



Town of Wayland Massachusetts

Audit Committee

Stephen Curtin
Randall Moore (Chair)
Klaus Shigley
Deborah Vogt

Audit Committee

Agenda

Wednesday June 9, 2021

Via Zoom - 7:00 pm

*In compliance with the revised Open Meeting Law requirements, we will live stream the meeting via Zoom and, in some instances, on WayCAM. No in-person attendance of members of the public will be permitted. The Zoom meeting can be entered using the following link:

Zoom: <https://zoom.us/j/94059533023?pwd=cDhZTVNBaFZvb0NkelgzaFVBMTl4QT09>

Password: 288040

**To make a public comment via Zoom, perform a virtual "hand raise". The meeting moderator will contact you via a chat message to acknowledge your request and will inform the chair of your request to comment. Instructions for performing a virtual "hand raise" can be found at <https://support.zoom.us/hc/en-us/articles/205566129-Raising-your-hand-In-a-webinar>

*** In compliance with the revised Open Meeting Law the following members are present and participating remotely... (state members first and last name)

Note: Items may not be discussed in the order listed or at the specific time estimated. Times are approximate.

- | | |
|---------|--|
| 7:00 pm | Review Agenda for the Public Announcements Public Comment /Members' Response to Public Comment |
| 7:05 pm | Discuss and Approve the Annual Report |
| 7:30 pm | Discuss the timing and the preparation of the RFP to secure auditing services for the next three-year cycle. |
| 7:40 pm | Elect Chair for 2022 Fiscal Year |
| 7:50 pm | Topics Not Reasonably Anticipated by Chair 48 Hours in Advance of Meeting, if Any |
| 8:00 pm | Meeting Minutes: Review and Vote to Approve, February 22, 2021. |
| 8:10 pm | Adjourn Meeting |

Audit Committee

The Audit Committee is comprised of five members, with one member each designated by the School Committee, and Finance Committee, and three members designated by the Board of Selectmen. At present, four of the five positions are filled. The Committee makes recommendations to the Board of Selectmen on the selection of the independent auditor and scope of the independent audit. During the annual audit, the Committee communicates with the Finance Director and the independent auditor to ensure that the process is operating effectively. At the conclusion of each audit cycle, the Committee reviews the annual financial statement and management reports prepared by the auditors and provides comments. The cycle is complete upon presentation of the Committee's Final Report to the Board of Selectmen.

FY 2020 Audit Cycle

The Committee met with Alina Korsak from Melanson & Heath, the Town's Auditor, on November 30, 2020, to review the draft of the *Comprehensive Annual Financial Report (CAFR)* and a draft of the *Management Letter*. The purpose of the Management Letter is to identify weaknesses, if any, in the Town's internal controls over financial reporting.

The Committee met with the Auditor again on February 22, 2021. The Auditor presented a final version of the CAFR and the *Management Letter*, reflecting in part the discussion with and input from the Audit Committee on November 30, 2020. The following issues in the Final version of the *2020 Management Letter* were discussed:

1. Ensure compliance with uniform guidance.
2. Re-establish timely cash reconciliations.
3. Improve controls over payroll.
4. Transfer funds on a timely basis.
5. Ensure motor vehicle bills are issued timely.

Also on February 22, 2021, and after the discussion with the Audit Committee, Alina Korsak presented the Management letter to the Board of Selectmen. And Chair Moore shared the Audit Committee's approval and support of the Management Letter. It was noted that none of the issues raised rose to the level of a material weakness and it was also noted that the Town is on the right path to address and fully mitigate the deficiencies identified.

FY 2021 Audit Cycle

On May 3, 2021, the Town Administrator, Louise Miller, signed an Audit Engagement letter retaining Melanson and Heath to perform the audit for the FY ending June 31, 2021.

Submitted,
Randall Moore, Chair

Stephen Curtin

Klaus Shigley

Deborah Vogt

ANNUAL TOWN MEETING APRIL 9, 2012

| <u>DATE:</u> | <u>ARTICLES DISPOSED OF:</u> |
|----------------|---|
| April 09, 2012 | 1, 2, 3, 4, 5, 6, 7 |
| April 10, 2012 | 8 |
| April 11, 2012 | 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19 |
| April 12, 2012 | 20, 21, 22, 23, 24, 25, 26, (27 not disposed) |
| April 23, 2012 | 27, 28, 29, 30, 31 |

RETURN OF SERVICE

MIDDLESEX, S.S.

APRIL 9, 2012

To any of the Constables of the Town of Wayland, Greetings:

I, Louis V. Gaglini, duly qualified Constable of the Town of Wayland, do hereby affirm and certify that I have posted the specimen of the Official Ballot for the Annual Town Election to be held on Tuesday, April 3, 2012, together with the Warrant for the Annual Town Meeting to be held on Monday, April 9, 2012 by my posting copies thereof at the Wayland Town Building, Cochituate Fire Station or the Cochituate Post Office, Wayland Public Library and the Happy Hollow School, by posting seven (7) days at least before the date appointed for the posting of the Warrant for the Annual Town Election and the Annual Town Meeting. Posting was done March 20, 2012.

VOTES ENACTED:

MONDAY, APRIL 9, 2012 AT THE WAYLAND MIDDLE SCHOOL

DENNIS J. BERRY, MODERATOR:

Pursuant to the Warrant dated March 19, 2012, signed by John Bladon, Steven J. Correia, Thomas J. Fay, Joseph F. Nolan, and Susan W. Pope, Selectmen, served and return of service given by Louis V. Gaglini, Constable of the Town, the inhabitants of the Town of Wayland qualified to vote at Town Meeting met this day at Wayland Middle School, and at 7:30 P.M. the Moderator called the Meeting to order, declared that a quorum was present, and the Meeting proceeded to transact the following business:

ERRATA:

TOWN OF WAYLAND ANNUAL TOWN MEETING April 9, 2012 ERRATA SHEET

Article 8, page 47, top of page: Delete:

2) For what it considers to be the proper management of the Town and its finances, the Finance Committee makes the following recommendations, and they are, therefore, incorporated under the motion to be made under Article 6 at the Annual Town Meeting, as follows:

Replace:

2) For what it considers to be the proper management of the Town and its finances, the Finance Committee makes the following recommendations, and they are, therefore, incorporated under the motion to be made under Article 8 at the Annual Town Meeting, as follows:

Article 8, page 54, Capital Budget – FY2013 Delete: 14 ZONE 2 WELL TESTING WC 50,000 Replace: 14 CAPTURE ZONE ANALYSIS WC 50,000 **Article 11, bottom of page 73, make the following correction:** Delete: **QUANTUM OF VOTE:** Majority. Replace: **QUANTUM OF VOTE:** Two-thirds – see Massachusetts General Laws Chapter 40A, Section 5. **Article 24, page 98, make the following correction:** Referenced section numbers should read 508.1, 508.2 and 508.3 (not 50B.1, 50B.2 and 50B.3) **Article 24, page 100, make the following correction:** Delete: **QUANTUM OF VOTE:** Majority – see Massachusetts General Laws Chapter 40A, Section 5. Replace: **QUANTUM OF VOTE:** Two-thirds – see Massachusetts General Laws Chapter 40A, Section 5. **Article 25, page 100, make the following correction to the title of the article (and also in Table of Contents, Article 25):** Delete: **AMEND ZONING BYLAW SECTION 198-1102.1.2.1.4: DEFINITION OF SERVICE STATIONS** Replace: **AMEND ZONING BYLAW SEC. 198-1102.1.4.1.4 AND 198-1102.1.4.1.7 GOVERNING SERVICE STATIONS**

TOWN OF WAYLAND ANNUAL TOWN MEETING April 9, 2012 ERRATA SHEET FOR ARTICLE 4

Errata Submitted by Finance Committee, Article 4, page 32, top of page: Based on information provided by the Finance Committee, the Finance Committee comment and graph at the top of page 32 are revised to read as follows: In the State of Massachusetts there are an estimated 281 town finance committees^[1] of which 232 (83%) are appointed, 43 (15%) are elected and 6 (2%) are both appointed & elected. _____ ¹ Data includes Massachusetts Municipal Association - Association of Town Finance Committees 2007 Survey Data

APPENDIX B, pages 121-124, MASSACHUSETTS FINANCE COMMITTEES BY TOWN

Note the following changes: Towns with elected finance committees not previously identified: Hancock, Hubbardston, Leverett, Middlefield, Monroe, New Braintree, Russell and Windsor. Towns with appointed finance committees previously identified as appointed or other method: Edgartown, Freetown, Goshen, Holliston and Tisbury.

Errata Submitted by Petitioners, Article 4, page 32, top of page: Delete: 31 are elected Replace: 42 are elected

Article 4, page 32, graph

Delete Graph

Replace: Corrected graph

APPENDIX B, pages 121-124, MASSACHUSETTS FINANCE COMMITTEES BY TOWN

Delete the following 13 Massachusetts towns or cities having a Council-Manager or Mayor form of government

Amesbury Attleboro Barnstable Beverly Bridgewater Gloucester
Lawrence Leominster Newburyport Newton North Adams Weymouth
Winthrop

Delete “appointed” and replace with “elected” for the following towns:

Edgartown Freetown Goshen Holliston
Hubbardston Leverett Middlefield New Braintree
Tisbury

Add the following towns and designate that they have elected Finance Committees:

Hancock
Russell
Windsor
Monroe

TOWN OF WAYLAND
ANNUAL TOWN MEETING
APRIL 9, 2012
REVISED FINANCE COMMITTEE REPORT

To the Residents of Wayland:

Since the Warrant went to print, the Finance Committee has received new information twice and as a result has revised the FY2013 recommended budget.

On March 28, 2012, the Finance Committee voted to reconsider the operating budget in light of new information. After considering the new information, the Finance Committee voted to reduce the FY2013 Operating Budget request by \$2,335,571 by adjusting the pension (Retirement) and OPEB (Unclassified: Insurance 32B) budget requests to the actuarially suggested amounts. The net effect is to reduce the Retirement contribution by \$1,450,571 and the OPEB contribution by \$885,000. The two changes are shown on the next page in the same format as the operating budget in Article 8, page 53 and are supplemental to the information provided in the Warrant.

On April 5, 2012, the Finance Committee voted to reconsider both the operating and capital budgets based on new information. First, we reconsidered the funding source for the Middle School roof capital request. We learned that there was borrowing capacity within the tax levy, so this borrowing could be accomplished without a debt exclusion vote. The Finance Committee voted 3-2 to fund the Middle School roof with borrowing rather than free cash. Additionally, on Monday, April 2, the Board of Assessors voted to release \$1,348,000 to the Overlay Surplus account. With this new information, the Finance Committee reconsidered the source of funding for the FY2013 operating budget. By a vote of 4-0-1, the Committee decided to apply an additional \$1,500,000 free cash and \$1,300,000 overlay surplus to the FY2013 operating budget. The Finance Committee recommends the revised FY2013 operating budget with a vote of 4-0-1.

In total, for a FY2013 operating budget of \$66,949,951, the Finance Committee recommends appropriating \$4,800,000 in free cash and \$1,720,000 from the overlay reserve account for a total of \$6.52 million or approximately 10%. All of these changes will result in a tax decrease of approximately 4.55% or about \$510 less per average house valued at \$600,000. The resulting tax rate is estimated at \$18.15.

In implementing these changes, the Finance Committee focused on two of eight strategy points as reported in the Warrant on page 5:

- Continue to address the long-term liabilities of pension and other post-employment benefits (OPEB) and to continue to control healthcare costs
- Maintain free cash at a target of 7.5% of the operating budget for future flexibility

Looking forward to FY2014, the Finance Committee estimates a tax increase of about 10% to maintain a level budget (not level services), with no COLA increases for staff. The percentage increase is so relatively high because we will not have another \$6.5 million of cash to apply to the operating budget next year. However, no Proposition 2 ½ override will be required. Further, this percentage increase does not take into account any tax increase due to a debt exclusion for a new DPW building or other capital items.

The tables and information on the following pages update the information in your Warrant. Page references to the original information are provided for cross-referencing.

Respectfully submitted,

Cherry Karlson, Chair

Paul Grasso
Tom Greenaway
David J. Gutschenritter

Sam H. Peper
Richard M. Stack
Bill Steinberg, Vice Chair

Revised Operating Budget

Originally shown in the Warrant on page 53.

| FISCAL YEAR 2013 BUDGET | | EXPENDED FY 2011 | APPROPRIATED FY 2012 | ORIGINALLY REQUESTED FY 2013 | ADJUSTED REQUEST FY 2013 |
|-------------------------|----------------------------|---------------------|-------------------------|------------------------------------|--------------------------------|
| RETIREMENT | | | | | |
| | PURCHASE OF SERVICES | \$3,140,204 | \$3,420,633 | \$4,621,627 | \$3,171,056 |
| 58 | TOTAL EXPENSES | \$3,140,204 | \$3,420,633 | \$4,621,627 | \$3,171,056 |
| | TOTAL RETIREMENT | \$3,140,204 | \$3,420,633 | \$4,621,627 | \$3,171,056 |
| UNCLASSIFIED | | | | | |
| | INSURANCE 32B | \$7,348,140 | \$7,640,000 | \$8,050,000 | \$7,165,000 |
| 59 | TOTAL UNCLASSIFIED | \$8,870,505 | \$10,657,000 | \$9,972,000 | \$9,087,000 |
| | TOTAL GENERAL FUND BUDGET | \$61,757,995 | \$67,257,456 | \$69,285,522 | \$66,949,951 |
| | GRAND TOTAL OMNIBUS BUDGET | \$65,306,722 | \$71,261,997 | \$73,453,823 | \$71,118,252 |

Use of Free Cash

By state law, a Town can only appropriate free cash in the amount of its last certification. The following chart has been updated (all changes are footnoted) and reformatted to reflect the most recent information available to the Finance Committee as of April 5, 2012. The original chart appears in the Warrant on page 20:

Finance Committee Estimation of Free Cash Balances a/o 6-30-12

| | | | |
|---|--------------------------------------|-----------------------|---|
| | | <u>Revised Budget</u> | |
| A | Certified Balance a/o June 30, 2011 | \$10,304,704 | |
| B | Additional Free Cash Used in FY2012 | <u>\$4,000,000</u> | |
| C | Starting Balance for FY2013 Activity | \$6,304,704 | Maximum amount that can be applied to FY13 budget |
| | Uses of Free Cash for FY2013 Budget | | |

| | | | |
|-----------|--|--------------------|--------------------|
| Articles: | | | |
| D | Current Year Transfers | \$29,585 | |
| E | DPW design | \$725,000 | |
| F | Pre-permitting Septage site | \$360,000 | |
| G | Labor contract review | \$16,000 | |
| H | Audit of SC Revolving Accounts | \$30,000 | |
| I | Audit Committee | \$40,000 | |
| J | Budget (capital): DPW - Archeological review of North Cemetery | \$20,000 | |
| K | Budget (capital): DPW Roads - capital improvement | \$200,000 | |
| L | Budget (operating): Used to balance the operating budget (1) | \$4,800,000 | |
| M | Total Projected Cash Use at ATM | \$6,220,585 | |
| N | Remaining Free Cash after ATM | \$84,119 | |
| | | Maximum | Minimum |
| | Additions to Free Cash by June 30 | | |
| O | FEMA reimbursement | \$750,000 | \$750,000 |
| P | Overlay released by Assessors (2) | \$1,500 | \$1,500 |
| Q | Overlay released by Assessors 4-2-12 (3) | \$48,000 | \$48,000 |
| R | Transfer Station capital project completed | \$350,000 | \$350,000 |
| S | HS Repair funds capital project completed | \$218,174 | \$218,174 |
| T | Various capital projects completed - municipal | \$100,000 | \$100,000 |
| U | Various capital projects completed - school (4) | \$210,000 | \$210,000 |
| | Additions to Free Cash (likely or unknown timing) | | |
| V | Additional local receipts - underestimated by 10% (planned) | \$350,000 | \$ - |
| W | School expense turnbacks based on 2Q reporting (5) | \$945,946 | \$545,946 |
| X | Municipal expense turnbacks based on 2Q reporting | \$1,600,000 | \$ - |
| Y | Chp 90 Reimbursement | \$300,000 | \$ - |
| Z | Projected Free Cash Range a/o 6-30-12 | \$4,957,739 | \$2,307,739 |
| AA | Percent of FY2013 operating budget | 7.21% | 3.36% |

NOTES

- (1) FinCom voted on 3-28-12 to increase by \$100,000.
- (2) FinCom voted 3-28-12 to appropriate \$420,000.
- (3) Assessors voted to release an additional \$1,348,000 on 4-2-12; \$1.3 million appropriated.
- (4) New information from the SC meeting on 3-26-12.
- (5) Includes \$545,946 of SC revolving funds turnback; new info 3-26-12.

The Finance Committee's goal is to have free cash certified at approximately 7.5% of operating budget. Estimating balances of cash is not an exact science. Based on our best information and assuming all the

Town meeting articles are approved, the Finance Committee projects free cash to be at \$4.9 million or 7.2% of budget as of June 30, 2012. Depending upon a number of factors, it is possible that the cash balance could be as low as \$2.3 million or 3.4% of budget.

Tax Impact

For FY2013, on average, property taxes will decrease by approximately 4.55%, or \$510 per household based upon an average house value of \$600,000.

Financial Charts

As a result of making these operating budget and funding source changes, the charts in the Warrant required updating and are shown below.

Table 1 originally appears in the Warrant on pages 7 and 8; changes are shown in **bold**.

| TABLE 1: TOTAL REVENUE CHANGES | | | | |
|---------------------------------------|----------------------|----------------------|---------------------|----------------|
| Description | Budget FY2012 | Budget FY2013 | Difference | %Change |
| Real Estate Taxes | | | | |
| Tax Levy | \$47,909,450 | \$45,810,337 | -\$2,099,113 | |
| Allowance for 2.5% | \$1,330,386 | \$1,381,457 | \$51,071 | |
| Debt Exclusion | \$5,561,917 | \$5,798,792 | \$236,875 | |
| New Tax Levy Growth | \$712,447 | \$550,000 | -\$162,447 | |
| Total Real Estate Taxes | \$55,514,200 | \$53,540,586 | -\$1,973,614 | -3.6% |
| State Revenues | \$4,394,008 | \$4,067,106 | -\$326,902 | -7.4% |
| Local Receipts | \$4,150,000 | \$4,175,000 | \$25,000 | 0.6% |
| Water Receipts | \$3,403,133 | \$3,500,334 | \$97,201 | 2.9% |
| Enterprise Receipts | \$601,408 | \$667,967 | \$66,559 | 11.1% |
| Free Cash | \$4,500,000 | \$4,800,000 | \$300,000 | 6.7% |
| Other Available Funds | \$485,182 | \$2,199,384 | \$1,714,202 | 353.3% |
| Total Revenue | \$73,047,931 | \$72,950,377 | -\$97,554 | -0.1% |

Table 2 originally appears in the Warrant on page 8; changes are shown in **bold**.

| Table 2: Total Operating Expense Changes | | | | |
|---|----------------------|----------------------|-------------------|-----------------|
| Description | Budget FY2012 | Budget FY2013 | Difference | % Change |
| General Fund Budget | \$67,257,456 | \$66,949,951 | -\$307,505 | -0.5% |
| Water Fund Budget | \$3,403,133 | \$3,500,334 | \$97,201 | 2.9% |
| Septage Fund Budget | \$40,233 | \$32,807 | (\$7,426) | -18.5% |
| Wastewater Mgmt District Budget | \$561,175 | \$635,160 | \$73,985 | 13.2% |
| Total Expenses | \$71,261,997 | \$71,228,252 | -\$143,745 | -0.2% |

As part of our budget process, the Finance Committee reviewed FY2011 actuals, FY2012 approved budget and the new FY2013 budget request. The chart below compares the FY2011 actuals to the updated FY2013 budget request, considers the average annual percentage increase and provides an explanation of the variances.

