

**TOWN OF WAYLAND**

**WARRANT**



**2022 ANNUAL TOWN MEETING**

**Saturday, May 14, 2022**

**12:30 P.M.**

**PLEASE NOTE:**

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

**WAYLAND HIGH SCHOOL FIELD**

**DOORS OPEN AT 10:30 A.M.**

**ANNUAL TOWN ELECTION**

**Tuesday, May 10, 2022**

**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](http://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 Town Meeting ADA Compliance Coordinator.

Name:	Jason Adams
Title:	Management Analyst
Office Address:	41 Cochituate Road, Wayland MA 01778
Phone Number:	(508) 358-3696
Fax Number:	(508) 358-3627
TDD:	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 Town Meeting 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 Town Meeting ADA Compliance Coordinator.**

## Be Prepared

If you plan on attending Town Meeting, please be aware of the following:

1. The 2022 Annual Town Meeting will take place outdoors at the High School Stadium.
2. In the event that inclement weather is forecasted and expected to impact conducting Town Meeting, the meeting may be moved inside the High School Field House. Notice of this change will be provided in advance of Town Meeting by a reverse 911 call.
3. If severe weather occurs during Town Meeting, meeting members may be moved inside and the meeting will be suspended until it is safe to resume.
4. 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 direct parking. Carpooling is strongly encouraged.
5. Once the High School parking lots are full, drivers will be directed to offsite parking at the Town Building and other sites, as needed. Buses will transport residents from satellite parking lots to Town Meeting. There will be attendants to help with parking and loading and unloading of buses. Please follow their directions carefully.
6. The gates to the High School Stadium will open at 10:30 am to allow adequate time to check in and receive an electronic voting handset.
7. Seating will be monitored and strictly enforced. Non-voters will be asked to sit in the bleachers. If there is sufficient seating on the field, non-voters may sit in furthest section away from the stage that will hold the Moderator and Town Clerk.
8. Seating in the Stadium will be opened in sections, as needed. Handicapped accessible seating will also be available in designated areas. Ushers will direct you to a seat.
9. It is important to note that the handsets will **ONLY** work in the designated area for seating. Your vote matters, so please remain in the proper area.
10. 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 be seated. For everyone's safety, congregating at the entrance and exits will not be allowed.
11. It is very important that you plan to arrive and check in as early as possible. **We recommend that you allow at least 45 minutes to park, be shuttled if needed, and to be checked in and receive your electronic voting remote.** Please note that 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.
12. Fire, Police, and EMS staff will be on duty at all times during 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 May 14, 15 and, if necessary, 16, please email Fire Chief Neil McPherson, [nmcpherson@wayland.ma.us](mailto:nmcpherson@wayland.ma.us).

## **ANNUAL TOWN MEETING – COVID 19 AND TURF USE PROTOCOLS**

### **Face Coverings/Masks**

Face Coverings/masks are encouraged but are optional.

### **Pre-Entry Health Check**

Anyone who is ill or experiencing cold symptoms should not attend Town Meeting and should stay home and contact their primary care physician. A questionnaire is below for individuals to assess their health prior to entering the Town Meeting area.

### **Bus Transportation**

Bus transportation will be provided if the High School parking lots become full. Face coverings/masks must be worn by passengers on the bus. Windows are to remain open on the bus.

### **Food and Water**

Single serve snacks and water bottles will be available outside of the turf field seating area (snacks are not allowed in the turf field seating area). Bottled water can be brought into the turf field seating area. No beverages other than water are allowed.

### **Hand Sanitizing Stations**

Hand sanitizing stations will be provided by the Town. Hand sanitizer is not allowed on the field. This will be strictly enforced as hand sanitizer destroys the turf.

### **Bathroom Use**

The Town will provide at least two areas with bathrooms. Face coverings/masks are recommended but optional.

### **Microphone Use**

Detailed protocols for microphone use are currently being drafted. In addition to stationary microphones, as is customary, there will be at least one boom microphone that can be brought to speakers.

### **Mosquito Repellent Protocols**

Attendees should apply mosquito repellent, if they wish, before they arrive at Town Meeting.

### **COVID-19 Health Screening Questionnaire\***

Please review the screening questions below prior to your arrival at Town Meeting. These questions are for your own use. If you reply yes to any of the questions, we strongly urge you to not attend. Please stay home if you are feeling unwell.

Do you currently or recently have had:

Temperature above 100.4° Fahrenheit?

Atypical shortness of breath?

Unusual fatigue?

Atypical dry cough?

Atypical runny/stuffy nose?

Atypical sore or irritated throat?

Vomiting/diarrhea, nausea, abdominal pain?

Atypical headache or muscle aches?

Loss of sense of smell or taste?

Chills?

\*Note: these protocols may change prior to Town Meeting depending on any updated guidance from the CDC.

**TOWN OF WAYLAND**  
**2022 ANNUAL TOWN MEETING WARRANT**  
**With Report of the Finance Committee**

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*\* Asterisk indicates articles proposed for Abbreviated Presentation Procedure*

**ABOUT TOWN MEETING****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:

May 15	–	Sunday	12:30 p.m.
May 16	–	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, May 9, 2022 at 7:00 P.M.** at the Town Building. You may also call the Town Manager's office at (508) 358-3621 before Town Meeting.

**NOTICE REGARDING MOTIONS**

This warrant for Wayland Town Meeting is issued by the Select Board 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 Appendix A. Copies of the pamphlet, "The Moderator's Handbook for Wayland Town Meetings," are available at the Select Board's Office in the Wayland Town Building, or online at <https://www.wayland.ma.us/town-meeting/pages/annual-town-meeting-2022>

**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

**Annual Town Meeting, Wayland High School,  
Saturday, May 14 at 12:30 pm**

During the April 2018 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 2022. 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.



### Arrival

To allow time for check-in and seating, please arrive by 10:45am (doors open at 10:30am). After parking in the High School lot, follow the signs to the Football Field. Ushers will guide you to the check-in line; please maintain a 6 foot distance from those ahead of you and behind you in this line. When you reach the head of the check-in line, an usher will guide you to the next available check-in station. A Lexan shield will protect both you and the check-in agent. After stating your name and address, you will be issued a disinfected handset inside a disinfected plastic bag for your **exclusive** use during the Saturday session. Voting with a handset issued to anyone else is **strictly forbidden**. Leave the handset in its bag throughout the session. Seating is divided into four color-coded sections, and your handset will work best in only one section; after you receive your handset, an usher will guide you to the correct section for your handset.



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

### Voting

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 through the plastic bag while the "voting light" is illuminated. To vote *No*, push your handset's 2 button through the plastic bag while the "voting light" is illuminated. If you accidentally push the wrong button, you can change your vote by pushing the correct button while the "voting light" is illuminated. If you don't want to participate in a particular vote, don't push any buttons while the "voting light" is illuminated; 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 through the plastic bag while the "voting light" is illuminated. 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.

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 through the plastic bag to turn your handset back on. Pushing any of your handsets 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*.



### Departure

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 Football Field – either during a session or at the close of the session – please place your handset (still in its plastic bag) in one of the bins at the Exit Desk. If you forget to turn in your handset, we'll give you a call and ask you to return it.

### Getting Help

Every handset will be tested before each Town Meeting session, so the probability of a handset failing is 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 alert the Moderator, and then go to the Help Desk, where you'll be provided with a paper ballot to record your vote, and you'll be issued a new handset. We don't expect this to happen, but 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

### *Introduction*

The Finance Committee is pleased to present our annual report to Town Meeting per Town Code Chapter 19, Section 2: Town Finances. The code instructs the Finance Committee to prepare and present to Annual Town Meeting (ATM) the Omnibus Budget and a 5-year capital plan recommendations. The report also includes general financial information as well as financial concerns, recommendations and outlook as viewed by the Finance Committee.

Overall, Wayland continues to be a financially strong community in the Commonwealth of Massachusetts, with a Aaa bond rating by Moody's Investors Service. This is an indicator of our financial stability and allows the Town to borrow for capital projects at more favorable interest rates. The Aaa rating reflects the Town's stable tax base with strong wealth and income levels, a conservative approach to budgeting and expenditure management, progress towards addressing long-term liabilities for pension and OPEB, and a solid debt position.

While this has been the character of Wayland's finances for many years, we continue to have serious debates regarding the cost of high-quality schools in Wayland, rated among the best in Massachusetts, and quality services offered to a broad range of residents. Our annual budget continues to grow, mostly from a variety of unmet needs on both the Town and Schools sides of the budget. These include increased services for our students, many of which are mandated by the Commonwealth, and maintenance of a variety of services for all residents. The need for municipal services also reflects a growing need to maintain our facilities, many of which have a backlog of repair and maintenance requirements that will demand attention in the coming years. The Town also requires resources to implement capital projects and plans that have been previously approved by residents.

The past two years have been a challenge for everyone, as it has been for the Wayland budget. Covid-19 has required many departments to rethink their operations, some with cuts in service and others with increasing costs to maintain services. The Town is still addressing Covid-19-based requirements and with the additional challenge of finding and responding to PFAS in our water system, the Town is obligated to make upgrades to water facilities to meet health and safety standards. Thus, additional costs continue for health-based measures in terms of new equipment, the ongoing care or replacement of that equipment (i.e., filtration systems) and, in some cases, increased utility costs in order to meet the needs of running systems for more hours. We also have an increased and ongoing need for personnel to attend to health and safety concerns, both physical and psychological.

While Wayland is generally considered to be a higher-income community than most in the Commonwealth, we have residents who span a broad range of fiscal capabilities. One of the goals of the Finance Committee is to consider the desires of our residents for various services as well as their ability to pay for those services, with the vast majority (approximately 85%) of funds coming from the property taxes that are paid primarily by our single-family residents.

Like most of the towns surrounding Wayland, we have a very small commercial tax base (less than 4%), and we have a very large proportion of open space (approximately 30% of our land area); this puts most of the property tax burden on the shoulders of homeowners. In 2023 and 2024, Wayland residential taxpayers will get some tax relief with the completion of the Alta Oxbow (previously known as River's Edge) apartment project along Route 20. New projects such as Alta Oxbow provide the benefit of growing our Proposition 2

½ levy limit and act to spread the tax burden more broadly. Over the next several years, however, the Town does not foresee other significant new projects to share in the property tax burden. Finding alternative revenue sources is a challenge that Wayland continues to face and is one that should be considered in longer-term financial planning.

In this report, we first set out background information about the Finance Committee and its mission, strategy and budget process. Next, the report summarizes our operating and capital budget recommendations, including our recommendations for funding those budgets. The capital budget includes a discussion of recommended capital spending over the next five years, and a brief discussion of our need to look beyond the typical 5-year plan to include important projects that will impact the Town in the next ten to twenty years. We then comment on ongoing concerns and the financial outlook for FY23 and beyond.

### ***The Finance Committee***

The Wayland Finance Committee typically consists of seven members (this year, one member resigned, and the Committee operated with six members for most of the year) who are appointed by the Select Board. The three-year terms are staggered, which generally allows for a mix of experienced and new members, providing for a variety of fresh ideas and historic knowledge to put it all in perspective. Meetings are open to the public, which for this year have been almost all via Zoom. There is time allowed for public comment, generally, at the commencement of each meeting. Meeting agendas, minutes, policies and public presentations are available on the Finance Committee webpage on the Town website.

The Bylaws charge the Finance Committee with a few core responsibilities. The Committee is required to prepare, recommend and present the Omnibus Budget and a 5-year capital plan at Annual Town Meeting. The Omnibus Budget is comprised of the recommended Town's operating and capital budgets for the upcoming fiscal year, which appear as a motion under an article in the Annual Town Meeting Warrant (see Fiscal Year 2023 Omnibus Budget Article 10 in this Warrant book). The Committee also traditionally comments on most, if not all, articles for inclusion in the Warrant; note 'Finance Committee Comments' and the 'arguments in favor and opposed' in each article. Finally, the Committee prepares an annual report which includes the budget and related recommendations.

### ***Mission Statement***

The mission of the Wayland Finance Committee is to define a financial strategy for the Town and to use this strategy as the basis for recommending fiscally responsible operating and capital budgets to residents at Annual Town Meeting. The Finance Committee seeks to balance the demand for services against the ability of residents, across a broad range of financial means, to afford those services.

### ***Budget Process***

The Finance Committee began its discussion of the budget for Fiscal Year 2023 in September 2021. The Town Administrator (TA) and Finance Director reviewed with the Finance Committee the budget schedule and process and as well as general fund revenue sources at the Financial Summit. In October, the TA and Finance Director presented to the Finance Committees recommended operating budget guidelines which called for a level service budget from Fiscal Year 2022 to Fiscal Year 2023, with explanations of any changes beyond a level service budget. The Finance Committee requested that all departments also consider areas of operational efficiency and savings as part of their budget requests.

The Finance Committee met November through February with Town and School Departments, Boards and Committees to review budget requests. They also took into consideration information from meetings throughout the year on Town Departmental goals and objectives through their assigned liaison roles and requests by residents representing various constituencies in Wayland.

In December and January, the FY23 draft operating budgets were submitted to the Committee and totaled \$93.17 million for a year-over-year increase of 5.01% and an estimated taxpayer increase of 5.57%. The FY23 draft budget included a full \$500,000 contribution to fund OPEB (the contribution was limited to \$250,000 in FY21 due to Covid-19-related budget challenges) and the State Aid contribution to revenue was assumed to be flat with where it was budgeted in FY22. The Committee was concerned about the steep hikes and requested that the Town Administrator and Superintendent of Schools make adjustments totaling \$1.25 million, with \$375,000 requested of the Town and \$875,000 requested of Schools, to reduce the operating budget increase to 3.6% and temper the tax increase to less than 4.0%.

After identifying areas to pare back, the Town and Schools reduced expenses by about \$552,000 (about \$394,000 from Town and Unclassified and \$158,000 from Schools). Additionally, the State gave indication of aid to be directed to the Town, which was approximately \$764,000 higher than earlier estimates and up 11.7% year-over-year. In all, the Town realized a benefit of about \$1.3 million as a result of a higher expected revenue contribution from the State and lower expenses in the operating budget.

After making final refinements and incorporating requests from the public, the Finance Committee voted (6-0-0) to recommend a \$92.7 million budget, an increase of almost \$4.0 million or 4.46% year over year and an estimated increase in taxation of almost \$3.1 million or 3.99% year over year. As shown in Table 1, Total Funding Requirement includes the expenditures under the operating budget and other requirements such as cash capital, Other Post-Employment Benefits (OPEB), articles and overlay. To support the \$94.3 million in total spending, property taxes are projected to increase approximately \$3.1 million to \$80.2 million. The other significant sources of revenue include State Aid (up notably from recent years), Local Receipts (assumed essentially flat from prior year) and Other Revenue contributions from Town programs (expected to rebound to just over FY21 levels following a Covid-19-depressed year in FY22).

**Table 1**  
**Summary Budget Review**

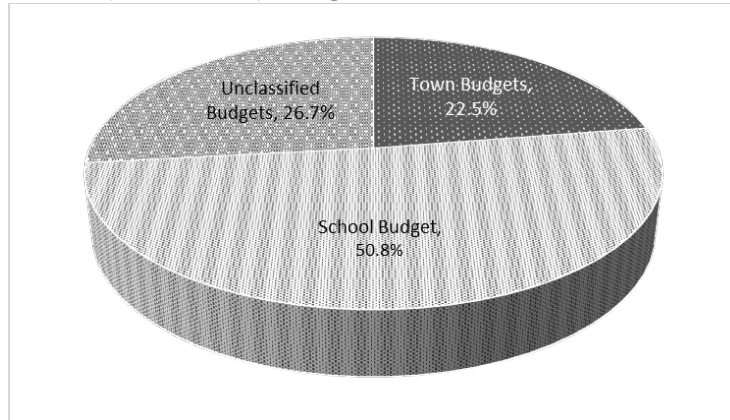
( \$ in 000's)	<b>FY 21</b>	<b>FY 22</b>	<b>FY 23</b>	<b>FY 22 vs FY 23</b>	
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Proposed</u></b>	<b><u>\$ Difference</u></b>	<b><u>% Change</u></b>
<b><u>Uses</u></b>					
Operating Budget	\$86,149	\$88,722	\$92,679	\$3,957	4.46%
OPEB Contribution	\$250	\$0	\$500	\$500	NMF
Cash Capital	\$250	\$600	\$625	\$25	4.17%
Articles	\$51	\$126	\$126	\$0	0.00%
Other (St Assessmt, Overlay)	\$277	\$295	\$320	\$25	8.63%
Total Funding Requirement	\$86,977	\$89,743	\$94,250	\$4,507	5.02%
<b><u>Sources</u></b>					
Taxation	\$74,069	\$77,151	\$80,231	\$3,080	3.99%
State Aid	\$6,409	\$6,534	\$7,298	\$764	11.69%
Local Receipts	\$5,100	\$5,200	\$5,300	\$100	1.92%
Other Revenue	\$1,399	\$856	\$1,421	\$565	66.01%
Estimated Tax Rate	18.52	18.35	18.89	0.54	2.96%

NMF - not meaningful figure

***FY23 Recommended Operating Budget***

Table 2 shows the 5- year average allocation of total operating budgets between Town, Schools and Unclassified. Table 3 presents the proposed Operating Expense Budget for Town, Schools and Unclassified totaling \$92.7 million with Town and School budgets broken out between payroll and spending. From a high level, based on the proposed FY23 budget, Town expenses, comprising 22.8% of the Operating budget will increase 5.8%. The Schools budget, accounting for 50.9% of the Operating budget will increase 4.3% and Unclassified, contributing 26.3% of the budget, is slated to increase 3.6%.

**Table 2**  
**5-Year (FY19-FY23) Budget Allocation**



**Table 3**  
**FY21-FY23 Expense Summary**

		<b>FY 21</b>	<b>FY 22</b>	<b>FY 23</b>	<b>FY 22 vs FY 23</b>	
		<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Proposed</u></b>	<b><u>\$</u></b>	<b><u>%</u></b>
Town	Payroll	\$13,942	\$14,429	\$15,425	\$995	6.90%
	Spending	5,499	5,566	5,730	164	2.95%
	Total	19,442	19,995	21,155	1,160	5.80%
School	Payroll	35,602	37,941	39,708	1,767	4.66%
	Spending	7,189	7,282	7,457	174	2.39%
	Total	42,791	45,223	47,165	1,941	4.29%
Unclassified	Vocational Education	333	369	214	-155	-41.93%
	Debt Service	6,875	6,635	6,600	-35	-0.53%
	Retirement	5,182	5,378	5,729	350	6.51%
	Health Insurance	8,514	8,880	9,148	268	3.01%
	General Insurance	701	750	1,087	337	44.88%
	Reserve for Salary Adj.	1,000	124	214	91	73.29%
	Stormwater	200	200	200	0	0.00%
	Reserve Fund	250	250	250	0	0.00%
	Other	861	918	918	0	0.00%
	Total	23,916	23,503	24,359	856	3.64%
<b>Total</b>		<b><u>\$86,149</u></b>	<b><u>\$88,722</u></b>	<b><u>\$92,679</u></b>	<b><u>\$3,957</u></b>	<b><u>4.46%</u></b>

***Budget drivers***

The largest annual budget driver continues to be Personnel costs, which include payroll and fringe benefits (health insurance and retirement), which comprise about 75% of the FY23 operating budget. Total payroll expense of \$55.1 million reflects steps, lane changes, new staff and three internships and is budgeted to increase 5.3% or almost \$2.8 million year-over-year. The FY23 budget adds a total of 9.4 FTEs (full time equivalents) to the budget: 4.0 in Schools and 5.4 in Town (details in Table 4 below and Appendix B at the back of the Warrant.). An additional 4 School FTEs are new to the FY23 budget for positions that were filled in FY22 for SPED and enrollment needs that emerged during the year and paid for with other School budget funds.

The increase in FTEs in FY23 is notable but responds to Town needs and concerns. Many of the new positions address needs that have been expressed by residents at Town Meeting and other public forums or mandates or recommendations authorized by the State. The Sustainability position (\$85,000) follows the 2021 ATM resolution to declare a climate emergency in Wayland and the subsequent recommendation by the Energy and Climate Committee and urging of residents. The increase of 1.5 FTEs for nurses at the schools and Town wide (\$106,000, included in the Board of Health / Human Services budget lines) responds to guidelines recommended by the Commonwealth. The three new DPW positions and Facilities project manager position (\$151,000 in total) are intended to improve maintenance of Town assets and expedite completion of capital projects, responding to residents' concerns about maintenance and the backlog of capital projects the Town has yet to finish.

The 4 new Schools positions proposed for FY23 include \$258,500 for Program improvement needs (2.7 FTEs) to cover two 0.5 additional FTE positions for assistant principals at Happy Hollow and Loker elementary schools and increased guidance/psychologist positions at Happy Hollow and Loker as well as a Math Coach at the elementary level. (The additional assistant principal and guidance/psychologist positions were added in FY22 and paid for with grant funds for that initial year.) An additional \$142,000 is budgeted to support enrollment and state mandated needs including elementary and English-Language Learner teachers (2.5FTEs). These positions were slightly offset with the reduction of \$76,500 or 1.2 FTEs in positions included in the HR/Accounting department (-1FTE) and a middle school librarian (-.2FTE).

**Table 4****Changes in Town and Schools FTE**

<b><u>FY22/FY23 NEW FTEs</u></b>	<b><u>FTEs</u></b>	<b><u>\$000</u></b>
<b>Town</b>		
FY22 Total Town Budgeted FTEs	182.3	
Sustainability Coordinator (Facilities/Grl Govt)	1.0	\$85.0
Town Clerk Staff (General Govt)	0.5	35.4
Facilities Project Manager (Facil/Land Pl)	0.5	37.5
Engineering Project Manager (DPW)	0.3	29.7
Highway Labor (DPW)	0.6	34.4
Parks Department Labor (DPW)	1.0	49.4
Health Department Nurses (Human Svcs)	<u>1.5</u>	<u>106.0</u>
Net additions to Town FTEs FY23	5.4	\$377.4
FY23 Total Town Budgeted FTEs	187.7	
<b>Schools</b>		
FY22 Total Schools Budgeted FTEs	446.0	
Elementary SPED teacher	1.0	
Speech therapist	0.8	
Elementary Health Ed teacher	0.2	
HS Math teacher	1.0	
MS English teacher	<u>1.0</u>	
Unbudgeted additions to Schools FTEs FY22	4.0	\$
FY22 Total Schools Actual FTEs	450.0	
Asst Principals at HH and Loker (.5 each)*	1.0	
Guidance/Psychologist at HH and Loker*	0.7	
Math Coach	1.0	
Elementary Teacher & ELL teacher/Enrollment	2.5	
Positions reduced Incl HR/Accounting	<u>-1.2</u>	
Net additions to Schools FTEs FY23	4.0	\$324.0
FY23 Total Schools Budgeted FTEs	454.0	

\* Denotes positions funded with grant funds In FY22

The FY23 Operating budget by function is presented in Table 5. The Sustainability Coordinator and Town Clerk positions are included in General Government. The increase in Land Planning and Use reflects the addition of 0.5 FTE for Facilities Project Management and hiring an intern for a Conservation project. The increase in Public Works is due partly to additions in FTEs in the Parks & Cemetery, Highway and Engineering departments. The increased spending in Human Resources reflects the addition of nurse positions. Drivers to the increase in the Unclassified budget (see Table 3) include Retirement costs (up \$350,000 year over year), General Insurance (up \$337,000) for Workers Compensation increases for prior year's claims, and Health Insurance (up \$268,000). Vocational education is budgeted to decline versus FY22 due to fewer students attending (down\$155,000).

The debt service appropriation proposed for FY23 is essentially level with the FY22 debt service appropriation but is in excess of the expected FY23 debt service payments due by approximately \$550,000. Actual debt service payments due decreased year over year primarily as a result of favorable refinancing of the High School debt and because previously approved capital projects and related debt financing were

delayed as a result of COVID-19. Debt service payments due in FY24 are expected to increase beyond the FY22 level as delayed projects and new capital projects are commenced. Assuming the FY23 General Fund Budget is passed as proposed, the unspent debt service appropriation will be added to the same free cash fund supporting the proposed \$1,000,000 to be used to fund the Capital Stabilization Fund. (See Article 11: Capital Stabilization Fund Appropriation).

In FY24, the Finance Committee recommends that the Utilities line items be extracted from the Town and Schools budgets and consolidated in Unclassified. It seems prudent to isolate this line item as the new Sustainability Coordinator will work to manage it and making the change should allow for greater transparency in our progress towards energy cost reduction goals. Next year's Budget will be presented on a proforma basis to allow for easier year over year comparisons when the change is made.

**Table 5**  
**Expense Budget Summary by Function**

<b>Category</b>	<b><u>FY-21</u></b>	<b><u>FY-22</u></b>	<b><u>FY-23</u></b>	<b><u>% Change</u></b>
General Government	\$4,560,691	\$5,178,513	\$5,470,265	5.63%
Public Safety	6,544,220	7,145,620	7,453,057	4.30%
Land Planning and Use	717,566	777,475	859,824	10.59%
Schools	43,453,057	45,223,290	47,164,771	4.29%
Regional Vocational Schools	360,163	368,500	214,000	-41.93%
Public Works	2,908,032	3,215,129	3,481,607	8.29%
Snow Removal	499,518	500,000	500,000	0.00%
Human Services	2,836,095	3,178,379	3,390,136	6.66%
Unclassified	<u>22,269,977</u>	<u>23,134,733</u>	<u>24,144,953</u>	<u>4.37%</u>
	<b>\$84,149,318</b>	<b>\$88,721,639</b>	<b>\$92,678,613</b>	<b>4.46%</b>
<u>Enterprise Funds</u>				
Water Fund	\$3,983,017	\$3,903,119	\$4,184,227	7.20%
Wastewater Fund	\$794,004	\$682,654	\$922,813	35.18%
Transfer Station	\$0	\$481,348	\$503,942	4.69%
<b>TOTAL - Enterprise Funds</b>	<b><u>\$4,777,021</u></b>	<b><u>\$5,067,121</u></b>	<b><u>\$5,610,982</u></b>	<b><u>10.73%</u></b>
<b>Total Budgets</b>	<b><u>\$88,926,339</u></b>	<b><u>\$93,788,760</u></b>	<b><u>\$98,289,595</u></b>	<b><u>4.80%</u></b>

***Long-term Expense Pressures***

In addition to wage and salary pressure and escalating healthcare and pension benefits costs, which are annual budget drivers, the Finance Committee notes that the budgets for FY24 and beyond will reflect the following budget pressures:

- Increasing debt service related to capital projects (new and old) amidst higher interest rates
- Increasing cost to maintain the Town's and School's infrastructure
- Increasing pay-as-you-go funding required for maintenance and recurring capital
- Increasing operating costs, especially in an inflationary environment
- Uncertainty of Covid-19 long-term impact
- Maintaining unrestricted Fund Balance to maintain Moody's Aaa bond rating
- Capital cost to maintain and improve Wayland's water system
- Complying with new Federal stormwater regulations
- Managing indirect costs associated with fee-based programs
- Rising costs and capital needs associated with operating a Transfer Station



**Real Estate Tax Levy and Tax Rate**

During budget discussions, the Finance Committee expressed concern with the increase in the Operating budget. The Committee continues to target budgets with year over year increases that are in the range of 3.5% - 4.0%. The FY23's budget reflects, in a sense, the reverse of FY22 budget challenges. In FY23, the operating budget faces a larger-than-targeted increase of 4.46%, whereas in FY22, it increased only 2.99% as the Town managed with somewhat more restraint. (The average increase in the operating budget over the two years, however, is closer to the target range at 3.73%.) Coincidentally, while FY22 required that residents shoulder a greater proportion of tax revenue (tax increased 4.16%) due to projected shortfalls in some non-tax revenue lines, in FY23 non-tax revenue lines (i.e. State Aid) should increase more than originally projected and reduce the tax burden from operating increases (tax increases projected at 3.99%). The Finance Committee notes that there is a possibility, albeit unlikely and not in keeping with past experience, that State aid to Wayland ultimately comes in lower than current preliminary indications; this would require an increase in tax levy to meet budgeted expenditures. The FY23 tax rate (based on an assumed 1% increase in full assessed valuation) is projected at \$18.89, for a year over year increase of \$0.54 or 2.96% (see Table 7).

