

TOWN OF WAYLAND

WARRANT



2018 ANNUAL TOWN MEETING

Monday, April 2, 2018 7:00 P.M.

PLEASE NOTE:

**The location of the Annual Town Meeting
will be the**

WAYLAND HIGH SCHOOL FIELD HOUSE

DOORS OPEN AT 5:30 P.M.

ANNUAL TOWN ELECTION

Tuesday, March 27, 2018

**Precincts 1 and 4
Precincts 2 and 3**

**Town Building Gymnasium
Wayland Middle School Gymnasium**

VOTING HOURS: 7:00 A.M. TO 8:00 P.M.

www.wayland.ma.us

NOTICE

The Town of Wayland does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Wayland does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 (ADA).

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to Wayland's designated ADA Compliance Coordinator.

Name:	David Porter
Title:	Executive Assistant to the Town Administrator and Board of Selectmen
Office Address:	41 Cochituate Road, Wayland MA 01778
Phone Number:	(508) 358-3621
Fax Number:	(508) 358-3627
TDD:	(508) 358-0194 or 711
Days/Hours Available:	Monday, 8:00 a.m. to 7:00 p.m. Tuesday to Thursday, 8:00 a.m. to 4:00 p.m. Friday, 8:00 a.m. to 12:30 p.m.

Individuals who need assistance in seating for more effective communication are invited to make their needs and preferences known to the ADA Compliance Coordinator. Notification prior to Annual Town Meeting would be helpful.

**This notice is available in large print and on audio tape
from the ADA Compliance Coordinator.**

Be Prepared

The Board of Selectmen anticipates above-average participation in the April 2018 Town Meeting. If you plan on attending Town Meeting, especially on April 3 or April 5, please be aware of the following:

1. Parking at the High School will be limited to the 475 marked parking and 15 marked handicapped spaces. There will be NO parking allowed on any roadway or grass within school grounds. There will be people on site to assist residents and to help ensure that we utilize each and every space. Carpooling is strongly encouraged.
2. Once the High School parking lots are full, drivers will be directed to offsite parking at Saint Ann's Church and other sites, as needed. Buses will transport residents from satellite parking lots to Town Meeting.
3. The doors will open at 5:30 to allow adequate time to check in and receive an electronic voting hand set.
4. For everyone's safety, the maximum capacity of the Field House will be monitored and strictly enforced. If we reach capacity in the Field House, the Auditorium will be opened. Residents who arrive after the Field House is full will be directed to the check in station outside the Auditorium to receive their handsets. The Auditorium will have full two-way audio and visual communications with the proceedings in the Field House. The Moderator has assigned an Assistant Moderator to manage the process in the Auditorium for the duration of each night.
5. Seating in the Field House will be opened in sections, as needed. Public safety officials will open the rows from the front to the back as each section fills up. Please move in to fill each and every available seat. The bleachers will be available at any time.
6. It is important to note that the handsets issued in the Field House will ONLY work in the Field House and the handsets issued in the Auditorium will ONLY work in the Auditorium. Your vote matters, so please remain in the proper area.
7. If you arrive after Town Meeting has started, please be respectful and keep the noise from conversation to a minimum. Once you have received your handset, please move in to the arena and find a seat. For everyone's safety, congregating at the entrance and exits will not be allowed.
8. It is very important that you plan to arrive and check in as early as possible. Town Meeting will not be delayed for residents who arrive late and may be waiting in line when an article important to them comes up for a vote. The welcome teams will do everything reasonably possible to get people in to Town Meeting as swiftly as possible.
9. Fire, Police, and EMS staff will be on duty each night of Town Meeting. If you have any issues, please seek out one of them for assistance.

If you have specific questions on the logistics or attendance on April 3 or April 5, please email the Fire Chief, David Houghton, dhoughton@wayland.ma.us.

**TOWN OF WAYLAND
2018 ANNUAL TOWN MEETING WARRANT
WITH REPORT OF THE FINANCE COMMITTEE**

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ADJOURNED MEETINGS

It is anticipated that if adjourned meetings are necessary to complete action on this warrant, they will be held on the following dates and times, subject to Town Meeting approval:

April 3	–	Tuesday	7:00 p.m.
April 5	–	Thursday	7:00 p.m.
April 9	–	Monday	7:00 p.m.

and thereafter, as may be necessary, on dates as Town Meeting directs.

If you have any questions about the Articles, please attend **the Warrant Hearing on Monday, March 26, 2018, at 7:30 P.M.** at the Town Building. You may also call the Town Administrator’s office at (508) 358-3621 before Town Meeting.

NOTICE REGARDING MOTIONS

This warrant for Wayland Town Meeting is issued by the Board of Selectmen and is served upon all residents by mail to each household and by posting at the Town Building, the Wayland Public Library, the Cochituate Fire Station or the Cochituate Post Office, and at Happy Hollow School. It contains the agenda of subjects to be acted upon - the articles.

By state law, no action at the Town Meeting is valid unless the subject matter is contained in the warrant. This requirement means only that the subjects to be acted upon must be sufficiently stated in the warrant to apprise voters of the nature of the matters with which the meeting is authorized to consider. It does not require that the warrant contain an accurate forecast of the precise action that the meeting will take upon those subjects. A valid motion at Town Meeting may differ from the underlying article, but it must be within the scope of that article.

If you are in doubt about the action Town Meeting might take under an article, you should plan to attend Town Meeting.

TOWN MEETING PROCEDURES

Town Meeting functions best when all voters are familiar with its rules of procedure. A summary of those rules appears in the document, “The Moderator’s Rules and Regulations Governing Wayland’s Town Meetings” prepared by the Moderator and included as part of this warrant booklet. See rules at Appendix A. Copies of the pamphlet, “The Moderator’s Handbook for Wayland Town Meetings,” are available at the Selectmen’s Office in the Wayland Town Building, or online at https://www.wayland.ma.us/sites/waylandma/files/uploads/moderators_handbook.pdf.

NO SMOKING NOTICE

Voters are reminded that no smoking is permitted on school grounds.

QUANTUM OF VOTE

The quantum of vote is specified in the warrant for each article.

For those articles involving appropriations which are anticipated to be provided by taxation or from available funds or transferred funds previously appropriated for another purpose, a majority quantum of vote is indicated. For articles which are anticipated to be funded by borrowing, a two-thirds quantum of vote is indicated.

Certain articles request the action of Town Meeting under its general legislative powers (i.e., to hear and accept reports, to appoint a committee, to adopt a resolution or “sense of the meeting” vote, etc.), and in such cases no particular statute is referenced. Town Counsel has advised that, as a matter of common law precedent in Massachusetts, such matters are decided by a majority vote.

HOW TO VOTE ELECTRONICALLY

WAYLAND HIGH SCHOOL- Monday, April 2, 2018 at 7:00 PM

During the April 2015 Annual Town Meeting, Wayland’s citizens approved a resolution endorsing the use of wireless electronic voting for all sessions of all town meetings through fiscal year 2019. Instead of shouting out Aye or No, raising our hands, or standing to be counted, we’ll use electronic handsets to register our votes quickly, accurately, and privately during the upcoming Annual 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 Yes, 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.

Town Meeting will be held in the High School Field House. You can use any check-in station; waiting in one line based on the first letter of your last name is no longer required. As you’re checking in, you’ll be issued a



handset for your exclusive use during that session. Voting with a handset issued to anyone else is strictly forbidden. If attendance makes it necessary to also use the High School Auditorium, you will be directed to the appropriate check-in location.

If your phone, tablet, or laptop supports Wi-Fi, please disable this feature, as doing so will enhance performance of the electronic voting system.

Before each vote, the Moderator will summarize the motion or amendment being decided. He'll 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 Yes, 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 don't want to participate but accidentally push the 1 button or the 2 button, you can clear your unintentional vote by pushing the 3 button. When the 30 second interval is over, the "voting light" will be extinguished, and the Moderator will announce that the vote is complete; shortly thereafter, the Moderator will announce the results.

You should check-in at least 5 minutes before a vote to be certain that your handset can be used in that vote. If pushing your handset's 1 button or 2 button during a vote produces a can't vote yet message on its display, please raise your hand; the Moderator will direct personnel from the Help Desk to provide you with a paper ballot to record your vote.

If you inadvertently turn your handset off by pushing the power button in its lower-right corner, its display will be blank; push the power button briefly 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 Yes or the 2 button for No.



If you temporarily leave your seat during the meeting, please keep your handset with you. If you're visiting the restroom, you can leave your handset with the Exit Desk staff. When you leave the Field House or Auditorium – either during a session or at the close of a session – please place your handset in one of the bins at the Exit Desks. 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 Yes or No on its display, please raise your hand; the Moderator will direct personnel from the Help Desk to 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 you're 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 Help Desk personnel. 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

REPORT OF THE FINANCE COMMITTEE

1 REPORT OF THE FINANCE COMMITTEE

The Finance Committee is pleased to present our Report to Annual Town Meeting. The report focuses primarily on the Town's FY19 Omnibus operating budget and capital plan recommendations. The Finance Committee seeks to balance the goals, desires, and limitations of a broad spectrum of residents in Wayland. Some residents demand more and better services from town government while others struggle with the property tax obligations and other fees that the town government imposes and additional residents focus on the wants of a specific interest group for which they are advocates.

With the Finance Committee's recommendations, the Town tries to balance the demand for services against the cost of delivering those services. The Finance Committee seeks to gain efficiencies, cost savings and benefit from innovations in town operations, budgeting, and finances. Decisions in FY19 will significantly impact the Omnibus budgets for the next decade.

For FY19 the Finance Committee is recommending a General Fund Budget of \$79,895,000 or a 3.64% increase over FY18 and an estimated tax rate of \$18.80 as shown in Table 1 below. This amount exceeded the Finance Committee's 3.5% guideline by .14%. The Committee's recommended FY19 operating and capital budgets together would result in an increase in the average household's property tax bill of roughly 6.81%. The six major capital projects before the town, the Big 6, are proposed in Town Meeting Articles. Thus, these costs are not included in the Town's FY19 Omnibus Budget as these items will be voted on at Town Meeting in separate Warrant Articles and if passed will not impact the tax rate until FY20.

FY 19 Tax Rate Estimate¹	\$18.80	FY17 Peer Town Average Tax Bill	\$16,915
Increase over FY18	4.27%	Finance Peer ²	12 th / 13
Operating Expenses³	\$79,894	Receipts	\$79,894
Increase over FY18	3.64%	Property Tax	\$67,649
Town:	5.56%	State Aid	\$ 5,405
School:	3.49%	Local Receipts	\$ 4,900
		Other	\$ 1,940
Cost Drivers		Capital Expenses	\$ 5,182
Increases in Payroll	\$1,841	DPW	\$ 1,280
Assessor's Overlay	\$225	Facilities	\$ 440
16 FTE's		Fire	\$ 55
		School	\$ 1,121
		DPW Water	\$ 2,010
		Other	\$ 276
Use of Free Cash	\$ 1,126	Debt Service	\$ 7,201
Toward Capital Expenses	\$ 1,126	School Items	\$ 3,030
Toward Operating Expenses	\$ -	Town Items	\$ 4,171

Table 1 Omnibus Budget Quick Facts

¹ Assumes 2.5% increase in assessed value of homes over FY18

² Based on Division of Local Services 2017 Average Single-Family Tax Bill for Finance Committee Peer Towns

³ In addition to the FY19 operating budget expenditures this figure splits the debt service and healthcare cost between the Town and School based on actual borrowings and headcount. The allocation does not account for new hiring, shared operating expenses such as IT and Nursing.

The Committee expressed its concern over several issues, including:

- 1) Managing Omnibus Budget decisions strategically
- 2) Maintaining Moody's credit rating
- 3) Prioritizing and scheduling capital expenditures
- 4) Pursuing productive hiring practices
- 5) Seeking out opportunities for raising Local Receipts and finding value added services

1.1 Overview of the Recommended Budget & Financial Plan

According to Moody's Credit analysis report:

- The Town of Wayland has a stable residential valuation that is expected to continue and benefit from high wealth and income levels; and
- Although the financial position has weakened it has been showing signs of stabilization and gradual increase in reserves; and
- The debt burden remains manageable with average pension liability and strong funding towards OPEB liability; and
- The Town's renewed commitment to fiscal management could lead to stable financial operations.

The Town is in a unique position this year and must consider atypical issues. In the past, the Town has been asked to consider a major new project like the High School or DPW buildings every few years. However, this year the Town will have to consider six major proposals, one of which has a non-negotiable deadline. As a result, residents must take into account the unique characteristics of this situation to evaluate financial concepts and aspects of our financial situation which were thought about in the past but not all at once. The following describes these financial concepts and aspects of our financial situation.

1.1.1 Three Financial Concepts

There are three important financial concepts that may influence decision making: the tax levy and the levy limit, debt service, and debt.

1.1.1.1 Tax Levy and Tax Levy Limit

The tax levy is the revenue Wayland can raise each fiscal year through real and personal property taxes. The amount that can be raised is limited by Proposition 2 ½. The *tax levy* is the amount of revenue the Town can impose. The levy limit is determined by a formula that only can be exceeded with approval at the voting polls. Decisions that residents make regarding the tax spending they are willing to support directly impacts the levy and how close they get to the levy limit. A simple analogy is that the Town of Wayland owns a credit card and the expenses are paid for with property taxes from residents. The Town credit card has a credit limit (tax levy limit) set by the State. If all of Wayland's expenses each year fit within the credit limit, we can choose to increase the amount we spend (difference between the levy and levy limit) at Town Meeting.

If the spending budget in any year is up to or above the credit line, residents can vote at the polls to initially approve or disapprove the amount above the credit line (*override* amount).

Wayland citizens may also vote at the polls whether to apply for a separate line of credit, which temporarily increases the Town's total credit line spending to pay for large capital items that are deemed important and that require borrowing. This is called a *debt exclusion*.

For the past 10 years, Wayland has been in the enviable position of having a tax levy limit that exceeds the revenue it needs to cover spending.

1.1.1.2 Debt Service

The second financial concept is *debt service*. This is the incurred principal and interest the Town pays toward capital expenditures that are financed by borrowing. By deciding how much to borrow, Wayland residents determine how much debt service they will accept and assign to future generations. Unlike the tax levy, where the residents fund expenses directly, debt service payments are made to investors who buy Wayland's Aaa-rated bonds. For the fiscal year beginning July 1, 2018, Wayland's principal and interest payments will be \$7,201,386 which is 9.01% of the proposed general fund revenues.

1.1.1.3 Debt

The third financial concept is debt. When the Town chooses to pay for capital items using borrowing, it incurs debt. Residents control the overall Town's indebtedness when they approve or disapprove incurring debt to pay for large capital projects. When residents choose to pay for items using debt, the Treasurer and the Board of Selectmen decide how much and how long the Town is willing to borrow for the project. At the voting polls, residents determine whether or not they want the Town to treat the payments due on the debt as exempt debt (*debt exclusion* that was previously described) which temporarily increases the tax levy limit. Alternatively, residents can request that debt be classified as *non-exempt* and projects be paid for within the existing tax levy (up to the credit line).

1.1.2 Three Relevant Aspects of Wayland's Financial Situation

The considerations before the Town have three important aspects: contractual obligations, Moody's Bond rating, and six major proposed projects (Big 6).

1.1.2.1 Contractual Obligations

The Town's contractual obligations arise from the most recent collective bargaining agreements (CBA) for the Town and School. Town officials successfully negotiated agreements with School and Town Unions that resulted in a compounding commitment annually of approximately 2% to 2.25% increase each year for a period of 3 years. Salary expenses budgeted for FY19 represents the second year of the agreements. Since salaries represent approximately 70% of the overall budget, the 2% to 2.25% increase represents the minimum increase the Town is obligated to incur. This part of the Town's financial reality and does not represent a decision by residents.

1.1.2.2 Moody's Rating

Moody's is a financial firm that rates municipal bonds and the towns that issue these bonds. Investors consider these ratings to gauge the relative creditworthiness of securities. Simply stated, the better the rating, the lower the interest rate the Town is charged to borrow. On February 20, 2018, Moody's reiterated their *Aaa with negative outlook* rating. They indicated that "the negative outlook reflected a weakening in the town's financial position given reserves trending below historical averages due to the increased use of free cash to fund operations in recent years". Moody's warned that Wayland's municipal bond rating could be *downgraded* because of:

- FY18/FY19 operating deficits (use of reserves to fund operations)
- Lack of improvement in the available fund balance as a percent of revenues
- Increase in the debt burden or pension liability
- Sizeable debt issuance that is not excluded from the levy limitations of Proposition 2 ½

If Wayland is to preserve its Aaa bond rating, we must substantially improve the Wayland’s financial position in the near term. To do this, Wayland residents should consider these criteria from Moody’s as a guide to their decision-making:

- Zero use of Free Cash to pay for operating expenses or capital expenses that are recurring in nature (The Finance Committee has worked on this strategy for over 3 years and the FY19 budget achieves an operating budget with zero (\$0) use of free cash).
- Maintain fund balance at a minimum of 20% of general fund budget and manage unused levy capacity to provide additional revenue flexibility.
- Moderate future non-exempt annual borrowing to an estimated \$4-5 million annually.
- New substantial projects should be paid with exempt debt.

If the Town were not to take the steps required to preserve its Aaa bond rating, a reduction by Moody’s to an Aa rating would result in higher interest rates on future Wayland’s borrowings by .11% to 1%. For example, if the Town were to borrow \$1 million over 10 years the total interest cost could rise. The incremental cost if the Town were to borrow \$5 million each year for 10 years would increase by \$27,000 to \$275,000 per year.

1.1.2.3 Summary of the Six Major Capital Projects (Big 6)

There are six major capital projects before the town, the Big 6 and approval of these projects will increase the, level of debt, and debt service beginning in FY20. The six projects are summarized in the Table 2 below:

No	Project	Key Points (more information is available in each Article writeup)
1	New Library	<ul style="list-style-type: none"> • \$10 million State Grant • Timing for such a large borrowing was not planned for • Operating & Maintenance costs not evaluated • Improves Services • Overlap of purpose with CC/COA
2	Loker Recreation Field	<ul style="list-style-type: none"> • Improves field inventory • Acts on long term plan to improve land • Incomplete design • Operating & Maintenance costs not evaluated • FY21 project moved to FY19
3	Community Center / Council on Aging Design	<ul style="list-style-type: none"> • Acts on long term plan • Improves connection to Town Center • Meets State and Federal Guidelines • Timing for such a large borrowing was not planned for • Overlap of purpose with Library

No	Project	Key Points (more information is available in each Article writeup)
4	High School Part 1 & 2 Recreation Areas	<ul style="list-style-type: none"> Major renovation & reconstruction of the High School Athletic Facilities Potential for well and watershed protection Incomplete design Operating & Maintenance costs not evaluated
5	Town Building Renovations	<ul style="list-style-type: none"> Routine maintenance of property properties with relocation and expansion of facilities Leverage of recent insurance claim for Sewage Backup fixes Incomplete design Operating & Maintenance costs not evaluated COA disposition unknown
6	Fire Station 2 Renovations	<ul style="list-style-type: none"> Fixes safety issue with fire suppression safeguards Provides gender-specific habitation facilities Incomplete design

Table 2 Six Major Projects Key Finance Committee Points

The Finance Committee provides the following table for voters to use when assessing whether to proceed with the above-listed projects. The information was provided to the Board of Selectmen as a follow up to the debt exclusion presentation. With 6 major projects to consider, there are 64 scenarios ranging from “do none” to “do all”. Six of those 64 scenarios are characterized here:

Scenario	Description	Estimated FY20 and Future Tax Rate Impact	Estimated FY20 Debt Service	Estimated Lifetime Principal and Interest Cost	Finance Committee Comment
Baseline	Do none of the Big 6	\$0	\$0	\$0	No increase in debt burden Continues to defer necessary projects that will be higher in cost if postponed
All	Do all Big 6	\$0.88	\$3,306,490	\$45,108,540	Increases debt burden Affects tax levy if non-exempt debt
Repairs Only	Do Town Building Renovations, Fire Station 2 and Part 1 of the High School Athletic Preferred Improvement Plan	\$0.16	\$573,075	\$6,912,288	Increases debt burden Minimally affects tax levy if non-exempt debt

Scenario	Description	Estimated FY20 and Future Tax Rate Impact	Estimated FY20 Debt Service	Estimated Lifetime Principal and Interest Cost	Finance Committee Comment
Library	Do Library Only	\$0.53	\$1,534,482	\$29,963,577	Increases debt burden Minimally affects tax levy if non-exempt debt Town will lose \$10 million grant if not approved
Schools	Do Only for Part 1 & 2 of the High School Athletic Preferred Improvement Plan	\$0.16	\$591,908	\$6,573.788	Increases debt burden Minimally affects tax levy if non-exempt debt
Recreation	Do Only Loker	\$0.08	\$290,000	\$2,495,000	Increases debt burden Minimally affects tax levy if non-exempt debt

Table 3 Scenarios for Six Major Projects

The Finance Committee recommends that projects that are maintenance and safety related be high priority and that decisions are consistent with established budget principles. As such, the following projects are priorities: Town Building renovation, Fire Station 2 and Part 1 of the High School Athletic Preferred Improvement Plan. Because the Design deliverables related to Part 1 of the High School Athletic Preferred Improvement Plan may not be finalized by Annual Town Meeting, it might be more prudent to defer this decision until residents can better understand how design determinations will impact recurring operating, maintenance and capital costs.

The Finance Committee advises that Big 6 borrowing be done with exempt debt. Funding any of these large projects with non-exempt debt would further increase the risk of Moody’s rating downgrade and negatively impact the tax levy limitations.

The recap of the FY 19 operating and capital budget process is summarized in Figure 1 The Finance Committee’s Recommendation Process:

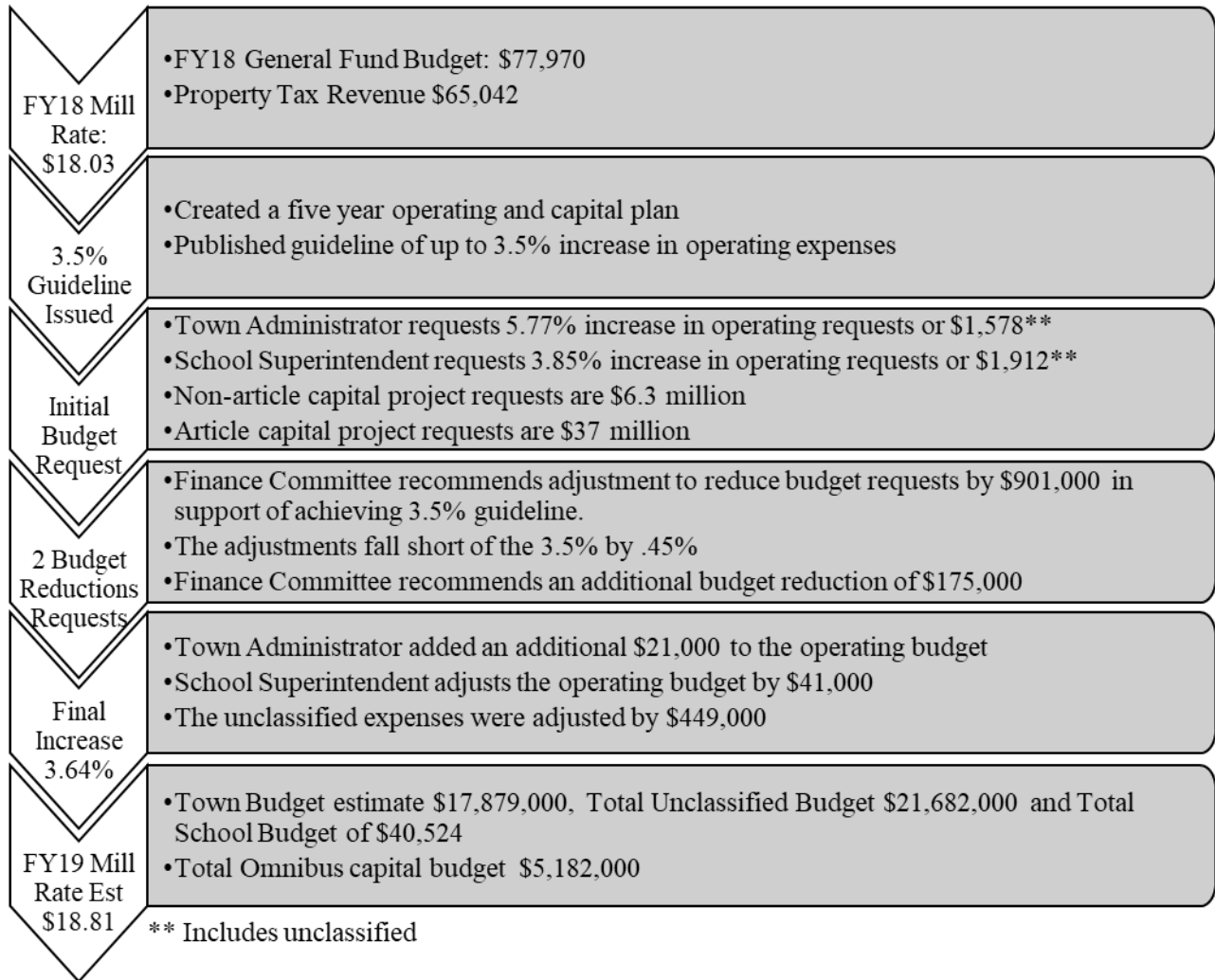


Figure 1 The Finance Committee Omnibus Budget Process Recap

2 KEY FY19 FINANCIAL CHALLENGES FACING THE TOWN

In FY19, the Town faces key issues including budget development challenges, revenue growth, operating expenses, capital expenses, reserves or fund balance, levy and debt exclusion, and human resources. Table 4 makes note of various recommendations that the committee recorded throughout the year and associated strategies in which the Finance Committee engaged, or the associated Town Department communicated.

Recommendation	Observation	Strategy
<p>Manage Omnibus Budget Decisions Strategically</p>	<p>There are several capital project Articles that are greater than \$1 million. These requests for capital have the potential of compromising the Town’s future flexibility and increases the probability of overrides by 2021 unless funded with a debt exclusion.</p>	<p>Prior to funding the proposed projects, commit to classify the debt as exempt debt through a debt exclusion contingency or a vote at the polls.</p>
	<p>Healthcare and pension expenses are 15% of the budget and are projected to grow by more than 4% for the next 15 to 20 years.</p>	<p>The Town has been proactive at controlling health care expenses. That needs to continue. Pensions are set by the state. Seek changes/reforms at the State level. For both health and pensions, a move toward defined contribution arrangements would help.</p>
	<p>The cost of school bus parking and energy are increasing by more than 2.5%.</p>	<p>Continue to identify bus parking alternatives, and green energy alternatives.</p>
	<p>OPEB has historically been paid for with free cash.</p>	<p>Free cash depletes fund balances which need to get replenished. Change the bylaw to move OPEB costs to the operating budget.</p>
	<p>Roads have historically been paid for by borrowing.</p>	<p>Recurring expenses properly belong in the operating budget. Town needs to reduce debt levels.</p>
	<p>As General Fund expenses grow, because of the ratio of fund balance to expenses, as suggested by Moody’s, the Fund Balance must grow correspondingly.</p>	<p>Grow fund balances to a minimum of 20% of General Fund Revenue.</p>
	<p>Capital expenditure plans are primarily focused on one year at a time.</p>	<p>Fund up to \$2 million of new projects with cash capital. Debt service expenditures should follow scheduled debt service retirement. Only use Free Cash to support a pay as you go strategy for one-time capital expenses.</p>
<p>Maintain Moody’s Credit Rating</p>	<p>Moody’s rates Wayland’s bonds at Aaa, but with negative outlook</p>	<p>Maintain reserve levels (fund balance) at 20% of general fund revenue and moderate future annual borrowing to an estimated \$4-5 million.</p>

Recommendation	Observation	Strategy
Prioritize and Schedule Capital Expenditures	The current five-year capital plan captures the needs of Town Departments but does not schedule or prioritize the needs Town wide.	Improve quality of capital planning by prioritizing projects that target repairs, maintenance of infrastructure, compliance or mandates and safety. Establish a future capital expenditure stabilization fund.
Improve Diligence in Hiring Practices	Town wide payroll expense has increased 19% since 2015 and represents the Town’s single most significant expense. Health and pension costs are increasing at 8% and 6.5% respectively.	Manage a sustainable plan that manages the tradeoff between cost and experience for all Town positions.
Improve Town Wide Budgeting Process	The FY19 budget process is decentralized. There is no dedicated Town-wide resource responsible for budgeting.	Assign a dedicated resource, invest in process automation and improve policy.
Improve Local Receipts and Associated Service	Improvements to Town Building may not be coordinated with changes in Town customer service operations.	Review 2002 Maximus Report findings which provided a plan to improve customer satisfaction and raise fee revenues.

Table 4: Budget Development Challenges

2.1 Revenue Growth

The property tax remains the Town’s primary revenue source, comprising 84.67% of total revenues. Because Wayland has very little commercial development, residential property owners pay 95.08% of the total property tax collected by the Town.

2.2 Operating Expenses

Operating Budget Drivers		
<i>Department</i>	<i>Dollar Increase</i>	<i>Percent Increase</i>
Schools	1,367,552	3.49%
Parks Department	102,850	11.01%
Health Insurance	325,600	4.52%
Retirement	286,615	6.57%
Fire Department	216,457	7.79%
Medicare Tax	74,451	12.62%
DPW	63,566	3.97%
School Bus Parking	50,000	100.00%
Recreation	35,888	20.44%
Elections	28,008	199.00%

Table 5 Operating Budget Drivers

Key expenditures (Table 5) impacting the FY19 Budget are the following:

- The School Department’s budget increased due to personnel contract costs based on the recently settled collective bargaining agreements, 6.89 new FTEs and their associated benefits, and non-personnel costs changes.

- The DPW budget changes were due to storm water permitting, road frontage landscaping materials and small equipment purchases.
- The Public Safety increases are due to plans to hire two new firefighters and the Police Department plans to hire one new police officer.
- An increase in costs for Town Counsel is due to accommodating 40B projects, the work on the existing library, frontage landscaping and labor negotiations support.
- An increase in Unclassified cost is due to school bus parking, health insurance and retirement benefits. Health insurance supports 889 users, 634 individuals and 255 families. Approximately 25% of the costs are allocated for Town employees and 75% for School employees and are reported under the Unclassified management accounts.

2.3 Capital Expenses

The Finance Committee recommends a capital budget that will provide for maintenance, replacements and improvements to existing buildings, infrastructure and equipment. Time has proven that deferred capital improvements result in future higher repair and replacement costs. The proposed budget identifies and funds \$5,182,000 in capital expenses (\$2,010,000 Water Enterprise, \$1,121,000 School, \$55,000 Fire, \$230,000 Information Technology, \$440,000 Facilities, \$46,000 Conservation and \$1,280,000 DPW).

2.4 Reserves or Fund Balance

The Town has communicated to Moody's that it will maintain a fund balance of \$16.1 million or 20.15% of general fund revenue, which represents both committed and uncommitted Town reserves. The Finance Committee recommends that the Town maintain and improve the current Fund Balance ratio. In comparison to 18 Aaa rated towns, Wayland ranks 10th in fund balance and 13th in debt service to general fund revenue.

2.5 Debt and Debt Service

The grand total of committed debt in FY19 beginning on July 1, 2018 is estimated to be \$78,275,045 with debt service payments of \$8,960,735 inclusive of all funds. The total to be paid by the General Fund is \$56,996,200, Mainstone debt to be paid by the CPA is \$6,885,000, Wastewater debt is \$4,174,741, Water Debt is \$10,168,800 and other Title V Betterment debt is \$50,304. These figures do not include approximately \$2,915,360 in authorized but unissued debt approved in FY17 that has yet to be bonded at the time of writing this report.

In FY19 the Town is projecting that the General Fund Revenues will be \$79,894,945. In consideration of the Finance Committee's guideline that Total Debt with direct recourse to the General fund be a maximum of 100% of General Fund Revenues, the maximum amount of additional debt that the Town could add under this guideline in FY19 is \$25,833,745. However, the maximum recommended amount of debt service is \$7,894,945 or \$985,983 in additional debt service over FY18 which would support significantly less debt than the 100% of General Fund Revenue guideline. In practice, however, it is permissible to exceed these guidelines if necessary to fund very large projects, as was the case with borrowing for the new high school in 2011, if taxpayers are willing to pay for the projects. As you increase the debt levels with extended repayment periods (e.g. 20 years) you reduce your financial flexibility for future borrowings such as replacing school buildings that are 60 years old.

2.6 Levy and Debt Exclusion

It is anticipated that the current expense trend will continue and as a result will put pressure on the Town levy. Based on the projected ongoing General Fund expenses increasing on average 3.5% year over year, the Town is positioned to avoid an override for at least 10 years. As the average rate of increase climbs, the period before an override is required decreases. If the town chooses to approve the Big 6 as proposed in FY19, but with non-exempt debt, it is anticipated that the entire Levy capacity would be used by FY21 or sooner if interest rates increase significantly. This would result in the Town being put in a position to require overrides if it were to continue increasing budgets at 3.5% per year. Therefore, the Finance Committee recommends using exempt debt to fund these projects. In FY19, it is anticipated that the Town will have \$5,538,437 in levy capacity.

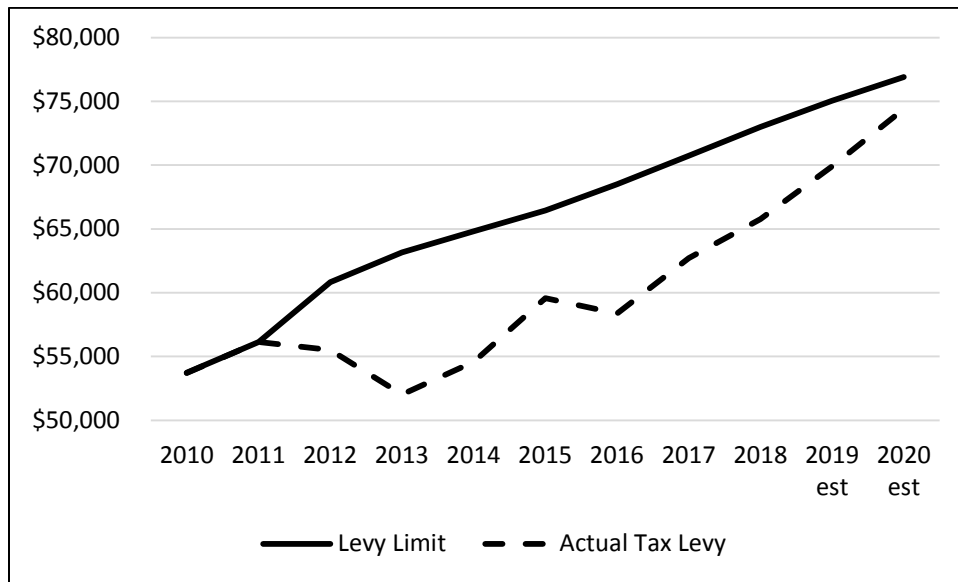


Figure 2 Actual and Forecast Levy Limit by Fiscal Year

2.7 Human Resources

Payroll expenses increased from FY15 to FY16 by 8.13% and 10% from FY 16 to FY17 for a total increase of 19% over three years or \$7,665,975. The percentage increase includes all wages paid to all employees in all funds, including those paid from revolving funds, enterprise funds, and grant funds.

2.8 Budget Process

The Finance Committee is an appointed body of volunteers that represent the legislative arm of the Town or residents that participate in Town Meeting. Each year the Finance Committee collaborates with various Town Boards, Departments and leadership to create deliverables. The Finance Committee’s role is to define financial strategy for the Town, recommend a fiscally responsible operating budget and capital spending plan in accordance with the strategy and provide factual and relevant information to residents so they can make informed decisions at Town Meeting.

3 FY19 FINANCIAL SUMMARY AND SCHEDULES

There are several components to the Omnibus Operating Budget. The General Fund Operating Budget funds most municipal and much of school operations (schools receive grants and user fees to fund a portion of their operation). Three other municipal enterprise fund operating budgets (Water, Wastewater, and Septage), along with the General Fund Operating Budget add up to the Omnibus

Budget. The Finance Committee recommends budgeting enterprise expenses to equal fee revenues generated in the enterprise fund budgets. In other words, the enterprise funds generally support themselves through fees charged to their users based on usage.

In this report, the Committee focused on the General Fund Operating Budget. It recommended an Operating Budget with operating expenses totaling \$79,895,000 and other expenses of \$1,862,000 (overlay \$600,000, cash capital \$600,000, OPEB \$492,000, State Assessments \$153,000, Cherry Sheet Offsets \$18,000), for a total amount to be raised of \$81,757,000.

The Committee estimates total revenue from property taxes, local receipts, and state aid in FY19 will be \$77,953,970. Tables Six, Seven, and Eight below, summarize General Fund overall budgeted expenses and revenues and expense budget summaries by category. Table Nine summarizes Enterprise Fund expenditures and Table Ten shows tax history and estimates the average property tax bill if the recommended budget is approved.

Summary of General Fund Expenses and Revenues (000's)				
	Approved FY 2017	Approved FY 2018	Proposed FY 2019	Change Over Three Years
Operating Budget	74,651	77,090	79,895	7.02%
Other Expenses	1,003	880	1,862	85.64%
Total Amount to be Raised	75,654	77,970	81,757	8.07%

Table 6 Summary of General Fund Expenses and Revenues

Expense Summary of General Fund by Function (000's)				
	2017 Approved	2018 Approved	2019 Proposed	Change Over Three Years
General Government	3,933,342	3,993,968	4,140,705	5.27%
Public Safety	5,986,399	6,152,426	6,440,070	7.58%
Land and Planning Use	849,868	851,001	688,501	-18.99%
Schools	37,722,833	39,156,483	40,524,035	7.43%
Regional Vocational Schools	68,618	185,000	199,452	190.67%
Public Works	2,247,348	2,601,247	3,178,366	41.43%
Snow Removal	450,000	450,000	450,000	0.00%
Human Services	2,622,401	2,709,220	2,791,595	6.45%
Debt and Interest	7,507,251	7,544,703	7,201,386	-4.07%
Retirement	4,235,414	4,362,369	4,648,984	9.76%
Unclassified	9,028,000	9,083,667	9,631,851	6.69%
TOTAL - GENERAL FUND	74,651,474	77,090,084	79,894,945	7.02%

Table 7 Expense Summary of General Fund by Function

Summary of General Fund Revenues				
	Approved FY 2017	Approved FY 2018	Proposed FY 2019	Change Over Three Years
Property Tax Revenue	\$62,709	\$64,148	\$67,649	7.88%
State Aid	5,029	5,284	5,404	7.46%
Local Receipts	4,400	4,709	4,900	11.36%
Transfers from Funds	1,263	1,549	1,226	-2.93%
Ambulance Receipts	360	615	635	76.39%
Free Cash	1,500	500	0	-100.00%
Overlay Surplus	300	200	0	-100.00%
Bond Premium	90	85	80	-11.11%
Total Revenue	75,651	77,090	79,894	5.61%

Table 8 Summary of General Fund Revenues

Summary of Enterprise Fund Expenses (000's)				
	Approved FY 2017	Approved FY 2018	Proposed FY 2019	Change Over Three Years
Water Fund	\$3,787	\$4,002	\$4,019	6.13%
Septage Fund	53	0	0	-100.00%
Wastewater Fund	743	713	795	7.00%
TOTAL - ENTERPRISE FUNDS	4,583	4,715	4,814	5.04%

Table 9 Summary of Enterprise Fund Expenses

Real Estate Tax Forecast				
	Approved 2017	Approved 2018	Proposed 2019	Change Over Five Years
Real Property Tax Rate Forecast				
Property Tax Revenue	62,712	65,042	69,512	10.84%
Total Assessed Valuation	3,457,138	3,607,434	3,697,620	6.96%
Equals Tax Rate (Mils)	18.14	18.03	18.80	3.64%
Percent Change in Tax Rate from Prior Year	4.61%	-0.61%	4.27%	
Average Residential Real Property Tax Bill (assuming \$655,000 assessment-not in thousands)				
	12,080	12,188	12,711	5.22%
<i>Average Annual Change from prior year</i>	2.99%	0.89%	4.30%	
<i>Cumulative Change from FY 15</i>	0.26%	1.15%	5.51%	

Table 10 Real Estate Tax Forecast

For estimating purposes, the Finance Committee assumes the FY19 total assessed real property valuation (in italics above in Table 10) will increase by 2.5%, which may understate (or overstate) the actual increase. The Board of Assessors cannot confirm the actual FY19 valuation until the fall of calendar year 2018.

3.1 Summary of the Capital Improvement Plan

The Finance Committee reviewed \$44.5 million in capital requests for FY19 from Town boards and departments. After considering the merits of each request individually as well as the collective impact and discussions with the town and School personnel, the Committee recommend that Town Meeting fund \$5.182 million in the Omnibus Budget. An additional \$38.34 million are in Town Meeting articles. The Finance Committee's FY19 capital budget recommendation is driven, among other things, by a policy which tries to maintain General Fund debt service (interest expense and principal repayments) under ten percent of total expenditures. The debt service levels have been above that policy range over the past several years, primarily due to the high school and DPW construction projects. Table 11 represents proposed FY19 capital expenditures.

Description	Borrowing	Cash Capital	Free Cash	Other Funds	TOTAL
DPW					
Town wide road reconstruction		\$600,000			\$600,000
RT 20 South Laydown Area			\$150,000		\$150,000
Concord Rd Culvert			\$150,000		\$150,000
Light Equipment Gang Mower P 57			\$90,073	\$4,927	\$95,000
Light Trucks-P51			\$95,000		\$95,000
Light Trucks-Dump H5			\$95,000		\$95,000
Light Trucks-Dump P54			\$95,000		\$95,000
Facilities					
Town Building Windows and Door Design				\$65,000	\$65,000
Town Building Interior Renovations			\$30,844	\$344,146	\$375,000
Information Technology					
MUNIS Revenue Module			\$219,803	\$10,197	\$230,000
Middle School Wiring	\$386,000				\$386,000
Conservation					
Tractor			\$46,000		\$46,000
Schools					
Phone upgrade			\$125,000		\$125,000
High School Wastewater Plant				\$285,000	\$285,000
Kitchen Replacement	\$240,909			\$54,091	\$295,000
Custodial Equipment			\$30,000		\$30,000
Fire					
Fire Vehicle				\$55,000	\$55,000
Total General Fund	\$626,909	\$600,000	\$1,126,720	\$818,361	\$3,172,000
Water Fund					
Vehicles-Dump Truck-W4				\$95,000	\$95,000
Vehicles-Utility Truck W5				\$95,000	\$95,000
MTR Replacement	\$520,000				\$520,000
PLC Upgrades	\$284,937			\$65,063	\$350,000
Water Mains	\$950,000				\$950,000
Total Water Fund	\$1,754,937			\$255,063	\$2,010,000
Total Fiscal 2019 requested budget	\$2,381,846	\$600,000	\$1,126,720	\$1,073,424	\$5,182,000

Table 11 FY19 Recommended Capital Expenditures

3.2 Summary of the 5 Year Capital Improvement Program (CIP)

The Finance Committee is charged with preparing the Omnibus Operating Budget of the Town and submitting it at the Annual Town Meeting. In addition, it is to prepare and present to the Annual Town Meeting a five-year capital improvement program for the Town, which shall include the construction and reconstruction of capital assets (such as municipal buildings, recreational facilities, roads and transfer station) and acquisition of land, equipment and vehicles and other personal property, and shall make recommendations to the appropriate authorities proposing such improvements.

As part of the FY19 budget process the Town departments and the School Department updated their last year capital plan and included FY23 outlining their anticipated capital needs for the fiscal year period July 1, 2018 to June 30, 2023. While the Town will likely choose not to do all these projects in the time forecasted, it is important to understand the nature and size of potential capital projects and the impact these projects can have on the Town's tax rate and Moody's bond rating. Please note, the town is going to be asked to consider \$99.5 million in new capital projects the next five years.

The major projects outlined in the detailed five-year forecast in Exhibit A. The requests are summarized in Table 12 below:

Major Projects	2019	2020	2021	2022	2023	Total
Conservation	46,000	0	0	0	0	46,000
DPW	1,615,000	2,345,000	1,830,000	1,475,000	1,130,000	8,395,000
Enterprise Funds	2,010,000	1,820,000	4,410,000	6,840,000	750,000	15,830,000
Facilities	33,375,000	9,361,000	2,410,000	410,000	145,000	45,701,000
Fire	55,000	500,000	115,000	305,000	80,000	1,055,000
IT	230,000	110,000	0	0	0	340,000
JCC Department	0	0	0	100000	0	100,000
Planning	0	400000	0	0	950000	1,350,000
Police	0	50000	0	0	0	50,000
Recreation	2,000,000	1,605,000	2,000,000	800,000	0	6,405,000
Schools	6,581,000	3,610,000	740,000	665,000	8,615,000	20,211,000
Surveyor	0	30000	0	0	0	30,000
Town Clerk	0	25000	0	0	0	25,000
Total	45,912,000	19,856,000	11,505,000	10,595,000	11,670,000	99,538,000

Table 12 5-Year Capital Plan Summary

3.3 Finance Committee Capital Funding Strategy

The Finance Committee has adopted two benchmarks to measure debt levels that would allow the Town to maintain its current Moody's debt rating and maintain the same level of debt service in its annual budget. The Town can decide to exceed either of these benchmarks, but should understand the financial impact of exceeding these benchmarks, e.g. the higher the debt service in each year, the higher the tax rate to fund that debt service. A higher debt service could result from a downgrade in Moody's rating.

The benchmarks adopted are:

- Debt service shall be less than 10% of revenue

- Debt or borrowings shall be less than 100% of revenue

These levels assume that the debt has an average interest rate of 4.5%. Longer maturity schedules or higher rates would increase the debt service levels. At present, representative 20-year Aaa municipal bond rates are about 3.50%, and representative Aa municipal bond rates are about .40% higher. The projected borrowing rates for FY19 borrowings are expected to increase.

The Finance Committee recommends that 10% of budgeted revenue, from all sources, be the cap for debt services. The Committee believes that exceptions can be made for one-time large expenditures. The Committee believes that the debt and debt service levels are not supportable if all these projects are funded and recommends a capital spending level cap from all sources that range from \$3 million to \$5 million a year be considered. The \$5 million capital amount would roughly replace the 2019 principal payments of \$5 million that are running off. The \$5 million is expected to be split such that \$3 million will be spent on maintaining assets and \$2 million will be allocated for new projects.

3.4 Summary

In Summary, the Town needs to:

- 1) Manage Omnibus Budget decisions strategically
- 2) Maintain Moody's credit rating
- 3) Prioritize and schedule capital expenditures
- 4) Pursue productive hiring practices
- 5) Seek out opportunities for raising Local Receipts and finding value added services

The Finance Committee extends thanks and appreciation to the Town's employees, municipal and school department heads, and the various committees for their support during this year's budget preparation. Finally, we thank the interested residents who provided us timely advice and comments on how to make the budget and our budget processes better.