This chart originally appeared in the Warrant on page 10; changes are shown in bold.

Comparison: FY2011 actuals to FY2013 budget request

| General Fund | FY11 Actual | FY13 Budget | FY11 actual - FY13 budget Average Annual Percentage Change | Explanation of Changes Over Two Years |
|------------------------------|----------------------|----------------------|---|--|
| Town Expenditures | \$ 14,308,536 | \$ 14,499,227 | 0.7% | Explained within Finance Committee Report. |
| School Expenditures | \$ 30,427,419 | \$ 32,526,704 | 3.4% | Explained within School budget documents. |
| <i>Debt</i> | \$ 5,011,331 | \$ 7,665,964 | 23.7% | \$2.8 million additional debt service due to High School financing |
| <i>Retirement Assessment</i> | \$ 3,140,204 | \$ 3,171,056 | 0.5% | Required payment amount. |
| <i>Unclassified</i> | \$ 8,870,505 | \$ 9,087,000 | 1.2% | Incremental increases in health expense, medicare, town meeting, salary reserve. |
| Shared Expenses | \$ 17,022,040 | \$ 19,924,020 | 8.5% | |
| Total General Fund | \$ 61,757,995 | \$ 66,949,951 | 4.1% | |

The Omnibus Budget expenses, General Fund, plus the non-operating budget expenses total \$72,950,377. Table 4 originally appears in the Warrant on page 11; changes are shown in **bold**.

Table 4: Total Town Expenses for FY2013

| Expense | Amount |
|---------------------------|----------------------|
| General Fund Budget | \$ 66,949,951 |
| Water | \$ 3,500,334 |
| Septage | \$ 32,807 |
| Wastewater | \$ 635,160 |
| Non-appropriated expenses | \$ 1,832,125 |
| Total | \$ 72,950,377 |

Table 5 depicts free cash allocated to close prior year operating budget deficits. For FY2013, we propose to balance the operating budget with \$4,800,000 of free cash. The Table originally appears in the Warrant on pages 14 and 15; changes are shown in **bold**.

Table 5: Free Cash Allocated To Annual Revenue

| Fiscal Year | Free Cash Appropriated |
|--------------------|-------------------------------|
| FY2004 | \$ 2,400,000 |
| FY2005 | \$ 1,869,000 |
| FY2006 | \$ 300,000 |
| FY2007 | \$ 0 |
| FY2008 | \$ 0 |
| FY2009 | \$ 0 |
| FY2010 | \$ 1,100,000 |
| FY2011 | \$ 250,000 |
| FY2012 | \$ 4,500,000 |
| FY2013 | \$ 4,800,000 |

The following tables originally appear in the Warrant on pages 24 to 26; changes are shown in **bold**.

| TABLE NO. 1 - WAYLAND INCOME AND EXPENSE STATEMENT (ESTIMATED) | | | | | |
|---|--------------------|--------------------|--------------------|--------------------|---------------------|
| | FISCAL 2009 | FISCAL 2010 | FISCAL 2011 | FISCAL 2012 | FISCAL 2013 |
| BUDGET | 56,117,307 | 62,019,837 | 66,029,337 | 71,261,997 | 71,118,252 |
| ARTICLES | 15,121,939 | 5,150,316 | 3,475,000 | 4,175,000 | 5,116,000 |
| TOTAL TOWN EXPENSE | 71,239,246 | 67,170,153 | 69,504,337 | 75,436,997 | 76,234,252 |
| OVERLAY | 1,039,311 | 1,106,754 | 1,676,989 | 1,206,448 | 1,000,000 |
| NET REC FROM STATE | (2,044,382) | (1,419,895) | (4,199,174) | (4,139,522) | (3,774,447) |
| LOCAL RECEIPTS | (3,435,001) | (3,505,000) | (3,325,000) | (4,150,000) | (4,175,000) |
| OTHER SOURCES: FREE CASH, BORROWINGS, ETC. | (15,047,633) | (9,643,640) | (7,529,139) | (12,839,723) | (15,744,219) |
| TO BE RAISED BY TAXATION | 51,751,541 | 53,708,371 | 56,128,013 | 55,514,200 | 53,540,586 |

AVERAGE TAX BILL WILL **DECREASE** BY APPROXIMATELY 4.55% IN FY 13

| TABLE NO. 2 - HISTORICAL BUDGET SUMMARY (General Fund Only) | | | | | |
|---|------------|------------|------------|-----------|-------|
| FISCAL YEAR | SCHOOL | TOWN | TOTAL | INCREASE | % |
| FY 2013 | 32,526,704 | 34,423,247 | 66,949,951 | -307,505 | -0.5% |
| FY 2012 | 31,096,713 | 36,160,743 | 67,257,456 | 4,896,649 | 7.9% |
| FY 2011 | 30,596,713 | 28,623,893 | 59,220,606 | 403,440 | 0.7% |
| FY 2010 | 31,111,713 | 27,705,453 | 58,817,166 | 2,699,858 | 4.8% |
| FY 2009 | 30,091,713 | 26,025,595 | 56,117,308 | 2,972,347 | 5.6% |
| FY 2008 | 28,722,212 | 24,422,749 | 53,144,961 | 2,395,484 | 4.7% |
| FY 2007 | 28,407,893 | 22,341,584 | 50,749,477 | 1,813,024 | 3.7% |
| FY 2006 | 27,379,743 | 21,556,710 | 48,936,453 | 2,420,683 | 5.2% |
| FY 2005 | 26,067,251 | 20,448,519 | 46,515,770 | 1,337,108 | 3.0% |
| FY 2004 | 25,650,251 | 19,528,411 | 45,178,662 | 2,058,038 | 4.8% |

| TABLE NO. 3 TOWN REVENUES (GF) | FY 09 | FY 10 | FY 11 | FY 12 | FY13 |
|-----------------------------------|------------|------------|------------|------------|------------|
| TAX LEVY | 51,751,543 | 53,708,371 | 56,128,013 | 55,514,200 | 53,540,586 |
| STATE AID | 5,129,702 | 4,666,700 | 4,486,387 | 4,394,008 | 4,067,106 |
| LOCAL RECEIPTS | | | | | |
| MOTOR VEHICLE EXCISE | 1,700,000 | 1,600,000 | 1,670,000 | 1,975,000 | 2,010,000 |
| OTHER TAXES | | 80,000 | 100,000 | 150,000 | 150,000 |
| PENALTIES & INTEREST | 100,000 | 200,000 | 180,000 | 140,000 | 150,000 |
| PAYMENT IN LIEU OF TAXES | 40,000 | 35,000 | 30,000 | 30,000 | 30,000 |
| DEPT FEES | 650,000 | 850,000 | 700,000 | 800,000 | 775,000 |
| SCHOOL SYSTEM FEES | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| LICENSE & PERMITS | 450,000 | 400,000 | 400,000 | 725,000 | 725,000 |
| SPECIAL ASSESSMENTS | 10,000 | 10,000 | 5,000 | 5,000 | 5,000 |
| FINES & FORFEITURES | 50,000 | 40,000 | 40,000 | 50,000 | 55,000 |
| INTEREST | 185,000 | 90,000 | 150,000 | 225,000 | 225,000 |
| LOCAL RECEIPTS SUB-TOTAL | 3,235,000 | 3,355,000 | 3,325,000 | 4,150,000 | 4,175,000 |
| AVAILABLE FUNDS | 250,694 | 1,440,653 | 610,612 | 4,985,182 | 6,999,384 |
| TOTAL | 60,366,939 | 63,170,724 | 64,550,012 | 69,043,390 | 68,782,076 |

| TABLE NO. 4 (General Fund Only) | | | | | |
|---------------------------------|-------|-------|-------|-------|--------------|
| % OF BUDGET BY DEPARTMENT | FY 09 | FY 10 | FY 11 | FY 12 | FY13 |
| GENERAL GOVERNMENT | 5.8% | 4.9% | 4.6% | 4.4% | 4.6% |
| PUBLIC SAFETY | 9.3% | 9.5% | 8.8% | 8.2% | 8.4% |
| SCHOOLS | 53.6% | 52.8% | 49.1% | 46.2% | 48.6% |
| REG VOC SCHOOL | 0.8% | 0.7% | 0.6% | 0.4% | 0.4% |
| DPW | 3.6% | 4.7% | 4.3% | 3.5% | 3.6% |
| HEALTH | 1.1% | 1.1% | 1.1% | 1.0% | 1.1% |
| LIBRARY | 1.7% | 1.6% | 1.5% | 1.4% | 1.5% |
| RECREATION | 1.4% | 0.1% | 0.0% | 0.5% | 0.5% |
| DEBT & INTEREST | 7.3% | 7.3% | 8.0% | 11.6% | 11.5% |
| RETIREMENT | | | 5.0% | 5.1% | 4.7% |
| UNCLASSIFIED | 15.4% | 15.3% | 15.0% | 15.8% | 13.6% |
| FACILITIES | | 2.0% | 2.0% | 1.8% | 1.6% |

| TABLE NO. 5 (General Fund Only) DEPARTMENTAL INCREASES | | | | |
|--|-------------------|-------------------|------------------|--------------|
| | BUDGET FY 12 | BUDGET FY 13 | INCREASE | % INCREASE |
| GENERAL GOVERNMENT | 2,978,539 | 3,059,906 | 81,367 | 2.7% |
| PUBLIC SAFETY | 5,501,159 | 5,631,022 | 129,863 | 2.4% |
| SCHOOLS | 31,096,713 | 32,526,704 | 1,429,991 | 4.6% |
| REGIONAL VOC SCH | 280,000 | 260,000 | (20,000) | -7.1% |
| DPW | 2,328,588 | 2,383,539 | 54,951 | 2.4% |
| HEALTH | 695,440 | 741,810 | 46,370 | 6.7% |
| LIBRARY | 952,550 | 974,750 | 22,200 | 2.3% |
| RECREATION | 355,000 | 347,000 | (8,000) | -2.3% |
| DEBT & INTEREST | 7,776,459 | 7,665,964 | (110,495) | -1.4% |
| RETIREMENT | 3,420,633 | 3,171,056 | (249,577) | -7.3% |
| UNCLASSIFIED | 10,657,000 | 9,087,000 | (1,570,000) | -14.7% |
| FACILITIES | 1,215,375 | 1,101,200 | (114,175) | -9.4% |
| TOTAL | 67,257,456 | 66,949,951 | (307,505) | -0.5% |

Due to an unexpected prolongation of Town Meeting, Electronic voting was only used for the first four (4) nights and, on the last night of Town Meeting; the standard voice count procedure was put in place.

HOW TO VOTE ELECTRONICALLY

At last year's Annual Town Meeting, Wayland's citizens pioneered the use of wireless electronic voting. Instead of shouting out *Aye* or *No*, raising our hands, or standing to be counted, we used electronic handsets to register our votes quickly, accurately, and privately.

Over the course of two sessions, we voted 37 times; 10 of those votes were so close that without electronic voting, we'd likely have spent hours in standing counts. Instead, we averaged slightly more than one minute per vote. Citizens supported the combination of speed, accuracy, and privacy that electronic voting provided, so once again we will be voting electronically at our spring Town Meeting.

The handsets look a bit like a TV remote control, but instead of pushing buttons to change channels, we push buttons to vote: the 1 button for *Aye*, or the 2 button for *No*. Your vote is displayed on your handset's screen and wirelessly transmitted to a computer that counts votes and displays results for the Moderator to announce. Nothing but these totals is permanently recorded, so your vote will remain private.

Because the new High School's parking capacity is still limited, this year's Annual Town Meeting will be held in the Middle School's Gymnasium and Auditorium. We will be using the north end of the Gym as a check-in area; as in past Town Meetings, check-in will be organized alphabetically by last name. As you are checking in, you'll be issued a handset for your use during that session.

Before each vote, the Moderator will summarize the motion or amendment being decided. He will then announce the beginning of a 30 second interval during which you can convey your vote, and a "voting light" near the Moderator will be illuminated. To vote *Aye*, push your handset's 1 button. To vote *No*, push your handset's 2 button. If you accidentally push the wrong button, you can change your vote by pushing the correct button. If you don't want to participate in a particular vote, don't push any buttons during the 30 second voting interval; if you accidentally push the 1 button or the 2 button, you can change your vote to *Abstain* by pushing the 3 button. When the 30 second interval is over, the "voting lamp" will be extinguished, and the Moderator will announce that the vote is complete; shortly thereafter, the Moderator will announce the results.

If you inadvertently turn your handset off by pushing the power button in its lower-right corner; push this button again to turn your handset back on. Pushing any of your handset's other buttons during the voting interval will not change your vote, but for peace of mind, your handset will encourage you to *Re-Vote*; push the 1 button for *Aye* or the 2 button for *No*.

If you leave your seat during the meeting, please keep your handset with you. When you leave the Middle School - either during a session or at the close of a session - please place your handset in one of the boxes at each building exit. If you forget to turn in your handset, we'll give you a call the next day and ask you to return it.

Every handset will be tested before each session of Town Meeting, so the probability of a handset failing is very low. That said, if pushing your handset's 1 button or 2 button during a vote does not produce an *Aye* or *No* on its display, please raise your hand; a Teller will quickly provide you with a paper ballot to record your vote, and you'll be issued a new handset. We don't expect this to happen, but like the Boy Scouts, we'll be prepared.

If we have a good turnout, then arriving voters will be seated in the Auditorium after the Gym is full. The colored dot on the front of your handset will indicate the room in which you're seated: a red dot for the Gym and a green dot for the Auditorium. You'll only be able to vote if you are seated in the correct room. To be sure you can sit together with family or friends, plan to check-in around the same time.

If you are physically unable to use a handset to vote, inform the person who checks you in, and you'll be seated in an area where your votes will be manually counted by Tellers. If you're wondering how much radio energy is used by a handset to convey your vote wirelessly, it's less than 1 % that of a typical cell phone and only for brief instants, employing the same frequencies used for Wi-Fi wireless internet access.



ELVIS: Wayland's Electronic Voting Implementation Subcommittee

ARTICLE 1: RECOGNIZE CITIZENS AND EMPLOYEES FOR PARTICULAR SERVICE TO THE TOWN

Proposed by: Board of Selectmen

To determine whether the Town will recognize the achievements and contributions to Town government of citizens and employees by:

1. Recognizing citizens who have served in a volunteer capacity on elected and/or appointed boards, committees, and commissions for a minimum of 25 years (service need not be consecutive);
2. Recognizing employees who have retired since the previous Annual Town Meeting or intend to retire prior to June 30, 2012, subject to a minimum of 20 years of service; and
3. Requesting Town Meeting to observe a moment of silence in memory of elected or appointed volunteers, employees with at least 10 years of service, or an employee while in service to the Town without regard to tenure who shall have passed away since the adjournment of the 2011 Annual Town Meeting.

MOTION NO. 1:

Thomas J. Fay moved that the Town recognize citizens who have served in a volunteer capacity on elected and/or appointed boards, committees, and commissions for a minimum of 25 years:

| | | |
|-----------------|---------------------------------|-----------|
| Howell, Barbara | Conservation Commission | 1989-2012 |
| | Nike Site Advisory Committee | 2003-2004 |
| | Earth Day Celebration Committee | 1990 |

Barbara Howell came forward and was recognized unanimously by a round of applause.

MOTION NO. 2:

Thomas J. Fay moved that the Town recognize the following Town and School Employees who have retired since the 2011 Annual Town Meeting and have served the Town for over 20 years:

| | | |
|----------------|----------|-----------------|
| Richard Manley | 32 Years | Police Sergeant |
| Thomas Turner | 37 Years | Dispatcher |

The Moderator declared that the motion passed unanimously by standing in recognition for their service.

MOTION NO. 3:

Thomas J. Fay moved that the Town recognize and observe a moment of silence in remembrance of the following elected or appointed volunteers or, employees with at least 10 years of service, or an employee while in service to the Town without regard to tenure who have passed away since the adjournment of the 2011 Annual Town Meeting:

Elected or Appointed Volunteers

| | | |
|------------------|--------------|---|
| Lewis, George K. | May 14, 2011 | Board of Selectmen (1961-1967) |
| | | Records Management Committee (1993-1997) |
| | | Historic District Commission (1965-1993) |
| | | Historic District Study Committee (1988-1989) |
| | | Exec Secretary Search Committee (1988-1989) |
| | | Historical Commission (1974-1983) |

| | | |
|------------------|--------------------|--|
| | | Growth Policy Committee (1976-1978) Bicentennial Commission (1975-1976) Building Needs Study Committee (1971-1972) Town Government Committee (1970) Honor Roll Committee (1966-1967) Code Enforcement Committee (1967-1980) Condemnation Committee (1961) Conservation Committee (1962) Water Commissioner (1956-1961) Trustee of the Allen Fund (1989-1997) |
| Reed, Mary C. | September 19, 2011 | Historical Commission (1993-2010) |
| Strong, Jonathan | June 11, 2011 | McManus Planning Committee (1985-1986) Paine Steering Committee (1994) Paine Estate Committee (1995-2000) Finance Committee (1969-1981) Code Enforcement Committee (1971-1978) |
| Wilson, John B. | June 16, 2011 | Board of Selectmen (1969-1978) Library Trustee (1985-2006) Charter Commission (1989) Minuteman Tech (1978-1984) Executive Search Committee (1995) Road Commissioner (1994-2001) Growth Policy Committee (1995-1997) School Committee (1960-1968) Commissioner of Trust Funds (2002-2011) Library Feasibility Study Committee (2003-2005) Board of Assessor (2004-2009) |
| Dergalis, George | February 8, 2012 | Veterans Memorial Committee (2000-2008) Designer of the Veterans Memorial that was dedicated July 3, 2005 |

Town and School Employees and Retirees

| | | |
|-----------------|-------------------|-----------------------------|
| James Griffin | January 15, 2012 | Guidance Counselor |
| Francis McCue | January 14, 2012 | Custodian |
| Sheila DiSalvo | December 18, 2011 | Teacher |
| John Ahern | October 21, 2011 | Firefighter |
| Irma Rosenfield | September 1, 2011 | Speech-Language Pathologist |
| Ward W. Keller | April 2, 2012 | Wiring Inspector |

The Moderator declared that the motion passed unanimously by standing and observing a moment of silence.

