

Supplemental **PACKET**

Feb 7

2022

§ 19-3 Finance Committee Recommendations and Reports.

[Amended 5-5-1983 ATM by Art. 21; 5-1-2000 ATM by Art. 17]

The Board of Selectmen, after drawing a warrant for a Town meeting, shall immediately forward a copy thereof to each member of said to the Finance Committee, Upon receipt of the warrant, the Finance Committee~~which~~ shall consider all articles in the warrant and make such ~~report,~~ written recommendations per article to ~~in print or otherwise,~~ to the Town Meeting as it deems for the best of the Town.

In gathering information to prepare its ~~report,~~ recommendations, if any, relative to an article, the Finance Committee shall review and consider ~~after reading~~ the report of submitted by the article sponsor and shall meet with the sponsor during a public meeting. ~~the Finance Committee shall meet with the party or parties that proposed the article and concurrently with others who want to comment thereon, and shall publicly post notice thereof on the Town's principal official bulletin board at least 48 hours, including Saturdays but not Sundays and legal holidays, prior to such meeting.~~

However, if the Finance Committee's written recommendation ~~report~~ on any article exceeds 30 150 words in length, excepting an article which ~~requests~~ requesting approval of the Town's ~~itemized,~~ omnibus operating budget for the ensuing fiscal year, ~~and~~ or any article that the Finance Committee deems to represent no or ~~minimal~~ negligible financial impact, then ~~that report~~ the recommendation on said article shall conclude with a summary of reasons favoring the article that were considered by the Finance Committee in its deliberations and a separate summary of reasons disfavoring the article that were considered by the Finance Committee in its deliberations.

The Finance Committee shall also make an annual report which shall be published as part of the Annual Town Report. ~~and which~~ Said report shall include recommendations for appropriations for the ensuing year, and forward looking statements ~~a budget and such further recommendations~~ regarding the finances of the Town and any recommendations the Committee deems necessary and appropriate. ~~and action in regard thereto as seems to such Committee to be necessary and appropriate~~

Article EE. Establishment of a Capital Improvement Planning Committee

Proposed by: Board of Selectmen

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

To determine whether the Town will vote to amend the Code of the Town of Wayland to add a new Chapter 8 as follows and take any other action necessary to effectuate the vote of Town Meeting and/or otherwise act thereon:

Chapter 8 Capital Improvement Planning Committee

§ 8.1 Establishment; purpose.

There shall be a Capital Improvement Planning Committee responsible for establishing, managing and overseeing a coordinated, town-wide comprehensive facilities planning process for the construction of new or renovated capital projects.

§ 8.2 Composition and term.

The Committee shall be comprised of five (5) registered voters appointed by the Board of Selectmen. Each member shall be appointed for a term of at least three (3) years and the terms of no more than two members shall expire in any one year. Members shall have a background in, or strong knowledge of, at least one or more of the following disciplines: capital planning; financial modeling; financing; project management; construction. During the term of his/her appointment, no member may serve on any other board, commission, or committee, or otherwise serve as a town official, whether elected or appointed, that could propose major capital projects or on one that controls parcels of town-owned land.

§ 8.3 Adopt regulations and guidelines

The Committee may adopt regulations and guidelines to carry out its responsibilities.

§ 8.4 Committee reports.

At least annually, the Committee shall prepare a report for the Town to be included as part of the budget recommendations and the Town's Annual Reports.

Background Information

To assist the Town of Wayland to effectively plan for and finance future needs, this article proposes the formation of a Capital Improvement Planning Committee (CIPC). The CIPC would be charged with the responsibility of overseeing a coordinated, town-wide comprehensive planning process. By improving Wayland's long-term planning process, the Town will be better positioned to make more informed decisions and better maintain its Aaa rating.

Section 106B of Chapter 41 of the Massachusetts General Laws authorizes a town to establish a capital planning committee at Annual Town Meeting, and numerous other towns have done so. Indeed, by

creating a CIPC, Wayland would be changing its current practices and adopting a capital planning bylaw consistent with the majority of our peer towns ¹.

The objectives of the committee are to:

- Establish, maintain, and monitor a coordinated, town-wide comprehensive facilities planning and site selection process.
- Identify and apply consistent criteria that considers a project proposal's viability, needs, timing, and cost.
- Maintain a program for the construction of major new or renovated capital projects, looking forward over a 20-year period.