Respectfully submitted,

WAYLAND FINANCE COMMITTEE

Dave Watkins (Chair)

Carol Martin (Vice Chair)

Steve Correia

Jen Gorke

Klaus Shigley

William Steinberg

George Uveges

Exhibit A

Major Projects	2019	2020	2021	2022	2023
DPW					
Alpine Field Design			200,000		
Cemetery Capital Improvements				125,000	
Claypit Hill School Basketball Court				25,000	
Claypit Hill School Field Renovation		150,000			
Claypit Hill School Field Renovation			150,000		
Compactor Replacement		50,000			
Concord Rd Culvert	150,000				
DPW Facility Capital Maintenance					100,000
Heavy Equipment Replacement- Backhoe P 55		120,000			
Heavy Equipment Replacement- H14				250,000	
Heavy Equipment Replacement- H15			250,000		
Heavy Equipment Replacement- H18			250,000		
Heavy Equipment Replacement- H40					250,000
Heavy Equipment Replacement- Swap Loader P52	250,000		-		
Heavy Equipment Replacement- Tractor H 32			80,000		
Heavy Equipment Replacement- Tractor P 59		95,000			
Light Equipment Replacement- Gang Mower P 57	95,000				
Light Equipment Replacement- P53			95,000		
Light Trucks-Dump H5	95,000				
Light Trucks-Dump H6					90,000
Light Trucks-Dump H7					90,000
Light Trucks-Dump P54	95,000				
Light Trucks-Dump P60				95,000	
Light Trucks-H1		50,000			
Light Trucks-H2				90,000	
Light Trucks-P50		95,000			
Light Trucks-P51	95,000				
Middle School Field Renovations		50,000			
MOU Recreation Capital Maint	85,000				
MOU Recreation Capital Maint		95,000			
MOU Recreation Capital Maint			105,000		
MOU Recreation Capital Maint				115,000	
Playground Construction		100,000			
Playground Construction			100,000		

Major Projects	2019	2020	2021	2022	2023
Playground Construction				175,000	
Riverview Ball Field		150,000			
RT 20 South Laydown Area	150,000				
RT 20 South Laydown Area		750,000			
Town wide road reconstruction	600,000				
Town wide road reconstruction		600,000			
Town wide road reconstruction			600,000		
Town wide road reconstruction				600,000	
Town wide road reconstruction					600,000
Transfer Station Fencing & Gates		40,000			
Town Clerk					
Voting Machines		25,000			
Police					
Police Tasers and Radios		50,000			
JCC Department					
Console Upgrade				100,000	
Surveyor					
Hybrid robotic total station		30,000			
Planning					
Sidewalk Constructions		400,000			
Sidewalk Constructions					950,000
Conservation					
Compact Tractor	46,000				
Facilities					
COA Design	470,000				
COA New Construction		5,581,000			
Depot Repairs	110,000				
Fire Station # 2 Renovations	1,800,000				
Library ADA Improvements		300,000			
Library Exterior Painting / Sealing				70,000	
Library HVAC system upgrade			850,000		
Library Rotunda Window Replacement	85,000				
Library Wastewater Connection		275,000			
Municipal Parcel		2,000,000			
New Library	28,900,000				
Public Safety Building Painting			75,000		
Public Safety Building Parking and Driveway				70,000	
TB Exterior Painting / Sealing				95,000	
TB HVAC system	1,570,000				

Major Projects	2019	2020	2021	2022	2023
TB mechanical / electrical improvement			1,360,000		
Town Building Interior Renovations	375,000				
Town Building Interior Renovations			125,000		
Town Building Interior Renovations				125,000	
Town Building New Windows Design	65,000				
Town Building New Windows Replacement		1,155,000			
Town Building Parking and Driveway					85,000
Transfer Station Improvements					60,000
Vehicles - Motor pool		50,000			
Vehicles - Motor pool				50,000	
Information Technology					
Public Safety Data Center Replacement		70,000			
MUNIS Revenue Module	230,000				
Library Telephone System		40,000			
Fire					
Rescue Pump Truck		500,000			
Fire Vehicle	55,000				
Fire Vehicle			65,000		
Ambulance				305,000	
Breathing Apparatus			50,000		
Other Equipment					80,000
Recreation					
Greenways Site Construction		500,000			
Greenways Site Feasibility Study		130,000			
Land Acquisition		500,000		500,000	
Loker Recreation Construction	2,000,000				
Middle School 207 / 195 Feasibility Study		150,000			
Middle School Field Construction			2,000,000		
Playground Design		285,000			
Playground Design				50,000	
Recreation Vehicle				50,000	
Town Beach Improvements		40,000			
Town Beach Improvements				200,000	
Schools					
CH Boiler and Controls		400,000			
CH Air Conditioning					2,000,000
CH Food Service Equipment		60,000			
CH Roof Top HVAC Replacement		350,000			
HH Boiler Replacement			400,000		

Major Projects	2019	2020	2021	2022	2023
HH Floor Tile		35,000			
HH Floor Tile			35,000		
HH Floor Tile				35,000	
Bus Parking		600,000			
HS Field House Resurface Indoor Track					125,000
HS Part 1 High School Athletic Perferred-2	3,500,000				
HS Part 2 High School Athletic Perferred-2	1,960,000				
HS Part 3 High School Athletic Perferred-1		1,200,000			
HS Wastewater Plant	285,000				
LK Boiler Replacement					400,000
LK Gym Replacement		225,000			
Loker Kitchen Renovation	295,000				
LK Music Room/Auditorium Reconfiguration				325,000	
LK Parking: Front and Back		250,000			
LK Roof Equipment					1,000,000
LK Roof Replacement - Construction					1,390,000
LK Roof Replacement-Planning				140,000	
LK Tile Replacement		50,000			
LK Tile Replacement			50,000		
LK Tile Replacement				35,000	
MS Furniture Replacement		35,000			
MS Furniture Replacement			35,000		
MS Furniture Replacement				35,000	
MS Gym Floor Renewal		225,000			
Music Space / Café					350,000
MS Replace HVAC System					3,000,000
MS Phone upgrade	125,000				
MS Wiring	386,000				
MS Replace Courtyard Windows					350,000
MS Stage Lighting			115,000		
MS Tile Replacement		150,000			
MS Tile Replacement			75,000		
Vehicle		30,000			
Vehicle				35,000	
MS Custodian Equipment	30,000				
Custodian Equipment - Various locations			30,000		
CP HH MS Food Service Equipment				60,000	
Subtotal	\$43,902,000	\$18,036,000	\$7,095,000	\$3,755,000	\$10,920,000

Major Projects	2019	2020	2021	2022	2023
Water Fund					
Campbell Manganese Removal			\$ 400,000		
Gate Valve Exercising Trailer		70,000			
Water Meter Replacement	520,000				
PLC Upgrades	350,000				
Replace Filters MEDIA-Baldwin Pond				1,500,000	
Second Water Tank Construction		500,000			
Second Water Tank Construction			2,500,000		
Second Water Tank Construction				4,500,000	
Treatment Plant Improvements		500,000			
Vehicles-Dump Truck	95,000				
Vehicles-Dump Truck			90,000		
Vehicles-Dump Truck				90,000	
Vehicles-Utility Truck	95,000				
Vehicles-Utility Truck			200,000		
Water Mains	950,000				
Water Mains		750,000			
Water Mains			750,000		
Water Mains				750,000	
Water Mains					750,000
Water Tank Study			400,000		
Well Cleaning			70,000		
Subtotal	\$ 2,010,000	\$ 1,890,000	\$ 4,340,000	\$ 6,840,000	\$ 750,000

COMMONWEALTH OF MASSACHUSETTS

To the Residents of Wayland:

Middlesex, ss.

Town of Wayland

***** WARRANT *****

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Wayland who shall be qualified to vote in accordance with the provisions of Massachusetts General Laws, Chapter 51, Section 1, to come to their respective polling places (Precincts 1 and 4 in the Gymnasium of the Town Building and Precincts 2 and 3 in the Gymnasium of the Middle School) on:

TUESDAY, MARCH 27, 2018, BETWEEN 7:00 A.M. and 8:00 P.M.

to vote for the following Town officers by ballot for the following terms of office:

One member of the Planning Board and one member of the Housing Authority for five years; and

Two members of the Board of Selectmen, two members of the School Committee, two members of the Board of Assessors, two Library Trustees, two members of the Board of Health, two members of the Board of Public Works, two Recreation Commissioners, and one Commissioner of Trust Funds for three years; and

One Library Trustee for one year.

to vote on three ballot questions related to debt exclusion funding for Articles 17, 21, 23, 25, 26, and 28.

The full text of the ballot is posted with the Town Clerk.

You are also required to notify all such residents of Wayland to meet in the High School Field House on

MONDAY, APRIL 2, 2018, AT 7:00 P.M.

to act on the following Articles:



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:

1. To recognize 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. To recognize employees who have retired since the previous Annual Town Meeting or intend to retire prior to June 30, 2018, subject to a minimum of 20 years of service;
3. To request Town Meeting 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 2017 Annual Town Meeting.

The following citizens are recognized for their extensive service to the Town:

Susan Weinstein	25 years	Housing Authority (1992-98, 2000-18) Emergency Planning Committee (1994-97) Growth Policy Advisory Committee (1995-97) Fair Housing Committee (1996-97) Board of Selectmen (1997-2000) Library Planning Committee (2005-06) Community Preservation Committee (2011-18)
Jean Pratt	36 years	Codification Committee (1969-78) Zoning Board of Appeals (1973-82) Zoning By-Law Committee (1983) Town Meeting Procedures (1985-88) Charter Commission (1989-90) Zoning By-Law Study Committee (1999-2001) Surveyor of Lumber (2002-18)

The following town and school employees have retired since the 2017 Annual Town Meeting or will retire before June 30, 2018 and have or will have served the Town for over 20 years:

Ernest Columbus	42 years	Heavy Equipment Operator
Lynn Dowd	31 years	Director, Youth and Family Services
Tom Large	26 years	Middle School Drama Teacher
Ed Konopka	21 years	Custodian

The following elected or appointed volunteers or employees have passed away since the 2017 Annual Town Meeting:

Terese Little	January 13, 2017	Teacher
Kathleen Coyle	February 15, 2017	Teacher
Paul Heffernan	February 20, 2017	Teacher
Charles Goff	February 26, 2017	High School Principal
Robert Bibeau	March 31, 2017	Teacher
Dorothy Lee	April 10, 2017	Election Worker
David Coggins	May 28, 2017	DPW Foreman
William Spaulding	July 11, 2017	School Custodian
Martha Spokowski	July 25, 2017	School Employee
Charlotte Kutasz	September 4, 2017	School Cafeteria
John Boddie	September 16, 2017	Treasurer's Office
Ida Badders	October 30, 2017	School Secretary
Prescott Baston	January 11, 2018	Board of Public Works
Celia Lombardo	January 12, 2018	High School Building Committee

FINANCE COMMITTEE COMMENTS: This is a standard article that allows recognition and commendation of certain citizens and employees.

The Board of Selectmen recommends approval. (5-0-0)

RECOMMENDATION: The Finance Committee recommends approval. (6-0-0)

QUANTUM OF VOTE: Majority

For more information about this article, contact Nan Balmer, Town Administrator, at (508) 358-3620, or email nbalmer@wayland.ma.us.

ARTICLE 2: PAY PREVIOUS FISCAL YEARS UNPAID BILLS

Proposed by: Board of Selectmen

To determine whether the Town will vote to:

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

Fiscal 2017 liabilities to be paid using Fiscal 2018 appropriations: (none)

FINANCE COMMITTEE COMMENTS: Occasionally, bills are not paid at the end of a fiscal year for a number of reasons, including late submission. The unpaid bills from previous years are summarized in this article.

The Board of Selectmen recommends approval. (5-0-0)

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

ARGUMENTS OPPOSED: There are no apparent arguments against this article.

RECOMMENDATION: The Finance Committee recommends approval. (5-0-0)

QUANTUM OF VOTE: Four-fifths vote – see Massachusetts General Laws Chapter 44, Section 64.

For more information about this article, contact Brian Keveny, Finance Director, at (508) 358-3611, or email bkeveny@wayland.ma.us.

ARTICLE 3: CURRENT YEAR TRANSFERS

Proposed by: Board of Selectmen

Estimated Cost: \$732,081

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, 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 Transfer FY18

Purpose:	AMOUNT
1) Snow and Ice Removal	\$200,000
2) FY17 Loker Door and Window	\$445,108
3) Conservation Salary FY2018	\$ 2,973
4) Town Meeting FY2018	\$ 75,000
5) Finance Department Expenses FY2018	\$ 9,000
TOTAL	\$732,081

Funding Sources:	
1) Unreserved Fund Balance	\$200,000
2) Fund Balance Reserve Bond Premium	\$445,108
3) Surveyor Salary FY2018	\$ 2,973
4) Unreserved Fund Balance	\$ 75,000
5) Finance Department Salary FY2018	\$ 9,000
TOTAL	\$732,081

FINANCE COMMITTEE COMMENTS: This article authorizes the expenditure of funds for the current fiscal year, which were not foreseen in the current budget.

These requests for current year transfers for the following expenses are as set forth below:

SNOW AND ICE REMOVAL (\$200,000): This line item in the annual budget is a place-holder, as the actual cost of snow and ice removal varies from one winter to the next. In Fiscal Year 2018, the Town budgeted \$450,000 for this task. It is now apparent that the cost will be greater than the amount

budgeted, and the Department of Public Works is requesting an additional \$200,000 to cover the anticipated costs for the remainder of the fiscal year.

FY 2017 LOKER SCHOOL DOOR AND WINDOW (\$445,108): This request is to transfer bond premiums received in February 2017 to the project to replace doors and windows at the Loker School, a project that was approved by Town Meeting in 2017. The transfer reduces the amount needed to be borrowed to complete the project. This transaction has been reviewed, and deemed appropriate, by the Town's financial advisor.

CONSERVATION SALARY FY 2018 (\$2,973): This request is to transfer funds to the Conservation salary budget. The salary line is currently underfunded due to a correction to salary grades for both permanent and part time staff in FY 2018. This budget was underfunded because, the former head of the department had used incorrect pay grades for three employees for the 2018 budget. These need to be corrected so that these employees can be appropriately compensated.

TOWN MEETING FY 2018 (\$75,000): This request is to transfer funds from the unreserved fund balance to the Town Meeting fiscal 2018 budget. This request is needed due to the increased cost of the annual 2018 Town Meeting which will require additional electronic voting handsets, additional audio-visual equipment, off-site parking with shuttle buses, and public safety personnel. The reason for this is that Town officials anticipate a very large turnout at Annual Town Meeting in April 2018, due to several articles that appear to have generated significant interest from a large number of Wayland voters.

FINANCE DEPARTMENT EXPENSES FY 2018 (\$9,000): An employee in the Finance Department resigned in FY 2018, and the Finance Department engaged a temporary employment firm to provide temporary staff to perform several of the tasks performed by the former employee. This request would take unspent funds from the Finance Department salary line and transfer them to the Finance Department expense line item.

The Board of Selectmen recommends approval. (5-0-0)

ARGUMENTS IN FAVOR: These expenses were not reasonably anticipated when forecasting the FY2018 budget and they represent binding obligations of the Town.

The requested changes for the Loker School doors and windows and the Finance Department Expenses will not add any additional costs to the Town budget for the fiscal year.

The request for additional funds to remove snow and ice from Wayland's streets is necessary for public safety and to allow residents and guests of the Town reasonable access to travel throughout the Town.

The requests for transfers to the Conservation Department and for Town Meeting are necessary to allow that department and the Town Meeting process to function.

ARGUMENTS OPPOSED: Some have said that paying additional monies for electronic voting is not necessary, as the Town is able to run Town Meeting without that technology and at a significant cost savings.

RECOMMENDATION: The Finance Committee recommends approval. (6-0-0)

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5 and Chapter 44, Section 33B.

For more information about this article, contact Brian Keveny, Finance Director, at (508) 358-3611, or email bkeveny@wayland.ma.us.

ARTICLE 4: OPEB FUNDING

Proposed by: Board of Selectmen

Estimated Cost: \$546,534

To determine whether the Town will vote to:

- a) authorize the transfer of funds from the following enterprise and revolving funds to the General Fund:

1) Food Service	\$ 25,000
2) Children's Way	\$ 25,000

- b) appropriate an aggregate amount of \$53,715 to be deposited in the Town's Other Post-Employment Benefits Trust Fund which amount shall be provided by transferring the following sums of money from the enterprise and revolving funds:

1) Food Service	\$ 10,024	
2) BASE	\$ 11,649	
3) Children's Way	\$ 13,078	
4) Full Day Kindergarten	\$ 6,937	
5) Water	\$ 7,635	
6) Transfer Station	\$ 821	
7) Recreation	\$ 1,642	
8) Pegasus	\$ 1,338	
9) Building Use	\$ 410	
10) Enrichment	\$ 181	; and

- c) appropriate \$492,819 to be deposited in the Town's Other Post-Employment Benefits Trust Fund; and determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose or otherwise.

FINANCE COMMITTEE COMMENTS: Like other towns in Massachusetts, Wayland has, for more than 30 years, provided retiree health insurance for benefit eligible retirees. The Town has historically paid the cost of current retiree insurance premiums as part of its operating budget and has also contributed an additional amount (\$243,829 for Fiscal Year 2017 and \$243,284 for Fiscal Year 2018) to the OPEB Fund for future premium payments.

The Government Accounting Standards Board (GASB) requires the Town to perform periodic actuarial valuations, based on prescribed accounting standards that measure the obligations accruing under these **Other (than pensions) Post-Employment Benefits (OPEB)** plans. The philosophy behind the OPEB accounting standards is that these post-employment benefits are part of the compensation earned by employees in return for their services and the cost of these benefits should be recognized while the employee is providing those services, rather than after they have retired.

Effective with Fiscal Year 2018, accounting standards were revised to require the inclusion of these OPEB liabilities on the Town's balance sheet rather than merely being disclosed in the footnotes to the financial statement. Actuarial valuations are normally done every other year. The Actuarial Accrued

Liability (“AAL”) as of December 31, 2016, as determined under these accounting standards, was \$40.6 million. The Unfunded Actuarial Accrued Liability (“UAAL”) equals the AAL minus plan assets (\$13.8 million). As of Dec. 31, 2016 the UAAL equaled \$26.8 million. Going forward under GASB 75, there will be new terminology with Total OPEB Liability (“TOL”) replacing AAL and Net OPEB Liability (“NOL”) replacing UAAL. With the adoption of GASB 75, that NOL will move from the notes section of the financial statement to the balance sheet and will be updated to reflect activity for the 2017 & 2018 fiscal years.

It is important to point out that while GASB requires that this liability be included on the balance sheet, GASB does not require the funding for this liability. The funding decision is up to the Town. But, unlike the Town’s pension obligation which is routinely funded in the operating budget, the Town has elected to make the OPEB funding decision via an annual article.

In 2013 the Board of Selectmen created an OPEB Advisory Committee (“OAC”) to examine the OPEB issue and make funding recommendations. The OAC made three fundamental recommendations:

1. Revolving funds should also make contributions to the general fund to reimburse taxpayers to bring them up to “fair share” parity with the amounts taxpayers had already contributed starting in 2008.
2. Revolving funds with employees potentially covered under OPEB should also make annual contributions representing their “fair share” of new amounts contributed.
3. Taxpayers should make annual contributions to the OPEB Fund but should do so at an amount determined based on premiums charged for the retiree population, rather than claims incurred. In effect, the funding target selected by the OAC was for a lesser amount than the liability prescribed by GASB, which is claims based.

Amounts listed under a) in the text of the article above are based on OAC recommendation #1. The Town’s other revolving funds have already completed their parity level contributions. The School Committee agreed, per the OAC’s recommendation that these two funds should continue to make contributions of \$25,000 per year until they reach parity level (approximately 10 years). The School Committee agreed to that level of contribution in FY 2015 thru FY 2018, and has recommended to do so again for FY 2019. These are transfers from the two revolving funds noted directly to the General Fund.

Amounts listed under b) and c) in the text of the article above are based on OAC recommendations # 2 and #3. The total recommended contribution is based on the estimate of the Town’s expenditures for retiree health care premiums with the amount in b) representing the fair share of that total amount coming from the revolving funds and the amount in c) representing the fair share of the total amount coming from taxpayers. The sum of these two items result in the estimated cost of \$546,534.

While there is no mandate to fund these obligations, it is prudent to do so. The Town has in the past three years voted to fund at a level based on the OAC’s recommended approach. The target funding amount under this approach is an amount which if increased by 2.5% annually is projected to fund the OPEB (premium based) liability by the year 2038, which is 30 years after the inception date of the OPEB Fund.

This year the OPEB (premium based) target funding amount based on this approach is \$546,534. That amount compares with \$533,204 calculated under the same methodology for Fiscal Year 2018. However, in FY 18 the Town elected to fund at a lower amount (\$243,284) because the FY 18 number

was unexpectedly higher, by almost \$200,000, than the FY 17 number, and the report deriving this new number had arrived too late in the budget cycle to be properly anticipated. (The increase from FY 17 to FY 18 was mostly due to one-time changes which are not expected to recur). For FY 19 we have had an entire year to plan and budget for the larger contribution levels.

The Board of Selectmen recommends approval. (5-0-0)

The School Committee recommends approval. (4-1-0)

ARGUMENTS IN FAVOR: OPEB liabilities should be properly funded over the service period of the employees earning these benefits. While there is no mandate to fund these obligations, it is prudent to do so. The ratio of OPEB assets to OPEB (premium based) liabilities as of December 31, 2016 was 38%. It is prudent financial practice to have a plan for funding this liability over the employees' active service period. Funding OPEB liabilities over the employees' service period recognizes the cost as it is earned. Contributions to the OPEB Trust will accumulate at tax free rates. Once the Fund is appropriately funded, retiree health insurance premiums will be paid out of the fund rather than as budgeted expenses.

The recommended funding amounts above are based on the methodology previously recommended by the OPEB Advisory Committee, and adopted by the Board of Selectmen and approved at previous Town Meetings. The new GASB 75 standards reflect the same fundamental improvements in accounting and financial reporting that were previously introduced for pensions. And the same rationale that applies to funding pension obligations should be applied to funding for OPEB obligations. Pension expenses are viewed as non-discretionary and funded through the operating budget. Some would argue that the OPEB expense should be similarly viewed as non-discretionary and funded through the operating budget.

ARGUMENTS OPPOSED: The Town has elected to fund the OPEB liability based on a "premium based" liability calculation. GASB standards call for calculating the OPEB liability based on a "claims based" liability calculation. Liabilities calculated under the "Claims based" calculation are roughly 10-15% higher than the "premium based" liability calculation. Some would argue that we should fund at the higher "claims based" level. There is no legal mandate to fund these liabilities and this generation of taxpayers is being asked to bear a cost for current retirees as well as the annual accrual for active employees. Some would argue a lower funding level is justified.

RECOMMENDATION: The Finance Committee recommends approval. (5-0-2)

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5 and Chapter 44, Section 33B.

For more information about this article, contact Brian Keveny, Finance Director, at (508) 358-3611, or bkeveny@wayland.ma.us.

ARTICLE 5: RESCIND REVOLVING FUND FOR WAYLAND TOWN BEACH

Proposed by: Recreation Commission

To determine whether the Town will vote to rescind its authorization of the Revolving Fund for the Recreation Commission for Town Beach and Beach programs, established pursuant to G.L. Chapter 44, Section 53D.

FINANCE COMMITTEE COMMENTS: Passage of this article will rescind the establishment of a 53D Revolving Fund for the Town Beach which was established by 2016 Annual Town Meeting. The Beach Revolving Fund was created to provide relief to the 1% spending cap constraint on the Recreation 53E ½ Revolving Fund. In November 2016, the Municipal Modernization Act was passed which lifted the prior spending cap limits. The Recreation Commission plans to close the 53D Beach Fund on June 30, 2018.

While the benefit of the 53D is that it segregates beach revenue and expenses, the downside is that at the end of the fiscal year, a 53D Revolving fund may only retain a year-end balance of \$10,000. Any year-end balance in excess of \$10,000 must be “swept” to the General Fund.

In order to return these year-end funds to the Recreation Department for Beach expenses, Town Meeting has to approve that adjustment. This accounting transaction is necessary every year the 53D remains in effect if the Recreation Department is to retain Beach revenue. Conversely, any year end fund balance that occurs within the 53E ½ Revolving Fund does not have to be swept to the General Fund.

The Board of Selectmen recommends approval. (5-0-0)

The Recreation Commission recommends approval. (4-0-0)

ARGUMENTS IN FAVOR: With the passage of the Municipal Modernization Act, the 53E ½ Revolving Fund spending cap has been increased and can accommodate the revenue and expenses for the Town Beach. The 53D was a temporary fix, created to provide increased spending cap and is no longer needed. Maintaining the 53D account would create need for annual ATM accounting adjustment to return year end balances in excess of \$10,000 to the Recreation Department.

ARGUMENTS OPPOSED: Maintaining a separate account for the Town Beach clearly shows direct revenues and expenses for the Beach over the course of a year. Some might argue that rather than include the Town Beach in the Recreation Revolving Fund, it should be a separate Beach Revolving Fund.

RECOMMENDATION: The Finance Committee recommends approval. (6-0-0)

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 44, Section 53D.

For more information about this article, contact Katherine Brenna, Recreation Director, at (508) 358-3662, or email kbrenna@wayland.ma.us.

ARTICLE 6: ESTABLISH A REVOLVING FUND FOR WAYLAND COMMUNITY GARDENS

Proposed by: Conservation Commission

To determine whether the Town will vote:

- 1) Pursuant to the provisions of G.L. c.44, §53E½, as most recently amended, to authorize a new revolving fund for Wayland Community Gardens and to amend the Code of the Town of Wayland, Section 19-10 entitled “Revolving Funds” by inserting "Wayland Community Gardens" into the revolving funds chart, specifying the departmental receipts to be credited to the fund, the departmental purposes or programs for which the fund may be expended, the entity authorized to expend the fund, and further, to set the total amount that may be expended from such fund for Fiscal Year 2019 as follows:

The Town Code, §19-10 Revolving Funds, Section A shall be amended by inserting the following new Revolving Fund into the chart:

	REVOLVING FUND	AUTHORITY TO SPEND FUND	REVENUE SOURCES	USE OF FUNDS
7	Wayland Community Gardens	Conservation Commission	Receipts including fees paid for renting garden plots	Payment of costs for Port-a-Potty Rentals, Town Water, Straw Bales, Seasonal Labor (i.e. mowing, invasive removal, and upkeep), and Tilling and application of native seed mix.

- 2) And further, that the Town vote to set the following enumerated dollar figure as the total amount that may be expended from said Revolving Fund for Fiscal Year 2019 as follows:
Wayland Community Gardens - \$3,000

FINANCE COMMITTEE COMMENTS: Currently, the Conservation Commission pays for the usage, maintenance, and upkeep of the community gardens from the Conservation Department budget. Residents pay a fee to rent one or more garden plots. These fees have been deposited to the General Fund. Passage of this article would mean these fees would be deposited to a revolving fund account. Expenses associated with the maintenance of these plots will then be paid directly out this account.

The purpose of a revolving fund is to control costs. Historically, the plot rental fees were transferred to the General Fund, and the costs to manage the gardens were paid from the Conservation budget. The establishment of a revolving fund would allow the revenue and the costs to be managed from this one account. In 2017, the revenue from plot fees was \$2,687 and the cost to manage the garden was

\$2,964, resulting in a loss of \$277. In 2016, revenue exceeded costs by \$521, whereas in 2015 costs exceeded revenue by \$42. In 2017, 168 garden plots were rented at \$16 per plot.

The spending cap on this Revolving Fund will be \$3,000.

The Town Code Chapter 19, Section 10 establishing Revolving Funds under G.L. C. 44, Section 53 E ½ authorized separate accounts for all other monies in town. Revolving Funds do not cost any money to the general fund or does it impact the Conservation department budget. The Massachusetts General Law states that the revolving fund must specify 1) who is authorized to make expenditures, 2) a description of revenue that may be deposited into the revolving fund, 3) a description of allowable expenses, and 4) the spending limit of the fund.

The Conservation Commission recommends approval. (6-0-0)

The Board of Selectmen recommends approval. (5-0-0)

ARGUMENTS IN FAVOR: Revolving funds allow the town to account separately for revenues, expenses and fund balances for certain function of government that are funded from user fees. Annual Town Meeting authorization of Revolving Funds under MGL 44 Section 53E½ is required by statute.

ARGUMENTS OPPOSED: The Finance Committee is unaware of any.

RECOMMENDATION: The Finance Committee recommends approval. (5-0-0)

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 44, Section 53E½ and Chapter 40, Section 21.

CONSISTENCY WITH LAW: This bylaw amendment is not repugnant to federal or Massachusetts law.

For more information about this article, contact Linda Hansen, Director of Conservation, at (508) 358-3669, or email lhansen@wayland.ma.us.

ARTICLE 7: FISCAL YEAR 2019 REVOLVING FUND EXPENDITURE LIMITS

Proposed by: Board of Selectmen

To determine if the Town will vote to set the following enumerated dollar figures as the total amount to be expended from the respective authorized revolving funds for Fiscal Year 2019, or take any action relative thereto:

1. Transfer Station: \$625,000
2. Council on Aging: \$50,000
3. School Department / Professional Development: \$50,000
4. School Department / Curriculum: \$25,000
5. Recreation: \$925,000
6. Recreation Athletic Fields: \$225,000

FINANCE COMMITTEE COMMENTS: Passage of this article will establish the Fiscal Year 2019 spending caps for the Town's Revolving Funds. The 2017 Annual Town Meeting adopted Town Code

Chapter 19, Section 10 establishing six revolving funds under mass g.l.c. 44, section 53E ½. Adoption of this code requires the Board of Selectmen (BoS) to recommend to Town Meeting annually and for Town Meeting to set the limits of expenditure for each revolving fund. For FY 2019, the BoS recommends the spending caps as follows:

<u>Revolving Fund</u>	<u>Recommended FY19 Spending Cap</u>
Transfer Station	\$625,000
Council on Aging	\$ 50,000
School Department/Professional Development	\$ 50,000
School Department/Curriculum	\$ 25,000
Recreation	\$925,000
Recreation/Athletic Fields	\$225,000

This article recommends the spending caps for the Council on Aging, School Department/Curriculum, School Department/Professional Development and the Transfer Station remain at their FY2018 level. The recommended spending cap for the Recreation Revolving fund is decreased from \$950,000 to \$925,000 to reflect a reduction of field expenses and the spending cap for Recreation Athletic Fields is increased from \$150,000 to \$225,000 to account for additional field expenses. These expenditures will be made from the respective authorized revolving funds.

The Board of Selectmen recommends approval. (5-0-0)

ARGUMENTS IN FAVOR: Establishment of Revolving fund spending caps by Annual Town Meeting under MGL 44 Section 53E 1/2 is required by statute. The Town reviews and sets the spending caps for each Revolving Fund on an annual basis. Establishing the maximum spending cap on each fund, allows the Town to account separately for revenues, expenses and fund balances for the fees residents pay for these services.

ARGUMENTS OPPOSED: Some may argue the Town is the custodian of the Revolving Funds and would have greater control and flexibility of these funds if there was less specificity regarding disbursement.

RECOMMENDATION: The Finance Committee recommends approval. (6-0-0)

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 44, Section 53E½.

For more information about this article, contact Nan Balmer, Town Administrator, at (508) 358-3620, or email nbalmer@wayland.ma.us.

ARTICLE 8: INITIAL YEAR FUNDING OF TOWN SUCCESSOR COLLECTIVE BARGAINING AGREEMENTS

Proposed by: Personnel Board

Estimated Cost: \$81,998

To determine whether the Town will vote to transfer from FY 18 budgeted Reserve for Salary Settlement account \$81,998 for the purpose of funding FY 18, the first year of the collective bargaining agreement for the period of July 1, 2017 through June 30, 2020 reached between the Town of Wayland and the International Association of Firefighters, Local 1978, said amounts to be distributed to and among the department personnel and line items affected thereby as follows

a.	Base Wages and Overtime	\$ 50,998
b.	EMT Basic/EMT Paramedic Stipends	\$ 31,000

	Estimated Total First Year Funding Cost	\$ 81,998

FINANCE COMMITTEE COMMENTS: The Town has reached agreement with the Fire Union for a successor collective bargaining agreement for the period of July 1, 2017 through June 30, 2020. Upon the advice of Town Counsel and in accordance with M.G.L. Ch. 150E, Section 7b), the initial year of incremental funding requirements for FY18 for the Fire Union collective bargaining settlement is being presented to Annual Town Meeting.

At the April 2017 Annual Town Meeting, monies were approved in the Unclassified Reserve for Salary Settlement account to fund the incremental FY18 increase in the collective bargaining settlements. The base wages and other contractual compensation from the previous collective bargaining agreements were included in the approved FY18 departmental budgets.

This Article requests Annual Town Meeting to authorize the Finance Director to transfer funds from the Reserve for Salary Settlement Account to the Fire Department budget. The requested action will not increase the overall FY18 budget. Future years’ negotiated compensation for this contract will be included in the fiscal year budgets presented to Annual Town Meeting and not require incremental funding approval. The settlement is consistent with other public sector union settlements in the Massachusetts municipal marketplace.

All base wage increases are 2.00% over the amounts for the prior fiscal year.

The Personnel Board recommends approval. (4-0-0)

The Board of Selectmen recommends approval. (5-0-0)

ARGUMENTS IN FAVOR: The negotiated FY 2018 settlement represents a fair wage adjustment in the marketplace and fall within the guidelines provided by the Finance Committee.

ARGUMENTS OPPOSED: Some may argue that employees are sufficiently compensated under the existing wage scales.

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

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5 and Chapter 44, Section 33B, and Chapter 150E, Section 7.

For more information about this article, contact Nan Balmer, Town Administrator, at (508) 358-3620, or email nbalmer@wayland.ma.us.

ARTICLE 9: FY2019 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 expenses for equipment, improvements or other purposes and determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing or otherwise.

FINANCE COMMITTEE COMMENTS: Please see the Finance Committee Report on page 5 of this Warrant.

The Board of Selectmen recommends approval. (5-0-0)

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

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

RECOMMENDATION: The Finance Committee recommends approval. (7-0-0 operating budget; 7-0-0 capital budget)

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5, and Chapter 44, Section 33B. For borrowing, two-thirds – see Massachusetts General Laws Chapter 44, Sections 2, 7 and 8.

MOTION UNDER ARTICLE 9:

- 1) “That each and every numbered item set forth in the Finance Committee’s Budget for Fiscal Year 2019 be voted, granted and appropriated as and expenditure for several purposes and uses set forth in said budget establishing a total budget of \$84,709,332 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, \$77,953,970 shall be raised by taxation, \$635,500 shall be provided by transfer from Ambulance receipts, \$80,220 shall be provided by transfer from Premium on Bonds Account, \$1,225,255 shall be provided by transfer from other funds, \$4,019,238 shall be provided from Water revenue, \$795,149 shall be provided from Wastewater revenues.
- 2) “That each and every numbered item set forth in the Finance Committee’s capital budget of Fiscal Year 2019 listed on pages 50-59 in the total amount of \$5,182,000 be appropriated for equipment and vehicle acquisitions and projects for the listed departments, each of which shall be a separate appropriation, and, of the total sum so appropriated, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$2,381,846 pursuant to the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, \$600,000 shall be raised from taxation, \$1,126,720 shall be provided by transfer from Unreserved Fund Balance, \$190,00 shall be provided from

water surplus, and \$55,000 shall be provided from Ambulance receipts, and \$828,434 shall be provided by surplus capital closeouts.

For more information about this article, contact Brian Keveny, Finance Director, at (508) 358-3611, or email bkeveny@wayland.ma.us.

FISCAL YEAR 2019 BUDGET				
	ACTUAL FY 2016	ACTUAL FY 2017	APPROVED FY 2018	REQUESTED FY 2019
SELECTMEN				
<i>Total FTEs</i>	0.00	0.00	0.00	0.00
PURCHASE OF SERVICES	\$25,662	\$17,950	\$25,000	\$45,000
SUPPLIES	-\$3,830	\$0	\$0	\$6,000
1 TOTAL EXPENSES	\$21,832	\$17,950	\$25,000	\$51,000
TOTAL SELECTMEN	\$21,832	\$17,950	\$25,000	\$51,000
TOWN OFFICE				
<i>Total FTEs</i>	5.00	5.00	5.00	5.00
2 PERSONNEL SERVICES	\$452,832	\$460,581	\$487,212	\$493,281
PURCHASE OF SERVICES	\$12,369	\$9,354	\$10,500	\$32,500
SUPPLIES	\$58,571	\$61,705	\$56,500	\$53,000
3 TOTAL EXPENSES	\$70,940	\$71,059	\$67,000	\$85,500
TOTAL TOWN OFFICE	\$523,772	\$531,640	\$554,212	\$578,781
PERSONNEL BOARD				
<i>Total FTEs</i>	0.00	0.00	0.00	0.00
4 PERSONNEL SERVICES	\$2,578	\$2,431	\$5,000	\$5,000
PURCHASE OF SERVICES	\$5,557	\$4,880	\$10,000	\$10,000
5 TOTAL EXPENSES	\$5,557	\$7,311	\$10,000	\$10,000
TOTAL PERSONNEL BOARD	\$8,135	\$9,742	\$15,000	\$15,000
FINANCE				
<i>Total FTEs</i>	4.54	4.80	4.80	4.80
6 PERSONNEL SERVICES	\$322,273	\$347,968	\$357,135	\$372,393
PURCHASE OF SERVICES	\$68,548	\$54,610	\$57,500	\$59,115
SUPPLIES	\$63	\$439	\$700	\$500
7 TOTAL EXPENSES	\$68,611	\$55,049	\$58,200	\$59,615
TOTAL FINANCE	\$390,884	\$403,017	\$415,335	\$432,008
ASSESSOR				
<i>Total FTEs</i>	4.00	4.00	4.00	4.00
8 PERSONNEL SERVICES	\$252,898	\$250,215	\$266,622	\$278,124
PURCHASE OF SERVICES	\$44,710	\$46,990	\$46,050	\$67,800

		ACTUAL FY 2016	ACTUAL FY 2017	APPROVED FY 2018	REQUESTED FY 2019
	SUPPLIES	\$2,778	\$1,391	\$3,100	\$600
9	TOTAL EXPENSES	\$47,488	\$48,381	\$49,150	\$68,400
	TOTAL ASSESSOR	\$300,386	\$298,596	\$315,772	\$346,524
	TREASURER				
	<i>Total FTEs</i>	3.26	3.23	3.23	3.23
10	PERSONNEL SERVICES	\$167,806	\$186,737	\$195,393	\$202,298
	PURCHASE OF SERVICES	\$119,743	\$37,781	\$90,300	\$50,600
	SUPPLIES	\$106	\$316	\$20,100	\$20,200
11	TOTAL EXPENSES	\$119,849	\$38,097	\$110,400	\$70,800
	TOTAL TREASURER	\$287,655	\$224,834	\$305,793	\$273,098
	TOWN COUNSEL				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$160,817	\$197,068	\$200,000	\$244,000
	SUPPLIES	\$0			
12	TOTAL EXPENSES	\$160,817	\$197,068	\$200,000	\$244,000
	TOTAL TOWN COUNSEL	\$160,817	\$197,068	\$200,000	\$244,000
	INFORMATION TECHNOLOGY				
	<i>Total FTEs</i>	1.00	3.00	3.00	3.00
13	PERSONNEL SERVICES	\$86,450	\$234,633	\$296,844	\$302,240
	PURCHASE OF SERVICES	\$144,984	\$140,922	\$349,617	\$121,497
	SUPPLIES	\$229,337	\$376,657	\$228,000	\$457,808
14	TOTAL EXPENSES	\$374,321	\$517,579	\$577,617	\$579,305
	TOTAL INFORMATION TECHNOLOGY	\$460,771	\$752,212	\$874,461	\$881,545
	TOWN CLERK				
	<i>Total FTEs</i>	2.00	2.00	2.00	2.00
15	PERSONNEL SERVICES	\$121,526	\$125,233	\$131,885	\$137,366
	PURCHASE OF SERVICES	\$13,775	\$14,442	\$15,190	\$15,310
	SUPPLIES	\$2,930	\$2,372	\$1,850	\$1,850
16	TOTAL EXPENSES	\$16,705	\$16,814	\$17,040	\$17,160
	TOTAL TOWN CLERK	\$138,231	\$142,047	\$148,925	\$154,526
	ELECTIONS				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00

	ACTUAL FY 2016	ACTUAL FY 2017	APPROVED FY 2018	REQUESTED FY 2019
17 PERSONNEL SERVICES	\$17,858	\$36,738	\$6,503	\$6,991
PURCHASE OF SERVICES	\$3,867	\$6,698	\$3,300	\$32,390
SUPPLIES	\$7,604	\$4,996	\$4,270	\$2,700
18 TOTAL EXPENSES	\$11,471	\$11,694	\$7,570	\$35,090
TOTAL ELECTIONS	\$29,329	\$48,432	\$14,073	\$42,081
REGISTRAR				
<i>Total FTEs</i>	0.00	0.00	0.00	0.00
19 PERSONNEL SERVICES	\$275	\$275	\$1,075	\$1,075
PURCHASE OF SERVICES	\$3,675	\$4,598	\$4,625	\$4,625
20 TOTAL EXPENSES	\$3,675	\$4,598	\$4,625	\$4,625
TOTAL REGISTRAR	\$3,950	\$4,873	\$5,700	\$5,700
CONSERVATION				
<i>Total FTEs</i>	2.37	2.37	2.54	2.80
21 PERSONNEL SERVICES	\$158,188	\$143,561	\$173,312	\$193,993
PURCHASE OF SERVICES	\$13,245	\$31,348	\$33,000	\$31,780
SUPPLIES	\$11,365	\$16,523	\$11,210	\$11,045
22 TOTAL EXPENSES	\$24,610	\$47,871	\$44,210	\$42,825
TOTAL CONSERVATION	\$182,798	\$191,432	\$217,522	\$236,818
PLANNING				
<i>Total FTEs</i>	1.40	1.40	1.40	1.40
23 PERSONNEL SERVICES	\$106,399	\$98,090	\$107,582	\$111,253
PURCHASE OF SERVICES	\$1,185	\$2,673	\$4,095	\$6,450
SUPPLIES	\$1,725	\$362	\$200	\$555
24 TOTAL EXPENSES	\$2,910	\$3,035	\$4,295	\$7,005
TOTAL PLANNING	\$109,309	\$101,125	\$111,877	\$118,258
SURVEYOR				
<i>Total FTEs</i>	2.00	2.00	2.00	0.00
25 PERSONNEL SERVICES	\$165,319	\$169,040	\$172,139	\$0
PURCHASE OF SERVICES	\$14,584	\$26,378	\$20,255	\$0
SUPPLIES	\$2,030	\$1,417	\$4,000	\$0
26 TOTAL EXPENSES	\$16,614	\$27,795	\$24,255	\$0
TOTAL SURVEYOR	\$181,933	\$196,835	\$196,394	\$0

	ACTUAL FY 2016	ACTUAL FY 2017	APPROVED FY 2018	REQUESTED FY 2019
FACILITIES				
<i>Total FTEs</i>	4.54	4.54	4.54	4.54
27 PERSONNEL SERVICES	\$265,605	\$265,945	\$271,522	\$273,867
28 PURCHASE OF SERVICES	\$252,863	\$268,266	\$280,900	\$234,500
Contract Services				
Repairs & Other Expenses				
29 UTILITIES	\$449,242	\$451,446	\$487,000	\$462,000
30 SUPPLIES	\$26,413	\$21,065	\$33,000	\$98,800
TOTAL FACILITIES	\$994,123	\$1,006,722	\$1,072,422	\$1,069,167
MISC COMMITTEES				
<i>Historical Commission, Surface Water Quality Commission, Historic District Commission, Public Ceremonies Committee</i>				
<i>Total FTEs</i>	0.00	0.00	0.00	0.00
31 PURCHASE OF SERVICES	\$46,481	\$45,522	\$47,275	\$47,275
TOTAL EXPENSES	\$46,481	\$45,522	\$47,275	\$47,275
TOTAL MISC COMMITTEES	\$46,481	\$45,522	\$47,275	\$47,275
POLICE				
<i>Total FTEs</i>	25.59	25.59	25.59	26.59
32 PERSONNEL SERVICES	\$2,260,188	\$2,350,058	\$2,486,389	\$2,547,349
PURCHASE OF SERVICES	\$149,093	\$134,114	\$137,350	\$66,586
SUPPLIES	\$127,241	\$147,454	\$161,400	\$232,950
33 TOTAL EXPENSES	\$276,334	\$281,568	\$298,750	\$299,536
TOTAL POLICE	\$2,536,522	\$2,631,626	\$2,785,139	\$2,846,885
JOINT COMMUNICATIONS				
<i>Total FTEs</i>	8.00	8.00	8.00	8.00
34 PERSONNEL SERVICES	\$478,809	\$482,735	\$515,321	\$526,915
PURCHASE OF SERVICES	\$10,471	\$8,925	\$11,600	\$5,100
UTILITIES	\$11,945	\$15,188	\$12,000	\$14,500
SUPPLIES	\$4,457	\$2,886	\$5,500	\$12,000
35 TOTAL EXPENSES	\$26,873	\$26,999	\$29,100	\$31,600
TOTAL JOINT COMMUNICATIONS	\$505,682	\$509,734	\$544,421	\$558,515
EMERGENCY MANAGEMENT				
<i>Total FTEs</i>	0.00	0.00	0.00	0.00
PURCHASE OF SERVICES	\$15,384	\$13,853	\$16,000	\$14,000

		ACTUAL FY 2016	ACTUAL FY 2017	APPROVED FY 2018	REQUESTED FY 2019
	SUPPLIES	\$7,238	\$9,088	\$7,000	\$2,000
36	TOTAL EXPENSES	\$22,622	\$22,941	\$23,000	\$16,000
	TOTAL EMERGENCY MANAGEMENT	\$22,622	\$22,941	\$23,000	\$16,000
	DOG OFFICER				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$21,652	\$21,977	\$21,653	\$24,000
	SUPPLIES	\$0	\$0	\$0	\$0
37	TOTAL EXPENSES	\$21,652	\$21,977	\$21,653	\$24,000
	TOTAL DOG OFFICER	\$21,652	\$21,977	\$21,653	\$24,000
	FIRE & ALS				
	<i>Total FTEs</i>	29.87	26.54	26.54	28.54
38	PERSONNEL SERVICES	\$2,251,212	\$2,345,969	\$2,524,413	\$2,725,820
	PURCHASE OF SERVICES	\$65,297	\$66,446	\$76,600	\$70,300
	SUPPLIES	\$167,578	\$191,304	\$177,200	\$198,550
39	TOTAL EXPENSES	\$232,875	\$257,750	\$253,800	\$268,850
	TOTAL FIRE	\$2,484,087	\$2,603,719	\$2,778,213	\$2,994,670
	BUILDING & ZONING				
	<i>Total FTEs</i>	4.63	4.63	4.63	4.63
40	PERSONNEL SERVICES	\$294,236	\$278,234	\$306,208	\$314,425
	PURCHASE OF SERVICES	\$10,067	\$40,538	\$16,000	\$16,000
	SUPPLIES	\$135	\$3,748	\$3,000	\$3,000
41	TOTAL EXPENSES	\$10,202	\$44,286	\$19,000	\$19,000
	TOTAL BUILDING & ZONING	\$304,438	\$322,520	\$325,208	\$333,425
	SCHOOLS				
	<i>Total FTEs</i>	393.50	405.45	417.65	424.44
42	TOTAL SCHOOLS	\$36,462,311	\$37,653,150	\$39,156,483	\$40,524,035
	REGIONAL VOCATIONAL SCHOOLS				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
43	TOTAL REGIONAL VOCATIONAL SCHOOLS	\$109,056	\$93,215	\$185,000	\$199,452