ARTICLE 2: PAY PREVIOUS FISCAL YEAR UNPAID BILLS

Proposed by: Board of Selectmen

Estimated Cost: Unknown

To determine whether the Town will vote to:

- (a) pay the bills of the prior fiscal years,
- (b) appropriate a sum of money for the payment of the foregoing bills of prior fiscal years; and
- (c) provide for such appropriation by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing, or otherwise.

MOTION:

John Bladon moved and was duly seconded that this article be passed over.

VOTED:

| | | |
|------------|-----|---------------|
| IN FAVOR: | 247 | MOTION PASSED |
| OPPOSED: | 36 | |
| ABSTAINED: | 4 | |

ARTICLE 3: CURRENT YEAR TRANSFERS

Proposed by: Finance Committee

Estimated Cost: \$29,585

To determine whether the Town will vote to appropriate a sum or sums of money for the operation and expenses of various Town Departments for the current fiscal year; to determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by funds received as grants from the Commonwealth or federal government, by borrowing, or otherwise; and to determine which Town officer, board, or committee of combination of them, shall be authorized to expend the money or monies appropriated therefor.

| CURRENT YEAR TRANSFERS FY 2012 | |
|---|-----------------|
| PURPOSE | AMOUNT |
| 1 MINUTEMAN REGIONAL-SUPPLEMENT | \$15,674 |
| 2 MINUTEMAN REGIONAL-CAPITAL ASSESSMENT | \$13,911 |
| TOTAL CURRENT YEAR TRANSFERS | \$29,585 |
| FUNDING SOURCES: | |
| UNRESERVED FUND BALANCE | \$29,585 |
| TOTAL | \$29,585 |

MOTION:

Cherry C. Karlson moved and was duly seconded that the Town vote the following sums be appropriated to be expended by the following boards and committees in Fiscal Year 2012 for the following purposes:

| <u>Purpose</u> | <u>Amount</u> | <u>Board or Committee</u> |
|---------------------------------------|---------------|--|
| Minuteman Regional-Supplement | \$15,674 | Minuteman Regional High School Committee |
| Minuteman Regional-Capital Assessment | \$13,911 | Minuteman Regional High School Committee |

And that said appropriations be provided by transferring \$29,585. from the General Fund – Unreserved Fund Balance.

MOTION TO AMEND:

Anette Lewis moved that the Town vote to add a new line-item 3. “Wastewater Management District Commission – Groundwater Discharge Disposal Study” in the amount of \$33,300, such that the total current year transfers shall be \$62,885 and the funding source for the new line-item shall be Wastewater Retained Earnings.

VOTED ON AMENDMENT: IN FAVOR: 213
 OPPOSED: 220 MOTION NOT PASSED
 ABSTAINED: 13

VOTED: IN FAVOR: 394 MOTION PASSED
 OPPOSED: 58
 ABSTAINED: 6

PROCEDURAL MOTION:

MOTION TO TAKE ARTICLE 8 FY2013 OMNIBUS BUDGET OUT OF ORDER:

Kent E. George moved and was duly seconded that the Town vote to change the order of the articles to be voted on at the 2012 Town Meeting by moving and inserting Article 8, FY2013 Omnibus Budget including the Capital Budget to before Article 4, Amend Town Code Section 19, and that when discussion and voting on Article 8 had been completed that the order of articles be returned to the order in the warrant commencing with Article 4.

POINT OF INFORMATION:

Cherry C. Karlson questioned whether Town Meeting could legally address Article 8 before Article 7 and requested an opinion from Town Counsel.

Mark Lanza, Town Counsel, opined that Article 7 would have to precede Article 8 in order for the Budget to be acted on in its current form.

POINT OF ORDER:

Joseph A. Karbowski moved that the Town vote to move the question.

The Moderator stated that there were no speakers waiting at the microphones and saw no purpose in voting on moving the question and declared that we were ready to vote on the amendment.

VOTED ON MOTION TO TAKE ARTICLE 8 FY2013 OMNIBUS BUDGET OUT OF ORDER:

 IN FAVOR: 181
 OPPOSED: 409 MOTION NOT PASSED
 ABSTAINED: 4

ARTICLE 4: AMEND TOWN CODE SECTION 19: ELECT FINANCE COMMITTEE

Proposed by: Petitioners

To determine whether the Town will vote to amend Section 19-1 of the Town Code by replacing it with the following:

“§ 19-1. Finance Committee.

There shall be a committee of seven members called the ‘Finance Committee’ as herein provided. All members shall be registered voters of the town, who shall serve without pay, and none of whom shall hold other elective or appointive town office or be a paid employee of the town.

Two members shall be elected for a term of three years at the next annual town election, replacing the two appointed members whose terms expire in 2013. Three members shall be elected for a term of three years at the 2014 annual town election, replacing the three appointed members whose terms expire in 2014. Two members shall be elected for a term of three years at the 2015 annual town election, replacing the two appointed members whose terms expire in 2015. Thereafter, when the term of any member expires, such member’s successor shall be elected for a term of three years at the annual town election. Vacancies shall be filled in accordance with Section 11 of Chapter 41 of the General Laws.

This bylaw shall take effect one hundred twenty days after final adjournment of the town meeting at which it was adopted.”

MOTION:

Donna Bouchard moved that the Town vote to consider the motion for this article exactly as written on Page 31 in the Warrant.

MOTION TO TERMINATE DEBATE:

Clifford W. Lewis moved and was duly seconded that the Town vote to move the question.

VOTED ON MOTION TO TERMINATE DEBATE:

IN FAVOR: 592 MOTION PASSED
OPPOSED: 85
ABSTAINED: 2

VOTED ON MOTION:

IN FAVOR: 283
OPPOSED: 417 MOTION NOT PASSED
ABSTAINED: 4

ARTICLE 5: ESTABLISH AND FUND AN AUDIT AND REVIEW COMMITTEE

Proposed by: Petitioners

Estimated Cost: \$40,000

To determine whether the Town will vote to:

- A. Amend Chapter 19 of the Town Code by adding the following new section thereto or in the alternative, and only if necessary to effectuate the will of town meeting, to authorize and direct the Board of Selectmen to petition the General Court of the Commonwealth of Massachusetts to enact a special act providing for the establishment of an Audit and Review Committee as set forth below.

There is hereby established in the town of Wayland an Audit and Review Committee of five members, herein called the Committee, which shall commence its duties following a special election to be called by the Board of Selectmen after the dissolution of the 2012 Annual Town Meeting but before August 1, 2012, or as soon thereafter as feasible.

The members of the Committee shall be selected as follows: (i) one member shall be appointed by the Board of Selectmen, (ii) one member shall be appointed by the School Committee, and (iii) three members shall be elected at the annual town election, except that initially three members shall be elected at the special town election described above. The initial term of all members shall end at the dissolution of the 2013 Annual Town Meeting. Thereafter, the terms of all members shall be three years, such that the term of one or two members shall expire each year and the terms of the three elected members shall expire in different years. All members of the Committee shall be registered voters of the town and no member shall serve more than six consecutive years, excluding the initial short term following the special election. No member shall hold elective or appointive town office nor shall any member be a paid employee of the Town.

A vacancy in an appointed position shall be filled by the public body or entity that appointed that position. A vacancy in an elected position shall be filled in accordance with Section 11 of Chapter 41 of the General Laws. In addition, one member of the Finance Committee and one member of the Board of Selectman shall serve as ex officio members of the Committee for terms of one year, as appointed by their respective boards. The ex-officio members shall not be counted towards a quorum nor shall they vote at meetings.

The Committee shall be responsible for overseeing all auditor assignments, and shall appoint and define the scope of services of, an independent Auditor who will perform an annual audit of the Town's financial statements and operations. Each year the Committee shall prepare and submit an annual budget to the Finance Committee in accordance with §19-4 of the Town Code for approval to be expended under the committee's direction to carry out the audit function. The Committee shall provide advice and counsel to the Board of Selectmen, School Committee, Town Administrator, Finance Director, Finance Committee, Treasurer, and such other boards and departments as appropriate.

Additionally, the Committee shall concern itself with evaluating the efficiency and effectiveness of town and municipal operations. The Committee shall select areas for review and engage independent professionals to perform agreed upon procedures as necessary to perform financial analysis and test the systems of internal controls and advise on statutory reporting matters. It shall work with appropriate resources to collect and analyze data and report to the annual town meeting with recommendations, including possible policy changes based on its review and analysis and possible recommendations to include the implementation of systems for internal controls and improvements to statutory reporting. It shall make recommendations for areas of improvement in operations and financial reporting where expanded scope audits or reviews of the internal controls may be appropriate and make recommendations with respect to the town's financial management practices and controls.

- B. And to determine whether the Town will vote to appropriate a sum of money to be expended by the Audit and Review Committee in Fiscal Year 2013 and whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer from funds already appropriated for another purpose, or otherwise.

MOTION:

Anthony Boschetto moved and was duly seconded that the Town vote to establish and fund an Audit and Review Committee in the words exactly as printed on pages 35 and 36 of the Town of Wayland Warrant for the 2012 Annual Town Meeting, except that section B shall be amended in its entirety to read;

B. And appropriate the sum of \$46,000 to be expended by the Audit and Review Committee in Fiscal Year 2013 and such appropriation shall be provided by transfer from Unreserved Fund Balance.

MOTION TO AMEND:

Edward J. Weisberger moved and was duly seconded that the last subparagraph of paragraph A. before paragraph B. on page 36 of the warrant starting with the word “Additionally up and thru the word controls” be deleted.

VOTED ON MOTION TO AMEND: IN FAVOR: 341 MOTION PASSED
 OPPOSED: 265
 ABSTAINED: 20

MOTION TO TERMINATE DEBATE:

Eric E. Knapp moved that the Town vote to move the question.

VOTED ON MOTION TO TERMINATE DEBATE:
 IN FAVOR: 559 MOTION PASSED
 OPPOSED: 89
 ABSTAINED: 1

VOTED ON MOTION AS AMENDED: IN FAVOR: 283
 OPPOSED: 390 MOTION NOT PASSED
 ABSTAINED: 1

ARTICLE 6: REDUCE RATE OF COMMUNITY PRESERVATION ACT PROPERTY TAX SURCHARGE

Proposed by: Petitioners

To determine whether the Town will vote to amend the rate of the property tax surcharge previously established by the Town under the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act, by reducing said surcharge from 1.5% to 0.1% effective July 1, 2013.

MOTION:

John J. Sherry moved that the Town vote to amend the rate of the property tax surcharge previously established by the Town under the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act, by reducing said surcharge from 1.5% to 0.1% effective July 1, 2012 or as soon as legally possible thereafter.

MOTION TO TERMINATE DEBATE:

Jeffrey S. Baron moved that the Town vote to move the question.

VOTED ON MOTION TO TERMINATE DEBATE:
 IN FAVOR: 556 MOTION PASSED
 OPPOSED: 75
 ABSTAINED: 0

VOTED ON MOTION: IN FAVOR: 213
 OPPOSED: 403 MOTION NOT PASSED
 ABSTAINED: 1

ARTICLE 7: ESTABLISH WATER ENTERPRISE FUND – ACCEPT MASSACHUSETTS GENERAL LAWS CHAPTER 44 SECTION 53 F ½ FOR FY 2012

Sponsored by: Board of Selectmen, Board of Public Works, Finance Committee

To determine whether the Town will vote to accept the provisions of Massachusetts General Laws Chapter 44, Section 53 F ½ to establish an enterprise fund for the Town’s Water service effective July 1, 2012, and transfer all existing water accounts and balances to this enterprise fund.

MOTION:

Michael B. Wegerbauer moved that the Town vote to accept the provisions of Massachusetts General Laws Chapter 44, Section 53 F ½ to establish an enterprise fund for the Town’s water service effective July 1, 2012, and close and transfer all existing water accounts and balances, including without limitation, existing special revenue water funds, to this enterprise fund.

MOTION TO AMEND:

Edward J. Collins moved and was duly seconded that the Town vote to amend Article 7 by deleting the language following the last phrase after the word July 1, 2012.

POINT OF INFORMATION:

Michael B. Wegerbauer questioned if this would be a legal motion and requested Town Counsel’s opinion.

Mark Lanza, Town Counsel, stated that the motion as amended would be legal but an effective date at the beginning of a fiscal year is needed.

VOTED ON MOTION TO AMEND: IN FAVOR: 89
 OPPOSED: 187 MOTION NOT PASSED
 ABSTAINED: 4

POINT OF CLARIFICATION:

Linda Segal requested that the Moderator ask the proponent to make a full presentation of this article.

The Moderator requested that the proponent, Michael B. Wegerbauer, make a full presentation.

MOTION TO TERMINATE DEBATE:

Eric E. Knapp moved that the Town vote to move the question. The Moderator ruled that he would only accept this motion after the principal proponent had a chance to speak.

VOTED ON MOTION TO TERMINATE DEBATE:

 IN FAVOR: 261 MOTION PASSED
 OPPOSED: 23
 ABSTAINED: 0

VOTED ON MOTION: IN FAVOR: 164 MOTION PASSED
 OPPOSED: 119

The meeting adjourned at 11:03 P.M. until Tuesday, April 10, 2012 at 7:30 P.M.

Attendance: 724

**VOTES ENACTED:
TUESDAY, APRIL 10, 2012 AT THE WAYLAND MIDDLE SCHOOL**

DENNIS J. BERRY, MODERATOR:

Pursuant to the Warrant dated March 19, 2012, signed by John Bladon, Steven J. Correia, Thomas J. Fay, Joseph F. Nolan, and Susan W. Pope, Selectmen, served and return of service given by Louis V. Gaglini, Constable of the Town, the inhabitants of the Town of Wayland qualified to vote at Town Meeting met this day at Wayland Middle School, and at 7:30 P.M. the Moderator called the Meeting to order, declared that a quorum was present, and the Meeting proceeded to transact the following business

| |
|--|
| ARTICLE 8: FY 2013 OMNIBUS BUDGET |
|--|

Proposed by: Finance Committee

To determine what sum of money the Town will appropriate for the operation and expenses of the Town, including capital expenditures 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.

MOTION UNDER ARTICLE 8:

- 1) “That the report of the Finance Committee respecting the Fiscal Year 2013 Budget be accepted; and that each and every numbered item set forth in the Finance Committee’s Budget for Fiscal Year 2013 be voted, granted and appropriated as an expenditure for the several purposes and uses set forth in said budget establishing a total budget of \$73,453,823, 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, \$65,606,138 shall be raised by taxation, \$360,000 shall be provided by transfer from Ambulance receipts, \$119,384 shall be provided by transfer from Premium on Bonds Account, \$3,200,000 shall be provided by transfer from unreserved fund balance, \$3,500,334 from Water revenue, \$32,807 from Septage Retained Earnings, \$431,252 from Wastewater revenues, \$203,908 from Wastewater Retained Earnings.
- 2) For what it considers to be the proper management of the Town and its finances, the Finance Committee makes the following recommendations, and they are, therefore, incorporated under the motion to be made under Article 6 at the Annual Town Meeting, as follows:

“That the Town Administrator be charged with responsibility for (1) the operation, maintenance, and administration of the Wayland Town Building, the Public Safety Building, the DPW Garage, the Baldwin Pond Water Treatment Plant, and the Cochituate Town Building, their equipment, and their grounds, as well as (2) the supervision, except for matters relating to policy, of all employees in those buildings, other than elected officials, non-salaried appointed officials, and employees of the School Department;”

“That the Director of Youth and Family Services and Staff be under the jurisdiction of the Youth Advisory Committee which shall report to the Town on the activities of the Director of Youth and Family Services and Staff at the Annual Town Meeting;”

“That property tax abatements granted to eligible senior citizens under Section 80 and 81 of Chapter 127 of the Acts of 1999 be funded by transfer from the overlay account;”

“That the Town continue for Fiscal Year 2013 the Transfer Station revolving fund by vote of the 2011 Annual Town Meeting pursuant to Chapter 44, Section 53E1/2 of the Massachusetts General Laws by the Board of Public Works for transfer station programs and activities, to be funded by user fees and recycling receipts collected; and that the amount to be expended not to exceed the sum of \$500,000;” and

“That the Town continue for Fiscal Year 2013 the revolving fund established by vote of the 2006 Annual Town Meeting pursuant to Chapter 44, Section 53E1/2 of the Massachusetts General Laws by the Recreation Commission for recreation programs and activities, to be funded by user fees collected; and that the amount to be expended not to exceed the sum of \$450,000;” and

“That the Town continue for Fiscal Year 2013 the revolving fund established by vote of the 1994 Annual Town Meeting pursuant to Chapter 44, Section 53E1/2 of the Massachusetts General Laws for use by the Council on Aging for education, cultural and entertainment programs and purposes, to be funded by receipts from said programs; and that the amount to be expended not exceed the sum of \$50,000.”