The CIPC would participate in the following process and support the Town Manager Act that is currently moving through the legislature:

- 1) Guide: The Town Manager and Finance Director would provide the CIPC (and Finance Committee) with:
 - a. Financial strategies regarding debt management, debt service, debt levy, fund balance, predicted tax rate and revenue
 - b. Budget guidelines and recommendations, prioritization recommendations, funding sources and status of previously approved projects
 - c. Availability of staff resources to oversee capital expenditures and manage projects.
- 2) Gather: The CIPC would compile lists of proposed projects and their suggested timing and priority for implementation as submitted by Boards, Committees, Departments, the Town Manager, and residents:
 - a. In the next Fiscal Year
 - b. During the next four years
 - c. With a six-to-ten-year outlook
 - d. With an eleven-to-twenty-year outlook
- 3) Analyze: The Finance Director and Town Manager would:
 - a. Provide the CIPC with assistance and support on matters related to funding and financing projects, such that the CIPC can understand the Town's ability to afford various projects over time
 - b. Collaborate with the CIPC and staff to analyze which projects to recommend including in their operating and capital budgets, and which might come before Town Meeting in the capital budget or as a stand-alone Article; and this report (see step 5) would be presented to the Finance Committee, whose role it is to recommend the capital and operating budgets to Town Meeting
- 4) Analyze: The CIPC would:
 - a. Vet each project by:

¹ 71% of Wayland's peer Towns have a capital planning committee

80% of Wayland's bordering towns have a capital planning committee

61% of all the Aaa Town's in Massachusetts with Town Manager forms of government have a capital planning committee

- i. Evaluating project readiness for moving forward, including causing actual bids to be obtained from those who might perform the project deliverables such that actual costs are identified prior to a Town Meeting vote on a project.
 - ii. Assessing the availability of Town resources to start and complete the project deliverables over a time horizon (e.g., feasibility studies, design, construction) including procurement and implementation
 - iii. Laying out, in a logical sequence, realistic timeframes to accomplish each deliverable and requisite Town Meeting approvals
 - b. Apply the guidance from the Town Manager and Finance Director over a twenty-year period, prioritizing the project requests and proposing the project schedules
 - c. Create a plan that analyzes the Town's needs, the suggested timing, cost, and steps to implement the projects and give the Town an in-depth sense of what can be accomplished within the Town's financial and administrative capacity
- 5) Report: The CIPC would:
- a. Present a prioritized order of projects with an approximate cost and timeline for feasibility, design, and construction and forward to the Finance Committee for information and future discussions. From this report, the Town Manager shall recommend a capital budget to the Finance Committee, and the Finance Committee shall present to Town Meeting each year a recommended capital plan.
 - b. Annually, provide a draft five-year plan to the Town Manager and Finance Director with one year CIP and four-year outlook
- 6) Maintain: The CIPC would:
- a. Update the project list quarterly with pertinent information related to the projects

Members

The committee would be composed of five registered voters, each of whom would:

- Be appointed by the Board of Selectmen for a term of at least three years.
- Have a background or strong knowledge of at least one or more of the following disciplines: capital planning; financial modelling; financing; project management; and/or construction.
- Not serve on any other board, commission, or committee, nor otherwise serve as a town official, whether elected or appointed, that could propose major capital projects or on one that controls parcels of town-owned land.

The Finance Director, Town Manager, School Superintendent, Town Planner, PMBC and Facilities Director would serve as ex officio members.

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

None.

FINANCE COMMITTEE COMMENTS:

Much of what the proposed CIPC will do is currently the responsibility of the Finance Committee. Some would argue that the Finance Committee (FinCom) has limited visibility into the longer-term needs of departments, committees, and boards, and in fact, historically, FinCom has only considered capital projects requested by departments and residents over a five (5) year period. Currently, FinCom receives

an annual glimpse during the budget cycle, and it is hard to understand, prioritize and guide in a short time frame.

If we look at the five-year capital plan of the Finance Committee, it is often inconsistent from year-to-year. There is not an in-depth five-year capital plan that is consistent with actual spending over that period of time. It also does not consider significant projects that the Town is aware might need to be funded beyond the five-year plan. The CIPC would be focused on Town required capital projects over a period of ten or more years. For example, it is probable that the schools are likely to need either a new or a renovated elementary school in the next ten years, yet our current 5-year capital plan does not take that into account. That is not helpful as we try to understand our debt and debt service over the next decade and how that might impact our desire to approve other projects.