	ACTUAL FY 2016	ACTUAL FY 2017	APPROVED FY 2018	REQUESTED FY 2019
DPW				
<i>Total FTEs</i>	30.41	33.24	33.24	34.82
44 PERSONNEL SERVICES	1,348,950	1,490,220	1,684,747	2,077,256
DPW ENGINEERING				
PERSONNEL SERVICES	\$0	\$0	\$0	\$391,193
45 PURCHASE SERVICES	\$0	\$0	\$0	\$32,800
46 SUPPLIES	\$0	\$0	\$0	\$11,710
HIGHWAY				
PERSONNEL SERVICES	\$851,281	\$939,665	\$1,077,231	\$1,048,497
47 PURCHASE SERVICES	\$229,184	\$226,555	\$429,000	\$459,000
48 SUPPLIES	\$72,823	\$72,760	\$95,500	\$157,800
PARK AND CEMETERY				
PERSONNEL SERVICES	\$497,669	\$550,555	\$607,516	\$637,566
49 PURCHASE SERVICES	\$179,917	\$188,058	\$205,000	\$289,800
50 SUPPLIES	\$106,750	\$102,046	\$122,000	\$110,000
LANDFILL				
51 PURCHASE SERVICES	\$19,281	\$41,820	\$65,000	\$40,000
TOTAL DPW	\$1,956,905	\$2,121,459	\$2,601,247	\$3,178,366
SNOW				
<i>Total FTEs</i>	0.00	0.00	0.00	0.00
52 PERSONNEL SERVICES	\$96,602	\$176,405	\$125,000	\$125,000
PURCHASE OF SERVICES	\$94,077	\$155,157	\$110,000	\$110,000
SUPPLIES	\$230,640	\$429,843	\$215,000	\$215,000
53 TOTAL EXPENSES	\$324,717	\$585,000	\$325,000	\$325,000
TOTAL SNOW	\$421,319	\$761,405	\$450,000	\$450,000
BOARD OF HEALTH				
<i>Total FTEs</i>	9.29	9.29	9.29	9.29
54 PERSONNEL SERVICES	\$649,489	\$676,423	\$713,534	\$730,298
PURCHASE OF SERVICES	\$145,055	\$137,785	\$168,336	\$169,055
SUPPLIES	\$10,790	\$11,419	\$15,700	\$13,200
55 TOTAL EXPENSES	\$155,845	\$149,204	\$184,036	\$182,255
TOTAL BOARD OF HEALTH	\$805,334	\$825,627	\$897,570	\$912,553
VETERANS SERVICES				
<i>Total FTEs</i>	0.00	0.00	0.00	0.00

	ACTUAL FY 2016	ACTUAL FY 2017	APPROVED FY 2018	REQUESTED FY 2019
PURCHASE OF SERVICES	\$39,419	\$34,683	\$44,000	\$44,000
SUPPLIES	\$2,999	\$2,248	\$4,000	\$4,000
56 TOTAL EXPENSES	\$42,418	\$36,931	\$48,000	\$48,000
TOTAL VETERANS SERVICES	\$42,418	\$36,931	\$48,000	\$48,000
COUNCIL ON AGING				
<i>Total FTEs</i>	3.34	3.34	3.34	3.69
57 PERSONNEL SERVICES	\$200,989	\$204,743	\$211,337	\$234,225
PURCHASE OF SERVICES	\$36,100	\$45,100	\$45,000	\$46,130
SUPPLIES	\$9,675	\$7,903	\$12,500	\$13,150
58 TOTAL EXPENSES	\$45,775	\$53,003	\$57,500	\$59,280
TOTAL COUNCIL ON AGING	\$246,764	\$257,746	\$268,837	\$293,505
YOUTH SERVICES				
<i>Total FTEs</i>	3.03	3.03	2.77	2.77
59 PERSONNEL SERVICES	\$217,977	\$221,077	\$225,565	\$214,360
PURCHASE OF SERVICES	\$2,786	\$2,917	\$4,600	\$4,600
SUPPLIES	\$1,115	\$857	\$1,625	\$1,625
60 TOTAL EXPENSES	\$3,901	\$3,774	\$6,225	\$6,225
TOTAL YOUTH SERVICES	\$221,878	\$224,851	\$231,790	\$220,585
LIBRARY				
<i>Total FTEs</i>	13.74	13.69	13.69	13.69
61 PERSONNEL SERVICES	\$806,012	\$788,488	\$834,807	\$839,020
PURCHASE OF SERVICES	\$52,863	\$45,107	\$60,139	\$46,300
SUPPLIES	\$175,251	\$187,451	\$192,500	\$220,167
62 TOTAL EXPENSES	\$228,114	\$232,558	\$252,639	\$266,467
TOTAL LIBRARY	\$1,034,126	\$1,021,046	\$1,087,446	\$1,105,487
RECREATION				
<i>Total FTEs</i>	2.54	3.54	3.54	3.54
63 PERSONNEL SERVICES	\$163,184	\$158,939	\$175,577	\$166,626
PURCHASE OF SERVICES	\$0	\$0	\$0	\$44,839
SUPPLIES	\$0	\$0	\$0	\$0
TOTAL EXPENSES	\$0	\$0	\$0	\$44,839
64 TOTAL RECREATION	\$163,184	\$158,939	\$175,577	\$211,465

	ACTUAL FY 2016	ACTUAL FY 2017	APPROVED FY 2018	REQUESTED FY 2019
DEBT AND INTEREST				
<i>Total FTEs</i>	0.00	0.00	0.00	0.00
65 TOTAL DEBT AND INTEREST	\$7,653,109	\$7,470,289	\$7,544,703	\$7,201,386
RETIREMENT				
<i>Total FTEs</i>	0.00	0.00	0.00	0.00
PURCHASE OF SERVICES	\$3,971,988	\$4,235,414	\$4,362,369	\$4,648,984
66 TOTAL RETIREMENT	\$3,971,988	\$4,235,414	\$4,362,369	\$4,648,984
UNCLASSIFIED				
<i>Total FTEs</i>	0.00	0.00	0.00	0.00
HEALTH & LIFE INSURANCE				
Employee Health Insurance (441)	\$4,978,787	\$5,326,100	\$5,304,592	\$5,405,700
Retiree Health Insurance (456)	\$1,389,134	\$1,511,945	\$1,616,588	\$1,801,900
Health Insurance Incentive Waiver (64)	\$176,180	\$176,600	\$191,820	\$232,600
Employee & Retiree Life Insurance (603)	\$13,984	\$16,000	\$18,600	\$18,000
Other Expenses	\$29,393	\$41,500	\$66,200	\$65,200
67 TOTAL HEALTH/LIFE INSURANCE	\$6,587,478	\$7,072,145	\$7,197,800	\$7,523,400
OTHER INSURANCE				
68 PROPERTY, CASUALTY & LIABILITY INSURANCE	\$576,157	\$621,417	\$680,000	\$686,000
69 MEDICARE TAX - 1.45%	\$595,336	\$624,343	\$590,000	\$664,451
70 UNEMPLOYMENT COMPENSATION	\$61,326	\$28,407	\$50,000	\$50,000
71 NON CONTRIBUTORY RETIREMENT	\$225	\$0	\$0	\$0
72 POLICE/FIRE DISABILITY	\$10,171	\$1,389	\$15,000	\$15,000
73 OCCUPATIONAL HEALTH	\$6,046	\$4,596	\$8,000	\$8,000
TOTAL OTHER INSURANCE	\$1,249,261	\$1,280,152	\$1,343,000	\$1,423,451
74 SICK LEAVE BUYBACK	\$23,740	\$27,921	\$55,000	\$40,000
75 RESERVE FOR SALARY SETTLEMENT	\$374,000	\$0	\$7,867	\$135,000
76 TOWN MEETING	\$105,853	\$63,642	\$100,000	\$115,000
77 STREET LIGHTING	\$121,421	\$130,450	\$130,000	\$95,000
78 RESERVE FUND BUDGET	\$300,000	\$0	\$250,000	\$250,000
79 SCHOOL BUS PARKING	\$0	\$0	\$0	\$50,000
TOTAL UNCLASSIFIED	\$8,761,753	\$8,574,310	\$9,083,667	\$9,631,851
TOTAL GENERAL FUND BUDGET	\$71,565,554	\$73,718,946	\$77,090,084	\$79,894,945

	ACTUAL FY 2016	ACTUAL FY 2017	APPROVED FY 2018	REQUESTED FY 2019
WATER FUND				
<i>Total FTEs</i>	8.00	8.00	8.00	9.00
SALARIES	\$675,805	\$778,470	\$719,600	\$762,296
PURCHASE OF SERVICES	\$619,195	\$580,117	\$585,117	\$539,117
UTILITIES	\$372,458	\$414,500	\$414,500	\$435,225
SUPPLIES	\$564,291	\$570,000	\$570,000	\$591,800
OTHER FINANCING USES	\$331,725	\$338,601	\$381,660	\$383,537
DEBT SERVICE	\$1,064,627	\$1,105,664	\$1,331,350	\$1,307,263
80 TOTAL WATER DEPARTMENT	\$3,628,101	\$3,787,352	\$4,002,227	\$4,019,238
SEPTAGE FUND				
<i>Total FTEs</i>	0.00	0.00	0.00	0.00
SALARIES – RETIREE CHARGES	\$51,885	\$52,708	\$0	\$0
PURCHASE OF SERVICES	\$0	\$0	\$0	\$0
81 TOTAL SEPTAGE DEPT	\$34,369	\$52,708	\$0	\$0
WASTEWATER MANAGEMENT DISTRICT COMMISSION				
<i>Total FTEs</i>	0.54	0.54	0.54	0.54
SALARIES	\$28,283	\$33,552	\$24,317	\$26,500
PURCHASE OF SERVICES	\$78,650	\$134,155	\$116,623	\$171,626
UTILITIES	\$44,221	\$48,563	\$46,916	\$39,972
SUPPLIES	\$3,000	\$25,000	\$25,000	\$10,000
OTHER FINANCING USES	\$24,288	\$24,669	\$28,831	\$94,965
DEBT SERVICE	\$467,601	\$477,472	\$471,057	\$452,086
82 TOTAL WASTEWATER MANAGEMENT COMMISSION	\$646,044	\$743,411	\$712,744	\$795,149
TOTAL ENTERPRISE FUNDS	\$4,308,514	\$4,583,471	\$4,714,971	\$4,814,387
<i>Grand Total FTEs</i>	560.59	575.27	587.33	600.30
GRAND TOTAL OMNIBUS BUDGET	\$75,874,068	\$40,645,544	\$81,805,055	\$84,709,332

CAPITAL BUDGET – FISCAL 2019			
<u>DPW</u>			
1	Town wide road reconstruction	CC	\$600,000
2	RT 20 South Laydown Area	FC	\$150,000
3	Concord Road Culvert	FC	\$150,000
4	Light Equipment Replacement – Gang Mower P 57	FC / SBP	\$95,000
5	Light Trucks-P51	FC	\$95,000
6	Light Trucks-Dump H5	FC	\$95,000
7	Light Trucks-Dump P54	FC	\$95,000
<u>CONSERVATION</u>			
8	Tractor	FC	\$46,000
<u>FACILITIES</u>			
9	Town Building Windows and Door Design	SBP	\$65,000
10	Town Building Interior Renovations	FC / SBP	\$375,000
<u>INFORMATION TECHNOLOGY</u>			
11	MUNIS Revenue Module	FC / SC	\$230,000
<u>FIRE</u>			
12	Fire Vehicle	AMB	\$55,000
<u>SCHOOL</u>			
13	Middle School Phone System	FC	\$125,000
14	Middle School Network Wiring	B	\$386,000
15	High School Wastewater Plant	SBP	\$285,000
16	Loker School Kitchen Replacement	B / SBP	\$295,000
17	Custodial Equipment	FC	\$30,000
<u>DPW WATER ENTERPRISE FUND</u>			
18	Vehicles-Dump Truck-W4	WS	\$95,000
19	Vehicles-Utility Truck-W5	WS	\$95,000
20	Meter Replacement	B	\$520,000
21	PLC Upgrades	B / SBP	\$350,000
22	Water Mains	B	\$950,000
TOTAL BUDGET			\$5,182,000
<u>SUMMARY OF FUNDING SOURCES</u>			
	BORROW (NON-EXEMPT)	B	\$2,381,846
	CASH CAPITAL	CC	\$600,000
	FREE CASH	FC	\$1,126,720
	AMBULANCE FUND	AMB	\$55,000
	SURPLUS BOND PROCEEDS FROM CLOSE OUTS	SBP	\$818,237
	SURPLUS CAPITAL PROJECTS FROM CLOSE OUTS	SC	\$10,197
	WATER SURPLUS	WS	\$190,000
TOTAL FUNDING SOURCES			\$5,182,000

1. Budget: Department of Public Works - \$600,000	
Title: Town wide road reconstruction	Project Advocate(s): Director, DPW
Description: Funding for road and sidewalk construction projects on the Town's 96 miles of roadway. Resurfacing costs approximately \$250,000 per mile. The \$600,000 combined with State Chapter 90 funding, which averages \$475,000/year, will allow approximately 4.5 miles of Town roads to be repaved. Roads scheduled for repaving in FY19 include Claypit Hill Rd, Spring Hill Rd, Lee Rd, Glover Ln, Wheelock Rd, Clubhouse Ln, Loring Ln, Linn Ln, Smokey Hill Rd, Thompson Rd, and Wayland Hills Rd.	
Justification: Annual program that ensures the Town's roads and municipal ways remain in safe and usable condition. Schedule is based on required water main projects, drainage issues, sidewalk and pavement conditions. This level of funding represents a 17-20 year resurfacing schedule for all Town roads.	
Relationship to General Plan: Ongoing maintenance and investment in the Town's infrastructure.	
History: Part of the ongoing repair and maintenance of Town roadways.	
Schedule: FY 2019	In the 5 Year Capital Plan? Yes
Source of Funds: Cash Capital	Request: \$600,000.

2. Budget: Department of Public Works - \$150,000	
Title: Route 20 South Laydown Area	Project Advocate: Director, DPW
Description: Funding for the design and permitting for the redevelopment of the capped landfill area on the south side of Route 20. The primary interest is to establish a new materials management area to replace the current laydown area at the transfer station that will become part of the River's Edge development project. The design will also determine if area is suitable for school bus parking and/or a police firing range. It is anticipated approximately \$750,000 will be requested in FY20 to construct the materials management area.	
Justification: Due to the development of the River's Edge project, the DPW is losing its former 3-acre laydown area at the transfer station and needs to relocate its laydown area.	
Relationship to General Plan: Repurposing of Town asset	
History: Ongoing need for materials management.	
Schedule: FY 2019	In the 5 Year Capital Plan? No
Source of Funds: Free Cash	Request: \$150,000.

3. Budget: Department of Public Works - \$150,000	
Title: Concord Road Culvert	Project Advocate: Director, DPW
Description: A sinkhole has been observed within the right-of-way immediately above a culvert near 251 Concord Road. The existing culvert is made of corrugated metal pipe and inspections reveal significant degradation of the material. The funds will allow for the placement of an internal liner to structurally replace the existing pipe. The process will not require excavation and will maintain hydraulic capacity of the culvert.	
Justification: Unless the culvert is reinforced, a portion may collapse resulting in more costly repairs and temporary detours. The culvert provides the hydraulic connection between the two sides of Concord Road.	
Relationship to General Plan: Repair and maintain infrastructure.	
History: Ongoing repair and maintenance.	
Schedule: FY 2019	In the 5 Year Capital Plan? No
Source of Funds: Free Cash	Request: \$150,000.

4. Budget: Department of Public Works - \$95,000	
Title: Light Equipment Replacement - Gang Mower P57	Project Advocate: Director, DPW
Description: Replace Unit P57, a 2011 Toro Groundsmaster Gang Mower . P57 is used to mow roughly 90% of the 126 acres of municipal open areas in town. The current Mower has 6500 hours of use and has become increasingly unreliable, suffering from mechanical issues due to age as well as wear and tear.	
Justification: Over the last three years, P57 has been out of service a total of 17 times for repairs other than routine preventative maintenance, with a total downtime of 186 hours, or 23 days. A more reliable primary unit is needed.	
Relationship to General Plan: Part of the Town’s long-term vehicle replacement schedule.	
History: This is a planned replacement.	
Schedule: FY 2019	In the 5 Year Capital Plan? Yes
Source of Funds: Free Cash/Surplus Capital	Request: \$95,000.

5. Budget: Department of Public Works - \$95,000	
Title: Light Trucks - P51	Project Advocate: Director, DPW
Description: Replace P51, a 2008 Ford F450 with approximately 50,000 miles. This truck serves various roles within the Park Division and is used daily as a chip truck in response to down trees and post-storm cleanups. During the winter it is also used on a main plow route.	
Justification: P51 suffers from wear and tear as well as corrosion due to the nature of its work, necessitating its replacement. Over the last three years, the vehicle has been out of service a total of 12 times for repairs other than routine maintenance, with a total downtime of 268 hours or 33 days.	
Relationship to General Plan: Part of the DPW long-term vehicle replacement schedule.	
History: This is a planned replacement.	
Schedule: FY 2019	In the 5 Year Capital Plan? Yes
Source of Funds: Free Cash	Request: \$95,000.

6. Budget: Department of Public Works - \$95,000	
Title: Light Trucks - Dump H5	Project Advocate: Director, DPW
Description: Replace H5, a 2009 Chevrolet 3500 Dump Truck with approximately 50,000 miles. This truck is utilized daily by the Highway Division and serves as a plow vehicle during snow events. The current vehicle was designed for light-duty applications and can become overstressed while performing hauling and plowing activities. The proposed replacement vehicle would be a diesel-powered truck capable of performing all required tasks.	
Justification: H5 suffers from wear and tear. Over the last three years, H5 has been out of service 15 times for repairs other than routine maintenance with a total downtime of 250 hours or 31 days. Unlike a light duty vehicle, a diesel powered truck will be more versatile and not become over-stressed during hauling and plowing applications.	
Relationship to General Plan: Part of the DPW long-term vehicle replacement schedule.	
History: This is a planned replacement.	
Schedule: FY 2019	In the 5 Year Capital Plan? Yes
Source of Funds: Free Cash	Request: \$95,000.

7. Budget: Department of Public Works - \$95,000	
Title: Light Trucks - Dump P54	Project Advocate: Director, DPW
Description: Replace P54 which is a 2008 Ford F450 with approximately 60,000 miles. This truck serves various roles within the Park Division and is used daily. During the winter it is also used on a main plow route.	
Justification: P54 recently suffered a catastrophic engine failure and is now out of service indefinitely, as repairs have been deemed to not be cost-effective.	
Relationship to General Plan: Part of the DPW long-term vehicle replacement schedule.	
History: This is a planned replacement.	
Schedule: FY 2019	In the 5 Year Capital Plan? Yes
Source of Funds: Free Cash	Request: \$95,000.

8. Budget: \$46,000	
Title: Tractor	Project Advocate(s): Director, Conservation
Description: Purchase a compact tractor with mowing and plowing implements to perform maintenance and enhance four large open space parcels owned by Conservation. The current practice of outsourcing mowing will be eliminated, reducing the Conservation department’s operating budget by \$11,000/year. During mowing season, the tractor will be stored in the shed at Cow Common and in the DPW garage during the winter.	
Justification: Owning a tractor will provide greater efficiency for regular mowing which is critical for maintaining habitat perimeter trails and reducing the growth of invasive plants. Regular mowing will also improve habitat value and re-seeding.	
Relationship to General Plan: Improved maintenance of Town assets.	
History: New request	
Schedule: FY 2019	In the 5 Year Capital Plan? No
Source of Funds: Free Cash	Request: \$46,000.

9. Budget: Facilities - \$65,000	
Title: Town Building Window and Door Design	Project Advocate: Public Buildings Director
Description: Design replacement for existing 182 windows, 9 exterior doors and frames at Town Building with modern energy efficient windows and doors. It is anticipated approximately \$1.2mm will be requested in FY20 to purchase and install the replacement windows.	
Justification: Current Town Building windows and exterior doors are outdated, not energy efficient and require more maintenance than modern windows and doors. Many window mechanisms have failed and must be opened and closed manually.	
Relationship to General Plan: Maintenance of the Town's assets and infrastructure.	
History: Requests for improvements to Town Building over the past several years have been passed over.	
Schedule: FY19	In the 5 Year Capital Plan? Yes
Source of Funds: Surplus Capital	Request: \$65,000.

10. Budget: Facilities - \$375,000	
Title: Town Building Interior Renovations	Project Advocate: Public Buildings Director
Description: Design, construction and relocation expenses to rearrange the Building, Conservation, Health and Planning departments into a Land Use Office, renovate entrance lobby and reconfigure the Treasurer's and Finance departments to accommodate staffing changes.	
Justification: Overall project goal is to better utilize Town Building space to promote a more efficient workflow for town staff and residents. The creation of Land Use office will facilitate permitting process. The updated lobby will have a more welcoming presence and provide adequate space for Veterans materials, Historical Commission artifacts and required notice postings. Changes to the Treasurer's and Finance offices will accommodate changes in staffing and improve working conditions.	
Relationship to General Plan: Maintenance and upgrade of Town asset.	
History: Multi-year program to increase efficiency and habitability of Town Building.	
Schedule: FY19	In the 5 Year Capital Plan? Yes
Source of Funds: Free Cash/Surplus Capital	Request: \$375,000.

11. Budget: Information Technology - \$230,000	
Title: Munis Revenue Modules	Project Advocate: IT Director
Description: Implement Revenue Modules within Munis to provide Town with fully integrated financial system that will provide more efficient and timely billing and reconciliation particularly relative to Real Estate and Water billing.	
Justification: Currently, the Town operates two financial software systems: Vadar and Munis. These systems are not fully integrated, operate independently and often necessitate manual/dual postings. Changing to one billing software platform will allow for greater operational efficiencies, improved financial and fiscal controls particularly in cash receipts, abatements and commitments. This change will address financial operations concerns as noted in the both the RSM IT Assessment and the Collins Center Report.	
Relationship to General Plan: Upgrade financial system.	
History: Revenue modules were not available when Munis was installed.	
Schedule: FY 2019	In the 5 Year Capital Plan? No
Source of Funds: Free Cash/Surplus Capital	Request: \$230,000.

12. Budget: Fire Department - \$55,000	
Title: Fire Vehicle	Project Advocate: Fire Chief
Description: Replace Assistant Chief's 2012 car with a 2018 vehicle equipped to function as a Command post.	
Justification: The current vehicle, assigned to the Assistant Fire Chief is used for day to day operations and to respond to incidents. It is nearing the end of its useful life expectancy with 80K miles and is experiencing multiple costly mechanical issues. The replacement car will be equipped to function as a Command post and be standardized to other department vehicles currently in use	
Relationship to General Plan: This is the regular replacement of a vehicle.	
History: This is a planned replacement.	
Schedule: Fiscal Year 2019	In the 5 Year Capital Plan? Yes
Source of Funds: Ambulance Receipts	Request: \$55,000.

13. Budget: School Department - \$125,000	
Title: Middle School Phone System	Project Advocates: School Committee, Public Buildings Director
Description: This request is to install a wired Voice Over Internet Protocol (VoIP) telephone system at the Middle School, similar to the ones recently installed in Loker, Happy Hollow and Claypit Hill Schools.	
Justification: This project is a continuation of a program to upgrade all school phone systems to be compatible and comparable to the system installed at Wayland High School, Central Office and recently at Loker, Happy Hollow and Claypit Hill. The existing system is over 20 years old and in need of upgrading. Alternative communication systems including a traditional landline telephone system, upgraded PA system, using teachers' cell phones, and wireless VoIP service were considered. Each of these options either costs more, provided less capability or did not function in this environment.	
Relationship to General Plan: Maintenance of the Town's assets and improved safety.	
History: Ongoing effort to increase security within School District.	
Schedule: Fiscal Year 2019	In the 5 Year Capital Plan? Yes
Source of Funds: Free Cash	Request: \$125,000.

14. Budget: School Department - \$386,000	
Title: Middle School Network Wiring	Project Advocates: School Committee, School IT Director
Description: Replace and upgrade Middle School network infrastructure including cabling, network switches and engineering to support the recommended wiring for the Middle School's VoIP telephone system. Purchase and install recommended replacement network hardware for network switches and wireless access points.	
Justification: This project supports needed hardware upgrades along with the wiring needed for the Middle School VoIP Telephone System. The Middle School network switches were purchased in 2008 and the Middle School wireless access points are five years old. Both are due for replacement.	
Relationship to General Plan: Maintenance and upgrade of School Network infrastructure.	
History: Upgrade and replace aging School IT network and accommodate growth.	
Schedule: Fiscal Year 2019	In the 5 Year Capital Plan? Yes
Source of Funds: Borrowing	Request: \$386,000.

15. Budget: School Department - \$285,000	
Title: High School Wastewater Plant	Project Advocates: School Committee, Public Buildings Director
Description: Design and construct a secondary containment system for operating, cleaning and stored chemicals. Design and implement modifications to the effluent testing procedures and programming to insure proper representative discharge composite samples. Design and install modifications to the plant ventilation system.	
Justification: During a June 27, 2017 Massachusetts Department of Environmental Protection (MassDEP) inspection, two non-compliance issues were identified. To contain spills, the chemical tanks require a secondary containment system. The area of the plant where the chemicals are injected is very space limited, the secondary containment will require relocation of existing equipment and piping to provide additional space. The second issue is effluent samples must consistently represent 24 hour discharge composites. The inspection also identified plant ventilation issues that require equipment modifications that need to be resolved.	
Relationship to General Plan: Addresses outstanding compliance issues.	
History: Complies with regulatory requirements.	
Schedule: FY 2019	In the 5 Year Capital Plan? No
Source of Funds: Surplus Capital	Request: \$285,000.

16. Budget: School Department - \$295,000	
Title: Loker School Kitchen Renovations	Project Advocates: School Committee, Public Buildings Director
Description: The original kitchen space was converted to a computer lab and more recently to a teachers' work space, BASE office and a small kitchen. To serve the increasing student population, the BASE office will be relocated and the teachers' workspace will be reconfigured. The original kitchen space will be converted back to a full service kitchen with a serving line and be outfitted with new equipment. Plumbing, electrical and ventilation will be updated as needed to meet all code requirements.	
Justification: Currently, residential appliances are used to cook lunch daily for the nearly 300 students. The food is then physically transported to the cafeteria where a serving line is set up. The additional funding is to fully renovate the Loker kitchen in order to appropriately serve the increasing student population at Loker.	
Relationship to General Plan: Maintenance of the Town's assets and of safety requirements.	
History: \$211,400 was appropriated at 2014 ATM for design and construction. The design work has been completed. Total project costs are anticipated to be \$506K, necessitating additional request of \$295,000.	
Schedule: FY 2019	In the 5 Year Capital Plan? No
Source of Funds: Borrow/Surplus Capital	Request: \$295,000.

17. Budget: School Department - \$30,000	
Title: Custodial Equipment	Project Advocate(s): School Committee, Public Buildings Director
Description: Purchase a walk behind auto scrubber and burnisher for the Middle School in order to increase productivity and cleanliness.	
Justification: Currently, the custodian staff is ill equipped to perform their duties. Sweeping and mopping floors by hand is slow and inefficient. Cleaning restrooms by hand does not disinfect as well as modern cleaning machines. According to an independent consultant, Edvocate, all five schools should have an auto sweeper/scrubber, a high speed burnisher, and several restroom cleaning machines. One rider burnisher and auto scrubber was allocated in FY2017 to the High School and one walk behind burnisher and auto scrubber was allocated to Claypit Hill. In FY2018 equipment was purchased for Happy Hollow School. This request will provide the Middle School with the proper tools to clean and maintain newly tiled floors.	
Relationship to General Plan: Scheduled replacement of Town equipment.	
History: Third year of multi-year request.	
Schedule: Fiscal Year 2019	In the 5 Year Capital Plan? Yes
Source of Funds: Free Cash	Request: \$30,000.

18. Budget: Department of Public Works, Water - \$95,000	
Title: Vehicles - Dump Truck W4	Project Advocate: Director, DPW
Description: Replace W4 a 2009 Chevrolet 3500 Dump Truck with approximately 25,000 miles. This gas-powered truck is used daily by the Water Division to respond to service calls and address issues with Town's water distribution system. The proposed replacement vehicle would be a diesel-powered truck.	
Justification: W4 has become unreliable. This vehicle has been out of service 18 times within the past three years, with a total downtime of 200 hours or 25 days. W4 will be replaced with a diesel vehicle which will be better suited to the work it performs.	
Relationship to General Plan: Part of the DPW long-term vehicle replacement schedule.	
History: This is a planned replacement.	
Schedule: FY 2019	In the 5 Year Capital Plan? Yes
Source of Funds: Water Capital	Request: \$95,000.

19. Budget: Department of Public Works, Water - \$95,000	
Title: Vehicles -Utility Truck W5	Project Advocate: Director, DPW
Description: Purchase a diesel-powered Utility Truck to replace W5 a gas-powered 2009 Chevrolet 3500 with approximately 65,000 miles. This truck is used daily by the Water Division to respond to service calls and address issues with the Town's water treatment and distribution systems. During the winter, it is also used on a main plow route.	
Justification: W5 specifications including light-duty suspension and small gasoline engine result in the vehicle being over stressed during towing and plowing applications. A diesel-powered truck will be better able to handle these applications. In the past three years, this vehicle has been out of service 16 times, with a total downtime of 90 hours or 11 days.	
Relationship to General Plan: Part of the DPW long-term vehicle replacement schedule.	
History: This is a planned replacement.	
Schedule: FY 2019	In the 5 Year Capital Plan? Yes
Source of Funds: Water Capital	Request: \$95,000.

20. Budget: Department of Public Works, Water - \$520,000	
Title: Water Meter Replacement Program	Project Advocate: Director, DPW
Description: Purchase and install 3466 water meters throughout town that are at least 10 years old to insure accurate water readings.	
Justification: Over 3000 of the town's water meters are 19 years old or older. While useful life of water meters is 20 years, meters that are 10+ year-old under report water consumption by 3-6%. This underreported water equals more than 20,000,000 gallons/yr. and results in lost revenue of approximately \$189,000/yr. Accurate readings are necessary to assure fairness to all water customers.	
Relationship to General Plan: Part of long-range capital plan to maintain infrastructure and equipment.	
History: Funds will be combined with \$200,000 approved at 2015 ATM and \$200,000 approved at 2016 ATM for a total project cost of \$920,000.	
Schedule: FY 2019	In the 5 Year Capital Plan? Yes
Source of Funds: Water Borrowing	Request: \$520,000.

21. Budget: Department of Public Works, Water - \$350,000	
Title: PLC Upgrades	Project Advocate: Director, DPW
Description: Purchase and install Programmable Logic Controllers (PLCs) at critical Water Department facilities. PLC's, the backbone of water pumping and control, are the most critical component of the water system.	
Justification: Approximately 90% of the current PCL's were installed in 1995. In 2014 the vendor stopped manufacturing replacement parts, making it difficult to source spares and parts. PLC's are sensitive to environmental and technological changes, and function optimally when all PLCs in a network are similar.	
Relationship to General Plan: Ongoing maintenance and investment in the Town's infrastructure.	
History: Initial request.	
Schedule: FY 2019	In the 5 Year Capital Plan? Yes
Source of Funds: Water Borrowing	Request: \$350,000.

22. Budget: Department of Public Works, Water - \$950,000	
Title: Water Main Replacement Program	Project Advocate: Director, DPW
Description: Replace and upgrade of approximately 2500 linear feet of parallel 8" and 6" Cast Iron water lines with one single 12" Ductile Iron water pipe.. This is an annual program, prioritized by the 2016 (Water System) Capital Efficiency study. \$700K of this request is for replacements coordinated with road paving projects. \$250K is sought to facilitate an in-house replacement of the water main on Sedgemoor Road due to the high number of main breaks that have recently occurred.	
Justification: The Water Main Replacement Program has been designed to replace the water distribution system's older water mains that have exceeded their expected life spans and to upgrade areas of the distribution system that do not currently meet ISO Fire Flow requirements. In 2016, the Water Division completed its Capital Efficiency Study, which examined all aspects of Water Division Infrastructure including: Age of Water Mains, Pipe Material, Break History, Soil Conditions and Fire Flow requirements. The Water Main Replacement Program is based on this Study. Postponing the scheduled replacement of the aging infrastructure can impact the Operational Budget by necessitating overtime costs for water quality complaints. Older mains are also more susceptible to leakage, bacteria and turbidity problems.	
Relationship to General Plan: Included in the long-range capital plan to maintain infrastructure and equipment.	
History: This is an ongoing capital improvement plan.	
Schedule: FY 2019	In the 5 Year Capital Plan? Yes
Source of Funds: Water Borrowing	Request: \$950,000.

For more information about this article, contact Brian Keveny, Finance Director, 508-358-3611.

ARTICLE 10: PERSONNEL BY-LAWS AND WAGE AND CLASSIFICATION PLAN

Proposed by: Personnel Board

Estimated Cost: \$46,500

To determine whether the Town will vote to amend the Code of the Town of Wayland, Chapter 43, PERSONNEL and the Personnel Wage and Salary Classification Plan (Appendix B) previously adopted by the Town for non-union Town employees, and further, to determine whether the Town will vote to raise and appropriate, transfer from available funds, transfer from funds already appropriated for another purpose, or otherwise, the sum of \$46,500 for the purpose of funding said adjustments to wages and salaries for non-union Town employees for fiscal year 2019, and to authorize the Town Accountant to allocate said sums to and among the personnel and line items affected thereby in such amounts as are proper and required.

FINANCE COMMITTEE COMMENTS: This Article is requesting Town Meeting to approve changes to the Wage and Classification Plan. The Article sets forth a 2.25% wage increase in FY 19 for non-union personnel. This amount is consistent with negotiated FY 19 increases for union affiliated personnel.

This article impacts only non-union employees of the Town. The Wage and Classification Plan allows for periodic wage increases for non-union employees based on employee longevity and provides for reasonable wage growth over time. The Wage Classification Tables, as included in this warrant, reflect a 2.25% increase for all non-union employees as of July 1, 2018. For informational purposes only, union employees in bargaining units with negotiated labor contracts during this cycle of bargaining have their FY 19 wage tables listed as well.

The Personnel Board recommends approval. (4-0-0)

The Board of Selectmen recommends approval. (5-0-0)

ARGUMENTS IN FAVOR: The Wage and Classification Plan allows for periodic wage increases for non-union employees based on employee longevity and provides for reasonable wage growth over time depending on economic conditions.

Recreational seasonal adjustments will keep Wayland competitive in this market. The adjustments are also consistent with the Recreation Department's efforts to certify their summer programs with the State.

ARGUMENTS OPPOSED: Some would say that salary growth should be lower based on current economic conditions and that wages should not be adjusted. Some would say that employees are being paid enough and program fees are sufficiently high.

RECOMMENDATION: The Finance Committee recommends approval. (6-0-0)

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 41, Section 108A.

CONSISTENCY WITH LAW: This bylaw amendment is not repugnant to federal or Massachusetts law.

For more information about this article, contact Miranda Jones, Chair of the Personnel Board, mjones@wayland.ma.us.

ARTICLE 11: CPA: SET ASIDES AND TRANSFERS

Proposed by: Community Preservation Committee

Estimated Cost: \$686,346.20

To determine:

- a) whether the Town will vote to set aside from the Community Preservation Fund's Uncommitted Fund for later spending:
 - i) \$96,620 for open space, but not including land for recreational use, \$96,620 for historic preservation, and \$96,620 for community housing pursuant to Massachusetts General Laws Chapter 44B, Section 6 for FY 2019;
 - ii) \$25,000 for administrative expenses;
 - iii) \$371,486.20 for annual debt service obligations for the purchase of the conservation restriction on Mainstone Farm, as previously approved by Town Meeting; and
- b) further, whether the Town will vote to transfer funds in the amount of \$96,620 from the Community Housing Fund of the Community Preservation Fund to the Wayland Municipal Affordable Housing Trust Fund (WMAHTF).

FINANCE COMMITTEE COMMENTS: Wayland adopted the Community Preservation Act (CPA) in 2001, which established a Community Preservation Committee (CPC) that makes recommendations on how the funds raised via the CPA surcharge shall be spent. The Act requires that the CPC recommend and that Town Meeting vote to set aside 10% of the annual receipts into Community Housing, Historic Preservation and Open Space. The Report of the Community Preservation Committee is available in Appendix C.

Part a) of this article is the CPC's recommendation that fulfills the 10% annual distribution of funds as required by the CPA, makes routine appropriation for CPC administration purposes, and sets aside monies to fund the debt service for the Conservation Restriction on Mainstone Farm.

Part b) of this article transfers funds allocated for Community Housing in a) above to the Wayland Municipal Affordable Housing Trust Fund (WMAHTF) to provide for the creation and preservation of affordable housing in Wayland. Funds to be transferred to the WMAHTF include monies already allocated to the Community Housing Fund through the annual distribution.

The Community Preservation Committee recommends approval. (8-0-0)

The Board of Selectmen recommends approval. (5-0-0)

ARGUMENTS IN FAVOR: This set aside will ensure the Town continues to balance the needs of housing, open space and historic preservation in the spirit of the Community Preservation Act.

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

ARGUMENTS OPPOSED: The Finance Committee is unaware of any.

RECOMMENDATION: The Finance Committee recommends approval. (5-0-0)

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 44B, Sections 6, 7 and 11.

For more information about this article, contact Gretchen Schuler, Chair of the Community Preservation Committee, at (508) 358-7980, or email ggschuler126@gmail.com.

ARTICLE 12: COMPENSATION FOR THE TOWN CLERK

Proposed by: Board of Selectmen

Estimated Cost: \$78,812

To determine whether the town will vote to fix the salary for the Town Clerk, pursuant to Massachusetts General Laws Chapter 41, Section 108, to be effective July 1, 2018.

SALARY SCHEDULE – TOWN CLERK

	<u>FY 2018</u>	<u>FY 2019</u>
Town Clerk	\$ 74,500	\$ 78,812

FINANCE COMMITTEE COMMENTS: This Article is requesting Town Meeting to approve an increase for the Town Clerk. Annual wage adjustments for the Town Clerk are subject to Annual Town Meeting approval. The proposed 2.25% increase is consistent with across-the-board wage increases for other Town employees. In addition, the value of a step increase is added for consistency with other non-union Town employees. The total percentage increase is 5.79%.

The Board of Selectmen recommends approval. (5-0-0)

The Personnel Board recommends approval. (4-0-0)

ARGUMENTS IN FAVOR: The proposed wage allows for the equivalent of a periodic wage increase consistent with the proposed FY 19 increases for other employees.

ARGUMENTS OPPOSED: Some might say that employees are sufficiently compensated under the existing wages.

RECOMMENDATION: The Finance Committee recommends approval. (5-0-0)

QUANTUM OF VOTE: Majority - Massachusetts General Laws Chapter 41, section 108.

For more information about this article, contact Nan Balmer, Town Administrator, at 508-358-3620 or by email nbalmer@wayland.ma.us.

ARTICLE 13: RESCIND AUTHORIZED BUT UNISSUED DEBT

Proposed by: Board of Selectmen

To determine whether the Town will vote to rescind the previously authorized but unissued debt in the amount of \$2,241,040 related to the following borrowing authorizations, at various town meetings that are deemed no longer necessary because the projects funded by the borrowings have been completed:

- | | |
|------------------------------------|-----------------------------------|
| 1) Construction of DPW facility | Authorized STM 11/20/13 Article 2 |
| 2) Energy Improvements | Authorized ATM 04/07/14 Article 6 |
| 3) Claypit School Remodel | Authorized ATM 04/07/14 Article 6 |
| 4) Town Building Repairs | Authorized ATM 04/07/14 Article 6 |
| 5) Small Swap Loader | Authorized ATM 04/07/16 Article 8 |
| 6) Cochituate Apartment Sprinklers | Authorized ATM 04/07/16 Article 8 |

FINANCE COMMITTEE COMMENTS: Passage of this article will rescind borrowing authorization that is no longer necessary because the relevant projects have been either completed, are no longer being considered or been inactive for a long time. It does not prevent the Town from funding a similar capital item in the future. Following is a listing and status of the authorized/unissued debt being considered for rescission:

<u>Project</u>	<u>Status</u>	<u>Original Authorization</u>	<u>Remaining Unissued Debt</u>
DPW Facility	Completed	\$12,124,816	\$1,124,816
Energy Improvements	Completed	\$ 2,813,920	\$ 306,824
Claypit School Remodel	Completed	\$ 1,110,000	\$ 579,000
Town Building Repairs	Completed	\$ 617,400	\$ 100,400
DPW SmallSwap Loader	Completed	\$ 220,000	\$ 30,000
Cochituate Sprinklers	Completed	\$ 260,000	\$ 100,000

Approval of this article will increase the Town’s borrowing capacity by \$2,241,040.

The Board of Selectmen recommends approval. (5-0-0)

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

Approval of this article will increase the Town’s borrowing capacity.

ARGUMENTS OPPOSED: The Finance Committee is unaware of any.

RECOMMENDATION: The Finance Committee recommends approval. (5-0-0)

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 44, Section 20.

For more information about this article, Nan Balmer, Town Administrator, at 508-358-3620 or by email nbalmer@wayland.ma.us

**ARTICLE 14: TERMINATE THE NON- INSURANCE STABILIZATION FUND
AND TRANSFER BALANCE TO GENERAL FUND
STABILIZATION FUND**

Proposed by: Board of Selectmen

To see if the Town will vote to transfer the entire balance of the Non-insurance Stabilization Fund to the General Fund Stabilization Fund and further that the town vote to terminate the Non-insurance Stabilization Fund pursuant to G.L. Chapter 40, Section 5B effective July 1, 2018.

FINANCE COMMITTEE COMMENTS: There is no longer a purpose for the Town to maintain the non-insurance stabilization fund (“the Fund”) separate from the General Fund Stabilization Fund (“the Stabilization Fund”). The Town Clerk’s office has not been able to determine when, or if, the Fund was established by a Town meeting vote. The Town has operated the Fund as a Trust Fund and the balance has not changed over the last six years (or longer).

The \$1.2 million balance of the non-insurance stabilization fund has already been included in available fund balance calculations by the auditors and rating agencies. The consultants from the Collins Center (working with the Town under a Community Compact Financial Policies Grant) recommended that the Fund be closed out, the funds transferred by Town Meeting vote to the existing Stabilization Fund, and the Non-Insurance Stabilization Fund closed. The Town’s auditors, Melanson and Heath, concur with this recommendation.

The Board of Selectmen recommends approval. (5-0-0)

ARGUMENTS IN FAVOR: The Finance Committee is unaware of any reason to maintain a separate non insurance stabilization Fund so the Town should consolidate the two stabilization funds. Both funds are considered by Moody’s rating service as available fund balance in its rating calculation of available fund balances as a percentage of operating revenue.

ARGUMENTS OPPOSED: The Finance Committee is unaware of any.

RECOMMENDATION: The Finance Committee recommends approval. (6-0-0)

QUANTUM OF VOTE: Two-thirds – see Massachusetts General Laws Chapter 40, Section 5B.

For more information about this article, contact Brian Keveny, Finance Director, at (508) 358-3611, or email bkeveny@wayland.ma.us.

ARTICLE 15: CLOSE SEPTAGE ENTERPRISE FUND

Proposed by: Board of Selectmen

To determine if the Town will vote:

- a. to transfer the entire balance of the Septage Enterprise Fund as of June 30, 2018 to the General Fund, and

- b. to terminate the Septage Enterprise Fund pursuant to Massachusetts General Law Chapter 44, Section 53F½, effective July 1, 2018.

FINANCE COMMITTEE COMMENTS: This article will transfer the remaining balance as of June 30, 2018 (estimated at approximately \$17,750) to the General Fund as miscellaneous revenue and also close the Septage Enterprise Fund.

The Septage Enterprise Fund was created for the purpose of managing income and expenses of the Septage Facility jointly managed by Wayland and Sudbury. The Facility was fully decommissioned and permanently closed in December 2009, and the remaining funds have been used to pay the legacy costs (health and life insurance; pension) for the retired employees. At this time, there remain three Wayland beneficiaries (two employees, one spouse) and one Sudbury beneficiary (employee).

The Septage Facility has been governed by three agreements – the first in 1976, the second in 1997, and the most recent in 2015. The 1997 agreement called for the creation of the Enterprise Fund. Each agreement has Wayland and Sudbury sharing costs equally.

At the close of FY2018, the Fund will have a remaining balance of approximately \$17,750 (plus interest). This article will close out that balance to the General Fund and terminate the Septage Fund. For FY2018, the legacy payments will be made from the General Fund and will be offset by the \$17,750 and payments due from Sudbury. Starting in FY2019, Septage legacy costs will be appropriated to and paid from the General Fund insurance line item without the extra step of going through the Septage Fund. Wayland and Sudbury will continue to share the legacy costs evenly, and it is anticipated that the gross payments could total approximately \$300,000 over the next ten years.

Wayland and Sudbury continue to work on a replacement inter-municipal agreement to succeed all three prior agreements. This agreement will restate that the two Towns share expenses equally and will address that Sudbury's part-time Septage employee did not have insurance and pension expenses paid from the Septage fund for the period of 2004-2015. While of interest to understand the future of Septage financial obligations, this does not impact the balance of the fund or the desire to close the fund.

The Board of Selectmen recommends approval. (5-0-0)

ARGUMENTS IN FAVOR: The Septage Enterprise Fund has served its useful life. With no remaining funds, it should be closed. Appropriations for future expenses will be in the General Fund Unclassified Insurance 32B and Pension line items as are other retiree obligations.

This article does not impact the financial arrangements between Sudbury and Wayland, it solely deals with the accounting for the required payments. Wayland and Sudbury will continue to share the legacy expenses equally for the remainder of the retirees' lives.

ARGUMENTS OPPOSED: Some would say that the payments will not be as transparent as if they were continued to be paid through the Septage Fund.

RECOMMENDATION: The Finance Committee recommends approval. (6-0-0)

QUANTUM OF VOTE: Majority – see Chapter 44, Section 53F½.

For more information about this article, contact Brian Keveny, Finance Director, at (508) 358-3611, or email bkeveny@wayland.ma.us.