**Table 6**  
**Changes in Tax vs. Budget**

Fiscal Year	Operating Budget-Chg	Tax Levy Change
2019	3.64%	5.99%
2020	3.45%	2.92%
2021	4.23%	4.40%
2022	2.99%	4.16%
2023	<u>4.46%</u>	<u>3.99%</u>
5 Yr Avg	3.75%	4.29%

**Table 7**  
**Real Estate Tax Levy & Tax Rate Forecast**

		<b>FY-20</b> <b>Actual</b>	<b>FY-21</b> <b>Actual</b>	<b>FY-22</b> <b>Actual</b>	<b>FY-23</b> <b>Estimated</b>
<b>Tax Levy</b>					
Actual Tax Levy	A	\$70,949,997	\$74,069,812	\$77,151,222	\$80,231,000
\$ Increase Y to Y		\$2,013,900	\$3,119,815	\$3,081,410	\$3,079,778
% Increase Y to Y		2.92%	4.40%	4.16%	3.99%
<b>Full Valuation</b>					
Per Tax Recap	B	\$3,994,932,300	\$3,999,449,900	\$4,204,426,300	\$4,246,470,563
\$ Increase Y to Y		\$223,811,000	\$4,517,600	\$204,976,400	\$42,044,263
% Increase Y to Y		5.93%	0.11%	5.13%	1.00%
<b>Tax Rate- ( A / B = C )</b>					
Tax Rate ( Mills )	C	\$17.76	\$18.52	\$18.35	\$18.89
\$ Increase Y to Y		(\$0.52)	\$0.76	(\$0.17)	\$0.54
% Increase Y to Y		-2.84%	4.28%	-0.92%	2.96%
<b>Residential Real Property Tax Bill</b>					
Average Assessment - rounded		\$800	\$800	\$838	\$838
Average Property Tax Bill		\$14,214	\$14,818	\$15,386	\$15,833
\$ Increase Y to Y		\$495	\$604	\$568	\$447
% Increase Y to Y		3.61%	4.26%	3.83%	2.90%

***FY23 Capital Budget***

In developing a capital budget recommendation, the Finance Committee begins with a review of prior year capital appropriations that have not been completed. As noted in Table 8, as of January 2022, \$20.4 million of Town, Schools and Water capital projects have been approved in prior years but have not been completed. About half of the value of these is derived from projects approved in the last two fiscal years (FY21 and FY22). This compares with \$19.3 million of uncompleted projects that was reported as of February 2021 and \$5.9 million in January 2020. Significant efforts have been taken to complete projects and reduce backlog. However, the Covid-19 pandemic and related supply chain challenges throughout 2020 and 2021 as well as a shortage of personnel resources continued to hamper these efforts. Additions to project management positions have been proposed with the goal of completing projects more expeditiously

**Table 8**  
**Capital Projects Approved and Not Completed**

(in \$000s)

<b><u>Department</u></b>	<b><u>FY15</u></b>	<b><u>FY16</u></b>	<b><u>FY17</u></b>	<b><u>FY18</u></b>	<b><u>FY19</u></b>	<b><u>FY20</u></b>	<b><u>FY21</u></b>	<b><u>FY22</u></b>	<b><u>Total</u></b>
Conservation	\$ 88	\$ -	\$ 30	\$ -	\$ 8	\$ 707	\$ -	\$ -	\$ 834
DPW	42	-	207	69	308	-	1,901	799	3,327
Facilities	2	0	4	1,640	2,554	-	89	1,024	5,312
Admin	-	75	-	-	470	-	42	0	587
Fire	-	-	-	-	-	-	531	-	531
Police	-	-	-	-	-	-	-	-	-
IT	-	-	-	-	58	0	187	603	848
Recreation	-	-	-	1	-	-	-	-	1
Total Town	\$ 132	\$ 76	\$ 240	\$ 1,710	\$ 3,399	\$ 708	\$ 2,749	\$ 2,426	\$ 11,439
Schools	\$ 5	\$ 2	\$ 107	\$ 74	\$ 135	\$ 662	\$ 2,950	\$ 816	\$ 4,751
Total Town & Schools	\$ 137	\$ 78	\$ 347	\$ 1,784	\$ 3,534	\$ 1,370	\$ 5,700	\$ 3,241	\$ 16,190
Water	\$ -	\$ 194	\$ 501	\$ 114	\$ 602	\$ 1,804	\$ 75	\$ 887	\$ 4,177
Total Projects	\$ 137	\$ 272	\$ 848	\$ 1,898	\$ 4,136	\$ 3,174	\$ 5,775	\$ 4,129	\$ 20,367

In addition to the \$16.2 million of Town and School projects, there are \$4.2 million of Water enterprise projects previously approved but not completed as of January 2022. Part of the total \$20.4 million of outstanding capital appropriations for the Town, Schools and Water shown above includes projects that have been completed but not closed out. Closed out funds are returned to the General Fund and/or deemed as surplus bonds that can be used to fund similar future projects or the Capital Stabilization fund. The Committee recommends developing a procedure to ensure timely turn-backs of remaining funds from completed capital projects.

For FY23, the Finance Committee recommends a \$9.2 million capital budget that supports 35 projects, the bulk of which focus on the maintenance of assets. Table 9 presents a recap of the FY23 capital budget and associated funding sources. Each capital improvement project was evaluated to ascertain if both financial resources and staff availability will allow the project to be completed in a timely manner.

**Table 9**  
**Capital Budget – Fiscal Year 2023**

<b>Department</b>	
Conservation	\$ 900,000
DPW	1,235,000
Facilities	3,420,000
Fire	180,000
Information Technology	400,000
JCC	305,000
Police	102,000
Schools	931,000
Town Manager	377,600
Transfer Station	100,000
Water Enterprise Fund	1,265,000
<b>Total</b>	<b>\$ 9,215,600</b>

<b>Funding Sources</b>	
Borrowing	\$ 5,171,000
Cash Capital	625,000
Free Cash	1,974,600
Ambulance Fund	180,000
Water Revenue	225,000
Water Revenue Borrowing	1,040,000
<b>Total</b>	<b>\$ 9,215,600</b>

In addition to the capital projects noted in Table 9, the Town will be asked to approve articles for a new Council on Aging / Community Center (currently estimated to cost \$11.0 million) and a new grass field at the Loker Recreation and Conservation Area (currently estimated to cost \$3.0 million). The Finance Committee recommends that these two projects be funded with exempt debt. Residents will vote at the polls in May 2022 to determine if they will support funding these projects with excluded debt.

The capital plan also includes Community Preservation Act (CPA) funded projects for land acquisitions. Proposed CPA projects are presented separately in articles: acquisition of Sherman's Bridge Road (\$1.5 million) and acquisition of Launcher Way. (Both are included as Articles 15 and 22, respectively, in this warrant.) Should the votes for the two excluded debt projects and the CPA articles pass, it would result in a total capital spend of at least \$24.7 million for FY23.

Debt required for capital expenditures and related debt service in FY24 and FY25 for the proposed FY23 capital projects are shown in Table 10. It should be noted that debt service on a borrowing normally begins the year after a project is approved at Town Meeting. For example, a project approved at the 2022 ATM will likely be funded by borrowing in FY23 with the first debt service payment in FY24. As a result, the debt service for FY23 approved projects funded by debt will first be seen in the tax rate in FY24. If all FY23 capital projects listed below are approved, debt service related to those projects would be expected to add about \$2.2 million and \$1.7 million, in FY24 and FY25, respectively, to total debt service.

Debt service from borrowings for the projects included in this year's warrant and future major capital projects will significantly increase taxes unless projects are undertaken in a controlled basis as existing debt is repaid. As noted earlier, because Wayland has limited commercial business, most of the real estate tax burden is paid by the residents.

**Table 10****Future Debt Service of Proposed Borrowings**

Interest Rate assumption:	4.5%		4.50%					
Projected Assessed Total Value (in \$000s)	4,246,470							
Assessed Home Value (in \$000s)	838				Est. Tax Rate Impact		Est. Tax Rate Impact	
FY23 Projected Tax Rate	18.89				Per \$1K of Assessed Value		For \$838K Assessed Value	
<b>Project</b>	<b>Borrowing</b>	<b>Term</b>	<b>Debt Service</b>		<b>FY24</b>		<b>FY25</b>	
	\$000s		FY24	FY25	FY24	FY25	FY24	FY25
			\$000s	\$000s	\$s	\$s	\$s	\$s
<b>Borrowing under Capital Plan:</b>								
Snake Brook Dam rehabilitation	900	20	106	83	0.02	0.02	21	16
H14 Heavy dump truck replacement	310	10	52	44	0.01	0.01	10	9
Library combined improvements	2,485	20	292	231	0.07	0.05	58	46
Fire Station 2 additional renovation funding	710	20	83	66	0.02	0.02	16	13
Dispatch console replacement	305	20	36	28	0.01	0.01	7	6
DW flooring	240	20	28	22	0.01	0.01	6	4
WHS comm. controls/intercom system replacement	94	20	11	9	0.00	0.00	2	2
WHS stage rigging replacement	80	20	9	7	0.00	0.00	2	1
WHS Field House track resurface	48	20	6	4	0.00	0.00	1	1
Subtotal	5,171		623	494	0.15	0.12	123	98
<b>Articles:</b>								
COA New Construction	11,000	20	1,280	1,008	0.30	0.24	253	199
Loker Recreation Construction	3,000	30	303	231	0.07	0.05	60	46
Subtotal	14,000		1,583	1,239	0.37	0.29	313	245
Total	19,171		2,206	1,733	0.52	0.41	436	343
Note: Should the borrowing interest rate increase/decrease by 1%, total estimated tax impact would increase/decrease \$57 for FY24 and \$42 for FY25 for the same assessed values of \$838,000 per household.								

**Summary of 5 Year Capital Improvement Plan (CIP):**

The Finance Committee is also charged with preparing and presenting to Annual Town Meeting a five-year Capital Improvement Plan, which includes 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. The Finance Committee is also instructed to make recommendations to the appropriate authorities proposing such improvements. A summary of Capital Projects for the next five years, FY23 - FY27, is shown in Table 11 below.

Detailed departmental project requests can be found on the Finance Committee website. A detailed review of funding sources for the proposed 5-year capital plan is shown in Table 12.

***Resource Based Plan***

The Finance Committee continues to endorse the implementation of a Resource Based Capital Plan that was introduced in its 2019 report to Annual Town Meeting. In October, the Town Administrator and Finance Director updated a draft 5-year Resource Based Capital Plan to the Finance Committee. A Resource Based Capital Plan evaluates every capital improvement project in terms of funds and manpower available to begin the project within the fiscal year of appropriation. Under this plan, construction and renovation projects follow a study, design, build, operate and maintain schedule. The annual capital spending guideline by funding source is as follows:

Cash Capital	\$600-800 thousand
Free Cash	\$1.5-\$2.0 million
Levy borrowing	\$3.0-\$5.0 million
Ambulance Receipts	\$200 thousand
CPA	\$0-500 thousand
Other	\$0 - \$200 thousand
Water Enterprise Funds	\$0 -300 thousand

The FY22 budget marked the first year a complete 5-year capital plan was presented to the Finance Committee for its review. The Finance Committee continues to discuss means to develop a list of potentially large capital projects that are on the 10-15-year horizon to better prioritize near and longer-term needs. For example, the Schools have included in their capital planning a feasibility study for a new or renovated elementary school that might be developed or renovated in the next ten years. Some have suggested that a Capital Planning Committee be created to review and assess all Town assets and future needs and schedule projects over the next decade and beyond. The Finance Committee would support such a long-term, strategic approach.

The current five-year capital plan includes \$51.7 million of projects for Town and Schools and an additional \$17.7 million of projects for the water and transfer station departments over the next five years as noted in Table 11. This compares to requests from departments of \$103.6 million for Town and Schools and \$19.9 million for Water, Wastewater and Transfer station enterprise funds. Capital expenditures for FY23-FY26 (four of the five years also presented last year) are now expected to be \$23 million higher than anticipated a year-ago. The significant increase reflects some new projects and higher expected project costs. Looking ahead, the Water enterprise fund will face significant capital expenditures as the Town decides how to manage PFAS and other water regulations and recommendations. Although the forecast for FY27 capital expenditures appears lower-than-average, this figure is still preliminary and is likely to increase as projects are prioritized and better estimates are developed.

Any five-year plan needs to be flexible, and the Town may choose not to do all these projects or in the time forecasted. However, it is important to understand the nature and size of potential capital projects and the impact these projects may have on the Town's tax burden and Moody's bond rating. Of note, the rating agency looks favorably on the use of exempt debt for large capital projects as it reflects voter support and allows more flexibility in budget-planning with regard to Proposition 2 ½ constraints.

**Table 11**  
**FY 23-FY27 Capital Summary by Department and Category**

Department	2023	2024	2025	2026	2027	Total
Conservation	2,400,000	30,000	-	-	-	2,430,000
DPW	1,235,000	1,645,000	1,470,000	1,250,000	1,335,000	6,935,000
Engineering	-	-	300,000	-	-	300,000
Facilities	14,420,000	3,485,000	1,375,000	910,000	-	20,190,000
Fire	180,000	220,000	213,000	880,000	525,000	2,018,000
IT	400,000	250,000	180,000	220,000	160,000	1,210,000
JCC	305,000	300,000	100,000	-	-	705,000
Police	102,000	50,000	42,500	77,000	-	271,500
Recreation	3,000,000	650,000	2,030,000	2,030,000	430,000	8,140,000
School	931,000	1,761,900	2,965,900	2,518,392	792,671	8,969,863
Town Manager	377,600	-	-	-	-	377,600
Transfer Station	100,000	60,000	-	-	-	160,000
Water Fund	1,265,000	2,125,000	5,350,000	7,250,000	1,675,000	17,665,000
<b>Total</b>	<b>24,715,600</b>	<b>10,576,900</b>	<b>14,026,400</b>	<b>15,135,392</b>	<b>4,917,671</b>	<b>69,371,963</b>

Project Category	2023	2024	2025	2026	2027	Total
Building repair	4,307,500	4,671,900	6,910,900	1,938,000	721,671	18,549,971
Equipment	1,998,100	2,025,000	1,010,500	1,542,000	500,000	7,075,600
Infrastructure	2,715,000	1,955,000	3,625,000	8,306,392	2,605,000	19,206,392
Land Improvement	4,500,000	1,250,000	2,280,000	2,474,000	501,000	11,005,000
New construction	11,100,000	500,000	-	-	-	11,600,000
Vehicles	95,000	145,000	200,000	875,000	590,000	1,905,000
Other	-	30,000	-	-	-	30,000
<b>Total</b>	<b>24,715,600</b>	<b>10,576,900</b>	<b>14,026,400</b>	<b>15,135,392</b>	<b>4,917,671</b>	<b>69,371,963</b>

The funding sources for all capital projects in the 5-year plan including potential articles and community preservation projects are summarized in Table 12. The Finance Committee notes that funding sources are generally within the recommended guidelines established to ensure stable financial conditions for the Town. Listed below are some of the largest capital projects on the horizon that we anticipate may require articles and potentially excluded debt should they proceed and be approved by voters.

FY2023	Facilities	COA New Construction	11,000,000
FY2023	Recreation	Loker Recreation Construction	3,000,000
FY2025	Recreation	Middle School Back Fields - Construction	2,000,000
FY2026	Recreation	205 Main St / Old DPW Site - Construction	1,500,000
FY2023	Water Fund Debt (WRD)	Water Main River Road Construction	1,040,000
FY2024	Water Fund Debt (WRD)	Water Tank Design, Well Field Work, MWRA Permitting	2,030,000
FY2025	Water Fund Debt (WRD)	Second Water Tank, MWRA Infrastructure, Well Field Upgr.	5,350,000
FY2026	Water Fund Debt (WRD)	MWRA Construction & Infrastructure Improvement	7,250,000
FY2027	Water Fund Debt (WRD)	MWRA Infrastructure Improvement	1,500,000

**Table 12**  
**5-Year Capital Plan by Funding Source**

Considered Funding Source	FinCom Considered Fiscal Year					Total
	2023	2024	2025	2026	2027	
Borrowing (B)	5,171,000	2,097,100	3,525,900	3,086,892	476,671	14,357,563
Exempt Borrowing (EB)		2,910,000				2,910,000
Cash Capital (CC)	625,000	625,000	625,000	625,000	625,000	3,125,000
Free Cash (FC)	1,974,600	2,039,800	2,282,500	2,013,500	1,186,000	9,496,400
Ambulance Fund (AMB)	180,000	220,000	213,000	130,000	525,000	1,268,000
Transfer Station (TS)		60,000				60,000
DPW Water Enterprise Fund (WR)	225,000	95,000			175,000	495,000
DPW Water Enterprise Fund Debt (WRD)	1,040,000	2,030,000	5,350,000	7,250,000	1,500,000	17,170,000
<b>Total Omnibus Budget</b>	<b>9,215,600</b>	<b>10,076,900</b>	<b>11,996,400</b>	<b>13,105,392</b>	<b>4,487,671</b>	<b>48,881,963</b>
Article - Exempt Borrowing (ARTE)	14,000,000		2,000,000	1,500,000		17,500,000
Article - Community Preservation Act (CPA)	1,500,000	500,000	30,000	530,000	430,000	2,990,000
<b>Total Articles</b>	<b>15,500,000</b>	<b>500,000</b>	<b>2,030,000</b>	<b>2,030,000</b>	<b>430,000</b>	<b>20,490,000</b>
<b>Grand Total</b>	<b>24,715,600</b>	<b>10,576,900</b>	<b>14,026,400</b>	<b>15,135,392</b>	<b>4,917,671</b>	<b>69,371,963</b>
Total General Fund Debt	19,171,000	5,007,100	5,525,900	4,586,892	476,671	34,767,563

### Debt Metrics

To help maintain the Town's current Moody's Aaa bond rating, the Finance Committee aims for debt service and total outstanding debt to be below benchmark levels. In particular:

1. Debt service as a percentage of general fund expenditures should generally be less than 10%.
2. Total outstanding debt (all instruments that have a direct recourse to the General Fund) should generally be less than 100% of annual general fund revenue.

The Town may decide to exceed either benchmark but should understand the potential financial impact of exceeding them. For example, a downgrade in the Moody's rating would result in relatively higher debt service costs for new borrowings. The higher the debt service in each year, the higher the tax levy required to fund that debt service. For the next five years, Wayland is projected to be within targeted debt and debt service guidelines (see Table 13).

In the table below, debt service in FY23 is actual debt service due; the Finance Committee recommends that debt service be level-funded at \$6.6 million. If this occurs, the year over year increase in FY24 is projected to be about \$1.7million or roughly 26%. The significant increase in debt service in FY24 stems from debt to be issued in FY 23 on projects previously approved and pending as well as for exempt debt related to the two projects presented in articles, if approved.

**Table 13**  
**Future Debt Service of Proposed Borrowings**

	Debt Service for the Fiscal Year Ending June 30,					
	2022	2023	2024	2025	2026	2027
<b>Projected Total Debt Svc pd fr Taxation (not incl Water Fund Debt)</b>	<b>6,696,315</b>	<b>6,051,157</b>	<b>8,367,340</b>	<b>8,255,065</b>	<b>8,362,131</b>	<b>8,305,808</b>
\$ chg year to year	(187,579)	(645,158)	2,316,184	(112,276)	107,067	(56,323)
% chg year to year	-2.7%	-9.6%	38.3%	-1.3%	1.3%	-0.7%
Projected Operating Budget	88,721,639	92,679,000	95,459,370	98,323,151	101,272,846	104,311,031
% of Projected Operating Budget	7.5%	6.5%	8.8%	8.4%	8.3%	8.0%
Less than 10%?	Yes	Yes	Yes	Yes	Yes	Yes
	Outstanding Debt as of Fiscal Year Ending June 30,					
	2022	2023	2024	2025	2026	2027
<b>Projected Total Debt paid fr Taxation (not incl Water Fund Debt)</b>	<b>48,563,174</b>	<b>65,708,829</b>	<b>65,308,136</b>	<b>65,194,173</b>	<b>64,050,672</b>	<b>58,794,553</b>
\$ chg year to year	(4,275,959)	17,145,655	(400,693)	(113,963)	(1,143,501)	(5,256,119)
% chg year to year	-8.1%	35.3%	-0.6%	-0.2%	-1.8%	-8.2%
Projected General Fund Revenue	88,721,639	92,679,000	95,459,370	98,323,151	101,272,846	104,311,031
% of Projected General Fund Revenue	54.7%	70.9%	68.4%	66.3%	63.2%	56.4%
Less than 100%?	Yes	Yes	Yes	Yes	Yes	Yes

The Town's bond rating was re-affirmed in October 2020 at Aaa with a stable outlook. Moody's continues to highlight that Wayland maintains 'below average' Reserve Fund levels expected for the highest (Aaa) rating category. The Finance Committee continues to recommend Town Management implement a mechanism to ensure a minimum 20% Reserve Fund balance is maintained.

### ***Capital Stabilization***

In the 2020 Warrant, the Finance Committee recommended that the Select Board (SB) create a Capital Stabilization Fund to support the Town's Capital Improvement Plan (CIP). Unibank, the Town's Financial Advisor at the time affirmed the idea. The Fund was established with a vote in favor at the 2021 Annual Town Meeting.

The Capital Stabilization Fund (CSF) is a tool to help level the tax impact of fluctuating expenses to improve and maintain the town's capital assets. Town Meeting can vote to use the CSF to help fund the cost of new equipment, building repairs/maintenance and capital improvements to Town land and buildings and can also vote to use the CSF to pay debt service of appropriated capital projects. The SB has submitted an article (Article 11) in this year's Warrant to fund a contribution of \$1.0 million to the Capital Stabilization Fund. Both the CSF and Free Cash are among the components of the total Reserve Fund balance that Moody's reviews in its assessment of the Town's financial position.

### ***Outlook***

Looking forward to years FY23 and beyond, the Finance Committee wishes to note:

### ***Expense Trend:***

After managing operating expenses closely in FY22 at a 2.99% growth rate, the level of spending is budgeted to increase almost 4.5% in FY23. This is larger than the targeted 3.5-4.0% annual increase. Looking ahead, the Town will need to manage operating budget growth to maintain a cushion in the unused tax levy. Unused levy has declined from about \$8.0 million in FY18 to about \$4.3 million in FY22. The Town will gain some relief from narrowing unused levy trends [unused levy = (prior year's levy limit\*1.025 + new growth + debt service on excluded debt)-tax levy or levy limit less tax levy] in FY 23 and FY24 as the Alta Oxbow multi-family property is completed. New growth from Alta Oxbow is expected to boost the levy limit by at least \$800,000. Over the next five years, operating budget growth must be disciplined in order to not seriously erode unused levy and budget flexibility. Once levy limits are breached, overrides for budget approval become necessary and can complicate the budget process.

In addition to controlling spending and personnel increases, the Finance Committee recommends that potential efficiencies be reviewed within the Town and School operations to address any potential savings. Duplicate operations across departments should be consolidated. Specifically, the Finance Committee recommends that an evaluation be conducted to consider combining the functions of the Town's and Schools' Payroll and Human Resources functions. Personnel and hiring practices should also be reviewed recognizing the challenge of attracting and retaining skilled employees and yet managing increases in employment costs. Finally, the Covid-19 pandemic has changed many functions and practices within Town and Schools that will have a long-term impact and will need to be reviewed looking forward.

The Finance Committee also notes the recent trend of longer timelines to complete capital projects coupled with rising prices due to supply chain constraints and inflation. The Town will need to continually strive to manage capital projects and costs.

***Select Board / Town Manager Act:*** The Act passed at last year's Town Meeting and was only enacted at the State level in March 2022. Following formal acceptance, there may be a number of managerial and operational changes and improvements. The Committee recommends and is willing to participate in discussions to improve the overall financial operation of the Town along with all the related processes.



Specifically, the Committee would look to improve the Operating and Capital planning policies and would recommend a longer-term, 10-15-year, approach to strategic capital development.

**Debt Service:** The Town has benefitted from being able to borrow at historically low rates. Interest rates have begun to rise, and it is unclear for how long or how high rates may go. The Town faces increased capital demands for maintaining its aging infrastructure (e.g. roads, bridges, water mains and equipment) and Town and School buildings. At the same time, the Town is being asked to fund new projects, such as the COA/CC, a new playing field and improvements to many facilities. Longer-term, a new or renovated elementary school is being considered and is another significant capital expenditure on the horizon. Most of these projects would be funded by debt, requiring a significant increase in debt service for an extended period of time.

**Debt Exclusion:** This year, as well as in 2019 and 2020, residents are being asked to consider funding capital projects with excluded debt. Moody's rating agency prefers to see municipalities use excluded debt to fund large projects as it typically reflects voter support and allows more flexibility under Proposition 2 ½. Residents should recognize, however, that excluded debt is still an obligation that the taxpayers must support financially. Recognizing that excluded debt is a surcharge, the Committee recommends that a debt exclusion should only be used to fund large projects that should require voter support.

### **Summary**

In summary, to maintain services and strong financial health, the Town needs to:

- Manage Omnibus Budget decisions strategically
- Maintain Moody's Aaa bond rating
- Prioritize and schedule capital expenditures recognizing the impact on the taxpayer
- Manage staffing increases and personnel-related benefits
- Seek opportunities for raising revenue other than taxation
- Establish mechanisms and policies to maintain adequate Fund Balances
- Search for opportunities where functions can be consolidated to be more efficient

Finally, the Finance Committee wants to acknowledge and thank all Town and School staff for their dedication and Department heads, committees and residents for their tireless work and insightful suggestions to complete the Town's budget as we continued to manage through the second year of a global pandemic. Through trying times, the Town of Wayland has demonstrated fortitude and resilience.

Respectfully submitted,

WAYLAND FINANCE COMMITTEE

Pamela Roman (Chair)

Kelly Lappin (Vice-Chair)

Abner Bruno

Steve Correia

Michael Hoyle

William Steinberg

**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, MAY 10, 2022, 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 for Select Board (formerly Board of Selectmen); one member for School Committee, one member for Board of Assessors; two members for Trustees of the Public Library; one member for Board of Health; one member for Board of Health (for one year to fill a vacancy on a 3 year term); one member for Planning Board; two members for Board of Public Works; two members for Recreation Commissioner; one member for Commissioner of Trust Funds; and, one member for Housing Authority.

As well as such other Town Officers as may be necessary and to vote “yes” or “no” upon the following questions:

**QUESTION 1:**

Shall the Town of Wayland be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bonds issued in order to pay costs of the design, engineering, construction, equipping, and furnishing of a new Wayland Council on Aging/Community Center to be located at the Municipal Parcel and adjacent parcels of land located on and off Boston Post Road and Andrew Avenue, and any and all incidental and related costs, including but not limited to, site evaluation, engineering and schematic and final design services, and project management services for the design, bidding and construction, site preparation, paving, and landscaping?

**QUESTION 2:**

Shall the Town of Wayland be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to pay costs of designing, permitting, engineering and constructing a multi-purpose natural grass athletic playing field at the Loker Conservation & Recreation Area including playing surfaces, lighting, drainage, landscaping, recreational amenities, access and parking areas; and any and all other costs incidental or related thereto?

You are also required to notify all such residents of Wayland to meet in the High School Stadium (in case of inclement weather we will meet in the High School Field House with notice provided by reverse 911 call) for annual town meeting on

**SATURDAY, MAY 14, 2022 AT 12:30 P.M.**

To act on the following Articles:

## ANNUAL TOWN MEETING ARTICLES

### **Article 1. Recognize Citizens and Employees for Particular Service to the Town**

*Proposed by: Select Board*

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, 2022, 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 2021 Annual Town Meeting.

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

Richard Turner	Cable TV Advisory Committee (11 years), Public Ceremonies Committee (20 years), Veterans Grave Office (19 years)
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The following town and school employees have retired since the 2021 Annual Town Meeting or will retire before June 30, 2022 and have or will have served the Town for over 20 years:

Lynne Sullivan	Teaching Assistant	20 years
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The following elected or appointed volunteers or employees with 10 years of service have passed away since the 2021 Annual Town Meeting:

Robert Vivlamore	June 15, 2021	Custodian
Charlotte Johnson	June 30, 2021	School Department
Colleen Cappellucci	July 10, 2021	Teaching Assistant
Deirdre Gollop	July 20, 2021	Teacher
John Phylis	July 31, 2021	Police Chief
John Dyer	August 7, 2021	50 year volunteer including Planning Board, Veterans Memorial Committee, Wayland Historical Commission, Septage Committee
Mary Davis	October 20, 2021	Teaching Assistant
Ann Flowers	October 20, 2021	Children's Librarian
Louise Reed	October 30, 2021	Teacher
Eugene Graff	November 1, 2021	Teacher
Arnold Bennett	November 27, 2021	Road Commissioner
Aaron Wasserman	December 21, 2021	Teacher
Elizabeth LeBaron	December 28, 2021	Teacher

Victor Prokopovich	January 14, 2022	Police Officer
George Butler	January 17, 2022	Firefighter
Robert Haran	January 23, 2022	Teacher
Cynthia Hill	February 17, 2022	Board of Health
Philp Schneider	April 10, 2022	Personnel Board

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

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

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

**QUANTUM OF VOTE:** Majority.

*For more information about this article, contact Acting Town Manager Stephen Crane at [scrane@wayland.ma.us](mailto:scrane@wayland.ma.us)*

## **Article 2. Pay Previous Fiscal Years Unpaid Bills**

*Proposed by: Select Board*

*Estimated Cost: \$11,438.34*

To determine whether the Town will vote to:

- pay the bills of the prior fiscal years,
- appropriate a sum of money for the payment of the foregoing bills of prior fiscal years; and
- 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 Year 2021 liabilities to be paid using Fiscal Year 2022 appropriations:

Amazon Business	\$ 1,717.66	FY22 Town Manager Expense Budget
Schwaab Inc.	\$ 58.25	FY22 Building Department Expense Budget
Fire Chief's Association of Massachusetts	\$ 50.00	FY22 Fire Department Expense Budget
BP Trucking	\$ 954.85	FY22 School Budget
Signet	\$ 443.00	FY22 School Budget
Embree Elevator	\$ 120.00	FY22 School Budget
Northeast Record Retention	\$ 390.70	FY22 Facilities Department Expense Budget
Air Cleaning Specialist	\$ 307.80	FY22 Facilities Department Expense Budget
KP Law	\$ 4563.46	FY22 Legal Services
Landry's Bicycles	\$ 1000.00	FY22 School Budget

### Fiscal Year 2020 liabilities to be paid using Fiscal Year 2022 appropriations

Eversource	\$ 97.16	FY22 Facilities Department Expense Budget
Verizon	\$ 1,222.46	FY22 Facilities Department Expense Budget
Regan Septic	\$ 360.00	FY22 Facilities Department Expense Budget

### Fiscal Year 2019 liabilities to be paid using Fiscal Year 2022 appropriations:

WB Mason	\$ 153.00	FY22 Building Department Expense Budget
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**Total \$ 11,438.34**

**FINANCE COMMITTEE COMMENTS:** Occasionally, bills are not paid at the end of a fiscal year for a number of reasons, including late submissions or bill disputes. The unpaid bills from the previous fiscal years are summarized in this article and will be paid using the current year appropriation.

The Select Board recommends approval. Vote: 4-0-0

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

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

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

**QUANTUM OF VOTE:** 4/5 vote – see Massachusetts General Laws Chapter 44, Section 64.

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

### Article 3. Current Year Transfers

*Proposed by: Select Board*

*Estimated Value: \$275,400*

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 or combination of them, shall be authorized to expend the money or monies appropriated therefor.

