahel, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

C. Martin moved, seconded by A. Gutbezahel, to approve the minutes of March 22, 2024, as amended. Roll Call Vote: YEA: T. Fay, A. Gutbezahel, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: A. Brensley. Approved. 4-0-1.

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

**A10. Select Board Members' reports and concerns:** A. Brensley reminded the Board of 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. A. Brensley volunteered to speak at the event on behalf of the Board.

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

**A12. Adjourn:** At 8:32 p.m., T. Fay moved, seconded by C. Martin, to adjourn the meeting. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezahl, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

**Items included in the packet for the Select Board Meeting of April 1, 2024:**

1. Draft ATM Warrant Article F: Fiscal Year 2025 Omnibus Budget, with attached tables
2. Draft: Town Code Chapter 43: Personnel, redlined, version I
3. Draft: Town Code Chapter 43: Personnel, clean, version II
4. Draft ATM Warrant Article R: Rescind Unissued Debt
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. Warrant Appendix E: Zoning Map - Map 51 D, Parcel No. 019
7. Zoning Map Reference Map 51D, Parcel No. 019 193 Commonwealth Avenue, Legal Description
8. Draft ATM Warrant Article NN: Solar Compact Development for Wayland, petitioners
9. Memorandum: To: Michael McCall, Wayland Town Manager From: Susan Bottan, 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 with attachments
10. Memorandum: To: Board and Town Manager regarding collection of water bills with attached table
11. Draft: Select Board Meeting Minutes: March 11, 2024
12. Draft: Select Board Meeting Minutes: March 18, 2024
13. Draft: Select Board Meeting Minutes: March 22, 2024

**Items distributed for information and use by the Board during the meeting of April 1, 2024 otherwise not included in the packet (Handouts):**

1. None.

**Correspondence**

1. Correspondence from Quentin Nowland, to Select Board dated March 16, 2024 re: Article KK – Emails to Planning Board for March 12 Meeting.
2. Correspondence from Quentin Nowland, to Select Board dated March 16, 2024 re: Article KK – Please Vote Against – Article Issues and Inconsistencies.
3. Correspondence from Paul and Gretchen Dresens, to Select Board dated March 17, 2024 re: Self Storage Rezoning Article – KK.
4. Correspondence from Daisy Powers, to Select Board dated March 18, 2024 re: Opposition of Article.
5. Correspondence from Larry Meador, to Select Board dated March 18, 2024 re: Wayland Conservation Commission Submission on St. Ann Proposed Housing Development.
6. Correspondence from Doug Kroncke, to Select Board dated March 18, 2024 re: Voting against Article KK.
7. Correspondence from Paul Fantoni, to Select Board dated March 18, 2024 re: Daymon Farms resident against self-storage.
8. Correspondence from Mike Lowey, to Select Board dated March 18, 2024 re: 03/18/24 SB Agenda item KK – public comment.
9. Correspondence from Joseph Choi, to Select Board dated March 18, 2024 re: Proposed 193 Commonwealth Rd Development – Not Supportive.
10. Correspondence from Mike Lowery, to Select Board dated March 19, 2024 re: Inappropriate and unlawful use of Town Resources to Promote Development Project.
11. Correspondence from John L. Rutledge, to Select Board dated March 21, 2024 re: Wayland Conservation Commission Submission on St. Ann Proposed Housing Development.

12. Correspondence from Larry Meador, to Select Board dated March 21, 2024 re: Wayland Conservation Commission Submission on St. Ann Proposed Housing Development.
13. Correspondence from Barbara Rutledge, to Select Board dated March 21, 2024 re: Wayland Conservation Commission Submission on St. Ann Proposed Housing Development.
14. Correspondence from Paul and Gretchen Dresens, to Select Board dated March 22, 2024 re: Article KK Public Comment – 3/22/24.
15. Correspondence from Sheila Carel, to Select Board dated March 22, 2024 re: 193 Commonwealth Road.
16. Correspondence from Anette Lewis, to Select Board dated March 23, 2024 re: Petitioners' Articles & "Close of the Warrant".
17. Correspondence from LEC Environmental Consultants, Inc. (LEC), to Select Board dated March 27, 2024 re: Notice of Intent Application.
18. Correspondence from Gretchen Dresens, to Select Board dated March 29, 2024 re: Concerns about revised Article KK.

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

### **DRAFT Meeting Minutes**

#### **Select Board Meeting**

**Monday, April 8, 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 and Adam G. Gutbezahl.

**Personnel present:** Town Manager Michael McCall

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

**A2. Announcements and Public Comment:** W. Whitney thanked Town staff and C. Martin on behalf of the Board for preparing the Annual Town Meeting warrant. C. Martin announced that the Town Meeting Warrant Hearing would be held on May 6, the Annual Town Election on May 7 and Annual Town Meeting on May 13 and May 14.

Rebecca Stanizzi, Winthrop Road, Chair of the Economic Development Committee (EDC) but speaking as the lead petitioner of Article KK provided the Board with a written petition of 93 Wayland supporters titled "Home for Arts Wayland" and emphasized that there was significant support for the initiative. R. Stanizzi also announced that there would be several public forums available to inform voters including: a meeting with the Planning Board on April 9 and April 23 (and/or April 24) at a location to be determined as well as the League of Women Voters article forum and the warrant hearing on May 6.