MOTION NO. 1:

Cherry C. Karlson moved that the report of the Finance Committee respecting the Fiscal Year 2013 Budget be accepted; and that each and every numbered item set forth in the Finance Committee’s Budget for Fiscal Year 2013 be voted, granted and appropriated as an expenditure for the several purposes and uses set forth in said budget establishing a total budget of \$71,118,252, 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, \$59,950,567 shall be raised by taxation, \$360,000 shall be provided by transfer from Ambulance receipts, \$119,384 shall be provided by transfer from Premium on Bonds Account, \$4,800,000 shall be provided by transfer from unreserved fund balance, \$1,720,000 shall be provided by transfer from overlay surplus, \$3,500,334 from Water revenue, \$32,807 from Septage Retained Earnings, \$431,252 from Wastewater revenues, \$203,908 from Wastewater Retained Earnings; and 2.) for what it considers to be the proper management of the Town and its finances, the Finance Committee makes the following recommendations, and they are, therefore, incorporated under this motion as printed on Page 47 of the Warrant for the 2012 Annual Town Meeting.

| |
|-------------------------|
| FISCAL YEAR 2013 BUDGET |
|-------------------------|

| | EXPENDED FY 2011 | APPROPRIATED FY 2012 | REQUESTED FY 2013 |
|------------------------|---------------------|-------------------------|----------------------|
| SELECTMEN | | | |
| | \$24,943 | \$27,000 | \$27,000 |
| | \$8,192 | \$8,800 | \$6,000 |
| 1 | \$33,135 | \$35,800 | \$33,000 |
| | \$33,135 | \$35,800 | \$33,000 |
| TOWN OFFICE | | | |
| | \$372,553 | \$358,700 | \$377,600 |
| 2 | \$372,553 | \$358,700 | \$377,600 |
| | \$8,652 | \$17,500 | \$13,000 |
| | \$61,258 | \$54,800 | \$60,000 |
| 3 | \$69,910 | \$72,300 | \$73,000 |
| | \$442,463 | \$431,000 | \$450,600 |
| PERSONNEL BOARD | | | |
| | \$0 | \$6,750 | \$6,750 |
| 4 | \$0 | \$6,750 | \$6,750 |
| | \$9,990 | \$10,000 | \$10,000 |
| 5 | \$9,990 | \$10,000 | \$10,000 |
| | \$9,990 | \$16,750 | \$16,750 |
| FINANCE | | | |
| | \$281,287 | \$285,958 | \$300,091 |
| 6 | \$281,287 | \$285,958 | \$300,091 |
| | \$70,854 | \$73,200 | \$50,700 |
| | \$1,655 | \$5,000 | \$5,000 |
| 7 | \$72,509 | \$78,200 | \$55,700 |
| | \$353,796 | \$364,158 | \$355,791 |
| ASSESSOR | | | |
| | \$218,816 | \$222,300 | \$236,106 |
| 8 | \$218,816 | \$222,300 | \$236,106 |
| | \$53,130 | \$111,800 | \$77,500 |
| | \$1,508 | \$2,000 | \$3,000 |
| 9 | \$54,638 | \$113,800 | \$80,500 |
| | \$273,453 | \$336,100 | \$316,606 |
| TREASURER | | | |
| | \$190,933 | \$183,600 | \$194,015 |
| 10 | \$190,933 | \$183,600 | \$194,015 |
| | \$25,637 | \$37,250 | \$30,250 |
| | \$622 | \$1,700 | \$1,700 |
| 11 | \$26,259 | \$38,950 | \$31,950 |

| | | | |
|-----------------|-----------|-----------|-----------|
| TOTAL TREASURER | \$217,192 | \$222,550 | \$225,965 |
|-----------------|-----------|-----------|-----------|

| FISCAL YEAR 2013 BUDGET | | EXPENDED FY 2011 | APPROPRIATED FY 2012 | REQUESTED FY 2013 |
|-------------------------------|------------------------------|---------------------|-------------------------|----------------------|
| TOWN COUNSEL | | | | |
| | PURCHASE OF SERVICES | \$410,418 | \$235,000 | \$245,000 |
| | SUPPLIES | \$5,329 | \$4,000 | \$5,000 |
| 12 | TOTAL EXPENSES | \$415,747 | \$239,000 | \$250,000 |
| | TOTAL TOWN COUNSEL | \$415,747 | \$239,000 | \$250,000 |
| INFORMATION TECHNOLOGY | | | | |
| | SALARIES | \$82,443 | \$80,746 | \$83,572 |
| 13 | TOTAL PERSONNEL SERVICES | \$82,443 | \$80,746 | \$83,572 |
| | PURCHASE OF SERVICES | \$109,312 | \$159,000 | \$155,000 |
| | SUPPLIES | \$18,126 | \$73,000 | \$73,000 |
| 14 | TOTAL EXPENSES | \$127,438 | \$232,000 | \$228,000 |
| | TOTAL INFORMATION TECHNOLOGY | \$209,881 | \$312,746 | \$311,572 |
| TOWN CLERK | | | | |
| | SALARIES | \$119,360 | \$116,074 | \$119,030 |
| 15 | TOTAL PERSONNEL SERVICES | \$119,360 | \$116,074 | \$119,030 |
| | PURCHASE OF SERVICES | \$5,170 | \$11,800 | \$11,400 |
| | SUPPLIES | \$1,046 | \$1,600 | \$1,400 |
| 16 | TOTAL EXPENSES | \$6,215 | \$13,400 | \$12,800 |
| | TOTAL TOWN CLERK | \$125,575 | \$129,474 | \$131,830 |
| ELECTIONS | | | | |
| | SALARIES | \$18,840 | \$18,000 | \$26,500 |
| 17 | TOTAL PERSONNEL SERVICES | \$18,840 | \$18,000 | \$26,500 |
| | PURCHASE OF SERVICES | \$800 | \$1,200 | \$1,000 |
| | SUPPLIES | \$13,120 | \$12,000 | \$14,950 |
| 18 | TOTAL EXPENSES | \$13,920 | \$13,200 | \$15,950 |
| | TOTAL ELECTIONS | \$32,761 | \$31,200 | \$42,450 |
| REGISTRAR | | | | |
| | SALARIES | \$275 | \$275 | \$275 |
| 19 | TOTAL PERSONNEL SERVICES | \$275 | \$275 | \$275 |
| | PURCHASE OF SERVICES | \$3,612 | \$4,625 | \$4,500 |
| 20 | TOTAL EXPENSES | \$3,612 | \$4,625 | \$4,500 |
| | TOTAL REGISTRAR | \$3,887 | \$4,900 | \$4,775 |
| CONSERVATION | | | | |
| | SALARIES | \$114,470 | \$126,659 | \$134,402 |
| 21 | TOTAL PERSONNEL SERVICES | \$114,470 | \$126,659 | \$134,402 |
| | PURCHASE OF SERVICES | \$12,148 | \$12,500 | \$12,500 |
| | SUPPLIES | \$6,320 | \$8,600 | \$8,600 |

| | | | | |
|----|--------------------|-----------|-----------|-----------|
| 22 | TOTAL EXPENSES | \$18,468 | \$21,100 | \$21,100 |
| | TOTAL CONSERVATION | \$132,938 | \$147,759 | \$155,502 |

| |
|-------------------------|
| FISCAL YEAR 2013 BUDGET |
|-------------------------|

| | | EXPENDED FY 2011 | APPROPRIATED FY 2012 | REQUESTED FY 2013 |
|----|-----------------------------|---------------------|-------------------------|----------------------|
| | PLANNING | | | |
| | SALARIES | \$114,901 | \$110,700 | \$103,910 |
| 23 | TOTAL PERSONNEL SERVICES | \$114,901 | \$110,700 | \$103,910 |
| | PURCHASE OF SERVICES | \$4,112 | \$3,000 | \$3,000 |
| | SUPPLIES | \$1,568 | \$2,000 | \$2,000 |
| 24 | TOTAL EXPENSES | \$5,680 | \$5,000 | \$5,000 |
| | TOTAL PLANNING | \$120,582 | \$115,700 | \$108,910 |
| | SURVEYOR | | | |
| | SALARIES | \$153,954 | \$151,520 | \$157,625 |
| 25 | TOTAL PERSONNEL SERVICES | \$153,954 | \$151,520 | \$157,625 |
| | PURCHASE OF SERVICES | \$8,961 | \$12,800 | \$12,800 |
| | SUPPLIES | \$5,828 | \$4,150 | \$4,150 |
| 26 | TOTAL EXPENSES | \$14,789 | \$16,950 | \$16,950 |
| | TOTAL SURVEYOR | \$168,743 | \$168,470 | \$174,575 |
| | FACILITIES | | | |
| | SALARIES | \$274,124 | \$277,225 | \$276,400 |
| 27 | TOTAL PERSONNEL SERVICES | \$274,124 | \$277,225 | \$276,400 |
| | PURCHASE OF SERVICES | \$205,486 | \$167,150 | \$207,800 |
| | UTILITIES | \$496,381 | \$746,000 | \$577,000 |
| | SUPPLIES | \$25,424 | \$25,000 | \$40,000 |
| 28 | TOTAL EXPENSES | \$727,290 | \$938,150 | \$824,800 |
| | TOTAL FACILITIES | \$1,001,414 | \$1,215,375 | \$1,101,200 |
| | MISC COMMITTEES | | | |
| | PURCHASE OF SERVICES | \$10,084 | \$46,475 | \$76,575 |
| 29 | TOTAL EXPENSES | \$10,084 | \$46,475 | \$76,575 |
| | TOTAL MISC COMMITTEES | \$10,084 | \$46,475 | \$76,575 |
| | POLICE | | | |
| | SALARIES | \$2,048,508 | \$2,052,500 | \$2,124,500 |
| 30 | TOTAL PERSONNEL SERVICES | \$2,048,508 | \$2,052,500 | \$2,124,500 |
| | PURCHASE OF SERVICES | \$130,016 | \$131,550 | \$131,550 |
| | SUPPLIES | \$167,183 | \$173,200 | \$189,000 |
| 31 | TOTAL EXPENSES | \$297,199 | \$304,750 | \$320,550 |
| | TOTAL POLICE | \$2,345,707 | \$2,357,250 | \$2,445,050 |
| | JOINT COMMUNICATIONS | | | |
| | SALARIES | \$432,939 | \$479,100 | \$481,200 |
| 32 | TOTAL PERSONNEL SERVICES | \$432,939 | \$479,100 | \$481,200 |
| | PURCHASE OF SERVICES | \$12,469 | \$15,100 | \$15,100 |

| | | | | |
|----|----------------------------|-----------|-----------|-----------|
| | UTILITIES | \$16,088 | \$13,500 | \$17,000 |
| | SUPPLIES | \$5,313 | \$8,300 | \$8,300 |
| 33 | TOTAL EXPENSES | \$33,871 | \$36,900 | \$40,400 |
| | TOTAL JOINT COMMUNICATIONS | \$466,809 | \$516,000 | \$521,600 |

| FISCAL YEAR 2013 BUDGET | | EXPENDED FY 2011 | APPROPRIATED FY 2012 | REQUESTED FY 2013 |
|-------------------------|--|---------------------|-------------------------|----------------------|
|-------------------------|--|---------------------|-------------------------|----------------------|

| | | | | |
|----|-----------------------------|----------|----------|----------|
| | EMERGENCY MANAGEMENT | | | |
| | PURCHASE OF SERVICES | \$7,880 | \$16,000 | \$16,000 |
| | SUPPLIES | \$36,078 | \$7,000 | \$7,000 |
| 34 | TOTAL EXPENSES | \$43,958 | \$23,000 | \$23,000 |
| | TOTAL EMERGENCY MANAGEMENT | \$43,958 | \$23,000 | \$23,000 |

| | | | | |
|----|----------------------|----------|----------|----------|
| | DOG OFFICER | | | |
| | PURCHASE OF SERVICES | \$21,778 | \$21,000 | \$21,500 |
| | SUPPLIES | \$0 | \$3,000 | \$2,000 |
| 35 | TOTAL EXPENSES | \$21,778 | \$24,000 | \$23,500 |
| | TOTAL DOG OFFICER | \$21,778 | \$24,000 | \$23,500 |

| | | | | |
|----|--------------------------|-------------|-------------|-------------|
| | FIRE | | | |
| | SALARIES | \$2,131,549 | \$2,125,700 | \$2,104,100 |
| 36 | TOTAL PERSONNEL SERVICES | \$2,131,549 | \$2,125,700 | \$2,104,100 |
| | PURCHASE OF SERVICES | \$62,524 | \$55,700 | \$91,700 |
| | SUPPLIES | \$100,440 | \$109,000 | \$112,000 |
| 37 | TOTAL EXPENSES | \$162,964 | \$164,700 | \$203,700 |
| | TOTAL FIRE | \$2,294,513 | \$2,290,400 | \$2,307,800 |

| | | | | |
|----|------------------------------|-----------|-----------|-----------|
| | BUILDING & ZONING | | | |
| | SALARIES | \$265,408 | \$269,609 | \$288,772 |
| 38 | TOTAL PERSONNEL SERVICES | \$265,408 | \$269,609 | \$288,772 |
| | PURCHASE OF SERVICES | \$12,521 | \$13,800 | \$14,000 |
| | SUPPLIES | \$8,181 | \$7,100 | \$7,300 |
| 39 | TOTAL EXPENSES | \$20,703 | \$20,900 | \$21,300 |
| | TOTAL BUILDING & ZONING | \$286,111 | \$290,509 | \$310,072 |

| | | | | |
|----|-----------------------------|--------------|--------------|--------------|
| 40 | SCHOOLS | \$30,427,419 | \$31,096,713 | \$32,526,704 |
| 41 | REGIONAL VOCATIONAL SCHOOLS | \$382,801 | \$280,000 | \$260,000 |

| | | | | |
|----|--------------------------|-------------|-------------|-------------|
| | DPW | | | |
| | SALARIES | \$1,421,065 | \$1,294,088 | \$1,334,039 |
| 42 | TOTAL PERSONNEL SERVICES | \$1,421,065 | \$1,294,088 | \$1,334,039 |
| | PURCHASE OF SERVICES | \$798,921 | \$472,200 | \$437,200 |
| | SUPPLIES | \$199,926 | \$162,300 | \$162,300 |
| 43 | TOTAL EXPENSES | \$998,848 | \$634,500 | \$599,500 |
| | TOTAL DPW | \$2,419,912 | \$1,928,588 | \$1,933,539 |

| | | | | |
|--|--------------------------|-----------|-----------|-----------|
| | SNOW | | | |
| | SALARIES | \$139,250 | \$125,000 | \$125,000 |
| | TOTAL PERSONNEL SERVICES | \$139,250 | \$125,000 | \$125,000 |

| | | | | |
|----|--------------------------------|---------------------|-------------------------|----------------------|
| | PURCHASE OF SERVICES | \$137,380 | \$85,000 | \$110,000 |
| | SUPPLIES | \$261,714 | \$190,000 | \$215,000 |
| | TOTAL EXPENSES | \$399,093 | \$275,000 | \$325,000 |
| 44 | TOTAL SNOW | \$538,343 | \$400,000 | \$450,000 |
| | FISCAL YEAR 2013 BUDGET | | | |
| | | EXPENDED FY 2011 | APPROPRIATED FY 2012 | REQUESTED FY 2013 |
| | BOARD OF HEALTH | | | |
| | SALARIES | \$513,825 | \$561,200 | \$570,360 |
| 45 | TOTAL PERSONNEL SERVICES | \$513,825 | \$561,200 | \$570,360 |
| | PURCHASE OF SERVICES | \$116,732 | \$120,250 | \$157,910 |
| | SUPPLIES | \$11,003 | \$13,990 | \$13,540 |
| 46 | TOTAL EXPENSES | \$127,735 | \$134,240 | \$171,450 |
| | TOTAL BOARD OF HEALTH | \$641,560 | \$695,440 | \$741,810 |
| | VETERANS SERVICES | | | |
| | SALARIES | \$3,899 | \$3,850 | \$4,000 |
| 47 | TOTAL PERSONNEL SERVICES | \$3,899 | \$3,850 | \$4,000 |
| | PURCHASE OF SERVICES | \$7,226 | \$8,500 | \$20,000 |
| | SUPPLIES | \$3,337 | \$6,000 | \$6,000 |
| 48 | TOTAL EXPENSES | \$10,563 | \$14,500 | \$26,000 |
| | TOTAL VETERANS SERVICES | \$14,463 | \$18,350 | \$30,000 |
| | COUNCIL ON AGING | | | |
| | SALARIES | \$163,517 | \$160,032 | \$162,330 |
| 49 | TOTAL PERSONNEL SERVICES | \$163,517 | \$160,032 | \$162,330 |
| | PURCHASE OF SERVICES | \$38,012 | \$45,200 | \$45,700 |
| | SUPPLIES | \$6,428 | \$7,300 | \$9,800 |
| 50 | TOTAL EXPENSES | \$44,440 | \$52,500 | \$55,500 |
| | TOTAL COUNCIL ON AGING | \$207,957 | \$212,532 | \$217,830 |
| | YOUTH SERVICES | | | |
| | SALARIES | \$143,837 | \$140,750 | \$153,350 |
| 51 | TOTAL PERSONNEL SERVICES | \$143,837 | \$140,750 | \$153,350 |
| | PURCHASE OF SERVICES | \$2,181 | \$3,850 | \$2,850 |
| | SUPPLIES | \$883 | \$975 | \$975 |
| 52 | TOTAL EXPENSES | \$3,064 | \$4,825 | \$3,825 |
| | TOTAL YOUTH SERVICES | \$146,901 | \$145,575 | \$157,175 |
| | LIBRARY | | | |
| | SALARIES | \$738,153 | \$739,750 | \$748,950 |
| 53 | TOTAL PERSONNEL SERVICES | \$738,153 | \$739,750 | \$748,950 |
| | PURCHASE OF SERVICES | \$40,420 | \$44,300 | \$47,300 |
| | SUPPLIES | \$167,509 | \$168,500 | \$178,500 |
| 54 | TOTAL EXPENSES | \$207,929 | \$212,800 | \$225,800 |
| | TOTAL LIBRARY | \$946,082 | \$952,550 | \$974,750 |
| | RECREATION | | | |
| | SALARIES | \$0 | \$330,000 | \$322,000 |
| 55 | TOTAL PERSONNEL SERVICES | \$0 | \$330,000 | \$322,000 |

| | | | | |
|----|--------------------------------------|---------------------|---------------------|---------------------|
| | SUPPLIES | \$0 | \$25,000 | \$25,000 |
| 56 | TOTAL EXPENSES | \$0 | \$25,000 | \$25,000 |
| | TOTAL RECREATION | \$0 | \$355,000 | \$347,000 |
| | FISCAL YEAR 2013 BUDGET | EXPENDED | APPROPRIATED | REQUESTED |
| | | FY 2011 | FY 2012 | FY 2013 |
| | DEBT AND INTEREST | | | |
| | DEBT SERVICE | \$5,011,331 | \$7,776,459 | \$7,665,964 |
| 57 | TOTAL EXPENSES | \$5,011,331 | \$7,776,459 | \$7,665,964 |
| | TOTAL DEBT AND INTEREST | \$5,011,331 | \$7,776,459 | \$7,665,964 |
| | RETIREMENT | | | |
| | PURCHASE OF SERVICES | \$3,140,204 | \$3,420,633 | \$4,621,627 |
| 58 | TOTAL EXPENSES | \$3,140,204 | \$3,420,633 | \$4,621,627 |
| | TOTAL RETIREMENT | \$3,140,204 | \$3,420,633 | \$4,621,627 |
| | UNCLASSIFIED | | | |
| | INSURANCE GENERAL | \$670,299 | \$680,000 | \$600,000 |
| | INSURANCE 32B | \$7,348,140 | \$7,640,000 | \$8,050,000 |
| | MEDICARE | \$488,739 | \$590,000 | \$560,000 |
| | UNEMPLOYMENT | \$159,239 | \$175,000 | \$125,000 |
| | NON CONTRIBUTORY RETIREMENT | \$17,091 | \$19,000 | \$19,000 |
| | POLICE/FIRE DISABILITY | \$9,119 | \$15,000 | \$15,000 |
| | RESERVE FOR SAL ADJ | \$0 | \$1,100,000 | \$115,000 |
| | OCCUPATIONAL HEALTH | \$2,953 | \$8,000 | \$8,000 |
| | TOWN MEETING | \$46,959 | \$40,000 | \$90,000 |
| | STREET LIGHTING | \$127,968 | \$140,000 | \$140,000 |
| | RESERVE FUND | \$0 | \$250,000 | \$250,000 |
| 59 | TOTAL UNCLASSIFIED | \$8,870,505 | \$10,657,000 | \$9,972,000 |
| | TOTAL GENERAL FUND BUDGET | \$61,757,995 | \$67,257,456 | \$69,285,522 |
| | WATER FUND | | | |
| | SALARIES | \$916,255 | \$981,621 | \$1,025,675 |
| | TOTAL PERSONNEL SERVICES | \$916,255 | \$981,621 | \$1,025,675 |
| | PURCHASE OF SERVICES | \$449,571 | \$452,000 | \$445,000 |
| | UTILITIES | \$268,052 | \$350,000 | \$335,000 |
| | SUPPLIES | \$470,817 | \$395,000 | \$470,000 |
| | DEBT SERVICE | \$1,162,343 | \$1,224,512 | \$1,224,659 |
| | TOTAL EXPENSES | \$2,350,782 | \$2,421,512 | \$2,474,659 |
| 60 | TOTAL WATER DEPARTMENT | \$3,267,036 | \$3,403,133 | \$3,500,334 |
| | SEPTAGE FUND | | | |
| | SALARIES | \$30,233 | \$30,233 | \$32,807 |
| | TOTAL PERSONNEL SERVICES | \$30,233 | \$30,233 | \$32,807 |
| | PURCHASE OF SERVICES | \$26,805 | \$10,000 | \$0 |
| | TOTAL EXPENSES | \$26,805 | \$10,000 | \$0 |
| 61 | TOTAL SEPTAGE DEPARTMENT | \$57,038 | \$40,233 | \$32,807 |
| | WASTEWATER MGMT DISTRICT COMM | | | |
| | PURCHASE OF SERVICES | \$127,798 | \$148,000 | \$168,000 |
| | SUPPLIES | \$0 | \$0 | \$15,000 |
| | DEBT SERVICE | \$96,855 | \$413,175 | \$452,160 |
| | TOTAL EXPENSES | \$224,652 | \$561,175 | \$635,160 |
| 62 | TOTAL WASTEWATER MGMT COMM | \$224,652 | \$561,175 | \$635,160 |

| | | | |
|----------------------------|--------------|--------------|--------------|
| GRAND TOTAL OMNIBUS BUDGET | \$65,306,722 | \$71,261,997 | \$73,453,823 |
|----------------------------|--------------|--------------|--------------|