#### CURRENT YEAR TRANSFERS FY 2022

PURPOSE:	AMOUNT
1) Building Department Personnel Services	\$ 17,000
2) Town Office Personnel Services	\$ 18,000
3) Information Technology Personnel Services	\$ 40,000
4) Treasury Expense	\$ 25,000
5) Treasury Personnel Services	\$ 5,900
6) Board of Health Personnel Services	\$ 68,000
7) Recreation Personnel Services	\$ 14,000
8) Parks Department Personnel Services	\$ 15,000
9) Town Clerk Personnel Services	\$ 2,500
10) Facilities Personnel Services	\$ 35,000
11) FY2022 Ambulance Capital	\$ 35,000
<b>TOTAL:</b>	<b>\$ 275,400</b>

#### FUNDING SOURCES:

1) Information Technology Expense	\$ 17,000
2) Assessing Personnel Services	\$ 18,000
3) Information Technology Expense	\$ 40,000
4) Unclassified Water Charges	\$ 25,000
5) Engineering Personnel Services	\$ 5,900
6) Unclassified Reserve for Salary Adjustment	\$ 68,000
7) Assessors Personnel Services	\$ 14,000
8) Engineering Personnel Services	\$ 15,000
9) Engineering Personnel Services	\$ 2,500
10) Unclassified Reserve for Salary Adjustment	\$ 35,000
11) Ambulance Revolving Fund	\$ 35,000
<b>TOTAL:</b>	<b>\$ 275,400</b>

**FINANCE COMMITTEE COMMENTS:** This is not a request for new or additional funds but rather a transfer of funds between accounts. These requests for transfers are explained below. The Town budget is voted on a line item basis, and transfers require a vote of Town Meeting even if there are available funds in other departmental line items. None of these requested transfers result in additional taxes because the expenses are supported by the FY2022 budget. In each case, there are funds in the funding sources line item accounts to cover the requested transfers.

**Building Department Personnel Services \$17,000:** This request is to transfer funds from the Information Technology Expense line item appropriation to the Building Department Personnel Services line item appropriation. This transfer is necessary in order to continue funding expenses related to ongoing Alta Oxbow inspections and Intern wages.

**Town Office Personnel Services \$18,000:** This request is to transfer funds from the Assessor's Office Personnel Services line item appropriation to the Town Office Personnel Services line item appropriation. This transfer is necessary in order to fund Intern wages and a former employee's vacation buyout.

**Information Technology Personnel Services \$40,000:** This request is to transfer funds from the Information Technology Expense line item appropriation to the Information Technology Personnel Services line item appropriation. This transfer is necessary in order to fund Intern wages and a former employee's vacation buyout.

**Treasury Expenses \$25,000:** This request is to transfer funds from the Unclassified Water Charges line item appropriation to the Treasury Expense line item appropriation. This transfer is necessary in order to fund an outside audit firm to reconcile Cash in FY2021.

**Treasury Personnel Services \$5,900:** This request is to transfer funds from the Engineering Personnel Services line item appropriation to the Treasury Personnel Service line item appropriation. This transfer is necessary in order to fund part time temporary staff.

**Board of Health Personnel Services \$68,000:** This request is to transfer funds from the Unclassified Reserve for Salary Adjustment line item appropriation to the Board of Health Personnel Service line item appropriation. This transfer is necessary in order to fund an additional school nurse hired during FY2022.

**Recreation Department Personnel Service \$14,000:** This request is to transfer funds from the Assessor's Office Personnel Services line item appropriation to the Recreation Department Personnel Service line item appropriation. This transfer is necessary in order to fund the Part Time Salary line, which is currently underfunded.

**Parks Department Personnel Service \$15,000:** This request is to transfer funds from the Engineering Personnel Services line item appropriation to the Parks Department Personnel Service line item appropriation. This transfer is necessary in order to fund the Salary Line in the Parks Department budget and seasonal workers.

**Town Clerk Personnel Services \$2,500:** This request is to transfer funds from the Engineering Personnel Services line item appropriation to the Town Clerk Personnel Service line item appropriation. This transfer is necessary in order to fund the Salary Line in the Town Clerk's Office to support additional part time wage expenditures.

**Facilities Personnel Services \$35,000:** This request is to transfer funds from the Unclassified Reserve for Salary Adjustment line item appropriation to the Facilities Personnel Service line item appropriation. This

transfer is necessary in order to fund the Salary Line in the Facilities Department to support additional labor added to the department during FY2022.

**FY 22 Ambulance Capital \$35,000:** This request is to transfer funds from the Ambulance Revolving Fund to the FY22 Ambulance Capital account. This transfer is necessary due to the unexpected additional cost of the new Ambulance, which was appropriated in FY2022.

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

**ARGUMENTS IN FAVOR:** Some requests are the result of information that was not available when forecasting the FY2022 budget, and each represents a binding obligation of the Town.

These transfer requests are all being funded within FY2022 prior appropriations, so there is no FY2022 tax impact from passage of this article.

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

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

**QUANTUM OF VOTE:** Majority – see Massachusetts General Laws Chapter 44, section 33B.

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

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## Article 4. OPEB Funding

*Proposed by: Select Board*

*Estimated Cost: \$530,254*

To determine whether the Town will vote to:

- a) appropriate an aggregate amount of \$30,254 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	\$	6,163	
2) BASE	\$	5,551	
3) Children's Way	\$	8,364	
4) Full Day Kindergarten	\$	0	
5) Water	\$	7,694	
6) Wastewater	\$	827	
7) Recreation	\$	1,655	; and
- b) Appropriate \$500,000 to be deposited in the Town's Other Post-Employment Benefits Trust Fund; and that said appropriation be provided by taxation.

**FINANCE COMMITTEE COMMENTS:** This article funds an Other Post-Employment Benefits (OPEB) contribution from two sources: a) enterprise and revolving funds and b) taxation.

Like other towns in Massachusetts, Wayland provides health insurance for benefit eligible retirees. 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 its OPEB plans. While GASB requires that this liability be included on the balance sheet, GASB does not require funding this liability. The funding decision is up to the Town.

The Town pays the cost of current retiree insurance premiums as they are incurred as part of its operating budget. The Town historically contributed an additional amount to the OPEB Fund for future premium

payments from available funding sources, including taxation and Free Cash. While the amount contributed to the OPEB Fund as described in b) above was appropriated entirely from taxation since FY19, revenue pressures as a result of COVID-19 warranted the use of Free Cash for the FY22 contribution. The Town is now capable of returning to the use of taxation, rather than Free Cash, as the funding source for this contribution for the upcoming fiscal year, and anticipates remaining capable of doing so in future years.

Total OPEB Liability (“TOL”) is reported on a fiscal year basis. As of June 30, 2021, the TOL, as determined under GASB was \$59,283,923. Plan assets were \$25,009,642. The Net OPEB Liability, which equals the TOL less assets, was \$34,274,281. A useful metric for gauging funding progress is the ratio of assets to total liabilities, or the funded ratio, which is 42.19% as of June 30, 2021, as compared to 39.01% as of June 30, 2020. Wayland continues to be a leader among municipalities in addressing this long-term liability, which has been viewed favorably by Moody’s in assessing the Town’s credit.

The Town’s actuary, Odyssey Advisors (“Odyssey”), updated the Town’s actuarial liability funding tables as of June 30, 2021 to determine a level funding contribution to achieve full funding in 2041 based on current actuarial assumptions. Odyssey determined the level annual funding contribution through 2041 to be \$550,000 if all assumptions are realized. Actual results will vary due to differences between plan experience and assumptions. Key assumptions include, without limitation, a 6.75% discount rate and expected investment return and approximately a 4.5% medical cost trend.

The amount in b) is recommended at \$500,000 and this same amount is planned as a sustainable annual contribution to fund the OPEB liability as part of the Town’s long-term financial planning. The methodology for calculating the amounts in part a) totaling \$30,254 is a per FTE expense at the same rate as in part b) in order to represent the fair share of the total amount to be paid from the enterprise and revolving funds.

The Select Board recommends approval. Vote: 4-0-0

**ARGUMENTS IN FAVOR:** OPEB liabilities are accrued over the service period of the employees earning these benefits because that recognizes the cost as it is earned. While there is no mandate to fund these obligations, proponents may argue it is prudent financial practice to fund towards benefits as they are earned rather than leave the obligation for future generations to pay.

Moody’s has listed the Town’s aggressive funding of OPEB liability as one of the Town’s credit strengths and noted that, at the Town’s current rate, the liability could be fully funded well ahead of most local governments.

Contributions to the OPEB Trust Fund represent the funding set aside to pay the contractually obligated future OPEB benefits. All contributions to the fund will accumulate at tax free rates and will result in lowering future operating expenses for the payment of OPEB benefits.

**ARGUMENTS OPPOSED:** Opponents may argue that our annual funding contributions should be larger because OPEB liabilities represent the projected value of benefit commitments made in the past, which should have been fully funded as earned. Since they were not fully funded as earned, we should fund a larger amount to close the gap faster.

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 contribute towards the annual accrual for active employees. Therefore, opponents may argue a lower funding level is justified.

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

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

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



## Article 5. Enterprise Fund Budgets

*Proposed by: Select Board*

*Estimated Cost: \$5,610,982*

To determine whether the Town will vote to raise, appropriate or transfer from available funds an aggregate amount of \$5,610,982 for the operation and expenses of the Water Enterprise Fund, Wastewater Enterprise Fund, and Transfer Station Enterprise Fund as set forth in the Finance Committee's Budget for Fiscal Year 2023, which sum shall be expended only for the purposes shown under the respective boards, committees and offices of the Town, with such appropriation being raised in the respective departmental receipts as follows:

1) Water Revenue	\$ 4,184,227
2) Wastewater Revenue	\$ 692,451
3) Wastewater Certified Retained Earnings	\$ 230,362
4) Transfer Station Revenue	\$ 428,942
5) General Fund Subsidy	\$ 75,000

**FINANCE COMMITTEE COMMENTS:** Passage of this article funds the Towns' three Enterprise Funds; Water Enterprise Fund, Wastewater Enterprise Fund, and Transfer Station Enterprise Fund. In previous years, this appropriation has been embedded in the Omnibus Budget article and motion. Town counsel has advised that the Enterprise Fund appropriations should be in a separate article, so this is the first year of this new approach.

The Water Department expense budget has increases in several line items: Contractual services because of anticipated outsourced activities including notification services; professional services for engineering support; increased laboratory expenses related to PFAS testing; police details will increase because of labor increases; and vehicle gasoline expenses are increased because of the increase in gasoline prices.

The Wastewater Management District Commission's expense budget of \$922,813 has increases in the following line items: The contractual services account will have the largest impact due to: 1) Entering into a new contract for operation and maintenance services during the latter part of FY2022; 2) The cost to install the membranes purchased in FY22 and the associated ancillary improvements. This will be funded through retained earnings; 3) Annual consideration to Alta Oxbow. 4) The processing of wastewater from Alta Oxbow, which includes the addition of two new lift stations and backup generators. Wastewater flow is anticipated to begin the end of FY2022 with occupancy occurring over the course of FY2023. The impacts from this development will increase expense lines for facility labor, electricity, sludge disposal and chemicals. Other impacts on the expense budget are due to inflation, increases in labor, materials, and the timing of the receipt of betterment payments.

A review and projection of the Transfer Station revenue and expenses shows that a \$75,000 General Fund subsidy likely will be necessary for the Transfer Station to cover expenses while continuing to advance from a newly formed to an established Enterprise Fund with an appropriate and sustainable fund balance through FY23. Another year operating as an enterprise fund along with the demonstrated market value of recyclable commodities will impact the level of need for a General Fund subsidy in future years.

The Select Board recommends approval. Vote: 4-0-0

The Wastewater Management District Commission recommends approval. Vote: 3-0-0

The Board of Public Works recommends approval. Vote: 5-0-0

**ARGUMENTS IN FAVOR:** The budgets for the Town's enterprise funds set forth in this article reflect 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.

In order to maintain these services, residents need to approve these expenditures as set forth above.

**ARGUMENTS OPPOSED:** Opponents may argue that the level of services provided by the Town should be reduced to lower costs to residents.

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

**QUANTUM OF VOTE:** Majority – see Massachusetts General Laws, Chapter 40, Section 5.

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

## Article 6. Fiscal Year 2023 Revolving Fund Expenditure Limits

*Proposed by: Select Board*

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 2023, or take any action relative thereto:

1. Council on Aging:	\$ 34,000
2. School Department / Professional Development:	\$ 4,000
3. School Department / Curriculum:	\$ 0
4. Recreation:	\$ 900,000
5. Recreation Athletic Fields:	\$ 400,000
6. Conservation Community Gardens:	\$ 3,000

**FINANCE COMMITTEE COMMENTS:** Passage of this article will establish the Fiscal Year (FY) 2023 spending caps for the Town's Revolving Funds. The 2017 Annual Town Meeting adopted Town Code Chapter 19, Section 10, which established revolving funds under Chapter 44, Section 53E ½ of the Massachusetts General Laws. Adoption of this Code requires the Select Board (SB) to recommend to Town Meeting annually and for Town Meeting to set the limits of expenditure for each revolving fund. For FY 2023, the SB recommends the following spending caps:

Revolving Fund	Recommended FY23 Spending Cap	Approved FY22 Spending Cap
1. Council on Aging:	\$ 34,000	\$ 40,000
2. School Department / Professional Development:	\$ 4,000	\$ 0
3. School Department / Curriculum:	\$ 0	\$ 0
4. Recreation:	\$ 900,000	\$ 900,000
5. Recreation Athletic Fields:	\$ 400,000	\$ 250,000
6. Conservation Community Gardens:	\$ 3,000	\$ 3,000

Each spending cap recommendation is explained below:

**Council on Aging (COA):** This spending cap is being decreased by \$6,000 (i.e., from \$40,000 to \$34,000) because of a continued reduction in COA programs related to the continued effects of the ongoing COVID-19 pandemic. As it did in FY2021, the COA continued using virtual programming in FY2022 where possible. The COA is hopeful that participation in its programming will increase as the COVID-19 situation improves, which may then result in a requested increase in this spending cap in future years.

School Department/Professional Development: This spending cap is being increased by \$4,000 (i.e., from \$0 to \$4,000). The School Department previously reviewed this revolving fund and debated its possible dissolution; however, it has elected to maintain the revolving fund. This spending cap would allow for the School Department to collect registration fees from individuals outside of the district who attend district developmental programming, and then use those fees to offset the costs associated with said programming.

School Department/Curriculum: The School Department is not anticipating any revenues or expenses for this fund and is reviewing dissolution of this revolving fund.

Recreation: This spending cap is recommended to remain at the FY2022 level of \$900,000. Participation in Recreation Department programs gradually increased in FY2021 as the environment became safer for group recreation with respect to the ongoing COVID-19 pandemic. This spending cap accounts for a continued gradual increase to participation at pre-pandemic levels. The spending cap also includes \$200,000 for FY2023 to reflect the Recreation Commission's intent for a one-time expenditure of up to \$200,000 of accumulated funds for the construction of a grass field at the Loker Conservation & Recreation Area, which is discussed in Article 25.

Recreation Athletic Fields: This spending cap is being increased by \$150,000 (i.e., from \$250,000 to \$400,000) to account for expenditures from this fund that were approved by Town Meeting at the 2021 Special Town Meeting upon voting in favor of Article 2 (Grass Field at Loker Conservation & Recreation Area Design Fees), Article 3 (Feasibility Study for a Grass Field at 195/207 Main Street), and Article 4 (Feasibility Study for Review of Potential Third Site for a Grass Field).

Conservation Community Garden: This spending cap is recommended to remain at the FY2022 level of \$3,000 to cover anticipated expenses.

The Select Board recommends approval. Vote: 4-0-0

**ARGUMENTS IN FAVOR:** Revolving fund expenditure limits were adjusted to better reflect the needed business limits of each fund based on changing demand metrics.

**ARGUMENTS OPPOSED:** Opponents may argue that the Recreation Revolving Fund should not be used to fund new fields, but rather to maintain existing fields that need repair.

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

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

*For more information about this article, contact Acting Town Manager Stephen Crane at [scrane@wayland.ma.us](mailto:scrane@wayland.ma.us).*

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## **Article 7. Update Personnel Bylaws and Wage & Classification Plan and Fund Union Agreements**

*Proposed by: Select Board*

*Estimated Cost: \$205,883*

To determine whether the Town will vote to

- a) 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 to amend the wage schedule for recreational and seasonal positions and adjust selected positions affected by the Massachusetts minimum wage;

- b) transfer from FY22 budgeted Unclassified: Reserve for Salary Settlement account the sum of \$32,441 for the purpose of funding FY21 and FY22, the first and second years of the collective bargaining agreements for the period of July 1, 2020 through June 30, 2021 and July 1, 2021 through June 30, 2022, reached between the Town of Wayland and the Library Union and to authorize the Town Accountant to allocate said amounts to be distributed to and among the department personnel and line items affected thereby in such amounts as are proper and required; and
- c) transfer from FY22 budgeted Unclassified: Reserve for Salary Settlement account the sum of \$173,442 for the purpose of funding the cost items of FY22 in the collective bargaining agreement reached between the Town of Wayland and AFSCME 1 & 2 for the period of July 1, 2021 through June 30, 2022, and to authorize the Town Accountant to allocate said amounts to be distributed to and among the department personnel and line items affected thereby in such amounts as are proper and required.

**FINANCE COMMITTEE COMMENTS:** Passage of this article will amend the Code as shown in Appendix B by establishing the FY23 salary tables for those unions with settled contract and for non-union employees. Additionally, it will transfer monies to fund the first and second years (FY21 and FY22) of the settled contracts for Library (paragraph b above) and to fund FY22 for AFSCME (paragraph c above). AFSCME settled a one year contract to cover FY21 and this was approved at a prior town meeting. All appropriations transfer available funds from the Unclassified: Reserve for Salary Settlement line item.

The Wage and Classification Plan allows for periodic wage increases for non-union staff based on employee longevity and provides for reasonable wage growth over time. The tables in Appendix B reflect a 2.5% increase for all non-union employees effective July 1, 2022.

For informational purposes only, union employees in bargaining units with negotiated labor contracts during this cycle of bargaining have their FY23 wage tables listed as well.

The non-union increases are commensurate with the contracts settled by the Schools and the other Town unions at a FY23 2.5% cost of living adjustment increase. The Town union contract with the Fire Union is still being negotiated. Hourly and seasonal non-union employee wages have been adjusted for the increase in MA minimum wage.

The Select Board recommends approval. Vote: 4-0-0

The Personnel Board recommends approval. Vote: 4-0-0

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

Recreational seasonal wage 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.

Passage of this Article will continue to keep the Town in compliance with Massachusetts minimum wage requirements.

**ARGUMENTS OPPOSED:** Opponents might say that salary growth should be lower based on the perceived need to better manage the budget and that wages should not be adjusted.

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

**QUANTUM OF VOTE:** Majority – See G.L. Chapter 41, Section 108A.

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

*For more information about this article, contact Acting Town Manager Stephen Crane at [scrane@wayland.ma.us](mailto:scrane@wayland.ma.us)*

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**Article 8. Surface Water Quality Committee Budget**

*Proposed by: Select Board*

*Estimated Cost: \$51,000*

To determine whether the Town will vote to appropriate the sum of \$51,000, or any other sum, for the expenses of the Surface Water Quality Committee to be spent under the direction of the Select Board

**FINANCE COMMITTEE COMMENTS:** Passage of this article will fund the Surface Water Quality Committee FY23 budget. The work of the Surface Water Quality Committee (SWQC) is cyclical with the seasons and the largest expenditures occur over the summer months. From a budget perspective, this timing and financial variability of expenditures does not fit well with the Town's fiscal year ending on June 30. For instance, some years the SWQC needs to treat for milfoil which results in higher expenses and crosses the fiscal year end for the treatment timetable.

Appropriating funds through an article rather than the budget will allow funds to be carried over the June 30 fiscal year end and improve the budgeting and cash flow for the SWQC work and expenses. There is no change to the budgeted amount. The FY22 budget was \$51,000 and the same amount is being requested for FY2023 in this article.

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

**ARGUMENTS IN FAVOR:** Water treatment requirements and thus costs can vary widely from year to year. Funding via an article allows unspent funds to be carried over year to year vs an annual budget that is set prior to the scope of work and estimated costs are identified.

Allowing funds to be carried over fiscal year end allows more flexibility in timing of contracting and performing the work.

No funds for SWQC are included in the FY23 budget. If this article does not pass, there will be no funds for SWQC.

**ARGUMENTS OPPOSED:** This expenditure should be part of the operating budget.

These expenditures are no different than any other budget items that do not carry over to the next year.

Removal from the budget reduces transparency and is not submitted to Finance Committee review and adjustment as part of the budget.

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

**QUANTUM OF VOTE:** Majority – see G.L. Chapter 40, Section 5.

*For more information about this article, contact Acting Town Manager Stephen Crane at [scrane@wayland.ma.us](mailto:scrane@wayland.ma.us)*

**Article 9. Wastewater FY2022 Budget Request**

*Proposed by: Select Board, Wastewater Management District Commission      Estimated Cost: \$170,000*

To determine whether the Town will vote to increase the Wayland Wastewater Management District Commission's FY2022 budget in the amount of \$170,000 and appropriate said sum from Wastewater revenues for the purchase of membranes for the Wastewater Treatment Plant.

**FINANCE COMMITTEE COMMENTS:** This request to increase the Wastewater Management District Commission's (WWMDC) budget by \$170,000 to purchase membranes represents the first part of a repair and maintenance project with a total estimated cost of \$300,000. The membranes have a significant lead time on orders and adjusting the FY2022 budget allows the order to be placed upon passage of this article.

The current membranes are exhibiting reduced performance, and operational staff strongly believe it is advisable to replace the membranes as soon as possible. The installation and ancillary associated project improvements will occur in FY2023 and are part of the WWMDC's enterprise fund budget in Article 5

The existing membranes have a finite lifespan. Originally expected to last 10-12 years, the current membranes are nearing ten years in age and are exhibiting signs of significant decreased performance. The membranes are a critical component of the process that provides for the separation of the wastewater solids and other materials to produce the high-quality effluent that is required by the current National Pollutant Discharge Elimination System permit. Failure of the membranes will result in substantial cost increases and permit violations.

Funding for this \$170,000 increased budget request will come from Wastewater revenues. The balance of the project funding of \$130,000 will come from the FY2023 budget. Any unexpended funds, as part of the project, will be returned to the Enterprise Fund.

The Select Board recommends approval. Vote: 4-0-0

The Wastewater Management District Commission recommends approval. Vote: 3-0-0

**ARGUMENTS IN FAVOR:** Passage of this article will allow for ordering the membranes now to help compensate for multi-month supply chain delays and hopefully allow this project to be completed on time in FY2023.

Without this additional appropriation, the WWMDC does not have sufficient authorized funding to order the membranes.

The membranes are a key component to the successful and regulatory compliant operation of the wastewater treatment plant and should be replaced as they are at end of life.

The WWMDC received a \$150,000 connection privilege fee that was not included in the FY2022 budget. This increase in revenue will offset all but \$20,000 of the budget increase requested by this article.

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

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

**QUANTUM OF VOTE:** Majority - see G.L. Chapter 40, Section 5

*For more information about this article, contact Acting Town Manager Stephen Crane at [scrane@wayland.ma.us](mailto:scrane@wayland.ma.us)*

**Article 10. Fiscal Year 2023 Omnibus Budget***Proposed by: Finance Committee**Estimated Cost: \$92,678,613*

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.

**MOTIONS UNDER ARTICLE 10:**

1). That each and every numbered item set forth in the Finance Committee's Budget for Fiscal Year 2023 be voted, granted and appropriated as an expenditure for several purposes and uses set forth in said budget establishing a total budget of \$92,678,613 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 \$91,257,563 shall be raised by taxation, \$374,400 shall be provided by transfer from Ambulance receipts, \$1,046,650 shall be transfer from other funds.

2). That each and every numbered item set forth in the Finance Committee's capital budget of Fiscal Year 2023 listed on pages 47-57 in the total amount of \$9,215,600 be appropriated for equipment and vehicles acquisitions and projected for the listed departments, each of which shall be an appropriation, and of the total sum so appropriated, the Treasurer, with the approval of the Select Board, is authorized to borrow \$6,211,000 pursuant to the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, \$625,000 to be raised from taxation, \$1,974,600 shall be provided by transfer from Unreserved Fund Balance, \$180,000 shall be provided from Ambulance Receipts and \$225,000 from Water Fund Revenue.

**FINANCE COMMITTEE COMMENTS:** Passage of this article will approve the Town's Fiscal Year 2023 omnibus budget. The Finance Committee refers residents to the Report of the Finance Committee at the beginning of the Warrant, which provides detail of the proposed operating budget and capital budget and plan.

**ARGUMENTS IN FAVOR:** The 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:** Opponents believe that the growth in Town spending and the resulting tax increases are unsustainable. Some residents 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. Operating Budget Vote: 6-0-0 and Capital Budget Vote: 5-0-0

**QUANTUM OF VOTE:** Majority – see G.L. Chapter 40, Section 5 and Chapter 44, Section 33B.

*For more information about this article, contact Acting Town Manager Stephen Crane at [scrane@wayland.ma.us](mailto:scrane@wayland.ma.us)*



	<b><u>FISCAL YEAR 2023 BUDGET</u></b>	<b>ACTUAL FY 2020</b>	<b>ACTUAL FY 2021</b>	<b>APPROVED FY 2022</b>	<b>REQUESTED FY 2023</b>
	<b>SELECT BOARD</b>				
	<i>Total FTEs</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>PURCHASE OF SERVICES</b>	<b>\$41,509</b>	<b>\$54,169</b>	<b>\$52,000</b>	<b>\$52,000</b>
	<b>SUPPLIES</b>	<b>\$0</b>	<b>\$1,150</b>	<b>\$2,500</b>	<b>\$2,000</b>
1	<b>TOTAL EXPENSES</b>	<b>\$41,509</b>	<b>\$55,319</b>	<b>\$54,500</b>	<b>\$54,000</b>
	<b>TOTAL SELECT BOARD</b>	<b>\$41,509</b>	<b>\$55,319</b>	<b>\$54,500</b>	<b>\$54,000</b>
	<b>TOWN OFFICE</b>				
	<i>Total FTEs</i>	<i>5.00</i>	<i>5.70</i>	<i>6.70</i>	<i>6.70</i>
2	<b>PERSONNEL SERVICES</b>	<b>\$564,972</b>	<b>\$672,012</b>	<b>\$688,071</b>	<b>\$712,500</b>
	<b>\$0</b>				
	<b>PURCHASE OF SERVICES</b>	<b>\$9,138</b>	<b>\$236,404</b>	<b>\$189,100</b>	<b>\$203,039</b>
	<b>SUPPLIES</b>	<b>\$56,790</b>	<b>\$59,754</b>	<b>\$66,520</b>	<b>\$66,168</b>
3	<b>TOTAL EXPENSES</b>	<b>\$65,928</b>	<b>\$296,158</b>	<b>\$255,620</b>	<b>\$269,207</b>
	<b>TOTAL TOWN OFFICE</b>	<b>\$630,900</b>	<b>\$968,170</b>	<b>\$943,691</b>	<b>\$981,707</b>
	<b>PERSONNEL BOARD</b>				
	<i>Total FTEs</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
4	<b>PERSONNEL SERVICES</b>	<b>\$4,000</b>	<b>\$8,000</b>	<b>\$10,000</b>	<b>\$17,500</b>
	<b>PURCHASE OF SERVICES</b>	<b>\$2,030</b>	<b>\$16,865</b>	<b>\$26,000</b>	<b>\$26,000</b>
5	<b>TOTAL EXPENSES</b>	<b>\$2,030</b>	<b>\$16,865</b>	<b>\$26,000</b>	<b>\$26,000</b>
	<b>TOTAL PERSONNEL BOARD</b>	<b>\$6,030</b>	<b>\$24,865</b>	<b>\$36,000</b>	<b>\$43,500</b>
	<b>FINANCE</b>				
	<i>Total FTEs</i>	<i>3.80</i>	<i>3.80</i>	<i>3.80</i>	<i>3.80</i>
6	<b>PERSONNEL SERVICES</b>	<b>\$310,097</b>	<b>\$280,005</b>	<b>\$321,709</b>	<b>\$325,036</b>
	<b>PURCHASE OF SERVICES</b>	<b>\$58,170</b>	<b>\$46,055</b>	<b>\$65,865</b>	<b>\$65,865</b>
	<b>SUPPLIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500</b>	<b>\$500</b>
7	<b>TOTAL EXPENSES</b>	<b>\$58,170</b>	<b>\$46,055</b>	<b>\$66,365</b>	<b>\$66,365</b>
	<b>TOTAL FINANCE</b>	<b>\$368,267</b>	<b>\$326,060</b>	<b>\$388,074</b>	<b>\$391,401</b>
	<b>ASSESSOR</b>				
	<i>Total FTEs</i>	<i>4.00</i>	<i>3.50</i>	<i>3.50</i>	<i>3.50</i>



	FISCAL YEAR 2023 BUDGET	ACTUAL FY 2020	ACTUAL FY 2021	APPROVED FY 2022	REQUESTED FY 2023
8	PERSONNEL SERVICES	\$205,808	\$148,673	\$244,830	\$246,745
	PURCHASE OF SERVICES	\$27,986	\$43,788	\$52,060	\$59,201
	SUPPLIES	\$2,613	\$899	\$2,500	\$2,500
9	TOTAL EXPENSES	\$30,599	\$44,686	\$54,560	\$61,701
	TOTAL ASSESSOR	\$236,407	\$193,359	\$299,390	\$308,446
	<b>TREASURER</b>				
	<i>Total FTEs</i>	3.23	3.23	3.23	3.23
10	PERSONNEL SERVICES	\$200,837	\$165,385	\$205,141	\$209,139
	PURCHASE OF SERVICES	\$161,927	\$65,641	\$61,150	\$63,050
	SUPPLIES	\$21,180	\$24,513	\$22,000	\$25,000
11	TOTAL EXPENSES	\$183,107	\$90,154	\$83,150	\$88,050
	TOTAL TREASURER	\$383,944	\$255,539	\$288,291	\$297,189
	<b>TOWN COUNSEL</b>				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$136,910	\$306,706	\$244,000	\$244,000
	SUPPLIES				
12	TOTAL EXPENSES	\$136,910	\$306,706	\$244,000	\$244,000
	TOTAL TOWN COUNSEL	\$136,910	\$306,706	\$244,000	\$244,000
	<b>INFORMATION TECHNOLOGY</b>				
	<i>Total FTEs</i>	3.00	5.00	5.00	5.00
13	PERSONNEL SERVICES	\$177,744	\$334,595	\$360,081	\$367,762
	PURCHASE OF SERVICES	\$127,239	\$81,187	\$183,850	\$174,000
	SUPPLIES	\$414,147	\$318,926	\$531,932	\$550,350
14	TOTAL EXPENSES	\$541,386	\$400,113	\$715,782	\$724,350
	TOTAL INFORMATION TECHNOLOGY	\$719,130	\$734,708	\$1,075,863	\$1,092,112
	<b>TOWN CLERK</b>				
	<i>Total FTEs</i>	2.00	2.00	2.00	2.50
15	PERSONNEL SERVICES	\$131,062	\$140,466	\$144,917	\$186,619