Gretchen Dresens, Main Street, joined via teleconference and noted that the Chair of the EDC had posted "Self-storage/Arts Wayland proposed @ 193 Commonwealth (Citizens petition article)" on the EDC agenda. She added that it was misleading and inaccurate to link Article KK to the self-storage/Arts Wayland proposal. G. Dresens stated that the Chair of the EDC was misusing her position by acting as an agent of the developer and urged the Board to intervene.

#### **A3. Massachusetts Bay Transportation Authority (MBTA) Communities Multi-Family Zoning**

**Proposed Bylaw: Discussion of public forum on April 24, 2024:** W. Whitney announced that the Planning Board requested that the Board jointly host a public forum on Wednesday, April 24, 2024 at 7:00 p.m. in the Town Building Large Hearing Room to discuss the proposed Multi-Family Zoning Districts that will be considered at Annual Town Meeting. The Board agreed.

#### **A4. Fiscal Year 2023 Audit Management Letter: Meet with Finance Director Brian Keveny, Audit Committee Chair Samantha Shullo and Alina Korsak, representative from Marcum LLP; receive and discuss the management letter and management's response:**

Auditor Alina Korsak of Marcum LLP joined via video-teleconference and presented a slide deck that provided an overview of the FY 2023 audit, the Annual Comprehensive Financial Report (ACFR) and the Management Letter. A. Korsak reviewed prior year and current year recommendations:

**Prior year recommendations:**

1. Re-establish Timely Cash Reconciliations (Material Weakness)
2. Ensure Compliance with Uniform Guidance
3. Reconcile Guaranteed Deposits Account to Detailed List

**Current year recommendations:**

1. Re-establish Timely Cash Reconciliations
2. Reconcile Guaranteed Deposits Account to Detailed List
3. Prepare for Governmental Accounting Standards Board 101

Finance Director, Brian Keveny joined the meeting in person and commended the Treasurer for improving the timeliness of cash reconciliations so it was no longer considered a material weakness. B. Keveny reported that the Conservation Department and the Health Department were able to make good progress on reconciliation of guaranteed deposits and the Building Department and Planning Department have new staff assigned to support similar efforts. B. Keveny also explained the Governmental Accounting Standard Board (GASB) Statement Number 101 regarding “compensated absences.” B. Keveny confirmed the Town would establish new accounting and financial reporting practices for FY 2025 to better measure and recognize liabilities related to compensated absences in the financial statements.

Chair of the Audit Committee Samantha Shullo joined the meeting and further described the details in the Annual Report from the Audit Committee regarding the FY 2023 Audit Cycle. B. Keveny stressed the importance of new growth, controlling free cash and described the struggle to bring the General Fund balance up from 15.2% to 20% as was preferred by Moody’s. The Board discussed the presentation.

**A5. Town of Wayland Social Media and Communication Strategy – Invite attendance by Jailyn Bratica,****Executive Assistant to Town Manager & Kelsi Power-Spirlet, Management Analyst:**

Jailyn Bratica, Executive Assistant to the Town Manager joined the meeting in person and Kelsi Power-Spirlet, Management Analyst joined the meeting via teleconference. J. Bratica described the goals and initiatives of the new Social Media and Communication Strategy. J. Bratica also reviewed the Town’s existing strategies. The Board and M. McCall commended J. Bratica and K. Power-Spirelet for their work.

**A6. WayCam Discussion and potential vote to release one-quarter worth of funds from Verizon & Comcast Contracts:**

M. McCall provided background for the request to release the funds.

T. Fay moved to vote to release one-quarter of the funds from Verizon & Comcast Contracts to support WayCAM operations. M. McCall noted that it would only be from Verizon contracts. T. Fay withdrew the motion. T. Fay moved, seconded by C. Martin, to vote to release one-quarter of the funds from Verizon contracts to support WayCAM operations. 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. Town Manager’s Report:**

- a) **Establishment of Long-Term Capital Planning Group:** M. McCall announced that he had a plan to establish a Long-Term Capital Planning Group comprised of staff, members of boards and committees and community members. T. Fay expressed support for the working group and noted there was an article to establish a Capital Planning Committee back in 2008 which failed at Annual Town Meeting.
- b) **Upcoming Events**
  - **Evening with Chris Herren:** M. McCall reported that the Health Department and Wayland High School would host Chris Herren, a former professional basketball player for a community conversation about addiction and recovery on Tuesday, April 9, 2024 at 7:00 p.m. at WHS.
  - **Opioid Settlement Funds Public Input Session:** M. McCall announced that the Town was seeking community input for the use of funds received from the Statewide Opioid Settlements with pharmaceutical manufacturers and pharmacies. A public input session will be held on Wednesday, April 10, 2024 at 5:00 p.m. in the Large Hearing Room.
- c) **Recap since last meeting:** M. McCall reported Sherman’s Bridge demolition gift fund had been established and was receiving contributions and a warrant article would be considered to appropriate

additional Community Preservation Act funds. M. McCall reminded the public that there was still a vacancy on the Board of Registrars. M. McCall reported that he would hold an office hour on April 22, 2024. M. McCall reviewed correspondence with state legislators for state earmarks.