Currently, borrowing decisions can be made without consideration of future potential major capital projects. Prioritization can be inconsistent because the methodology for selection can be driven by political pressure or the needs of a particular interest group, without taking into account the broader capital priorities of the Town. Approvals for design and construction typically occur over several Town Meetings but, without the rigor of a defined schedule with assigned tasks, projects may not be performed in a timely manner or within budget. When a project goes through the CIPC process, a timeline would be established defining when each piece of the project development timeline would be proposed to Town Meeting for funding so that it does not drag on and exceed the originally projected overall project cost.

The Town might need to determine how the CIPC will integrate its work with other committees and boards in Wayland who sometimes bring their own capital projects in articles to Town Meeting, or residents who bring petitioners articles to Town Meeting. Historically, such articles may be inconsistent with the recommendations of FinCom, and there is currently not a process of determining the priority of such projects in the broader scope of Town capital projects. If we have a CIPC, it is probable that such articles could be inconsistent with the findings and recommendations of the CIPC. How the CIPC might be part of the evaluation process of such articles may be challenging in the Town's overall capital planning process.

With a long-term plan, residents would better understand that there is a workable process in place that can accommodate the wishes of residents over a defined time horizon. The CIPC would be charged with scheduling deliverables such that they fit within an established short- and long-term financial plan.

The Board of Selectmen recommends _____. Vote: __ - __ - __

ARGUMENTS IN FAVOR:

- Developing a CIPC that will improve sound fiscal and capital planning by providing effective leadership from individuals with knowledge of capital projects.
- The CIPC will hopefully be able to cooperate with existing boards, committees and municipal departments in the prioritization and planning of capital projects.
- The CIPC would have focus on deterring sudden changes in debt service requirements and identifying the most economical means to finance capital projects.
- Keep the public informed about future needs and projects.

- Reduce costs by identifying and consolidating duplicative expenditures and encourage careful project planning and design to avoid costly mistakes and to help Wayland reach desired goals.
- It can be argued that current practices sometimes result in insufficient rigor in the planning for the project request and its component parts. There are examples of projects that have been approved by Town Meeting before the full design was completed and construction bids were secured.

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ARGUMENTS OPPOSED:

- Much of what the proposed CIPC will do is currently the responsibility of the Finance Committee; therefore, some might argue that this is overstepping the responsibilities of that committee.
- Some may argue that the Town should wait for the implementation of the Town Manager Act before implementing another structural change in Town government.
- It has been argued by some that we already have too many committees in Wayland, and that another committee will be difficult for the Town Administrator/Manager to oversee.
- It might be argued that this does not resolve the ongoing issue of good long-term oversight of capital projects as it does not resolve the question of managing requests from individual boards and committees, or from petitioners, that may be different from the planning of FinCom currently or CIPC in the future.

RECOMMENDATION: The Finance Committee recommends _____. Vote: __-__-__

QUANTUM OF VOTE: Majority.

For more information about this article, contact Acting Town Administrator Stephen Crane at scrane@wayland.ma.us

Article ~~HH-FF~~. Local Historic District Bylaw Amendment

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Proposed by Wayland Historic District Commission

Estimated Cost: \$0

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

To amend Chapter 196-106.2 by striking “in a newspaper of general circulation in Wayland” and adding “on the Historic District Commission webpage of the Town website.”

At least fourteen (14) days before said public hearing, public notice shall be given by posting in the Town Building and on the Historic District Commission webpage of the Town website. ~~in a newspaper of general circulation in Wayland.~~ Such notice shall identify the time, place and purpose of the public hearing.

FINANCE COMMITTEE COMMENTS: ~~Passage of this amendment will strike the requirement of public notice of hearings in the newspaper to facilitate timing for applicants.~~

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-In 1965 the Wayland Town Meeting adopted Massachusetts General Law Chapter 40C and established its first Local Historic District (LHD), the Wayland Center Local Historic District. The Center LHD was expanded four times in 1994, 1995, 2000 and 2001. The 2003 Annual Town Meeting adopted the Bow Road Local Historic District; the 2004 Town Meeting codified Chapter 40C into Town Bylaw, Chapter 196, Article I: Establishment of Districts; the 2005 Town Meeting amended Chapter 196 to describe the way in which the Historic District Commission is administered, consistent with MGL Chapter 40C and the Rules and Regulations that had governed the HDC to that time.