	FISCAL YEAR 2023 BUDGET	ACTUAL FY 2020	ACTUAL FY 2021	APPROVED FY 2022	REQUESTED FY 2023
16	PURCHASE OF SERVICES	\$12,239	\$72,536	\$42,550	\$79,100
	SUPPLIES	\$2,025	\$2,340	\$0	\$1,304
	TOTAL EXPENSES	\$14,264	\$74,876	\$42,550	\$80,404
	TOTAL TOWN CLERK	\$145,326	\$215,342	\$187,467	\$267,023
	<b>ELECTIONS</b>				
	<i>Total FTEs</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	PERSONNEL SERVICES	\$532	\$0	\$0	\$0
			\$0	\$0	\$0
	PURCHASE OF SERVICES	\$36,362	\$0	\$0	\$0
	SUPPLIES	\$4,341	\$0	\$0	\$0
	TOTAL EXPENSES	\$40,703	\$0	\$0	\$0
	TOTAL ELECTIONS	\$41,235	\$0	\$0	\$0
	<b>REGISTRAR</b>				
	<i>Total FTEs</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	PERSONNEL SERVICES	\$325	\$0	\$0	\$0
	PURCHASE OF SERVICES	\$712	\$0	\$0	\$0
	TOTAL EXPENSES	\$712	\$0	\$0	\$0
	TOTAL REGISTRAR	\$1,037	\$0	\$0	\$0
	<b>CONSERVATION</b>				
	<i>Total FTEs</i>	<i>2.86</i>	<i>3.00</i>	<i>3.00</i>	<i>3.00</i>
17	PERSONNEL SERVICES	\$197,650	\$209,925	\$231,082	\$254,139
18	PURCHASE OF SERVICES	\$20,498	\$19,991	\$36,417	\$43,650
	SUPPLIES	\$460	\$8,826	\$21,000	\$17,550
	TOTAL EXPENSES	\$20,958	\$28,816	\$57,417	\$61,200
	TOTAL CONSERVATION	\$218,608	\$238,741	\$288,499	\$315,339
	<b>PLANNING</b>				
	<i>Total FTEs</i>	<i>1.40</i>	<i>1.00</i>	<i>1.00</i>	<i>1.00</i>
19	PERSONNEL SERVICES	\$112,238	\$102,034	\$101,128	\$103,559

	FISCAL YEAR 2023 BUDGET	ACTUAL FY 2020	ACTUAL FY 2021	APPROVED FY 2022	REQUESTED FY 2023
20	PURCHASE OF SERVICES	\$4,097	\$1,881	\$7,100	\$7,100
	SUPPLIES	\$225	\$225	\$200	\$200
	TOTAL EXPENSES	\$4,322	\$2,106	\$7,300	\$7,300
	TOTAL PLANNING	\$116,560	\$104,140	\$108,428	\$110,859
21	<b>FACILITIES</b>				
	<i>Total FTEs</i>	<i>5.54</i>	<i>6.54</i>	<i>6.54</i>	<i>8.04</i>
	PERSONNEL SERVICES	\$370,414	\$447,156	\$480,812	\$642,889
	PURCHASE OF SERVICES	\$379,421	\$525,158	\$318,500	\$301,713
22	UTILITIES	\$419,016	\$433,748	\$742,550	\$719,710
	SUPPLIES	\$28,371	\$72,306	\$115,600	\$122,800
	TOTAL EXPENSES	\$826,808	\$1,031,212	\$1,176,650	\$1,144,223
	TOTAL FACILITIES	\$1,197,222	\$1,478,368	\$1,657,462	\$1,787,112
23	<b>MISC COMMITTEES</b> <i>Historic Commission, Historic District Commission, Public Ceremonies Committee</i>				
	<i>Total FTEs</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	PURCHASE OF SERVICES	\$53,904	\$2,254	\$3,775	\$3,775
	TOTAL EXPENSES	\$53,904	\$2,254	\$3,775	\$3,775
24	TOTAL MISC COMMITTEES	\$53,904	\$2,254	\$3,775	\$3,775
	<b>POLICE</b>				
	<i>Total FTEs</i>	<i>26.59</i>	<i>26.59</i>	<i>26.59</i>	<i>26.59</i>
	PERSONNEL SERVICES	\$2,525,272	\$2,652,047	\$2,902,293	\$3,008,304
25	PURCHASE OF SERVICES	\$116,810	\$96,126	\$75,080	\$123,480
	SUPPLIES	\$206,571	\$224,852	\$268,725	\$284,725
	TOTAL EXPENSES	\$323,381	\$320,978	\$343,805	\$408,205
	TOTAL POLICE	\$2,848,653	\$2,973,026	\$3,246,098	\$3,416,509
26	<b>JOINT COMMUNICATIONS</b>				
	<i>Total FTEs</i>	<i>8.00</i>	<i>8.00</i>	<i>8.00</i>	<i>8.00</i>
	PERSONNEL SERVICES	\$545,532	\$553,848	\$630,618	\$651,772

	FISCAL YEAR 2023 BUDGET	ACTUAL	ACTUAL	APPROVED	REQUESTED
		FY 2020	FY 2021	FY 2022	FY 2023
27	PURCHASE OF SERVICES	\$4,519	\$9,627	\$9,500	\$8,000
	UTILITIES	\$12,810	\$16,726	\$13,000	\$16,000
	SUPPLIES	\$11,754	\$9,704	\$14,000	\$14,000
	TOTAL EXPENSES	\$29,083	\$36,057	\$36,500	\$38,000
	TOTAL JOINT COMMUNICATIONS	\$574,615	\$589,905	\$667,118	\$689,772
	<b>EMERGENCY MANAGEMENT</b>				
	<i>Total FTEs</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	PURCHASE OF SERVICES	\$14,757	\$0	\$0	\$0
	SUPPLIES	\$3,181	\$0	\$0	\$0
	TOTAL EXPENSES	\$17,938	\$0	\$0	\$0
28	TOTAL EMERGENCY MANAGEMENT	\$17,938	\$0	\$0	\$0
	<b>DOG OFFICER</b>				
	<i>Total FTEs</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	PURCHASE OF SERVICES	\$37,119	\$0	\$0	\$0
	SUPPLIES	\$0	\$0	\$0	\$0
	TOTAL EXPENSES	\$37,119	\$0	\$0	\$0
	TOTAL DOG OFFICER	\$37,119	\$0	\$0	\$0
	<b>FIRE &amp; ALS</b>				
	<i>Total FTEs</i>	<i>28.54</i>	<i>29.54</i>	<i>29.54</i>	<i>29.54</i>
	PERSONNEL SERVICES	\$2,474,305	\$2,706,634	\$2,953,565	\$3,044,937
29	PURCHASE OF SERVICES	\$61,799	\$70,445	\$72,600	\$72,600
	SUPPLIES	\$190,288	\$204,209	\$206,239	\$229,239
	TOTAL EXPENSES	\$252,087	\$274,655	\$278,839	\$301,839
30	TOTAL FIRE	\$2,726,392	\$2,981,289	\$3,232,404	\$3,346,776
	<b>BUILDING &amp; ZONING</b>				
	<i>Total FTEs</i>	<i>4.63</i>	<i>5.03</i>	<i>5.03</i>	<i>5.03</i>
	PERSONNEL SERVICES	\$306,193	\$361,577	\$360,998	\$415,576
	PURCHASE OF SERVICES	\$9,381	\$12,290	\$16,550	\$16,550
	SUPPLIES	\$1,265	\$819	\$3,000	\$1,500

	FISCAL YEAR 2023 BUDGET	ACTUAL FY 2020	ACTUAL FY 2021	APPROVED FY 2022	REQUESTED FY 2023
31	TOTAL EXPENSES	\$10,646	\$13,109	\$19,550	\$18,050
	TOTAL BUILDING & ZONING	\$316,839	\$374,685	\$380,548	\$433,626
	<b>SCHOOLS</b>				
	<i>Total FTEs</i>	<i>427.66</i>	<i>460.84</i>	<i>449.96</i>	<i>453.96</i>
32	TOTAL SCHOOLS	\$41,786,120	\$43,453,057	\$45,223,290	\$47,164,771
	<b>REGIONAL VOCATIONAL SCHOOLS</b>				
	<i>Total FTEs</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
33	TOTAL REGIONAL VOC SCHOOLS	\$301,910	\$360,163	\$368,500	\$214,000
	<b>DPW</b>				
	<i>Total FTEs</i>	<i>34.82</i>	<i>33.82</i>	<i>33.82</i>	<i>35.75</i>
	PERSONNEL SERVICES	\$1,855,150	\$2,025,771	\$2,100,598	\$2,321,337
	<b>DPW ENGINEERING</b>				
34	PERSONNEL SERVICES	\$261,048	\$293,013	\$300,109	\$329,807
	PURCHASE SERVICES	\$14,011	\$13,552	\$26,000	\$25,500
	SUPPLIES	\$4,000	\$8,829	\$15,420	\$15,420
35	TOTAL EXPENSES	\$18,011	\$22,381	\$41,420	\$40,920
	TOTAL ENGINEERING	\$279,059	\$315,394	\$341,529	\$370,727
	<b>HIGHWAY</b>				
36	PERSONNEL SERVICES	\$953,712	\$1,001,688	\$1,101,496	\$1,133,034
	PURCHASE SERVICES	\$314,651	\$412,609	\$454,200	\$469,000
	SUPPLIES	\$121,499	\$114,945	\$157,500	\$167,500
37	TOTAL EXPENSES	\$436,150	\$527,554	\$611,700	\$636,500
	TOTAL HIGHWAY	\$1,389,862	\$1,529,243	\$1,713,196	\$1,769,534
	<b>PARK AND CEMETERY</b>				
38	PERSONNEL SERVICES	\$640,390	\$731,069	\$714,904	\$858,496
	PURCHASE SERVICES	\$230,836	\$186,073	\$246,000	\$246,000
	SUPPLIES	\$105,766	\$102,139	\$139,500	\$171,850

	FISCAL YEAR 2023 BUDGET	ACTUAL FY 2020	ACTUAL FY 2021	APPROVED FY 2022	REQUESTED FY 2023
39	TOTAL EXPENSES	\$336,602	\$288,211	\$385,500	\$417,850
	TOTAL PARK AND CEMETERY	\$976,992	\$1,019,281	\$1,100,404	\$1,276,346
	LANDFILL				
40	PURCHASE SERVICES	\$40,000	\$44,115	\$60,000	\$65,000
	TOTAL DPW	\$2,685,913	\$2,908,032	\$3,199,218	\$3,481,607
	SNOW				
	Total FTEs	0.00	0.00	0.00	0.00
41	PERSONNEL SERVICES	\$126,464	\$149,832	\$175,000	\$175,000
	PURCHASE OF SERVICES	\$97,435	\$117,593	\$100,000	\$100,000
	SUPPLIES	\$208,785	\$232,093	\$225,000	\$225,000
42	TOTAL EXPENSES	\$306,220	\$349,686	\$325,000	\$325,000
	TOTAL SNOW	\$432,684	\$499,518	\$500,000	\$500,000
	BOARD OF HEALTH				
	Total FTEs	9.43	10.43	10.43	11.93
43	PERSONNEL SERVICES	\$742,976	\$787,952	\$854,729	\$997,878
	PURCHASE OF SERVICES	\$126,535	\$134,474	\$161,658	\$163,854
	SUPPLIES	\$9,853	\$9,429	\$16,000	\$16,700
44	TOTAL EXPENSES	\$136,388	\$143,903	\$177,658	\$180,554
	TOTAL BOARD OF HEALTH	\$879,364	\$931,855	\$1,032,387	\$1,178,432
	VETERANS SERVICES				
	Total FTEs	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$33,656	\$32,888	\$46,000	\$46,000
	SUPPLIES	\$1,929	\$1,276	\$4,000	\$4,000
45	TOTAL EXPENSES	\$35,585	\$34,164	\$50,000	\$50,000
	TOTAL VETERANS SERVICES	\$35,585	\$34,164	\$50,000	\$50,000
	COUNCIL ON AGING				
	Total FTEs	3.69	4.09	4.09	4.09

	FISCAL YEAR 2023 BUDGET	ACTUAL FY 2020	ACTUAL FY 2021	APPROVED FY 2022	REQUESTED FY 2023
46	PERSONNEL SERVICES	\$215,305	\$251,114	\$261,000	\$271,993
	PURCHASE OF SERVICES	\$40,886	\$6,995	\$55,750	\$25,850
	SUPPLIES	\$11,144	\$3,259	\$15,300	\$16,300
47	TOTAL EXPENSES	\$52,030	\$10,255	\$71,050	\$42,150
	TOTAL COUNCIL ON AGING	\$267,335	\$261,368	\$332,050	\$314,143
	<b>YOUTH SERVICES</b>				
	<i>Total FTEs</i>	2.77	3.26	3.26	3.26
48	PERSONNEL SERVICES	\$189,744	\$235,948	\$270,449	\$303,489
	PURCHASE OF SERVICES	\$1,311	\$270	\$4,901	\$4,901
	SUPPLIES	\$72	\$0	\$1,625	\$1,650
49	TOTAL EXPENSES	\$1,383	\$270	\$6,526	\$6,551
	TOTAL YOUTH SERVICES	\$191,127	\$236,218	\$276,975	\$310,040
	<b>LIBRARY</b>				
	<i>Total FTEs</i>	13.69	13.69	13.69	13.69
50	PERSONNEL SERVICES	\$834,033	\$845,658	\$927,267	\$974,114
	PURCHASE OF SERVICES	\$48,718	\$47,914	\$51,834	\$49,437
	SUPPLIES	\$207,650	\$238,306	\$234,694	\$234,792
51	TOTAL EXPENSES	\$256,368	\$286,220	\$286,528	\$284,229
	TOTAL LIBRARY	\$1,090,401	\$1,131,878	\$1,213,795	\$1,258,343
	<b>RECREATION</b>				
	<i>Total FTEs</i>	3.54	3.54	3.54	3.54
52	PERSONNEL SERVICES	\$167,589	\$171,102	\$189,192	\$194,498
	PURCHASE OF SERVICES	\$2,237	\$69,412	\$83,980	\$84,680
	SUPPLIES	\$0	\$99	\$0	\$0
53	TOTAL EXPENSES	\$2,237	\$69,511	\$83,980	\$84,680
	TOTAL RECREATION	\$169,826	\$240,613	\$273,172	\$279,178
	<b>DEBT AND INTEREST</b>				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00

	FISCAL YEAR 2023 BUDGET	ACTUAL FY 2020	ACTUAL FY 2021	APPROVED FY 2022	REQUESTED FY 2023
54	TOTAL DEBT AND INTEREST	\$6,729,672	\$6,883,151	\$6,634,542	\$6,599,543
	<b>RETIREMENT</b>				
	<i>Total FTEs</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	PURCHASE OF SERVICES	\$4,862,852	\$5,182,237	\$5,378,336	\$5,728,625
55	TOTAL RETIREMENT	\$4,862,852	\$5,182,237	\$5,378,336	\$5,728,625
	<b>UNCLASSIFIED</b>				
	<i>Total FTEs</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	HEALTH & LIFE INSURANCE				
	Employee Health Insurance				
(426)		\$5,694,940	\$6,168,198	\$6,514,825	\$6,716,925
	Retiree Health Insurance				
(456)		\$1,806,450	\$1,815,981	\$1,918,031	\$1,946,700
	Health Insurance Incentive				
Waiver (53)		\$240,932	\$264,205	\$256,900	\$249,200
	Employee & Retiree Life Insurance (603)	\$15,688	\$30,396	\$31,200	\$31,200
	Other Expenses	\$143,546	\$166,536	\$159,200	\$203,800
56	TOTAL HEALTH/LIFE INSURANCE	\$7,901,556	\$8,445,316	\$8,880,156	\$9,147,825
	OTHER INSURANCE				
57	PROPERTY, CASUALTY & LIABILITY INSURANCE	\$790,120	\$742,095	\$750,000	\$1,086,605
58	MEDICARE TAX - 1.45%	\$734,556	\$761,302	\$730,000	\$805,000
59	UNEMPLOYMENT COMPENSATION	\$49,999	\$15,566	\$100,000	\$50,000
60	POLICE/FIRE DISABILITY	\$0	\$1,158	\$15,000	\$15,000
61	OCCUPATIONAL HEALTH	\$7,445	\$8,180	\$8,000	\$8,000
	TOTAL OTHER INSURANCE	\$1,582,120	\$1,528,301	\$1,603,000	\$1,964,605
62	SICK LEAVE BUYBACK	\$46,066	\$44,681	\$40,000	\$40,000
63	RESERVE FOR SALARY SETTLEMENT	\$0	\$0	\$123,699	\$214,355
	TOWN MEETING	\$8,636	\$0	\$0	\$0
	STREET LIGHTING	\$25,032	\$0	\$0	\$0
64	RESERVE FUND BUDGET	\$0	\$0	\$250,000	\$250,000
	SCHOOL BUS PARKING	\$0	\$0	\$0	\$0
65	STORMWATER	\$101,728	\$136,291	\$200,000	\$200,000
66	WATER CHARGES	\$0	\$50,000	\$25,000	\$0
	TOTAL UNCLASSIFIED	\$9,563,410	\$10,154,590	\$11,121,855	\$11,816,785
	Grand Total FTE's	594.18	632.59	622.71	632.14
	<b>TOTAL GENERAL FUND BUDGET</b>	<b>\$79,916,472</b>	<b>\$84,149,318</b>	<b>\$88,721,639</b>	<b>\$92,678,613</b>



Proposed Capital Budget - Fiscal 2023				
<b>Conservation</b>				
1	Snake Brook Dam rehabilitation	B	\$	900,000
<b>DPW</b>				
2	Town wide road reconstruction	CC		625,000
3	Sidewalk improvements	FC		150,000
4	H6/H7 Light dump truck body replacements	FC		80,000
5	Leaf vacuum trailer replacement	FC		70,000
6	H14 Heavy dump truck replacement	B		310,000
<b>Facilities</b>				
7	Library combined improvements	B		2,485,000
8	Town Building renovations	FC		125,000
9	Public Safety Building fire alarm panel upgrade	FC		100,000
10	Fire Station 2 additional renovation funding	B		710,000
<b>Fire</b>				
11	Fire hose replacement	AMB		58,000
12	Cardiac monitor replacement	AMB		55,000
13	Boat replacement	AMB		35,000
14	Forestry skid replacement	AMB		32,000
<b>Information Technology</b>				
15	Redundant fiber connection to Reeves Hill	FC		255,000
16	WHS network and wireless replacement	FC		145,000
<b>JCC</b>				
17	Dispatch console replacement	B		305,000
<b>Police</b>				
18	In-car computer replacement	FC		52,000
19	School traffic safety system improvements	FC		50,000
<b>Schools</b>				
20	DW security upgrades	FC		150,000
21	DW fire alarm panel/smoke detection replacement	FC		100,000
22	DW custodial equipment and storage	FC		100,000
23	Districtwide school facility study	FC		100,000
24	WMS exterior walls and receiving dock repair	FC		20,000
25	DW flooring	B		240,000
26	WHS comm. controls/intercom system replacement	B		93,500
27	WHS stage rigging replacement	B		80,000
28	WHS Field House track resurface	B		47,500
<b>Town Manager</b>				
29	Facilities evaluation plan	FC		150,000
30	Pond weed harvester	FC		127,600
31	Town wide accessibility improvement	FC		100,000
<b>Transfer Station</b>				
32	Compactor replacement	FC		100,000
<b>DPW Water Enterprise Fund</b>				

33	Air Compressor replacement	WR	130,000
34	W-7 utility truck replacement	WR	95,000
35	River Road water main construction	WRB	1,040,000
<b>TOTAL BUDGET</b>			<b>\$ 9,215,600</b>
<b>SUMMARY OF FUNDING SOURCES</b>			
BORROWING (within the levy)		B	\$ 5,171,000
CASH CAPITAL (FY23 taxation)		CC	625,000
FREE CASH (unspent funds from prior years)		FC	1,974,600
AMBULANCE FUND (ambulance fees)		AMB	180,000
WATER REVENUE (water fees)		WR	225,000
WATER REVENUE BORROWING (water fees)		WRB	1,040,000
<b>TOTAL FUNDING SOURCES</b>			<b>\$ 9,215,600</b>

<b>1. Budget: Conservation Department - \$900,000</b>	
Title: Snake Brook Dam rehabilitation	Project Advocate(s): Conservation Director
Description: Rehabilitation of the dam includes increased spillway capacity, shoring the dam structure, new operable low-level outlet, permitting and bid support.	
Justification: The Snake Brook Dam is a 250 foot long, 25-foot high earthen embankment dam built in 1879 as a water supply for the village of Cochituate. The dam was recently downgraded to poor condition and requires rehabilitation to allow a mechanism to lower the water level in the impoundment in order to provide more flood storage and reduce the risk of dam failure. Pare Corporation prepared a Design Basis Report for the Town to address deficiencies of the dam. The scope of the rehabilitation project includes bid support, permitting, constructing a larger spillway, inserting a sleeve in the low-level outlet with operational controls, and shoring the downgradient slope of the earthen dam. The total expected cost of the project is \$1.9 million. Grant funding is anticipated to defray the cost to the Town.	
Relationship to General Plan: Critical investment to prevent potential dam failure	
History: The dam was built in 1879. An overtopping event in September 2021 resulted in a poor condition rating by the Office of Dam Safety.	
Source of Funds: Borrowing	In the 5 Year Capital Plan?: Yes

<b>2. Budget: Department of Public Works - \$625,000</b>	
Title: Town wide road reconstruction	Project Advocate(s): DPW Director
Description: Funding to continue road improvement projects on the Town's 96 miles of roadway. At present construction rates, resurfacing costs approximately \$250,000 per mile. This funding will be combined with State Chapter 90 funding for FY23 road rehabilitation that is expected to include Concord, Graybirch, Grove, Hampshire, Red Barn, Tally Ho, Oxbow, Sherman's Bridge & Sedgemoor.	
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, and pavement conditions. This level of funding represents a 15-17 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	
Source of Funds: Cash Capital	In the 5 Year Capital Plan?: Yes

<b>3. Budget: Department of Public Works - \$150,000</b>	
Title: Sidewalk improvements	Project Advocate(s): DPW Director
Description: The request provides funds specifically targeting the renewal and expansion of the Town's sidewalk system. Improvements will also include the provision to add ADA required modifications to the sidewalk system.	
Justification: The Town's roadways have historically been the primary recipient of transportation improvement funds. More recently it has become apparent that non-motorized transportation (pedestrian and bicycle) warrants investment. Current levels of funding with the roadway renovation budget are not sufficient to provide for the renewal and expansion of the Town's pedestrian system. Providing a specific capital budget item will provide the DPW a means to invest in the sidewalk system of the Town.	
Relationship to General Plan: Ongoing maintenance and investment in the Town's infrastructure	
History: Part of ongoing capital improvement plan	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

<b>4. Budget: Department of Public Works - \$80,000</b>	
Title: H6/H7 Light dump truck body replacements	Project Advocate(s): DPW Director
Description: Replacement of dump truck bodies on two existing vehicles	
Justification: Replacement of bodies will prolong the life of each vehicle by approximately five years. The new bodies will be reused in future vehicle replacements, reducing funding need to complete the builds.	
Relationship to General Plan: Scheduled replacement of an older piece of equipment that is valuable to the operations of the DPW.	
History: Planned replacement	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

<b>5. Budget: Department of Public Works - \$70,000</b>	
Title: Leaf vacuum trailer replacement	Project Advocate(s): DPW Director
Description: New leaf vacuum trailer to perform leaf pickup and roadside cleaning.	
Justification: This is a replacement for an older piece of equipment.	
Relationship to General Plan: Replacement of an older piece of equipment that is valuable to the operations of the DPW	
History: New request	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: No

<b>6. Budget: Department of Public Works - \$310,000</b>	
Title: H14 Heavy dump truck replacement	Project Advocate(s): DPW Director
Description: Replacement of a six-wheel dump truck. The vehicle is an undersized swap loader type that allows for use in multiple formats to allow the DPW to use throughout the entire year.	
Justification: H14 is a 2008 International 7300 six-wheel dump truck with 84,237 miles on it. The existing vehicle has reached the end of its serviceable life and would require considerable investment in order to maintain in a safe and usable condition beyond the current year. The Department has expended approximately \$9,500 over recent years to repair this vehicle which can be added to the value of repeated down-time. The replacement of this vehicle provides for increased cost-efficiency, safe operational use and long-term sustainability.	
Relationship to General Plan: Scheduled replacement of an older piece of equipment that is valuable to the operations of the DPW	
History: Planned replacement	
Source of Funds: Borrowing	In the 5 Year Capital Plan?: Yes

<b>7. Budget: Facilities - \$2,485,000</b>	
Title: Library combined improvements	Project Advocate(s): Public Buildings Director
Description: Combined library improvements to rehabilitate the systems and aspects of the exterior and interior lower and upper levels of the Library. Projects include ADA compliance and accessibility, HVAC system upgrade, new carpet in entire lower level, reconfigure children's reading area, new furniture for Technical Services and the Raytheon Meeting Room. In addition, design and install wastewater connection as well as paint, caulk, tuck point and seal exterior surfaces.	
Justification: Many aspects of the Library, while technically meeting grandfathered ADA requirements, are not accessible to all patrons. Current HVAC system is approaching end of useful life and inefficient. A new system would improve comfort and decrease energy costs and carbon footprint. Existing septic system cannot be brought to code and is beyond expected useful life. Project will be required regardless of the future building use. Heavily used Children's Room requires new flooring and floor plan changes to improve functionality and child safety. Because it is difficult to redesign just one part of a building in isolation, the upper level is included in the planning and redesign phase. Technical services area furniture is inadequate and inefficient for number of staff and material processing. The sole meeting room, in near constant use, needs lighter, more flexible furniture to repurpose the room's function multiple times per day.	
Relationship to General Plan: Ongoing maintenance and investment in the Town's infrastructure	
History: This project is a combination of several smaller projects all included in the 5 Year Capital Plan. This combined project will provide cost effectiveness with regards to design, bidding and construction as well as reduce the impact on providing Library services.	
Source of Funds: Borrowing	In the 5 Year Capital Plan?: Yes

<b>8. Budget: Facilities - \$125,000</b>	
Title: Town Building renovations	Project Advocate(s): Public Buildings Director
Description: Planning, design, and material testing required to upgrade and/or replace the existing HVAC system and electrical distribution system with modern equipment and a building control system. Upgraded system shall be flexible in nature to accommodate any future interior renovations or reconfigurations.	
Justification: Outdated HVAC system, installed in 1999 is approaching its' expected life of 20 years, is not as energy efficient and requires substantially more maintenance than modern systems. The currently installed system does not align well with the current interior configuration effecting the comfort level of the occupants as well as energy usage. The current system is extremely difficult to modify to accommodate changes in interior configuration or uses. If the current system experiences a major failure before a replacement system is designed, then repairs would be driven by immediate needs that may not work well with future plans and economics. A modern system could be designed with flexibility in equipment location and control enabling ease in renovations and a wide range of future uses. Installation costs will depend on systems and methods chosen but could range from \$1M to \$2M.	
Relationship to General Plan: Ongoing maintenance and investment in the Town's infrastructure	
History: Part of ongoing capital improvement plan	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

<b>9. Budget: Facilities - \$100,000</b>	
Title: Public Safety Building fire alarm panel upgrade	Project Advocate(s): Public Buildings Director
Description: Upgrade existing Fire Alarm Panel	
Justification: Existing Fire Alarm Panel is beyond economical repair. Recent service calls have revealed that the unit is in need of upgrading. The existing panel has several passby and work arounds to continue service.	
Relationship to General Plan: Improvement in Town assets and safety	
History: New request responsive to safety needs	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: No

<b>10. Budget: Facilities - \$710,000</b>	
Title: Fire Station 2 additional renovation funding	Project Advocate(s): Public Buildings Director
Description: Additional funding towards the renovation of Fire Station #2 to provide appropriate berthing facilities for both male and female first responders. Renovations to also include new fire suppression system, HVAC upgrades, flat roof replacement, and electrical upgrades.	
Justification: As the design progressed to update the berthing facilities it was determined that several other systems will require upgrading to efficiently renovate the building. The roof is over 30 years old and should be replaced with proper insulation to allow for a wet type fire suppression (sprinkler) system. The HVAC system requires modernization. The existing emergency generator is not large enough to support the current entire building load. It should be upgraded to support the entire new electrical load after renovations. There are new requirements for gear separation and washing that also have to be included in the renovations. Even with the increase in costs this renovation project makes economic sense when compared with the cost of a new fire station.	
Relationship to General Plan: Upgrade of facilities to accommodate both male and female first responders	
History: Design funding (\$75,000) approved in FY18, initial project funding (\$1,800,000) approved in FY19, funding increase (\$575,000) approved in FY22. With this \$710,000 request, total project funding would be \$3,160,000.	
Source of Funds: Borrowing	In the 5 Year Capital Plan?: No

<b>11. Budget: Fire Department - \$58,000</b>	
Title: Fire hose replacement	Project Advocate(s): Fire Chief
Description: Replace fire hose and related equipment	
Justification: The fire hose and related equipment is outdated and in need of replacement	
Relationship to General Plan: Improvement in Town assets and safety	
History: This is planned replacement	
Source of Funds: Ambulance Fund	In the 5 Year Capital Plan?: Yes

<b>12. Budget: Fire Department - \$55,000</b>	
Title: Cardiac monitor replacement	Project Advocate(s): Fire Chief
Description: Replace cardiac monitor and related equipment	
Justification: This is a critical piece of medical equipment for EMS personnel carried on both ambulances and is need of replacement.	
Relationship to General Plan: Improvement in Town assets and safety	
History: Planned replacement	
Source of Funds: Ambulance Fund	In the 5 Year Capital Plan?: Yes

<b>13. Budget: Fire Department - \$35,000</b>	
Title: Boat replacement	Project Advocate(s): Fire Chief
Description: Replace 30-year old boat and related equipment	
Justification: The current boat and related equipment is 30 years old and is in need of replacement for critical use in water and ice rescues	
Relationship to General Plan: Improvement in Town assets and safety	
History: Planned replacement	
Source of Funds: Ambulance Fund	In the 5 Year Capital Plan?: Yes