ARTICLE 16: RESOLUTION TO CONTINUE ELECTRONIC VOTING THROUGH FY2022

Proposed by: Petitioners

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 2022, subject to the Moderator's rules, and requests the Board of Selectmen and Finance Committee to include sufficient funding in the FY2020, FY2021, FY2022 Omnibus Budget articles presented at the 2019, 2020, and 2021 Annual Town Meetings.

PETITIONERS' COMMENTS: Electronic voting replaces voice voting and standing counts. Because sound intensity declines with distance, voice voting is inaccurate: voters seated further from the Moderator have less of a vote than those seated closer. The Moderator may have difficulty determining a voice vote's outcome, particularly if a two-thirds majority is necessary; when that happens, or if 7 voters request it, a standing count is required. Depending upon attendance, a standing count can take up to an hour. Voice or standing count votes are public; the consequences of having one's votes known to friends, neighbors, employers, or employees can prevent the use of one's best judgement. Electronic voting eliminates the stress of shouting votes, the concern over accurate vote resolution, and the worries from public voting; as a result, voters have become more relaxed, methodical, and deliberate – and thus more likely to make good decisions for the benefit of all Wayland citizens.

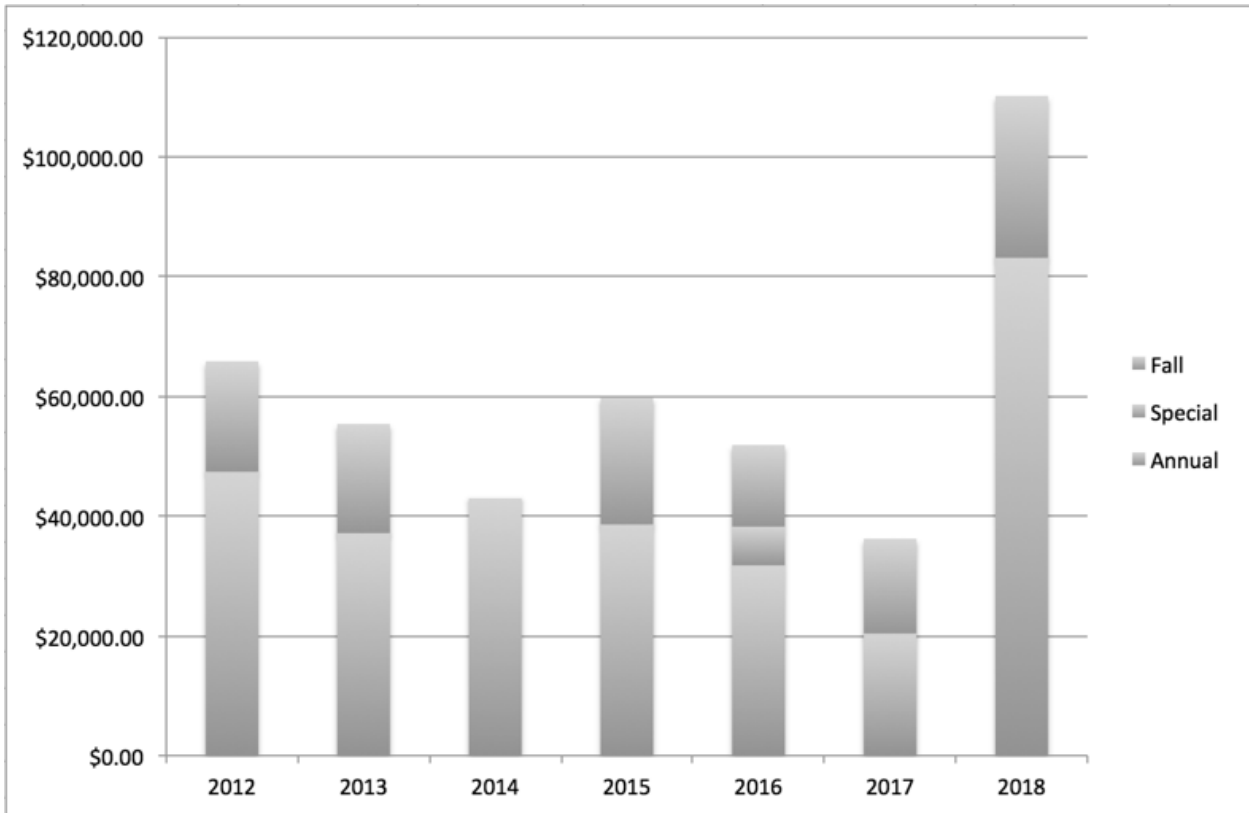
FINANCE COMMITTEE COMMENTS: The passage of this article supports a resolution to use electronic voting devices at Town Meetings for the three fiscal years 2020, 2021, and 2022. This is not a request for funding.

In May of 2010 Wayland accepted electronic voting on a trial basis. Wayland was the first town in New England to use and incorporate wireless keypad electronic voting. In April 2012, it was resolved that electronic voting would be used for a period of three more years, 2013, 2014, and 2015. It was brought back to Town Meeting in April of 2015 and resolved again that electronic voting be use for three more years, 2016, 2017, and 2018 through FY2019. The latest resolution ends in April 2019.

Wayland has been using electronic voting for the past six years and has experienced fast and accurate votes; analysis shows that we've saved an average of three hours each Annual Town Meeting. Sometimes a full session is saved; this most recently occurred at last November's Special Town Meeting by the rapid resolution of Article 11, with 68.6% of 701 voters providing the required two-thirds quantum of vote. Electronic Voting has made Town Meetings more relaxed, deliberate, and methodical; decisions made in this environment are beneficial to all Wayland citizens. Voters can make decisions on the merits of articles, without concerns for consequences from family, friends, neighbors, employers, or employees. Every zoning or borrowing article has a two-thirds quantum of vote. Articles having a quantum of vote greater than 50% are particularly challenging for the Moderator to resolve without Electronic Voting. Electronic Voting prevents these situations from requiring lengthy standing counted votes.

These benefits have a cost. Over the past six years, the average annual (actual) cost was \$52,015, which is \$156,046 over a three year period for the use of this service. It is challenging to predict attendance and duration of town meetings, and there can be unusual circumstances. For example, attendance at the Special Town Meeting in 2009 that considered approval of the new High School was 1,646 voters. Because of the large number of major projects being presented for approval, anticipated attendance at the 2018 Annual Town Meeting is 2000, which will increase the Electronic Voting cost for this meeting to \$77,768 - \$83,111.

This chart shows annual electronic voting costs for the last six years and the estimated electronic voting cost for 2018:



The Board of Selectmen recommends approval. (5-0-0)

ARGUMENTS IN FAVOR:

- Electronic voting is more accurate than voice or hand voting at Town Meetings.
- Electronic voting eliminates the need for time-consuming standing counts when the Moderator cannot accurately resolve a close voice vote or when requested by seven voters.
- Electronic voting promotes better decision-making by eliminating intimidation and fear of retribution from public voting, thereby improving the quality of government.
- Electronic Voting prevents non-residents from fraudulently participating in voice votes.
- The use of Electronic Voting has saved the town an average of three hours per Town Meeting, reducing the duration of some Town Meetings by a full session.

ARGUMENTS OPPOSED:

- Some might believe that the cost of Electronic Voting is too high at an average \$52,000 per Town Meeting and these dollars could be better used for other needed services.
- Town meeting attendance can fluctuate year to year depending on the type and number of Warrant articles making the projected costs difficult to manage. This Town Meeting is estimated to cost \$83,000.
- Some believe that Town Meeting constitutes the legislative authority of a town where all voting members of a community come together to legislate policies and budgets. It can be important to see and understand how our community members and elected officials vote on specific town business.
- Electronic voting does not prevent all forms of voter fraud.
- Some believe that Electronic Voting is part of the budget process and resolutions are not needed.

RECOMMENDATION: The Finance Committee recommends approval. (6-1-0)

QUANTUM OF VOTE: Majority

For more information about this article, contact petitioners Alan Reis at 508-254-2094 or alanjreiss@verizon.net, or David Bernstein at 508-358-8022. You may also go to the website at www.electronicvoting.info

ARTICLE 17: APPROPRIATE FUNDS TO CONSTRUCT A NEW LIBRARY BUILDING

Proposed by: Board of Library Trustees

Estimated Cost: \$28,940,710

To determine whether the Town will vote to:

- 1) raise and appropriate, transfer from available funds, or borrow the sum of Twenty-eight Million, nine hundred and forty Thousand, seven hundred ten dollars (\$28,940,710) for the design, engineering, construction, equipping, and furnishing of a new Wayland Free Public Library to be located at 195 Main Street, Wayland, MA 01778, and any and all incidental and related costs, including but not limited to, site evaluation, engineering and design services, and project management services for the design, bidding and construction, including but not limited to schematic and final design, construction documents, and bidding and construction oversight, building demolition and site preparation, paving, and landscaping as well as a lease or leases for alternative operational space, storage, furnishings, moving expenses and other professional and legal expenses and fees and related necessary costs for the duration of the project, and to authorize the Board of Selectmen and/or the Board of Library Trustees to expend these funds, without further appropriation, but with the approval of the Permanent Municipal Building Committee;
- 2) authorize use of the construction management at risk delivery method pursuant to the provisions of G.L. c.149A, §§1-13;

- 3) authorize the Treasurer with the approval of the Board of Selectmen, to borrow said sum pursuant to G.L. c. 44, §§7 or 8 or any other enabling authority, and issue bonds or notes of the Town therefor;
- 4) authorize any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, to be applied to the payment of costs approved hereunder in accordance with G.L. c.44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs; and
- 5) authorize the Board of Selectmen and other appropriate officials to apply for federal, state, or private grants, enter into any agreements and execute all documents including contracts for a term in excess of three years as may be necessary to effectuate the purposes of this Article, and to accept any gifts or grants provided to the Town for such purposes;

provided, however, that the appropriation made hereunder shall be expressly contingent upon approval by the voters of the Town of a ballot question to exclude from the limitations of Proposition 2 1/2, G.L. c. 59, §21C, the amounts required to pay for any such bonds or notes; and further that no funds appropriated hereunder shall be expended until the Town has been allotted a grant by the Massachusetts Board of Library Commissioners; or take any action related thereto.

SPONSORS' COMMENTS: From 33 applications, Wayland was awarded one of nine state construction grants to build a new library at 195 Main Street. This award was the culmination of over two years of work by the Board of Library Trustees, the Library Planning Committee, and community members—to identify Wayland's current and future library needs, study contemporary library use and design in Massachusetts and elsewhere, and work with architects to determine whether our current library could be expanded and, if not, where the Town could successfully locate a new one.

As a site-specific, time-sensitive offer, the grant presents a unique opportunity to construct a building that reflects Wayland's commitment to education and dialogue for all ages. Residents deserve a library commensurate with their expectations for intellectual engagement, lifelong learning, and community cohesion. Now is the time for Wayland to invest in the future of this essential Town institution.

FINANCE COMMITTEE COMMENTS: Passage of this article will authorize the appropriation of \$28,940,710 to build a new library at 195 Main Street, adjacent to the Middle School, on the site of the former Highway Department garage. The cost of the project to the Town will be \$18,052,730. Monies defraying the cost to the Town are:

- \$10,137,980 provisional state construction grant, awarded by the Massachusetts Board of Library Commissioners (MBLC) on July 13, 2017
- \$750,000 contribution from Board of Library Trustees Millennium Fund

Additional potential cost reduction measures include:

- LEED certification award for energy efficiency up to \$354,829, and
- Contributions to a capital campaign, launched by the Trustees.

The Town will receive the grant funds only if this article passes at the April 2018 Town Meeting. If the article does not pass, the grant will be offered to another community in the Commonwealth.

The proposed new library will be a two-story, 33,390 -square-foot, LEED-certifiable building. In addition to its current functions, the library will offer enhanced spaces, services, and collections for children and teenagers; quiet rooms for individual and small-group study; dedicated rooms for lectures, meetings, and technology classes; and improved work areas for staff.

At the November 2015 Special Town Meeting, voters authorized \$150,000 for a Library Planning & Design Study to examine the feasibility of expanding and renovating the current library building and the feasibility of building a new library on a different site. After extensive study of the current site and two other parcels, it was determined that expansion at 5 Concord Road was not feasible because the 1.02-acre site in the Aquifer Protection District would not support an increase in either the size of the building or the number of parking spaces needed. The Trustees selected 195 Main Street as the most appropriate site for a new library.

The proposed building meets the space-needs assessment set forth in Wayland's Library Building Program, produced by an independent library consultant. The consultant worked closely with library staff to analyze the needs of each department, and then applied national standards and state guidelines to recommend an appropriate size for the Town's library. To qualify for state grant funding, Wayland must base total square footage on the Library Building Program submitted to and accepted by the MBLC prior to applying for the grant.

If this article passes, the Town will receive the grant in 5 equal installments:

- 20% (\$2,027,596) in May/June 2018 for development of a schematic design
- 20% in May/June 2019, after construction documents are submitted to the MBLC
- 20% in May/June 2020 upon issuance of a building permit
- 20% in May/June 2021 upon issuance of a certificate of occupancy
- 20% in May/June 2022 after a final audit

The Project Team will endeavor to achieve LEED Platinum certification for energy efficiency and sustainability and commits to study and incorporate products and technologies that will achieve this objective consistent with budgetary limitations and prudent return on investment criteria.

Construction is expected to begin in mid- to late 2019 and the building is scheduled to open in 2021.

The preliminary conceptual design for a new library at 195 Main Street is online at:

<https://waylandlibrary.org/architectural-design/>

A breakdown of total project costs is as follows. A 10% contingency amount is incorporated into each of the following line items.

Construction	\$ 21,933,532
Professional services	\$ 3,170,543
Furnishings, Finishes & Equipment	\$ 1,598,345
Moving	\$ 65,000
Escalation	\$ 2,173,290
Total	\$28,940,710

The Finance Committee has recommended including this project in a debt exclusion. Under Proposition 2½, the Town's taxes cannot exceed the levy limit. A debt exclusion allows raising funds

beyond the levy limit to pay for bonds associated with a project. The ability to raise the extra levy expires when the debt associated with the project is paid off.

The cost to service the debt for the library construction will cause the average tax bill to increase in Fiscal Year 2020 by \$313, or \$0.53 per \$1,000 of home valuation. The average tax rate impact over the entire term of the debt will be \$0.26 per \$1,000 of home valuation.

It is anticipated that despite the size increase of the new building, the utility costs will not increase. This is because the new building will be built using energy efficient materials and design and will be more efficient than the current inefficient masonry building.

The new building will require increased custodial care at an anticipated annual cost of \$41,000 in 2021, and a benefitted half-time clerk at an anticipated cost of \$21,000. Insurance costs are anticipated at \$16,000 for each of these possible new hires /year. An estimate for an operating budget in 2021 that includes the two new staff is \$1,204,812. The requested FY19 budget is \$1,090,540.

Although the new library will be larger than the current one, its materials budget -- i.e., costs of acquiring new items for the collection -- will not increase. Wayland already has a healthy acquisitions budget; the problem in the current building is that one item must be removed for every new one added. In the new building, this aggressive removal will not be necessary.

The Board of Library Trustees recommends approval. (4-0-0)

The Library Planning Committee recommends approval. (10-0-0)

The Board of Selectmen recommends approval. (5-0-0)

ARGUMENTS IN FAVOR: This is a one-time opportunity to accept this substantial grant of \$10,137,980 to help defray the cost of a new library building that will meet the current and future needs of Wayland residents. This presents a unique opportunity to have one-third of the costs paid for by the state.

The proposed building will address longstanding deficiencies known to town officials, staff, and patrons. In a 2015 town-wide survey, a majority of respondents explained that they underuse—or avoid altogether—the current building at 5 Concord Road because of dissatisfaction with its interior spaces, limitations in services, and parking. Extensive study and due diligence have led to the conclusion that the current library cannot be renovated or expanded, now or in the future, in a way that would meet the Town's needs. The proposed new library, in contrast, will offer:

- an expanded children's room with sufficient collection, program, and activity spaces
- a new teen/young adult room with dedicated study spaces
- a wide variety of seating choices (single and group, desk and lounge)
- separate study/work spaces and rooms
- a large multi-purpose room for lectures, large meetings, and events
- a conference room for midsize meetings
- a wing that can be closed and used after hours for other town/group events
- a technology room with public access computers for individual use, classes, and meetings
- ADA compliance
- expanded space for collections
- efficient spaces for staff to work safely and comfortably
- appropriate space to house the library's technology infrastructure
- a flexible interior design for optimal space configurations

- twice the parking in a well laid out accessible lot
- a site unlikely to flood

The new location is adjacent to the Wayland Middle School and in close proximity to the high school, two of the three elementary schools, and recreation parcels. Communities with dedicated teen rooms find that they are heavily used for homework, informal socializing, interest groups, and organized events.

The varied seating options, study rooms, and conference room will make the library attractive to local interest and professional groups looking for a common space to meet.

The Recreation parcel between the library and the middle school will allow students, neighbors, and patrons to move freely between Recreation and library activities. This location, in the Town's most densely populated area, provides easy access for pedestrians and bicyclists.

The building will be designed and built with LEED certification standards in mind, including sustainable materials, and prudent energy and water conservation technologies incorporated into the design.

ARGUMENTS OPPOSED: Some worry about the cost of the project and the impact on the Town's debt schedule given other competing capital projects on the horizon. Some argue that the scope and size of the project are too large. Some are concerned with the increased staffing and operating costs of a larger library building. Some are concerned that the relocation of the library will affect traffic and congestion at and around the middle school and the adjacent neighborhood.

Some are concerned about the undetermined future of the current building at 5 Concord Road, given the possible use restrictions on a portion of the property. They argue that the Town may need to go through the process of challenging the terms of a public charitable trust, with an unclear outcome. In addition, there will be costs to operating the building after the library function has moved.

RECOMMENDATION: The Finance Committee recommends approval. (5-0-2)

QUANTUM OF VOTE : Two-thirds vote required for borrowing – see Massachusetts General Laws Chapter 44, Sections 2, 7, and 8.

For more information about this article, contact Aida Gennis, Chair of the Board of Library Trustees, at wgs3155@gmail.com.

ARTICLE 18: APPROPRIATE FUNDS TO DESIGN RENOVATION OF THE EXISTING LIBRARY BUILDING AT 5 CONCORD ROAD FOR CONTINUED LIBRARY USE INSTEAD OF BUILDING A NEW LIBRARY

Proposed by: Petitioners

Estimated Cost: \$175,000

To determine whether the Town will vote to appropriate a sum of money to be expended under the direction of PMBC, or a new committee appointed by the Board of Selectmen, for the purpose of

preparing design, engineering, and related construction documents and other pertinent expenses for two options for renovating and expanding the Wayland Free Public Library at 5 Concord Road:

- a) designs will encompass two options and prioritize needs of families with young children:

Option 1: renovate the existing library building by improving its compliance with current safety and access codes, investigating innovative space-utilization techniques including movable stacks; connecting the building wastewater discharge to the Wayland Wastewater Management Commission treatment plant; expanding parking and improving vehicular access to the site; and upgrading site drainage to accommodate the 100-year storm.

Option 2: includes all improvements in Option 1 and expands usable space on/over the vacated septic field and/or other sites on/near the property. Cost sensitive design will provide all elements in Option 1 and 2 at a price not to exceed \$9.5 million.

- b) determine whether said appropriation shall be provided by taxation, transfer from unappropriated funds, transfer from available funds appropriated for other purpose, by borrowing, or otherwise, or transferred from the Community Preservation Funds for Historic Preservation.

PETITIONERS' COMMENTS: This article proposes to demonstrate that instead of building a new Library, a suitable renovation/expansion of the current Library building can be accomplished within \$9.5 million. Spending \$9.5 million renovating instead of building a \$29 million new Library would save millions in property taxes.

The provisional grant of \$10,137,980 from the Massachusetts Board of Library Commissioners (MBLC) obligates Wayland residents to pay an additional \$19 million to build the \$29 million building. Several necessary expenses are not included, e.g. legal fees to potentially remove the Roby deed restrictions; increased and on-going staffing/operating costs for a 33,530 square-foot library; plus, projected costs for possible hazardous/toxic materials uncovered when building on the former DPW burning dump which contains an unlined/uncapped landfill.

The sponsors of this Article believe that Wayland has a beautiful and high-functioning library. Undertaking a design study to preserve and enhance our existing library is wise and fiscally responsible.

FINANCE COMMITTEE COMMENTS: This article proposes appropriating \$175,000 to prepare design, engineering, and related construction documents and other pertinent expenses for two options for renovating and expanding the Wayland Free Public Library at 5 Concord Road.

Two studies have previously evaluated options for expanding and/or renovating 5 Concord Road: *The 2005 Final Report, Feasibility Study for the Expansion of the Wayland Free Public Library* and the *2017 Massachusetts Public Library Construction Program 2016-2017 Grant Round Application*. Both studies concluded that the site has too many existing conditions and regulatory challenges to make expansion feasible or economic.

The property and adjacent freight shed property have a number of constraints including limitations due to wetlands and the aquifer protection district. At the time the warrant went to print, the Conservation Commission had not been consulted on the feasibility of expanding over the existing septic tank area as proposed in Option 2.

The article proposes authorizing the Permanent Municipal Building Committee (PMBC) or a new committee appointed by the Board of Selectmen to expend this money. The PMBC was established to oversee and direct the design and construction of selected Town building projects by providing technical, project management and cost and schedule expertise.

The Board of Selectmen does not recommend approval. (0-5-0)

ARGUMENTS IN FAVOR: Petitioners argue that options to expand/renovate at 5 Concord Road have not been adequately studied or assessed. They note that previous studies only reviewed options for a library twice the size of the existing library and did not look at more modest options.

Petitioners state that resident satisfaction with the services of the existing library is very high.

5 Concord Road is in the geographic center of town, near other town buildings, and easily accessible by all residents.

Proponents have discussed with public building architects and engineers the concerns being used by the Library Board of Trustees as to why 5 Concord Road will not support expansion. They feel the study proposed under this article will offer reasonable and cost-effective solutions to a number of concerns at 5 Concord Road including lack of meeting space, inadequate parking, history of flooding, wastewater discharge issues and wetlands protection concerns.

Renovating 5 Concord Road would preserve the historic building as Wayland's library.

Petitioners argue that the existing site of the library has fewer challenges than the proposed new site which formerly housed a DPW burning dump.

Petitioners argue that renovating the existing library building, capped at \$9.5 million, is less expensive than building a new library at a cost of over \$18 million to the town.

ARGUMENTS OPPOSED: Two studies were undertaken to explore expansion at 5 Concord Road: *2005 Final Report, Feasibility Study for the Expansion of the Wayland Free Public Library* and *2017 Massachusetts Public Library Construction Program 2016-2107 Grant Round Application*. Given the studies already completed on 5 Concord Road, some argue that this article would be an irresponsible use of taxpayer resources.

Conducting the proposed study risks the \$10 million grant from the state for the construction of a new library. The Town would not be able to reallocate the state grant to a project at 5 Concord Road.

The Town would most likely need to fund 100% of the costs of a project at 5 Concord Road as the state is unlikely to make another round of library grants in the next few years. Additionally, the proposed project would be subject to cost escalation and interest rate risk during the planning, permitting and town meeting approval timeframes.

While some argue that resident satisfaction with the current library is high, a town-wide survey indicated that residents find children's programming and spaces, meeting and study rooms, a business resource center, and separate teen spaces essential or critical. The current library has none of these features. Respondents also tended to be frequent library users, so responses may not accurately capture those who go elsewhere because the existing library does not meet their needs.

Renovating the library could mean temporary shut-down of the facility; the MLBC will require an alternate location for library services to be provided in Wayland during the duration of any planned closure of the building. This cost has not been determined.

The estimated total project cost of \$9.5 million has not been professionally vetted or discussed with town staff. Petitioners state they have price quotes from professionals.

The Town has previously supported the effort to build a new library at a new site by voting at Annual Town Meeting in April 2017 to accept the preliminary design for the construction of a new library at 195 Main Street and to authorize the Board of Selectmen and/or the Board of Library Trustees to apply for the state grant.

RECOMMENDATION: The Finance Committee does not recommend approval. (0-5-1)

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5. For borrowing, two-thirds vote required – see Massachusetts General Laws Chapter 44, Sections 2, 7, and 8.

For more information about this article, contact lead petitioner Judy Ling at judy5concord@gmail.com.

ARTICLE 19: ACCEPT GIFTS OF LAND AT TOWN CENTER

Proposed by: Board of Selectmen

To determine whether the Town authorizes the Board of Selectmen, with approval by Town Counsel as to form, to acquire by gift, purchase, eminent domain or otherwise, for general municipal purposes, on such terms and conditions as the Board of Selectmen deems appropriate, land including the fee or any lesser interest in all or any part of the parcels of land and the buildings and other structures, on and off Boston Post Road, identified as Lot 3-1, shown on a plan prepared by the Town Surveyor entitled “Plan of Land Wayland, Massachusetts Showing Proposed Municipal Parcels” dated July 21, 2015 and recorded with the Middlesex South Registry of Deeds as Plan 616 of 2015, and Parcel 14, shown on a plan prepared by Hancock Associates entitled “Plan of Land in Wayland, MA” dated January 20, 2012, recorded with the Middlesex South Registry of Deeds as Plan 305 (1 of 2) of 2012 on file with the Town Clerk, and further to authorize the Board of Selectmen to execute any and all documents as may be necessary or convenient in relation thereto or take any action relative thereto.

FINANCE COMMITTEE COMMENTS: This article allows the Board of Selectmen, on behalf of the Town, to accept two parcels of land, approximately 7.75 acres, as gifts from Twenty Wayland LLC for municipal purposes. The two parcels being considered are shown on the Map 1 and Map 2 in Appendix F described as:

“Informal Town Green”	Parcel 3-1 (also known as Map 23, Lot 052I), approximately 1.75 acres. Assessed value of \$35,600.
“Northern Fields”	Parcel 14 (also known as Map 23, Lot 052O), approximately 6 acres. Assessed value of \$47,900; large portion of which is wetlands.

Passage of this article and ultimately closing on the parcels accepted in this article and on those authorized for acceptance in the November 2015 Special Town Meeting (STM) vote will give the Town ownership of land including the “Municipal Parcel” and nearby areas.

The “Informal Town Green” (Lot 3-1) is the area in Town Center known as the town green and is maintained by the retail owner as required by a recorded document. This legal arrangement will continue if the parcel is accepted as a gift. Currently, while the retail portion of Town Center is owned by Zurich Asset Management, the town green is still owned by Twenty Wayland LLC. Twenty Wayland LLC has not allowed community events on the town green for the past two summers. However, the Planning Board’s Master Special Permit calls for this area to “be open to public use.” It is the Board of Selectmen’s intent to have this be public space again.

The “Northern Fields” (Parcel 14) area provides linkage from Town Center to Cow Commons conservation land. While most of the parcel is wetlands, there are some upland areas. The Board of Selectmen has not discussed potential uses for this parcel and further research is required to determine legal restrictions on usage other than as open space.

Each of these two parcels considered by this article is part of the RTNs (Release Tracking Number) assigned to Raytheon Company and covering the entire ±83 acre property, which Raytheon occupied as of 1995. The “Northern Fields” currently has existing groundwater monitoring wells as part of an ongoing monitoring program. Raytheon is responsible for these wells, but its primary environmental consultant, ERM, is conducting the maintenance and ultimate decommissioning.

It may be helpful to understand the background of why Town Meeting is being asked to consider accepting the gift of these two parcels. The Town entered a Development Agreement with Twenty Wayland LLC in March 2006 and amended it in October 2009. In 2015, Twenty Wayland LLC sold the retail portion of Town Center to Zurich Asset Management retaining ownership of eight other parcels in this area. The Town’s relationship with Twenty Wayland LLC continued after the sale to Zurich as terms of the Development Agreement and other Town reviews (notably the Conservation Commissions’ Order of Conditions) are still open. The Board of Selectmen entered settlement discussions with Twenty Wayland and delayed acquiring the parcels as approved at November 2015 STM and any plans for repurposing the building on the Municipal Parcel until a settlement agreement was signed.

The Board of Selectmen has now finalized negotiations with Twenty Wayland LLC resulting in a settlement to bring to closure the terms of the 2006 development agreement. One aspect of the agreement gifts the Town eight parcels for municipal and conservation purposes, totaling over 24 acres with approximately half for conservation purposes. Under the agreement, the Town reserves the right to complete title and environmental review prior to the closing date of June 30, 2018.

These eight parcels to be gifted are shown in Map 3 in Appendix F and described below. Only the first two are under discussion at this Annual Town Meeting (ATM); the other information is provided to facilitate Town Meeting’s understanding of the larger relationship.

<u>Date</u>	<u>Action Required</u>		<u>Known As</u>	<u>Assessor's Map</u>		<u>Acres</u>
ATM Apr 2018	Accept Gift of Land	1	Northern Fields	23, Lot 052O	Parcel 14	6.00
		2	Informal Town Green	23, Lot 052I	Lot 3-1	1.75
ConCom 2018	Accept Gift of Land	3	Meadow Management	23, Lot 052P	Parcel 15	2.00
		4	Conserv. Restriction	23, Lot 052Q	Parcel 16	10.27
STM Nov 2015	Approved	5	Formal Town Green	23, Lot 052K	Lot 8-1	0.43
		6	Municipal Parcel	23, Lot 052L	Lot 4-1	1.96
		7	Off Andrew Avenue	23, Lot 052S	Parcel R-20-1	1.48
		8	Green Area	23, Lot 052M	Lot 9-1B	<u>0.32</u>
						24.21

Land gifted for conservation purposes does not require a town meeting vote to be accepted. On August 24, 2017, the Conservation Commission voted 5-0 in favor of the following:

The Wayland Conservation Commission accepts the gift of Parcel 15 (Map 23, Lot 52P) and Parcel 16 (Map 23, Lot 52Q) shown on a plan prepared by Hancock Associates entitled "Plan of Land in Wayland, Ma" dated January 20, 2012, recorded with the Middlesex South Registry of Deeds as Plan 305 (1 of 2) of 2012 contingent upon the Grantor assigning any and all environmental indemnification agreements to its benefit relative to any environmental contamination.

The Board of Selectmen recommends approval. (5-0-0)

ARGUMENTS IN FAVOR: Accepting this potential gift of land brings the Town almost eight acres of land in the Town Center providing land for both municipal and public use, including the potential for Town facilities and access to existing conservation land.

Allowing the Town to own the "Informal Town Green" area will allow it to be used for public events, which has not been allowed by the present owner. This will allow the Town to have a presence in Town Center.

Accepting the gifts of land under this Article will give a path to complete Wayland's relationship with Twenty Wayland LLC after more than 12 years.

Passage of this article and accepting the land (together with the parcels being gifted to Conservation) will create a connection between Town Center, the Rail Trail/bike path, and Cow Commons, thereby making a usable connection between various recreational properties. Town ownership and usage of this land might actually add value and therefore tax revenue to the town.

ARGUMENTS OPPOSED: Some would argue that we should not remove this land from the tax rolls. The total value of these two parcels is \$83,500 (estimated at \$1,500 in tax revenue annually.)

Some may be uncomfortable accepting a gift of land when environmental groundwater monitoring is still ongoing even though the Town is not the responsible party.

There are usage limitations on some of the parcels due to deed restrictions and wetlands.

RECOMMENDATION: The Finance Committee recommends approval. (7-0-0)

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 14. If appropriation required, two-thirds – see Massachusetts General Laws Chapter 40, Section 14.

For more information about this article, contact Nan Balmer, Town Administrator, at (508)358-3620 or email nbalmer@wayland.ma.us

ARTICLE 20: APPROPRIATE FUNDS FOR A COMMUNITY CENTER AT TOWN CENTER

Proposed by: Board of Selectmen

Estimated Cost: \$470,000

To determine whether the Town will vote to:

- a) appropriate a sum of money to be expended under the direction of the Board of Selectmen for the purpose of preparing Design, Construction, and Bid Documents for a multi-use Community Center (Counsel on Aging/Community Center) to be built on the Municipal Parcel and adjacent parcels of land located on and off Boston Post Road and Andrew Avenue in Wayland, Massachusetts shown as Lot 4-1, Lot 8-1, Lot 9-1B, and Parcel R-20-1 shown on a plan prepared by the Town Surveyor entitled “Plan of Land Wayland, Massachusetts Showing Proposed Municipal Parcels” dated July 21, 2015 and recorded at the Middlesex South Registry of Deeds as Plan 616 of 2015, a copy of which plan is on file in the Office of the Town Clerk;
- b) determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, transfer from available funds already appropriated for another purpose, by borrowing under Massachusetts General Law Chapter 44 or other enabling authority, or otherwise,
- c) authorize the Treasurer with the approval of the Board of Selectmen, to borrow said sum pursuant to G.L. c. 44, §§7 or 8 or any other enabling authority, and issue bonds or notes of the Town therefor;
- d) authorize any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, to be applied to the payment of costs approved hereunder in accordance with G.L. c.44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs;
- e) authorize the Town Administrator to take any action necessary to carry out this program; and
- f) provided, however, that no funds appropriated under this Article shall be expended until the Town of Wayland acquires control of the named parcels and achieves satisfactory environmental testing for PCBs as requested at the November 9, 2015 Special Town Meeting.

FINANCE COMMITTEE COMMENTS: Passage of this article will appropriate \$470,000 to be used to prepare construction and bid documents for a multi-use Community Center to be built at Town Center. The proposal is to use the existing approximately 10,250 sq. ft. building on the “municipal parcel”. The motion contains a contingency that no funds will be expended until the Town acquires control of the four named parcels and achieves satisfactory environmental testing. Special Town Meeting (STM) in November 2015 has already authorized the Board of Selectmen to acquire these four parcels shown in a map in Appendix G.

At Annual Town Meeting (ATM) in April 2015, Article 26 appropriated \$150,000 for conducting due diligence and feasibility design for a proposed Council on Aging/Community Center. During discussion on town meeting floor, residents also asked that additional environmental testing be completed regarding levels of PCBs.

A similar request for project funding has been in front of town meeting before. At April 2016 ATM, Article 21 also considered funding design, construction and bid documents for expanding the existing building to 21,000 sq. ft. on the “municipal parcel” at Town Center. While the motion received a majority vote (165-115), it did not meet the threshold of a 2/3 majority needed for borrowing and the motion failed to pass.

In November 2017, the Board of Selectmen re-formed the Council on Aging/Community Center Advisory Committee (CoA/CCC) and referred this project to the Permanent Municipal Building Committee (PMBC).

The requested appropriation of \$470,000 is estimated to be spent in the following manner under the guidance of the Public Buildings Director and PMBC:

Design Funding through the Bid Phase (80% of design fee)	\$311,500
Design Contingency	\$25,000
Printing cost	\$38,500
Kitchen Design	\$10,000
Owner's Project Manager (Design/Bid Stage)	\$45,000
ConCom Engineering	<u>\$40,000</u>
Total	\$470,000

The CoA/CCC has worked on this proposed project since May 2015, and several of these residents, along with others, have been looking at this for many years. Since 2006, the plan for the Town Center development has included this benefit of a municipal building pad gift. The Board of Selectmen has entered a settlement agreement in February 2018 that gives a path to acquiring this land by gift by June 2018. This proposed use of the land and building is consistent with the goals set forth by the Town in planning for a municipal use at the Town Center property, which was to create a mixed-use project that would be a gathering place and attract residents of Wayland for a multitude of purposes, including residences, shopping, dining and gathering for recreational and other activities, all in walking distance to one another.

The proposed Community Center will be designed as flexible space that will serve citizens of all ages by managing program schedules. The Recreation Department and Council on Aging (CoA) staff can work together to coordinate the use of shared space and resources so that the facility is used to its full potential and services can be streamlined by the Recreation and CoA staff through joint planning.

Additionally, the Community Center will serve unmet needs of the CoA and Recreation Departments as well as other organized community groups that compete for meeting space. Both departments currently operate in below-standard facilities. Of the twelve peer towns recognized by the Finance Committee, all have separate CoA facilities, and ten have community centers. One of the two that does not yet have a community center, Lincoln, is in the process of planning a combined

CoA/Community Center, similar to the project that is proposed in this article. Wayland will be the only one of our twelve peer towns that does not have a facility of this type.

The need for space for the CoA is acute and growing. Wayland's senior population is expected to continue to grow until 2030. Already more than twenty-five percent of Wayland residents are 60+ years old and eligible for local, state, and federal programs and services. Residents also use the CoA to understand and seek services for their aging parents. State guidelines recommend provision of 5 to 6 sq. ft. per senior, while Wayland's underserved seniors are squeezed into 2800 sq. ft. in the Town Building plus a patchwork of other spaces. Our peer towns provide an average of 2 sq. ft. per senior resident in their facilities; Wayland provides 0.66 sq. ft. per senior resident.

In addition to the lack of space for general activities, the CoA is currently unable to provide sufficient private meeting and record storage space for services requiring confidentiality, such as Medicare enrollment, fuel assistance, etc. In some cases, Wayland residents are sent to other communities for these services or hold confidential meetings in unheated closets.

The Town also needs more space for organized group activities. Participation in organized activities continues to rise, especially among younger residents and children, and the Town has little space for these groups to meet. Wayland's youth often participate in multiple sports and clubs over a year – and even over a season – and the town needs space to meet the needs of these groups. Some examples are the Girl and Boy Scouts, Wayland Dads and Wayland Children and Parents Association (WCPA).

The Community Center would also dedicate space to assist Veterans and their families in obtaining benefits and services for which they are entitled. Currently, The Wayland Veterans agent meets weekly in a conference room and Wayland has no other space dedicated for veteran services.

Locating the senior/community center at the municipal pad increases its visibility and places it in a walkable community so that residents can walk to shops, restaurants, housing, a health club, and medical offices without having to drive between these uses. In addition to the space itself, adequate parking can be provided at the municipal pad, with overflow parking readily available in the nearby Town Center lots and on-street parking for peak events.

The Wayland Real Asset Planning Committee (WRAP) opined on the municipal parcel in its June 2017 report. They reported that the property is centrally located to the privately-owned Town Center development, zoning is in place for municipal use, utilities are stubbed to the property line, and wastewater capacity of 3000 gpd is available. Items to consider include that parking needs to be constructed, the property is within a Zone II protection area, there are wetland and riverfront areas to consider, and the Town needs to obtain ownership of the parcels/building.

Some residents have raised concerns about past environmental concerns at this site. Previous environmental studies determined that there were PCB levels at a portion of the site that were above reportable levels set forth by the Department of Environmental Protection (DEP). More recent testing in 2015 determined that PCB levels were below DEP reportable levels. Some residents still expressed concern that the testing was not as extensive as it should have been. Therefore, additional testing was completed in December 2017 (paid for with the 2015 appropriation) and the results are available here: https://www.wayland.ma.us/sites/waylandma/files/uploads/soil_sampling_report.pdf.

The summary states:

“These statistical calculations demonstrate that the average EPC for total PCBs in surficial Site soils is less than 1 mg/Kg, which is DEP’s Method 1 risk characterization standard for category S-1 (unrestricted use) soil. This means that as far as PCBs in soil are concerned, any future use of the Site would meet the DEP requirement of No Significant Risk of harm to health, safety, public welfare or the environment.”

Some residents have expressed concern with the proximity of the building to the Sudbury River. Any development will first need to be approved by a future Town Meeting (for appropriation of funds) and then go through standard permitting with Town boards. The CoA/CCAC will work with the Conservation Commission to ensure that future improvements to the property are in compliance with wetlands and riverfront setback requirements.

The Board of Selectmen recommends approval. (5-0-0)

The Council on Aging Board recommends approval. (7-0-0)

The Recreation Commission recommends approval. (5-0-0)

The Permanent Municipal Building Committee stated that the project scope and budget appear to be appropriate and ready to go forward as defined in the CoA/CCAC drawings and specifications.

ARGUMENTS IN FAVOR: The proposal represents a unique opportunity for the Town to take advantage of an existing building at Town Center that studies have shown is in relatively good condition and can be renovated at a cost that is significantly less than the cost of constructing a new building.

The Council on Aging has requested additional space for its services for many years. The space currently available to them is one-tenth the size recommended by the State and significantly less than other towns of comparable size to Wayland.

The existing building at the municipal pad at the Town Center represents an optimal, well-located, cost-effective way to meet this essential need. It is readily adaptable, and can be finished for a new use at a lower cost than the construction of a new facility.

Residents of all ages in Wayland have actively pursued a Community Center in Wayland for multi-generational programs and recreational activities.

This project is appropriately sized and designed for multi-users to respect the fiscal constraints on the Town. For instance, the proposed project will reuse the existing 10,000 sq. ft. building on the “municipal parcel” rather than expanding the building to 21,000 sq. ft. as was turned down by Town Meeting two years ago in April 2016.

Since 2006, the plan for the Town Center mixed use development has included a municipal building on the municipal pad. The BoS has completed negotiations with the owner and has a path to acquire the land by gift by June 2018. The timing is right to move forward with specific planning for community uses on the site.

This use would be consistent with the goals of the Town in acquiring the Town Center municipal parcel.

The CoA provides elder services recommended by the Older American Act. The current space fails to provide minimum accommodations for counseling, storage of confidential information, and private spaces in which confidential information may be exchanged.

The town has insufficient space for community groups to meet, and participation in these groups – especially among youth – is increasing.

The Finance Committee is recommending that the design and document phase be funded with free cash; therefore, passage of this article does not directly impact taxes or the tax rate.

ARGUMENTS OPPOSED: Some may feel that the Town cannot afford to spend money on a significantly renovated facility at a time when our debt service is at the top of the Finance Committee’s recommended maximum debt service level (10% of Total Spending).

Some may feel that providing better facilities for seniors and indoor recreation and gathering facilities is not a priority at this time.

Some fear that the site selected may have unresolved environmental issues or be too close to the Sudbury River.

Some may feel that the Town should not be undertaking new projects given that we have a relatively high per household tax bill as compared to peer Towns.

RECOMMENDATION: The Finance Committee has not taken a position.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5 and Chapter 44, Section 33B. For borrowing, two-thirds vote– see Massachusetts General Laws Chapter 44, Sections 2, 7 and 8.

For more information about this article, contact Nan Balmer, Town Administrator, at (508)358-3620 or email nbalmer@wayland.ma.us or Bill Sterling, Co-Chair of the Council on Aging/Community Center Advisory Committee, at (617)797-7242 or bill@sterlingarchitects.com

ARTICLE 21: APPROPRIATE FUNDS FOR WAYLAND FIRE STATION NUMBER TWO RENOVATIONS

Proposed by: Board of Selectmen

Estimated Cost: \$1,800,000

To determine whether the Town will vote to:

- 1) raise and appropriate one million eight hundred thousand dollars for the design, engineering and construction of renovations and improvements to the Wayland Fire Station Number Two located at 145 Main Street, Wayland, MA 01778, including, but not limited to, funding necessary engineering or other professional and legal expenses and fees associated with this project, as well as equipment, installation, construction and all other costs incidental or related thereto;
- 2) that to meet this appropriation, to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow said sum by issuance and sale of bonds or notes of the Town in

accordance with General Laws Chapter 44, Section 7(1) or any other enabling legislation, said sum to be expended under the direction of the Board of Selectmen with the approval of the Permanent Municipal Building Committee, which is authorized to take any action necessary or convenient to carry out this vote; and

- 3) and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c.44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs.

FINANCE COMMITTEE COMMENTS: This article authorizes \$1.8 million for renovations at Wayland Fire Station Number Two to adequately support both male and female staff and to meet current standards and regulations for equipment maintenance and storage. Renovations will include removal of asbestos, updated office space, separate male and female locker and rest rooms, proper storage for EMS and hazardous materials containment equipment, a gear storage room, bunk rooms and a fully ADA-compliant restroom for public use. It is anticipated these updates and renovations will include full building fire suppression (i.e., sprinkler system) installation. It is expected that no changes will be required in the building structure or exterior footprint. The requested \$1.8 million includes all costs for construction, project management, as well as any additional design and funding costs. Initial design costs of \$75,000 were previously funded at the 2017 Annual Town Meeting.

Currently, sleeping arrangements have space for only two on-duty fire personnel at Fire Station Number Two and are substantially inadequate for accommodating both male and female first responders. In addition, the current sleeping arrangement makes it difficult to accommodate more than two personnel during weather emergencies. Equipment storage is currently below standards and could result in decreased life expectancy of equipment as well as increased response time. There is no installed fire suppression system in the building.

The Board of Selectmen recommends approval. (5-0-0)

ARGUMENTS IN FAVOR: The renovation will (1) provide for appropriate sleeping facilities for both male and female first responders, which do not exist in the current facility, (2) improve the workplace conditions including meeting federal and state standards, and (3) avoid a potential labor issues. Further, there are no public restroom facilities in the building, which the renovations will provide.

Installation of a full building fire suppression system not only provides appropriate safeguards for our public safety personnel but will also minimize damage to the building and firefighting equipment. A January 2017 fire at Concord Fire Station Two, which also lacked a fire suppression system, resulted in the total loss of a fire engine and loss of use of the building for several months. These losses impact not only the Town budget, but also the safety of local residents when a local fire station is out of commission.

This is one of two Town buildings that are staffed by Town employees every day year round. It has been determined that this is the optimal location for the second fire station based on the ability from which to respond to the greatest number of emergencies. Renovations conducted now will likely result in long term savings by avoiding the need to completely replace the existing fire station in the future.

ARGUMENTS OPPOSED: There are a number of capital projects proposed this year and the Town needs to prioritize each project. We have delayed the renovation in the past and could thus delay the project again without major consequences.

RECOMMENDATION: The Finance Committee recommends approval. (Vote 7-0-0)

QUANTUM OF VOTE: Two-thirds vote required for borrowing – see Massachusetts General Laws Chapter 44, Sections 2, 7, and 8.

For more information about this article, contact Dave Houghton, Fire Chief, at (508) 358-6910, or email dhoughton@wayland.ma.us.

ARTICLE 22: RESOLUTION: ENERGY AND CARBON SAVINGS IN MUNICIPAL BUILDING CONSTRUCTION

Proposed by: Energy and Climate Committee

Whereas Wayland was recognized as a Massachusetts Green Community in 2011 and has a commitment to reduce municipal carbon-based energy use and encourage reduction of residential and commercial carbon-based fuel use.

Whereas, Wayland recognizes that global warming is a threat to our world, impacting the ability of current and future generations to lead healthy, productive and enriching lives.

Whereas, buildings can be designed to reduce their energy and carbon use, lower their lifetime energy operating costs, and improve their energy resiliency by incorporating cost effective energy efficient design, building system controls, and on-site renewable energy generation and energy storage.

Whereas, our municipal buildings are a significant contributor to municipal carbon-based energy costs. New construction and substantial renovation of municipal buildings are significant expenditures and create structures that will endure for decades.

Therefore, be it resolved that Wayland shall seek cost-effective design and construction of all new municipal building construction and substantial renovation projects to minimize carbon-based energy use through cost-effective energy efficient design, building system controls, and on-site renewable energy generation and energy storage.