Property owners in the historic districts are required to apply to the [Historic District Commission \(HDC\)](#) for approval of changes visible from the public way and the HDC is required to hold a public hearing for such considerations. Notification requirements for public hearings are stated in **§196-106. Procedures for Review of Applications for Certificates of Appropriateness, Non-Applicability and Hardship.** §196-106.2 states that notification must be given at least two weeks in advance of the hearing. To ~~comply meet~~ [the with](#) local newspapers' hearing notification deadlines, applications must be submitted to the [Historic District Commission \(HDC\)](#) at least three weeks prior to the meeting. This time constraint can and does result in applicants waiting nearly two months to have their case heard.

The proposed amendment is to replace newspaper notification with a more widely used notification method, the town website. Mailed notification will continue to each address in the designated district. Only the newspaper requirement would be dropped and would be replaced with required website notice. This amendment will facilitate the process for property owners and will allow the HDC to react in a timelier fashion.

The Historic District Commission recommends approval. Vote: 7-0-0.

The Board of Selectmen recommends ~~XXX~~. Vote:

ARGUMENTS IN FAVOR: The accelerated process will be helpful to property owners making applications and will not be detrimental to the public.

ARGUMENTS OPPOSED:

RECOMMENDATION: The Finance Committee recommends Blank. Vote:

QUANTUM OF VOTE: Majority.

[For more information about this article, contact Gretchen G Schuler at gshuler@wayland.ma.us](mailto:gshuler@wayland.ma.us)

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Article GG. Historic: Library Document Conservation

Proposed by: Community Preservation Committee

Estimated Cost: \$19,765

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

To determine whether the Town will vote to appropriate the following sums of money not to exceed: \$19,765 from the Community Preservation Fund's Historic Preservation Fund to be expended by the Wayland Free Public Library Trustees to conserve and digitize irreplaceable historic documents owned by the Wayland Free Public Library.

FINANCE COMMITTEE COMMENTS: In preparation of the 150th Anniversary of the Wayland Public Library, the Library Trustees plan to hire conservators to preserve five historically significant documents: Wayland Village Suggestions for Plantings (1911); National Anti-Slavery Standard, edited by Lydia Maria Child (August 5, 1841); Site Plan of the Wayland Public Library (1899); Preliminary Plan of Wayland Public Library (in Town Hall) designed by J.S. Draper (1878); and Sermons Preached in and about Wayland (1772-1876). The Library Trustees request \$19,765 to hire conservators to preserve these fine documents that illuminate Wayland's historical development. Each is fragile and deteriorating. These documents that provide valuable insight into Wayland's history are fragile and deteriorating; thus, conservation preserves them for future generations while digitization makes them readily available to all who explore our past history. Supplies to contain fragile documents will also be purchased as part of this project. Passage of this article will fund this phase of the Archival Document Conservation projects and will ready the Library for its 150th Anniversary in 2023.

This project is eligible for Community Preservation Fund's (CPF) Historic Preservation Fund, which can be used for preservation, rehabilitation and restoration of historic resources. The project would be funded by monies that have already been collected and received by the Town and will not impact the Town's tax rate. There are sufficient funds available in the CPF Historic Preservation Fund.

The Community Preservation Committee recommends approval. Vote: 9-0-0.
The Board of Selectmen recommends XXXX. Vote:

ARGUMENTS IN FAVOR:**ARGUMENTS OPPOSED:**

RECOMMENDATION: The Finance Committee recommends Blank. Vote:

QUANTUM OF VOTE: Majority.

For more information about this article, contact Gretchen G Schuler at gschuler@wayland.ma.us

**Article HH. Fire Sprinkler System at 89 Oxbow Condo Trust
– Community Housing**

Proposed by: Community Preservation Committee

Estimated Cost: \$100,000

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

To determine whether the Town will vote to appropriate a sum of money not to exceed \$100,000 from the Community Preservation Fund's Uncommitted Fund for Community Housing purposes to be expended under the direction of the 89 Oxbow Condominium Trustees to install a new fire sprinkler system in the 16-unit Condominium.