<b>14. Budget: Fire Department - \$32,000</b>	
Title: Forestry skid replacement	Project Advocate(s): Fire Chief
Description: Replace Forestry Skid Unit and related equipment	
Justification: The current unit and corresponding equipment is in need of replacement for critical use in the extinguishment of brush/grass and forest fires	
Relationship to General Plan: Improvement in Town assets and safety	
History: Planned replacement	
Source of Funds: Ambulance Fund	In the 5 Year Capital Plan?: Yes

<b>15. Budget: Information Technology - \$255,000</b>	
Title: Redundant fiber connection to Reeves Hill	Project Advocate(s): IT Director
Description: Install fiber optic cable to provide redundant paths for most of the network and provide new connection to Reeves Hill Radio Tower	
Justification: Current network has no redundancy. Project would provide multiple paths to most of the network and multiple paths to Reeves Hill transmitter site.	
Relationship to General Plan: Improvement in Town assets	
History: Part of ongoing capital improvement plan	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

<b>16. Budget: Information Technology - \$145,000</b>	
Title: WHS network and wireless replacement	Project Advocate(s): IT Director
Description: Replacement of all wired and wireless networking equipment at Wayland High School	
Justification: Project will complete the town wide network replacement bringing the entire town under a single unified system. Current system is past end of life.	
Relationship to General Plan: Improvement in Town assets	
History: Part of ongoing capital improvement plan	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

<b>17. Budget: Joint Communications Center (JCC) - \$305,000</b>	
Title: Dispatch console replacement	Project Advocate(s): Police and Fire Chiefs
Description: Replacement of the Joint Communications Center consoles including the communication, notification systems and related equipment	
Justification: The current Joint Communication Centers dispatch Zetron System (dispatch consoles) are out of date (over 20 years old) and no longer being manufactured. The system is no longer simple to fix as parts are difficult to locate. Additionally the technology currently being deployed is far greater than the existing system installed in Wayland. Replacing the system with the latest technology and radio systems will carry the dispatch center into the foreseeable future.	
Relationship to General Plan: Improvement in Town assets and safety	
History: Part of ongoing capital improvement plan	
Source of Funds: Borrowing	In the 5 Year Capital Plan?: Yes

<b>18. Budget: Police Department - \$52,000</b>	
Title: In-car computer replacement	Project Advocate(s): Police Chief
Description: Replacement and upgrading of all computers in the police patrol vehicles	
Justification: The current computers are over 7 years old and are due to be replaced. With the expected software update within the police department, the current computers will not have the capabilities needed to operate the software.	
Relationship to General Plan: Improvement in Town assets and safety	
History: Part of ongoing capital improvement plan	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

<b>19. Budget: Police Department - \$50,000</b>	
Title: School traffic safety system improvements	Project Advocate(s): Police Chief
Description: Replace aged electronic equipment to include crosswalk signals and speed radar boards in school zones. The replacement of crosswalk and radar signals at Middle School, crosswalk and radar signals at Loker and Route 30, installation of signals on School Street to the entrance to the middle school. Replacement of all signals at Happy Hollow School. Total expected cost of project is \$100,000 with the balance of funding planned for a FY24 capital request.	
Justification: Current systems are in excess of 10 to 20 years old and it has not been cost effective to continue to maintain outdated technology	
Relationship to General Plan: Improvement in Town assets and safety	
History: New request responsive to safety needs	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: No

<b>20. Budget: School Department - \$150,000</b>	
Title: DW security upgrades	Project Advocate(s): School Committee, Public Buildings Director
Description: The security camera software platform at WHS is outdated and does not meet the security needs of the district. A new system will allow the utilization of modern security cameras at WHS and expansion of the system to include the other schools in the district. The project will also allow for the addition of security features throughout the district including a secured entrance and exit point in the parking area at WHS.	
Justification: Increase building and student safety and security throughout the district	
Relationship to General Plan: Improvement of Town assets and safety	
History: New request responsive to safety needs	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: No

<b>21. Budget: School Department - \$100,000</b>	
Title: DW fire alarm panel/smoke detection replacement	Project Advocate(s): School Committee, Public Buildings Director
Description: The Capital Conditions Needs Assessment conducted in 2018 identified that the fire alarm control panels and smoke detection systems at WHS Field House, WMS, CH and LO will require replacement as they have reached their useful life. In addition, the system at HH will be in need of replacement due to end of useful life. Additionally, the Wayland Fire Department has strongly recommended that the systems be replaced. The updated alarm systems will be addressable systems that will identify individual detectors in lieu of the current systems that only identify a large section of the building. Total expected cost of the project is approximately \$290,000 with the remainder planned for a FY24 capital budget request.	
Justification: Replacement is required to meet standards of safety	
Relationship to General Plan: Improvement of Town assets and safety	
History: Part of ongoing capital improvement plan	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

<b>22. Budget: School Department - \$100,000</b>	
Title: DW custodial equipment and storage	Project Advocate(s): School Committee, Public Buildings Director
Description: This request is for custodial equipment and storage for the equipment. The Schools serve more than 2,700 students and employ 650 staff members within its buildings that make up more than 80% of the square feet maintained by the facilities department. In order to appropriately clean and disinfect our schools, the facilities department needs adequate and appropriate equipment, as well as space within which to store the equipment. At this time and over the years, facilities equipment has lined the school corridors impeding the safe flow of students and staff throughout its hallways. The School Department has been cited by the Fire Department's Chief and inspectors for this unsafe equipment storage practice. School Committee believes this request for storage will require project management services.	
Justification: With added demand that Covid-19 has brought to keeping schools clean and disinfected, the Facilities team requires the proper equipment to achieve this goal. Additionally, the schools have consistently been cited for unsafe storage of custodial equipment. Proper storage of custodial equipment is essential to allow safe access to exits.	
Relationship to General Plan: Maintenance and improvement of infrastructure and safety	
History: Part of ongoing capital improvement plan	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

<b>23. Budget: School Department - \$100,000</b>	
Title: Districtwide school facility study	Project Advocate(s): School Committee, Public Buildings Director
Description: Conduct a feasibility study to determine square footage and design requirements for the Pre-K through Grade 8 instructional learning spaces.	
Justification: The 2020 Annual Town Meeting has already approved the Feasibility Study on Instructional Space at Loker and Claypit Hill Schools and the 2021 Annual Town Meeting added Happy Hollow to this project. The project will now include all school department Pre-K through Grade 8 school spaces and school department owned land. The combination of projected growing student enrollment and changing demographics of learners requires a review of elementary school spaces. Elementary school class sizes and instructional spaces are at capacity. With three new residential housing developments in the planning and construction phases (projected to open between the next one to four years), it is prudent and necessary to conduct a feasibility study. The study will define the impact on schools and allow the Facilities and School Departments to plan for the number, type and location of appropriate and available instructional classroom spaces based on need.	
Relationship to General Plan: Maintenance and improvement of infrastructure	
History: New request responsive to the needs of the district	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: No

<b>24. Budget: School Department - \$20,000</b>	
Title: WMS exterior walls and receiving dock repair	Project Advocate(s): School Committee, Public Buildings Director
Description: Tuck pointing is required for all mortar joints and bricks on exterior walls outside of Grade 6 wing and at original building sections. Repair is also needed for damaged concrete loading dock.	
Justification: Brick facades are porous and when the mortar deteriorates, moisture can enter the building envelope. This project was identified in the recently completed Capital Conditions Needs Assessment.	
Relationship to General Plan: Maintenance and improvement of infrastructure	
History: Part of ongoing capital improvement plan	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes



<b>25. Budget: School Department - \$240,000</b>	
Title: DW flooring	Project Advocate(s): School Committee, Public Buildings Director
Description: The FY23 request is for the districtwide continuation of replacement of asbestos tiles and other flooring that is at end of life with vinyl composition floor tile (VCT), or other types of flooring if necessary. This project will provide funding for the continuation of work throughout the district.	
Justification: School buildings within the district contain tile that is original to the construction dates of the buildings. Health issues associated with the current floor tile revolve around the asbestos content in the tile installed prior to 1983. As the tile wears out and breaks down it can emit particles into the air which is a health and safety issue. The other safety issue is related to the worn carpets laid over the tile. This presents a tripping hazard.	
Relationship to General Plan: Ongoing maintenance and investment in the Town's infrastructure and safety	
History: Part of ongoing capital improvement plan	
Source of Funds: Borrowing	In the 5 Year Capital Plan?: Yes

<b>26. Budget: School Department - \$93,500</b>	
Title: WHS comm. controls/intercom system replacement	Project Advocate(s): School Committee, Public Buildings Director
Description: The High School's signaling and communications system is at the end of the manufacturer's life expectancy. The FY23 request for appropriation reflects the funds necessary to replace the current system at this school with a basic intercom device, cabling and speakers.	
Justification: Replacement is required to meet standards of safety and for all school communication that takes place several times per day. Funding requested reflects total project cost.	
Relationship to General Plan: Improvement of Town assets and safety	
History: Part of ongoing capital improvement plan	
Source of Funds: Borrowing	In the 5 Year Capital Plan?: Yes

<b>27. Budget: School Department - \$80,000</b>	
Title: WHS stage rigging replacement	Project Advocate(s): School Committee, Public Buildings Director
Description: The motor of the stage rigging has failed. The stage rigging controls the curtains in the WHS auditorium. The system is approximately 11 years old and there have been past issues of system failure. The cost is driven by the location of the motors in the auditorium rafters.	
Justification: Replacement is required for functionality of curtains and to mitigate potential damage to the wood stage from oil leaking from the motors.	
Relationship to General Plan: Maintenance and improvement of infrastructure	
History: New request responsive to the needs of the district.	
Source of Funds: Borrowing	In the 5 Year Capital Plan?: No

<b>28. Budget: School Department - \$47,500</b>	
Title: WHS Field House track resurface	Project Advocate(s): School Committee, Public Buildings Director
Description: The surface of the Field House Gym Track is approaching end of life. In order to prevent costly repairs, and potential safety hazards, the track should be resurfaced during the summer of 2022.	
Justification: The existing surface is at its life expectancy and needs to be replaced	
Relationship to General Plan: Improvement of Town assets and safety	
History: Part of ongoing capital improvement plan	
Source of Funds: Borrowing	In the 5 Year Capital Plan?: Yes

<b>29. Budget: Town Manager - \$150,000</b>	
Title: Facilities evaluation plan	Project Advocate(s): Town Manager
Description: The purpose of this document is to serve as the Town's Master plan for Facilities. This document will serve as a roadmap for determining when and where upgrades and replacements of Town facilities are needed. This "big picture" plan would stretch out far beyond 5 years and would provide definitive steps relating to the facilities related priorities of the Town.	
Justification: This document would enable the Town to anticipate where the needs for Facilities may be in both the near and far term. Currently, there is no comprehensive plan for what project will take priority status and what can wait. A plan of this type would establish a clear hierarchy of projects.	
Relationship to General Plan: Comprehensive plan for the improvement of Town facilities	
History: New request	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: No

<b>30. Budget: Town Manager - \$127,600</b>	
Title: Pond weed harvester	Project Advocate(s): Town Manager
Description: Purchase of mechanical aquatic vegetation harvester to be used on Wayland's bodies of water for the purposes of managing various types of invasive plants such as milfoil.	
Justification: The cost of a new harvester represents roughly three (3) years of contracted services. Therefore, the break-even point of three years is far in advance of the equipment's estimated useful life of 8-10 years. Additionally, the scheduling of aquatic harvesting is by nature, unpredictable thus further complicating the process on contracting for this service. Owning our own equipment would resolve that issue.	
Relationship to General Plan: Maintenance of Town assets	
History: New request	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: No

<b>31. Budget: Town Manager - \$100,000</b>	
Title: Town wide accessibility improvement	Project Advocate(s): Town Manager
Description: This is a project to improve the overall town-wide accessibility of Town infrastructure. There are a number of areas of town which warrant these type of improvements which vary in scope.	
Justification: The justification is within the ADA compliance regulations as well as the continual need to improve town infrastructure to meet the accessibility needs of residents and visitors	
Relationship to General Plan: Improvement of infrastructure and safety	
History: New request	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: No

<b>32. Budget: Department of Public Works, Transfer Station - \$100,000</b>	
Title: Compactor replacement	Project Advocate(s): Director, DPW
Description: Replacement of the bulky trash compactor unit at the Transfer Station	
Justification: These units wear out as a result of the extensive use of their hydraulic systems. They also suffer from corrosion as a result of exposure to both the elements and the trash thrown in them. Replacing the compactor ensures they will remain in service and be less likely to be subject to expensive repairs to their hydraulic systems. The current compactor is 17 years old.	
Relationship to General Plan: Scheduled replacement of an older piece of equipment that is valuable to the operations of the Transfer Station	
History: Planned replacement	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

<b>33. Budget: Department of Public Works, Water - \$130,000</b>	
Title: Air Compressor replacement	Project Advocate(s): Director, DPW
Description: Replacement of 2 "oil less" air compressors in the Baldwin Pond Water Treatment Plant	
Justification: The entire treatment process at the Baldwin Pond Treatment Plant relies in compressed air supplied by two air compressors. Over the past 10 years, we have experienced several mechanical issues with both units currently installed in the Plant. In early 2021, one unit experienced a significant internal failure. Due to the proprietary nature of the brand of compressor, the cost of the parts and labor associated with the repair are more than the cost of installing a new compressor from a different vendor that can be serviced by any local service provider.	
Relationship to General Plan: Replacement of an older piece of equipment that is valuable to the operations of the DPW	
History: New request	
Source of Funds: Water Revenue	In the 5 Year Capital Plan?: No

<b>34. Budget: Department of Public Works, Water - \$95,000</b>	
Title: W-7 utility truck replacement	Project Advocate(s): Director, DPW
Description: W7 is currently a 2 wheel drive Transit Van. The van will be replaced with a F-350 four-wheel drive utility body with a plow.	
Justification: By upgrading the vehicle to four-wheel drive, it will allow it to be used during DPW snow plowing operations as well as daily use for Water Department staff.	
Relationship to General Plan: Replacement of an older piece of equipment that is valuable to the operations of the DPW	
History: New request	
Source of Funds: Water Revenue	In the 5 Year Capital Plan?: No

<b>35. Budget: Department of Public Works, Water - \$1,040,000</b>	
Title: River Road water main construction	Project Advocate(s): Director, DPW
Description: Replacement and upgrade of approx. 2100 linear feet of 4" Cast Iron water main with 8" Ductile Iron water main. The work is anticipated to occur on River Road.	
Justification: The Water Main Replacement Program has been designed to replace the water distribution systems older water mains that have exceeded their expected life spans. The program also looks at upgrading areas of the distribution system that do not currently meet ISO Fire Flow requirements. In 2016, the Water Division completed its Capital Efficiency Study. The Study looks at 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 ageing infrastructure can impact the Operational Budget by necessitating overtime costs to address water quality complaints. These older mains are also more susceptible to leakage, bacteria and turbidity problems.	
Relationship to General Plan: Maintenance of infrastructure and equipment	
History: This is part of an ongoing capital improvement plan.	
Source of Funds: Water Revenue Borrowing	In the 5 Year Capital Plan?: Yes

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**Article 11. Capital Stabilization Fund Appropriation***Proposed by: Select Board**Estimated transfer: \$1,000,000*

To determine if the Town will vote to appropriate from Unreserved Fund Balance, or transfer from other available funds, the sum of \$1,000,000, or any other sum, to the Capital Stabilization Fund; or to take any other action relative thereto.

**FINANCE COMMITTEE COMMENTS:** Passage of this article will contribute \$1,000,000 from Unreserved Fund Balance (Free Cash) to the Capital Stabilization Fund (CSF). At 2021 Annual Town Meeting, attendees approved the establishment and initial funding of a CSF to support the Town's Capital Improvement Plan (CIP). The CSF is a tool to help level the tax impact of fluctuating expenses to improve and maintain the town's capital assets. Town Meeting can vote to use the CSF to help fund the cost of new equipment, building repairs/maintenance and capital improvements to Town land and buildings and can also vote to use the CSF to pay debt service of appropriated capital projects.

Appropriations into the fund are by a simple majority vote while appropriations from the fund require a two-thirds majority vote. To the extent funded, the CSF provides another potential source of capital funding. In years in which capital expenditures are lighter, Town Meeting may contribute funds to the CSF. In years in which capital expenses are expected to be higher, Town Meeting can vote to use funds from the CSF to offset the impact on taxation.

Expenditures exceeding the Fund's available balance may require other sources of funding. The Treasurer is the custodian of the CSF and will invest these funds as allowable by state statute. Any interest earned on the assets of the CSF shall be added to and become part of it. Monies accumulated in the CSF carry over from one fiscal year to another.

At this time, there are no capital projects being closed out with remaining funds to contribute to the CSF. This may be a future source of CSF funds as it was last year.

To contribute to the CSF this year, the recommendation is to transfer \$1,000,000 from Free Cash. This fund-to-fund transfer does not require an increase in taxation. The amount is supported by both an increase in free cash levels in recent years and the proposed FY23 Operating budget debt service appropriation. In FY21, certified free cash was \$8.3 million. In FY22 certified free cash will have increased to \$9.3 million or approximately 10% of the Operating budget.

The proposed FY23 Operating Budget includes a debt service appropriation that is level with the FY22 debt service appropriation, but which is in excess of the expected FY23 debt service payments due by approximately \$550,000. Actual debt service payments decreased year over year primarily as a result of favorable refinancing of the High School debt and because previously approved capital projects were delayed as a result of COVID-19. (Debt service payments in FY24 are expected to increase beyond the FY22 level as delayed projects are completed.) Assuming the FY23 General Fund Budget is passed as proposed, the unspent debt service appropriation will be added to free cash supporting this \$1,000,000 funding of the CSF. This will result in a projected Free Cash balance that is expected to remain in our target range of 5% to 10% of the Operating Budget.

Wayland's total reserve fund balance as a percentage of revenues is approximately 18% to 20%. Moody's standard guidance is approximately 25% to 30% of operating budget. Very few towns meet the 25% to 30% of revenue threshold and Wayland's Aaa rating is based on many factors, not just its total reserve fund balance. Both the CSF and Free Cash are among the components of the total reserve fund balance.

The Select Board established a Capital Stabilization Fund Policy Subcommittee charged with creating a policy to provide consistent funding of the stabilization account. At this time, the Subcommittee's work is ongoing.

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

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

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

Borrowing charges residents tomorrow for today's projects. The CSF provides a mechanism to proactively plan and save specifically for the Town's future anticipated capital needs.

CSF assets require a two-thirds majority vote of Town Meeting to be spent which ensures a higher level of resident support to spend than the simple majority required to spend funds from free cash.

**ARGUMENTS OPPOSED:** Funds in a CSF are restricted in that they can only be spent to directly fund capital projects or to fund related debt service payments.

The Town lacks a consistent, measurable way of funding the capital stabilization fund and has not developed policy to spend the money in the capital stabilization fund.

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

**QUANTUM OF VOTE:** Majority - see G.L. Chapter 40, Section 5B.

*For more information about this article, contact Acting Town Manager Stephen Crane at [scrane@wayland.ma.us](mailto:scrane@wayland.ma.us)*

## **Article 12. Community Preservation Act – Set Asides and Transfers**

*Proposed by Community Preservation Committee*

*Estimated Cost: \$800,733*

To determine:

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

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

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

The Community Preservation Fund (CPF) is the Town's primary vehicle for financing purchases of open space, undertaking projects for historic preservation, and creating and preserving community housing that is affordable for low and moderate-income individuals and families. CPF monies can also be used for many types of recreation projects as well as costs of administrative expenses and consultant

fees associated with appraisals, surveys, monitors, and similar activities within the scope of the CPA's purposes. The CPF is funded through the local surcharge on real estate and contributions from the State Trust Fund. The following explanations correspond with the lettered paragraphs above

- a) Within the Wayland CPF, there are four separate pools of money, with funds designated exclusively for open space, historic preservation, and community housing, each of which receives at least 10% of the annual contributions (1.5% local tax surcharge + State Trust Fund yield), and the Uncommitted Fund, which retains the balance of funds not specifically designated. The monies in the individual purpose funds can only be used for those particular purposes, while the monies in the Uncommitted Fund may be used for any of the three purposes plus certain recreation projects, administrative expenses (such as appraisals, studies, and fees incurred for projects. The first part of this article accomplishes the annual allocation to the three purposes as well as a set aside for future administrative expenditures.
- b) The 2017 Annual Town Meeting voted to purchase a Conservation Restriction protecting Mainstone Farm land from development and preserving it as open space in perpetuity. To accomplish that purchase, the Town assumed debt that is paid exclusively by the Community Preservation Fund.
- c) The WMAHTF was created to address the shortage of affordable housing in Wayland. Funds to be transferred to the WMAHTF are those already allocated to the Community Housing Fund through the annual distribution. These funds maintain the same use restrictions as if they continued to be held in the CPF.

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

The Community Preservation Committee recommends approval. Vote: 8-0-0

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

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

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

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

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

**QUANTUM OF VOTE:** Majority – see G.L. Chapter 44B, Section 6.

*For more information about this article, contact Community Preservation Committee Chair Gretchen Schuler at [gschuler@wayland.ma.us](mailto:gschuler@wayland.ma.us).*

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**Article 13. Amend Outdoor Seating Zoning Bylaw***Proposed by: Planning Board*

To determine whether the Town will vote to amend Chapter 198 of the Code of the Town of Wayland, the Town's Zoning Bylaw, by inserting the underlined text and deleting existing text that is struck through, as shown below, or take any action related thereto:

**SECTION ONE:**

**Amend § 1102 ~~Permitted Uses in Business District A~~ and replace with**  
§ 1102 – Permitted Uses in Business Districts

**SECTION TWO:**

Amend Section 1102.1. as follows:

§ 1102.1. See Article 7, Area, Yard and Bulk Regulations; and Article 8, Dimension and Use Tables. The ZBA, in accordance with § 198-203, may permit additional retail business and service uses when such uses are clearly similar to those permitted herein.

**SECTION THREE:**

Amend Section 1102.1.1.1 as follows: ~~§ 1102.1.1.1. The ZBA may permit~~ The Planning Board may allow, by site plan approval, food or beverages to be served or consumed on the premises outside the a building that contains a lawfully-existing Restaurant in any zoning district, where such service or consumption is incidental to such service and consumption inside the building, subject to such safeguards and limitations as it may impose in its approval of a site plan pertaining thereto, as long as such use shall be incidental to such consumption inside the building. Sections 604 through 609 of this Zoning Bylaw shall apply to this subsection, provided however that the Planning Board may waive in its discretion any submittal or procedural requirement that it deems excessively burdensome, unnecessary or redundant to a particular application.

**SECTION FOUR:**

Amend the first sentence of Section 1102.1.2.1 as follows:

§ 1102.1.2.1. Automobile sales shall be permitted in those districts as described in the Table of Principal Uses by District, § ~~198-802~~, and subject to the following:

**SECTION FIVE:**

Amend the first sentence of Section 1102.1.4.1 as follows:

§ 1102.1.4.1. Automobile service stations and automobile service garages shall be permitted in those districts as described by the Table of Permitted Uses by District.

**SECTION SIX:**

Delete Section 1103 in its entirety:

**~~§ 1103. Permitted uses in Business District B~~**

~~§ 1103.1. See Article 7, Area, Yard and Bulk Regulations; Article 8, Dimension and Use Table. The ZBA, in accordance with § 198-203, may permit additional retail business and service uses when such uses are clearly similar to those permitted herein.~~

**SECTION SEVEN:**

Amend § 802 Table of Permitted Principal Uses by District, Attachment 3, by Adding footnote “3” to Table of Permitted uses, after “Restaurant” as follows: “See, Section 1102.1.1.1 applicable to outdoor dining and Section 603.1.3.”

**SECTION EIGHT:**

Add the following subsection to Section 603.1:  
603.1.3. Whenever there is an application for SPA for outdoor seating under 1102.1.1.

**SECTION NINE:****ARTICLE 4 Nonconforming Structures and Uses****§ 198-401. Continuance; conditions.**

Amend the first sentence of Section 198-401.1.2. as follows:

Preexisting nonconforming buildings, structures, or uses may be changed, extended or altered by a special permit issued by the ZBA pursuant to the provisions of § [198-201](#) and § [198-203](#) of this Zoning Bylaw, provided that no such change, extension or alteration shall be permitted unless there is also a finding by the ZBA that such change, extension or alteration shall not be substantially more detrimental than the existing nonconforming building, structure or use to the neighborhood; provided, however, that the Planning Board shall serve as the special permit granting authority for changes, extensions and/or alterations to nonconforming buildings, structures, and uses (a) in the Senior and Family Housing Overlay District pursuant to Article 21 of this Zoning Bylaw, and (b) in connection with a site plan approval application to provide outdoor table service at a restaurant pursuant to § 198-1102.1.1.1. of this Zoning Bylaw; and further provided, however, that a single- or two-family dwelling may be changed, extended, or altered so long as the change, extension or alteration does not increase the nonconforming nature of the dwelling. The Building Commissioner shall determine if a change, extension or alteration to a single- or two-family dwelling increases the nonconforming nature of the structure.

**PROPOSERS’ COMMENTS:** This Zoning Amendment will allow Outdoor Dining by Site Plan Approval administered by the Planning Board to allow food or beverages to be served and consumed on the premises outside a building that contains a lawfully-existing Restaurant in any zoning district. This amendment will provide a streamlined permitting process for existing restaurants to create outdoor dining.

The proposed amendment also eliminates ambiguity in Article 11 of the zoning bylaw governing uses in the Town’s Business Districts. For example, Article 11 regulates “business districts” generally, but only contains subheadings for Business Districts “A” and “B,” inexplicably excluding the Roadside Business District. The Article provides design standards for restaurants under the “Business District A” subheading, but provides no design standards under the “Business District B” subheading. The proposed changes to Article 11 eliminate these unintentional inconsistencies, and makes Article 11 consistent with the Table of Permitted Uses (Section 802).

**FINANCE COMMITTEE COMMENTS:** The COVID-19 pandemic created many challenges for the restaurant industry. Almost 4,000 restaurants statewide closed since the pandemic started, according to the Massachusetts Restaurant Association. During this period the Governor provided Municipal Relief



Legislation measures and millions of dollars in funding to help restaurants, including the use of public streets for outdoor dining.

The legislation also gave the Select Board (SB) the authority to grant temporary permission to allow Temporary Outdoor Dining (TOD). The SB together with the Town Administration staff developed a process and application for approval of TOD's, and several Wayland restaurants took advantage of this program. The TOD licenses that were issued helped these restaurants survive and allowed our residents to support them during a critical time.

The SB extended the temporary licenses for outdoor dining through April 1, 2022, which is in line with the State's expiration date for the COVID-19 relief act for outdoor dining.

Several restaurant owners have expressed great interest in continuing to have the ability to provide outdoor dining and have communicated to the SB and town administration staff it is essential to remain viable. Many residents have enjoyed outdoor seating and would like to see it continue permanently, adding to the vibrancy of the community.

Unfortunately, Wayland's zoning bylaws restrict outdoor dining in areas of town where some of these restaurants are located. The Bylaws also have several inconsistencies and contradictions that need to be addressed. If a current restaurant is located in one of those districts it requires going to several boards for approval. The only area in the Wayland Zoning with a clear path for approval for outdoor dining is in Town Center/Mixed Used Overlay District (MUOD) by Special Permit and Site Plan Approval. The proposed amendment will allow restaurant outdoor dining as an acceptable use and will streamline the process for review by the Planning Board.

The proposed bylaw addresses the following:

- Allow outdoor dining across town by Site Plan Approval for all lawfully-existing restaurants.
- The Planning Board shall administer the Site Plan Approval process for all outdoor dining.
- The Planning Board may allow outdoor dining by site plan approval outside a building at a currently lawfully-existing restaurant in any zoning district subject to safeguards and limitations as the Planning board may impose through site plan approval.
- Encourages other restaurants to pursue this option.

The Planning Board will also take into consideration comments from the public and regulatory reviews by the following:

- Board of Health/ Health Department
- Wastewater Management District Commission (Route 20), if applicable
- Building Commissioner
- Fire Chief
- Police Chief
- Conservation Commission/Conservation Administrator, if applicable
- The Design Review Board's advisory opinion for new construction and commercial signs
- Select Board for amendment of liquor license

The Planning Board has developed draft design guidelines and regulations for outdoor dining listing items that will be reviewed with a site plan application. Both Fire and Police departments have reviewed this amendment and support these changes.

The Town of Wayland receives over \$200,000 in state meal tax revenue and under 3% of the tax base comes from commercial development.

The Select Board recommends approval. Vote: 4-0-0  
The Planning Board Report is in Appendix C.

**ARGUMENTS IN FAVOR:** The proposed amendments will allow The Town of Wayland to control where and how outdoor seating should occur.

Reviews will take into consideration adverse impacts on adjacent properties, residential neighborhoods, historic sites, schools, other businesses and traffic patterns.

The amendments streamline the approval process and minimizes the number of boards that need to review new requests.

Proponents argue that we should continue to help local businesses by allowing them to better serve the community with outdoor seating through this zoning change. Commercial properties represent a small portion of the tax base so we should make the process as easy as possible to retain and attract more restaurants.

**ARGUMENTS OPPOSED:** Some opponents could argue that this request should only require a license issued by the Select Board similar to a liquor license.

Some opponents may suggest that outdoor seating may have negative impacts to the community and should only be allowed during emergency situations such as the pandemic.

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

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

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

*For more information about this article, contact Sarkis Sarkisian, Town Planner at [Ssarkisian@Wayland.ma.us](mailto:Ssarkisian@Wayland.ma.us).*

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## **Article 14. Lease Agreement for Space on Reeve's Hill Cell Tower**

*Proposed by: Select Board*

*Estimated Cost: \$21,000 Annually*

To determine whether the Town will authorize the Select Board, with approval of Town Counsel as to form, to enter into a lease agreement, for such price and on such terms as the Select Board deems appropriate, with Horizon Towers, LLC, to lease space on the telecommunications tower facility located at 139 Old Connecticut Path and 0 Old Connecticut Path, for use by the water department for its Automated Meter Reading system for a period up to twenty (20) years, with all lease payments to be paid from Water Enterprise Fund revenue.