FINANCE COMMITTEE COMMENTS: This non-binding resolution encourages the Town to continue its resolve to be a Massachusetts designated Green Community, as it was recognized in 2011, by further reducing energy and carbon emissions. There is no cost to the taxpayer with passage of the resolution, and the wording allows for consideration of cost-effective design and construction on future projects.

Wayland has the opportunity to do its part to reduce carbon emissions and combat climate risks in the way that municipal buildings are designed and constructed. This aspirational policy encourages, but does not require, all future significant new municipal construction and substantial renovation projects be designed to reduce fossil fuel carbon-based energy use and maximize energy efficiency, renewable energy and resiliency, taking into account building costs and operating savings. Such approaches help to achieve net zero energy and other high-performance building standards, which encourage greater investment in portions of the facility, such as the building walls and insulation that are likely to remain

unchanged for over 50 years. These approaches can be smart economic choices for projects financed through long term bonds, when the energy savings payoff is shorter than the bonding period and create buildings that are more comfortable and resilient in power outages.

The text articulates the need to take into account cost as Wayland reduces carbon based energy use and pursues renewable energy and energy storage systems.

The Permanent Municipal Building Committee made the following statement with regard to this article: “As the Town Board charged with executing the design and construction of municipal buildings, the PMBC endorses the objectives outlined in this article.”

The Energy and Climate Committee recommends approval. (Vote 4-0-0)

The Permanent Municipal Building Committee recommends approval. (Vote 5-0-0)

The Board of Selectmen recommends approval. (Vote 5-0-0)

ARGUMENTS IN FAVOR: The resolution encourages cost effective building practices that reduce municipal carbon-based fuels, taking into account the bonding period used to finance such projects. The resolution allows the Town to take costs into consideration and this should, therefore, not create additional costs to the Town unless the Town decides to incur such costs in the pursuit of following this policy.

ARGUMENTS OPPOSED: Some may say that this initiative might increase the cost of Town projects.

RECOMMENDATION: The Finance Committee recommends approval. (5-0-0)

QUANTUM OF VOTE: Majority

For more information about this article, contact Ellen Tohn, Chair of the Energy and Climate Committee, at ellentohn@gmail.com.

ARTICLE 23: APPROPRIATE FUNDS FOR WAYLAND TOWN BUILDING HVAC IMPROVEMENTS

Proposed by: Board of Selectmen

Estimated Cost: \$1,575,000

To determine whether the Town will vote to:

- 1) raise and appropriate one-million five-hundred seventy-five thousand dollars to be expended under the direction of the Board of Selectmen for the design, engineering, construction and installation of mechanical and electrical system improvements for the Wayland Town Building located at 41 Cochituate Road Wayland, MA 01778, including, but not limited to, funding necessary for the engineering or other professional and legal expenses and fees associated with this project, as well as equipment, installation, construction and all other costs incidental or related thereto;

- 2) authorize the Board of Selectmen and other appropriate officials to apply for and accept any federal, state, or private gifts, grants or loans available for the project;
- 3) meet this appropriation, to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow said sum by issuance and sale of bonds or notes of the Town in accordance with General Laws Chapter 44 or any other enabling legislation, said sum to be expended under the direction of the Board of Selectmen with the approval of the Permanent Municipal Building Committee, which is authorized to take any action necessary or convenient to carry out this vote;
- 4) and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c.44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs.

FINANCE COMMITTEE COMMENTS: This article requests \$1,575,000 to upgrade the mechanical and electrical system at the Town Building. Mechanical and electrical upgrades are needed because the existing heating, ventilation, and air conditioning (HVAC) equipment has exceeded its economic life and currently operates on outdated R-22 refrigerant. R-22 refrigerant will no longer be manufactured after January 2020 because it contains ozone-depleting fluorocarbons. As the stock of R-22 decreases, the cost of repairs likely will increase dramatically. New equipment will not only be more efficient but will also be designed to be more flexible for future remodeling and office relocations. The electrical system improvements will be required to accommodate the new HVAC equipment and improve the power distribution of the building.

Because of the increased efficiency from the HVAC improvements, the project may qualify for offsetting energy grants from the Commonwealth of Massachusetts. The requested \$1,575,000 includes all costs related to construction, any additional design, and funding. Initial design costs of \$88,000 were previously approved at Annual Town Meeting in 2017.

The upgrades, if approved, would begin in September/October of 2018 and take approximately six to eight months to complete.

The Board of Selectmen recommends approval. (5-0-0)

ARGUMENTS IN FAVOR: The proposed upgrades will add value to the building as well as improve habitability; reduce energy consumption and carbon footprint through more efficient HVAC equipment thus increasing workspace comfort from a new climate control system associated with HVAC improvement.

The refrigerant can no longer be produced after January 2020 and manufacturers may exit the production earlier than that, reducing the availability of the refrigerant while increasing cost. The new HVAC system will be more energy efficient than the existing system. Even if the Town were to decide to move out of the building, the time frame to relocate is significantly longer than the life of the current system.

ARGUMENTS OPPOSED: The Town needs to take a hard look at the future of Town Building and the cost of all of the renovations required before proceeding with any renovations. In addition, there

are a number of capital projects proposed this year and the Town needs to prioritize the projects. We have delayed the HVAC upgrade in the past and should delay the project again.

RECOMMENDATION: The Finance Committee recommends approval. (7-0-0)

QUANTUM OF VOTE: Two-thirds vote required for borrowing – see Massachusetts General Laws Chapter 44, Sections 2, 7, and 8.

For more information about this article, contact Ben Keefe, Public Buildings Director, at (508) 358-3786, or email bkeefe@wayland.ma.us.

ARTICLE 24: ADVANCED WATER METER READING INFRASTRUCTURE

Proposed by: Board of Public Works

Estimated Cost: \$1,630,000

To determine whether the Town will:

- a) raise and appropriate the sum of one million six hundred and thirty thousand dollars to purchase and install advanced water meter reading equipment and software, including any and all other costs incidental or related thereto, to enable customer monitoring of water use; and
- b) determine whether said appropriation shall be provided by transfer from the Water Enterprise Fund, transfer from funds already appropriated for another purpose, or otherwise.

FINANCE COMMITTEE COMMENTS: Passage of this article would authorize the Board of Public Works (BoPW) to purchase and install advanced water meter reading infrastructure and technology. The expected useful service life of a water meter reading system is 20 years.

The current water meter reading system has been in use since 1996. Equipment breakdowns and malfunctions have caused delays in water billing in each of the last 3 years, raising concerns of the auditors and distortions in bills to water customers. An advanced metering infrastructure (AMI) takes automatic water meter readings (typically hourly), transferring them (typically daily) to a controlled secure data storage platform for early leak detection analysis and scheduled billing. The proposed system has a 20-25 year life expectancy with annual operating costs of approximately \$25,000/year.

The proposed updated water meter reading technology will significantly reduce undetected water leaks, greatly improve billing accuracy, and minimize time and cost to read water meters and invoice customers. It will also conserve water by providing rapid notification of abnormal use which in turn will minimize lost water and water abatements. In FY17, lost water abatements were 1.4 million gallons - more water than is pumped in an average day. Additional water was lost by residents through irrigation leaks and not abated.

An AMI system will also assist in early detection of under-registering meters which results in unaccounted for water usage (UAW). Last year the Town's UAW was 13%. The National Standard is 10%. Additionally, this system will allow more frequent billings and enforcement of water conservation restrictions which will be requirements of the Town's next MassDEP water withdrawal permit. This system enables customers to monitor their usage with a cell phone or web application, setting their own thresholds for usage alerts and providing information to better manage household

consumption and costs. AMI alerts the Water Division to abnormal usage patterns so they can notify customers of possible leaks.

An AMI ‘end-point’ device is added outside the home to existing meter and uses radio communication to send encrypted data, eliminating the need to physically read a water meter. If transmission is unavailable or interrupted, the AMI device can store multiple days’ readings and send at a later date. Digital transmissions are at a low power, typically that of a cell phone text message. A transmission lasts 1-2 seconds. Transmitted data is encrypted. For those who wish to have their meter read manually, an opt-out provision will be available, at a cost of approximately \$20.00 per manual read which would be \$40/year for a semi-annual billing system.

The BoPW recommends funding this project through Water Fund Surplus funds. Passing this article will not increase taxation.

The Board of Public Works recommends approval. (4-0-0)

The Board of Selectmen recommends approval. (5-0-0)

ARGUMENTS IN FAVOR:

- Replaces aging, inefficient, labor-intensive billing system and unreliable meter reading system which have caused billing delays questioned by our auditors.
- Reduces potential abatements by sending alerts to the Water Division for leaks or abnormal consumption.
- Detects under-registering meters and will reduce significantly under accounted for water usage.
- Helps meet regulatory requirements of our Water Management Act water withdrawal permit through improved leak detection, enabling more frequent billing, and enforcement during watering restriction periods.
- Provides customer access via smartphone or web app to daily usage and possible leaks.
- Supports Wayland’s ‘Green Community’ goals by encouraging water conservation.

ARGUMENTS OPPOSED:

- The funds could be used to lower water rates.
- Some may have health concerns over radio transmissions.
- Some may feel an opt-out policy should be offered at no cost.
- Spending funds on this system could result in higher water rates.

RECOMMENDATION: The Finance Committee recommends approval. (7-0-0)

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 44, Section 53F½, Chapter 40, Section 5 and Chapter 44, Section 33B.

For more information about this article, contact Mike Lowery, Vice-Chair of the Board of Public Works, at (508) 397-8828 or email lowery.mike@gmail.com.

ARTICLE 25: HIGH SCHOOL STADIUM COMPLEX RENOVATION

Proposed by: School Committee

Estimated Cost: \$3,500,000

To determine whether the Town will vote to:

- 1) raise and appropriate a sum of money of up to three million five-hundred thousand dollars to be expended under the direction of the School Committee for the design, engineering and construction of Part 1 of the Wayland High School Facility Strategic Master Plan (High School Athletic Preferred Improvement Plan – Stadium Complex Renovation), including any and all other costs incidental or related thereto;
- 2) determine whether said appropriation should be provided by borrowing, taxation, transfer from unappropriated funds, transfer from available funds already appropriated for other purposes or otherwise, provided not more than \$175,000 of the funds so appropriated shall be transferred from the Recreation Revolving Fund Turf Account for this purpose;
- 3) authorize the Treasurer with the approval of the Board of Selectmen, to borrow said sum pursuant to G.L. c. 44, §§7 or 8 or any other enabling authority, and issue bonds or notes of the Town therefor; and
- 4) authorize any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, to be applied to the payment of costs approved hereunder in accordance with G.L. c.44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs.

FINANCE COMMITTEE COMMENTS: The article requests \$3.5MM to fund construction for the renovation of the high school athletic facilities. Of this amount, up to \$175,000 would be transferred from the Recreation Revolving Fund Turf Account. The remainder would be funded by the Town. More specifically, this article requests construction funds for Part 1 of the High School Athletic Preferred Improvement Plan (Stadium Complex Renovation). These funds are anticipated to be expended in FY19. Construction funds for Part 2 of the Plan are being requested in an additional article, sponsored by the School Committee. Part 3 of the plan, Baseball and Multi-Use Field Improvements, is being deferred until a later date.

Background: Weston & Sampson (W&S) was hired in the fall of 2016 to develop preliminary schematic plans and cost estimates for a revised Wayland High School Athletic Facility Strategic Master Plan. Their conclusions as they relate to the current Stadium Complex were that: turf quality is substandard, drainage facilities are lacking, grading is substandard (lack of positive pitch to shed water), irrigation systems are inadequate, bleachers at track/field are non-code compliant/deteriorated (home meets potentially cancelled), storage is lacking site-wide, and ADA (Americans with Disabilities Act) accommodations are lacking.

These observations were presented at the Special Town Meeting (STM) in Nov. 2017 where the Town voted to appropriate \$202,000 for “Design Services” for Part 1 of the High School Athletic Preferred Improvement Plan (Stadium Complex Renovation). At that time the scope and estimated costs for the Stadium Complex Renovation were as follows:

Track (full-depth construction)	\$840,000
Synthetic Turf Field (full-depth construction, modified configuration, new location, 1/2 acre of additional space yielded)	\$1,400,000
Lighting	\$ 560,000
Bleachers (home with storage and away)	<u>\$700,000</u>
Total	\$3,500,000

Briefly, what this project envisions is:

- Reconstruction and improvement of the track including regrading, resurfacing, new drainage, fencing, and appropriate long jump, triple jump, shotput and discus facilities.
- Reconstruction and improvement of the synthetic turf field including regrading, new turf (grass or synthetic decision will be made March 12th), new drainage, and new goal posts.
- Replacement of stadium lighting including more efficient lighting resulting in better energy efficiency and less light spillage.
- Replacement of bleachers, both home and away, including adequate storage under the bleachers and ADA compliance.

In addition to repair and renovation, the proposed renovation will add ½ acre to the space inside the track, shift the footprint of the stadium complex to the northeast to permit the swap between the tennis courts and the softball field, thus taking the tennis courts out of the Happy Hollow Wells Zone I Protection Area, and improve and expand the drainage of the newly constructed turf field, which enhances the protection of the Sudbury River Watershed.

A significant driver in the design of the athletic improvement plan is rooted in the effort to enhance the protection of both the Happy Hollow Wells as well as the Sudbury River Watershed. Well protection is enhanced as a result of Part 2 of the Athletic Improvement Plan, which recommends swapping the locations of the tennis courts and the softball field. (Discussed more fully in Article 26). Watershed protection is enhanced by full reconstruction of the turf field, with improved and expanded drainage rather than mere resurfacing. It should be noted that approval of Stadium Complex Renovation (Part 1) is a necessary condition for proceeding with Part 2 of the Athletic Improvement Plan.

Progress Subsequent to STM: The Town has contracted with W&S to provide design services. The Town has also selected LEFTFIELD'S, LLC to serve as its OPM (Owner's Project Manager). The OPM is a project manager whose job is to oversee the project and to balance the competing interests of budget, schedule, and quality to ensure that projects have a good outcome. The OPM is a professional services firm whose job is to represent the interests of the Town, i.e. the Owner.

The Board of Selectmen has assigned oversight of this project to the Permanent Municipal Building Committee (PMBC). At present the PMBC and W&S are scheduled to meet on a bi-weekly basis. Further, key Wayland staff and W&S have scheduled weekly working meetings.

The turf public forum was postponed from February 12 to March 7 due to a personal emergency of one of the key presenters. W&S will continue its work on the plan carrying the most costly field replacement option and will refine the cost estimate once the School Committee votes on the field surface issue on March 12th. This will not delay the project planning.

After the design is completed, Construction Documents will be drawn up and used to price, bid and build the project. Construction Documents will include detailed plan drawings and technical specifications, from which bids can be obtained and the project can be constructed. The Town does not expect to have fully completed bids in hand in time for the Annual Town Meeting (ATM). However,

our design firm will have vetted the layout, configuration, initial drainage, etc. and completed some of the field testing (soil borings, etc.) and site surveys. They will have a strong preliminary design and strong cost estimates. These estimates will be sufficiently robust to proceed with an informed vote on the article. Construction documents should be ready to go out to bid in the late spring.

If construction funding is approved for both Part 1 and Part 2, the project would be phased in two parts starting with the repairs and renovation to the high school stadium complex followed by the tennis courts/softball field swap and renovation/construction of the outdoor basketball and volleyball courts.

The School Committee recommends approval. (5-0-0)

The Recreation Commission recommends approval. (5-0-0)

The Board of Selectmen recommends approval. (4-0-1)

ARGUMENTS IN FAVOR:

- Intermediary improvements to the deteriorating track are no longer cost effective. The track itself could fail before the spring 2018 season resulting in non-use for both the high school and community.
- The current high school synthetic turf field is at the end of its useful life and could fail before the fall 2019 season resulting in non-use for both the high school and community.
- By not going ahead with these projects at the April Town Meeting, we increase the risk of not being able to use the outdoor athletic facilities due to failure and we risk increased costs to the town of having to pay for field rentals for a longer period of time.
- The high school stadium bleachers are not in ADA compliance.
- The stadium lights are inefficient compared to modern lights. Modern stadium lights will be more cost efficient and reduce the amount of light spillage to the surrounding neighbors.
- The existing drainage at the synthetic turf field at the high school is questionable.
- Without adequate stadium facilities, Wayland High School will be unable to host athletic events.
- Protecting the wells and the watershed is a high priority for the Town.

ARGUMENTS OPPOSED:

- The Stadium Reconstruction project is merely Part 1 of a \$7 million project referred to as the Wayland High School Athletic Improvement Master Plan. Part 2 of the Master Plan is also discussed at this town meeting. Consideration of Part 3 of the Master plan is being deferred to a later date. Although largely independent the total cost for the Master Plan is estimated at: \$3,500,000 for Part 1, \$1,960,000 for Part 2 and \$1,500,000 for Part 3. Some would argue that the Town should have a chance to weigh in on the entire concept before proceeding with construction funds on any one piece.
- Some would argue that from a cost-benefit perspective, minimal repairs to the stadium complex and tennis courts are sufficient.
- Although some of the high school facilities are currently in the Happy Hollow Wells Zone I Protection Area, their location is grandfathered and no impact to the water quality has as yet been detected.
- There are other large capital projects competing for Town funding and management resources.
- Some would argue that these projects need to be phased in over several years to limit the impact on management resources and/or the tax rate.
- Some question whether the full reconstruction and improved drainage design will adequately protect the wells and the Watershed and they might argue that the Athletic Complex Renovation should be done with natural grass.

- The results of a highly anticipated study on the potential health hazards of synthetic fields with “crumb” rubber in-fill material, sponsored by the EPA, *Federal Research Action Plan on Recycled Tire Crumb Used on Playing Fields and Playgrounds*, is currently underway and due in mid-2018. Some would argue that we should await the results of that study.
- Some would argue that we should wait for the design phase to be completed before committing to this project.

RECOMMENDATION: The Finance Committee does not recommend approval. (3-0-3)

The vote of the Finance Committee reflects a division between those in favor of recommending the project and those who abstained because they thought additional information regarding the design and cost, as well as on-going operational costs was required before making such a decision. According to the sponsors of the project, they expect additional information to be available prior to Annual Town Meeting. Since six members were present, a majority of four is required to recommend approval.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5; Chapter 44, Section 53; and Chapter 44, Section 33B. Two-thirds vote if borrowing - see Massachusetts General Laws Chapter 44, Sections 2, 7, and 8.

For schematics and other design related materials, go to www.wayland.k12.ma.us and click on 'Wayland High School Master Plan for Athletic Stadium and Fields'. For more information about this article, contact Jeanne Downs, Vice-chair of the School Committee, at jeanne_downs@wayland.k12.ma.us.

ARTICLE 26: HIGH SCHOOL TENNIS COURTS / SOFTBALL FIELD RECONSTRUCTION

Proposed by: School Committee

Estimated Cost: \$1,960,000

To determine whether the Town will vote to:

- 1) appropriate a sum of money up to one-million nine-hundred and sixty-thousand dollars to be expended by the School Committee for the design, engineering and construction of Part 2 of the High School Athletic Preferred Improvement Plan (tennis courts/grass softball field swap and reconstruction, outdoor basketball and volleyball courts, and related parking) for recreational purposes;
- 2) determine whether said appropriation shall be provided by borrowing, taxation, transfer from unappropriated funds, transfer from available funds already appropriated for other purposes or otherwise, provided not more than \$350,000 of the funds so appropriated shall be transferred from the Community Preservation Fund's Uncommitted fund for recreational purposes;
- 3) authorize the Treasurer with the approval of the Board of Selectmen, to borrow said sum pursuant to G.L. c. 44, §§7 or 8 or any other enabling authority, and issue bonds or notes of the Town therefor; and
- 4) authorize any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, to be applied to the payment of costs approved hereunder in accordance with G.L.

c.44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs.

FINANCE COMMITTEE COMMENTS: The article requests \$1.96MM for construction of Part 2 of the High School Athletic Preferred Improvement Plan. Of this amount, \$350,000 would be transferred from the Community Preservation Fund. The remainder would be funded by the Town. Depending on the outcome of Annual Town Meeting (ATM) and the resulting scheduling of any approved projects, the timing of Part 2 will either be in FY19 or FY20 and funds expended accordingly. The request for construction for Part 1 of the High School Athletic Preferred Improvement Plan is being requested in a different article co-sponsored by the Recreation Commission and the School Committee and this article is contingent on its passage. Part 3 of the plan, Baseball and Multi-Use Field Improvements, is being deferred until a later date.

Partial funding of this project would come from the Community Preservation Fund, monies that have already been collected by the Town. The Community Preservation Act mandates that at least 10% of receipts be earmarked for historic preservation initiatives, 10% for open space, and 10% for affordable housing. Uncommitted funds may be used on any of those three disciplines as well as recreation projects. This is an allowed use of CPA monies.

Background: During the fall of 2016, Weston & Sampson (W&S) was retained to develop schematic plans and cost estimates for a revised Wayland High School Athletic Facility Strategic Master Plan. Their work product was informed by field investigations, public forums, and an evaluation of prior studies, data and plans.

The W&S plans were presented at the Nov. 2017 Special Town Meeting (STM). The Town voted to fund \$126,000 for “Design Services” for Part 2 of the High School Athletic Improvement Plan.

At that time, the scope and estimated costs of this project were as follows:

Tennis Courts (full-depth construction, 6 courts, lighting, parking at new location)	\$840,000
Softball Field (full-depth and new location)	\$840,000
Basketball Court (new construction, 2 courts, one volley ball ct.)	<u>\$280,000</u>
Subtotal	\$1,960,000

Briefly, what this project envisions is:

- Reconstruction and improvement of tennis courts in front of the high school including adequate grading, drainage, color seal coating, fencing, tennis court features (nets, posts, etc.), lighting, and parking lot.
- Construction of new outdoor basketball court to complement the existing court (it will be located next to the existing court). Includes adequate grading, drainage, color seal coating, fencing, basketball posts, backboards rims, bleachers and lighting. Second court is being added due to community demand/need.
- Reconstruction and improvement of softball field to back of school including adequate grading, drainage, seeding, dugout benches and pads, foul poles, backstop, fencing, bleachers and netting. Softball field will be regulation size which the current field is not.
- Construction of an outdoor volleyball court in front of the school including adequate grading drainage and volleyball court features. (net, posts, etc.)

A key consideration guiding Part 2 of the W&S Athletic Improvement Plan was the community's concern for the environmental issues related to the athletic facilities & fields being too close to the Town's principal drinking water wellfield.

Because a portion of the tennis courts is in the Happy Hollow Wells Zone I Protection Area, W&S recommended that we swap the location of the tennis courts and the softball field, thus relocating the tennis courts to the front of the high school.

The swap was proposed in order to better protect the public water system, wetland resources, and the Sudbury River Watershed. It is considered a best practice to only allow water-supply-related activities in the Zone 1 protection area. The impervious surface of the tennis courts violates best practice by reducing the infiltration of storm water. As long as no further construction occurs, the swap is not legally required. Today, however, construction within the Zone I of the wells would be prohibited.

Progress Subsequent to STM: The town has contracted with W&S to provide design services. The Town has also selected LEFTFIELD'S, LLC to serve as its OPM (Owner's Project Manager). The OPM is a project manager whose job is to oversee the project and to balance the competing interests of budget, schedule, and quality to ensure that projects have a good outcome. The OPM is a professional services firm whose job is to represent the interests of the Town, i.e. the Owner.

The Board of Selectmen has assigned oversight of this project to the Permanent Municipal Building Committee. At present, the PMBC and W&S are scheduled to meet on a bi-weekly basis. Further, key Wayland staff and W&S have scheduled weekly working meetings.

After the design is completed, Construction Documents will be drawn up and used to price, bid and build the project. Construction Documents will include detailed plan drawings and technical specifications, from which bids can be obtained and the project can be constructed. The Town does not expect to have fully completed bids in hand in time for the ATM. However, our design firm will have vetted the layout, configuration, initial drainage, etc. and completed some of the field testing (soil borings, etc.) and site surveys. They will have a strong preliminary design and strong cost estimates. These estimates will be sufficiently robust to proceed with an informed vote on the article. Construction documents should be ready to go out to bid in the late spring.

If construction funding is appropriated for both Part 1 and Part 2, the project would be phased in two parts starting with the repairs and renovation to the high school stadium complex followed by the tennis courts/softball field swap and renovation/construction of the outdoor basketball and volleyball

courts. Further, as noted in the description of Part 1, the footprint of the stadium complex has been shifted to the north east to permit the swap between the tennis courts and the softball field. It follows therefore that construction funding for Part 1 must be appropriated in order for Part 2 to proceed.

The School Committee recommends approval. (5-0-0)

The Recreation Commission recommends approval. (5-0-0)

The Board of Selectmen recommends approval. (4-0-1)

ARGUMENTS IN FAVOR:

- A portion of the cost of this project is being funded with CPA funds, which have already been collected.
- The tennis courts are in need of repair. Two of the ten tennis courts have been taken offline due to disrepair and more may be taken offline before the spring season.
- Intermediary improvements to tennis courts are no longer cost effective. Temporary top coating isn't viable because the painting process would have chemicals running off into the well heads. Full reconstruction, i.e. digging out the current asphalt and replacing it, might not receive approval from the Conservation Commission.
- Swapping of the tennis courts and the softball field will improve compliance with current Zone I Protection Area regulations.
- Moving the tennis courts out of the wet areas is thought to mitigate frequent and severe cracking, making maintenance and upkeep less expensive and intensive. For example, if weeds emerge in their current location, they need to be pulled by hand since chemical weed killers are not permitted in the Zone 1 Wells Protection Area.
- Moving the tennis courts will allow better access for the larger community without having to penetrate school grounds, thus improving security.
- The proposed relocation of the tennis courts has received generally good support at various public meetings on this issue.
- The proposed project adds a volleyball court and an extra basketball court.
- The proposed softball field to be built in the back of the high school would be regulation size and permit proper orientation of the field (it is desirable that the line from home base through the pitchers plate to second base shall run East-Northeast).
- Should the wells become contaminated, the permitting process for a new well could take 10 years.
- In their design work for Part 2 of the Athletic Improvement Plan, W&S was advised that the Town had not satisfied certain "Orders of Condition" imposed by Mass DEP under the Wetlands Protection Act when the current WHS artificial turf field was constructed. "Orders of Condition" are requirements of construction or ongoing operation imposed as a condition for building the project. W&S believes that under the proposed Parts 1 and 2 of the Athletic Improvement Plan, these Orders of Condition will be addressed and resolved to the satisfaction of Mass DEP.

ARGUMENTS OPPOSED:

- Wayland's CPC is contributing \$350,000 towards the repair. There may be other allowed uses not yet brought to the attention of the Community Preservation Committee that might be better candidates for the use of these funds.
- Some would argue that from a cost benefit perspective, minimal repairs to tennis courts are sufficient. However, depending on the repair, it might or might not be permitted by the Conservation Commission.

- This second phase of the design of the High School athletic facilities is one part of a larger effort called the Wayland High School Athletic Improvement Master Plan. Part 1 of the Master Plan is also discussed at this Annual Town Meeting. Consideration of Part 3 of the Master plan is being deferred to a later date. Although largely independent the total cost for the Master Plan is estimated at: \$3,500,000 (Part 1) plus \$1,960,000 (Part 2) plus \$1,500,000 (Part 3), or a total of roughly \$7 million. Some would argue that the Town should have a chance to weigh in on the entire concept before proceeding on any one piece.
- The funding request for this project comes at the same time as the Town is being asked to support a number of other large capital projects. Some would argue that assuming all of this debt at the same time reduces the financial flexibility of the Town.
- Although a portion of the tennis courts is situated in the Happy Hollow Wells Zone I Protection Area, its location was permitted and no adverse impact to the water quality has as yet been detected. Some could argue the Town is incurring a significant extra cost to protect against an event that may never happen.
- The proposed project reduces the number of tennis courts from 10 to 6. It is possible to build 6 tennis courts at their current location and be completely outside the Zone 1 protection area. However, there would still be an impermeable surface in the Watershed, which violates best practice. And although clay or grass courts would be permeable, they both require chemicals and would be expensive to maintain.

RECOMMENDATION: The Finance Committee recommends approval. Vote 4-0-2

The vote of the Finance Committee reflects a division between those in favor of recommending the project and those who abstained because they thought additional information regarding the design and cost, as well as on-going operational costs was required before making such a decision. According to the sponsors of the project, they expect additional information to be available prior to Annual Town Meeting.

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5; Chapter 44, Section 33B; and Chapter 44B, Section 7. Two-thirds vote, if borrowing - see Massachusetts General Laws Chapter 44, Sections 2 and 7.

For schematics and other design related materials, go to www.wayland.k12.ma.us and click on 'Wayland High School Master Plan for Athletic Stadium and Fields'. For more information about this article, contact Jeanne Downs, Vice-chair of the School Committee, at jeanne_downs@wayland.k12.ma.us.

ARTICLE 27: CPA: UNCOMMITTED – PARTIAL CONSTRUCTION OF WAYLAND HIGH SCHOOL ATHLETIC FACILITIES

Proposed by: Community Preservation Committee

Estimated Cost: \$350,000

To determine whether the Town will vote to:

- a) appropriate a sum of money up to \$350,000 to be expended by the Wayland School Committee as partial funding for the design, engineering and construction of Part 2 of the Wayland High School athletic facilities – tennis court and softball field swap, and outdoor basketball and volleyball court renovations and enhancements; and

- b) determine whether said appropriation shall be provided by transfer from unappropriated funds, transfer from available funds appropriated for other purposes, or otherwise, provided that not more than \$350,000 of the funds so appropriated shall be transferred from the Community Preservation Fund's Uncommitted Fund for Recreational use.

SPONSOR'S COMMENTS: The Community Preservation Committee voted to retain a balance of at least \$500,000 in the Uncommitted Fund, which is why its recommended contribution to this project is substantially lower than the requested \$1.9 million.

FINANCE COMMITTEE COMMENTS: The sponsor of this article is the Community Preservation Committee (CPC). They are charged with making recommendations for spending Community Preservation Funds (CPF). The funding will come from the CPF's Uncommitted Fund. The CPC's mandate is to help towns preserve open space, historic sites and create affordable housing. CPC Funds can also be used for certain recreational purposes. And the use of CPF funds for this purpose is clearly within the proper mandate of the Preservation Committee.

Passage of this article would permit the town to appropriate up to \$350,000 from the Community Preservation Fund (CPF) Uncommitted Fund to partially fund Part 2 of the Wayland High School Athletic Facilities Improvement Plan. Part 2 of the Athletic Facilities Improvement Plan calls for relocating the tennis courts out of the Happy Hollow Wells Zone 1 Protection Area and then rebuilding the tennis courts where the softball field is currently located and relocating and building the softball field where the tennis courts are currently located. Part 2 of the Athletic Facilities Improvement Plan also calls for the construction of a second basketball court, a volley ball court and parking and lighting.

Part 2 of the Athletic Facilities Improvement Plan is part of a larger project to renovate and improve the high school athletic facility. The design money for both Part 1 and Part 2 was funded at the Special Town Meeting in November 2017. CPA funds were appropriated at that STM for the design of Part 2.

Part 1 of the Athletic Improvement Plan will include: a full depth reconstruction of the Track and the Football Field at the High School Stadium Complex, new ADA compliant bleachers, home and away storage facilities and new modern energy efficient lighting at the Stadium.

Both Part 1 and Part 2 of the Athletic Improvement Plan are more fully and separately described in another section of this Warrant. It should also be noted that CPA funds cannot be spent for this purpose unless Part 2 of the Athletic Improvement Plan is approved. It should also be noted that Part 2 of the Athletic Improvement Plan cannot be implemented without approval of Part 1. Approval of this article reduces the cost for funding Part 2 of the Athletic Facilities Improvement Plan.

As of the deadline for submitting the article, the current cost estimate for Part 1 is \$3.5 million and the current cost estimate for Part 2 is \$1.96 million. Both these estimates were prepared by Weston and Sampson, the Town's engineering consultants and presented to the Town in the spring of 2017. Both these estimates are expected to be significantly improved by the time of the Annual Town Meeting. They will then be informed by bid specs resulting from design services that were appropriated at the STM in Nov. 2017.

The CPC recommends approval. (7-0-1)

The Board of Selectmen recommends approval. (5-0-0)

ARGUMENTS IN FAVOR: The use of CPA funds for this purpose is consistent with the CPC's mission to support recreational activities. CPA funds have already been collected and a favorable vote for this expenditure will not increase the Town's tax rate.

ARGUMENTS OPPOSED: There may be other more pressing CPA initiatives not known to the Town that may require funding in the future. The use of \$350,000 for this purpose will divert it from other uses, such as additional/accelerated debt repayment for the Mainstone Conservation Restriction.

RECOMMENDATION: The Finance Committee recommends approval. (6-0-0)

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 5; Chapter 44, Section 33B; and Chapter 44B, Section 7. For borrowing, two-thirds – see Massachusetts General Laws Chapter 44, Sections 2 and 7.

For more information about this article, contact Gretchen Schuler, Chair of the Community Preservation Committee, at (508)-358-7980 or ggschuler126@gmail.com.

ARTICLE 28: CONSTRUCTION OF SYNTHETIC TURF ATHLETIC FIELD AT LOKER CONSERVATION & RECREATION AREA

Proposed by: Recreation Commission

Estimated Cost: \$2,000,000

To determine whether the Town will vote to:

- 1) appropriate a sum of money of up to two-million dollars to be expended under the direction of the Wayland Recreation Commission for the permitting, design, engineering, and construction of a multi-purpose synthetic turf athletic playing field at the Loker Conservation & Recreation Area including playing surfaces, lighting, drainage, landscaping, access and parking and any and all other costs incidental or related thereto;
- 2) determine whether said appropriation should be provided by taxation, transfer from unappropriated funds, transfer from available funds appropriated for other purposes, by borrowing, or otherwise;
- 3) authorize the Treasurer with the approval of the Board of Selectmen, to borrow said sum pursuant to G.L. c. 44, §§7 or 8 or any other enabling authority, and issue bonds or notes of the Town therefor; and
- 4) authorize any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, to be applied to the payment of costs approved hereunder in accordance with G.L. c.44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs.

FINANCE COMMITTEE COMMENTS: The purpose of this article is to fund a multi-purpose synthetic turf athletic field at the Loker Recreation Area. According to Wayland's Recreation Commission, the major reasons that they are promoting this project are the following:

- 1) To provide appropriate fields to meet the current demand of Wayland users.
- 2) To alleviate the overuse of existing recreation facilities in Wayland.
- 3) The addition of a turf field, with lighting, would allow more evening hours on the field; which will become increasingly important if Wayland Public Schools follow the national trend to shift school start times to later in the day.
- 4) To allow for the rehabilitation of existing recreation fields that need repair. Existing conditions are deteriorating and deficient. Rehabilitation would ensure safer playing venues for all Town residents.
- 5) To provide continuity of programming for practice and competition within the Town during the period the High School athletic facilities and fields may be under construction (see Articles 25 and 26 in this Warrant).
- 6) To allow the Recreation Department to enhance and expand current program offerings for preschool, adult and senior groups.

At Special Town Meeting in November 2017, residents approved an article for the allocation of \$154,000 of Recreation Stabilization Funds to design a synthetic turf athletic playing field at Loker Conservation & Recreation Site. The design work is anticipated to be 75% complete by April 2018. The Recreation Commission recommends construction of a synthetic turf multi-purpose athletic field on the recreation portion of the Loker Site including lighting, drainage, landscaping, access and parking.

The Town acquired this 28.20 acre site from the Dow Chemical Company in 2000. Most of the proposed area for construction of the new field is a vacant lot of flat open land that is deeded for recreational use. At Annual Town Meeting in 2004, 8.37 acres of this property was delineated for recreational use. All of the premises are conveyed with the limitation that the premises be used only for recreation and conservation. The parcels contain a restriction that they shall not be used for the sale, lease, rental or use as a single family, multi-family, or other type of temporary or permanent residence.

The Town has contracted with Weston & Sampson for the design of this project. The OPM (Owner's Project Manager) is LeftField, LLC who is working with Weston & Sampson to oversee this project. Construction documents will include detailed plan drawings and technical specifications from which bids can be obtained and the project can be constructed. All required permits will be obtained through this process. This will include conservation permits for land disturbance and wetlands and water protection, which are typical permits for similar types of developments. A traffic study will be conducted to measure traffic and pedestrian flow. Site Plan Approval will include considerations for lighting, drainage, bathroom facilities, traffic, noise, access, signage, and parking. At the time the Finance Committee discussed this Article, in mid-February, there were concerns that the project may not be far enough along in its design process by Town Meeting to provide voters with enough information to understand various cost and design issues discussed herein.

Residents have expressed concerns regarding this project for the following reasons: i) health concerns raised by many across the United States with regard to the potential that materials in the synthetic turf, and particularly crumb rubber, may be carcinogens; ii) health concerns caused by synthetic fields becoming too hot in summer months; iii) environmental concerns from the runoff of water from the turf fields; and iv) the impact upon residents who live near the facility who could be impacted by traffic, noise and lights.

This project was initially scheduled as part of the Finance Committee's capital plan for Fiscal Year 2021. It is proposed to be accelerated, in part, due to the possibility that in conjunction with the construction for new playing fields at Wayland High School (see Articles 25 and 26 of this Warrant), it could offset costs of busing students to other communities to use their athletic fields, thereby saving

on transportation costs and field rental costs. It is not clear at this time the extent to which the fields at the Loker Recreation Area would offset some of those costs, as is it not clear that this area could provide a full size football field or enough size for other official athletic events at the high school level.

Subsequent to the date this Article went to print, the Town's engineering consultant, Weston & Sampson, is scheduled to hold a forum in Wayland to discuss the concerns raised with regard to the various materials that might be used as infill for a synthetic turf field (this meeting had to be postponed due to a personal issue impacting the presenter). In addition, a report from the EPA, or an affiliated agency, had been expected by the end of 2017, and that report is now expected to be made public in 2018. While no scientific evidence has been presented demonstrating that crumb rubber is a carcinogen or other health hazard, some have raised concerns, based upon anecdotal reports, that the material could be a health hazard; and, therefore, the Town should wait for this report to be published before taking a vote on a field that could be constructed using this material.

Both the Recreation Commission and the Schools have indicated that the number of residents requesting field usage in Wayland has been increasing. While the cost of developing a synthetic turf field is estimated to be two to two and one-half times the cost of a grass field, this additional upfront cost is more than offset by: i) a combination of the benefits of lower annual maintenance costs; ii) the need for fewer synthetic turf fields than grass fields; and iii) the ability to attain significantly greater playing time on synthetic turf fields than on grass fields. The level of overall cost savings varies, depending upon assumptions such as the number of additional hours for which synthetic turf can be played upon compared to grass fields and the actual annual maintenance cost for each; however, such arguments suggest that the cost savings is by a factor of 1.5 to 3.0 times for synthetic turf over grass, over an estimated 10-year life of a synthetic turf field (see the information in the Weston and Sampson report provided electronically as an Exhibit to Article 11 of the November 2017 Special Town Meeting Warrant).

Maintenance of natural areas, trash and recycling, restroom facilities and parking areas will be performed by the Department of Public Works (DPW) and facilitated through the Memorandum Of Understanding (MOU) process. The MOU is an agreement among the School Committee, the Recreation Commission and the Board of Public Works.

The Board of Selectman have assigned this Project to be managed by the Permanent Municipal Building Committee (PMBC) in conjunction with two phases of the Wayland High School Athletic fields renovation; Articles 25 and Article 26.

An exhibit with the design schematics for this project can be found in Appendix H.

This is Assessor's Parcel 49-064B; it is a vacant parcel of land and is accessible from Route 30, just east of the intersection of Route 30 and Rice Road.

Schematics, minutes and deeds can be found at the web site: <http://waylandrec.com/facilities/capital-projects/loker/>

The Recreation Commission recommends approval. (4-0-0)

The Board of Selectmen recommends approval. (3-0-2)

ARGUMENTS IN FAVOR: The average cost to maintain a synthetic turf field (\$10,000-\$15,000 annually) is less than the average cost to maintain a grass field (\$25,000-\$50,000 annually).

The addition of a synthetic turf field will greatly enhance the availability of playing fields in Wayland, as described in the Finance Committee comments, above.

Recreation estimates that one lighted synthetic turf field can accommodate three times the capacity of a grass field (based on typical usage trends in Wayland).

An additional turf field will allow the rehabilitation of existing recreation fields that need repair; and accommodate about 50% of the current over-usage of current fields.

Data from the Recreation Commission demonstrates that the demand for playing fields has increased significantly in recent years, putting a strain on existing facilities and not allowing for additional programming that is of interest to residents.

An additional turf field will allow programming for practice and competition within the town during the period the High School athletic facilities and fields may be under construction, and is likely to save on transportation costs of transporting high school athletes to fields in other communities.

Constructing this project now, in conjunction with the proposed High School field renovations (Articles 25 and 26), will maximize financial efficiencies.

ARGUMENTS OPPOSED: The results of a highly anticipated study on the potential health hazards of synthetic fields with “crumb” rubber infill material, sponsored by the EPA, Federal Research Action Plan on Recycled Tire Crumb Used on Playing Fields and Playgrounds (<http://bit.ly/1YwgRHu>), is currently underway and due in 2018. Some would argue that we should await the results of that study.

Synthetic turf fields can become too hot for safe usage when temperatures are high, which could be a safety factor. Some have raised concerns about synthetic turf fields’ potential leaching of infill material that could impact nearby wetland resources.

Some argue that there are other large capital projects in Town that are requesting funding at this time and the Town cannot afford to support them unless they are funded over multiple years.

Neighbors have raised concerns about the negative impact of increasing traffic, noise, security and lighting.

Some have questioned whether an athletic field is the correct use for this site, as in the past it has been proposed for an indoor athletic facility, a skating rink and other potential uses.

RECOMMENDATION: The Finance Committee does not recommend approval. (0-5-2)

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 404, Section 5 and Chapter 44, Section 33B. Two-thirds vote if borrowing see Massachusetts General Laws Chapter 44, Sections 2, 7, and 8.

For more information about this article, contact Asa Foster, Chair of the Recreation Commission, at asabfoster@gmail.com.

ARTICLE 29: AN ACT RELATIVE TO THE PREVAILING WAGE FOR AFFORDABLE HOUSING IN THE TOWN OF WAYLAND

Proposed by: Municipal Affordable Housing Trust Fund Board

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation seeking the Town’s exemption from complying with sections 26 through 27H of

Chapter 149 of the General Laws for affordable housing-related projects estimated to cost \$30,000 or less, in substantially the following form:

AN ACT RELATIVE TO THE PREVAILING WAGE FOR
AFFORDABLE HOUSING IN THE TOWN OF WAYLAND

Section 1. Notwithstanding any general or special law to the contrary, the Town of Wayland, shall be exempt from complying with Sections 26 through 27H of Chapter 149 of the General Laws for affordable housing-related projects estimated to cost \$30,000 or less.

Section 2. This act shall take effect upon its passage.

SPONSOR’S COMMENTS: The purpose of this Home Rule petition is to exempt certain affordable housing related projects, including maintenance work and small projects estimated to cost \$30,000 or under, from the mandated MA prevailing wage statutes.

There have been a number of small capital repairs on affordable housing units for which the Town of Wayland Municipal Affordable Housing Trust Fund (MAHTF) and the Wayland Housing Authority received either no bids or the bid amounts exceeded project estimates. For example, the MAHTF recently sought bids for the installation of a new septic system on a recently purchased house. Bidders were subject to the prevailing wage law. The winning bid was approximately 10% higher than the budgeted amount, with a number of the other bids well in excess of the budgeted amount. The proposed exemption would allow local contractors more flexibility and opportunity to bid on municipal projects, with less administrative burden.

FINANCE COMMITTEE COMMENTS: Approval of this article and subsequent enactment of the special act by the State legislature would exempt certain affordable housing related projects, including maintenance work and small projects estimated to cost \$30,000 or under, carried out by the Town of Wayland or one of its affordable housing agencies, from the requirements of the Massachusetts Prevailing Wage Laws, MGL Chapter 149, §§ 26 – 27H.

In order to make an informed decision on this article it is worthwhile to understand what some of the requirements in the Massachusetts Prevailing Wage Laws are, and then decide whether it makes sense to exempt small projects from those requirements. The following is a brief synopsis of the major provisions of the Massachusetts Prevailing Wage Laws:

Section 26 states: “The rate per hour of the wages paid ...in the construction of public works shall not be less than the rate or rates of wages to be determined by the commissioner as hereinafter provided.”

In practice, and as specified in Section 27, this results in a 33-page schedule of prescribed wages for enumerated job classifications as published and periodically updated by the Mass DOL. For example: as of 9/01/2017 the prevailing hourly wage for carpenters working in the Eastern Mass Zone was mandated at \$66.68, consisting of a base wage of \$39.28 and a benefits package equal to \$27.40. Apprentices can be paid a lower wage, but must be registered with Massachusetts Division of Apprenticeship Training (DAT) in order to be paid at the lower apprentice rates. If a worker is not registered with DAT, they must be paid the “total rate” listed on the wage schedule regardless of experience or skill level. Section 27 requires that the schedule of prevailing wages be incorporated into the bidding specs and made a part of the contract.

Section 27B requires the employer to submit weekly reports, on a prescribed form, to the awarding authority including the name, address and occupational classification, the hours worked by, and the wages paid to each employee. Records need to be maintained for three years. At the end of a project the employer must file a statement of compliance stating that all the terms of section 26 and 27 have been met. Employees who claim that prevailing wage rules have been violated have three years to file a grievance.

Section 27C defines the penalties for both willful and unintentional violations of the provisions of the Prevailing Wage Laws. The punishment for violations, “without a willful intent to do so”, of the provisions of the Prevailing Wage Law can be a fine of not more than \$10,000, or imprisonment for not more than six months for a first offense.

While well intentioned, Prevailing Wage Laws have unintended consequences.

Many small contractors don't bid on projects subject to prevailing wage rules because they don't have the office staff required to produce the extra paper work. Small contractors can't afford the exposure to liability for unintentional violations because it could bankrupt them.

Contractors of any size, whose wages are lower than prevailing wage rates, will elect not to bid for public sector projects because they wish to avoid paying different wages for similar work on private sector vs. public sector projects. And to the extent that a contractor has laborers/apprentices that are not registered with the Massachusetts Division of Apprenticeship Training they would be forced to pay them the prevailing wage, making them uncompetitive.

For these and other reasons, prevailing wage laws will generally result in higher costs for state and municipal construction and/or repair projects.

The Town's state representatives have indicated that there is a low probability of having the Town's requested special legislation enacted by the state legislature. Having the Town's state representatives spend time on this effort may not be the best use of their time.

The Board of Selectmen recommends approval. (5-0-0)
The Affordable Housing Trust recommends approval. (6-0-0)

ARGUMENTS IN FAVOR: Numerous studies confirm that the prevailing wage laws artificially inflate construction costs on state and municipal projects. Exempting the Town from prevailing wage rates for small affordable housing related projects of \$30,000 or under will save the town money.

The Town will also save money because an exemption from prevailing wage laws will increase the number of potential bidders. Towns are finding that due to the small size and duration of these projects, large in-state contractors are not bidding on them. And for reasons enumerated above, small businesses are also deterred from bidding on municipal projects.