Revised Operating Budget

Originally shown in the Warrant on page 53.

| FISCAL YEAR 2013 BUDGET | EXPENDED FY 2011 | APPROPRIATED FY 2012 | ORIGINALLY REQUESTED FY 2013 | ADJUSTED REQUEST FY 2013 |
|--------------------------------|---------------------|-------------------------|------------------------------------|--------------------------------|
| RETIREMENT | | | | |
| PURCHASE OF SERVICES | \$3,140,204 | \$3,420,633 | \$4,621,627 | \$3,171,056 |
| 58 TOTAL EXPENSES | \$3,140,204 | \$3,420,633 | \$4,621,627 | \$3,171,056 |
| TOTAL RETIREMENT | \$3,140,204 | \$3,420,633 | \$4,621,627 | \$3,171,056 |
| UNCLASSIFIED | | | | |
| INSURANCE 32B | \$7,348,140 | \$7,640,000 | \$8,050,000 | \$7,165,000 |
| 59 TOTAL UNCLASSIFIED | \$8,870,505 | \$10,657,000 | \$9,972,000 | \$9,087,000 |
| TOTAL GENERAL FUND BUDGET | \$61,757,995 | \$67,257,456 | \$69,285,522 | \$66,949,951 |
| GRAND TOTAL OMNIBUS BUDGET | \$65,306,722 | \$71,261,997 | \$73,453,823 | \$71,118,252 |

AMENDMENT NO. 1 TO MOTION NO. 1:

Kimberly Cook’s motion was not in writing and had more than the allowed number of words in length.

POINT OF ORDER:

Michael Lowery referred to the moderator’s rules on page 116 of the warrant, item 5. c., “No motion or amendment of a motion that exceeds ten (10) words in length will be accepted, unless it shall have been offered to the Moderator in writing.

The Moderator ruled that he would accept a new motion under ten (10) words in length from Kimberly Cook.

REVISED AMENDMENT NO. 1 TO MOTION NO. 1:

Kimberly Cook moved that the Town vote to remove \$545,946 from the budget and amend \$32,526,704 to \$31,980,758 for schools.

MOTION TO TERMINATE DEBATE:

Clifford W. Lewis moved that the Town vote to terminate debate.

VOTED ON MOTION TO TERMINATE DEBATE:

IN FAVOR: 363 MOTION PASSED

OPPOSED: 47
ABSTAINED: 0

DUE TO A VOTERS QUESTION REGARDING ABSTENTION, THE MODERATOR CALLED FOR A TELLER'S AUDIT.

A TELLER'S AUDIT WAS CONDUCTED AND THE MODERATOR DECLARED THAT THE FIRST ELECTRONIC VOTING TELLER'S AUDIT HAD TURNED OUT PERFECTLY.

VOTED ON REVISED AMENDMENT NO. 1 TO MOTION NO. 1:

IN FAVOR: 132
OPPOSED: 254 MOTION NOT PASSED
ABSTAINED: 2

AMENDMENT NO. 2 TO MOTION NO. 1:

Margo Melnicove moved that the Town vote to amend line-item 59 Total Unclassified as follows: Delete \$1,313,000 by removing said amount from Insurance 32B.

MOTION TO TERMINATE DEBATE:

Perry R. Smoot moved that the Town vote to move the question.

VOTED ON MOTION TO TERMINATE DEBATE:

IN FAVOR: 365 MOTION PASSED
OPPOSED: 42
ABSTAINED: 3

VOTED ON AMENDMENT NO. 2 TO MOTION NO. 1:

IN FAVOR: 220 MOTION PASSED
OPPOSED: 198
ABSTAINED: 1

POINT OF CLARIFICATION:

Cherry C. Karlson requested and was granted a moment to refigure the budget.

AMENDMENT NO. 3 TO MOTION NO. 1:

Donna Bouchard moved and was duly seconded that the Town vote to replace \$3,500,334 with \$2,000,334 from Water revenue, and \$1,500,000 from Water Surplus.

MOTION TO TERMINATE DEBATE:

Charles W. Anderson moved that the Town vote to move the question.

VOTED ON MOTION TO TERMINATE DEBATE:

IN FAVOR: 370 MOTION PASSED
OPPOSED: 29
ABSTAINED: 3

VOTED ON AMENDMENT NO. 3 TO MOTION NO. 1:

IN FAVOR: 211 MOTION PASSED
OPPOSED: 197
ABSTAINED: 2

POINT OF CLARIFICATION:

The Moderator requested that the Finance Committee Chairman, Cherry C. Karlson, restate the motion to be voted on as amended.

MOTION NO. 1 AS AMENDED:

Cherry C. Karlson moved that the Town vote that the report of the Finance Committee respecting the Fiscal Year 2013 Budget be accepted; and that each and every numbered item set forth in the Finance Committee's Budget for Fiscal Year 2013 be voted, granted and appropriated as an expenditure for the several purposes and uses set forth in said budget establishing a total budget of \$69,805,252, 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, \$58,637,567 shall be raised by taxation, \$360,000 shall be provided by transfer from Ambulance receipts, \$119,384 shall be provided by transfer from Premium on Bonds Account, \$4,800,000 shall be provided by transfer from unreserved fund balance, \$1,720,000 shall be provided by transfer from overlay surplus, \$2,000,334 from Water revenue, \$1,500,000 from Water Surplus, \$32,807 from Septage Retained Earnings, \$431,252 from Wastewater revenues, \$203,908 from Wastewater Retained Earnings; and 2.) for what it considers to be the proper management of the Town and its finances, the Finance Committee makes the following recommendations, and they are, therefore, incorporated under this motion as printed on Page 47 of the Warrant for the 2012 Annual Town Meeting.

VOTED ON MOTION NO. 1 AS AMENDED:

IN FAVOR: 366 MOTION PASSED
OPPOSED: 24
ABSTAINED: 4

| CAPITAL BUDGET - FY2013 | | RECOMMENDED | |
|-------------------------------|---------------------------------------|-------------|-----------------|
| <u>INFORMATION TECHNOLOGY</u> | | | |
| 1 | EQUIPMENT/NETWORK FACILITIES | B | 185,000 |
| | TOWN WIDE FACILITIES STUDY | | 65,000 |
| | WIRELESS MASTER BOXES | | 55,000 |
| | STATION 2 SEPTIC | | 60,000 |
| 2 | TOTAL BUILDING REPAIRS | B | 180,000 |
| | JCC | | |
| 3 | VIDEO SECURITY EQUIPMENT | C | 35,000 |
| | DPW | | |
| | FRONT END LOADER | | 145,000 |
| | TRACKLESS SIDEWALK PLOW | | 150,000 |
| 4 | TOTAL EQUIPMENT | B | 295,000 |
| | TRUCK-STANDARD W/SNOW PACKAGE | | 60,000 |
| | TRUCK-RACK BODY W/SNOW PACKAGE | | 70,000 |
| | TRUCK-UTILITY BODY W/SNOW PACKAGE | | 70,000 |
| | VEHICLE REFURB-CONVERT TO SWAP LOADER | | 70,000 |
| 5 | TOTAL VEHICLES | C | 270,000 |
| 6 | CEMETERY IMP/ARCHEOLOGICAL TESTING | FC | 20,000 |
| 7 | FIELD RENOVATIONS | B | 75,000 |
| 8 | ROAD CONSTRUCTION | FC | 200,000 |
| | DPW-WATER | | |
| | TRUCK-UTILITY BODY W/SNOW PACKAGE | | 60,000 |
| | TRUCK-STANDARD W/SNOW PACKAGE | | 60,000 |
| 9 | TOTAL VEHICLES | WC | 120,000 |
| 10 | PUMP STATION UPGRADES | WC | 100,000 |
| 11 | SYSTEM UPGRADES-PEMBERTON ROAD | WR | 500,000 |
| 12 | BACKHOE | WC | 140,000 |
| 13 | NETWORK METER READING SYSTEM | WC | 700,000 |
| 14 | ZONE 2 WELL TESTING | WC | 50,000 |
| | RECREATION | | |
| 15 | BEACH IMPROVEMENTS | B | 130,000 |
| | SCHOOL DEPARTMENT | | |
| 16 | TECHNOLOGY | C | 50,000 |
| 17 | SCHOOL BUS | C | 70,000 |
| 18 | EQUIPMENT | C | 110,000 |
| 19 | MIDDLE SCHOOL ROOF REPAIRS | FC | 1,500,000 |
| | CLAYPIT HILL FLOOR TILES | | 90,000 |
| | CLAYPIT HILL PAVING | | 100,000 |
| 20 | TOTAL BUILDING REPAIRS | B | 190,000 |
| GRAND TOTAL | | | 4,920,000 |
| SUMMARY | | | |
| | BORROW | B | 1,055,000 |
| | CASH CAPITAL | C | 535,000 |
| | FREE CASH | FC | 1,720,000 |
| | WATER CASH CAPITAL | WC | 1,110,000 |
| | WATER REVENUE | WR | 500,000 |
| | | | G/F 3,310,000 |
| | | | WATER 1,610,000 |
| | | | 4,920,000 |

MOTION NO. 2:

William Steinberg moved that the Town vote that the following amounts be appropriated for equipment and vehicle acquisitions and projects for the following departments, each of which shall be a separate appropriation:

| | Equipment/Vehicle/Project | | Department | Amount |
|----|---------------------------------------|----|--------------------|-----------------|
| 1 | Computer Equipment | B | Information Tech | \$185,000.00 |
| 2 | Building Repairs | B | Facilities | \$180,000.00 |
| 3 | Video Security Equipment | C | Jt. Communications | \$35,000.00 |
| 4 | Equipment | B | Public Works | \$295,000.00 |
| 5 | Motor Vehicles | C | Public Works | \$270,000.00 |
| 6 | Cemetery Imp/Archeological Testing | FC | Public Works | \$20,000.00 |
| 7 | Field Renovations | B | Public Works | \$75,000.00 |
| 8 | Road Construction | FC | Public Works | \$200,000.00 |
| 9 | Motor Vehicles - Water | WC | Public Works | \$120,000.00 |
| 10 | Pump Station Upgrades – Water | WC | Public Works | \$100,000.00 |
| 11 | Water System Upgrades – Pemberton Rd. | WR | Public Works | \$500,000.00 |
| 12 | Backhoe - Water | WC | Public Works | \$140,000.00 |
| 13 | Network Meter Reading System – Water | WC | Public Works | \$700,000.00 |
| 14 | <u>Capture Zone Analysis – Water</u> | WC | Public Works | \$ 50,000.00 |
| 15 | Beach Improvements | B | Recreation | \$130,000.00 |
| 16 | Technology | C | School | \$ 50,000.00 |
| 17 | School Bus | C | School | \$ 70,000.00 |
| 18 | Equipment | C | School | \$110,000.00 |
| 19 | Middle School Roof Repairs | B | School | \$1,500,000.00 |
| 20 | Total Building Repairs | B | School | \$ 190,000.00 |
| | GRAND TOTAL | | | \$4,920,000.00; |

and, to provide for these appropriations, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$2,555,000. pursuant to the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, \$535,000 from taxation, \$220,000 from General Fund-Unreserved Fund Balance, \$1,110,000 from water surplus, and \$ 500,000 from water revenues.

AMENDMENT NO. 1 TO MOTION NO. 2:

David Hatfield moved that the Town vote to delete \$55,000 for Wireless Master Boxes under the Capital Budget Item No. 1 Facilities and reduce total building repairs to \$125,000.

MOTION TO TERMINATE DEBATE:

Theodore S. Harding moved that the Town vote to move the question.

VOTED ON MOTION TO TERMINATE DEBATE:

IN FAVOR: 334 MOTION PASSED
OPPOSED: 20
ABSTAINED: 3

VOTED ON AMENDMENT NO. 1 TO MOTION NO. 2:

IN FAVOR: 97
OPPOSED: 248 MOTION NOT PASSED
ABSTAINED: 5

AMENDMENT NO. 2 TO MOTION NO. 2:

Margaret Patton moved that the Town vote to amend the Capital Budget by deleting line-item 13 \$700,000 from Network Meter Reading System.

POINT OF CLARIFICATION:

The Moderator ruled the motion was in order.

MOTION TO TERMINATE DEBATE:

Megan M. Lucier moved that the Town vote to terminate debate.

VOTED ON MOTION TO TERMINATE DEBATE:

IN FAVOR: 246 MOTION PASSED
OPPOSED: 30
ABSTAINED: 2

VOTED ON AMENDMENT NO. 2 TO MOTION NO. 2:

IN FAVOR: 157 MOTION PASSED
OPPOSED: 155
ABSTAINED: 0

PROCEDURAL QUESTION:

Anthony Boschetto, in the interest of time, requested permission from the Moderator to consolidate three (3) motions into one.

The Moderator gave Anthony Boschetto permission to consolidate three (3) motions into one.

AMENDMENT NO. 3 TO MOTION NO. 2:

Anthony Boschetto moved that the Town vote to amend Article 8 under the Capital Budget on page 54 of the warrant by removing item 5D, items 9A & 9B and item 12 and reducing the amount to be funded by taxation by \$70,000, reducing the amounts to be funded by Water Surplus by \$260,000.

MOTION TO TERMINATE DEBATE:

Joseph F. Nolan moved that the Town vote to move the question.

VOTED ON MOTION TO TERMINATE DEBATE:

IN FAVOR: 252 MOTION PASSED
OPPOSED: 16
ABSTAINED: 1

VOTED ON AMENDMENT NO. 3 TO MOTION NO. 2:

IN FAVOR: 120
OPPOSED: 154 MOTION NOT PASSED
ABSTAINED: 3

AMENDMENT NO. 4 TO MOTION NO. 2:

Barbara J. Fletcher moved that the Town vote to amend and condition the appropriation listed as line-item 19 on page 54 of the Warrant by adding the following text at the end of the main motion:

“Provided that no funds so appropriated for the Middle School Roof Repairs under line 19 shall be expended unless and until the Massachusetts School Building Authority makes a written determination that the project is eligible for funding under its Repair Program.”

VOTED ON AMENDMENT NO. 4 TO MOTION NO. 2:

| | | |
|------------|-----|-------------------|
| IN FAVOR: | 92 | |
| OPPOSED: | 152 | MOTION NOT PASSED |
| ABSTAINED: | 1 | |

AMENDMENT NO. 5 TO MOTION NO. 2:

Barbara J. Fletcher moved that the Town vote to amend and condition the approval of line-item 19 on page 54 of the Warrant, as more fully explained under line-item 19 found on page 66, as follows:

“That the Town of Wayland appropriate the amount of one million five hundred thousand (\$1,500,000) dollars for the purpose of paying costs of the replacement of the roof at the Wayland Middle School, 201 Main Street, Wayland, MA, including the payment of all costs incidental or related thereto (the “Project”), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, and for which the Town of Wayland has applied for a grant from the Massachusetts School Building Authority (“MSBA”), said amount to be expended under the direction of the School Committee. To meet this appropriation, the Town Treasurer, is authorized to borrow said amount under M.G.L. Chapter 44, or pursuant to any other enabling authority. The Town of Wayland acknowledges that the MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and if the MSBA’s Board of Directors votes to invite the Town to collaborate with the MSBA on this proposed repair project, any project costs the Town of Wayland incurs in excess of any grant that may be approved by and received from the MSBA shall be the sole responsibility of the Town of Wayland; and that, if invited to collaborate with the MSBA on the proposed repair project, the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the Town of Wayland and the MSBA.”