**FINANCE COMMITTEE COMMENTS:** At a Special Town Meeting in 2005, residents voted to authorize the transfer and lease of a portion of Reeves Hill property and convey utility easements for wireless communication purposes. That article authorized the Select Board to lease space on the cell tower. Since then, the Town and various utility companies have leased space on the tower. The Town is the land's owner, and the tower's owner is the tenant. More specifically, the Town has an existing lease agreement with Horizon Towers, LLC, d/b/a Glover Management ("Horizon Towers"), where Horizon Towers leases approximately 4,000 square feet from the Town, including the air space above, on which Horizon Towers has erected and maintains a telecommunications tower.

At the 2019 Annual Town Meeting, residents voted to fund (\$1.3M) the Automatic Meter Reading (AMR) system. This system enables the Town's water division to improve its financial planning because it enables it to invoice more predictably, as required by the Massachusetts Department of Environmental Protection, and

it enables the Town to even out revenue flow throughout the year to better match expenses. Other AMR benefits include early leak detection, water conservation, automation, billing accuracy/consistency, and long term cost savings.

In the course of implementing the water department's AMR system, it became apparent that the Town would need to lease back from Horizon Towers space on the telecommunications tower. This is the purpose of this article.

Passage of this article will modify the amount of revenue to the Town from the tenant. On the one hand, this article will cause the Town to pay the tenant approximately \$31,476 per year for increased use of tower space. The Town currently leases space for public safety use, at no cost, and now seeks to lease additional vertical space for its AMR program. On the other hand, based on lease language, the increased use will cause the tenant to pay more monies to the Town. Again, this is due to the additional use of vertical space on the tower. That is, increased use by the tenant results in increased income to the Town. That annual income increase totals about \$10,000. To look at the article another way, more specifically, passage of this article would lower the tenant's, Horizon Towers, payment to the Town for the ground lease. But, this article also modifies the terms of the ground lease and requires that Horizon Towers pay more to the Town due to the added colocator, or vertical space on the tower.

The Select Board recommends approval. Vote: 4-0-0

The Board of Public Works recommends approval. Vote: 5-0-0

**ARGUMENTS IN FAVOR:** This article will help the Town finalize the Automatic Water Meter Reading project approved at the 2019 Annual Town Meeting. This project allows the Board of Public Works (BoPW) to continue with current staffing rather than adding personnel to conduct quarterly (or monthly) meter reading and billing, and will improve the Department of Public Work's cash flow.

This article will permit the Department of Public Works to finalize a system that will trigger alarms and notify staff and users of excess consumption. This would lead staff and users to take corrective actions to minimize leak costs and damage, preserving our water resources.

**ARGUMENTS OPPOSED:** Opponents may argue that health issues may result from radio transmissions.

Opponents may argue that these additional costs were not anticipated when the AMR was considered.

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

**QUANTUM OF VOTE:** Majority – see G.L. Chapter 40, Section 14.

*For more information about this article, contact Acting Town Manager Stephen Crane at [scrane@wayland.ma.us](mailto:scrane@wayland.ma.us)*

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**Article 15. CPA Open Space: Acquisition of 27 Sherman's Bridge Road***Proposed by: Community Preservation Committee**Estimated Cost: \$1,500,000*

To determine whether the Town will vote to:

- a. Authorize the Select Board, with the approval of Town Counsel as to form, to acquire by purchase, gift, eminent domain or otherwise a parcel of land located at 27 Sherman's Bridge Road, Wayland, Massachusetts containing 8.34 acres, more or less, as shown on Wayland Assessors Map 7, Parcel 23F. A sketch map is attached to the Warrant for the Annual Town Meeting 2022 in Appendix\_\_ ; (or a revised lot showing 27 Sherman's Bridge Road lot minus 11,000 and 37 feet of frontage at the southeast corner) and,
- b. appropriate the sum of \$1,500,000, or such other sum of money, to be expended by the Select Board for the acquisition of said parcel, of which the sum of \$475,000 shall be from the Community Preservation Fund Open Space Fund and the sum of \$1,025,000 shall be from the Uncommitted Fund in the Community Preservation Fund and,
- c. further to authorize the Select Board to grant a permanent conservation restriction on said property pursuant to G.L. c. 44B Section 12 and G.L. c. 184 Sections 31-33, or take any other action relative thereto.

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

This parcel was identified in the most recent 2017 Open Space and Recreation Plan (and earlier OSRPs) as land meriting protection due to its proximity to Trout Brook and the Campbell drinking water walls (wellhead protection), for its sensitive and critical environmental habitats and wildlife corridors, its connectivity to other conservation lands, and several identified vernal pools. For these reasons, the Conservation Commission brought this project to the CPC, which now requests that the Town add the parcel to Wayland's Open Space.

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

The Community Preservation Committee recommends approval. Vote: 9-0-0  
The Select Board does not recommend approval. Vote: 2-2-0

**ARGUMENTS IN FAVOR:** Properties like this do not often become available and if we do not act now, the property will be sold for development.

The property connects 210 acres of already conserved land stretching from Moore to York Roads. This purchase matches almost all the criteria for CPA funded project eligibility and CPC evaluations for Open Space proposals/projects.

The Historical Commission believes there may be cultural materials and historical information buried at the site which could be destroyed by new construction.

The purchase uses already collected funds and will not increase taxes or debt. It uses approximately \$450,000 in state funds distributed to the Town under the Community Preservation Act.

Alternatives for development were considered and would have adverse effects on the surrounding natural landscape, wildlife habitat, and the character of the Town scenic road, along with road safety issues due to the narrow width of Sherman's Bridge Road, limited sightlines, and a nine-foot berm along a large part of the frontage.

The Sudbury Valley Trust is committed to fund raise if the building on the property needs to be removed.

**ARGUMENTS OPPOSED:** There is not a comprehensive plan for the management of this property if purchased.

The use of CPC funds to purchase this land may limit the availability of CPC funds for future projects.

Connecting the 210 acres of conserved land abutting Sherman's Bridge Road may be done with a partial purchase of the land allowing for some real estate development resulting in tax revenue for the town.

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

**QUANTUM OF VOTE:** Majority – see G.L. Chapter 44B, Section 5.

*For more information about this article, contact Community Preservation Committee Chair Gretchen G Schuler at [gschuler@wayland.ma.us](mailto:gschuler@wayland.ma.us)*

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## **Article 16. Oxbow Meadow Field ADA Accessibility Funding**

*Proposed by: Select Board*

*Estimated Cost: \$70,000*

To determine whether the Town will vote to authorize the Select Board, with approval of Town Counsel as to form, to perform various improvements to the walkways in and around the area of Oxbow Recreational Field for the purpose of complying with the Americans with Disabilities Act related to the accessibility of public property from Oxbow Road on such terms and conditions as the Select Board deems appropriate, but at a price not to exceed \$70,000, as shown in Appendix E and to authorize the Select Board to execute any and all documents as may be necessary or convenient in relation thereto, and further to authorize the Select Board to determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, transfer from available funds already appropriated for another purpose, transfer from the real estate fund, transfer from the recreation activity fund, or otherwise.

**FINANCE COMMITTEE COMMENTS:** The purpose of this project is two-fold. First, the project will address the maintenance of the trails/pathways that run through the woodland areas around the Oxbow Meadows. Second, the project will improve and upgrade the pathways that are directly adjacent to the field itself. The Town is responsible for ensuring that all the trails on the parcel known as Oxbow Meadows are compliant under the Americans with Disabilities Act and will need to fund this project through this article or other means. Funding was requested of the Community Preservation Committee but was denied.

At the 2017 Annual Town Meeting, the Town approved the construction of a multi-purpose athletic field at Oxbow Meadows at 91 Oxbow Rd. Following the initial design, abutting neighbors objected to the proposed field's Site Plan that was approved by the Planning Board in August 2017 and appealed it. In a legal settlement, in July 2018, the Town agreed to make specified changes to the Oxbow Meadows property. Although the field construction was completed in 2019, several items in the settlement agreement are still outstanding. These include making trails around the fields ADA compliant.

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

**ARGUMENTS IN FAVOR:** The Town has agreed to make certain changes to the Oxbow Meadows property and has an obligation to complete these to satisfy the agreement with abutting neighbors.

Under federal law, the Town is required to keep pathways on the Oxbow Field property compliant with the Americans with Disabilities Act.

The Town is required to fulfill its obligations under a signed court settlement agreement, uphold Town by-laws, conform to any deed restrictions and finish outstanding work associated with the 2017 project.

**ARGUMENTS OPPOSED:** Opponents might argue that improvements related to the Oxbow Meadows field project should have been completed with field construction and should not be included in a separate article.

Opponents might argue that the Town has spent enough taxpayer dollars on the Oxbow Meadow parcel and that the money should be sourced elsewhere.

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

**QUANTUM OF VOTE:** Majority – see G.L. Chapter 40, Section 5 and Chapter 44, Section 33B; two-thirds if borrowing under G.L. Chapter 44, Section 7.

*For more information about this article, contact Acting Town Manager Stephen Crane at [scrane@wayland.ma.us](mailto:scrane@wayland.ma.us)*

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## **Article 17. Local Historic District Bylaw Amendment**

*Proposed by: Historic District Commission*

To determine whether the Town will vote to amend its General Bylaws by amending Section 196-6, of the Town Code by striking the text ~~struckthrough~~ and inserting the underlined text, as shown below, or take any other action relative thereto:

§196-6 Procedures for review of applications for certificates of appropriateness, nonapplicability and hardship.

196-106.2. If the application involves any exterior architectural features which are subject to review and approval under this bylaw, the Commission shall hold a public hearing within 45 days after the filing of a completed application for a certificate of appropriateness of a certificate of hardship unless additional time is agreed to by both the applicant and the Commission or unless such hearing is dispensed with as provided in §196-106.3 of this bylaw. At least fourteen (14) days before said public hearing, public notice shall be given by posting in the Town Building and on the Historic District Commission webpage of the Town website. ~~in a newspaper of general circulation in Wayland.~~ Such notice shall identify the time, place and purpose of the public hearing. Concurrently, a copy of said public notice shall be mailed to the applicant, to the owners of all adjoining properties and to other property owners deemed by the Commission to be

materially affected thereby, and to any person filing written request for notice of hearings and to such other persons as the Commission shall deem entitled to notice.

**FINANCE COMMITTEE COMMENTS:** Passage of this amendment will strike the requirement of public notice of hearings in the newspaper to facilitate timing for applicants. In 1965 the Wayland Town Meeting adopted Massachusetts General Law Chapter 40C and established its first Local Historic District (LHD), the Wayland Center Local Historic District. The Center LHD was expanded four times in 1994, 1995, 2000 and 2001. The 2003 Annual Town Meeting adopted the Bow Road Local Historic District; the 2004 Town Meeting codified Chapter 40C into Town Bylaw, Chapter 196, Article I: Establishment of Districts; the 2005 Town Meeting amended Chapter 196 to describe the way in which the Historic District Commission is administered, consistent with MGL Chapter 40C and the Rules and Regulations that had governed the HDC to that time.

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

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

The Select Board recommends approval. Vote: 4-0-0

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

**ARGUMENTS IN FAVOR:** The bylaw amendment is consistent with local historic district state law MGL Chapter 40C. Required notification of two weeks' notice will continue.

Property owners may benefit from a faster process that still meets notification requirements of the law.

There will be no detrimental effect to the public. Abutter notification will continue.

**ARGUMENTS OPPOSED:** Opponents may depend upon newspapers rather than internet connections

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

**QUANTUM OF VOTE:** Majority – see G.L. Chapter 40, Section 21.

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

*For more information about this article, contact Community Preservation Committee Chair Gretchen Schuler at [gschuler@wayland.ma.us](mailto:gschuler@wayland.ma.us)*

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**Article 18. Amend Bylaw on Finance Committee Reports***Proposed by: Select Board*

To determine whether the Town will vote to amend its General Bylaws, Section 19-3 of the Town Code, by deleting Section 19-3 in its entirety and replacing it with the following new text, or take any other action related thereto:

Section 19-3. Finance Committee reports.

After drawing a Town Meeting warrant, the Select Board shall forward a copy to the Finance Committee. Upon receipt, the Finance Committee shall consider all articles and make written recommendations per article to Town Meeting as it deems for the best of the Town. If the Finance Committee's written recommendation for an article exceeds 150 words in length, then the recommendation shall conclude with a summary of arguments in favor and in opposition that were considered by the Finance Committee in its deliberations. The Finance Committee is not required to include a summary of arguments in favor and in opposition of an article requesting approval of the Town's omnibus operating budget for the ensuing fiscal year or any article the Finance Committee, in consultation with the Finance Director, deems to represent a negligible financial impact on the Town. In gathering information to prepare its recommendations, if any, the Finance Committee shall review and consider the report submitted by the article sponsor and meet with the sponsor during a public meeting.

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

**FINANCE COMMITTEE COMMENTS:** This article amends Town Code, Chapter 19, Section 3 by replacing the word reports with the word recommendations and provides the Finance Committee greater flexibility when considering articles that present little or no financial impacts to the Town by increasing the current report/recommendation 30-word limit to 150 words.

Chapter 19, Section 3 of Town Code: Finance Committee Reports which outlines the process the Finance Committee (FinCom) undertakes to write its reports for articles that will appear in the Warrant places the bulk of the responsibility for editing and reviewing the Warrant article reports on the FinCom. Yet, with the exception of the budget article, the FinCom is generally not an article sponsor but is writing the reports, reviewing and issuing recommendations for articles. Passage of this article will amend Chapter 19, Section 3 of Town Code, to more clearly define the role of the Finance Committee takes in preparing its recommendations.

The current Chapter 19, Section 3 can be found in appendix F. The proposed language includes three changes:

First, the word "report" is being changed to "recommendation" to be more aligned with the work and mission statement of the Finance Committee which is to make recommendations to Town Meeting.

Second, the current 30-word threshold which requires the Finance Committee to include arguments in favor and arguments opposed whenever their recommendation exceeds 30 words will be increased to 150 words. Under current code, if the Finance Committee deems an article has little or no financial impact and chooses to limit its report to 30 words or less, no arguments in favor or arguments opposed are required to be included as part of its report. Additionally, when this option is exercised, current Town Code does not allow the article sponsor's comments to appear in the Warrant. With the goal to provide residents with complete information and to allow article sponsors and petitioner's the opportunity to be heard, the Finance Committee often writes reports for articles with little or no financial impact. Increasing the 30-word



threshold to 150 words will provide the Finance Committee greater flexibility to streamline their commentary while simultaneously allowing the sponsors comments to appear in the warrant.

The third change relates to Articles the Finance Committee deems to have little or no financial impact. Prior to issuing its no financial impact recommendation, the Finance Committee will review its decision with the Finance Director for confirmation.

The Select Board recommends approval. Vote: 4-0-0

**ARGUMENTS IN FAVOR:** Amending the code will reduce reliance on the Finance Committee to write reports for every article, allowing the Committee to focus energies on article review and recommendation.

Increasing the word limit to 150 words will provide the Finance Committee greater flexibility, particularly in relation to articles that have little or no financial impact, while still allowing for sponsors and petitioners to have their comments printed in the Warrant.

**ARGUMENTS OPPOSED:** Opponents may argue it is traditional and valuable to Town residents to receive arguments in favor and arguments opposed for every article, including those with no financial impact.

Opponents may point out that this very article may have included less commentary and no arguments in favor or arguments opposed if the changes proposed were applicable today.

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

**QUANTUM OF VOTE:** Majority - see G.L. Chapter 40, Section 21.

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

*For more information about this article, contact Acting Town Manager Stephen Crane at [scrane@wayland.ma.us](mailto:scrane@wayland.ma.us)*

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## **Article 19. Amend Conservation Cluster Bylaw**

*Proposed by: Planning Board*

To determine 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 to Section 1803.1:

[Key to changes: underlining denotes additions; ~~strikethroughs~~ denote deletions]

1803.1.

After notice and public hearing in accordance with law, which public hearing shall be held within 65 days after the filing of the application with the Planning Board, the Planning Board may, after due consideration of the reports and recommendations of the Conservation Commission, Historical Commission, and the Board of Health, grant such a special permit, provided that:

1803.1.1.

It finds that the proposed plan is in harmony with the purposes and intent of this Zoning Bylaw and this article.

1803.1.2.

The area of the tract of land is not less than 5 acres.

1803.1.3.

The total number of dwelling units on the tract of land, including any affordable units required by Section 2204, does not exceed ~~the larger of the following:~~

~~(a) The number of building lots that could be created in the tract shown on such plan without a special permit hereunder through a conventional subdivision in full conformity with the dimensional requirements of this Zoning Bylaw and the Planning Board's Subdivision Rules and Regulations, plus one lot for each 10 of such building lots that could otherwise be created; or~~

~~(b) The number of building lots obtained by dividing 90% of the total area of the tract, exclusive of land identified as a protected resource area under the Wayland Wetlands and Water Resources Protection Bylaw (excluding buffer zones), by the minimum lot size permitted in the district within which the tract is located, plus one lot for each 10 lots so arrived at from such division.~~

1803.1.3.1.

For purposes of demonstrating the number of lots under Subsection 1803.1.3~~(a)~~ above, an applicant under this Bylaw shall submit a dimensioned lotting plan signed and stamped by a registered professional engineer ~~or~~ and land surveyor ("Proof Plan") showing the layout of lots and roadways for a development tract that fully complies with the requirements of the Zoning Bylaw and the Planning Board Subdivision Rules and Regulations for a conventional subdivision and is a feasible development plan under state and local environmental statutes and regulations..

~~shows the maximum number of lots which can be created on a conventional subdivision plan meeting all dimensional and other requirements of the Zoning Bylaw and being in compliance with the Subdivision Rules and Regulations, which submittal shall include a list of requested waivers necessary to implement the subdivision plan, which the Planning Board shall review and consider.~~

1803.1.3.2.

Within the Residence Districts, the Planning Board may allow by special permit structures to be constructed containing more than one dwelling unit, but not more than four dwelling units per structure. The total number of dwelling units shall not exceed the total that is allowed under § 198-1803.1.3.

1803.1.3.3.

Notwithstanding any provision of this Zoning Bylaw to the contrary, the Planning Board may ~~permit~~ allow by Special Permit attached and detached dwelling units to be erected on single lot(s).

1803.1.4.

Each of the building lots shown on the site plan shall have adequate frontage, but no less than 50 feet, on a public or private way.

1803.1.5.

Each of the building lots shall be of a size and shape as shall provide a building site that shall be in harmony with the natural terrain and other features of the tract, but no such lot shall have an area of less than 20,000 square feet ~~as shown on the plan.~~

1803.1.6.

The front, side and rear yards of each lot shall be shown on the plan by dashed lines indicating the area within which a building may be built. All dwellings, accessory buildings, driveways and roadways shall be set back at least 50 feet from the perimeter of the tract except that the Planning Board may reduce this setback to not less than 15 feet if it furthers the interests of this bylaw, and 15 feet from any open land, ~~except for that~~ portion of a driveway or roadway that intersects a public or private way for access to the development.

## 1803.1.7.

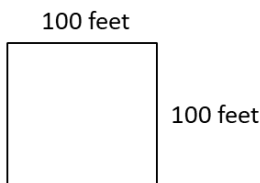
For Conservation Cluster Developments consisting of at least a majority of single-family detached dwellings, at least 35% of the land area of the tract, exclusive of land set aside for road and drainage areas, shall be designated as Open Land. For Conservation Cluster Developments consisting of at least a majority of single-family attached dwellings, at least 50% of the land area of the tract, exclusive of land set aside for road and drainage areas, shall be designated as Open Land. For the purpose of this article, "Open Land" is defined as a parcel or parcels of land, or an area of water, or a combination of land and water, not including roads or ways, whether public or private; The Open Land shall be reserved for open space, conservation, agriculture, passive recreation, park purposes or some combination of the foregoing.

1803.1.7.1

The minimum required Open Land shall not contain a greater percentage of wetlands as defined in the Wayland Wetlands and Water Resources Protection Bylaw (excluding buffer zones), than the percentage of wetlands found in the overall tract of land on which the cluster development is located.

1803.1.7.3

In order to limit the degree to which the Open Land may have an irregular shape, and to optimize the public and ecological value of the Open Land, the following Lot Shape Factor formula shall be used: Lot perimeter squared ÷ Actual Lot area = Lot Shape Factor. Eighty-five percent (85%) of the area of the minimum required Open Land shall not have a Lot Shape Factor greater than 50. See examples below:

**Illustration #1****Conforming Lot Shape Factor**

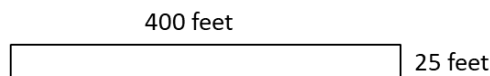
Perimeter = 400 feet

Perimeter<sup>2</sup> = 160,000 feet

**Area = 10,000 square feet**

Lot Shape Factor = Perimeter<sup>2</sup> / Area

**Lot Shape Factor = 16**

**Illustration #2****Non-Conforming Lot Shape Factor**

Perimeter = 850 feet

Perimeter<sup>2</sup> = 722,500 feet

**Area = 10,000 square feet**

Lot Shape Factor = Perimeter<sup>2</sup> / Area

**Lot Shape Factor = 72.25**

1803.3.

~~If the tract of land proposed for the Conservation Cluster development is located in two or more residential districts, the entire tract, for all purposes of this, shall be considered as lying entirely within the district having the largest area and frontage requirements, except that if 75% or more of the total area shown on the plan as building lots lies within one residential district, all of the land shall be considered as lying within that district.~~

**PROPOSERS' COMMENTS:** The proposed amendments make minor changes to the Conservation Cluster development bylaw (Article 18 of the zoning bylaws). These amendments will make the permitting process more consistent with the underlying purposes of the Article, which include promoting more efficient residential development designs that consume less land ("cluster" buildings closer together), and preserve open spaces and natural features. The amendments clarify the density limitations for Conservation Cluster projects. The amendments also require that the open land within a Conservation Cluster development maintain a minimum lot shape factor greater than 50, and not comprise a greater proportion of wetlands than

the development tract as a whole. One of unintended consequences of the Conservation Cluster bylaw has been the creation of open space parcels that are serpentine in shape, or are comprised predominantly of wetlands, which does not further the interests of the bylaw.

**FINANCE COMMITTEE COMMENTS:** The proposed amendments to the Conservation Cluster Bylaw are intended to achieve three purposes:

- (1) To simplify determination of the total number of dwelling units allowed on a tract of land in a conservation cluster development by removing the “90% calculation option” and relying on the number of units that would be allowed in a conforming conventional subdivision. The “90% calculation option” added confusion and had unintended consequences.
- (2) To define “open land” with regard to otherwise undevelopable wetlands. The definition clearly restates the bylaw’s intent to have open land provide protection to otherwise unprotected or developable land.
- (3) To require that the open land be ecologically and recreationally valuable, i.e., not predominantly linear and skinny. Lot Shape Factor describes the relative linearity of a parcel: parcels with low Lot Shape Factors are more predominantly square.

The Select Board recommends approval. Vote: 4-0-0  
The Planning Board Report is in Appendix C.

**ARGUMENTS IN FAVOR:** The amendments bring the bylaw more in line with its stated purposes, which include preserving undeveloped open areas and natural features that aren’t already protected by other regulations, and encouraging more sensible development of land for residential purposes.

The amendments will lead to better development designs that provide meaningful and useable open spaces, and will provide greater clarity and certainty to applicants for what will be expected in the permitting process.

**ARGUMENTS OPPOSED:** Opponents of the amendments may argue that the changes to the by-law could reduce the number of buildable lots that could be allowed under the existing bylaw, by eliminating the 90% option and requiring a proof plan that shows a “by right” subdivision without waivers from the Subdivision Rules and Regulations.

Opponents may also argue that the new shape factor requirement and the wetlands restriction imposes a burden on developers, by limiting the area within the tract of land that could be used for the construction of homes and roads.

Some have argued that the shape factor requirement is not simply "50" as described in the by-law but is applicable to 85% of the lot area, which imposes a cumbersome and potentially costly trial-and-error

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

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

**CONSISTENCY WITH LAW:** The foregoing bylaw amendment is not repugnant to Massachusetts or federal law.

*For more information about this article, contact Sarkis Sarkisian, Town Planner at [Ssarkisian@Wayland.ma.us](mailto:Ssarkisian@Wayland.ma.us).*

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**Article 20. Appointment of Finance Committee***Proposed by: Town Moderator*

To determine whether the Town will vote to amend Town Code §19-1 of its General Bylaws, by inserting underlined text and deleting text that is ~~struckthrough~~ as follows:

**19.1 Finance Committee**

There shall be a committee called the “Finance Committee” appointed by the ~~Board of Selectmen~~ Finance Committee Appointing Board as hereinafter provided. The Finance Committee shall consist to seven registered voters who shall serve without pay and none of whom during his or her service on such committee shall hold elective or appointed Town Office having to do with the appropriation or expenditure of Town money. Members shall serve terms of three years, such that the terms of two or three members shall expire each year. Appointments to fill unexpired terms shall be made by the ~~Board of Selectmen~~ Finance Committee Appointing Board as vacancies occur.

The Finance Committee Appointing Board shall consist of the Moderator and the Chair of the Board of Selectman, who shall serve in a personal capacity. Any incumbent member of the Finance Committee serving at the time of approval of this bylaw by Town Meeting shall continue to hold said office and to perform the duties thereof until the expiration of the term for which said individual was appointed or until said individual otherwise vacates such office.

This bylaw shall take effect at the next election of a Moderator.

**PROPOSERS’S COMMENTS:** Under the Town Manager Act, adopted last year, the Board of Selectmen will appoint the Town Manager and Chief Financial Officer with financial and initial budgetary authority, as well as the Finance Committee which is supposed to review the budget on behalf of the Town Meeting. Thus, both the Town Manager and the members of the Finance Committee would be beholden to the Selectmen to maintain their respective positions. That structure is devoid of any separation of powers or checks and balances.

By changing the Finance Committee appointment process, a measure of separation of power and checks and balances is instituted. Appointment by the Moderator alone, acting as an officer of the Town Meeting, or by a hybrid Board is the rule in the vast majority of towns in Massachusetts and is specifically called for in the Collins Report.

This is not a criticism of the Finance Committee or the Selectmen. It is an evolution of the structure of the town government to bring it into line with appropriate governmental theory and practice as the town evolves to a new administrative structure.

**FINANCE COMMITTEE COMMENTS:** This article sets forth a recommendation to modify the manner by which the Finance Committee for the Town of Wayland is selected. Currently, seven members serve staggered three-year terms such that two or three members have terms that end in any one year. The members of the Finance Committee are currently appointed by the Select Board. The Finance Committee is not aware of any costs that would be incurred by the Town in conjunction with this article.

According to the Collins Center report, the Finance Committee should act as an independent board responsible for recommending a budget to Town Meeting (the legislative branch), thus serving as a check on the budgeting and spending of the executive branch (e.g., Select Board). Wayland is the only one of its 13 peer towns (and the majority of the 263 towns in Massachusetts with Open Town Meeting) using this procedure. The Collins report states that the responsibilities of our Select Board and Finance Committee are “entangled,” such that the Finance Committee is not an independent advisor to Town Meeting.

This article would provide that in the future, members of the Finance Committee would be selected by the Town Moderator and the Chair of the Select Board, acting under the Open Meeting Law. Their decision must be unanimous. The article does not change the current role of the Finance Committee. Changes in the manner by which the Finance Committee operates, including its roles and responsibilities, could be modified based upon the Town having voted to approve the Town Manager Special Act at Annual Town Meeting in 2021.

The Collins report writes extensively about the role of the Finance Committee in comparison to similar communities in Massachusetts and makes a number of recommendations with regard to changing that role. This Article does not make any such recommendations, and it could be that a change in the manner by which the Finance Committee is selected might be better incorporated into a proposal to change the role of the Finance Committee.

*Note: The Edward J. Collins, Jr. Center for Public Management is dedicated to improving efficiency, effectiveness, governance, and accountability at all levels of government, with a particular focus on state and local government. It was established by the state legislature of the Commonwealth of Massachusetts in July 2008. It is affiliated with the University of Massachusetts – Boston (web site: [www.umb.edu/cpm](http://www.umb.edu/cpm))*

The Select Board recommends approval. Vote: 3-2-0.

#### **ARGUMENTS IN FAVOR:**

- As the Collins Center advises, the Finance Committee is intended to serve as an independent check on the budgeting and spending of the executive branch (e.g., Select Board).
- Appointment of the Finance Committee by the Moderator and chair of the Select Board will achieve the desired independence of the Finance Committee.
- Giving the Moderator an important role in appointing the Finance Committee aligns Wayland with the majority of the 263 towns in Massachusetts with Open Town Meeting.
- The Moderator and chair of the Select Board, acting together, will have the necessary expertise to make appointments that satisfy the goals of an independent Finance Committee.

#### **ARGUMENTS OPPOSED:**

- There are numerous examples of hiring and selecting people to boards, committees and jobs, and it is overwhelmingly shown that multiple people are typically involved in the selection process and not just two individuals. There is an argument that appointments are better made by five people rather than two, providing for a more thoughtful selection process.
- The Moderator is an individual who is engaged in the Town's business at Town Meeting and is otherwise not engaged in the day-to-day business of the Town; therefore, one might argue that such an individual is not qualified to have a significant role in appointing one of the Town's operating committees. The Moderator rarely attends a Finance Committee meeting and rarely interacts with the Finance Committee, so how would that person understand the types of people to select on such a committee.
- Observers of the Finance Committee have rarely, if ever (certainly not in the past decade) argued that the Finance Committee fails to act as an independent committee, and this can be seen in budget discussions that take place every fiscal year. The argument of independence made by the proponents could be used to argue that the Select Board should not be responsible for selecting any of our many boards and committees.
- Many people would argue that just because some in our society do something that is not thoughtful, the rest of us should not follow those practices. The argument here is that just because many towns in Massachusetts follow the proposed practice of selecting the Finance Committee does not mean

that it is a thoughtful process. Wayland should make a smart decision and not a decision and maintain the current process and not change to a questionable process.

- Some opponents argue that changes to the Finance Committee section of the Town Code should wait for a total rewrite of the entire section.
- Most boards and committees have an odd number of members in order to avoid the possibility of one member in favor and one against, leading to no decision on potential candidates.