Finance Committee Comments: Passage of this article will earmark \$100,000 toward the replacement of the fire sprinkler system at 89 Oxbow Condo Trust that serves the units of the 89 Oxbow Condominium Association. The fire system has failed causing substantial damage to several of the housing units, including need for a total rehabilitation of a three-bedroom unit. The Condominium Trustees hired a professional to evaluate the overall condition of the fire sprinkler system. The professional determined that part of the system, known as the "dry system," is at the end of its life cycle and needs to be replaced. The estimated cost is \$128,000 of which the Trustees request \$100,000 from the Community Preservation fund, while the Trustees will fund the balance from the capital fund accumulated from the residents' condominium fees. The CPA monies will come from the Uncommitted Fund to be used to improve the Community Housing at 89 Oxbow Road, where all units qualify as affordable housing units in Wayland.

The 16 units of community housing at 89 Oxbow Road, often referred to as the Nike Site, were made possible, in part, through use of Community Preservation funds. CPA funds were used in 2004 for demolition and site preparation for community housing (\$500,000); in 2006, for architectural and site plans (\$40,000); and in 2008, provided partial funding for construction of housing (\$560,000). These units have deed restrictions that ensure they are sold to those who satisfy income eligibility guidelines and sale prices are determined according to a formula provided by the MA Department of Housing and Community Development. CPA funds can be used for rehabilitation and preservation of community housing units so long as CPA funds were used for acquisition or development of the units.

This is an appropriate and allowed use of Community Preservation Funds to preserve Community Housing. The funds have already been collected and will have no impact on local taxes.

The Committee Preservation Committee recommends approval. Vote: 9-0-0.
The Board of Selectmen recommends

ARGUMENTS IN FAVOR:

ARGUMENTS OPPOSED:

RECOMMENDATION: The Finance Committee recommends Blank. Vote:

QUANTUM OF VOTE: Majority.

For more information about this article, contact Gretchen G Schuler at gschuler@wayland.ma.us

Article JJ. 27 Sherman Bridge Road – Open Space Acquisition

Proposed by: Community Preservation Committee

Estimated Cost: \$1,500,000

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

To determine whether the Town will vote to:

- a. Authorize the Board of Selectmen, with the approval of Town Counsel as to form, to acquire by purchase, gift, eminent domain or otherwise a parcel of land located at 27 Sherman Bridge Road, Wayland, Massachusetts containing 8.34 acres, more or less, as shown on Wayland Assessors Map 7, Parcel 23F. A sketch map is attached to the Warrant for the Annual Town Meeting 2022 in Appendix __; (or a revised lot showing 27 Sherman Bridge Road lot minus 11,000 and 37 feet of frontage at the southeast corner) and,
- b. appropriate a sum of money to be expended by the Board of Selectmen for the acquisition of said parcel and,
- c. determine whether said appropriation shall be provided by transfer from unappropriated available funds, by borrowing, or otherwise, provided:
 - i. not more than \$1,500,000 of the funds so appropriated shall be transferred from the Community Preservation Fund of which \$475,000 shall be from the Open Space Fund and \$1,025,000 from the Uncommitted Fund in the Community Preservation Fund.

Note to Town Council: the property owners have been asked by the owners of the abutting property to the east (19 Sherman Bridge Road) to sell to them a parcel of up to 11,000 square feet. This area has been mowed and visually treated as belonging to the property at 19 Sherman Bridge Road. The CPC would like to give the property owners of 27 Sherman Bridge Road the ability to comply with this request if they wish and can work this out before Wayland’s ATM. The CPC agreed that it would still recommend to ATM, the purchase of the lot (in a new configuration with part of the eastern boundary moved to the west – not including frontage) as long as there is a new plan available before the warrant goes to print.

FINANCE COMMITTEE COMMENTS: Passage of this article will authorize the Board of Selectmen to purchase the 8.34-acre parcel, *more or less*, located at 27 Sherman Bridge Road for the development of open space and preservation of natural resources and wildlife habitat. The parcel is adjacent to Trout Brook Conservation Area. This acquisition will provide connectivity to other conservation parcels such as Castle Hill Conservation Area and Trout Brook, greater passive recreation opportunities, and enhance wildlife corridors. It meets every criterion listed in the Community Preservation Plan for properties that are worthy of preservation and purchase by the Town. This opportunity is available to the Town now. Once the property is developed to its potential of four or five house lots, it will no longer be an asset to the Town and may lead to degradation of surrounding natural landscapes.