VOTED ON AMENDMENT NO. 5 TO MOTION NO. 2:

| | | |
|------------|-----|---------------|
| IN FAVOR: | 210 | MOTION PASSED |
| OPPOSED: | 19 | |
| ABSTAINED: | 5 | |

MOTION NO. 2 AS AMENDED:

William Steinberg moved that the Town vote that the following amounts be appropriated for equipment and vehicle acquisitions and projects for the following departments, each of which shall be a separate appropriation:

| | <u>Equipment/Vehicle/Project</u> | | <u>Department</u> | <u>Amount</u> |
|----|---|---------------|-------------------------|--------------------|
| 1 | Computer Equipment | B | Information Tech | \$185,000.00 |
| 2 | Building Repairs | B | Facilities | \$180,000.00 |
| 3 | Video Security Equipment | C | Jt. Communications | \$35,000.00 |
| 4 | Equipment | B | Public Works | \$295,000.00 |
| 5 | Motor Vehicles | C | Public Works | \$270,000.00 |
| 6 | Cemetery Imp/Archeological Testing | FC | Public Works | \$20,000.00 |
| 7 | Field Renovations | B | Public Works | \$75,000.00 |
| 8 | Road Construction | FC | Public Works | \$200,000.00 |
| 9 | Motor Vehicles - Water | WC | Public Works | \$120,000.00 |
| 10 | Pump Station Upgrades – Water | WC | Public Works | \$100,000.00 |
| 11 | Water System Upgrades – Pemberton Rd. | WR | Public Works | \$500,000.00 |
| 12 | Backhoe - Water | WC | Public Works | \$140,000.00 |
| 13 | Network Meter Reading System – Water | WC | Public Works | DELETED |
| 14 | Capture Zone Analysis – Water | WC | Public Works | \$ 50,000.00 |
| 15 | Beach Improvements | B | Recreation | \$130,000.00 |
| 16 | Technology | C | School | \$ 50,000.00 |
| 17 | School Bus | C | School | \$ 70,000.00 |
| 18 | Equipment | C | School | \$110,000.00 |
| 19 | Middle School Roof Repairs | B | School | \$1,500,000.00 |
| 20 | Total Building Repairs | B | School | \$ 190,000.00 |
| | GRAND TOTAL | | | \$4,220,000.00; |

and, to provide for these appropriations, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$2,555,000. pursuant to the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, \$535,000 from taxation, \$220,000 from General Fund- Unreserved Fund Balance, \$410,000 from water surplus, and \$ 500,000 from water revenues; that the Town of Wayland appropriate the amount of one million five hundred thousand (\$1,500,000) dollars for the purpose of paying costs of the replacement of the roof at the Wayland Middle School, 201 Main Street, Wayland, MA, including the payment of all costs incidental or related thereto (the “Project”), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, and for which the Town of Wayland has applied for a grant from the Massachusetts School Building Authority (“MSBA”), said amount to be expended under the direction of the School Committee. To meet this appropriation, the Town Treasurer, is authorized to borrow said amount under M.G.L. Chapter 44, or pursuant to any other enabling authority. The Town of Wayland acknowledges that the MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and if the MSBA’s Board of Directors votes to invite the Town to collaborate with the MSBA on this proposed repair project, any project costs the Town of Wayland incurs in excess of any grant that may be approved by and received from the MSBA shall be the sole responsibility of the Town of Wayland; and that, if invited to collaborate with the MSBA on the proposed repair project, the amount of borrowing authorized pursuant to this vote shall be reduced by any

grant amount set forth in the Project Funding Agreement that may be executed between the Town of Wayland and the MSBA.

VOTED ON MOTION NO. 2 AS AMENDED:

IN FAVOR: 209 MOTION PASSED
OPPOSED: 13
ABSTAINED: 0

The meeting adjourned at 11:25 P.M. until Wednesday, April 11, 2012 at 7:30PM

Attendance: 465

**VOTES ENACTED:
WEDNESDAY, APRIL 11, 2012 AT THE WAYLAND MIDDLE SCHOOL**

DENNIS J. BERRY, MODERATOR:

Pursuant to the Warrant dated March 19, 2012, signed by John Bladon, Steven J. Correia, Thomas J. Fay, Joseph F. Nolan, and Susan W. Pope, Selectmen, served and return of service given by Louis V. Gaglini, Constable of the Town, the inhabitants of the Town of Wayland qualified to vote at Town Meeting met this day at Wayland Middle School, and at 7:30 P.M. the Moderator called the Meeting to order, declared that a quorum was present, and the Meeting proceeded to transact the following business

ARTICLE 9: APPROPRIATE FUNDS TO STUDY TEACHER COMPENSATION

Proposed by: Petitioners

To determine whether the Town will vote to authorize \$16,000 for an analysis of the Wayland Public School's labor contracts and compensation policies and for assistance in the next round of contract negotiations, and to determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by grants received from the Commonwealth of Massachusetts or Federal Government, by borrowing, or otherwise.

The report will compare the Wayland Public School district's employee contracts and compensation with those in the following districts: Belmont, Harvard, Lexington, Sharon, Weston and Dover-Sherborn. The report shall recommend steps that will align the Wayland Public Schools with the compensation plans of other high-performing school districts and quantify the costs or savings if such steps are implemented.

The assistance in negotiations will improve Wayland’s competitive standing in educational compensation. The report should be completed prior to September 30th, 2012. The contract(s) shall be awarded by the Wayland School Committee.

MOTION:

Molly Upton moved and was duly seconded that the Town vote that for collective bargaining strategy purposes for the next round of Wayland Public School District labor contract negotiations, the Town vote to authorize \$16,000 to be expended by the School Committee, to engage a specialist to analyze the Wayland Public School District's labor contracts and compensation policies. The specialist shall prepare a report recommending steps that will align Wayland Public Schools' compensation plans with those of the following high-performing school districts -- Acton-Boxborough, Belmont, Harvard, Lexington, and Sharon -- and shall quantify the savings or costs if such steps were to be implemented. Said appropriation shall be provided by transferring \$16,000 from the General Fund - Unreserved Fund Balance.

FULL DISCLOSURE BY MODERATOR:

The Moderator disclosed that he has a son who is a teacher in the Wayland school system and under the statute it is not a problem or conflict of interest.

MOTION TO TERMINATE DEBATE:

Clifford W. Lewis moved that the Town vote to move the question.

VOTED ON MOTION TO TERMINATE DEBATE:

| | | |
|------------|-----|---------------|
| IN FAVOR: | 194 | MOTION PASSED |
| OPPOSED: | 28 | |
| ABSTAINED: | 0 | |

VOTED:

| | | |
|------------|-----|-------------------|
| IN FAVOR: | 93 | |
| OPPOSED: | 134 | MOTION NOT PASSED |
| ABSTAINED: | 1 | |

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| ARTICLE 10: AMEND ZONING BYLAW: DEFINITION OF REFUSE DISPOSAL DISTRICT |
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Proposed by: Planning Board

To determine whether the Town will vote to amend Chapter 198 of the Code of the Town of Wayland, the Zoning Bylaw of the Town, by making the following amendments:

By adding the following language under Article 12 Refuse Disposal District:

Public works facility including office and associated structures owned or operated by the Town of Wayland and used primarily for maintenance and repair of vehicles owned or leased by the Town of Wayland and for parking and storage of vehicles used primarily for public works uses.

By amending the Table of Dimensional Requirements Refuse Disposal District by increasing the minimum side yard setback from 15’ to 75’ and to insert a building height restriction of 35’ where none exists.

PLANNING BOARD REPORT: This article seeks to add, in the Refuse Disposal District, the additional use of a Public Works facility that could include an office and associated structures used primarily for the parking, storage, maintenance and repair of vehicles owned or leased by the Town of

Wayland. The article does not approve or directly allow this facility to be built but rather enables the district to be used for this purpose if the Town of Wayland, in the future, votes for its construction. Given the already existing salt shed on the site and limited available town owned land for such a facility, the Planning Board has determined this is an appropriate use of the property.

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

MOTION:

Albert I. Montague, Jr. moved that the Town vote to amend Chapter 198 of the Code of the Town of Wayland, the Zoning Bylaw of the Town, by making the following amendments:

1.) By adding the following new subsection to Article 12 Refuse Disposal District, Section 198-1201. Permitted Uses:

“1201.1.5. Public works facility including office and associated structures owned or operated by the Town of Wayland and used primarily for maintenance and repair of vehicles owned or leased by the Town of Wayland and for parking and storage of vehicles used primarily for public works uses.”; and

2.) By amending the Table of Dimensional Requirements relative to the Refuse Disposal District by a.) increasing the minimum side yard setback from 15 feet to 75 feet and; b.) inserting a maximum building height of 35 feet where none currently exists.

MOTION TO AMEND:

Anette Lewis moved and was duly seconded that the Town vote to amend Article 10 by removing the word “Primarily” in two locations in 1201.1.5.

| | | | |
|---|------------|-----|---------------|
| <u>VOTED ON MOTION TO AMEND:</u> | IN FAVOR: | 130 | MOTION PASSED |
| | OPPOSED: | 106 | |
| | ABSTAINED: | 4 | |

MOTION TO TERMINATE DEBATE:

Kenneth A. Isaacson moved that the Town vote to call the question.

| | | | |
|--|------------|-----|---------------|
| <u>VOTED ON MOTION TO TERMINATE DEBATE:</u> | IN FAVOR: | 211 | MOTION PASSED |
| | OPPOSED | 36 | |
| | ABSTAINED: | 1 | |

POINT OF INFORMATION:

Frank Kennedy questioned if a 2/3rd quantum of vote was required for this Article.

The Moderator declared that a 2/3rd quantum of vote was required for this Article.

| | | | |
|---|------------|-----|---|
| <u>VOTED ON MOTION AS AMENDED:</u> | IN FAVOR: | 180 | MOTION PASSED BY 2/3 RD MAJORITY |
| | OPPOSED: | 69 | |
| | ABSTAINED: | 3 | |

ARTICLE 11: RESOLUTION DESIGNATING RIVER ROAD PARCEL FOR FUTURE DPW FACILITY

Proposed by: Board of Selectmen, Board of Public Works

WHEREAS, the 2011 Annual Town Meeting appropriated \$175,000 to perform site evaluation and schematic design services for a new Department of Public Works facility; and,

WHEREAS, the current Highway and Parks Garage is in dire need of extensive renovations and repairs in order to provide safe working conditions for personnel, repairs costs would exceed the value of the building, and that the present location is inadequate to meet the space needs and operational requirements of the DPW; and,

WHEREAS, the Board of Selectmen established a Permanent Municipal Building Committee to oversee town facility projects and assigned responsibility for the DPW project to the committee; and,

WHEREAS, Weston & Sampson, the firm retained by the town to perform the site evaluation and schematic design services, has recommended the town-owned parcel on River Road currently housing the sand and salt dome for a future DPW facility.

NOW, THEREFORE, BE IT RESOLVED that this Town Meeting designates the River Road parcel as the future site for a new DPW facility to be constructed at such time that this or a future town meeting appropriates funds for the project.

MOTION:

Thomas J. Fay moved that the Town vote to adopt the resolution as set forth in Page 73 of the Warrant for the 2012 Annual Town Meeting, except that the last paragraph shall be replaced with the following:

NOW, THEREFORE, BE IT RESOLVED, that this Town Meeting designates the River Road parcel as the future site for a new DPW facility to be constructed at such time that this or a future town meeting appropriates funds for the project, provided that any access to said facility from River Road shall be discreet, well screened, restricted with an electronic gate and used only for fire, police and/or medical emergencies, as long as the access way from Boston Post Road is open.

POINT OF INFORMATION:

Linda Segal questioned if a 2/3rd quantum of vote was required for this Article as stated on the errata sheet.

Fred Turkington, Town Administrator, responded that the errata sheet was incorrect and that the quantum of vote would be majority.

VOTED ON MOTION:

IN FAVOR: 184 MOTION PASSED
OPPOSED: 70
ABSTAINED: 0

ARTICLE 12: APPROPRIATE FUNDS FOR CONSTRUCTION DOCUMENTS AND BIDDING OF NEW DPW MAINTENANCE AND STORAGE FACILITY

Proposed by: Board of Selectmen, Board of Public Works

Estimated Cost: \$725,000.

To determine whether the Town will vote to appropriate a sum of money to be expended under the direction of the Permanent Municipal Building Committee and Board of Selectmen for the purpose of preparing design, engineering and related construction documents and bid evaluation and other related expenses for a facility for the maintenance, repair, storage and administrative functions of the Department of Public Works; 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 under Massachusetts General Laws Chapter 44 or other enabling authority, or otherwise, provided that any appropriation hereunder shall be subject to and contingent upon an affirmative vote of the Town to exempt the amounts required for the payment of interest and principal on said borrowing from the limitation on taxes imposed by Massachusetts General Laws Chapter 59, Section 21C (Proposition 2 and ½, so called).

MOTION:

Joseph F. Nolan moved and was duly seconded that the Town vote to appropriate \$725,000. to be expended under the direction of the Permanent Municipal Building Committee and Board of Selectmen for the purpose of preparing design, engineering and related construction documents and bid evaluation and other related expenses for a facility for the maintenance, repair, storage and administrative functions of the Department of Public Works; and that said appropriation be provided by transferring \$725,000. from the General Fund – Unreserved Fund Balance.

MOTION TO TERMINATE DEBATE:

Robert B. Gordon moved that the Town vote to move the question.

VOTED ON MOTION TO TERMINATE DEBATE:

IN FAVOR: 223 MOTION PASSED
 OPPOSED: 18
 ABSTAINED: 0

VOTED:

IN FAVOR: 150 MOTION PASSED
 OPPOSED: 97
 ABSTAINED: 0

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| ARTICLE 13: COMPENSATION FOR TOWN CLERK |
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Proposed by: Board of Selectmen

To determine whether the Town will vote to fix the salary and compensation of the elected Town Clerk, pursuant to Massachusetts General Laws Chapter 41, Section 108, to be effective July 1, 2012, which salary and compensation is printed below.

SALARY SCHEDULE – TOWN CLERK

| | | |
|------------|----------------|----------------|
| | <u>FY 2012</u> | <u>FY 2013</u> |
| Town Clerk | \$ 66,773.00 | \$ 68,442.00 |

MOTION:

Susan W. Pope moved and was duly seconded that the Town vote to fix the salary and compensation of the elected Town Clerk at \$68,442.00 effective July 1, 2012.

VOTED:

IN FAVOR: 187 MOTION PASSED
 OPPOSED: 19
 ABSTAINED: 2

ARTICLE 18: AMEND SECTION 19-8 OF THE TOWN CODE

Proposed by: Board of Assessors

To determine whether the Town will vote to amend Section 19-8 of the Town Code as follows:

Section 19-8. Board of Assessors. *[Added 5-8-2000 ATM by Art. 28]*

A. Annual Report. The Board of Assessors shall:

(1) Make an annual report of sales of properties sold in Wayland available to the public by ~~submitting it to the local newspapers,~~ having it posted on the Town's Internet Web site and providing copies at the Town Library. The This report will outline the calendar year sales utilized to arrive at the Fiscal Years updated values and shall describe the semi-annual increase or decrease in the average sale price of residential properties in Wayland.

(2) Prepare, as part of the reports to be heard under the annual Town meeting "Hear Reports" article and the Annual Town Report a report for the previous six calendar years that provides:

(a) The number of annual abatement requests filed with the Board of Assessors;

(b) The annual number of abatements granted by the Board of Assessors;

(c) The annual average value of the abatements granted by the Board of Assessors;

(d) The number of annual abatement requests filed by Wayland property owners at the Appellate Tax Board with respect to Wayland properties;

(e) A list by property of the dollar changes in each assessment granted as a result of Appellate Tax Board decisions; and

(3) Prepare, as part of the report to be heard under the annual Town meeting "Hear Reports" article and the Annual Town Report, a report for the previous calendar year that states the number of residential properties that were ~~inspected by the Assessors or their designees for any purpose. due for inspection, the number of properties actually inspected, the number of properties for which an internal inspection of the dwelling was conducted, the number of residential properties sold, the number of sold properties for which an internal inspection was conducted, the number of properties inspected in response to a grant of a building permit, and any other criteria requested by the Board of Selectmen or its designee that will provide guidance to the Town as to the effectiveness of the assessment process.~~ This report shall contain a breakdown of inspections by visit type.

~~B. Quarterly reports. The Board of Assessors shall prepare and provide to the Board of Selectmen quarterly reports detailing the progress in implementing the Recommendations of the Assessment and Valuation Study Committee contained in Article 27 of the Warrant for the 1999 Annual Town Meeting and shall submit these reports to the Board of Selectmen or its designee for posting on the Town's Internet Web site.~~

~~C.~~ B. Public hearing, to further transparency, the ~~The~~ Board of Assessors shall hold a public hearing annually prior to finalizing the assessment date for submission to the Department of Revenue. The purpose of the meeting will be to listen to taxpayer concerns and answer any questions regarding the assessment process and the services provided by the Assessors' Office. Topics to be addressed at this public hearing shall include a review of Wayland's valuation process, a review of the overlay balances and discussion of the overlay forecast as well as any other timely topics requested by the public and outlined by the Board of Assessors. The Board of Assessors shall set aside ample time for an open and informative dialog between citizens and the Board of Assessors. ~~ensure that adequate~~

time is provided for the hearing and that the agenda is set so that a hearing occurs where citizens are given a reasonable amount of time to voice their concerns.

~~D. C.—Increased valuation information. After each revaluation, the Board of Assessors shall send, within 30 days of the actual tax bill, a separate, reasonably detailed written explanation of the actual basis for the increased valuation for each residential property for which the new valuation percentage increase is eight percentage points or more above the Town-wide average residential increase in percentage points. Town-wide average residential increase shall be based on a data set that includes all those revalued residential properties for which no building permit has been issued between the current revaluation and the prior valuation.—Revaluation notices. The Board of Assessors shall send an impact notice to all property owners annually detailing the preliminary assessment of their real estate. Given the sensitive nature of an impact notice, in a Revaluation Year impact notices will be mailed to property owners after the Board of Assessors’ has received preliminary certification from the Department of Revenue. In a non-revaluation year impact notices will be mailed to property owners prior to the Board of Assessors’ final submission of data to the Department of Revenue for valuation approval.~~

~~E. D. Change of assessed valuations and property record card data. [Added 5-12-2004 ATM by Art. 40]~~

(1) After the Board of Assessors has made a decision concerning a taxpayer’s abatement request of change of real property assessment, included with the decision, on the form provided by the state that is sent to the taxpayer, will be notice of any change in the data on that property record card and the dollar effect in assessment for each change in the section that states “reason for abatement.”

(2) If the Board of Assessors deems appropriate a change in the property record card’s ~~market physical attributes~~ data, either as a result of a visit to a property or a review of the property from any public source, the Board of Assessors will send two (2) copies of the updated property record card to the property owner. One updated property record card is required to be signed by the property owner after checking its accuracy and returned to the Board of Assessors, the second copy is for the property owner’s records. ~~in Wayland that takes place once every decade to be sure that information on the property record card is accurate, or the visit is the result of a sale of, or a renovation to a property, or as a result of sales since the last town wide revaluation (such as, but not limited to a change in assessment neighborhood) that data change shall be reported to the real property owner at the time that the new data will cause a change in the assessed value of said property.~~

~~When the assessed valuation of a property changes, as occurs at an annual, biannual, or triannual town-wide revaluation, the town shall make the following information available at the Assessor’s desk and on the Town website in table form: all of the influence factors that the Board of Assessors uses to value real property in Wayland such as, but not limited to: style of house, age, grade, value per square foot, CDU (condition/desirability/utility rating), heating type, fuel, heating system, finished basement living area, porches, open porches, wood decks, story height, swimming pool, barn, tennis court, traffic influence. All pertinent constants and coefficients shall be stated.~~

(3) ~~Additionally, Annually, the Board of Assessors will make available at the desk Assessors’ office and on the Town website shall be: all the influence factors for valuing Real Estate both land and building, such as but not limited to, land site indexes with land curve table, style of house, depreciation, grade, building costs tables by square foot along with size curve table, outbuilding value tables, and adjustment coefficients for dwelling attributes (i.e., heating, flooring, exterior siding, bathroom count, etc.). This report shall contain a general description of the valuation algorithm, definition of special terms, and a detailed description of the specific implementation.~~

(4) When the assessed valuation of a property changes as occurs at an annual, biannual, or triannual town-wide revaluation, the town shall make the following information available at the Assessor's desk and on the Town website: a table displaying the prior and new land valuation factors by ~~assessment neighborhoods site index~~ with a map identifying and displaying all ~~assessment neighborhoods site indexes~~.