There are 18 states without any prevailing wage laws. And many of the other states that do have prevailing wage laws will nevertheless exempt projects below certain minimum size thresholds.

ARGUMENTS OPPOSED: This proposal may be considered by some to be inconsistent with the purpose of the prevailing wage law. Prevailing wage laws provide for a “fair” wage.

Some may argue that without prevailing wage laws there ensues a race to the bottom. Thus, to better ensure a successful bid on a project, there will be an incentive to replace skilled labor with unskilled labor in order to squeeze out cost. There is a concern that such a practice could affect the quality of the work product.

RECOMMENDATION: The Finance Committee recommends approval. (5-0-0)

QUANTUM OF VOTE: Majority.

For more information about this article, contact Brian O’Herlihy, Co-chair of the Municipal Affordable Housing Trust, at (508) 358-5534 or btoherlihy@verizon.net.

ARTICLE 30: LIMIT THE SIZE OF OXBOW MEADOWS ATHLETIC FIELD

Proposed by: Petitioners

To determine if the Town will vote to:

Limit the size of the proposed athletic field at Oxbow Meadows to fit within the existing footprint of the meadow. (A rendering showing the estimated size is available in Appendix I.)

PETITIONERS’ COMMENTS: To make room for the proposed field, the current count of trees to be clear-cut is 113 of 6” or more, plus the resulting underbrush and perhaps 100 smaller trees. Killing all these trees will have a severe adverse impact on the surrounding Bay Circuit Trail nature trail. Further, the handicapped accessible trail which was required to be built under the original 2004 ATM Article, will simply become a path around an athletic field, rather than a nature experience and escape for our disabled citizens. The handicapped trail will also be unusable for safety reasons while a playing field is in use. A win / win situation would be to construct a field per the CPA application which fits the site and doesn’t abuse the natural setting, disturb wildlife and restrict the enjoyment and usage of the site by our handicapped or disabled residents.

FINANCE COMMITTEE COMMENTS: At the April 2017 Town Meeting, voters approved Article 19, to appropriate \$300,000 of Community Preservation Act (CPA) funding to develop a proposed 130 yards x 110 yards, 11v11 player, multi-use playing field at Oxbow Meadows. According to the petitioners, the CPA application request indicated that if “the site cannot support a full size field, a design will be commissioned for the maximum allowable sized field which would be either an 8v8 or two 6v6 size fields”; however the vote that was approved at Annual Town Meeting was for a full sized field at the site.

Per the petitioners, a smaller field will do the following: i) Cost less; ii) Be easier to maintain; iii) Mitigate traffic and parking concerns; iv) Protect the handicap accessible trail; v) Mitigate the adverse effects on the privacy of nearby residents in Wayland & Lincoln; vi) Maintain the enjoyment of the Bay Circuit Trail; and vii) Prevent the clear-cutting of hundreds of mature trees.

The Recreation Commission has stated the following, contrary to the Petitioners’ comments: i) they claim that the full-size field does fit on the site; ii) they claim that there are only 80 trees of 6” or

greater diameter being cut, not 113; and iii) they claim that the handicapped trail is being rerouted through the woods such that it will provide a good experience for residents.

At the time the Warrant went to print, there was an outstanding lawsuit filed against this project by individuals, including the sponsors of this Article. It is possible that this dispute will have been resolved prior to Annual Town Meeting, and if that is the case, it is probable that this Article will be passed over on Town Meeting floor. Based upon the foregoing, it has been recommended that the Finance Committee take no position on this Article in order to have more information with regard to the dispute at the time of Annual Town Meeting.

The Board of Selectmen deferred a vote until Town Meeting. (5-0-0)

ARGUMENTS IN FAVOR:

- A smaller field is likely to use fewer CPA funds
- A smaller field will cause fewer trees to be cut
- A smaller field may maintain the Bay Circuit Trail as a more useable trail for residents

ARGUMENTS OPPOSED:

- Town Meeting voted to have a full-sized athletic field at Oxbow Meadows at Annual Town Meeting in 2017
- The Gale Report, which was commissioned by the Town, has made a case for the need of more recreation facilities, and this is one of the few areas in Wayland where the Town can provide regulation athletic fields for users
- The cost of the field is from Community Preservation Act funds and does not require an increase in taxation.

RECOMMENDATION: The Finance Committee voted to defer a recommendation with regard to this Article, as the status of the dispute between proponents and opponents of this measure may be resolved prior to Annual Town Meeting. (Vote 6-0-0)

QUANTUM OF VOTE: Majority

For more information about this article, contact Charles D'Ambrosio, Lead Petitioner, at charlie.dambrosio@gmail.com.

ARTICLE 31: CONSTRUCT ACCESS ROAD TO OXBOW MEADOWS ATHLETIC FIELD

Proposed by: Petitioners

Estimated Cost: \$20,000

To determine if the Town will vote to:

Construct an access road to the proposed athletic field at Oxbow Meadows so as not to encumber the private driveway servicing the affordable housing at 89 Trout Brook.

PETITIONERS' COMMENTS: Construct an access road to the proposed athletic field at Oxbow Meadows so as not to encumber the private driveway servicing the affordable housing at 89 Trout Brook. (A rough plan and estimate for the proposed work are in Appendix J.)

FINANCE COMMITTEE COMMENTS: The proposed athletic field at Oxbow Meadows has as its only egress a private driveway which services the residences at Trout Brook Road. The Town has an easement to use the driveway, but the petitioners are concerned that adding a playing field at Oxbow will cause an increase in traffic, potentially causing inconvenience and safety issues. Currently, maintenance of the private driveway and bio-retention basins falls on the residents at Trout Brook. If, however, the public were to use it to access the playing field, the portion of the road used for public access would become a public way and maintenance would fall to the Town as it does with other public roads. With or without the access road, the Town would be forced to maintain a roadway to the fields.

The Recreation Commission's position is that the need for such an access road has not been demonstrated because the field is not yet on line. The Commission would prefer to wait, pending the outcome of a traffic study after the field is completed.

The Board of Selectmen deferred a vote until Town Meeting. (5-0-0)

ARGUMENTS IN FAVOR: Passage of this article avoids overburdening the existing Trout Brook Road and adding an access road would maintain privacy and safety for Trout Brook residents. It mitigates adverse in and out traffic patterns during field use on Oxbow and Trout Brook Roads

ARGUMENTS OPPOSED: The Town has an easement to use Trout Brook Rd. The Trout Brook residents were aware of such an easement when they purchased the homes. The need for an access road has not been established.

It will cost the Town at least \$20,000 for a gravel road and more if the road is paved.

RECOMMENDATION: The Finance Committee does not recommend approval. (0-5-1)

QUANTUM OF VOTE: Majority.

For more information about this article, contact Charles D'Ambrosio, Lead Petitioner, charlie.dambrosio@gmail.com.

ARTICLE 32: LIMITED SITE PLAN REVIEW – ZONING AMENDMENT

Proposed by: Planning Board

To see whether the Town will vote to amend Chapter 198 of the code of the Town of Wayland, the Town's Zoning Bylaw, by making the following revisions:

I. SECTION ONE

Strike Section 603.3 and replace it with the following:

603.3

Notwithstanding Section 601.2, *supra*, any proposed nonprofit educational, agricultural, religious, or child care uses of land protected under G.L. c. 40A, §3 ("Section 3 Uses") shall be subject to site plan review under Article 6, which shall be consistent with those statutory provisions. The purpose of this Section is to ensure that all such uses and facilities are reasonably regulated in regards to bulk and height of structures and determining yard sizes, lot area, setbacks, open space, parking and building coverage.

603.3.1

In reviewing the site plan submittal for a Section 3 Use, the following issues shall be considered:

(a) the bulk and height of any proposed structures and accessory structures, adequacy of open spaces, the building coverage on the site, yard sizes (setbacks) and lot areas.

(b) the physical layout of the structures, driveways, parking areas, utilities and other infrastructure;
and

(c) the adequacy of the arrangement of parking and loading areas in relation to the proposed use of the site.

603.3.2

Site plan review of a Section 3 Use shall be by the Planning Board ("Board"). Subject to the limitations of G.L. c. 40A, §3, the Board shall impose any such conditions, limitations, and safeguards as it deems appropriate to protect the interests of, and consistent with, the planning objectives for the underlying zoning district.

II. SECTION TWO

In Section 802, Table of Permitted Uses, amend footnote "1" to replace the existing text to read as follows: "Site plan review shall be limited as set forth under Section 198-603.3 of this Zoning Bylaw."

III. SECTION THREE

In Section 606.3, first sentence, replace the term "Building Inspector" with "Planning Board."

IV. SECTION FOUR

In Section 802, Table of Permitted Uses, row 16, under the column “Site Plan Review,” change the designation from “NR” to “R¹.”

FINANCE COMMITTEE COMMENTS: This zoning amendment fills a regulatory gap in the Town’s existing Zoning Bylaw by requiring educational, agricultural, religious, and day care land use development projects to undergo a site plan review process managed by the Planning Board, which members are Wayland residents who are elected rather than appointed. The Planning Board will have the authority to impose reasonable conditions and restrictions to protect the planning goals and objectives embodied by the Zoning Bylaw. Without this amendment, such uses could be expanded, without appropriate scrutiny or oversight, to include ancillary or incidental components that may create undesirable impacts on the Town or the immediate residential neighborhood, such as illuminated athletic fields and musical entertainment facilities, commercial or retail buildings, or large parking lots. The Planning Board shall be required to render a decision on any such matters within 60 days subsequent to the time a complete application has been submitted to it. The current Bylaw leaves the review of these facilities to the appointed Building Commissioner, without a public hearing or an enforceable zoning decision.

A similar article was approved by Town Meeting in April 2017; however due to a procedural issue, it was reviewed by the Office of the Attorney General. The Attorney General’s office overturned the decision of Town Meeting, due to the procedural issue. In addition, the Office of the Attorney General raised concern that certain aspects of the review process might be beyond the authority of the Town’s regulatory authority, as they apply to such land uses. The Planning Board has removed those objectionable items from this Article. In addition, this Article has been reviewed and approved by Town Counsel.

The Planning Board Report is in Appendix K.

The Board of Selectmen recommends approval. (5-0-0)

ARGUMENTS IN FAVOR: The Planning Board is the primary committee in Town tasked to investigate and opine upon development projects and, therefore, this is the appropriate process to examine and approve the types of projects defined herein.

Having the Planning Board act as the Town body designated to review these development projects is in the best interest of the community, bringing continuity to neighborhoods by bringing consistency to the development review process.

ARGUMENTS OPPOSED: Some may argue that the Building Commissioner’s review is sufficient, and that creating a Planning Board review process will add delay to construction of otherwise worthy projects.

RECOMMENDATION: The Finance Committee recommends approval. (6-0-0)

QUANTUM OF VOTE: Two-thirds - see Massachusetts General Laws Chapter 40A, Section 5.

CONSISTENCY WITH LAW: This bylaw amendment is not repugnant to federal or Massachusetts law.

For more information about this article, contact Sarkis Sarkisian, Town Planner, at (508) 358-3778, or email ssarkisian@wayland.ma.us.

ARTICLE 33: OFF STREET PARKING – ZONING AMENDMENT

Proposed by: Planning Board

To see whether the Town will vote to amend Chapter 198 of the code of the Town of Wayland, the Town's Zoning Bylaw, by making the following revisions:

I. SECTION ONE

Add a new Section 506.1.11 as follows:

The Site Plan Approval Granting Authority (SPAGA) may, through a site plan review decision under Article 6 of the Zoning Bylaw, permit any or all of the off-street parking spaces required under this Section 506.1 to be: (a) identified on a site plan and reserved to be encumbered permanently from any inconsistent uses but not constructed until the actual need or demand for such spaces is determined by the SPAGA, and/or (b) provided on a different parcel of land than the underlying principle use, provided that the SPAGA finds that the location of the parking spaces is sufficiently proximate to the underlying principle use so as to be safe and convenient to the general public. In making a decision under this Section 506.1.11, the SPAGA shall consider the following factors: the need to minimize congestion on public and private ways, the need to provide sufficient parking to satisfy parking demands, and the interest in minimizing impervious surfaces and providing appropriate natural buffer areas and open space.

FINANCE COMMITTEE COMMENTS: This zoning amendment provides flexibility in the creation of parking spaces serving commercial and other large-scale development projects in Wayland. Wayland's default requirement of one parking space per 140 square feet for general retail and commercial establishments is more onerous than most of our peer communities, resulting in the creation of larger parking lots than what is really necessary. For the new CVS pharmacy project at 150 Main Street in Cochituate Village, the Planning Board required the Applicant to not construct the parking spaces shown on the site plan along Main and West Plain Streets, and instead install a vegetated landscaping buffer. The Board "banked" these parking spaces for future construction, if demand necessitated them. The Building Inspector questioned the Board's authority to land bank parking spaces.

This Bylaw Amendment codifies the sensible approach of reserving area on a project site for parking until the demand for the spaces is justified based on actual traffic conditions. This approach preserves open spaces, trees and natural vegetation, minimizes the creation of unnecessary impervious surfaces, and affords opportunities to screen commercial development from neighboring residential areas.

Any decision by the Planning Board with regard to this article would be incorporated as part of the recorded deed for the Property.

The Planning Board Report is in Appendix K.

The Board of Selectmen recommends approval. (5-0-0)

ARGUMENTS IN FAVOR: This zoning change would provide flexibility for the Planning Board to provide for more open space and landscaped areas, providing for more attractive developments with less hardscape.

Wayland's bylaws provide for a greater parking requirement than zoning requirements in many other cities and towns across the United States, and this zoning change would make Wayland more consistent with other communities.

There is a trend in many cities and towns to reduce parking requirements, as there is a move towards less parking as more people use alternative forms of transportation, such as Uber, for their transportation needs; thereby reducing the need for parking.

ARGUMENTS OPPOSED: Some have argued that by reducing the requirement for parking spaces, the Planning Board would be creating an environment in which it would be easier for developers to build larger structures on sites than would have been possible if more of the site were required to be developed as parking.

Some have argued that this zoning change should not allow some of the banked parking spaces to be located on alternative parcels of land, whether owned or leased by the applicant.

RECOMMENDATION: The Finance Committee recommends approval. (4-0-1)

QUANTUM OF VOTE: Two-thirds - see Massachusetts General Laws Chapter 40A, Section 5.

CONSISTENCY WITH LAW: This bylaw amendment is not repugnant to federal or Massachusetts law.

For more information about this article, contact Sarkis Sarkisian, Town Planner, at (508) 358-3778, or email ssarkisian@wayland.ma.us.

ARTICLE 34: CPA: HISTORIC PRESERVATION OF LIBRARY WINDOWS AND DEPOT EXTERIOR; DUDLEY WOODS ARCHEOLOGICAL MONITORING

Proposed by: Community Preservation Committee

Estimated Cost: \$138,000

To determine whether the Town will vote to appropriate the following sums of money by taxation, transfer from unappropriated funds, transfer from available funds already appropriated for other purposes, or otherwise, provided not more than:

- i) \$30,000 is to be transferred from the Community Preservation Fund's Historic Preservation Fund to be expended by the Library Director with approval of the Library Trustees to preserve and restore the rotunda windows of the Wayland Free Public Library, a town-owned building, at 5 Concord Road, for historic preservation purposes;
- ii) \$90,000 is to be transferred from the Community Preservation Fund's Historic Preservation Fund to be expended by the Public Buildings Director with approval of the Historical Commission to preserve the exterior of the Wayland Depot, including restoration of the train

order signal and improve the electrical service of this town-owned building at 1 Cochituate Road, for historic preservation purposes, provided that the Historic District Commission approves the placement of a new electrical service pole; and

- iii) \$18,000 is to be transferred from the Community Preservation Fund's Historic Preservation Fund to be expended by the Recreation Director with approval of the Recreation Commission for archaeological monitoring during construction of the Dudley Woods Trail for historic preservation purposes.

FINANCE COMMITTEE COMMENTS: Passage of this article permits the Town to appropriate up to:

- i) \$30,000 from the Community Preservation Fund (CPF) to support the restoration and preservation of the three large, curved-glass windows in the rotunda of the 1900 Romanesque Revival Library, and add interior storms to fit the refurbished windows.
- ii) \$90,000 from the CPF to support preservation of siding, window and door casements and eaves of the Depot exterior, restoration of the train order signal, and updated code-related electrical service to the building.
- iii) \$18,000 from the CPF to support archaeological monitoring during construction of the trails at Dudley Woods.

The 1900 Wayland Free Public Library was built by the Town with funds and on land donated by Warren Gould Roby. It is the only brick Romanesque Revival building in Wayland and is eligible for listing in the National Register of Historic Places. The three curved-glass rotunda windows are in need of either replacement or restoration. They are inefficient and drafty and some of the frames have started to rot. The Library Board of Trustees reviewed the options and have proposed restoring the windows and interior storms instead of replacing them. This results in a cost savings as the estimate for replacing the windows is \$85,000 and restoration is preferable from a preservation standpoint.

The 1881 Wayland Depot, historically the Wayland Central Massachusetts Passenger Station, is owned by the Town and is operated as a non-profit gift shop since 1980. The Stick-Style passenger station and its companion Freight House on Concord Road are well-preserved structures reminiscent of Wayland's railroad history. The Depot is listed in the National and State Register of Historic Places. Part of the project includes updating the electrical service to meet code. The remaining work is necessary because the deterioration of the building will only progress and be costlier to repair and preserve at a later date.

Dudley Woods is archaeologically sensitive town-owned land on Dudley Pond. CPA funds were appropriated in 2015 (\$85,000) and 2017 (\$50,000) to construct ADA-compliant trails and signage. A monitor during the construction will identify, preserve and protect any artifacts that may be found during disturbance of the land. Archaeology is an appropriate use of Historic Preservation Funds.

The Community Preservation Committee recommends approval. (8-0-0)

The Historical Commission also recommends approval. (7-0-0)

The Board of Selectmen recommends approval. (5-0-0)

ARGUMENTS IN FAVOR: Funding of these projects would come from the Community Preservation Fund (CPF), monies that have already been collected by the Town for this type of project.

A favorable vote by Town Meeting will not increase the Town's tax rate; CPA funds to be used for these initiatives have already been collected and are in the Historic Preservation Fund of the CPF.

Delay in addressing repairs at 5 Concord Road and the Depot will result in higher future costs.

These projects will protect and preserve important, historic resources in the town.

ARGUMENTS OPPOSED: Although the law requires at least 10% of collected CPF to be allocated to historic preservation initiatives, Wayland's Community Preservation Committee can elect to retain annual funding for the benefit of a future historic preservation initiative. There may be other more pressing historic preservation initiatives not known to the Town that will require further funding.

Some may argue that it is irresponsible to invest in the Library building with the future use of the building uncertain.

RECOMMENDATION: The Finance Committee recommends approval. (6-0-0)

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 44B, Section 7. For borrowing, two-thirds – see Massachusetts General Laws Chapter 44, Sections 2 and 7.

For more information about this article, contact Gretchen Schuler, Chair of the Community Preservation Committee, at (508) 358-7980, or email ggschuler126@gmail.com.

ARTICLE 35: CPA: UNCOMMITTED – RECREATION PROJECTS – CANOE AND KAYAK LAUNCHES; AQUEDUCT PEDESTRIAN CROSSINGS

Proposed by: Community Preservation Committee

Estimated Cost: \$173,000

To determine whether the Town will vote to appropriate the following sums of money by transfer from unappropriated funds, transfer from available funds already appropriated for other purposes, or otherwise, provided not more than:

- i) \$75,000 shall be transferred from the Community Preservation Fund's Uncommitted Fund for Recreational use to be expended by the Wayland Conservation Commission to construct a canoe and kayak launch with walkway and steps at 246 Stonebridge Road for recreational purposes; and
- ii) \$98,000 shall be transferred from the Community Preservation Fund's Uncommitted Fund for Recreational use to be expended by the Department of Public Works to construct three pedestrian crossings along the Weston Aqueduct in Wayland for recreational purposes.

FINANCE COMMITTEE COMMENTS: Passage of this article would permit the town to appropriate up to:

- i) \$75,000 from the Community Preservation Fund (CPF) to construct a canoe and kayak launch at 246 Stonebridge Road adjacent to Stone's Bridge on the Sudbury River.
- ii) \$98,000 from the CPF to construct three pedestrian crosswalks connecting the Weston Aqueduct walking trail across Pine Brook Road, Old Connecticut Path and Stonebridge Road.

The purchase of 246 Stonebridge Road was funded with CPF Open Space funds in 2016 in order to protect a sensitive property abutting the Sudbury River and at Stone's Bridge, the restoration of which

will occur with CPF – Historic Preservation monies. The house at 246 Stonebridge Road was demolished due to its poor condition. The Conservation Commission applied for and was awarded a grant by the Sudbury, Assabet, Concord Wild and Scenic River Stewardship Council to design a canoe and kayak launch to include steps to the river near Stone’s Bridge, signage and a walkway from the gravel drive. The Conservation Commission will obtain the necessary permits for construction and as stewards of the property will enforce local bylaws and Best Management Practices to maintain the property in a sensitive manner. The Conservation Commission has the support of the Recreation Commission for this project.

The Weston Aqueduct Pedestrian Crossings will complete the conditions of an agreement between the Town and the Massachusetts Water Resources Authority (MWRA), owner of the aqueduct. The Conservation Commission applied to add the aqueduct trail to the town’s trail system. Permission was granted provided that proper signage is installed and pedestrian crossings be constructed at three locations (*see* Appendix L for maps). Crossings at Pine Brook Road and Old Connecticut Path will consist of road striping and signage. The crossing at Stonebridge Road will include road striping and an activated signal. The design of the crossings was funded by the Conservation Commission in FY17. The Department of Public Works will manage the construction.

The Community Preservation Committee recommends approval. (8-0-0)
The Board of Selectmen recommends approval. (5-0-0)

ARGUMENTS IN FAVOR: Funding of these projects would come from the Community Preservation Fund (CPF) Uncommitted Fund, monies that have already been collected by the Town. Therefore, a favorable vote by Town Meeting will not increase the Town's tax rate.

The canoe and kayak launch will make the river more accessible to Wayland residents and will serve as a waypoint for boaters on the river. Recreation Department programs can be hosted here as well.

The aqueduct pedestrian crossings will provide greater safety to those using the trail system and are required by the State in order for residents to officially use the trail.

Each project will meet the CPA goal of creating land for recreational use as well as meeting Open Space and Recreation Plan goals of providing safe and effective public access to the river and hiking trails.

These two projects demonstrate collaboration among Town departments and boards. The Conservation Commission initiated each of these projects and will receive assistance from the Recreation Commission and the Board of Public Works in executing these projects.

ARGUMENTS OPPOSED: There may be other more pressing CPA initiatives not known to the Town that may require further funding.

Some view the pedestrian crossings as a safety / highway project that should not be considered a CPA project.

RECOMMENDATION: The Finance Committee recommends approval. (Vote 7-0-0)

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 44B, Section 7.

For more information about this article, contact Gretchen Schuler, Chair of the Community Preservation Committee, at (508) 358-7980, or email ggschuler126@gmail.com.

ARTICLE 36: ACCEPT CHAPTER 41, SECTION 110A OF THE MASSACHUSETTS GENERAL LAW - SATURDAY TREATED AS A HOLIDAY

Proposed by: Town Clerk

To see if the Town will vote to accept Chapter 41, Section 110A of the Massachusetts General Laws, to allow the Office of the Town Clerk to remain closed on any or all Saturdays and to treat Saturday as a legal holiday such that where the last day for performance of any act in any such office falls on a Saturday when said office is closed, the act may be performed on the next succeeding business day

Section 110A. Any public office in any city or town may remain closed on any or all Saturdays as may be determined from time to time, in a city by the city council, subject to the provisions of the city charter, or, in a town, by vote of the town at a special or regular town meeting, and the provisions of section nine of chapter four shall apply in the case of such closing of any such office on any Saturday to the same extent as if such Saturday were a legal holiday.

FINANCE COMMITTEE COMMENTS: Approval of this article, i.e. accepting Chapter 41, Section 110A of the Massachusetts General Law (MGL), allows the Town Clerk's Office, to treat Saturday as if it were a Sunday or legal holiday.

The Town Clerk's office is normally closed on Saturday. But if a deadline, such as a voter registration deadline, falls on a Saturday, the Clerk's office must be reopened for that Saturday. In contrast to this, if a voter registration deadline falls on a Sunday, the Clerk's office may remain closed. Approval of this article would apply the same rules to Saturday as are now in effect for deadlines that fall on a Sunday or holiday. In most cases the deadline would be extended to the next business day

The rule that applies to Sundays and holidays is contained in MGL Ch.4, Sec. 9. The general rule under that section states that if a deadline falls on a Sunday or legal holiday that deadline will be extended to the next business day. Therefore, under that general rule all deadlines are extended to the next Monday. Therefore, if the article is approved, that rule would be applied to all deadlines that fall on a Saturday.

However, the general rule under Ch.4, Sec. 9 is modified by, "except as otherwise provided," and the deadline for voter registration is one of those exceptions. Under the State's election laws, if the deadline for voter registration falls on a Sunday, the deadline must be pushed back to the previous Friday.

Since the Town Hall is already officially closed on Saturday, the only effect this article has is to allow the Clerk's office to remain closed on Saturday whenever a legal obligation or deadline, including the obligation of making a payment or accepting voter registrations, falls on a Saturday.

Note also that the statute states that the Town Clerk's office may remain closed but doesn't require that it be closed.

Approval of the Article affects the Town Clerk's office when there are state election deadlines. For example, state law states that the last day to register to vote is 20 days before an election or town meeting and 10 days before a special town meeting. In 2017, there was a STM on November 14, and the last day to register fell on a Saturday. Because the Town had not accepted Ch. 41, Sec. 110A, the Town Clerk's office was required to stay open from 9am-8pm on Saturday Nov. 4th. If the Town had accepted the law, then the last day to register would have been the prior Friday, Nov. 3, and the town clerk's office would have been allowed to be closed on Saturday, Nov. 4. For nomination papers, the general rule applies. If the deadline falls on a Sunday, then the deadline is pushed out to the next Monday. Approval of the Article would apply that same rule if the deadline for nomination papers falls on a Saturday.

The article, if adopted, would not apply to election deadlines mandated by Federal law, nor would it affect early voting dates or town meeting dates falling on a Saturday.

The Board of Selectmen recommends approval. (4-0-1)

ARGUMENTS IN FAVOR: Many other Towns have accepted this law, including Lincoln and Sudbury. Acceptance of this law will save the Town money because it would give the Town the option to remain closed on the affected Saturdays and push any relevant deadlines either to the prior day or to the next Monday. There will be no need to pay a janitor and other town employees overtime to work on a weekend and keep the building open to 8pm. This will only affect the Town Clerk's office.

Since the introduction of on-line voter registration, fewer residents register in person. Hence, very few people will be impacted by an inability to register on Saturdays. And the last time a registration deadline fell on a Saturday, not a single person came to register to vote that day.

Furthermore, the Town Clerk's staff as well as election volunteers are uncomfortable working alone until 8 pm in an otherwise empty building on a Saturday night. The Town will have to pay for security.

ARGUMENTS OPPOSED: Some have objections, in principle, to any de-liberalization of voter registration rules.

RECOMMENDATION: The Finance Committee recommends approval. (4-2-0)

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 41, Section 110A

For more information about this article, contact Beth Klein, Town Clerk, at 508-358-3631 or email bklein@wayland.ma.us.

ARTICLE 37: PROPERTY TAX CREDIT FOR CHARITABLE CONTRIBUTIONS TO THE WAYLAND SCHOOL DISTRICT

Proposed by: Petitioners

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation pursuant to Article 89 of the amendments to the Massachusetts Constitution in substantially the following form, provided that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill

before enactment by the General Court, and that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of the petition:

AN ACT RELATIVE TO THE PAYMENT OF CHARITABLE CONTRIBUTIONS IN LIEU OF TAXES IN THE TOWN OF WAYLAND

Section 1. Notwithstanding any general or special law to the contrary, the Town of Wayland shall be permitted to accept charitable contributions to the Wayland School District general fund from a taxable entity and to grant said entity a property tax credit up to the total amount of said charitable contribution, provided the maximum tax credit granted to any such entity will not exceed the taxable entity's current year Wayland tax bill multiplied by the fraction of the Town of Wayland tax revenues which are appropriated to the Wayland School District.

Section 2. This act shall take effect upon its passage.

PETITIONERS' COMMENTS: The Finance Committee write up did an excellent job describing this article. However, I do disagree with their conclusion. This article has the potential to reduce people's income tax by nearly one-quarter of their property tax. In a town like Wayland, this is a substantial savings to the residents.

I agree the federal government will probably attempt to find a way to disallow the federal tax deduction targeted by this article. However, who can predict the federal government's actions these days, and it costs the town nothing to try. If it becomes clear that such a deduction will be allowed, this article enables the town to quickly implement such a policy in a manner which does not decrease the town's effective revenue and allows the town to recoup the cost of implementing the policy.

I ask, why should we not at least try to substantially reduce people's effective tax rate?

FINANCE COMMITTEE COMMENTS: This article is asking the Town to petition the General Court to pass a special act permitting the Town to set up a mechanism whereby the Town would grant a property tax credit in return for a charitable contribution given to the Wayland School District. The Town's Counsel has opined that, under Massachusetts State Law, the Town does not have the authority to give a property tax credit in return for a charitable contribution to the schools. Therefore, to make this happen, the Town would be required to obtain special legislation. The motivation for this request is basically to circumvent the newly enacted federal tax legislation that limits the deductibility of state and local taxes.

The recently enacted Tax Cuts and Jobs Act (TCJA) limited the deduction for state and local taxes, the so-called SALT deduction, to \$10,000 which hurts high income tax payers living in jurisdictions with high state and local taxes. So lawmakers from some of these high tax states are considering responses to the new tax law with proposals similar to the one being proposed by the petitioners of this article.

The petitioners of this article are proposing a mechanism that might work as follows:

1. The taxpayer makes a charitable contribution to the Wayland Public Schools (WPS). The School Committee has the mechanism in place for accepting and processing such cash contributions.
2. The Town gives a matching property tax credit to the tax payer that made the contribution. The property tax credit would be limited by a matching percentage (MP), which could be less than or equal to 100%. The amount of the tax credit is further limited to the fraction of total

Town taxes that are allocable to the Schools. Thus, if the Schools were 50% of the total Town budget, and if the taxpayer's total property tax bill were \$10,000, then a \$5,000 contribution to the WPS would result in property tax credit equal to \$5000 times MP. Contributions higher than \$5,000 would max out at that amount. Contributions lower than \$5,000 would result in a property tax credit equal to the contribution times MP.

3. Charitable contributions to the WPS continue to be fully deductible under TCJA. The tax payer then deducts that contribution from their Federal tax return.
4. The tax payer has thus transformed a non-deductible expense into a deductible expense.

The problem with this proposal is that it may not work. Treasury Secretary Steven Mnuchin has called such ideas "ridiculous". Some reasons why the idea might not work are:

1. Taxpayers typically can't get a deduction from the IRS for a donation when they get something of value in return
2. The "substance over form" argument suggests that this is impermissible because the intent is to increase the itemized deduction, not to make a charitable contribution. Hence it's not a bona fide charitable contribution.
3. The Treasury is unlikely to let these schemes go unchallenged because they involve too great a potential loss in revenue. Such challenges could take the form of unfavorable guidance or the threat of disallowance pursuant to an audit.

On the other hand, it's not totally clear that the concept won't work. For example, in Massachusetts, a tax credit is allowed for qualified donations of certified land to a public or private conservation agency. This is the so-called "Conservation Land Tax Credit". The credit is equal to 50% of the fair market value of the qualified donation not to exceed \$75,000. A central federal income tax question raised by these donations is whether the donor must reduce the amount of the charitable contribution deduction claimed on her federal income tax return by the value of state tax benefits generated by the gift. According to judicial and administrative pronouncements issued over several decades, state tax credits like the above are treated as a reduction of the credit recipient's state tax liability rather than as a receipt of money or other item of gross income. Under such an interpretation, the tax payer could deduct the gross contribution to the conservation agency.

The petitioner is basically asking the General Court to permit the Town to grant a property tax credit in return for a contribution to the WPS. And the petitioner would seek to apply a similar logic as that which applies to the Conservation Credit, namely that such municipal tax credits be treated as a reduction of the credit recipient's municipal tax liability rather than as a receipt of money, property, contribution to capital, or other item of gross income.

The Board of Selectmen does not recommend approval. (1-3-1)

ARGUMENTS IN FAVOR: If the concept works, it becomes a valuable tax mitigation strategy. The tax courts have supported similar programs under the Full Deduction Rule which could be applied in this case. If the Town votes to endorse such a program, then the Wayland vote sends a message to the State Legislature to adopt such a mechanism on a state wide basis. However, there is no assurance that the state legislature will take up the program. If this concept works, then by a judicious selection for the value of MP, the Town could get additional revenue.

ARGUMENTS OPPOSED: It is more likely than not that such a strategy will be challenged by US Treasury Department and subject the taxpayer to defend the deduction taken. Hence any effort expended to effect this program, such as passing a special act is not likely to be a productive use of time, money and resources. There would be some work involved to put this program into effect such

as requiring a small amount of initial legal work and setting up a separate charitable trust to receive these funds in order to segregate them from other donations to the WPS. The budgeting process would have to be modified. Budgets are set in the beginning of the fiscal year. How do you transfer money donated to the schools, which increase their general fund, back to the Town or reduce the school funding from the Town for the amount contributed. What happens to the Town's cash flow for timing differences between the date of the contribution and the date the taxes are due?

Governors in California and New York have indicated they are investigating various strategies to address the SALT limitation. It might be a better to wait until they have established a strategy and then determine a course of action. Some would argue that it would be preferable if such a strategy were undertaken at the state level rather than the local level.

Taxpayers are unlikely to make such a donation until the efficacy of this strategy is tested in the tax courts. Hence there will likely be a low initial demand for this transaction. Moreover, a taxpayer who does actually employ this strategy will be exposed to penalties and interest if the deduction is disallowed.

Do we risk cannibalizing the flow of conventional charitable contributions currently being made to WPS? If the Town were to set up such a program, some taxpayers might conclude that the Town was endorsing this unproven program, and so set itself up for subsequent lawsuits if the deductibility of those charitable contributions is subsequently disallowed. The Petitioners have pointed out that such a risk could be mitigated by a signed waiver acknowledging that possibility.

RECOMMENDATION: The Finance Committee does not recommend approval. (0-6-0)

QUANTUM OF VOTE: Majority.

For more information about this article, contact Duane Galbi, Lead Petitioner, duaneg.wayland4wayland@gmail.com.

ARTICLE 38: 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.

- Board of Assessors
- Community Preservation Committee
- Planning Board

FINANCE COMMITTEE COMMENTS: This is a standard article that allows reports commissioned by the Town or required by State law to be heard. Under Town Code Chapter 53, Section 3, whenever a report required by law is submitted to Town Meeting, it shall be included in the minutes of said meeting set forth in the Annual Town Report. This article provides a means of including such reports in the minutes of Town Meeting.

The Board of Selectmen recommends approval. (5-0-0)

ARGUMENTS IN FAVOR: There are several boards and committee that are required to report to Town Meeting on the work they completed over the past year. It is important to keep the Town informed as to their progress.

ARGUMENTS OPPOSED: The Finance Committee is not aware of any reasons why residents should not approve this article.

RECOMMENDATION: The Finance Committee recommends approval. (5-0-0)

QUANTUM OF VOTE: Majority.

For more information about this article, contact Nan Balmer, Town Administrator, at (508) 358-3620, or email nbalmer@wayland.ma.us. Reports can be found online at www.wayland.ma.us on the Annual Town Meeting 2018 page.

ARTICLE 39: 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

Trustees of the Allen Fund	Michael B. Patterson
	Lynn S. Dowd
Fence Viewers	The Selectmen
Field Drivers	The Constables
Measurers of Wood and Bark	Paul Doerr
	Lewis S. Russell, Jr.
	John R. Sullivan
Surveyors of Lumber	Susan W. Pope
	Jean B. Pratt
	Richard Hoyt

FINANCE COMMITTEE COMMENTS: This is a standard article that allows the Town to fill various positions. While many of these positions are obsolete in our current society, they are part of the charm and history of New England town meetings. To date, Wayland has continued the tradition of electing these positions at Town Meeting even though the Board of Selectmen (BOS) may appoint some of them. The purpose of the article as written is to decide whom to elect, not the method of appointment.

A brief description of each position and future alternate means of selection follows.

The Allen Fund was established in 1854 through a gift from Miss Debby Allen and Mrs. Nabby (Allen) Draper. The permanent fund was intended for “beneficent objects.” Although the Allen Fund was virtually depleted by 1990, it has recently grown so that it can now provide annual gifts. As of June 30, 2017, the balance in the Allen Fund was \$7,796.24. The trustees are responsible for overseeing the fund. The trust provides that the trustee shall be selected annually by vote of the annual town meeting; it also provides that in case no board of trustees is selected, the Selectmen shall be the Trustees of the Allen Fund. At a future Town meeting, citizens could vote to amend the trust

document to provide that the Commissioners of Trust Funds serve as Trustees of the Allen Fund without annual vote.

Fence Viewers are arbitrators of fence disputes among neighbors and are established under MGL c. 49, §1. The BOS is authorized to appoint two or more fence viewers for one-year terms.

Field Drivers collect loose sheep, goats or other beasts and under M.G.L. c. 49, §22, the BOS is authorized to appoint one or more field drivers for the Town.

Measurers of Wood and Bark are responsible for inspection, survey, measurement and sale of wood, coal and bark for fuel. They are appointed according to M.G.L. c. 94, §296, which provides for town meeting election of one or more measurers of wood and bark for one-year terms. A future town meeting could delegate the appointment power to the Board of Selectmen, thereby eliminating the need for this article thereafter.

Surveyors of Lumber, sometimes called a Measurer of Lumber, are responsible for measuring, marking or numbering the contents of any kind of wood or lumber, and M.G.L. c. 96, §7 authorizes that towns may elect one or more measurers (surveyors) of lumber. A home rule petition is required to make the position appointive by the BOS.

If Town Meeting declines to elect the Fence Viewers, Field Drivers and Measurers of Wood and Bark, the Selectmen would make the appointment at the next regular meeting. However, a home rule petition is required to make the position of Surveyors of Lumber appointive by the BOS and given the obsolete nature of the position, it may be easier not to fill it if that is the desire of town meeting.

The Board of Selectmen recommends approval. (5-0-0)

ARGUMENTS IN FAVOR: It is important to the Town to have these positions filled.

ARGUMENTS OPPOSED: Some feel that this article is outdated and also takes too much time to decide at Town Meeting. They suggest that the authority to appoint be deferred to the Board of Selectmen where allowed. (Note: deferral is not within the scope of the article this year.)

RECOMMENDATION: The Finance Committee recommends approval. (6-0-0)

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 41, Section 1; Chapter 94, Section 296; Chapter 49, Section 24; and Chapter 96, Section 7.

For more information about this article, contact Nan Balmer, Town Administrator, at (508) 358-3620, or email nbalmer@wayland.ma.us.

APPENDIX A**THE MODERATOR'S RULES AND REGULATIONS
GOVERNING WAYLAND'S TOWN MEETINGS**

The following information may help you to participate fully in Wayland's town meetings, which have been held each year since 1639:

I. THE WARRANT

This booklet, which includes the Warrant for Wayland's Town Meeting, was compiled by the Selectmen and served upon all residents by mail and by posting in accordance with applicable provisions of the Code of the Town of Wayland. It contains the agenda of the subjects to be acted upon (articles), including the omnibus budget proposed (if this is an annual meeting), the report and recommendations of the Finance Committee, and additional information concerning the finances and administration of the Town to help us formulate our votes.

No action of this Town Meeting will be valid unless it shall have been taken under an article set forth in the Warrant.

Each article will be considered in the order in which it appears on the Warrant, unless the meeting shall have voted to do otherwise by a TWO-THIRDS vote.

II. THE VOTERS

A. All residents of Wayland, who have been duly registered as voters, are urged to attend, participate, debate and vote at all annual and special town meetings subject to laws of the Commonwealth of Massachusetts, the Bylaws of the Town and these rules and regulations.

B. The Town Administrator, Assistant Town Administrator, Town Counsel, Police Chief, Fire Chief, Finance Director, Director of Public Works, Public Buildings Director and Superintendent of Schools, shall have the right to attend and sit on the floor of town meetings, but they shall not be considered in determining the presence of a quorum unless they are registered voters of the Town. See paragraph IV.B.3 below.

C. All other persons, including members of the press, may attend and observe Wayland's town meetings so long as they remain seated in the special section reserved for non-residents, unless the Moderator shall have authorized them to sit among the registered voters.

D. A registered voter may bring his or her child(ren) to sit among the voters so long as the child(ren) sit(s) quietly beside his or her parent at all times.

III. THE MODERATOR

The Moderator is elected by ballot for a three year term at the annual election of town officers to preside at all Town meetings during his or her term of office and is authorized by state law to regulate the proceedings, decide all questions of order and make public announcement or declaration of all votes, subject to the Bylaws that Wayland has enacted to regulate the proceedings of town meetings. All rulings of the Moderator are final.

IV. THE MEETING

A. The Call to Order

1. The Moderator will call each session of town meeting to order at 7:30 p.m., or other time as determined by the Board of Selectmen, or as soon thereafter as the Town Clerk has determined that a quorum of one hundred (100) registered voters has been checked into the hall.

2. The Moderator will announce the number of each article about to be considered and invite a motion thereunder; the Moderator will omit the reading of the articles, unless a MAJORITY of the meeting shall vote otherwise.

B. To Address the Town Meeting

1. No person may address a town meeting until and unless he or she shall have been recognized by the Moderator. All persons shall, at the request of the Moderator, be silent.

2. All persons, who wish to be recognized, shall approach one of the three microphones placed at the front of the room, which most closely reflects the purpose for which they seek recognition:

- a. The Procedural Microphone (in the middle) will be available to those who have been recognized by the Moderator and wish to offer:
 - 1) The main motion under the article being considered and a presentation in support thereof;
 - 2) The principal presentation in opposition to the main motion. See paragraph IV.C.2.b, below;
 - 3) An amendment to a main motion;
 - 4) A question seeking information concerning the motion or other matter then under discussion, or guidance from the Moderator as to procedure, including a point of order;
 - 5) An answer to a question seeking information; and
 - 6) A point of order or procedural motion, such as:
 - a) a motion to terminate debate;
 - b) a motion challenging the Moderator's declaration of a vote;
 - c) a motion questioning the presence of a quorum; and
 - d) a motion to adjourn.
- b. The "Pro" Microphone will be available to those persons recognized by the Moderator who wish to speak in support of a motion on the floor.

- c. The “Con” Microphone will be available to those persons recognized by the Moderator who wish to speak in opposition to a motion on the floor.

The Moderator will normally recognize those persons, who are standing behind or seated near each microphone in a single file, in the order of their entry into that file, alternating between the Pro and the Con mikes; but reserves the right to recognize any person at any time, including a person who has not approached a mike, a person who is handicapped or a person who has risen to a point of order. Any person whose remarks are not consistent with the purpose of the microphone that he has been permitted to use, shall yield the floor upon request of the Moderator.

3. Those individuals granted the right to sit on the floor under Section II B above, if non-residents, shall have the right to answer questions, but they do not have the right to vote unless they are registered voters of the Town.

4. If a person, who has not registered to vote, seeks permission to address the meeting, the Moderator will ask whether there are any objections. If there are any, he will immediately call for a vote. If the majority shall vote to hear the non-resident, the Moderator will give him/her the floor.

C. The Debate

1. When you have been recognized by the Moderator, address the Chair as follows: “Mr. Moderator, I am (Name) of (Street Address).” Then proceed as follows:
 - a. “I move that . . .”;
 - b. “May I ask you . . .”; or
“May I ask through you (then state the question which you want a board, official, or previous speaker to answer);
 - c. “I rise to a point of order”; or
2. Once you have been recognized, you may offer any motion, amendment, argument, comment, suggestion or question relevant to the article then under consideration, unless the Moderator shall have authorized debate or invited comments upon subjects not listed in the Warrant; but:
 - a. Any person who wishes to offer the principal presentation in support of the main motion under an article, must so notify the Moderator prior to the session at which that article is called and complete the same within seven (7) minutes, or less, and yield the floor. A light will warn you to conclude your remarks and yield the floor during the final minute. The Moderator may divide the time if more than one person indicates a desire to make a presentation in support. The aforesaid seven minute limit does not apply to the principal motions under the omnibus budget article.
 - b. Any person wishing to offer a presentation in opposition to the main motion under an article must so notify the Moderator prior to the session at which that article is called and complete the same within the time used by the proponent, or within three (3) minutes, whichever is longer, and yield the floor. The same one (1) minute

warning light will warn you to conclude your remarks. The Moderator may divide the time if more than one person indicates a desire to make a presentation in opposition.

- c. All other persons who wish to address the Town Meeting shall, when recognized, complete their remarks in two (2) minutes, or less, unless extended by leave of the Moderator and yield the floor. The same one (1) minute warning light will be turned on when you have used up the first minute.
- d. You may be interrupted only by a question of privilege, a point of order, a request that you speak more distinctly or by the Moderator.
- e. When you have completed your motion, question, or remarks, you relinquish your claim to the floor; and you must yield the floor upon request of the Moderator.
- f. The Moderator will rule, or take other appropriate action on any generally recognized incidental, subsidiary or privileged motion.

3. Abbreviated Presentation Procedure. With notice to and leave of the Moderator any person making a main motion under an article may present that motion under the Abbreviated Presentation Procedure. Under this procedure:

- a. The motion must be presented in or be substantially consistent with the words of the Article as printed in the Warrant, and without making further presentation in support of that article. The Moderator may allow minor or editorial variation from the words of the Article as printed in the Warrant.
- b. The Moderator will ask if anyone wishes to speak in opposition to the motion or if anyone has a question regarding the motion.
- c. Should there be a question, the questioner will be permitted to state his or her question and the presenter of the motion will be permitted to answer that question.
- d. Should any individual state that he or she is opposed to the motion, or if the Moderator determines that the questions are of significant depth or importance, the presentation and debate will revert to the normal course as set forth in these Rules.

4. If you have a question concerning the legality or propriety of the proceedings, you may approach the Procedural Microphone and address the Moderator without waiting to be recognized, saying: "Mr. Moderator, I rise to a point of order." When you have been recognized, you must state the reason for your point, which may include that a motion is beyond the scope of the article under consideration, that the person who has the floor is not addressing the merits of the motion or that a quorum is not present. The Moderator will then rule on the point and the Moderator's ruling is final.

5. If you wish to offer a motion within the scope of the article under consideration, follow the procedure outlined under paragraph IV. B. and C., above.