**A8. 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 signing the 2024 Annual Town Meeting (ATM) Warrant.
2. Vote the question of authorizing William Whitney, Select Board Chair to sign all Massachusetts Bay Transportation Authority (MBTA) Compliance Application documents.
3. Vote the question of approving the appointment of 2024-2025 Election Workers provided by Town Clerk Trudy Reid. Name: Linda Furlong and Vivian Myers-Marowitz.
4. Vote the question of approving Town Manager, Michael McCall, as signatory for approving the contract for Happy Hollow Elementary School and Claypit Hill Elementary School Walk-In & Refrigeration Site Prep Project, from Kneeland Construction Corporation (of Medford, MA), in the amount of \$168,500.

T. Fay moved, seconded by C. Martin, to adopt the Consent Calendar 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. Minutes: a) Review and approve the minutes of April 1, 2024, if available:** No minutes were available.

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

**A11. Select Board Members' reports and concerns:** A. Brensley reminded the Board of 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. at WHS. A. Brensley acknowledged that Article KK was contentious and that boards and committees should do the work to get the matter ready for ATM so voters can decide. T. Fay requested the Board consult with Town Counsel on 212 Cochituate Road to determine next steps. T. Fay noted that a resident requested a dog park. T. Fay noted that the Historic Commission and the Wayland Cultural Council were considering historical and artistic placards along the rail trail. T. Fay updated the Board on the Route 20 South Landfill Visioning Committee which would begin working with Weston & Sampson to draw up some conceptual ideas to consider. He also commended the DPW for assisting to clear the property. C. Martin commended the Board of Public Works for cleaning up 195 Main Street property. C. Martin commended K. Power-Spirlet on the warrant and asked M. McCall when it would be ready for the Board to sign. M. McCall answered that it would be available the next day. C. Martin commended M. McCall on the establishment of the Long-Term Capital Planning working group. W. Whitney acknowledged that many residents were interested in Article KK and the onus of the late amendments were not solely the responsibility of the Planning Board.

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

**A13. Adjourn:** At 8:37 p.m., T. Fay moved, seconded by C. Martin, to adjourn the meeting. Roll Call Vote: YEA: A. Brensley, T. Fay, A. Gutbezahl, C. Martin and W. Whitney. NAY: None. ABSENT: None. ABSTAIN: None. Approved. 5-0-0.

**Items included in the packet for the Select Board Meeting of April 8, 2024:**

1. Management Letter for the Year Ended June 30, 2023 from Marcum LLP
2. Slide Deck: Town of Wayland, Massachusetts Presentation of "Financial Statement Audit Results June 30, 2023" Presented by: Alina Korsak, CPA Partner, Marcum LLC. Dated April 8, 2024
3. Town of Wayland, Social Media & Communication Strategy, presented by Jaily Bratica and Kelsi Power-Spirlet, April 8, 2024
4. Agreement between the Town of Wayland, Massachusetts and Wayland Community Access and Media, Inc., dated March 21, 2011.

**Items distributed for information and use by the Board during the meeting of April 8, 2024 otherwise not included in the packet (Handouts):**

1. Written Public Comment: Petition Article KK support status 04 09 24 addresses added.PDF, from iPetitions “Home for Arts Wayland” with 93 signatures of Wayland residents, presented by R. Stanizzi, lead petitioner of Article KK.

**Correspondence:**

1. Correspondence from Gretchen Dresens, to Select Board dated March 29, 2024 re: Concerns about revised Article KK.
2. Correspondence from Gretchen Dresens, to Select Board dated March, 29, 2024 re: Concerns about revised Article KK.
3. Correspondence from Michael Morris, to Select Board dated April 1, 2024 re: Do Not Sponsor Article KK.
4. Correspondence from Quentin Nowland, to Select Board dated April 1, 2024 re: Article KK – clarification and request to not include revised article in the warrant.
5. Correspondence from Sheila Carel, to Select Board dated April, 1, 2024 re: Concerns about Process and revised version of Article KK.
6. Correspondence from Sandra Dassoni, to Select Board dated April 1, 2024 re: 193 Commonwealth Road – Meeting – Monday April 1st at p.m. – Zoning Update Article KK.
7. Correspondence from Gretchen Dresens, to Select Board dated April 1, 2024 re: Dresens 4/1 Public Comment
8. Correspondence from Jack Dunk, to Select Board dated April 2, 2024 re: I would like the Town of Wayland to stop renewing Comcast/Xfinity and Verizon FiOS Licenses.
9. Correspondence from Jack Dunk, to Select Board dated April 2, 2024 re: I would like the Town of Wayland to stop renewing Comcast/Xfinity and Verizon FiOS Licenses.
10. Correspondence from John O’Neill, to Select Board dated April 3, 2024 re: Loker Field.
11. Correspondence from John O’Neill, to Select Board dated April 4, 2024 re: Loker Field