~~E.~~ E. Community Preservation Act surcharge exemptions. Applications for exemptions from the Community Preservation Act surcharge pursuant to Massachusetts General Laws Chapter 44B, Section 3(e)(1), must be filed with the Office of the Board of Assessors no later than three months after the issuances of the actual real estate tax bill. [Added 4-10-2008 ATM by Art. 24]

~~G.~~ F. Local Circuit Breaker Program. Applications for senior tax relief under the Town Circuit Breaker Program must be filed with the office of the Board of Assessors no later than December 31 of the year in which the original tax filing was due. [Added 4-13-2009 ATM by Art. 13]

MOTION:

John Bladon moved and was duly seconded that the Town vote to amend Section 19-8 of the Town Code relative to the Board of Assessors by making the revisions thereto set forth in Pages 80 through 83 of the Warrant for the 2012 Annual Town Meeting.

MOTION TO PASS OVER:

Margo Melnicove moved and was duly seconded that the Town vote to pass over Article 18.

VOTED ON MOTION TO PASS OVER:

| | | |
|------------|-----|---------------|
| IN FAVOR | 104 | MOTION PASSED |
| OPPOSED: | 92 | |
| ABSTAINED: | 0 | |

ARTICLE 19: AMEND TOWN CODE SECTION 19: REQUIRE TAX RATE HEARING

Proposed by: Petitioners

To determine whether the Town will vote to amend Section 19-8 of the Town Code by adding the following thereto: "Before the Town submits its proposed tax rate(s) for any fiscal year to the Commissioner of Revenue for approval pursuant to General Laws chapter 59, section 23, the Board of Assessors, together with all other boards and officials whose names appear on the Tax Rate Recapitulation document as approving or certifying the information contained therein, shall conduct a public hearing to give interested citizens an opportunity to be heard and to ask questions concerning the proposed tax rate(s). Forty-eight hours at least before the hearing, the proposed Tax Rate Recapitulation, together with the date, time, and place of the hearing, shall be posted on the Town's website and in a conspicuous place in the Wayland Town Building."

MOTION:

George Harris moved and was duly seconded that the Town vote to amend Section 19 by adding the following new section 19-9 to the Town Code:

"Before the Town submits its proposed tax rate(s) for any fiscal year to the Commissioner of Revenue for approval pursuant to General Laws chapter 59, section 23, all boards and officials whose names appear on the Tax Rate Recapitulation document as approving or certifying the information contained therein, or their representatives, shall collectively conduct a public hearing to give interested citizens an opportunity to be heard and to ask questions concerning the tax rate(s). Forty-eight hours at least before the hearing,

VOTED:

IN FAVOR: 153 MOTION PASSED
OPPOSED: 31
ABSTAINED: 0

ARTICLE 21: APPROPRIATE CPA AND OTHER FUNDS FOR DUE DILIGENCE EFFORTS FOR THE PRE-PERMITTING AND POTENTIAL SALE OF TOWN-OWNED LAND ON BOSTON POST ROAD

Proposed by: Economic Development Committee, Community Preservation Committee, Board of Selectmen

Estimated Cost: \$360,000

To determine whether the Town will vote to appropriate a sum of money to be expended under the direction of the Economic Development Committee and the Board of the Selectmen for studies, planning and analyses relative to a determination of site suitability, planning, and pre-permitting for the potential sale of Town-owned land on Boston Post Road in Wayland, Massachusetts, shown on Assessor’s Map 22 as Lots 3, 6 and 7, for development of affordable and market-rate rental housing units primarily for senior independent living; and to 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 under Massachusetts General Laws Chapter 44 or other enabling authority, or otherwise.

MOTION:

John Bladon moved that the Town vote to appropriate \$360,000. to be expended under the direction of the Economic Development Committee and the Board of the Selectmen for studies, planning and analyses relative to a determination of site suitability, planning, and pre-permitting for the potential sale of Town-owned land on Boston Post Road in Wayland, Massachusetts, shown on Assessor’s Map 22 as Lots 3, 6 and 7, for development of affordable and market-rate rental housing units primarily for senior independent living; and that said appropriation be provided by transferring \$270,000. from the General Fund – Unreserved Fund Balance and \$90,000. from the Community Preservation Fund, provided that if said funds transferred from the Community Preservation Fund are not used for the creation of affordable housing on said land they shall be refunded to the Community Preservation Fund from the General Fund – Unreserved Fund Balance without further action by town meeting.

AMENDMENT NO. 1:

Gretchen Schuler moved and was duly seconded that the Town vote to amend the main motion by adding at the end “environmental studies must be completed prior to expenditure for other studies”.

AMENDMENT TO AMENDMENT NO. 1:

Kenneth Isaacson moved that the Town vote to amend the amendment by changing to “environmental studies must pass prior to expenditure for other studies”.

VOTED ON AMENDMENT TO AMENDMENT NO. 1:

IN FAVOR: 46
OPPOSED: 184 MOTION NOT PASSED
ABSTAINED: 3

VOTED ON AMENDMENT NO. 1:

IN FAVOR: 112
OPPOSED: 123 MOTION NOT PASSED
ABSTAINED: 2

MOTION TO TERMINATE DEBATE:

Lewis S. Russell, Jr. moved that the Town vote to move the question.

VOTED ON MOTION TO TERMINATE DEBATE:

IN FAVOR: 226 MOTION PASSED
OPPOSED: 16
ABSTAINED: 1

VOTED:

IN FAVOR: 191 MOTION PASSED
OPPOSED: 56
ABSTAINED: 0

ARTICLE 22: APPROPRIATE CPA FUNDS FOR AFFORDABLE HOUSING PROJECT ON STONEBRIDGE ROAD

Proposed by: Community Preservation Committee

Estimated Cost: \$356,000

To determine whether the Town will vote to appropriate a sum of money to be expended by the Board of the Selectmen for site development costs, including but not limited to an access way, relative to the construction of affordable housing on the Town-owned land on Stonebridge Road in Wayland, Massachusetts containing 3 acres, more or less, and shown as “Habitat for Humanity 3.03 Acres ± “ on a plan entitled “Plan of Land in Wayland, Massachusetts Stonebridge Road Habitat for Humanity,” dated March 20, 2010, prepared by the Wayland Town Surveyor’s Office, a copy of which plan is on file in the Office of the Town Clerk, 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 under Massachusetts General Laws Chapter 44 or other enabling authority, or otherwise.

MOTION:

Susan Weinstein moved and was duly seconded that the Town vote to appropriate \$356,000 to be expended by the Board of the Selectmen for site development costs, including but not limited to an access way, relative to the construction of affordable housing on the Town-owned land on Stonebridge Road in Wayland, Massachusetts containing 3 acres, more or less, and shown as “Habitat for Humanity 3.03 Acres ± “ on a plan entitled “Plan of Land in Wayland, Massachusetts Stonebridge Road Habitat for Humanity,” dated March 20, 2010, prepared by the Wayland Town Surveyor’s Office, a copy of which plan is on file in the Office of the Town Clerk, and that said appropriation be provided by transferring \$356,000. from the Community Preservation Fund, provided that(1) \$150,000 of said funds so transferred shall be paid pursuant to invoice receipts from Habitat for Humanity -MetroWest/Greater Worcester; and (2) the remaining \$206,000. so tranferred shall be paid to Habitat for Humanity -MetroWest/Greater Worcester on a dollar-for-dollar basis in concert with actual donations raised by Habitat for Humanity - MetroWest/Greater Worcester.

MOTION TO TERMINATE DEBATE:

Perry R. Smoot moved that the Town vote to move the question:

VOTED ON MOTION TO TERMINATE DEBATE:

IN FAVOR: 238 MOTION PASSED
OPPOSED: 12
ABSTAINED: 0

VOTED:

IN FAVOR: 205 MOTION PASSED
OPPOSED: 50
ABSTAINED: 1

The Moderator recognized and thanked all Volunteers, Tellers, Electronic Voting Implementation Subcommittee, Sound Crew; Albie Cincotti, Jeff Wadsworth and Roxi Habibi and WAYCAM TV crew; Richard Turner, Ken Isaacson, Jonah Camiel, Paul Christiansen, Brad Barnum, and Nick Cosloy followed by a round of applause.

ARTICLE 23: CREATE STABILIZATION FUND FOR MINUTEMAN REGIONAL VOCATIONAL-TECHNICAL HIGH SCHOOL

Proposed by: Minuteman Regional High School Committee

To determine whether the Town will approve the establishment of a Stabilization Fund by the Minuteman Regional Vocational School District to pay costs of capital repairs, renovations, and improvements to the regional district school and its associated facilities in accordance with the provision of Chapter 71 Section 16G ½ of the General Laws, or take any other action relative thereto.

MOTION:

Steven J. Correia moved that the Town vote to approve the establishment of a Stabilization Fund by the Minuteman Regional Vocational School District to pay costs of capital repairs, renovations, and improvements to the regional district school and its associated facilities in accordance with the provisions of Massachusetts General Laws Chapter 71, Section 16G ½.

PERMISSION FOR NON-RESIDENT TO SPEAK:

The Moderator asked Town Meeting if there would be any objection if a non-resident, namely, Dr. Edward Bouquillon, spoke on this Article. Hearing no objection, the Moderator gave permission to Dr. Edward Bouquillon, Superintendent of the Minuteman Regional Vocational School to speak.

POINT OF INFORMATION:

Kimberly S. Reichelt requested that the Selectmen give their position on this Article.

Steven J. Correia stated that the Selectmen voted against this Article.

VOTED:

| | | |
|------------|-----|-------------------|
| IN FAVOR: | 108 | MOTION NOT PASSED |
| OPPOSED: | 145 | |
| ABSTAINED: | 2 | |

ARTICLE 24: AMEND ZONING BYLAW: ESTABLISH DESIGN REVIEW ADVISORY BOARD AND DESIGNATE USES SUBJECT TO REVIEW

Proposed by: Planning Board

To determine whether the Town will vote to amend Chapter 198 of the Code of the Town of Wayland, the Zoning Bylaw of the Town, by making and inserting the following amendments:

DESIGN REVIEW BOARD § 198-508

508.1. Design Review Board establishment and membership- A Design Review Board is hereby established. Said Design Review Board shall consist of five (5) members who shall be appointed by the Planning Board based on the criteria contained herein. Members of the Design Review Board shall include, where possible and in order of preference, an architect; a landscape architect; a member of the Planning Board or designee; a resident who is an owner of a business in Wayland; and a graphic designer. Members shall serve for three (3) years or until their successors are appointed.

508.2 Purpose- The purpose of the Design Review Board is to issue an advisory opinion to the Building Commissioner, Special Permit Granting Authority, Board of Appeals and/or the Planning Board based on design guidelines that enhance, protect and promote development consistent with Wayland's Master Plan. Decisions of the Design Review Board shall be by a simple majority and no final action shall be taken without the concurrence of at least three (3) members.

508.3. Organization - The Design Review Board shall elect from among its members a Chairman, Vice-Chairman and a Clerk. Each officer shall serve for a term of one (1) year. The Design Review Board shall adopt rules and design guidelines as are necessary for the conduct of its responsibilities and shall publish and make available to the public design guidelines, advisory opinions rendered, and records of proceedings showing the vote on each opinion.

508.4. Authority and specific powers - All applications for building permits, site plan approval, special permits or variances for all non-residential uses involving new construction and all commercial signs shall be submitted to the Design Review Board concurrently, or earlier, with the submission to the decision making authority via the inclusion of one (1) additional set of all usual submittals required for such proposal. The Design Review Board review shall preferably be done in consultation with the applicant and their designer. A written advisory opinion must be made within (30) days after filing a complete application or such further time as the applicant may in writing allow to the administering Board (i.e. Board of Appeals, Planning Board). Lack of a report from the Design Review Board shall not be a sufficient reason to delay action on a submitted proposal.

All decisions, comments and reports of the Design Review Board shall be advisory only.

PLANNING BOARD REPORT: This article seeks to establish a Design Review Board with an advisory ruling capacity and the following specific responsibilities within commercial areas:

- Provide design direction to applicants, designers and decision makers.
- Foster attractive and functional design solutions that directly address life, work and recreation needs and growth.
- Preserve and enhance the character and quality of Wayland by particularly maintaining the integrity of areas that have special character and or significance.
- Establish and solidify a character as it relates to building design and amenities that will echo through the community as a Wayland stature.
- Provide a forum for the exchange of design ideas and approaches so that a flexible application of design guidelines and standards may be permitted as a refinement of established standards.

The Design Review Board is also intended to facilitate an expeditious project review process for applicants, helping them to anticipate major design issues and proposing design solutions at the earliest

possible stage in a project's development. The Design Review Board will realize efficiencies by reviewing and evaluating proposals in parallel with the Planning Board's review process and will ultimately streamline the existing process by assuming some of the Planning Board's previous design deliberations.

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

MOTION:

Albert I. Montague, Jr. moved that the Town vote to amend Chapter 198 of the Code of the Town of Wayland, the Zoning Bylaw of the Town, by adding thereto a new section 198-508 relative to a Design Review Board as set forth in Page 98 of the Warrant for the 2012 Annual Town Meeting, except that "50B" shall be replaced with "508" wherever "50B" so appears.

VOTED:

IN FAVOR: 210 MOTION PASSED BY 2/3RD MAJORITY
OPPOSED: 38
ABSTAINED: 1

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| ARTICLE 25: AMEND ZONING BYLAW SECTION 198-1102.1.2.1.4: DEFINITION OF SERVICE STATIONS |
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Proposed by: Petitioners

First Part:

To determine whether the Town will vote to amend Chapter 198 of the Code of the Town of Wayland, the Zoning Bylaw of the Town, by making the following amendment:

Delete existing Section 198-1102.1.4.1.4 governing Auto service stations:

No services or merchandise other than accessory, portable automotive merchandise may be displayed or sold on the premises.

Insert a new Section 198-1102.1.4.1.4:

No services or merchandise other than accessory, portable automotive merchandise may be displayed or sold on the premises by right provided, however, that tobacco products, beverages, coffee, snacks, confectioneries, health and beauty aids, lottery, ATM, prepackaged foods, prepackaged sandwiches, prepackaged pastries, novelty items, seasonal merchandise, and grocery items limited to milk, bread, canned coffee, sugar, cereal, canned goods, condiments, and bagged ice, may be displayed or sold on the premises by Special Permit from the Zoning Board of Appeals in accordance with § 198-203.1 or, where applicable, by Special Permit granted by the Site Plan Approval Granting Authority as determined in accordance with § 198-603 regardless of whether the automobile service station or automobile service garage exists or was commenced by right, permit, special permit or variance, with or without site plan approval. Notwithstanding the foregoing, no food or other items requiring on-site preparation, except for coffee prepared by customers, may be displayed or sold on the premises. The area for the display or sale of the items allowed by right or Special Permit shall be no greater than 65 percent of the gross floor area but in no event greater than 1,250 square feet.

Second Part:

To determine whether the Town will vote to amend Chapter 198 of the Code of the Town of Wayland, the Zoning Bylaw of the Town, by making the following amendment:

Delete existing Section 198-1102.1.4.1.7 governing Auto service stations:

Driveways shall be paved and join the street and cross sidewalks at right angles; shall not be more than 24 feet nor less than 10 feet wide at any point; shall be at least 10 feet from any lot line and 20 feet from the intersection of street lot lines; and shall be at least 20 feet apart. No more than two driveways may be permitted for each 100 feet of street frontage. Where approval by the Mass DOT is required in connection with driveway openings onto state highways, the prior provisions of this § 198-1102.1.4.1.7 shall be waived, and the regulations of MassDOT shall be applicable.

Insert a new Section 198-1102.1.4.1.7:

Driveways shall be paved and join the street and cross sidewalks at right angles; shall not be more than 24 feet nor less than 10 feet wide at any point; shall be at least 10 feet from any lot line and 20 feet from the intersection of street lot lines; and shall be at least 20 feet apart. No more than two driveways shall be permitted for each 100 feet of street frontage. Notwithstanding the foregoing, the widths, setbacks and distances in this provision may be increased or reduced by Special Permit from the Zoning Board of Appeals in accordance with § 198-203.1 or, where applicable, by Special Permit by the Site Plan Approval Granting Authority as determined in accordance with § 198-603. Where approval by the Massachusetts Department of Transportation (MassDOT) is required in connection with driveway openings onto state highways, the prior provisions of this § 198-1102.1.4.1.7 shall be waived, and the regulations of MassDOT shall be applicable.

PLANNING BOARD REPORT: This article fundamentally seeks to amend the current zoning bylaw to change an auto service stations need to seek a variance to be able to sell specified non-automotive products and replace it with a special permit requirement to sell the proposed merchandise list. The article also seeks to grant the applicant special permit flexibility relating to driveway widths, setbacks and distances. Based on a consensus of the need to equalize the ability of modern service stations across town to sell what has become commonplace in service stations across the country, the Planning Board has determined this to be a reasonable amendment.

The Planning Board recommends approval. Vote: 4-1.

MOTION:

Brian C. Levey moved that the Town vote to amend Chapter 198 of the Code of the Town of Wayland, the Town’s Zoning Bylaw, by making the revisions to § 198-1102.1.4.1.4 and § 198-1102.1.4.1.7 thereof as set forth on Pages 100 through 101 of the Warrant for the 2012 Annual Town Meeting.

MOTION TO AMEND:

Elizabeth A. Newton moved and was duly seconded that the Town vote to amend this Article by deleting the words “Tobacco Products” from § 198-1102.1.4.1.4.

VOTED ON MOTION TO AMEND:

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| IN FAVOR: | 158 | MOTION PASSED |
| OPPOSED: | 95 | |
| ABSTAINED: | 2 | |

MOTION TO AMEND:

Lorrain M. Greiff moved that the Town vote to amend Article 25 by inserting the words “as a condition of the offering of any services not directly related to the service or maintenance of motor vehicles or the

MOTION:

Susan W. Pope moved that the Town vote to:

- (a) authorize the Recreation Commission and the Board of Selectmen, as the case may be, with the approval of Town Counsel as to form, to transfer the care, custody, management and control of the parcels of Town-owned land on Lakeshore Drive in Wayland, Massachusetts, known and numbered as 24 Lakeshore Drive, Wayland Massachusetts, and 26 Lakeshore Drive, Wayland, Massachusetts, and described in the deeds recorded with the Middlesex South Registry of Deeds, respectively, in Book 9138, Page 468 and Book 12786, Page 38, to the Board of Selectmen for the purpose of conveying, selling or otherwise disposing of said parcels of land; and

- (b) authorize the Board of Selectmen, with the approval of Town Counsel as to form, to convey, sell or otherwise dispose of said parcels of land, subject to such conditions, restrictions and limitations as the Selectmen deem appropriate, including a restrictive covenant limiting the use of said parcels of land for the purpose of upgrading the septic systems serving the buildings on the abutting properties and requirement that the buyer or buyers of said parcels shall pay the Town's closing costs of the transaction including but not limited to appraisals, attorney's fees and recording fees.