This parcel was identified in the most recent 2017 Open Space and Recreation Plan (and earlier OSRPs) as land meriting protection due to its proximity to Trout Brook and the Campbell drinking water walls

Commented [cm1]: Would remove. By warrant deadline– we’ll know if we need to adjust the 8.34 size or it is staying as is.

Commented [gs2R1]: All land articles have that clarification I believe I’m indifferent as to whether it stays or goes.

Commented [cm3]:

(wellhead protection), for its sensitive and critical environmental habitats and wildlife corridors, its connectivity to other conservation lands, and several identified vernal pools. For these reasons, the Conservation Commission brought this project to the CPC, which now requests that the Town add the parcel to Wayland's Open Space.

This project is eligible for Community Preservation Fund's (CPF) Open Space Fund, which can be used for acquisition of open space. The project would be funded by monies that have already been collected and received by the Town and will not impact the Town's tax rate. There are sufficient funds available in the CPF Open Space Fund and Uncommitted Fund.

The Community Preservation Committee recommends approval. [Vote: 9-0-0]
The Board of Selectmen recommends **XXX**. Vote:

ARGUMENTS IN FAVOR:

ARGUMENTS OPPOSED:

RECOMMENDATION: The Finance Committee recommends Blank. Vote:

QUANTUM OF VOTE: Majority.

For more information about this article, contact Gretchen G Schuler at gschuler@wayland.ma.us

Commented [cm4]: Please confirm vote.

Commented [gs5R4]: yes

Current Code:

§ 19-3

Finance Committee reports.

[Amended 5-5-1983 ATM by Art. 21; 5-1-2000 ATM by Art. 17]

The Board of Selectmen, after drawing a warrant for a Town meeting, shall immediately forward a copy thereof to each member of said Finance Committee, which shall consider all articles in the warrant and make such report, in print or otherwise to the Town meeting as it deems for the best of the Town. In gathering information to prepare its report, if any, relative to an article, after reading the report of submitted by the article sponsor, the Finance Committee shall meet with the party or parties that proposed the article and concurrently with others who want to comment thereon, and shall publicly post notice thereof on the Town's principal official bulletin board at least 48 hours, including Saturdays but not Sundays and legal holidays, prior to such meeting. However, if the Finance Committee's report on any article exceeds 30 words in length, excepting an article which requests approval of the Town's itemized, omnibus operating budget for the ensuing fiscal year, and any article that the Finance Committee deems to represent no or minimal financial impact, then that report on said article shall conclude with a summary of reasons favoring the article that were considered by the Finance Committee in its deliberations and a separate summary of reasons disfavoring the article that were considered by the Finance Committee in its deliberations.

The Committee shall also make an annual report which shall be published as part of the Annual Town Report and which shall include recommendations for appropriations for the ensuing year, a budget and such further recommendations regarding the finances of the Town and action in regard thereto as seems to such Committee to be necessary and appropriate.

Proposed Code Revisions:

§ 19-3 Finance Committee: Recommendations and Reports

[Amended 5-5-1983 ATM by Art. 21; 5-1-2000 ATM by Art. 17]

After drawing a Town Meeting warrant, the Board of Selectmen shall immediately forward a copy to the Finance Committee. Upon receipt of the warrant, the Finance Committee shall consider all articles in the warrant and make such written recommendations per article to Town Meeting as it deems for the best of the Town. In gathering information to prepare its recommendations, if any, relative to an article, the Finance Committee shall review and consider the report submitted by the article sponsor and meet with the sponsor during a public meeting. However, if the Finance Committee's written recommendation on any article exceeds 150 words in length, excepting an article requesting approval of the Town's omnibus operating budget for the ensuing fiscal year or any article the Finance Committee deems to represent no or a negligible financial impact, then the recommendation on said article shall conclude with a summary of reasons favoring the article that were considered by the Finance Committee in its deliberations and a separate summary of reasons disfavoring the article that were considered by the Finance Committee in its deliberations.

The Finance Committee shall also make an annual report which shall be published as part of the Annual Town Report. Said report shall include appropriation recommendations for the ensuing year and forward-looking statements regarding the finances of the Town and any recommendations the Committee deems necessary and appropriate.