- a. If your motion is the main motion, you must then declare that it is identical word-for-word with the substantive portion of the article printed in the warrant which is then under consideration, or describe the substantive differences in wording between the article and the motion; otherwise the Moderator will permit no debate or action upon your motion. If your main motion is visually available to a reasonable extent throughout the hall, you may dispense with the description of substantive differences, unless directed to do so by the Moderator.
- b. If you plan to offer a main motion that contains more than twenty-five (25) words and differs significantly from the article printed in the Warrant such that in the view of the Moderator, the assembly may be confused, you must first print and distribute a copy thereof to those attending the session of town meeting at which said motion is presented.
- 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.
- d. A motion that is not identical word-for-word with the substantive portion of the article printed in the warrant then under consideration will not be accepted, unless the Moderator shall determine that said motion is within the scope of the article; i.e., that it does not change the substantial character of the proposal described in that article or would not further restrict, if passed, the liberties of the residents of Wayland than the proposal set forth in the article.
- e. The Moderator will accept no motion proposing a layout, taking, acceptance of gift, purchase, sale, lease or rezoning of land, unless the article under which the motion is offered contains a running description of the land in question, a description by metes and bounds or a reference to a plan suitable for recording that is available for public inspection at the office of the Town Clerk, the Town Surveyor, the Planning Board or another place to which the public has access during normal business hours.
- f. The Moderator will accept no motion to appropriate and/or expend a sum of money, which exceeds the estimated cost set forth in the article then under consideration by fifteen (15%) percent, except for motions under the omnibus budget article and motions under a supplementary budget article that contemplates the appropriation of additional money for the current fiscal year to augment moneys previously appropriated and proposes to fund such appropriations by transfer from unappropriated funds, funds appropriated for another purpose or from funds received by the Town as grants or gifts.
- g. The Moderator will accept no motion that in the Moderator's view would eviscerate or be completely opposite of the motion under the Article under consideration.

- h. The Moderator may rule on your motion, even if no one has risen to challenge that motion by way of a point of order.

6. You will not be recognized to speak on the merits of a motion if you have already spoken three times on its merits, but you may be recognized to answer a question put by another or to raise a procedural issue with respect to that motion.

7. Wayland's practice with respect to some common subsidiary motions is generally as follows:

- a. You may amend a motion by moving to add and/or delete words to and/or from the main motion or by substituting a new motion therefor; but the Moderator permits no more than two amendments to a main motion *at a time*. A motion to amend is debatable and requires only a MAJORITY vote, even though the main motion may require a TWO-THIRDS vote.
- b. You may move to refer a matter for further study, if your motion identifies the official or committee who shall conduct such study, how it shall report, when and to whom. In the event that you wish to establish a new committee for this purpose, the motion must specify the number of members who shall serve and who shall appoint them. A motion to refer is debatable and may be amended and requires a MAJORITY vote.
- c. You may move to advance or postpone to a time certain within the then current session of the meeting consideration of an article listed in the Warrant. Such a motion is debatable, may be amended and requires a TWO-THIRDS vote.
- d. You may move to lay an article on the table ("table"). Such a motion is NOT debatable or amendable and requires a TWO-THIRDS vote. A motion to remove such article from the table is also NOT debatable or amendable and requires a TWO-THIRDS vote.

You may ask the Meeting to take no action under an article by moving "that the article be passed over." Such a motion may be deemed a substitute for the main motion, is debatable, may not be amended, requires a MAJORITY vote and serves to dispose of the article under consideration.

8. Upon the expiration of forty-five (45) minutes after the main motion under any article shall have been seconded, or put before the meeting by the Moderator, unless extended by leave of the Moderator, the Moderator will terminate debate thereon, unless the Town Meeting shall have voted by majority vote to extend the time available for further debate. The time needed to count the vote(s) upon the motion(s) under the article will not be included in the total time. The aforesaid time limit does not apply to debate under the omnibus budget article.

9. Although the Moderator has absolute authority to regulate the proceedings at town meetings, debate under a motion can be terminated by a TWO-THIRDS vote of the Town Meeting. Therefore, if you believe that debate under a motion has gone on long enough, approach the Procedural Microphone, and, when you have been recognized, make a motion to terminate debate

(move the previous question). If your motion receives a second, the Moderator may, but need not, defer the termination of debate for a reasonable time to permit both sides of the issue to be heard. If a motion to terminate debate carries by a TWO-THIRDS vote, the Moderator will put the previous motion under consideration to a vote without further debate; but if said motion does not carry by a TWO-THIRDS vote, the Moderator will permit debate to continue.

10. If an article of the Warrant has been acted upon and disposed of, a motion to reconsider the article may be made at any time if the Moderator determines that the person offering the motion discloses significant new information to the Town Meeting concerning said article, which existed but had not been disclosed or made available to the Meeting when the motion under that article was debated, and the Moderator thereupon explains why such information satisfies the foregoing criteria; provided however, the debate and action on said motion shall be deferred until all other articles have been disposed of. In any event, a two-thirds vote shall be required for approval of a motion to return to an article.

D. The Vote

Before calling for a vote, the Moderator will usually repeat the motion under consideration (as the same may have been amended), unless it is substantially identical to the article:

1. In the event that electronic handset voting equipment shall have been made available for use by voters at any Annual or Special Town Meeting, all votes shall be taken by secret ballot using such equipment, unless the Moderator shall decide otherwise for reasons he/she shall state publicly. When calling for an electronic vote, the Moderator will ask voters to press the number "1" if they wish to register an "aye" or the number "2" if they wish to vote "no". In the event that a voter wishes to abstain, he or she may (but need not) press "3". Voters may change their mind as many times as they wish, but the last vote recorded upon the expiration of thirty seconds will count. Any voter who believes that his or her keypad is not functioning properly or is failing to record his or her vote accurately should proceed to the designated help desk. If a vote is in progress, the voter should raise his or her hand; if seen by the Moderator, the Moderator will dispatch help desk staff to examine the handset for any defect. If it is determined by help desk staff that the handset is defective, the voter will be offered a paper ballot and pen or other writing instrument to record his or her vote on that question and will be provided with another handset for the next vote. Such paper vote shall be promptly relayed by help desk staff to the Moderator.

- a. If a voter cannot use the electronic handset offered by the Checkers, he or she will be directed to sit in a special section reserved for those who will not be using an electronic handset to vote. Whenever the Moderator shall call for a vote, tellers will provide a ballot to each voter in the special section(s), who, collect those ballots within thirty seconds and deliver them to the Moderator, who will add the total of the ballots to the vote received electronically and announce the vote on the motion before the meeting.
- b. Each person receiving a handset must retain and use only that handset until turned in at the Help Desk, given to a Teller or turned in at the end of the session. No person may lend or give that handset to another person, nor may any person vote with a handset originally given to another.

Voters with handsets may retain them if they wish to leave the room for any reason, but they must hand their handset to an exit attendant if they plan to leave the building.

2. In the event that electronic voting is for any reason not to be employed, the Moderator will first ask all those in favor to say, "Aye". He will then invite those opposed to say, "No". If the Moderator is in doubt as to whether the motion has carried, he or she may call for another voice vote; or may ask those in favor to stand, before he asks those opposed to stand. Sometimes, the Moderator will reverse this procedure before announcing the vote.

3. If the Moderator is still in doubt, or if seven (7) or more voters shall immediately question a voice or an uncounted vote taken by non-electronic means, the Moderator will call for the tellers to help him take a standing counted vote – two tellers for each section of the hall so that they may check each other's results. The Moderator will then repeat the motion and say, "All those in favor will rise and remain standing until counted." When the count has been completed, the Moderator will ask those who are opposed to stand and be counted. As soon as each team of tellers has agreed upon the count in their section, they will be asked to report the number of voters they have counted from the Procedural Microphone. When all of the tellers have reported, the Moderator will declare the vote and his declaration of the vote is final, unless clear and convincing evidence shall have been submitted to the Moderator that fraud, errors by of one or more tellers or some other irregularity has infected the accuracy of the vote count just completed; in which event the Moderator will repeat the standing counted vote procedure outlined above.

4. If a vote taken by electronic means is questioned by seven (7) or more voters, the Moderator will audit the vote by choosing a set of voters to come forward and present their handsets in turn to the Town Clerk, who will compare the vote shown on each handset with the vote received by the Electronic Voting System for that handset. If the correlation is less than fully accurate, the Moderator shall discard the electronic vote and call for a standing counted non-electronic vote under the previously set out procedures.

5. In the event that the law requires a vote of TWO-THIRDS or more to carry a motion acted on by non-electronic means the Moderator will normally ask whether there is unanimous support for the motion; but if there is not such support, he will take a standing counted vote. If the Moderator shall have perceived that more than TWO-THIRDS of the voters voted in the affirmative the Moderator may by hand vote determine that the TWO-THIRDS majority was met.

6. If a TWO-THIRDS vote is required to carry a subsidiary or procedural motion, such as a motion to terminate debate ("move the previous question"), and the vote is not to be taken by electronic means, the Moderator need not take a count, even though the voice vote upon such motion was not unanimous, if the Moderator shall have perceived that more than TWO-THIRDS of the voters voted in the affirmative. The Moderator shall then declare that such motion has carried and the Clerk shall record such declaration together with a note that there was "a scattering of nos."

E. Adjournment

1. If you wish to adjourn a session of the Town Meeting before all of the articles have been disposed of, you must specify the date and time when the Meeting shall resume. Such motion may be made at any time, is debatable, may be amended and requires a MAJORITY vote, provided, however, that the Moderator will permit no such motion if it shall be offered after debate shall have been terminated upon a pending motion until the final declaration of the vote taken upon the motion then under consideration.

2. Each session of a Town Meeting shall be adjourned by the Moderator (a) at 10:30 p.m., or as soon thereafter as the Meeting has disposed of the article then under consideration or postponed action thereunder, or (b) voted to adjourn at a different time.

3. No motion to dissolve the Town Meeting (to adjourn *sine die*) is in order until every article shall have been duly considered, acted upon and declared as disposed of.

V. QUESTIONS

In the event that you have a question concerning the conduct of the meeting, you need further information to cast your vote, or the status of any motion being considered, you are invited to approach the Procedural Microphone and to address your question to the Moderator as soon as you have been recognized.

VI. MISCELLANEOUS RULES

Residents of the Town of Wayland may, with the prior permission of the Moderator, place and/or post documents intended and designed to inform and influence the action of voters at town meetings on the tables and wooden walls located behind and on either side of the tables occupied by the checkers at the entrance of the Field House and each other venue where town meetings are conducted, so long as said documents are germane to any of the articles set forth in the warrant.

The Selectmen, the Chief of Police and the Chief of the Fire Department and other town officers and employees may also be permitted by the Moderator to post and place documents pertaining to the safety of the public in the aforesaid locations.

Thank you for joining us to do the Town's business.

Dennis J. Berry, Moderator
March 1, 2018

**MODERATOR'S SUPPLEMENTAL RULES
FOR TOWN MEETING SLIDES**

(v 1.3)

Three types of slides are acceptable for visual display when speaking before Town Meeting:

1. Motion slides
2. Amendment slides
3. Illustrative slides

A Motion slide is displayed when presenting a Main Motion, and can be displayed when presenting an Amendment to a Main Motion. A Motion slide

- shall be presented in the "standard motion format"
- shall be limited to one page unless approved by the Moderator
- shall include the Article number, Warrant page #, Quantum of Vote, Article Title, Proposer, and Estimated Cost in the Header
- shall present the Header text in 20 point Arial font
- shall present the full text of the Motion in 18 point Arial font
- shall not include images
- is requested for both Board-sponsored and Petitioner-sponsored articles
- shall be submitted in Word Document format to the Selectmen's Office

At the Moderator's discretion, an Amendment slide may be created during Town Meeting by Town Meeting personnel digitally photographing a sheet of paper bearing an Amendment in legible handwriting, or in text printed in 18 point font. The text of an Amendment can optionally be submitted in Word Document format to the Selectmen's Office 3 full business days prior to the first session of Town Meeting for review and approval by the Moderator.

One or more Illustrative slides accompanying an Article, Main Motion or Amendment may be displayed during a speaker's presentation. An Illustrative slide shall

- contain pictures, charts, maps, or diagrams that enable voters to better understand a Motion or Amendment
- not restate the language contained in the Motion or found in the text of the Article
- employ text only for the purpose of labelling graphical elements
- be submitted in JPG or PowerPoint format

All Motion and Illustrative slides

- shall be submitted to the Selectmen's office no later than 3 full business days prior to the first session of Town Meeting
- will be reviewed by the Moderator for relevance, value, and compliance with the above requirements; submitters will be notified of approval or rejection
- shall be removed from the screen when the speaker concludes their presentation

During the meeting, the audiovisual system operator will display approved slides at the speaker's direction. Under no circumstances will the use of slides or any other audio/visual device extend the speaker's time.

APPENDIX B: Article 10, List of Town Positions (FTE's) and Personnel Bylaws and Wage and Classification Plan

	ACTUAL		ACTUAL		ACTUAL		PROPOSED	
	FTEs	FY 16	FTEs	FY 17	FTEs	FY 18	FTEs	FY 19
LAND USE								
<u>Building & Zoning</u>								
Building Commissioner	1.00		1.00		1.00		1.00	
Local Building Inspector	1.00		1.00		1.00		1.00	
Gas & Plumbing Inspector	0.52		0.52		0.52		0.52	
Wiring Inspector	0.51		0.51		0.51		0.51	
Department Assistant	1.60		1.60		1.60		1.60	
Department Total		4.63		4.63		4.63		4.63
<u>Conservation</u>								
Conservation Administrator	1.00		1.00		1.00		1.00	
Land Manager	0.54		0.54		0.54		0.80	
Department Assistant	0.83		0.83		1.00		1.00	
Department Total		2.37		2.37		2.54		2.80
<u>Planning</u>								
Planning Director	1.00		1.00		1.00		1.00	
Department Assistant	0.40		0.40		0.40		0.40	
Department Total		1.40		1.40		1.40		1.40
FINANCE								
<u>Assessing Office</u>								
Assessing Director	1.00		1.00		1.00		1.00	
Assistant Assessor	1.00		1.00		1.00		1.00	
Administrative Assessor	1.00		1.00		1.00		1.00	
Department Assistant	1.00		1.00		1.00		1.00	
Department Total		4.00		4.00		4.00		4.00
<u>Finance Office</u>								
Finance Director	1.00		1.00		1.00		1.00	
Benefits Manager	0.00		1.00		1.00		1.00	
Accountant	1.00		1.00		1.00		1.00	
Finance Assistant	2.54		1.80		1.80		1.80	
Department Total		4.54		4.80		4.80		4.80
<u>Treasurer/Collector</u>								
Treasurer/Collector	1.00		1.00		1.00		1.00	
Asst. Treasurer/Collector	1.00		1.00		1.00		0.69	
Department Assistant	1.26		1.23		1.23		1.54	
Department Total		3.26		3.23		3.23		3.23
ADMINISTRATION								
<u>Council on Aging</u>								
COA Director	1.00		1.00		1.00		1.00	
Outreach Coordinator	0.83		0.83		0.83		0.83	
Project Coordinator	0.51		0.51		0.51		0.86	
Department Assistant	1.00		1.00		1.00		1.00	
Department Total		3.34		3.34		3.34		3.69
<u>Information Technology</u>								
IT Director	0.00		1.00		1.00		1.00	

	ACTUAL		ACTUAL		ACTUAL		PROPOSED	
	FTEs	FY 16	FTEs	FY 17	FTEs	FY 18	FTEs	FY 19
IT Manager	1.00		1.00		1.00		1.00	
Business Systems Analyst	0.00		1.00		1.00		1.00	
		1.00		3.00		3.00		3.00
<u>Public Buildings</u>								
Public Buildings Director	1.00		1.00		1.00		1.00	
Police Custodian	0.54		0.54		0.54		0.54	
Town Building Custodians	2.00		2.00		2.00		2.00	
Library Custodian	1.00		1.00		1.00		1.00	
Department Total		4.54		4.54		4.54		4.54
<u>Public Health</u>								
Public Health Director	1.00		1.00		1.00		1.00	
Sanitarian/Health Agent	1.00		1.00		1.00		1.00	
Public Health Nurse	0.86		0.86		0.86		0.86	
Community Health Nurse	5.00		5.00		5.00		5.00	
Department Assistant	1.00		1.00		1.00		1.00	
Sr Clerk	0.43		0.43		0.43		0.43	
Department Total		9.29		9.29		9.29		9.29
<u>Recreation</u>								
Recreation Director	1.00		1.00		1.00		1.00	
Asst. Recreation Director	0.00		1.00		1.00		1.00	
Recreation Program Adm	1.00		0.00		0.00		0.00	
Recreation Program Coor	0.00		1.00		1.00		1.00	
Recreation Assistant	0.54		0.54		0.54		0.54	
Department Total		2.54		3.54		3.54		3.54
<u>Selectmen's Office</u>								
Town Administrator	1.00		1.00		1.00		1.00	
Asst Town Adm/HR Director	1.00		1.00		1.00		1.00	
Asst Town Adm/Procurement	0.00		0.00		0.00		0.00	
Financial Administrator	1.00		1.00		1.00		1.00	
Exec Asst to TA	1.00		1.00		1.00		1.00	
HR Asst	1.00		1.00		1.00		1.00	
Department Total		5.00		5.00		5.00		5.00
<u>Town Clerk</u>								
Town Clerk	1.00		1.00		1.00		1.00	
Asst Town Clerk	1.00		1.00		1.00		1.00	
Department Total		2.00		2.00		2.00		2.00
<u>Youth & Family Services</u>								
Y & F Services Director	1.00		1.00		1.00		1.00	
Assistant Youth Director	1.00		1.00		1.00		1.00	
Substance Abuse Professional	0.86		0.86		0.60		0.60	
Administrative Assistant	0.17		0.17		0.17		0.17	
Department Total		3.03		3.03		2.77		2.77
DPW								
<u>Administration</u>								
DPW Director	1.00		1.00		1.00		1.00	
BPW Business Manager	0.00		0.00		0.00		1.00	

	ACTUAL		ACTUAL		ACTUAL		PROPOSED	
	FTEs	FY 16	FTEs	FY 17	FTEs	FY 18	FTEs	FY 19
Administrative Coordinator	1.00		1.00		1.00		0.00	
Department Assistant	1.80		2.34		2.34		2.34	
Sr Clerk	0.71		0.00		0.00		0.00	
<u>Engineering Services</u>								
Town Engineer	0.00		1.00		1.00		1.00	
Surveyor	0.00		1.00		1.00		1.00	
Project Manager	0.00		0.00		0.00		1.00	
GIS Analyst	1.00		1.00		1.00		1.00	
<u>Highway/Parks/Transfer Station</u>								
Highway/Parks/TS Superintendent	0.00		1.00		1.00		1.00	
Highway/TS Superintendent	1.00		0.00		0.00		0.00	
Park Superintendent	1.00		0.00		0.00		0.00	
Senior Foreman	1.00		1.00		1.00		1.00	
Transfer Station Foreman	1.00		1.00		1.00		1.00	
Working Foreman	2.00		3.00		3.00		3.00	
HEO	3.90		3.90		3.90		4.48	
MEO	4.00		5.00		5.00		5.00	
Sr Grounds Worker	1.00		2.00		2.00		2.00	
Grounds Worker	3.00		1.00		1.00		1.00	
Maintenance Worker	4.00		5.00		5.00		5.00	
<u>Mechanics</u>								
Lead Mechanic	1.00		1.00		1.00		1.00	
Maintenance Mech/Welder	1.00		1.00		1.00		1.00	
Mechanic/Welder	1.00		1.00		1.00		1.00	
<u>Water</u>								
Water Superintendent	1.00		1.00		1.00		1.00	
WTP Manager	1.00		1.00		1.00		0.00	
WT & C Manager	0.00		0.00		0.00		1.00	
WW Operations Manager	0.00		0.00		0.00		1.00	
Water Foreman	1.00		1.00		1.00		1.00	
Water Worker 3	2.00		2.00		2.00		1.00	
Water Worker 2	2.00		1.00		1.00		3.00	
Water Worker 1	1.00		2.00		2.00		1.00	
Department Total		38.41		41.24		41.24		43.82
WASTEWATER								
Account Specialist	0.54		0.54		0.54		0.54	
		0.54		0.54		0.54		0.54
LIBRARY								
Library Director	1.00		1.00		1.00		1.00	
Assistant Library Director	1.00		1.00		1.00		1.00	
Head of Circulation	1.00		1.00		1.00		1.00	
Bibliographic Serv Librarian	1.00		1.00		1.00		1.00	
Children's Librarian	1.00		1.00		1.00		1.00	
Assistant Children's Librarian	1.00		1.00		1.00		1.00	
Reference Librarian	0.77		0.77		0.77		0.77	
Comp Spec/Ref Librarian	0.71		0.71		0.71		0.71	

	ACTUAL		ACTUAL		ACTUAL		PROPOSED	
	FTEs	FY 16	FTEs	FY 17	FTEs	FY 18	FTEs	FY 19
Library Assistant	1.77		1.60		1.60		1.60	
Library Associate	0.89		1.00		1.00		1.00	
Library Administrative Asst	1.00		1.00		1.00		1.00	
Part-Time Weekend	2.60		2.60		2.60		2.60	
Department Total		13.74		13.69		13.69		13.69
PUBLIC SAFETY								
<u>Fire</u>								
Fire Chief	1.00		1.00		1.00		1.00	
Assit. Fire Chief	1.00		1.00		1.00		1.00	
Deputy Chief	1.00		1.00		1.00		1.00	
Captain	3.00		3.00		3.00		3.00	
Lieutenant	4.00		4.00		4.00		4.00	
Inspector/Paramedic	1.00		1.00		1.00		1.00	
Electrician/Paramedic	1.00		0.00		0.00		1.00	
Mechanic/EMT	1.00		1.00		1.00		1.00	
Firefighter/EMT	5.00		7.00		7.00		6.00	
Firefighter/Paramedic	8.00		7.00		7.00		9.00	
Paramedic - Per Diem	3.33		0.00		0.00		0.00	
Secretary	0.54		0.54		0.54		0.54	
Department Total		29.87		26.54		26.54		28.54
<u>Police</u>								
Police Chief	1.00		1.00		1.00		1.00	
Police Lieutenant	1.00		1.00		1.00		1.00	
Administrative Sgt	1.00		1.00		1.00		1.00	
Detective Sgt	1.00		1.00		1.00		1.00	
Investigator	2.00		2.00		2.00		2.00	
Sgt	4.00		4.00		4.00		4.00	
Community Services Officer	1.00		1.00		1.00		1.00	
Youth Officer	1.00		1.00		1.00		1.00	
Patrolman	11.00		11.00		11.00		12.00	
Administrative Asst	1.00		1.00		1.00		1.00	
Traffic Supervisors	1.59		1.59		1.59		1.59	
Department Total		25.59		25.59		25.59		26.59
<u>JCC</u>								
JCC Dispatcher	8.00		7.00		7.00		7.00	
JCC Dispatch Coor			1.00		1.00		1.00	
		8.00		8.00		8.00		8.00
TOTAL TOWN FTEs		167.09		169.77		169.68		175.32
SCHOOLS								
Total School FTEs	393.50		405.45		417.65		424.44	
		393.50		405.50		417.65		424.44
TOTAL TOWN AND SCHOOL FTEs		560.59		575.27		587.33		599.76

FTE counts exclude seasonals, temporaries, call FFs and other non-regular positions.

NON-UNION WAGE SCALE, N SCHEDULE
 Effective July 1, 2018 2.25% increase

Grade	1	2	3	4	5
N-1	38,567	39,724	40,915	42,143	43,405
N-2	41,966	43,223	44,522	45,856	47,234
N-3	42,387	43,656	44,968	46,316	47,708
N-4	46,124	47,506	48,931	50,397	51,910
N-5	50,641	52,162	53,725	55,336	56,998
N-6	55,605	57,273	58,990	60,760	62,582
N-7	61,054	62,886	64,770	66,715	68,718
N-8	67,037	69,048	71,119	73,254	75,448
N-9	78,299	80,329	82,430	84,751	87,295
N-10	80,821	83,245	85,743	88,315	91,500
N-11	88,741	91,403	94,146	96,970	99,877
N-12	93,087	95,881	98,789	101,724	104,771
N-13	97,436	100,357	103,371	106,472	109,666
N-14	106,986	110,196	113,502	116,907	120,414
N-15*					

Grade	6	7	8	9	10
N-1	44,708	46,051	47,432	48,853	50,320
N-2	48,651	50,109	51,612	53,162	54,756
N-3	49,139	50,613	52,127	53,692	55,302
N-4	53,469	54,568	56,724	58,425	60,178
N-5	58,708	60,149	62,283	64,151	66,076
N-6	63,809	66,395	68,387	70,438	72,551
N-7	70,778	72,901	75,087	77,342	79,661
N-8	77,715	80,044	82,447	84,919	87,469
N-9	89,914	92,609	95,389	98,219	101,124
N-10	93,235	96,505	100,187	101,923	105,451
N-11	102,874	105,960	109,141	112,413	115,788
N-12	107,915	111,152	115,163	117,920	121,639
N-13	112,958	116,344	121,183	123,428	127,490
N-14	124,026	127,746	131,026	135,526	139,594
N-15					173,800

- | | | | |
|-----|----------------------------------|------|--|
| N-1 | Secretary, Fire -- PT | N-8 | Recreation Director |
| N-1 | Sr. Clerk, Health -- PT | N-9 | Assistant Fire Chief |
| N-1 | Asst. Rec Program Coord. -- PT | N-9 | Assistant Town Administrator/Procurement |
| N-2 | Administrative Asst. Y/S – PT | N-9 | Police Lieutenant |
| N-3 | IT Technician | N-9 | Town Engineer |
| N-3 | Conservation Land Mgr. -- PT | N-10 | Library Director |
| N-3 | Human Resources Assistant | N-11 | Public Buildings Director |
| N-3 | Outreach Coordinator - PT | N-13 | DPW Director |
| N-3 | Project Coordinator - PT | N-13 | Asst. Town Administrator/HR Director |
| N-3 | Recreation Program Asst. -- PT | N-13 | Finance Director/Town Accountant |
| N-3 | WWMDC Account Specialist - PT | N-13 | Fire Chief |
| N-4 | Administrative Asst. -- Police | N-13 | Information Technology Director |
| N-4 | Benefits Manager | N-14 | Police Chief |
| N-5 | Exec Asst. to Town Administrator | N-15 | Town Administrator-per contract |
| N-8 | Financial Administrator | | |

NON-UNION WAGE SCALE, N SCHEDULE - CHANGES

ADDITIONS:

N-9 Asst. Town Administrator/Procurement
(Pending restructuring)

DELETIONS:

N-3 Computer Technician

GROUP: NON-UNION – BUILDING INSPECTORS
Effective July 1, 2018 2.25% increase

STEP	1	2	3	4	5
	24.26	25.48	26.76	28.10	29.52
Gas & Plumbing Inspector (PT)			Wiring Inspector (PT)		

GROUP: NON-UNION SUBSTITUTE NURSES
Effective July 1, 2018 2.25% increase

Hourly
30.55

GROUP: NON UNION - PUBLIC SAFETY
Effective: July 1, 2018 2.25% increase

	Annually	Per Day	Hourly
Traffic Supervisors	8,496	--	--
Traffic Supervisor Substitute	--	48.72	--
Special Police Matrons	--	--	21.64
Call Firefighters	--	--	21.64
Call Firefighter Coordinator	--	--	23.09
Paramedic	--	--	22.45
Police Custodian (PT)	--	--	17.27
Police Intern	--	--	11.00

GROUP: NON-UNION - ON-CALL DISPATCHERS
Effective: July 1, 2018 2.25% increase

	Year 1	Year 2	Year 3	Year 4
On-call Dispatcher	20.43	21.38	22.31	23.24

GROUP: NON-UNION - HOURLY LIBRARY CLERKS
Effective July 1, 2018 2.25% increase

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	16.37	16.75	17.14	17.47	17.80	18.19	18.53	18.85	19.24	19.60	19.92	20.31	20.66	21.01	21.37

GROUP: NON-UNION - HOURLY LIBRARY PART-TIME WEEKEND PROFESSIONALS
Effective July 1, 2018 2.25% increase

Step	1	2	3	4	5	6	7	8	9	10	11	12
	25.80	26.38	26.75	27.21	27.68	28.14	28.62	29.08	29.57	30.03	30.49	30.96

GROUP: NON-UNION - LIBRARY PAGES

Effective: July 1, 2017 Minimum Wage Adjustment – 11.00/hr./ 2% increase – Year 2

Year 1	Year 2
11.00	11.65

GROUP: NON-UNION SEASONAL - MISCELLANEOUS

Effective: July 1, 2016

	Year 1	Year 2	Year 3
Seasonal Laborer	12.87	13.52	14.16
Landfill Clerk	13.00		

GROUP: NON-UNION – SEASONAL – RECREATION

Effective: May 1, 2017

	Year 1*
Beach / Aquatic Director	19.00
Assistant Beach Director	17.00
Water Safety Instructor	16.00
Water Safety Instructor II	16.50
Swim Instructor	13.50
Swim Aide	12.00
Boating Instructor I (Pedal, SUP, Canoe)	16.00
Boating Instructor II (Sailing, Kayak)	18.00
Head Lifeguard	13.00
Lifeguard	12.50
Gate Guard	11.00
Snack Bar Manager	14.25
Snack Bar Staff	12.00
Snack Bar Cashier	11.00

GROUP: NON-UNION -SEASONAL- SUMMER CAMPS

Effective: May 1, 2017

	Year 1*
Camp/Site Director	19.00
Assistant Camp/Site Director	17.00
Program Specialist	16.00
Extended Day Supervisor	16.00
Preschool Camp Director (EEC Dir II Cert)	23.00
Preschool Asst. Camp Director (EEC Dir I Cert)	20.00
Lead Camp Teacher	16.00
Assistant Camp Teacher	12.50
Senior Counselor	12.00
Counselor	11.00

GROUP: NON-UNION – SEASONAL – REC STAFF

Effective: May 1, 2017

	Year 1*
Special Instructor / Referee	35.00
Coach	11.00
Ski Director	19.00
Beach Membership / Camp Registrar	19.00
Camp Registrar	15.75
Special Event Assistant	15.00

*Additional \$0.50 per hour for each season of Rec service in the same position, with no break in years of service, and upon satisfactory performance evaluation.

GROUP: AFSCME 2

Effective: July 1, 2018 2.25% increase

Step	1	2	3	4	5	6	7	8	9	10	
C-12	37,019	38,111	39,258	40,441	41,951	43,189	44,481	45,792	47,175	49,304	
C-14	40,040	41,260	42,479	43,771	45,373	46,702	48,103	49,541	51,033	53,326	
C-15	41,587	42,843	44,117	45,464	47,102	48,522	49,959	51,452	52,981	55,383	
CD	38,688	43,154	45,065	46,956	48,867	50,759	53,469				
CDC	40,209	44,889	46,859	48,828	50,817	52,806	55,614				
C-12	Senior Clerk					C-15	Finance Assistant, Accounting				
C-14	Department Assistant					C-15	Finance Assistant, Payroll				
C-15	Assistant Town Clerk					CD	JCC Dispatcher				
C-15	Assistant Treasurer/Collector					CDC	JCC Dispatch Coordinator				
C-15	DPW Administrative Coordinator										

GROUP: AFSCME 1

Effective: July 1, 2018 2.25% increase

Step	1	2	3	4	5	6	7	8	9	10
G-1	39,422	40,586	41,806	43,043	44,336	45,646	47,011	48,412	49,832	52,344
G-2	42,534	43,808	45,118	46,447	47,848	49,268	50,724	52,253	53,800	56,511
G-3	45,937	47,284	48,704	50,160	51,634	53,181	54,764	56,402	58,095	61,007
G-4	49,577	51,051	52,580	54,127	55,747	57,403	59,114	60,898	62,718	65,866
G-5	53,508	55,110	56,766	58,459	60,188	61,990	63,828	65,739	67,704	71,108
G-6	57,767	59,496	61,262	63,100	64,993	66,922	68,924	70,980	73,092	76,786
G-7	63,118	65,011	66,958	68,942	71,017	73,128	75,312	77,569	79,898	83,902
G-7A	65,666	67,632	69,652	71,763	73,892	76,131	78,406	80,772	83,193	87,379
G-7B	65,957	67,923	69,961	72,036	74,202	76,404	78,697	81,045	83,466	87,670
G-8	68,778	70,835	72,946	75,130	77,387	79,680	82,064	84,521	87,051	91,437
G-8A	71,872	74,038	76,240	78,515	80,863	83,284	85,777	88,343	90,964	95,550
G-9	74,948	77,187	79,498	81,864	85,286	86,833	89,435	92,111	94,859	99,627
G-10	81,373	83,811	86,323	88,926	91,601	94,331	97,152	100,082	103,103	108,290
G-15	47,957	50,742	52,143	53,763	55,328	58,277	59,969	61,680	63,446	67,923

G-3 – Admin Assessor	G-6 – Local Building Insp	G-7B – Wtr Treat/Comp Mgr	G-9 – Building Comm
G-4 – Rec Prog Coor	G-6 – Sanitarian/Health Ag	G-8 – Conservation Admin	G-9 – DPW Hwy/Parks/TS Supt
G-5 – Assistant Assessor	G-7 – Asst Yth Dir/Clin Supv	G-8 – IT Bus Sys Analyst	G-9 – DPW Water Supt
G-5 – Clinician	G-7 – GIS Analyst	G-8 – Town Planner	G-9 – Health Director
G-6 – Accountant	G-7 – Town Surveyor	G-8 – Y&F Services Dir	G-9 – Treasurer/Collector
G-6 – Assistant Rec Dir	G-7A – Public Health Nurse	G-9 – Assessing Dir	G-15 – Comm Health Nurse
G-6 – DPW Business Mgr	G-7B – COA Director		

GROUP: LIBRARY

Effective: July 1, 2018 2.25% increase

Step	1	2	3	4	5	6	7	8	9	10
L-1	39,604	40,787	42,024	43,262	44,572	45,919	47,284	48,704	50,178	51,652
L-2	42,770	44,063	45,391	46,756	48,121	49,577	51,088	52,617	54,182	55,802
L-3	46,192	47,575	48,995	50,487	52,016	53,563	55,165	56,821	58,532	60,279
L-4	49,887	51,379	52,908	54,528	56,148	57,840	59,551	61,353	63,191	65,102
L-5	53,872	55,492	57,167	58,877	60,643	62,463	64,337	66,267	68,250	70,307
L-6	58,168	59,933	61,735	63,610	65,502	67,486	69,470	71,581	73,710	75,913
L-7	62,845	64,720	66,685	68,651	70,744	72,855	75,039	77,278	79,607	81,991
LC	37,947	39,367	40,750	42,243	43,790	45,828				

- | | | |
|---------------------------------------|---|----------------------------|
| L-1 - Library Assistant - Circulation | L-4 - Bibliographic Services Librarian | L-4 - Reference Librarian |
| L-1 - Library Assistant - Children's | L-4 - Library Administrative Assistant | L-5 - Children's Librarian |
| L-2 - Library Associate - Periodicals | L-4 - Computer Specialist/Ref Librarian | L-7 - Assistant Director |
| L-4 - Assistant Children's Librarian | L-4 - Head of Circulation | LC - Custodian |

GROUP: TEAMSTERS - DPW

Effective: July 1, 2018 2.25% increase

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
D1	--	--	--	--	--	--
D2	19.18	19.87	20.58	21.32	22.09	23.32
D3	19.75	20.48	21.21	21.97	22.76	24.08
D4	20.63	21.38	22.15	22.93	23.77	25.16
D5	21.10	21.87	22.68	23.48	24.32	25.89
D6	--	--	--	--	--	--
D7	23.97	24.84	25.72	26.63	27.60	29.23
D8	24.39	25.26	26.17	27.13	28.10	29.78
D9	24.84	25.72	26.63	27.60	28.59	30.29
D10	25.83	26.74	27.69	28.68	29.71	31.48
D11	26.80	27.75	28.74	29.77	30.84	32.68

- | | | |
|-------------------------------|-------------------------|-----------------------------|
| D-2 Maintenance Worker | D-5 Sr. Grounds Worker | D-8 Maintenance Mech/Welder |
| D-3 Grounds Worker 1 | D-5 Water Worker 1 | D-9 Lead Mech/Welder |
| D-4 Grounds Worker 2 | D-7 Mechanic/Welder | D-9 Sr. Foreman |
| D-4 Medium Equipment Operator | D-7 DPW Working Foreman | D-9 Water Worker 3 |
| D-4 Grounds Worker 2 | D-7 Water Worker 2 | D-11 Water Working Foreman |
| D-5 Heavy Equipment Operator | | |

GROUP: FIRE

Effective: July 1, 2018 2.25% increase

		Step 1	Step 2	Step 3	Step 4
Deputy	F-6E				87,095
Captain	F-5E	73,406	75,656	78,089	80,518
Lieutenant	F-4E	67,345	69,409	71,641	74,003
FF/Elec/Mech/Insp	F-3E	63,970	65,863	68,201	70,445
Firefighter/EMT	F-1E	58,262	60,141	62,089	64,104

GROUP: POLICE

Effective: July 1, 2016 (Contract Negotiations in Progress)

Title	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Patrolman	P-1	38,769	51,691	54,277	56,989	59,839	61,015
Sergeant	P-2	64,155	67,363	70,731	74,426		

APPENDIX C: Article 11, Report of the Community Preservation Committee

The provisions of the Community Preservation Act (CPA) were adopted at the Annual Town Meeting in 2001. The Community Preservation Committee is charged with evaluating potential community preservation projects and, if appropriate, submitting project recommendation articles at town meeting. The CPA requires that the projects focus on open space, historic preservation, and community housing. Funds can also be used for certain recreational purposes. The Committee consists of nine members, one each from the Planning Board, Historical Commission, Recreation Commission, Conservation Commission, Housing Commission, Department of Public Works, and three appointed by the Board of Selectmen.

CPA Revenue – Since the adoption of the CPA in 2001 through December 2017, Wayland has received \$9,994,363 from the residential property tax surcharge (two quarters only for FY'18), \$5,006,607 in matching State Trust Fund distributions, and \$779,027 in interest for total revenue of \$15,779,997. The funds collected are known as the Community Preservation Fund and are held and administered by the Town's Treasurer.

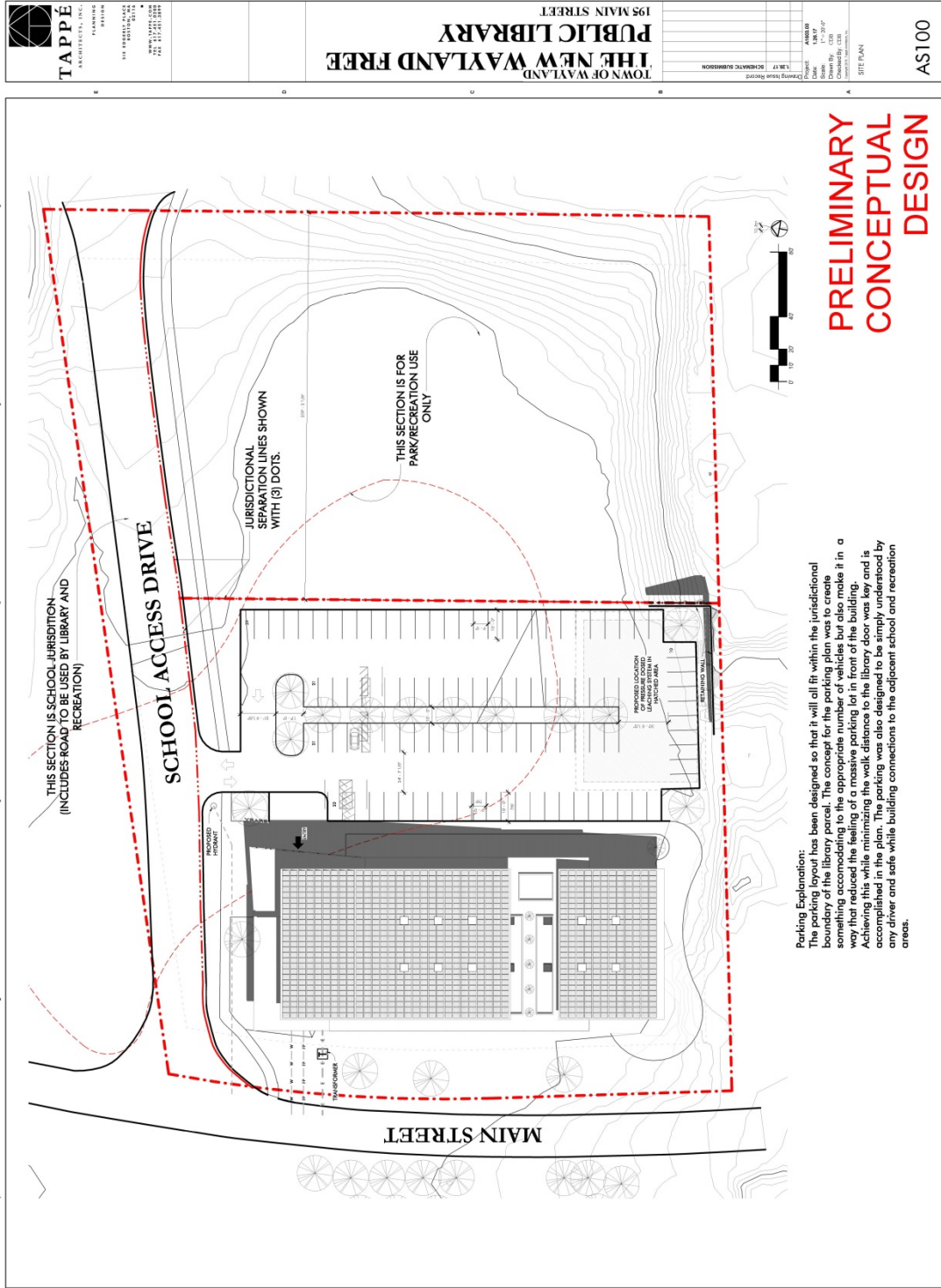
COMMUNITY PRESERVATION FUND – AVAILABLE FUNDING BEFORE AND AFTER 2018 ATM

CPA FUNDS BALANCES & ALLOCATIONS	HISTORIC	COMMUNITY HOUSING	OPEN SPACE	ADMIN.	UNCOMMITTED Fund
AS of 12/31/17	\$111,727	\$2	\$90,464	\$10,813	\$1,424,104
Set Aside 2018	+\$96,620 (10%)	+\$96,620 (10%)	+\$96,620 (10%)	+\$25,000	-\$289,860 (10% -\$25,000 (Admin) -\$371,486.20 (Mainstone Farm Debt Service)
Transfer to WMAHTF		-\$96,620			
Library Windows	-\$30,000				
Depot Preserv.	-\$90,000				
Dudley Woods Monitor	-\$18,000				
Canoe Launch					- \$75,000 (Rec Project)
Aqueduct Cross					- \$98,000 (Rec Project)
HS Athletic Fields					- \$350,000 (Rec Project)
TOTALS after ATM	\$70,347	\$2	\$187,084	\$35,813	\$533,908

* By end of FY'18 (June 30, 2018) about an additional \$319,150 will be deposited into the Uncommitted Fund collected from surcharge of last two quarters of fiscal year. Also, more interest will have accrued. The full 10% allocations for FY'18 will have been subtracted from the Uncommitted Balance and deposited into each account by the set-aside article at TM (\$96,620 represents 10% of all FY'18 receipts: already collected and expected surcharge (\$830,006) + State Trust Fund (\$136,201). Thus the Uncommitted Balance on July 1, 2018 should be in excess of \$530,000 if all projects are funded as proposed.

A list of all CPA projects funded throughout the last 15 years can be found on the CPC webpage at: www.wayland.ma.us/sites/waylandma/files/uploads/cpa_projects_funded_thru_dec2017.pdf

APPENDIX D: Article 17, Site Plan for Proposed New Library



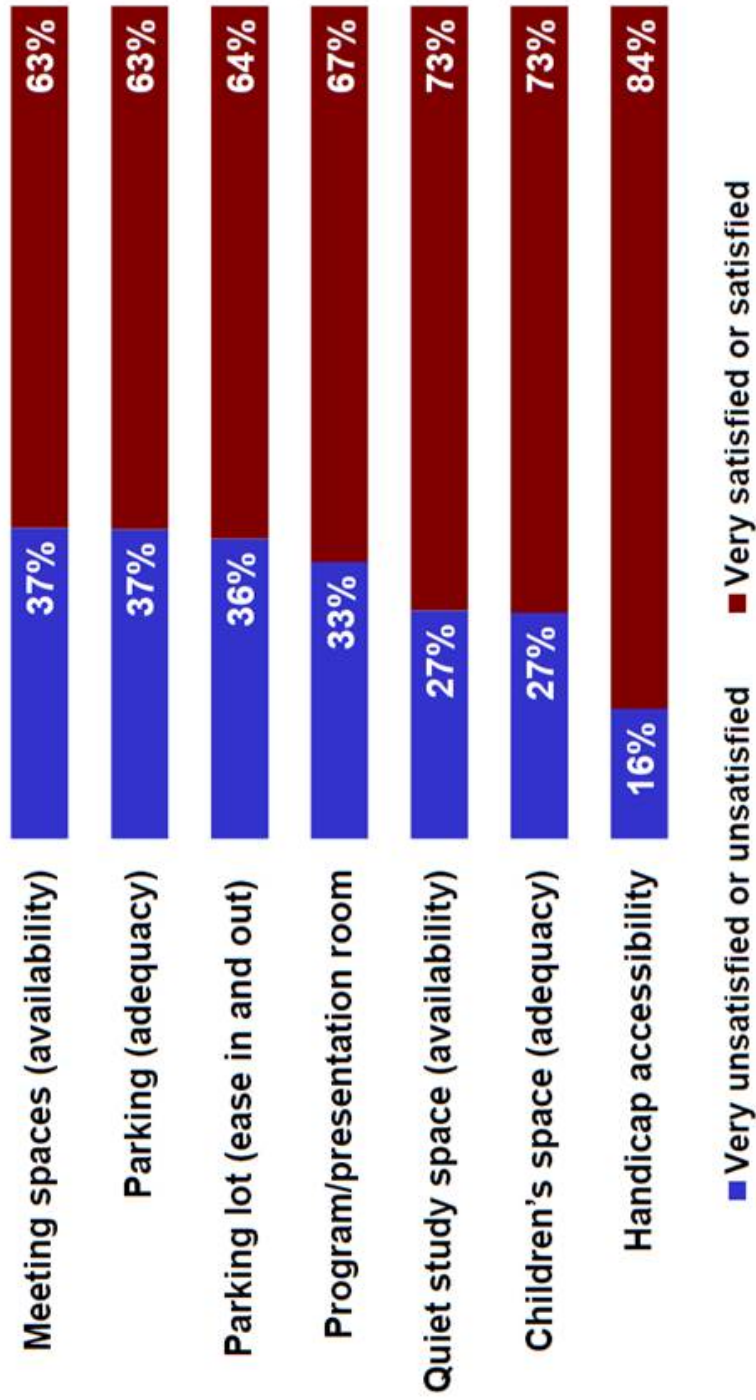
APPENDIX E: Article 18, Map of 5 Concord Road and Excerpt from UMass Donahue Institute Presentation to WFPL Trustees

MAP OF WAYLAND LIBRARY AT 5 CONCORD ROAD





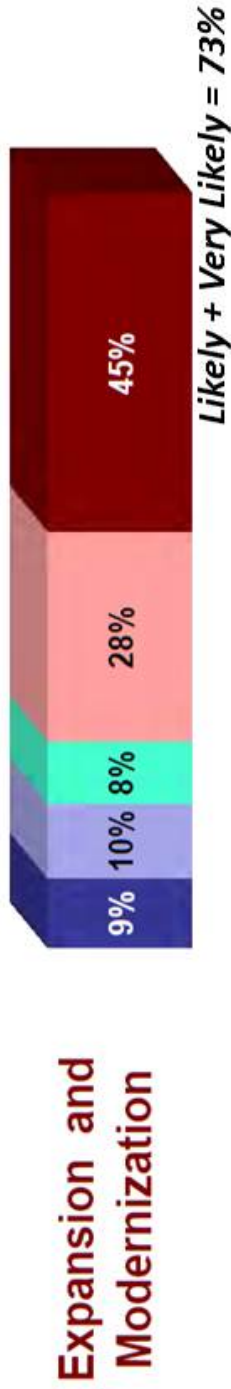
Satisfaction with Library Building



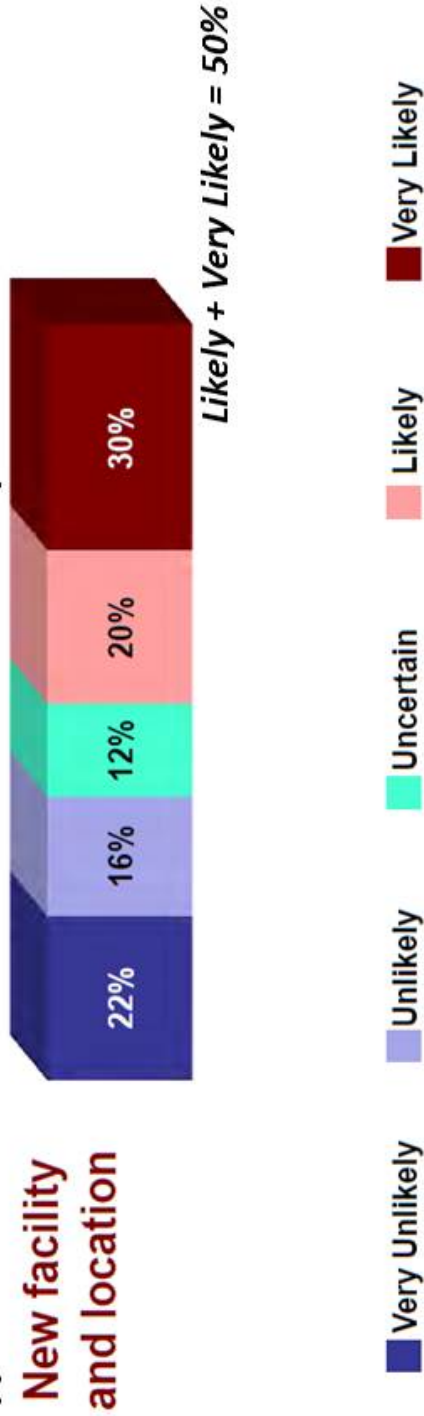
Note: Total raw N ranged from 798 to 823 for each item listed, including don't know respondents. Don't know responses were removed prior to calculating the percentages above.