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

**QUANTUM OF VOTE:** Majority – see G.L. Chapter 41, Section 21.

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

*For more information about this article, contact Town Moderator Dennis Berry at [dberry@wayland.ma.us](mailto:dberry@wayland.ma.us)*

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## **Article 21. Council on Aging and Community Center Construction**

*Proposed by: Select Board*

*Estimated Cost: \$11,000,000*

To determine whether the Town of Wayland (“Town”) will vote to:

- 1) raise and appropriate, or borrow the sum of eleven million dollars (\$11,000,000) for the design, engineering, construction, equipping, and furnishing of a new Wayland Council on Aging/Community Center (“CoA/CC”) to be located at 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, Parcel R-20-1, among others, 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, and any and all incidental and related costs, including but not limited to, site evaluation, engineering and schematic and final design services, and project management services for the design, bidding and construction, site preparation, paving, and landscaping, and to authorize the Select Board to expend these funds, without further appropriation, but with the approval of the Permanent Municipal Building Committee;
- 2) determine whether such appropriation shall be funded 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;
- 3) authorize the Treasurer, with the approval of the Select Board, to borrow said sum pursuant to G.L. c. 44, sections 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, section 20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs;
- 5) authorize the Town Manager to take any action necessary to carry out this program; and
- 6) provided, however, that no construction funds appropriated under this article be expended until the Town of Wayland acquires control of the named parcels.

**PROPOSERS’ COMMENTS:** Town Meeting has twice appropriated funds for a CoA/CC to be built at Town Center. At the 2020 Annual Town Meeting residents voted to permit monies previously allocated for feasibility, design, construction and bid documents for a multi-use Council on Aging/Community Center to be used for a facility located at an appropriate location within the Town of Wayland. The Select Board has

negotiated an agreement with the current owners of the municipal parcels. This article seeks Town Meeting to appropriate monies to construct a much-needed CoA/CC on the municipal parcels.

**FINANCE COMMITTEE COMMENTS:** A Council on Aging/Community Center (“CoA/CC”) has been a Town priority for many years. The Council of Aging/Community Center Advisory Committee (“CoA/CCAC”) worked on a proposed project at the Wayland Town Center (“Town Center”) as far back as May 2015. Town meeting has twice appropriated funds for a CoA/CC to be built at Town Center. The project at the Town Center initially involved using the existing approximately 12,332 square foot building on the so-called “Municipal Parcel” and use of adjacent parcels. This area is at the westernmost portion of Town Center, see Appendix G. The Town has negotiated acquisition of the Municipal Parcel and other adjacent parcels, which are needed to build/renovate an adequate facility. The Council on Aging (“CoA”) sought consideration of other locations within the Town to build a CoA/CC. Most recently, at the 2021 Annual Town Meeting, at the urging of the CoA, residents voted to authorize the Select Board to acquire land behind the current X-Golf business at Town Center for the eventual construction of a CoA/CC. Those negotiations have been unsuccessful, and no agreement is expected.

Passage of this article will authorize the appropriation of \$11,000,000 to build a new CoA/CC at the municipal parcels, located on the western most portion of the Wayland Town Center. The cost of the project is expected to be no more than \$11,000,000.

The proposed CoA/CC will be a 13,000 square foot building after adding Code required vestibules.

**Needs Assessment:** Community centers provide people of all ages the opportunity to work, play, and, most importantly, to gather and strengthen their connections to one another. This will be especially so in the years ahead as more people will be working in their homes, due to changing habits resulting from COVID-19. Once this virus moves on, our Town will need even more spaces for us to gather.

**CoA Needs:** There are many Town needs unmet today due to a lack of space, including offices requiring private meeting and record storage space. The CoA has no small room meeting space for the many different types of confidential counseling, in which they engage, such as offering personal health counseling or professional tax-related advice, Medicare enrollment and fuel assistance, among other things. Consequently, Wayland residents are sent to other communities for these services or hold confidential meetings in unheated closet sized rooms. Indoor fitness and senior activities are scattered throughout the Town. Many activities are unable to be scheduled at all as a result of a lack of space. For example, the Wayland Arts Center was closed to make room for the fire department expansion at Fire Station 2, in Cochituate Village, that resulted in the cancellation of all arts-related activities there.

**Recreation Department Needs:** The CoA/CCAC coordinated with the Recreation Department, the CoA, and other departments in order to determine the number and sizes of various multi-purpose rooms that may be used by a variety of participants throughout a typical day. Two art rooms will be available to replace the Art Center that was closed at Station 2.

Other indoor recreational activities are currently scattered throughout the Town building as space becomes available. Many other programs that are offered in peer communities simply cannot be offered due to lack of available space.

**General Community Use:** The Town also needs more space for organized group activities that continue to rise, especially among younger residents and children. Some examples are the Girl and Boy Scouts, veterans, various athletic groups, and the Wayland Children and Parents Association (WCPA). All Wayland residents and groups will be able to use the Community Center for a nominal fee to cover costs of the



utilities, supervision and maintenance on a pro rata basis. New policies and procedures related to the booking of the facility will be similar to the booking of other Town space and part of the Town calendar.

**Alternative Site Studies:** The Council on Aging/Community Center Advisory Committee (CoA/CCAC) retained an independent consultant to conduct an Alternative Site Analysis of the appropriate town-owned parcels that could be used for a community center, including the existing Wayland Town Building, Alpine Road, Orchard Lane, the High School, Claypit Hill School, the Paine Estate, and the former Department of Public Works site at the Middle School. The report revealed appreciable challenges with each of these other alternative sites. The report can be reviewed at [//www.wayland.ma.us/council-aging-board](http://www.wayland.ma.us/council-aging-board).

Temporarily leasing space at the Town Center for a CoA/CC was considered and discussed by Town officials and the CoA Committee. However, it was decided that the space does not address the long-term needs of the town and would merely increase the cost of the overall project and possibly delay it even further. Because the space needs of a community center and the CoA are not simply generic, but rather unique to that use, interior build-out of any leased space will be required. This will add to the cost and delay the eventual occupancy of a permanent structure. Further, the cost to build out and lease, according to the CoA, could very well equal the cost of owning the proposed structure at the Municipal Parcels over the term of a 20-year lease.

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-seven 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 5-6 sq. ft. per senior, while Wayland's underserved seniors are squeezed into 2,800 sq. ft. in the Wayland Town Building, plus a patchwork of other spaces. The CoA is actually made up of 2,128 sq. ft. of hallway and 772 sq. ft. of offices. This gives the Town .74 sq. ft. per senior. Many of our surrounding peer towns have new or are planning expansions to their centers to better meet state guidelines.

The Wayland Real Asset Planning Committee (WRAP) reported that the Municipal parcel 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 3,000 gpd is available.

**Site Suitability:** Some residents have raised concerns about past environmental issues at this site, including chlorinated solvents. Previous environmental studies determined that there were PCB levels at a portion of the site that were above reportable levels set forth by the Massachusetts Department of Environmental Protection ("DEP"). More recent testing in 2015 determined that PCB levels were below DEP reportable levels. That report states:

"In other words, the identified concentration of PCBs in soil would not pose a significant risk of harm to human health, public welfare, safety, or the environment under any current or reasonable foreseeable future scenario of unrestricted use (including recreational, day care, or gardening use of the Site.)"

Some residents have expressed concern with the proximity of the building to the Sudbury River. This project will proceed through the standard permitting with town boards. The CoA/CC working group will work with the Conservation Commission to ensure that future improvements to the property are in compliance with wetlands and riverfront setback requirements. The site design includes adding trails with the guidance and approval of the Conservation Commission to connect the municipal pad to the river, the Rail trail, and existing trails to the north, completing the concept of an "emerald bracelet" on Wayland's riverfront.

The CoA/CCAC also coordinated with the Recreation Department, the CoA, and other departments, and submitted a final report proposing an affordable, flexible, and efficient facility. In 2015, their final report concluded that the Town Center location was the optimal site for this project.

The Town Center location is ideal because it is central to Wayland, and is located in a walkable retail area, along the popular bike path, which makes it user-friendly for seniors, families and residents alike. Locating the Community Center at the Town Center will encourage the everyday connections with neighbors and friends that make a small town like Wayland a great place to live.

Financing: The Town has appropriated \$890,000 at prior Town Meetings (\$150K + \$740K) and has spent \$74,567 to date to secure a site and develop bid documents for a Community Center at the Town Center. The current architects and designers have not submitted invoices for their current work as of this writing.

The Finance Committee recommends funding 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 CoA/CC construction will cause the average tax bill to increase in the year 2024 by approximately \$265, or 33 cents per \$1000 of home valuation. The average tax rate impact over time will go down as principal and debt service is reduced. This assumes the Town retaining a 20-year bonding at an effective interest rate of 4.5%.

Summary of the projected construction cost: The construction cost numbers include building costs projected to the construction period ending in November of 2023, including site development costs for a new parking lot for 90-100 cars. The following is a more detailed summary of costs that may be anticipated for the bidding, design and construction of the renovation of an existing building for a CoA Community Center in Wayland.

Once an agreement with Twenty Wayland, LLC was announced regarding transfer of ownership of the Town Center municipal parcels to the Town of Wayland, in January 2022, the Town Administrator formed a CoA/CC working group to review the building and site concepts that were prepared by the former CoA/CC Advisory Committee. The Wayland Energy and Climate Committee has also recommended implementing Net Zero Energy goals for any CoA/CC to be renovated or built. This follows the 2018 Annual Town Meeting resolution to seek effective design and construction of all new municipal buildings.

So, again, the working group has recommended renovating the current building located at the western end of the Wayland Town Center. As of this writing, the total building and site costs, including overhead, profit, mark-up, and contingencies, are estimated by the architect to be:

• General Conditions, Site Work, including Selective Demolition	\$2,272,400
• Building Renovations, including Concrete and Steel	\$2,317,000
• Mechanical, Electrical, Plumbing and Fire Protection	\$1,475,000
• General Contractor Fee, Inflation and Contingencies	<u>\$2,338,381</u>
<b>Subtotal</b>	<b>\$8,402,781</b>

However, adding a factor of 1.30 for added project development and other costs that may be anticipated for the bidding, design and construction of the new Community Center is prudent. Thus, the total building and site cost is expected not to exceed \$11,000,000.

The Town's Permanent Municipal Building Committee has considered the architect's and the working group's work to date. That committee will have an opportunity to provide its view of the project's cost, and other related topics, prior to the 2022 Annual Town Meeting.

The new building will require increased custodial care at an anticipated annual cost of one salaried staff person once the building is finished. Total operating expenses, including utilities and maintenance associated with the new building, are estimated to be \$170,000 per year. This is a conservative estimate because while it does not include actual inflation/escalation it also does not take into account the savings from the increased insulation and solar panels. No other staff hires are expected due the building's construction. Any revenue obtained by renting out the facility will only be used to offset maintenance costs associated with the rental.

The Select Board recommends approval. Vote: 4-0-0

**ARGUMENTS IN FAVOR:** The Council on Aging (CoA) has been requesting additional space for their operations for many years and it has been shown that the facilities currently available to them are significantly less than other towns of comparable size to Wayland.

The need for more space for the CoA is acute and growing. Wayland's senior population continues to grow, which entails many programs that just cannot be supported today. The Town should address the needs as soon as possible.

Many residents in Wayland have actively pursued a Community Center in Wayland and have held events to demonstrate such support for a facility that is available in many of Wayland's peer towns.

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

The existing building at the municipal pad represents a unique opportunity for the Town to take advantage of an existing building 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 on that part of the site.

This facility can be designed as flexible space that will serve citizens of all ages by managing program schedules. Close coordination of shared space and resources, so that the rooms and spaces are used to their full potential, can be coordinated between the CoA and the Recreation Department, thereby creating operating efficiencies for the Town.

New indoor recreation space will create play space for young children sought by the Wayland Children and Parents Association and a number of other sports organizations.

Constructing a Council on Aging/Community Center facility at the Town Center Municipal pad is consistent with the Town's plan for a mixed-use intergenerational environment at Town Center.

**ARGUMENTS OPPOSED:** Opponents have opined that putting the CoA/Community center is not the best use of this parcel of land.

The Town cannot afford to spend money on a significant new 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 argue that the CoA has ample space to conduct its programs in its current space. In addition, providing better indoor facilities for recreation is not a priority at this time.

It has been suggested that we should not renovate an old building but build a new facility.

Opponents suggest that the Town should not be undertaking new projects at this time but focus on the ones already in the works.

Some fear that the site selected may still have environmental issues or be too close to the Sudbury River, or infringe on riverfront setbacks.

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

**QUANTUM OF VOTE:** Two-thirds – see G.L. Chapter 44, Sections 2, 7 and 8.

*For more information about this article, contact Acting Town Manager Stephen Crane at [scrane@wayland.ma.us](mailto:scrane@wayland.ma.us)*

## **Article 22. CPA - Housing: Launcher Way Acquisition**

*Proposed by: Community Preservation Committee*

*Estimated Cost: \$4,100,000*

To determine whether the Town will vote to:

- a. authorize acquisition of a parcel of land located on Launcher Way, off Oxbow Road, Wayland, Massachusetts containing 5.6 acres, more or less, with 12 housing units along Oxbow Road and Launcher Way, as shown on Wayland Assessors Map 01 Parcel 001, by the Select Board or the Town of Wayland Municipal Affordable Housing Trust Fund, with the approval of Town Counsel as to form, by purchase, gift or eminent domain. A sketch map is attached to the Warrant for the Annual Town Meeting 2022 in Appendix H.
- b. appropriate a sum of money to be (i) expended by the Select Board for the acquisition of said parcel or (ii) transferred to and expended by the Town of Wayland Municipal Affordable Housing Trust Fund for the sole purpose of acquiring said parcel; and,
- c. determine whether said appropriation shall be provided by taxation, transfer from unappropriated available funds, transfer from available funds appropriated for other purposes, transfer from the real estate fund, by borrowing, or otherwise, provided:
  - i. not more than \$100,000 of the funds so appropriated shall be transferred from the Community Preservation Fund's Uncommitted Fund for Community Housing purposes; and,
  - ii. not more than \$4,000,000 of the funds to be borrowed from Community Preservation Fund future receipts;
- d. authorize the Town Treasurer, with the approval of the Select Board, to borrow up to said sum in accordance with Massachusetts General Laws Chapter 44, section 7 and Chapter 44B and any other enabling authority, and issue bonds or notes of the Town therefor, or take any other action related thereto; and
- e. provided, in accordance with G.L. Chapter 44B, §5(d), no Community Preservation Act funds shall be borrowed or expended to acquire this property for a price in excess of its value as determined through procedures customarily accepted by the appraising profession as valid.

**FINANCE COMMITTEE COMMENTS:** The Natick Soldier Systems Center (NSSC) is preparing to sell and convey its Wayland Launcher Way Housing Area comprising 5.6 acres of land with 12 housing units along Oxbow Road and Launcher Way. This article allows for the appropriation of funds from various sources to enable the Town, or possibly the Town of Wayland Municipal Affordable Housing Trust Fund (MAHTF), to fund a bid for the land and buildings.

A third-party appraisal [is underway (or has been received by the Town)]. Both the appraisal and the fair market value determined therein will be kept confidential in order to give the Town's or the MAHTF's

potential bid the best competitive chance. Even in a competitive bid situation, the Town, or the MAHTF, is limited by law to paying no more than the appraised fair market value of the property, as determined on a highest and best use basis, when using funding from the Community Preservation Fund (CPF). It is unclear whether this limitation would prevent the Town or the MAHTF from using non-CPF funds in order to submit a bid in excess of the appraised fair market value. Nonetheless, the amount of funding requested under this article will in no event exceed the fair market value set forth in the Town's third-party appraisal.

The NSSC decided to dispose of the property because the existing homes that are part of the NSSC do not meet the Army Family Housing Standards for size, configuration, and anti-terrorism protection requirements. The National Defense Act requires soldiers to live in close proximity to the NSSC installation. The 12 housing units are vacant and have been for the last 3 ½ years. Town Officials conducted a site visit in 2018. Each of the 12 single-family housing units is a three-bedroom, 1-bathroom house of approximately 1,255 square feet. While the heat has been left on, each unit will require inspection and, at minimum, an updated kitchen and bathroom.

Currently the 12 single-family houses are on one lot. The zoning requirements for a parcel in this area of Wayland are a minimum lot size of 60,000 square feet with 210 feet of frontage on a public way per lot. Since the houses were constructed prior to the current zoning requirements, the rental of such units by the NSSC had been permitted as such use was deemed a pre-existing, non-conforming use under the Town's zoning bylaw (Zoning Bylaw). Further, the Zoning Bylaw stipulates that "a pre-existing nonconforming use of land that consists of more than six dwelling units for rent on a single lot may not be changed, extended or altered in such a manner that results in either (i) more dwelling units or a greater dwelling unit density on the parcel of land; (ii) an enlargement of any of the dwelling units as measured by its gross floor area or its number of bedrooms or rooms; (iii) the expansion of the use onto adjacent land; or (iv) the subdivision of the lot into more than one lot." The Zoning Bylaw therefore restricts the ways in which a purchaser could develop the property beyond frontage and area requirements. By right, a developer can apply to the Zoning Board of Appeals for relief from the Town's bylaws.

A favorable vote under this article would give the Town the flexibility to acquire the property itself or, alternatively, to fund the acquisition of the property by the MAHTF. While a final decision has not been made, it may be beneficial to have the MAHTF to acquire the property for numerous reasons, including keeping the amount of the bid confidential. Although the MAHTF does not require Town Meeting approval to acquire real estate, the proposed acquisition of this property by the MAHTF would require both the funding requested under this article and a majority vote of the MAHTF's trustees. Further, pursuant to Town Code Chapter 77, §77-3 C, the acquisition by the MAHTF would also require the approval of both the Select Board and the Planning Board since the property contains more than two units. As a result, even if the MAHTF is the bidder, the Select Board would retain some level of control over the actual bid submitted. It is also expected that a final vote of the CPC will be taken once the final bid amount is determined and, therefore, the amount of CPC funding that will be required.

The acquisition of this property is eligible for funding from the CPF since such funds would be used for community housing purposes, i.e., for the acquisition of, preservation, rehabilitation and restoration of community housing. The proposed acquisition would be funded by monies that have already been collected or by debt that will be paid with future Community Preservation Act (CPA) receipts. If the MAHTF is the bidder, a portion of the purchase price may be funded with cash currently held by the MAHTF, a portion of which represents CPA funds previously transferred by the Town to the MAHTF. Further, the MAHTF may also have sufficient cash to fund any needed renovations or repairs prior to making the houses available for occupancy.

The Town is making progress on its affordable housing goals and on May 25, 2021, DHCD certified that our current Subsidized Housing Inventory (SHI) stands at 11.06%. Depending on the final 2020 Census data and the outcome of proposed development at the former Mahoney's site and on School Street, it is possible that Wayland's affordable housing will fall just below the 10% affordable housing goal. However, there is still a need for more affordable housing in our community and the recently drafted Housing Production Plan (a 5-year tool used to accomplish the goals of creating affordable housing) shows that the Town should add about 26 units over the next five years to maintain the 10% goal. Acquiring Launcher Way would give the Town 12 additional affordable units.

If the Town is unable to utilize the property for affordable housing it is possible the value is greater or less than the actual amount paid by the Town.

The Select Board voted to defer its recommendation until Annual Town Meeting.

The Community Preservation Committee recommends approval. Vote: 6-1

**ARGUMENTS IN FAVOR:** It is not known when the Department of Defense will offer this property for sale by competitive bid. It was anticipated to be in late 2021, but it has not happened yet. Having a preapproved appropriation allows the Town, or the MAHTF, to be more nimble in submitting and funding a competitive bid.

Although the exact expenditure is not known, by law, neither the Town nor the MAHTF may pay more than the appraised fair market value of the property, as determined on a highest and best use basis.

Oxbow Road neighbors are supportive of acquiring and improving the Launcher Way housing properties for affordable housing.

The Select Board is committed to making substantial headway in providing opportunities for people of low- and moderate-income to live in Wayland and meeting the Town's and Commonwealth's goal of 10% affordable housing.

This article proposes to leverage CPF and possibly MAHTF funds to purchase the Launcher Way property. Use of these sources of funds does not have an additional tax impact for residents.

A successful bid to purchase Launcher Way helps to ensure the creation of affordable housing that is compatible with the existing community.

The Town of Wayland has demonstrated a remarkable degree of community support for the development of affordable housing at the Nike Site which is directly across the street from Launcher Way. More recently, neighbors have researched the possibility of using the Launcher Way site for additional affordable housing units. The MAHTF has expressed interest in acquiring the Launcher Way property for use as affordable housing.

**ARGUMENTS OPPOSED:** It is not clear how much the Town will have to bid on the property.

It is possible that the Town or MAHTF may not be able to use the property, as of right, for its intended purpose if it is determined by the Town's building commissioner and/or the zoning board of appeals that the NSSC's prior non-conforming use of the property was deemed abandoned under the Zoning Bylaw due to its non-use for more than two consecutive years. In such case, there is no guarantee the Town or MAHTF will be successful in securing the zoning relief needed to use the existing housing units for affordable housing. Depending on the price paid for the property, it is possible the Town or MAHTF may have overpaid for the property and, therefore, a loss could be incurred on a future resale of the property.

Utilizing the CPF's borrowing capacity to acquire this property could limit the availability of CPF funds for future projects across open space, community housing, historic and recreational uses.

If the Town were to default on the payment of the CPF debt used to acquire the Launcher Way property, the debt would become the responsibility of the Town.

**RECOMMENDATION:** The Finance Committee voted to defer its recommendation until Annual Town Meeting.

**QUANTUM OF VOTE:** Two-thirds vote if borrowing under G.L. Chapter 44, Section 7; majority vote under G.L. Chapter 44B, Section 5.

*For more information about this article, contact Gretchen G. Schuler, Community Preservation Committee chair, at [gschuler@wayland.ma.us](mailto:gschuler@wayland.ma.us) or Stephen Crane, Acting Town Administrator, at [scrane@wayland.ma.us](mailto:scrane@wayland.ma.us).*

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### **Article 23. Resolution on Expenditure of Funds for Stonebridge Road Bridge**

*Proposed by: Select Board*

To determine whether the Town will vote to affirm its previous vote under Article 9 of the 2020 Annual Town Meeting vote, which authorized borrowing the sum of \$450,000 to finish the design work and perform the reconstruction of the Potter/Stonebridge Road Bridge.

**FINANCE COMMITTEE COMMENTS:** This article reaffirms the 2020 Annual Town Meeting vote to borrow \$450,000 to complete the design work and perform the reconstruction of the Potter/Stonebridge Road Bridge.

At the 2020 Annual Town Meeting, the Town approved the FY2021 Omnibus Budget that included a line item to appropriate \$450,000 to complete the design and carry out the reconstruction of the Potter/Stonebridge Road Bridge. Previously, the 2019 Annual Town Meeting had voted to appropriate \$100,000 for the design of bridge repairs.

At the 2020 Annual Town Meeting, a question was raised whether the bridge, constructed in 1957 following diversion of the Sudbury River in the wake of devastating Hurricane Diane, is in Wayland, and, accordingly, whether Wayland was responsible for any part of the costs and whether Wayland should pay for any of the bridge repairs. Town Meeting was informed of the existence of an October 5, 2018, Intermunicipal Agreement between Framingham and Wayland to share the repair costs of the bridge. Town Counsel stated that intermunicipal agreements are permitted by law and are binding. A motion to reduce the appropriation for the bridge repair to \$0 failed by a vote of 128-128. The FY2021 Omnibus Budget, including funding of the bridge, passed 149-11.

After the 2020 Annual Town Meeting, residents raised the question with the Select Board whether any portion of the Potter/Stonebridge Road Bridge is in Wayland and whether Wayland should pay for any of the repairs.

Over the past several months, unassailable evidence has come to light that the bridge, for years believed to be half in Framingham and half in Wayland, is in fact entirely in Framingham, or at the very least, the vast majority of the bridge is in Framingham. The remaining issue is not whether Wayland owns any part of the bridge, as it does not, but whether Wayland should contribute \$450,000 to restore it.

After the 2020 Annual Town Meeting, residents pointed out to the Select Board that the Town likely, in their opinion, has legal grounds for invalidating the Intermunicipal Agreement because the signatories in 2018 were unaware that the bridge is not located in Wayland.

Background: This project repairs the Potter/Stonebridge Road Bridge situated in the City of Framingham on Potter Road; from Wayland on the east, the bridge is approached via Stonebridge Road. The bridge was constructed in 1957 and is in need of repair. The previously approved structural repair work will extend the existing bridge life and avoid more significant reconstruction costs in the future.

The federal government created the National Bridge Inspection Standards (NBIS) in 1968 which established requirements for the inspection of all bridges including frequency, personnel qualifications, inspection reports, and inspection procedure. Bridge F-07-039 Potter/Stonebridge Road over Sudbury River is rated a 5/Fair on a nine-point scale for its deck condition and superstructure condition and 6 for its substructure condition. Framingham transportation measured the average weekday daily traffic on Potter Road to be 3,500 vehicles of which 150 are trucks, primarily occurring during morning and evening rush hours.

On October 5<sup>th</sup>, 2018, the City of Framingham and the Town of Wayland signed an agreement regarding equal allocation of costs for the design and repair of the bridge that expires in 2023. The agreement anticipated that there could be a change in circumstance resulting from fund availability or approvals. The agreement has a cancellation provision that states that a defaulting party is responsible for all costs associated with termination, including, but not limited to, all costs necessary to restore the Bridge to a safe and functional condition. The construction work has not been started and no expenses have been incurred beyond the original \$100,000 appropriation for design.

In 1956, Chapter 562 authorized the construction of an alternate bridge by both Wayland and Framingham. The resulting drawings directly associated with the bridge, shown in Appendix I, were stamped on August 19, 1957, by Richard T. Mackey, Chief Engineer. The 1957 drawing shows the Sudbury River was intentionally relocated. As the change in the Sudbury River was man-made, and not a result of natural forces, the Wayland Town line remained in its original location. The entire bridge is within the City of Framingham. Stamped drawings also depict the drainage for the bridge and associated approach within the Wayland Town line. These drawings only recently came to light.

In 2019, Annual Town Meeting approved \$100,000 toward design of the proposed repairs, despite a question raised as to bridge ownership. In the 2019 ATM warrant, the Finance Committee requested funding the project from free cash as part of its capital budget based on information it received from the DPW that said “The DPW is seeking funding in FY2020 to design the rehabilitation of the Stonebridge Road Bridge. The responsibility for the bridge is split between the Town and City of Framingham, and the requested funding is for Wayland's portion. All project costs will be split between Wayland and Framingham.”

In May 2020, Annual Town Meeting approved \$450,000 towards design and reconstruction for the bridge. At that Town Meeting, some residents asked whether the Town truly bore responsibility for the bridge costs or, rather, were they the sole responsibility of Framingham. In subsequent months they maintained that the Town of Wayland and the City of Framingham had made a mutual mistake; as both parties had mistakenly presumed that the boundary line was located at the middle of the bridge, thereby splitting the ownership and responsibilities for repair of the bridge. They further asserted that because of the mutual mistake, the agreement could be voided, and that the Town unknowingly approved a project it had no responsibility to pay for.

In 2020, after Annual Town Meeting approved the proposed project, the Select Board requested further investigation by the Department of Public Work's staff and Town Counsel. On June 9, 2021, the Town's surveyor produced an annotated GIS mapping (Appendix I) that showed the Town line from a 1957 highway



layout. The map revealed that the bridge crossing the Sudbury River was entirely within the City of Framingham. The map also showed two stone bounds east of the bridge depicting the Wayland Town line, confirming that no part of the bridge is in Wayland.

In its September 17, 2021 opinion letter requested by the Select Board, Town Counsel KP Law reviewed a Town sponsored surveyor's report and concluded that the bridge "is now substantially, if not entirely, in Framingham." Their conclusion was based on the fact that the course of the Sudbury River was intentionally rerouted to the west and as a result the Wayland Town line did not move with the river. They noted that the "bridge does not commence at the location of the abutment, and there are features of the bridge, e.g., ramp, rip rap, and other structures, that may be located in Wayland. A formal survey would be required to confirm this." KP Law verified that the Town had a right, irrespective of the location of the Town line, to appropriate funds and reconstruct the bridge because it substantially benefits the Town of Wayland.

It should be noted that the estimated total cost of the bridge repair at \$900,000 was prepared several years ago. Those costs have undoubtedly increased.

There are potential disadvantages with not proceeding with this project:

- The Town has already spent \$100,000 on the bridge repair design. However, even if Wayland pulls out of the agreement, Framingham can still use this design.
- Of the 3,500 vehicles estimated to use this road per day, a portion originate from Wayland, and this could affect Wayland residents' commute. Of the 400 trucks that use Potter Road per day, a portion of them is destined to or from Wayland. This has environmental and cost implications because of longer commute distances.
- The Town of Framingham could decide not to proceed with repairs and the Department of Transportation could impose weight restrictions on the bridge. This could impair bus and truck traffic such as westbound school buses crossing the bridge to turn around. Trucks may need to use Pelham Island Road as a way to bypass the use of the Stonebridge Bridge.
- The Town of Framingham could bring a claim to enforce the agreement and the Town would be responsible for associated costs for defending itself.
- Wayland might need easements in the future from Framingham to support their connection to the MWRA as a resource for Town Water. Not cooperating with Framingham could jeopardize the relationship between the municipalities.
- Bridge safety issues would remain until either Wayland or Framingham took action to repair the bridge. Resident safety would be at risk.

The potential costs associated with the risk of not completing the project are:

- Potential need to redo design
- Cost for trucks to drive more distance as a result of DOT imposed weight limits
- Risk of Framingham enforcing the agreement
- Potential assignment of at least partial ownership of the bridge to Wayland
- Risk of Framingham assigning fees for MWRA access

The Select Board took no position on the article.

The Board of Public Works recommends approval. Vote: 5-0-0

#### **ARGUMENTS IN FAVOR:**

- The potential costs for not repairing the bridge could affect Wayland services like school bus transportation and snow removal if the bridge is not repaired. There are indirect costs associated with the rerouting of traffic that would occur if the bridge was limited to only certain vehicles because of a lack of repair and this would add to commute times and have an environmental impact of increased emissions.

- If traffic is re-routed, other neighborhoods could have increased traffic including Pelham Island Road.
- A 2018 Intermunicipal Agreement between the Town of Wayland and the City of Framingham to share costs to repair the bridge was signed, with the intent to make such repairs before July 1, 2022.
- Town Counsel has issued an opinion that the Town may legally expend funds even if the bridge is determined not to be in Wayland.
- The Town signed the Intermunicipal Agreement with Framingham, and although it now appears the bridge is in Framingham, being a good neighbor, the Town should honor the agreement.