POINT OF INFORMATION:

Robert Virzi announced that at the Recreation Commission meeting held on Tuesday evening at 7:20 P.M., they rescinded their March 2011 vote to transfer this land and declare it surplus.

The Moderator called a recess at 10:26 PM and asked everyone to remain in their seats due to a medical emergency.

MOTION TO ADJOURN:

Thomas J. Fay moved and was duly seconded that Town Meeting adjourn to a date certain and that date would be announced the next day.

VOTED ON MOTION TO ADJOURN:

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| IN FAVOR: | 127 | MOTION PASSED |
| OPPOSED: | 85 | |
| ABSTAINED: | 1 | |

The Moderator declared that the meeting would adjourn to a date certain to be determined by the Board of Selectmen and announced publicly the next day.

The meeting adjourned at 10:34 P.M. to a date certain.

Attendance: 285

A citizen had a medical emergency that led to an abrupt adjournment of the April 12, 2012 Town Meeting and proceedings were suspended until April 23, 2012.

**VOTES ENACTED:
MONDAY, APRIL 23, 2012 AT THE WAYLAND MIDDLE SCHOOL**

DENNIS J. BERRY, MODERATOR:

Pursuant to the Warrant dated March 19, 2012, signed by John Bladon, Steven J. Correia, Thomas J. Fay, Joseph F. Nolan, and Susan W. Pope, Selectmen, served and return of service given by Louis V. Gaglini, Constable of the Town, the inhabitants of the Town of Wayland qualified to vote at Town Meeting met this day at Wayland Middle School, and at 7:30 P.M. the Moderator called the Meeting to order, declared that a quorum was present, and the Meeting proceeded to transact the following business:

The Moderator memorialized Steven Allen who suffered a medical emergency and who passed away shortly after the April 12, 2012 Town Meeting. A moment of silence was observed in Steve's memory.

The Moderator declared that we would take Article 27 from its initiation.

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| ARTICLE 27: AUTHORIZE THE SALE OF TOWN-OWNED LAND AT 24 AND 26 LAKESHORE DRIVE |
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Proposed by: Board of Selectmen

To determine whether the Town will vote to:

- (a) authorize the Recreation Commission and the Board of Selectmen, as the case may be, with the approval of Town Counsel as to form, to transfer the care, custody, management and control of the parcels of Town-owned land on Lakeshore Drive in Wayland, Massachusetts, known and numbered as 24 Lakeshore Drive, Wayland Massachusetts, and 26 Lakeshore Drive, Wayland, Massachusetts, to the Board of Selectmen for the purpose of conveying, selling or otherwise disposing of said parcels of land; and
- (b) authorize the Board of Selectmen, with the approval of Town Counsel as to form, to convey, sell or otherwise dispose of said parcels of land, subject to such conditions, restrictions and limitations as the Selectmen deem appropriate.

MOTION:

Susan W. Pope moved that the Town vote to:

- (a) authorize the Recreation Commission, with the approval of Town Counsel as to form, to transfer the care, custody, management and control of the parcel of Town-owned land on Lakeshore Drive in Wayland, Massachusetts, known and numbered 26 Lakeshore Drive, Wayland, Massachusetts, and described in the document recorded with the Middlesex South Registry of Deeds in Book 12786, Page 38, to the Board of Selectmen for the purpose of conveying, selling or otherwise disposing of said parcel of land; and authorize the Board of Selectmen, with the approval of Town Counsel as to form, to transfer the care, custody, management and control of the parcel of Town-owned land on Lakeshore Drive in Wayland, Massachusetts, known and numbered as 24 Lakeshore Drive, Wayland Massachusetts and described in the deed recorded with the Middlesex South Registry of Deeds in Book 9138, Page 468 to the Recreation Commission for recreation purposes and for the purpose of granting a septic system easement and a right of first refusal in said parcel of land;

(b) authorize the Board of Selectmen, with the approval of Town Counsel as to form, to convey, sell or otherwise dispose of said 26 Lakeshore Drive, subject to such conditions, restrictions and limitations as the Selectmen deem appropriate, including a restrictive covenant limiting the use of said parcel of land for the purpose of upgrading the septic system serving the building on the abutting property and the requirement that the buyer or buyers of said parcel shall pay the Town's closing costs of the transaction including, but not limited to appraisals, attorney's fees and recording fees; and authorize the Recreation Commission, with the approval of Town Counsel as to form, to grant (i) a right of first refusal to purchase the fee; and (ii) an easement in said 24 Lakeshore Drive to the owner or owners of the property known and numbered as 30 Lakeshore Drive, Wayland, Massachusetts, for the purpose of upgrading the septic system serving the building on said 30 Lakeshore Drive, subject to the requirement that holder or holders of said right and easement shall pay the Town's closing costs of the transaction(s) including, but not limited to appraisals, attorney's fees and recording fees.

AMENDMENT:

Michael Lowery moved that the Town vote to amend paragraph (b) by deleting the phrase starting at "(i) a right of first refusal to purchase the fee; and" and in the following line where it says 30 Lakeshore Drive it would become 22 or 30 Lakeshore Drive and two lines later where it says 30 Lakeshore Drive it would become 22 or 30 Lakeshore Drive.

VOTED ON AMENDMENT:

MOTION CARRIED

MOTION TO PASS OVER:

Clifford W. Lewis moved that the Town vote to pass over this article.

MOTION TO TERMINATE DEBATE:

Kimberly S. Reichelt moved that the Town vote to terminate debate:

VOTED ON MOTION TO TERMINATE DEBATE:

MOTION CARRIED

VOTED ON MOTION TO PASS OVER:

MOTION NOT CARRIED

MOTION TO TERMINATE DEBATE

Theodore S. Harding moved that the Town vote to call the question.

VOTED ON MOTION TO TERMINATE DEBATE:

MOTION CARRIED

POINT OF INFORMATION:

Frank Kennedy questioned if a 2/3rd quantum of vote was required for this Article.

Mark Lanza, Town Counsel stated that a 2/3rd quantum of vote was required for this motion.

VOTED ON MAIN MOTION AS AMENDED:

MOTION CARRIED BY 2/3RD MAJORITY

VOTERS REQUESTED A STANDING COUNTED VOTE:

VOTED ON MOTION AS AMENDED:

STANDING COUNTED VOTE BY MODERATOR:

OPPOSED: 32

IN FAVOR: 175 MOTION CARRIED BY 2/3RD MAJORITY

ARTICLE 28: REQUEST AUDIT OF SCHOOL FEE-BASED PROGRAMS SINCE FY2007

Proposed by: Petitioners

Estimated Cost: Not Provided by Petitioners

To determine whether the Town will vote to:

- (a) authorize and direct the Board of Selectmen, on behalf of town meeting, to make a formal written request of the Department of the State Auditor to conduct an audit of all fee-based accounts and programs, including all associated checking accounts, of the Wayland School District for fiscal years 2007 through 2012, inclusive, and earlier to the extent determined necessary by the State Auditor, and to authorize the Wayland School District to bear the cost of such audit should the state auditor charge therefor; and

- (b) appropriate a sum of money to be expended by the Wayland School Committee, which appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer from funds already appropriated for another purpose, or otherwise, This audit will help to ensure the timely and appropriate return of all monies owed to taxpayers and participants of fee-based programs from the Wayland Public Schools during said years and review all journal entries, carry-forward memos, encumbrances and bank accounts in connection with the Wayland School District during fiscal years 2007 through 2012, inclusive, to verify that there has been no misappropriation of taxpayer or fee-payer funds.

MOTION:

Shawn D. Kinney moved that the Town vote on Article 28 as printed in the Town Warrant.

POINT OF CLARIFICATION:

Cherry C. Karlson requested clarification on the amount of money to be appropriated and the source of funding.

Shawn D. Kinney clarified that the amount of money estimated would be \$30,000 and the source would be from free cash.

AMENDMENT:

Ellen M. Grieco moved that the Town amend Article 28 in paragraph (a) line 5 after the words “district to” add the words “supervise and” and after the word “audit” add the following phrase “such costs not to exceed \$30,000.

VOTED ON MOTION TO AMEND: MOTION CARRIED

MOTION TO TERMINATE DEBATE:

Mark A. Santangelo moved and was duly second that the Town vote to move the question.

VOTED ON MOTION TO TERMINATE DEBATE: MOTION CARRIED

POINT OF CLARIFICATION:

Cherry C. Karlson stated that the funding sources were not clear and requested clarification.

VOTED ON MOTION AS AMENDED:

1ST VOICE VOTE:

HAND COUNTED VOTE BY MODERATOR:

UNDECIDED

MOTION CARRIED

NEW MOTION TO CLARIFY ARTICLE 28:

Shawn D. Kinney moved that the Town vote to amend Article 28 by striking the terms in the two last lines of paragraph (a) where it stated “and to authorize the Wayland School District to bear the cost of such audit should the state auditor charge therefore; and”

NEW MOTION AS AMENDED:

Shawn D. Kinney moved that the Town vote:

- (a) authorize and direct the Board of Selectmen, on behalf of town meeting, to make a formal written request of the Department of the State Auditor to conduct an audit of all fee-based accounts and programs, including all associated checking accounts, of the Wayland School District for fiscal years 2007 through 2012, inclusive, and earlier to the extent determined necessary by the State Auditor, and to authorize the Wayland School District to bear the cost of such audit should the state auditor charge therefor; and
- (b) appropriate a sum of \$30,000 to be expended by the Wayland School Committee, which appropriation shall be provided by free cash. This audit will help to ensure the timely and appropriate return of all monies owed to taxpayers and participants of fee-based programs from the Wayland Public Schools during said years and review all journal entries, carry-forward memos, encumbrances and bank accounts in connection with the Wayland School District during fiscal years 2007 through 2012, inclusive, to verify that there has been no misappropriation of taxpayer or fee-payer funds.

POINT OF CLARIFICATION:

Thomas J. Fay requested that Town Counsel clarify what the effect of the last vote would be.

Mark Lanza, Town Counsel, stated that the last vote would seek two funding sources for the same thing and that those two funding sources are inconsistent.

MOTION TO AMEND:

Michael Lowery moved and was duly seconded that the Town vote to amend its recent vote under Article 28 by removing the words in paragraph (a) “and to authorize the Wayland School District to bear the cost of such audit should the state auditor charge therefore; and”

POINT OF INFORMATION:

A Voter stated that an hour had already passed and questioned if Town Meeting would start a new hour on this Article.

The Moderator declared that the motion was inconsistent and that he would extend the time for clarification.

POINT OF INFORMATION:

Michael Tichnor questioned if the Moderator would allow Town Meeting to amend a motion after it had been passed.

The Moderator stated that the Town had passed an article that had inconsistent funding sources and declared that it needed clarification and allowed the amendment.

VOTED ON MOTION AS AMENDED:

MOTION CARRIED

ARTICLE 29: HEAR REPORTS

Proposed by: Board of Selectmen

To determine whether the Town will vote to receive and act upon reports of Town officers, agents, trustees, commissioners, boards and committees.

MOTION:

Susan W. Pope moved and was duly seconded that the Town vote to accept the 2011 Wayland Annual Report, and those reports included in Appendix J of the 2012 Annual Town Meeting Warrant.

PUBLIC CEREMONY COMMITTEE ANNOUNCEMENT:

Richard Turner, Chairman of the Public Ceremonies Committee, announced that the Public Ceremonies Committee had chosen Donna Bouchard and her Associates as the 2012 the selectee of the Lydia Maria Child Award and that the presentation of this award would be made at a future date to be determined.

VOTED:

MOTION CARRIED

ARTICLE 30: CHOOSE TOWN OFFICERS

Proposed by: Board of Selectmen

To determine whether the Town will vote to choose Town officers, agents, trustees, councils, commissioners, boards, and committees not elected by official ballot.

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| As Trustees of the Allen Fund: | Sema Faigen Benjamin W. Johnson III Michael B. Patterson |
| As Fence Viewers: | The Selectmen |
| As Field Drivers: | The Constables |
| As Measurers of Wood and Bark: | Paul Doerr Lewis S. Russell Jr. Harry F. Sweitzer |
| As Surveyors of Lumber: | Susan W. Pope Jean B. Pratt Harry F. Sweitzer |

MOTION:

Susan W. Pope moved that the Town vote the following persons be nominated for the following offices in accordance with Article 30 of the 2012 Annual Town Meeting Warrant:

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|---------------------------------------|--|
| <u>As Trustees of the Allen Fund:</u> | Sema Faigen Benjamin W. Johnson III Michael B. Patterson |
| <u>As Fence Viewers:</u> | The Selectmen |
| <u>As Field Drivers:</u> | The Constables |
| <u>As Measurers of Wood and Bark:</u> | Paul Doerr Lewis S. Russell Jr. Harry F. Sweitzer |
| <u>As Surveyors of Lumber:</u> | Susan W. Pope Jean B. Pratt Harry F. Sweitzer |

and, there being no further nominations, the Town Clerk be instructed to cast one ballot for the same.

VOTED: MOTION CARRIED

| |
|--|
| <p>ARTICLE 31: RESOLUTION IN SUPPORT OF FUNDING ELECTRONIC VOTING THROUGH JUNE 30, 2015</p> |
|--|

Proposed by: Petitioners

To determine whether the Town will vote to adopt the following resolution:

LET IT BE RESOLVED, that Town Meeting endorses the use of an electronic voting service for all sessions of all town meetings through fiscal year 2015, subject to the Moderator's rules, and requests the Board of Selectmen and Finance Committee to include sufficient funding in the FY2013, FY2014, and FY2015 Omnibus Budget articles presented at the 2012, 2013, and 2014 Annual Town Meetings.

MOTION:

Alan J. Reiss moved and was duly seconded that the Town vote to:

LET IT BE RESOLVED, that Town Meeting endorses the use of an electronic voting service for all sessions of all town meetings through fiscal year 2015, subject to the Moderator's rules, and requests the Board of Selectmen and Finance Committee to include sufficient funding in the FY2013, FY2014, and FY2015 Omnibus Budget articles presented at the 2012, 2013, and 2014 Annual Town Meetings.

VOTED: MOTION CARRIED

Tellers Assigned For The Annual Town Meeting

| <u>Name</u> | <u>Address</u> |
|----------------------|--------------------|
| Judith Currier | 22 Algonquin Path |
| John Dyer | 287 Cochituate Rd. |
| Richard Gagney, Jr. | 11 Caulfield Rd. |
| J. Michael Gilbreath | 7 Jennison Ave. |
| Daniel Goessling | 15 Davelin Rd. |
| Megan Lucier | 2 Rice Spring Lane |
| Gloria Villari | 3 Winthrop Rd. |
| James Grumbach | 7 Winthrop Rd. |
| Rodney Hager | 92 Woodridge Rd. |
| Susan Hager | 92 Woodridge Rd. |
| Anna Meliones | 255 Concord Rd. |
| Clifford Lewis | 33 Claypit Hill Rd |

The Meeting adjourned Monday, April 23, 2012 at 10:02 P.M. sine die.

Attendance: 343

Respectively Submitted,

Lois M. Toombs, CMC
Town Clerk

Crandall, Seath

From: Shigley, Klaus <kshigley@wayland.ma.us>
Sent: Thursday, June 17, 2021 1:58 PM
To: Klaus
Subject: FW: Audit Committee

Sent from [Mail](#) for Windows 10

From: [Miller, Louise](#)
Sent: Monday, June 14, 2021 10:32 PM
To: [Shigley, Klaus](#)
Subject: RE: Audit Committee

Hi Klaus,

The Audit Committee is a committee set up by the Board of Selectmen. I have provided the charge, duties, and membership below. The charge is more limited than the Town Meeting warrant article.

On Monday, January 9, 2012, the Board of Selectmen voted to establish an Audit Committee. On September 10, 2012, and March 23, 2015, the Board of Selectmen revised the charge. The charge is as follows:

"RESOLVED, that the Board of Selectmen establish an Audit Committee to advise the Board of Selectmen, Finance Committee and town management including the Town Administrator, Finance Director/Town Accountant and Town Treasurer with respect to the town's internal auditing, financial systems and internal controls, and independent annual audit."

Duties shall include:

- Make recommendations to the Board of Selectmen on the selection of the independent auditor and recommend scope of the independent audit;
- Make recommendations to the Board of Selectmen for areas where extra focus or expanded attention may be appropriate
- Review annual financial statement and management reports prepared by the auditors and provide comments with respect to said review;
- Review and report to the Board of Selectmen at least annually on the status of management recommendations made by the independent auditor and corrective action taken by management;
- Additionally, with approval of the Board of Selectmen, provide assistance in support of the process for other external audits or reviews, which may include providing input on the scope, reviewing and ranking respondents to RFPs, acting as a point of coordination and support for the auditor conducting the work, and, if requested, provide advice to the requestor on reading and interpreting the report.

Committee Appointments

The committee shall be comprised of five (5) voting members serving for terms of three (3) years to be designated by the following committees and appointed by the Board of Selectmen, with preference given to

individuals with professional expertise in accounting, financial management, law, or business or not-for-profit organization management. No officer of the town or member of any board, committee or commission, whether elected or appointed, and no past or current town or school employee shall be a member of the Audit Committee:

- One (1) member to be designated by the School Committee;
- One (1) member to be designated by the Finance Committee;
- Three (3) members to be appointed by the Board of Selectmen;
- The Finance Director and Town Administrator shall serve ex officio without the right to vote and his/her presence shall not be counted in determining a quorum.

Initially, one (1) member designated by the School Committee and one (1) member appointed by the Board of Selectmen shall be appointed for one (1) year, one (1) member appointed by the Board of Selectmen and one (1) member designated by the Finance Committee shall be appointed for two (2) years, and one (1) member appointed by the Board of Selectmen shall be appointed for three (3) years to establish staggered, three-year (3) terms.

Louise L.E. Miller, J.D.
Town Administrator
Town of Wayland
41 Cochituate Road
Wayland, MA 01778
O: (508) 358-3620
C: (781) 697-6018

From: Shigley, Klaus <kshigley@wayland.ma.us>
Sent: Monday, June 14, 2021 5:19 PM
To: Miller, Louise <lmiller@wayland.ma.us>
Subject: Audit Committee

Hi Louise,

The attached word document has an article from the 2012 annual meeting.

The article tried to amend the bylaws to add an audit committee.

The article failed.

Yet, we have an Audit Committee.

Who can I work with to get a better handle on how the Audit Committee got started and who or what decided their mission.

The issue of scope came up at the last AC meeting. Dave Watkins attended our meeting and pitched this notion of expanding the scope to include: "Committee shall concern itself with evaluating the efficiency and effectiveness of town and municipal **operations**". Dave subsequently sent me the above word document to support his case. But the article failed.

So I need to know what's the official mission of the AC, and from whence does it derive it's authority. I don't see any mention of the AC in the bylaws.

Thanks,

Klaus

Sent from [Mail](#) for Windows 10

From: [Watkins, David](#)

Sent: Wednesday, June 9, 2021 10:21 PM

To: [Shigley, Klaus](#)

Subject: Here is the research I did.