IV. Community Support for Building Project

13. How likely would you be to support a bond issue you fund a library project in Wayland that expands/modernizes the current building?



14. If it is not possible to expand/modernize the current building, how likely would you be to support a bond issue to fund construction of a new facility on a different site?



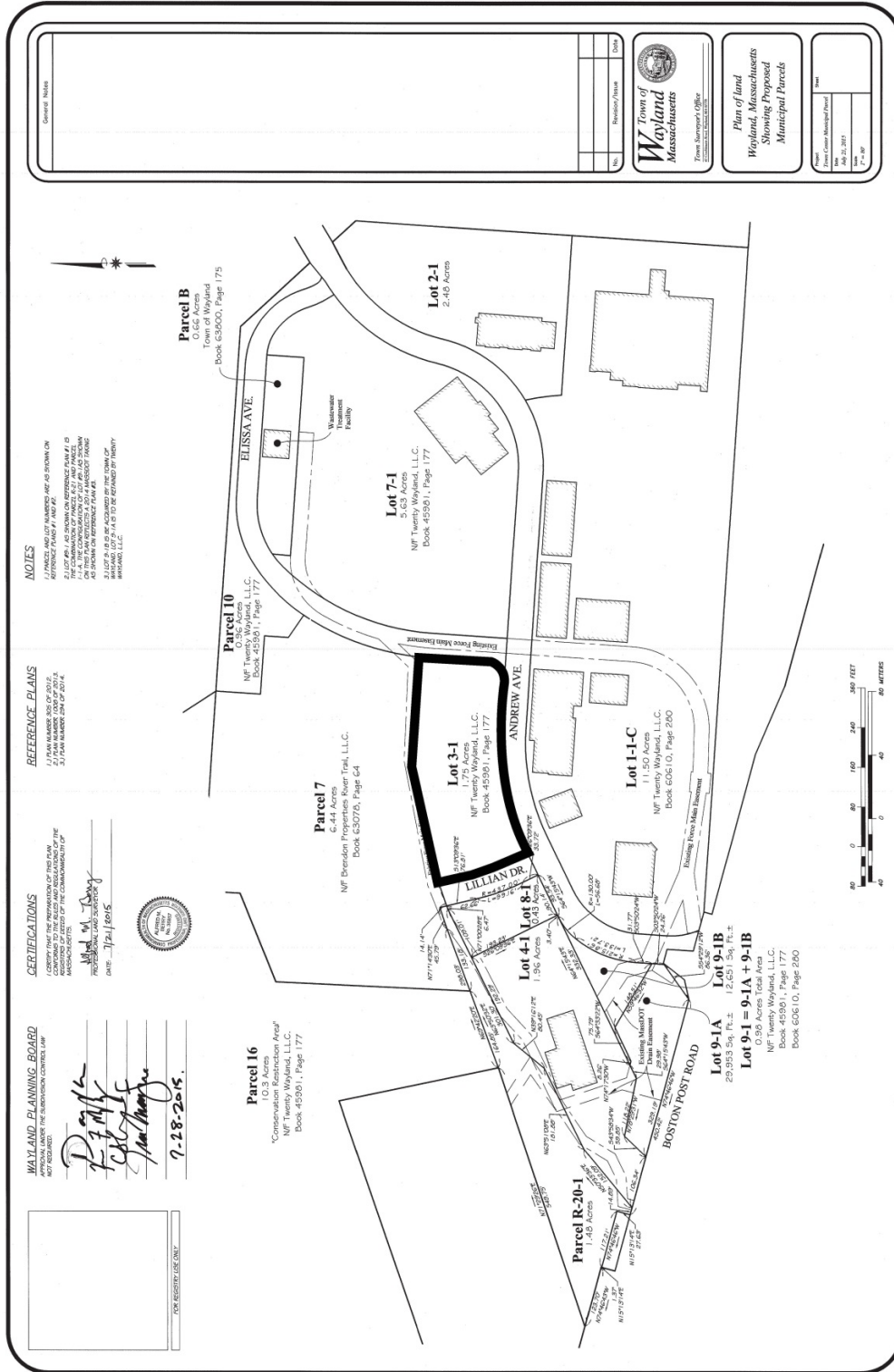
■ Very Unlikely
 ■ Unlikely
 ■ Uncertain
 ■ Likely
 ■ Very Likely



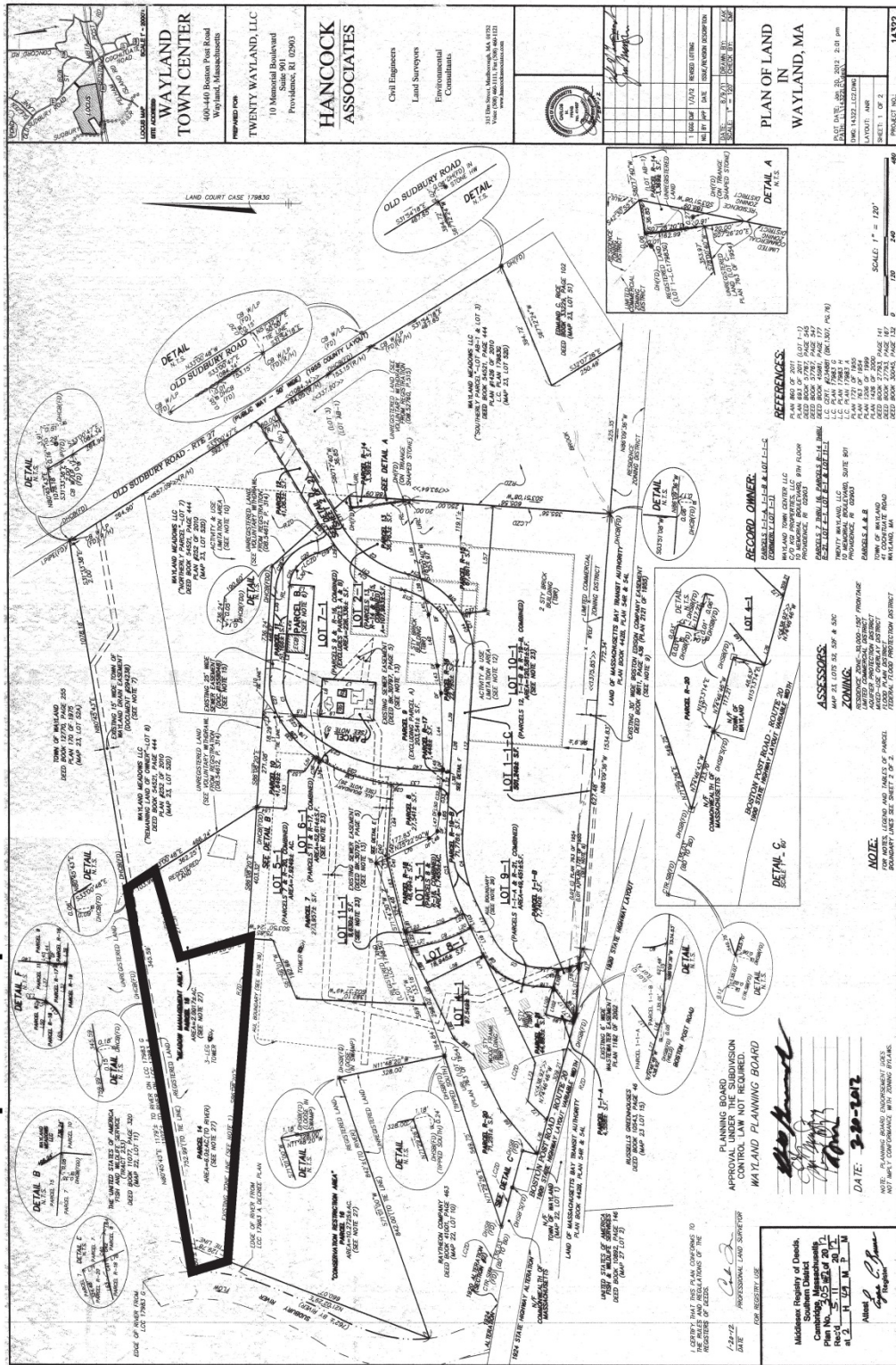
UMASS DONAHUE INSTITUTE

APPENDIX F: Article 19, Maps for Accept Gifts of Land at Town Center

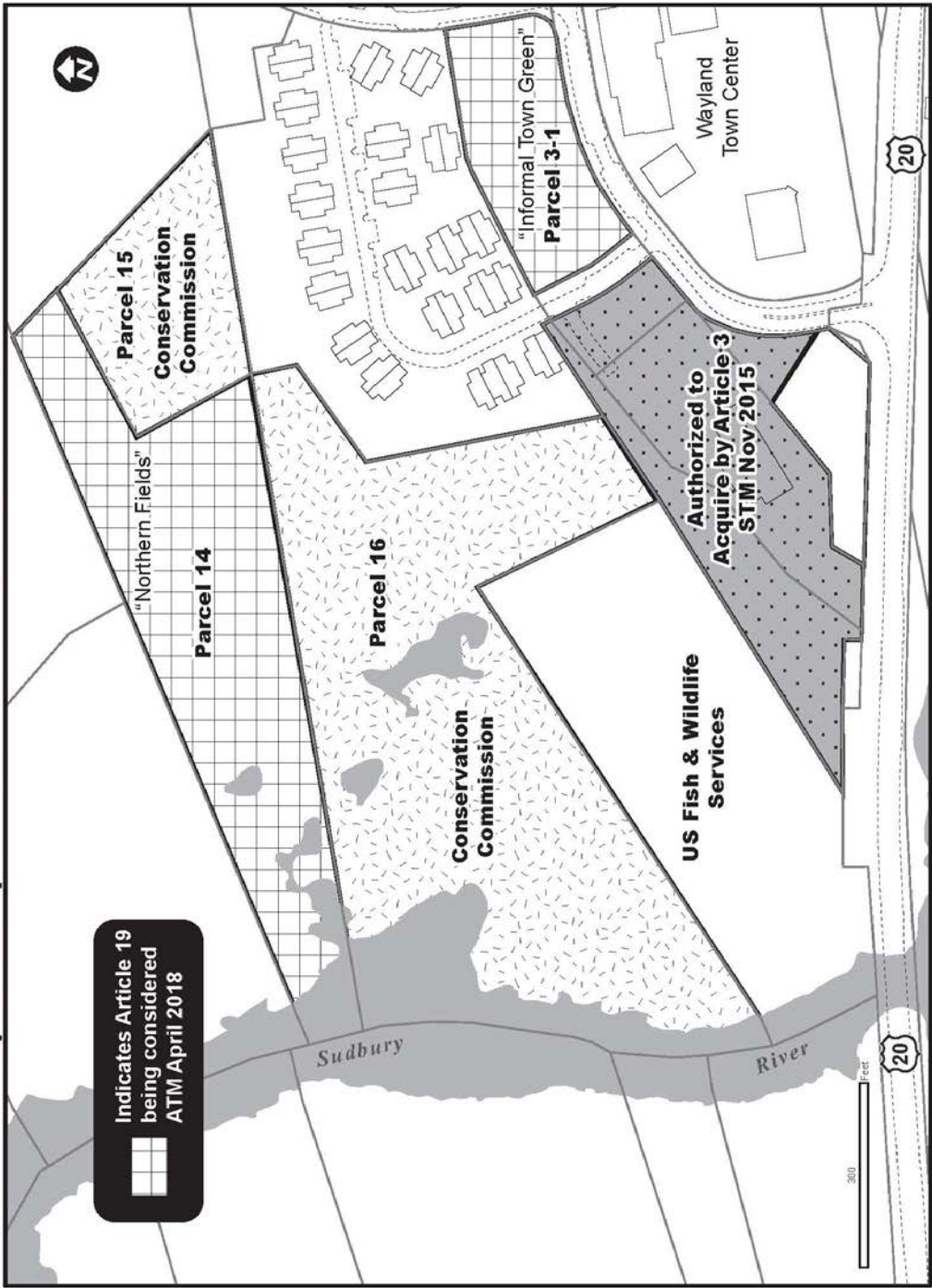
Article 19: Map 1 Accept Gifts of Land at Town Center



Article 19: Map 2 Accept Gifts of Land at Town Center

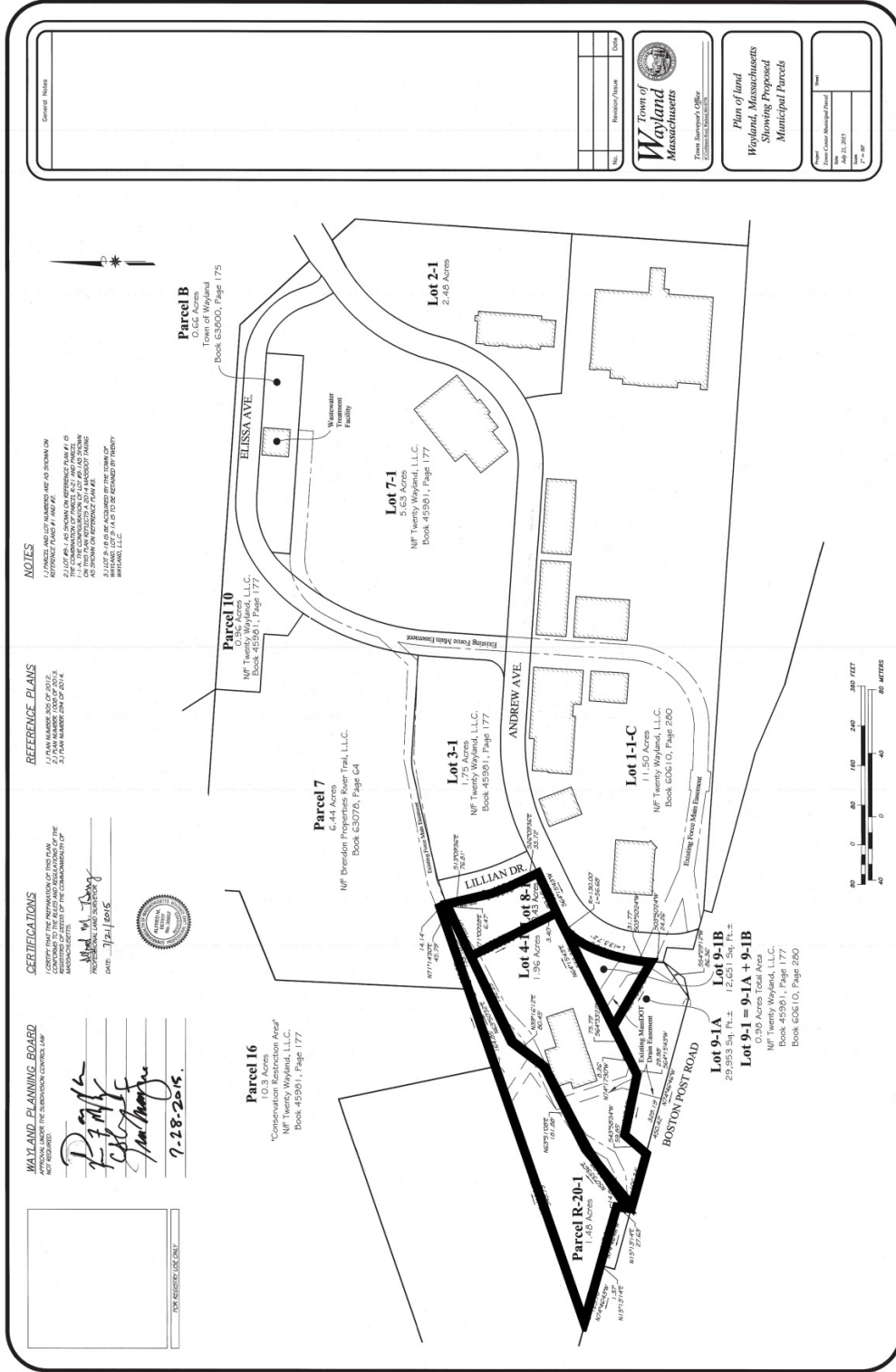


Article 19: Map 3 Accept Gifts of Land at Town Center



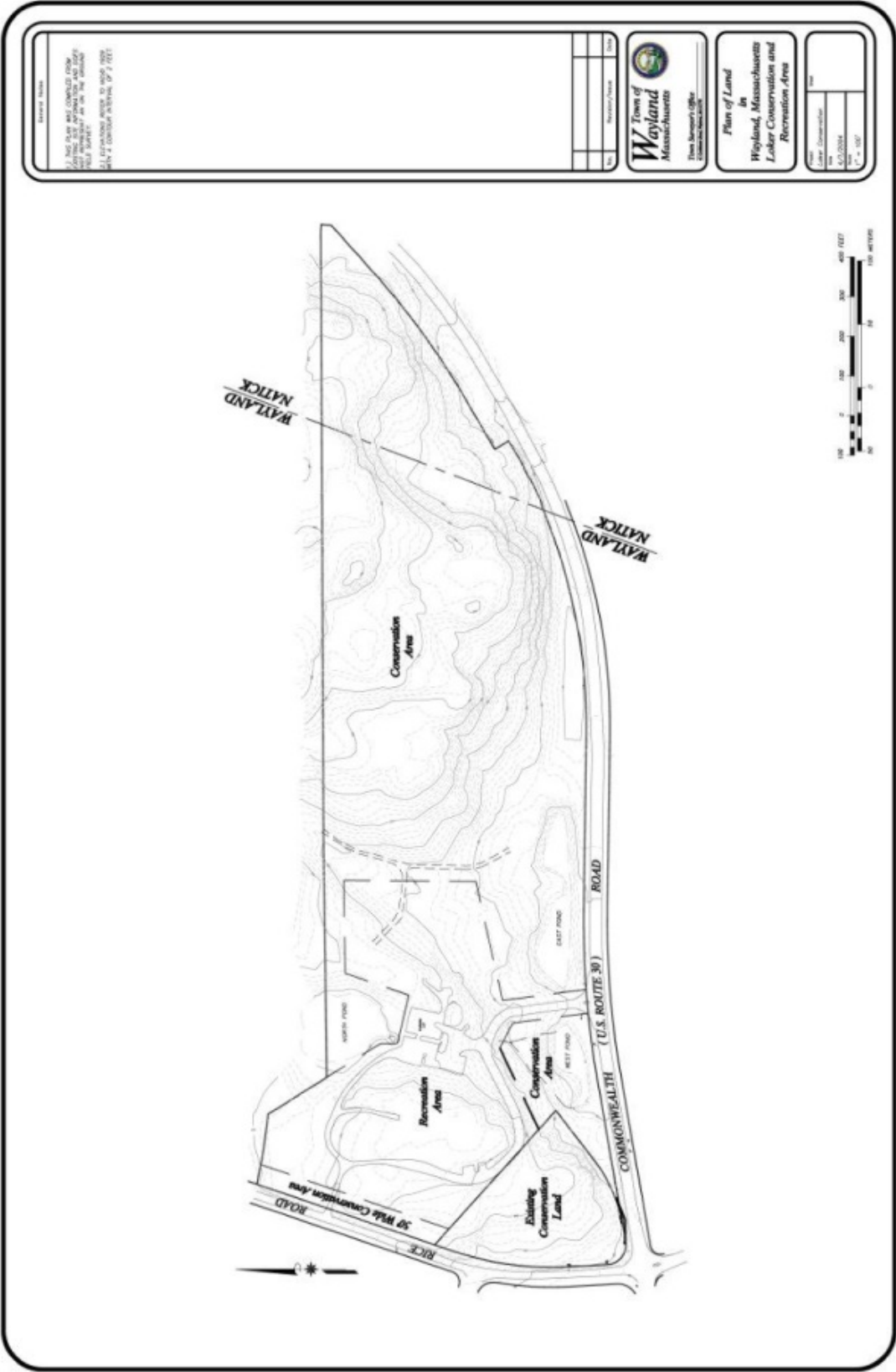
**APPENDIX G: Article 20,
Map for Community Center**

Article 20: Community Center at Town Center



APPENDIX H: Article 28, Loker Field Project Design Schematics





REVISIONS

No.	Revised/Added	Date

Town of Wayland Massachusetts
 Town Board's Office
 100 Main Street, Wayland, MA 01981

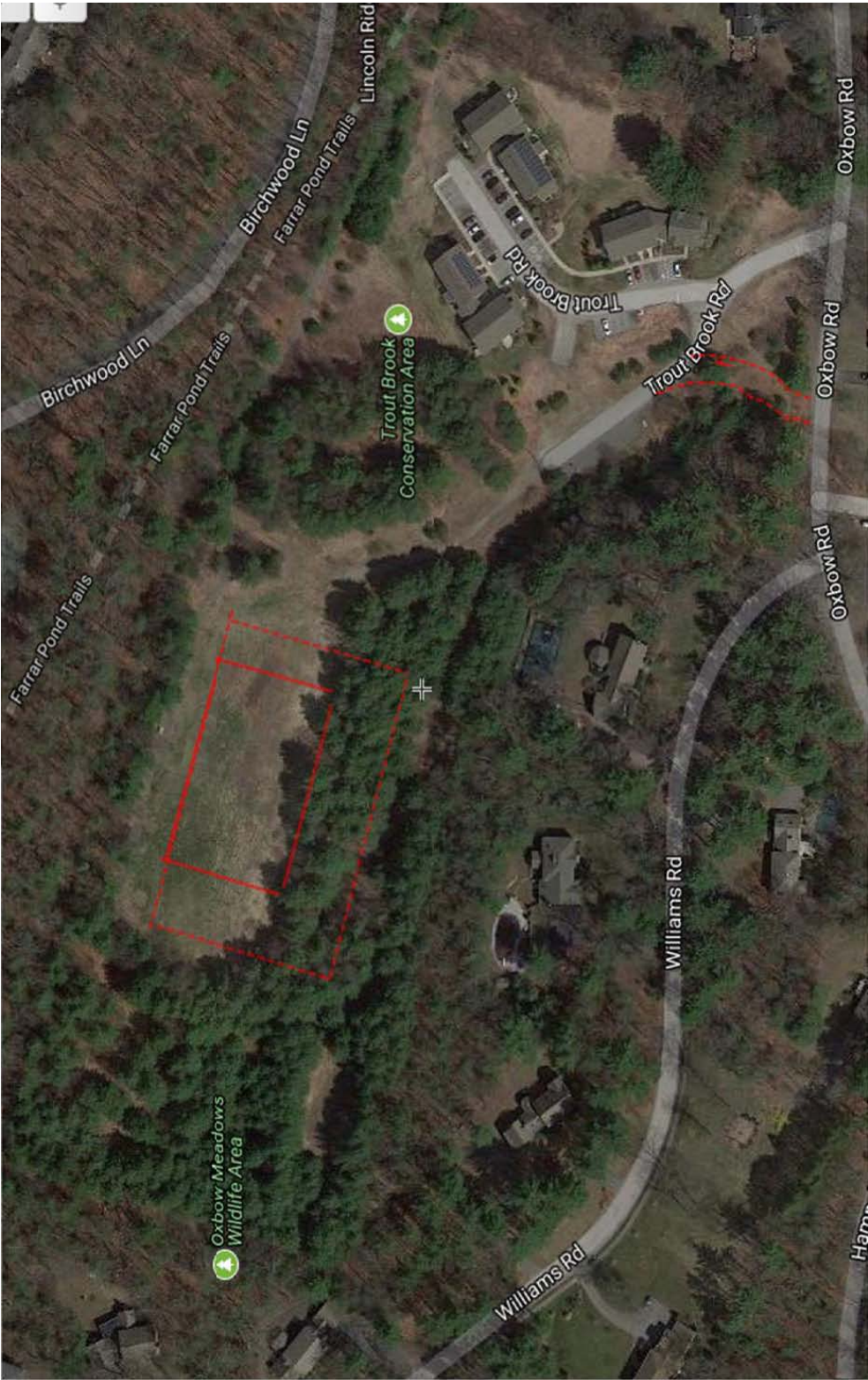
Plan of Land in Wayland, Massachusetts Lake Conservation and Recreation Area

Scale: 1" = 100'

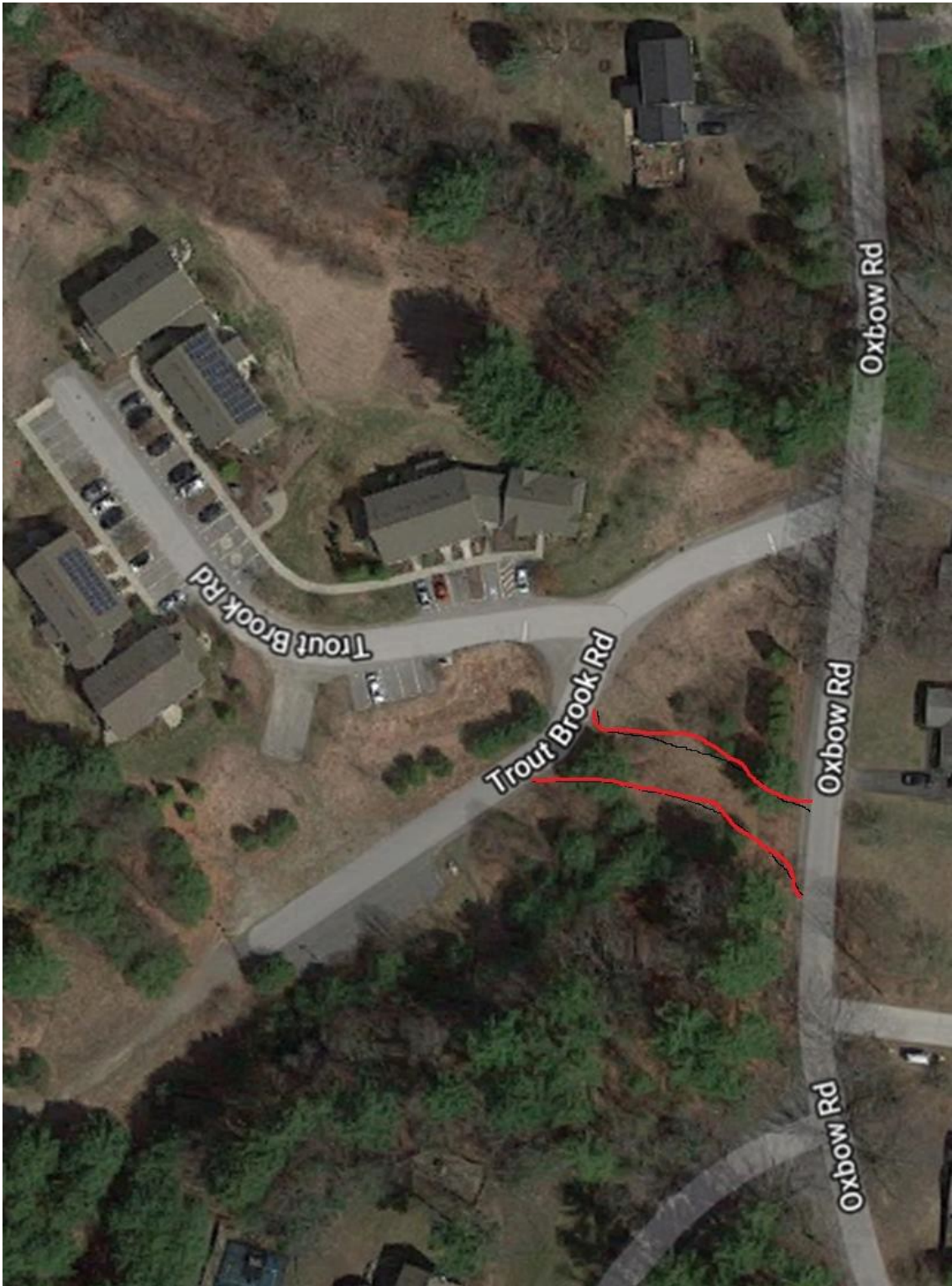
Map No. 01/2018

Date: 1/2018

APPENDIX I: Article 30, Oxbow Meadows Field Rendering



**APPENDIX J: Article 31, Oxbow Meadows Field
Access Road Plan and Estimate**



WESTON PROPERTY MANAGEMENT

PO Box 164 · Weston,
 Massachusetts 02493 phone:
 781-647-4350 · fax: 978-579-
 0901

December 6, 2017

Lina Russo, Trustee 89
 Oxbow Condominiums; Unit 408
 Wayland, MA 01778

We hereby submit specifications and estimates for:

Option One:

Tree removal and stumps	\$2,000.00
Dig out proposed roadway	\$6,000.00
Gravel driveway installed and compacted	\$12,000.00
Total	\$20,000.00

Option Two:

Asphalt paving of new driveway	\$41,000.00
--------------------------------	-------------

If you have any questions, please let me know. I can be reached at 781-647-4350.

Many thanks.
 -Brian Williams

APPENDIX K: Articles 32 and 33, Planning Board Report**PLANNING BOARD REPORT**

The following zoning and general articles were submitted for the 2018 Annual Spring Town Meeting. Pursuant to Massachusetts General Laws Chapter 40A, Section 5, the Planning Board held a public hearing to discuss the proposed amendments to the Town's Zoning By-Laws on February 6, 2018 and closed the public hearing the same night. The Planning Board also met on February 27, 2018 and voted the final language as printed in the Warrant.

ARTICLE 32: Zoning Limited Site Plan Review – Zoning Amendment

This zoning amendment fills a regulatory gap in the Town's existing Zoning Bylaw by requiring educational, agricultural, religious, and day care land use development projects to undergo a site plan review process managed by the Planning Board, which members are Wayland residents who are elected rather than appointed. The Planning Board will have the authority to impose reasonable conditions and restrictions to protect the planning goals and objectives embodied by the Zoning Bylaw. Without this amendment, such uses could be expanded, without appropriate scrutiny or oversight, to include ancillary or incidental components that may create undesirable impacts on the Town or the immediate residential neighborhood, such as illuminated athletic fields and musical entertainment facilities, commercial or retail buildings, or large parking lots. The Planning Board shall be required to render a decision on any such matters within 60 days subsequent to the time a complete application has been submitted to it. The current Bylaw leaves the review of these facilities to the appointed Building Commissioner, without a public hearing or an enforceable zoning decision.

A similar article was approved by Town Meeting in April 2017; however due to a procedural issue, it was reviewed by the Office of the Attorney General. The Attorney General's office overturned the decision of Town Meeting, due to the procedural issue. In addition, the Office of the Attorney General raised concern that certain aspects of the review process might be beyond the authority of the Town's regulatory authority, as they apply to such land uses. The Planning Board has removed those objectionable items from this Article. In addition, this Article has been reviewed and approved by Town Counsel.

The Planning Board recommends approval. (4-0-0)

ARTICLE 33: OFF STREET PARKING– ZONING AMENDMENT

This zoning amendment provides flexibility in the creation of parking spaces serving commercial and other large-scale development projects in Wayland. Wayland's default requirement of one parking space per 140 square feet for general retail and commercial establishments is more onerous than most of our peer communities, resulting in the creation of larger parking lots than what is really necessary. For the new CVS pharmacy project at 150 Main Street in Cochituate Village, the Planning Board required the Applicant to not construct the parking spaces shown on the site plan along Main and West Plain Streets, and instead install a vegetated landscaping buffer. The Board "banked" these parking spaces for future construction, if demand necessitated them. The Building Inspector questioned the Board's authority to land bank parking spaces.

This Bylaw Amendment codifies the sensible approach of reserving area on a project site for parking until the demand for the spaces is justified based on actual traffic conditions. This approach preserves open

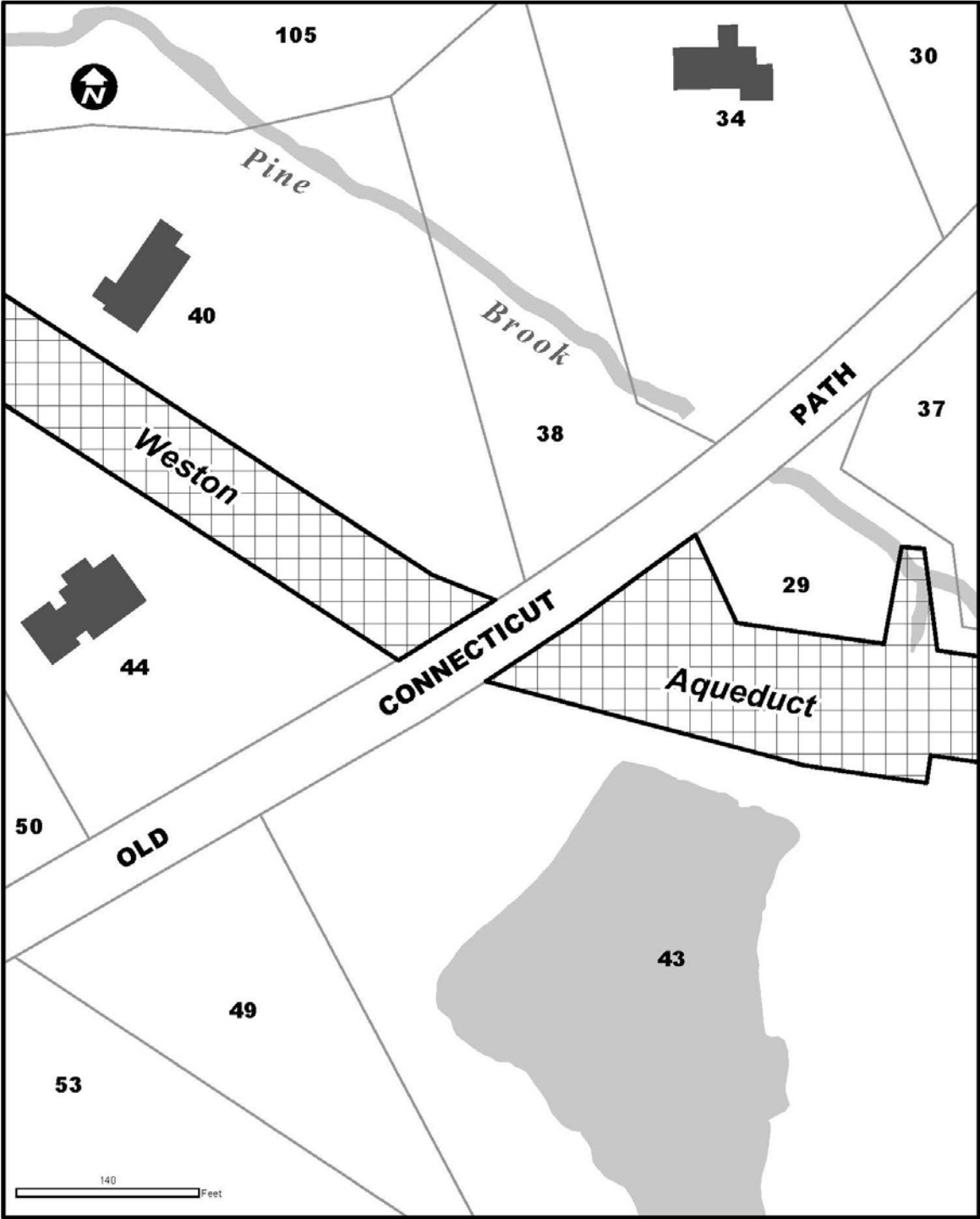
spaces, trees and natural vegetation, minimizes the creation of unnecessary impervious surfaces, and affords opportunities to screen commercial development from neighboring residential areas.

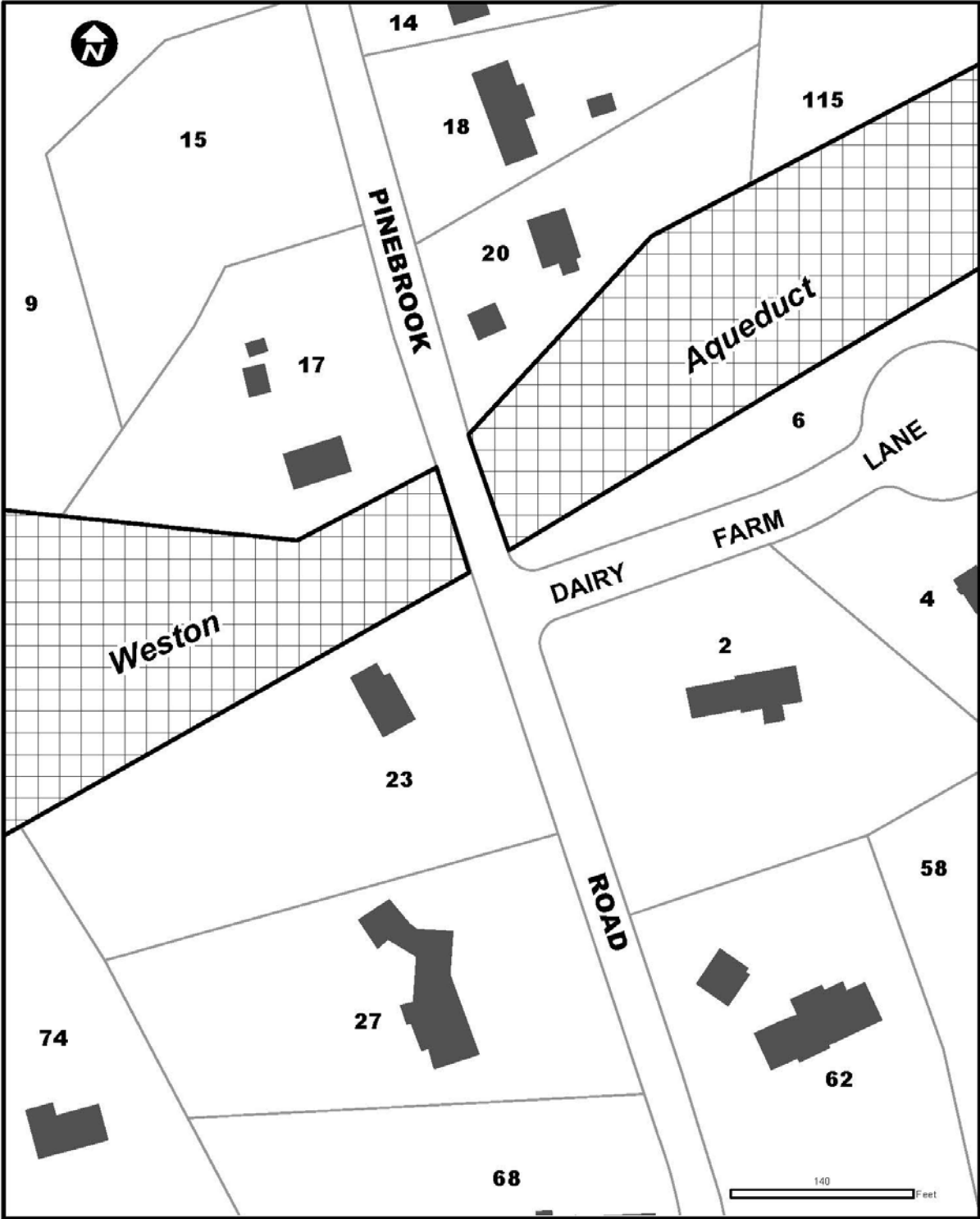
Any decision by the Planning Board with regard to this article would be incorporated as part of the recorded deed for the Property.

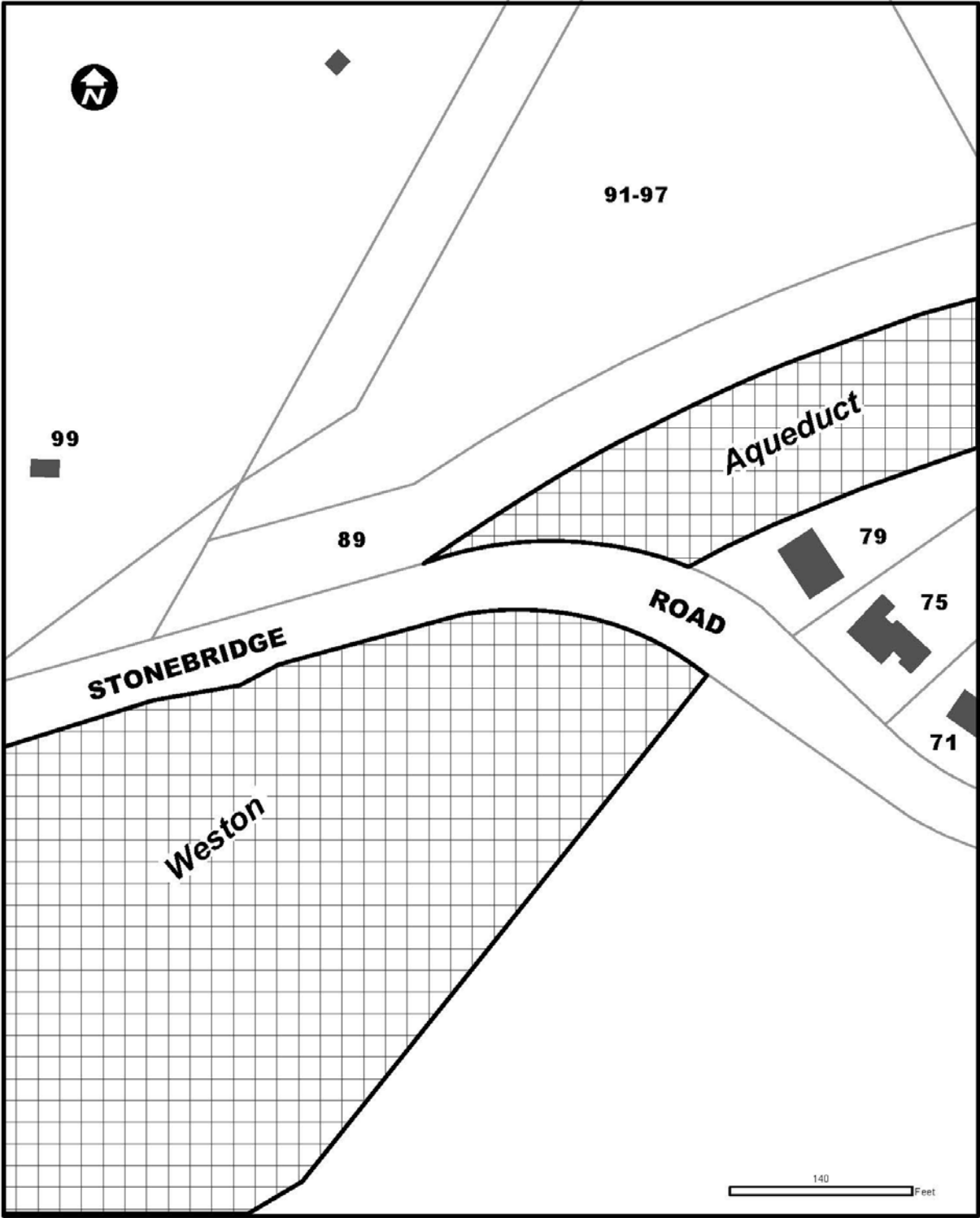
The Planning Board recommends approval. (3-0-0)

Dan Hill, Chair
Wayland Planning Board

**APPENDIX L: Article 35, Maps for Weston
Aqueduct Pedestrian Crossings**









You are required to serve this Warrant by posting copies thereof, attested by you, at the Town Building, at the Public Library in Wayland Center, at the Cochituate Fire Station or the Cochituate Post Office, and at the Happy Hollow School, and by mailing or delivering a copy thereof addressed to each residence in the Town fourteen (14) days, at least, before the time appointed for the Annual Town Meeting.

Hereof, fail not and deliver this Warrant with your return thereon to the Town Clerk on or before March 19, 2018.

Given under our hands and seals this 12th day of March, 2018.

Lea T. Anderson, Chair
Cherry C. Karlson, Vice Chair
Mary M. Antes
Louis M. Jurist
Douglas A. Levine

Selectmen of the Town of Wayland

Dave Watkins, Chair
Carol Martin, Vice Chair
Steve Correia
Jen Gorke
Klaus Shigley
William Steinberg
George Uveges

Finance Committee of the Town of Wayland



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Board of Selectmen
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