Article Y. Community Preservation Act – Set Asides

Submitted by Community Preservation Committee

Estimated Cost:

~~\$788,091~~ \$800,733

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

To determine:

- a) Whether the Town will vote to set aside from the Community Preservation Fund's (CPF) Uncommitted Fund for later spending ~~\$131,620~~ \$135,834 for open space, but not including land for recreational use, ~~\$131,620~~ \$135,834 for historic preservation, and ~~\$131,620~~ \$135,834 for community housing pursuant to Massachusetts General Laws Chapter 44B, Section 6 for FY 2023; \$20,000 for administrative expenses; and
- b) whether the Town will vote to set aside from the CPF for later spending \$373,231 from the Uncommitted Fund for annual debt service obligations for the purchase of the conservation restriction on Mainstone Farm, as previously approved by Town Meeting;
- c) further, whether the Town will vote to transfer funds in the amount of ~~\$131,620~~ \$135,834 from the Community Housing Fund of the CPF to the Wayland Municipal Affordable Housing Trust Fund.

FINANCE COMMITTEE COMMENTS: This article accomplishes three annual tasks for managing the Town's Community Preservation Fund:

- a) annual distribution of funds to the three purposes as required by the Community Preservation Act (CPA), i.e., Community Housing, Historic Preservation, and Open Space;
- b) reservation of the monies required to fund the debt service on the Conservation Restriction on Mainstone Farm;
- c) the transfer of funds allocated for Community Housing in the Community Housing Fund ("a" above) to the Wayland Municipal Affordable Housing Trust Fund (WMAHTF) that was authorized by the 2014 Annual Town Meeting to provide for the creation and preservation of affordable housing in Wayland.

The Community Preservation Fund (CPF) is the Town's primary vehicle for financing purchases of open space, undertaking projects for historic preservation, and creating and preserving community housing that is affordable for low and moderate-income individuals and families. CPF monies can also be used for many types of recreation projects as well as costs of administrative expenses and consultant fees associated with appraisals, surveys, monitors, and similar activities within the scope of the CPA's purposes. The CPF is funded through the local surcharge on real estate and contributions from the State Trust Fund. The following explanations correspond with the lettered paragraphs above

- a) Within the Wayland CPF, there are four separate pools of money, with funds designated exclusively for open space, historic preservation, and community housing, each of which receives at least 10% of the annual contributions (1.5% local tax surcharge + State Trust Fund yield), and the Uncommitted Fund, which ~~receives-retains~~ the balance of funds not specifically designated. The monies in the individual purpose funds can only be used for those particular purposes, while the monies in the Uncommitted Fund may be used for any of the three purposes plus certain

recreation projects, administrative expenses (such as appraisals, studies, and fees incurred for projects. The first part of this article accomplishes the annual allocation to the three purposes as well as a set aside for future administrative expenditures.

- b) The 2017 Annual Town Meeting voted to purchase a Conservation Restriction protecting Mainstone Farm land from development and preserving it as open space in perpetuity. To accomplish that purchase, the Town assumed debt that is paid exclusively by the Community Preservation Fund.
- c) The WMAHTF was created to address the shortage of affordable housing in Wayland. Funds to be transferred to the WMAHTF are those already allocated to the Community Housing Fund through the annual distribution. These funds maintain the same use restrictions as if they continued to be held in the CPF.

The ~~Committee~~-Community Preservation Committee recommends approval. Vote: 98-0-0

The Board of Selectmen recommends approval. Vote: 5-0-0

ARGUMENTS IN FAVOR: The set asides are required by the Community Preservation Act and ensure the Town continues to balance the needs of housing, open space and historic preservation in the spirit of the CPA.

Transferring funds to the WMAFTF demonstrates the Town's commitment to affordable housing and provides greater flexibility for addressing affordable housing issues.

Fund set aside from the uncommitted fund are used to pay the debt service obligations related to the Mainstone Farm Conservation Restriction approved at Town Meeting in 2016.

ARGUMENTS OPPOSED: Some may argue the CPA surcharge could be reduced provided the reduction supported the related Mainstone debt service and the required fund allocation to the three CPA purposes.

RECOMMENDATION: The Finance Committee recommends

QUANTUM OF VOTE: Majority.

For more information about this article, contact Gretchen G Schuler at gschuler@wayland.ma.us.