**ARGUMENTS OPPOSED:**

- The October 5, 2018 Intermunicipal Agreement between the City of Framingham and the Town of Wayland in which the parties agreed to share the costs of repairing the bridge but both sides states that it is contingent on Town Meeting appropriating adequate funds; additionally a legal case could be made that since the Town was unaware that the bridge had moved from its original location and that both sides were mutually unaware of this, that they were not necessarily required to allocate the ownership of maintenance responsibility 50/50, and the Intermunicipal Agreement is invalid.
- \$450,000 (and possibly more once the true cost is known) is simply too much to buy Framingham's good will.
- The Town of Wayland should not have to pay for infrastructure repairs not located within the boundaries of the Town.
- The entire bridge and repair is within the City of Framingham, therefore Framingham should bear full responsibility for all repair costs.
- Some might say it is financially irresponsible to proceed because Town Meeting does not have an up-to-date cost estimate, inasmuch as the estimate was prepared several years ago in non-inflationary times.
- Framingham will likely repair the bridge without Wayland's financial support.
- The original estimate to repair the bridge is now several years old and therefore the cost to repair the bridge has likely increased.

**RECOMMENDATION:** The Finance Committee voted to defer its recommendation, if any, until Annual Town Meeting.

**QUANTUM OF VOTE:** Majority.

*For more information about this article, contact Acting Town Manager Stephen Crane at [scrane@wayland.ma.us](mailto:scrane@wayland.ma.us)*

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**Article 24. Rescind Appropriation for Framingham Bridge**

*Proposed by: Petitioners*

To determine whether the Town will vote to rescind the \$450,000 appropriated under the capital budget of article 9 of the 2020 Annual Town Meeting warrant for design/construction of the so-called Potter/Stonebridge Road bridge, which proponents believe lies wholly within the boundaries of the City of Framingham.

**PROPOSERS' COMMENTS:** This article aims to correct a mistake made by Wayland and Framingham officials in assuming that the bridge built by the state in 1957 connecting Stonebridge Road in Wayland and Potter Road in Framingham lays partially in each town, and therefore bridge repairs are a joint responsibility. Wayland Town Meeting in 2021, accordingly, appropriated \$450,000 for such repairs, after a tie vote to eliminate the measure failed. In fact, voluminous evidence has since been discovered to add to that existing in 2021, including concrete bounds showing the town line on the Wayland side of the bridge, demonstrating the bridge is entirely in Framingham and therefore Framingham's responsibility to maintain.

Contract law provides that when both parties make a factual mistake the agreement is voidable. This article rescinds the appropriation to support the Intermunicipal Agreement between the municipalities to jointly fund the currently needed repairs, effectively canceling the agreement.

**FINANCE COMMITTEE COMMENTS:** This article rescinds the \$450,000 appropriated under the capital budget of article 9 of the 2020 Annual Town Meeting for design/construction of the Potter/Stonebridge Road Bridge. At the 2020 Annual Town Meeting, the Town approved the FY2021 Omnibus Budget that included one line item to appropriate \$450,000 to finish the design and carry out the construction of the Potter/Stonebridge Road Bridge repairs. Previously, the 2019 Annual Town Meeting had voted to appropriate \$100,000 for the design of bridge repairs.

At the 2020 Annual Town Meeting, a question was raised whether the bridge, constructed in 1957 following diversion of the Sudbury River in the wake of devastating Hurricane Diane, is in Wayland, whether Wayland was responsible for any part of the costs and whether Wayland should pay for any of the bridge repairs. Town Meeting was informed of the existence of an October 5, 2018, Intermunicipal Agreement between Framingham and Wayland to share the repair costs of the bridge. Town Counsel stated that intermunicipal agreements are permitted by law and are binding. A motion to reduce the appropriation for the bridge repair to \$0 failed by a vote of 128-128. The FY2021 Omnibus budget, including funding of the bridge, passed 149-11.

After the 2020 Annual Town Meeting, residents raised the question with the Select Board as to whether any portion of the Potter/Stonebridge Road Bridge is in Wayland and whether Wayland should pay for any of the repairs.

Over the past several months, unassailable evidence has come to light that the bridge, for years believed to be half in Framingham and half in Wayland, in fact is entirely in Framingham. The remaining issue is not whether Wayland owns any part of the bridge, it does not, but whether Wayland should contribute \$450,000 to restore it.

After the 2020 Annual Town Meeting, residents pointed out to the Select Board that the Town likely, in their opinion, has legal grounds for invalidating the Intermunicipal Agreement because the signatories in 2018 were unaware that the bridge is not located in Wayland.

Background: This project repairs the Potter/Stonebridge Road Bridge situated in the City of Framingham on Potter Road; from Wayland on the east, the bridge is approached via Stonebridge Road. The bridge was constructed in 1957 and is in need of repair. The previously approved structural repair work will extend the existing bridge life and avoid more significant reconstruction costs in the future.

The federal government created the National Bridge Inspection Standards (NBIS) in 1968 which established requirements for the inspection of all bridges including frequency, personnel qualifications, inspection reports, and inspection procedure. Bridge F-07-039 Potter/Stonebridge Road over Sudbury River is rated a 5/Fair on a nine-point scale for its deck condition and superstructure condition and 6 for its substructure condition. Framingham transportation measured the average weekday daily traffic to be 3,500 vehicles of which 150 are trucks on Potter Road, primarily occurring during morning and evening rush hours.

On October 5<sup>th</sup>, 2018, the City of Framingham and the Town of Wayland signed an agreement, an Intermunicipal Agreement, regarding equal allocation of costs for the design and repair of the bridge that expires in 2023. The agreement anticipated that there could be a change in circumstance that result from fund availability or approvals. The agreement has a cancellation provision that calls out that the offending town

be responsible for all costs for termination, including, but not limited to, all costs necessary to restore the Bridge to a safe and functional condition. The construction work has not been started and no expenses have been incurred beyond the original \$100,000 appropriation. The Intermunicipal Agreement states that it is contingent on the appropriation of adequate funds by Town Meeting.

In 1956, Chapter 562 authorized the construction of an alternate bridge by both Wayland and Framingham. The resulting drawings directly associated with the bridge, shown in in Appendix I, were stamped on August 19, 1957, by Richard T. Mackey Chief Engineer. The drawing shows the relocation of the Sudbury River and Wayland Town line in its original location. Because the River was purposefully rerouted, the 1957 drawing of the Town line did not change. The stamped drawing reveals that the entire bridge and repair are within the City of Framingham. Stamped drawings also depict the drainage for the bridge and associated approach within the Wayland Town line. These drawings only recently came to light.

In 2019, Annual Town Meeting approved \$100,000 toward design of the proposed repairs, despite a question raised as to bridge ownership. In the 2019 ATM warrant, the Finance Committee requested funding the project from free cash as part of its capital budget based on information it received from the DPW that said “The DPW is seeking funding in FY2020 to design the rehabilitation of the Stonebridge Road Bridge. The responsibility for the bridge is split between the Town and City of Framingham, and the requested funding is for Wayland's portion. All project costs will be split between Wayland and Framingham.”

In May 2020, Annual Town meeting approved \$450,000 towards design and construction of the repairs for the bridge. At that Town meeting, some residents asked whether the Town truly bore responsibility for the bridge costs or, rather, were they the sole responsibility for Framingham? In subsequent months they argued that the Town of Wayland and the City of Framingham had made a mutual mistake; they argued that both parties had mistakenly presumed that the town line crossed the middle of the bridge, thereby splitting the ownership and responsibilities for repair of the bridge. They further argued that because of the mutual mistake, the contract could be voided, and that the Town unknowingly approved a project it had no responsibility to pay for.

In 2020, after Annual Town Meeting approved the proposed project, the Select Board requested further investigation by Town Department of Public Work’s staff and outside legal services. On June 9, 2021, the Town’s surveyor produced an annotated GIS mapping (Appendix I) that showed the Town line from a 1957 highway layout. The map revealed that the bridge crossing the Sudbury River was entirely within the City of Framingham. The map also showed two stone bounds east of the bridge depicting the Wayland town line, confirming that no part of the bridge is in Wayland.

In its September 17, 2021, opinion letter requested by the Select Board, Town Counsel KP Law reviewed a town sponsored surveyor’s report and concluded that the bridge “is now substantially, if not entirely, in Framingham.” Their conclusion was based on the fact that the course of the Sudbury Ricer was intentionally rerouted to the west and as a result the Wayland Town lines did not move with the river. They noted that the “bridge does not commence at the location of the abutment, and there are features of the bridge, e.g., ramp, rip rap, and other structures, that may be located in Wayland. A formal survey would be required to confirm this.” KP Law verified that the Town had a right, irrespective of the location of the Town line to appropriate funds and reconstruct the bridge because it substantially benefits the Town of Wayland. KP Law did not comment on whether Wayland had a legal basis for voiding the agreement because the parties were unaware that the bridge is in Framingham.

It should be noted that the estimated total cost of the bridge repair at \$900,000 was prepared several years ago. Those costs have undoubtedly increased.

There are potential disadvantages with not proceeding with this project:

- The Town has already spent \$100,000 on the bridge repair design. However, even if Wayland pulls out of the agreement, Framingham can still use this design.
- Of the 3,500 vehicles estimated to use this road per day, a portion originate from Wayland, and this could affect Wayland resident's commute. Of the 400 trucks that use Potter Road per day, a portion of them destined to or from Wayland. This has environmental and cost implications because of longer commute distances.
- The Town of Framingham could decide to not proceed forward with repairs and the Department of Transportation could impose weight restrictions on the bridge. This could impair bus and truck traffic such as westbound school busses cross the bridge to turn around. Trucks may need to use Pelham Island Road as a way to bypass the use of Stonebridge bridge.
- The Town of Framingham could decide to enforce the agreement and the Town would be responsible for associated costs for defending itself.
- Wayland might need easements in the future from Framingham to support their connection to the MWRA as a resource for Town Water. Not cooperating with Framingham could jeopardize the relationship between the municipalities.
- Bridge safety issues would remain until either Wayland or Framingham took action to repair the bridge. Resident safety would be at risk.

The potential costs associated with the risk of not completing the project are:

- Potential need to redo design
- Cost for trucks to drive more distance as a result of DOT imposed weight limits
- Risk of Framingham enforcing the agreement
- Potential assignment of at least 0% to 20% of the ownership of the bridge to Wayland
- Risk of Framingham assigning fees for MWRA access per year

The Select Board voted to defer its recommendation until Annual Town Meeting.

The Board of Public Works takes no action.

#### **ARGUMENTS IN FAVOR:**

- The October 5, 2018, Intermunicipal Agreement between the City of Framingham and the Town of Wayland in which the parties agreed to share the costs of repairing the bridge but both sides states that it is contingent on Town Meeting appropriating adequate funds; additionally a legal case could be made that since the town was unaware that the Town line had moved from its original location and that both sides were mutually unaware that they were not necessarily required to allocate the ownership of maintenance responsibility 50/50, the Intermunicipal Agreement is invalid.
- \$450,000 (and possibly more once the true cost is known) is simply too much to buy Framingham's good will.
- The town of Wayland should not have to pay for infrastructure repairs not located within the boundaries of the Town.
- The entire bridge and repair is within the City of Framingham, therefore Framingham should bear full responsibility for all repair costs.
- Some might say it is financially irresponsible to proceed because Town Meeting does not have an up-to-date cost estimate, inasmuch as the estimate was prepared several years ago in non-inflationary times.
- Framingham will likely repair the bridge without Wayland's financial support.
- The original estimate to repair the bridge is now several years old and therefore the cost to repair the bridge has likely increased.

#### **ARGUMENTS OPPOSED:**

- The potential costs for not repairing the bridge could affect Wayland services like school bus transportation and snow removal.

- There are indirect costs associated with the rerouting of traffic that would add to commute times and have an environmental impact of increased emissions.
- Other neighborhoods could have increased traffic including Pelham Island Road.
- A 2018 Intermunicipal Agreement between the Town of Wayland and the City of Framingham to share costs to repair the bridge was signed, with the intent to make such repairs before July 1, 2022.
- Town Counsel has issued an opinion that the Town may legally expend funds even if the bridge is determined to not be in Wayland.
- The town signed the intermunicipal agreement with Framingham, and although it now appears the bridge is in Framingham, being a good neighbor, the town should honor the agreement.

**RECOMMENDATION:** The Finance Committee voted to defer its recommendation, if any, until Annual Town Meeting.

**QUANTUM OF VOTE:** Majority.

*For more information about this article, contact Lead Petitioner Tom Sciacca at [tsciacca@comcast.net](mailto:tsciacca@comcast.net)*

## **Article 25. Loker Grass Field Construction**

*Proposed by: Select Board, Recreation Commission*

*Estimated Cost: \$3,000,000*

To determine whether the Town of Wayland (“town”) will vote to:

1. Appropriate a sum of money of not more than \$3,000,000 to be expended under the direction of the Permanent Municipal Building Committee for designing, permitting, engineering and constructing a multi-purpose natural grass athletic playing field at the Loker Conservation & Recreation Area including playing surfaces, lighting, drainage, landscaping, recreational amenities, access and parking areas; and any and all other costs incidental or related thereto;
2. Provide for said appropriation by borrowing, taxation, transfer from unappropriated funds, transfer from available funds appropriated for other purposes, or otherwise, provided not more than \$189,160.59 of the funds appropriated shall be transferred from the Recreation Stabilization Fund;
3. Authorize the Town Treasurer, with the approval of the Select Board, to borrow up to said sum in accordance with Massachusetts General Laws Chapter 44, section 7 and 8 and 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, may be applied to the payment of costs approved hereunder in accordance with Massachusetts General Laws Chapter 44, section 20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs

**PROPOSERS’ COMMENTS:** Since 2000, Wayland has invested over \$2,000,000 in the purchase and design of the Loker site. The land is deeded specifically for recreational use and continues to lie vacant for over 20 years. Recreation studied and pursued over a dozen other suitable options to alleviate the over-usage of its grass fields and Loker was deemed most suitable for a field. The addition of this field will alleviate the overuse of fields by allowing for the rest and rehabilitation of existing recreation fields that need repair. Existing conditions of Wayland grass fields are deteriorating and deficient. Rehabilitation would ensure safer playing fields for all Town residents. The addition of a field with lighting will become increasingly more important since Wayland Public Schools shifted school start times later in the day. Access to outdoor recreation is valuable to both individuals and the Wayland community at large, now more than ever.

**FINANCE COMMITTEE COMMENTS:** This article would authorize up to \$3 million for construction of a natural grass field at the Loker Conservation & Recreation area. The Loker Grass Field project includes the permitting, engineering, and construction of a multi-purpose natural grass athletic playing field at the Loker Conservation & Recreation Area (414 Commonwealth Road), at the northeast corner of the intersection of Route 30 (Commonwealth Road) and Rice Road in Wayland (map included in Appendix J). The project would include grass playing surfaces, lighting, drainage, landscaping, recreational amenities and equipment, spectator areas, access and parking areas and trailheads for use by the community. This project will provide an outdoor land-based recreation venue for passive and active recreation. It is estimated that thousands of participants and or residents would use a field at Loker each year for sports, camps, community events and trail access. The project would provide better parking and access to the abutting conservation trails and new plantings could be used to better protect and preserve the natural, wetlands and historical features of the property.

The Recreation Commission has stated the need for additional athletic fields in Wayland for many years and several studies that have been undertaken since 2010 have documented this need. The Town cannot currently meet demand at our present field capacity, has been unable to find fields in other towns with capacity to rent, and, as a result, may need to turn kids away from youth sports. Studies have provided data regarding both the insufficiency in the number of fields and overuse of the existing fields (see the following: Wayland Town Master Plan from June 2010; report by Gale Associates, Inc., dated July 15, 2010 (the "Gale Report"); Town of Wayland Open Space & Recreation Plan from 2016; and Wayland Town wide Recreation Facilities Plan by Weston & Sampson in January 2018). All of these studies and the need for additional athletic fields were reiterated and reinforced during a public forum held on August 30, 2021, by the Select Board.

This project would serve the needs for youth athletics as well as the community at large. It is estimated that more than 6,000 children, adults, and seniors use Wayland Recreation sites annually. It is also expected that public school student enrollment and Wayland's senior population will both grow over the next decade and this additional field will help serve burgeoning needs. Reports indicate that there is currently a deficit of seven to ten-field grass fields in Town. The proposed Loker grass field could reduce the deficit and provide a field, likely with lights that could be used later in the day to accommodate students' later school days.

The field would be built on an area that the Town purchased for \$1.7 million in 2000. At a Special Town Meeting in November 2017, the Town approved design funds for a turf field project, of which \$154,000 was expended. At Annual Town Meeting in 2004, 8.37 acres of the vacant 28.20 acres of property was delineated for recreational use, the remainder for conservation land. This project would result in a multi-purpose natural grass athletic venue on the parcel designated for recreation.

The location of the project, the former Dow Chemical facility, was cleaned up approximately twenty years ago according to the required standards at that time. In 2019, the Select Board contracted with CMG Environmental, Inc. to conduct a third-party independent environmental review to assess any potential hazards when comparing present-day standards to those in place at the time of the cleanup. A representative of CMG Environmental, Inc. attended a Select Board meeting in February 2020 to present the findings and stated that he had no hesitation allowing his own family members to play on a turf field at this location.

At the October 3, 2021, Special Town Meeting, Town voted first in favor of Article 1, for a three-year moratorium on synthetic/artificial turf fields (353-77) and then in favor of Article 2, specifically to spend up to \$125,000 to design a grass field at the Loker site (327-120). The site was previously designed as a synthetic turf field, but not approved by voters (the proposed turf field did not obtain the 2/3rd threshold needed to approve the project at 2019 or 2021 Annual Town Meetings despite voter approval of the use of excluded debt for the project at the polls in the April 2019 election). Design for the natural grass field is

expected to be complete and the project put out to bid to determine the costs before the 2022 Annual Town Meeting.

#### PROPOSED TIMELINE

- 1) Design & Development - Underway, October 2021 to May 2022
- 2) Bid & Contract - To be completed by May 2022
- 3) Permitting - To be completed in 2022
- 4) Build - if approved at 2022 ATM, the field would be built between May and September 2022
- 5) Grow - Grass roots establish for minimum of 2 growing seasons until Spring 2023
- 6) Open for Play - Possible play in late summer/early fall 2023
- 7) Operate and Maintain - Loker field will allow restoration/rehabilitation of an existing field in 2023 - 2024
- 8) +1 Additional field footprint will be effectively added to the total field inventory by spring 2025.

FUNDING: \$118,000 of CPA Funds Parking Area and Trail head improvements was already approved at 2019 ATM. \$189,160 possible transfer from the Recreation Stabilization Fund (requires 2/3 vote), up to \$200,000 possible transfer from Recreation Field Revolving Fund Total TBD: Any balance of the low bid that is otherwise not funded by CPA, Stabilization Funds, or Recreation Funds would be requested from 2022 ATM (Total less -\$507,160.)

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

The Recreation Commission recommends approval. Vote: 5-0-0

#### **ARGUMENTS IN FAVOR:**

- A vote in favor of this article will accelerate the addition of a new playing field in Wayland; a need that has been voiced by the Recreation Commission and many residents and has been substantiated by the reports noted above.
- The Loker Recreation area has been studied and planned for many years. Moving ahead with this project would be a step in the direction of putting to use an asset on which the Town has spent significant monies over the past two decades and for a use that is consistent with its designation as a recreation area.
- Constructing a natural grass field at this location should satisfy many in Wayland who supported the development of a new athletic field but expressed concerns with artificial turf.
- A new athletic field at this location will enhance the overall Loker Recreation area; not only will it provide a much-needed athletic field, but it may also make the property more appealing and accessible to those using the Conservation trails.
- Because it is a natural grass field, the proposed project is estimated to be less costly than recent years' proposals for synthetic turf fields.

#### **ARGUMENTS OPPOSED:**

- Development of an athletic field at the Loker Recreation area is seen by some as an expensive place for the Town to develop a new athletic facility; rather, the Town should explore other areas that may be developed with similar or additional facilities before spending the funds to develop this site.
- Neighbors have stated concerns with an athletic field at this site due to the possibility of increased traffic and the potential to add lights over the field for evening athletic events.
- Opponents believe that the high slopes and uneven ground present a less-than-ideal piece of land on which to develop a rectangular regulation size field.
- Although a state conservation expert recommended re-routing trails around a certified vernal pool located on the property, opponents remain concerned with the anticipated removal of a large number of trees that could affect wildlife habitats and significantly change the landscape of the property.



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

**QUANTUM OF VOTE:** Two-thirds – see G.L. Chapter 44, Sections 2, 7 and 8.

*For more information about this article, contact Recreation Director Katherine Brenna at [kbrenna@wayland.ma.us](mailto:kbrenna@wayland.ma.us)*

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## **Article 26. Amend Town Code for the Municipal Affordable Housing Trust Fund**

*Proposed by: Board of Selectman; Municipal Affordable Housing Trust Fund*

To determine whether the Town will vote to amend Town Code Chapter 77, Municipal Affordable Housing Trust Fund, by making the following revisions thereto

[Key to revisions: underlining = additions]

### **Chapter 77. Municipal Affordable Housing Trust Fund**

#### **§ 77-1. Establishment; purpose.**

There shall be a trust to be known as the Municipal Affordable Housing Trust Fund, referred to in this chapter as the Trust. The purpose of the Trust is to provide for the creation and preservation of affordable housing in the Town of Wayland for the benefit of low-and moderate-income households and for the funding of community housing, as defined in and in accordance with the provisions of MGL c. 44B, in the Town of Wayland.

#### **§ 77-2. Board of Trustees; appointment; terms.**

The Trust shall be governed by a board consisting of seven trustees (the Board). At least one trustee shall be a member of the Select Board ~~of Selectmen~~. In making appointments to fill the remaining positions, the Select Board ~~of Selectmen~~ shall give preference to the following: (i) a member of the Wayland Housing Authority; (ii) a member of the Planning Board; (iii) a member of the Housing Partnership; (iv) a real estate law specialist licensed to practice law in the Commonwealth of Massachusetts; and (v) two residents. The Trustees shall be appointed by the Select Board ~~of Selectmen~~ and shall serve for terms of two years beginning on July 1 and expiring on June 30, except as hereinafter provided. The initial terms of four of the Trustees shall be for one year and three of the Trustees shall be for two years. The Select Board ~~of Selectmen~~ shall strive for geographical diversity for the benefit of the entire Town. Thereafter, the terms of all Trustees shall be for two years, except for Trustees who are appointed to fill the unexpired term of a Trustee whose position has become vacant before the end of the term. There shall be no limit on the number of terms served by an individual.

#### **§ 77-3. Powers; authority.**

The Board shall have the powers set forth herein for the Trust which is on file in the office of the Town Clerk, and the following powers, all of which shall be carried out as fiduciaries through the exercise of due diligence and prudence and in furtherance of the purposes of MGL c. 44, § 55C:

- A) To accept and receive real property, personal property or money, by gift, grant, contribution, devise or transfer from any person, firm, corporation or other public or private entity, including but not limited to money, grants of funds or other property tendered to the Trust in connection with any by-law or any general or special law or any other source, including money from said Chapter 44B, provided, however, that any such money received from said Chapter 44B shall be used exclusively for community housing and shall remain subject to all the rules, regulations and limitations of that chapter when expended by the Trust, and such funds shall be accounted for separately by the Trust;

and, provided further, at the end of each fiscal year, the Trust shall ensure that all expenditures of funds received from said Chapter 44B are reported to the community preservation committee of the Town for inclusion in the community preservation initiatives report, Form CP-3, to the department of revenue; except that transfers of Town- owned real property to the Trust shall be approved by a two-thirds supermajority vote of a Town Meeting pursuant to MGL c 40, § 15A;

- B) To purchase and retain real or personal property, including, without restriction, investments that yield a high rate of income or no income;
- C) To sell, lease, exchange, transfer or purchase real property. The purchase and/or development of more than two dwellings must be approved jointly by the Select Board ~~of Selectmen~~ and Planning Board;
- D) To execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, loan agreements, promissory notes, releases, grant agreements and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the Board engages for the accomplishment of the purposes of the Trust;
- E) To employ advisors and agents, such as accountants, appraisers and lawyers as the Board deems necessary;
- F) To pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the Board deems advisable;
- G) To apportion receipts and charges between incomes and principal as the Board deems advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation depletion or otherwise;
- H) To participate in any reorganization, recapitalization, merger or similar transactions; and to give proxies or powers of attorney with or without power of substitution to vote any securities or certificates of interest; and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation and any other corporation or person;
- I) To deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the Board may deem proper and to pay, out of trust property, such portion of expenses and compensation of such committee as the Board may deem necessary and appropriate;
- J) To carry property for accounting purposes other than acquisition date values;
- K) To borrow money on such terms and conditions and from such sources as the Board deems advisable, to mortgage and pledge trust assets as collateral, except that (i) the Board shall not mortgage or pledge as security an amount greater than the total current assets of the Trust, unless such greater amount is approved by the Select Board ~~of Selectmen~~ and by the Planning Board by a majority vote and (ii) no money borrowed and no debt issued by the Board shall be an obligation of the Town of Wayland.
- L) To make distributions or divisions of principal in kind;
- M) To comprise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of this act, to continue to hold the same for such period of time as the Board may deem appropriate;
- N) To manage or improve existing real property; and to abandon any property which the Board

determined not to be worth retaining;

- O) To hold all or part of the Trust property uninvested for such purposes and for such time as the Board may deem appropriate; and
- P) To extend the time for payment of any obligation to the Trust.

**FINANCE COMMITTEE COMMENTS:** The Trust was established pursuant to Chapter 491 of the Massachusetts Acts of 2004, as amended by Sections 1 through 6 of Chapter 109, i.e., M.G.L. c. 44, §55C, and authorized by the vote of the 2014 Annual Town Meeting under Article 12 of the Warrant thereof.

The current provisions of Town Code Chapter 77, Municipal Affordable Housing Trust Fund, were based on the statutory language contained in M.G.L. c. 44, §55C in 2014.

On August 9, 2016, Governor Charlie Baker signed into law a municipal governance reform package, i.e., Chapter 218 of the Acts of 2016: An Act Modernizing Municipal Finance and Government (H.4565), that included sections, i.e., Section 95 to 97, that changed the way Community Preservation Act (CPA) funds are transferred and used by Municipal Affordable Housing Trusts (MAHTs).

Many communities, including the Town of Wayland, use MAHTs as a tool to create affordable housing, and it is common for these local trusts across the state to receive funding from the CPA. Previously, the CPA and Housing Trust statutes were not aligned in how the funding could be used, and it was not clear that all of the rules of the CPA followed as the money was placed into MAHTs. In addition, it was difficult to track how much housing was created across the state with the CPA funding that had been transferred to MAHTs.

The 2016 legislation made the following changes to how housing trusts function with CPA funding:

- Expanded the allowable uses for MAHT expenditures to match those of the CPA. Provided that the transfer of funds is not restricted by the Community Preservation Committee recommendation, trusts can now expend funds for any community housing activity that is allowable under CPA;
- Clarified that all rules and restrictions of Chapter 44B, the CPA, remain in force even after the CPA funds are transferred to a MAHT;
- Required that MAHTs track CPA funds separately from other funding sources and annually report on the use of those funds in the municipalities' CP-3 reporting to the Department of Revenue; and

Authorized MAHTs to execute grant agreements. Most communities require a grant agreement between the municipality and their MAHT to establish conditions for the transfer of the CPA funds. To date, the Town of Wayland has not required such a grant agreement. Trusts currently do not have explicit authority to execute grant agreements, whether such agreements are between a municipality and its MAHT or between the MAHT and qualifying grant recipients.

Substantially all of the proposed revisions to Town Code Chapter 77, Municipal Affordable Housing Trust Fund will ensure that the way in which CPA funds are transferred to and used by the Town's MAHT are consistent with the provisions included in Chapter 218 of the Acts of 2016, Sections 95 to 97, noted above.

The proposed addition of "loan agreements" in § 77-3, Section D is intended to provide explicit authority to the Board to execute such agreements that the Trustees believe are otherwise permitted under the existing catch all language "... and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the Board engages for the accomplishment of the purposes of the Trust" in said section. The Trustees want to ensure they have the authority to use loan agreements versus grant agreements in situations where the recipients are deemed to have the ability to repay the financial support provided by the Trust at some point in the future.

The Select Board recommends approval. Vote: 4-0-0

The Municipal Affordable Housing Trust Fund Board recommends approval. Vote: 5-0-0

**ARGUMENTS IN FAVOR:** Proponents may argue that the proposed revisions eliminate any potential for uncertainty regarding whether noted Sections 95 to 97 will apply to the Town of Wayland's MAHT.

Proponents may argue that clear authority is preferred in order to loan funds to qualified recipients who might otherwise be eligible to receive a grant, particularly in situations where the recipient is expected to have the ability to repay the financial support provided by the Trust at some point in the future.

**ARGUMENTS OPPOSED:** Opponents may argue that the proposed changes are unnecessary because Chapter 218 of the Acts of 2016, Section 246 provides that "Sections 95 to 97, inclusive, shall apply to all funds held in trust under chapter 44B of the General Laws on or after the effective date of this act."

Opponents may argue that the Trustees should not have the authority to loan funds to qualified recipients who might otherwise be eligible to receive a grant.

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

**QUANTUM OF VOTE:** Majority per G.L. Chapter 40, Section 21.

**CONSISTENCY WITH LAW:** The foregoing bylaw amendment is not repugnant to Massachusetts or federal law.

*For more information about this article, contact Acting Town Manager Stephen Crane at [scrane@wayland.ma.us](mailto:scrane@wayland.ma.us)*

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## **Article 27. CPA - Housing: Fire Sprinkler System at 89 Oxbow Condo Trust**

*Proposed by: Community Preservation Committee*

*Estimated Cost: \$100,000*

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

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

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

Development. CPA funds can be used for rehabilitation and preservation of community housing units so long as CPA funds were used for acquisition or development of the units.

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

The Select Board does not recommend approval. Vote 2-2-0

The Committee Preservation Committee recommends approval. Vote: 9-0-0

**ARGUMENTS IN FAVOR:** This expenditure is necessary for the safety and well-being of Wayland residents residing in the Oxbow Condominiums.

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

**RECOMMENDATION:** The Finance Committee recommends approval.

**QUANTUM OF VOTE:** Majority – see G.L. Chapter 44B, Section 5.

*For more information about this article, contact Community Preservation Committee Chair Gretchen G Schuler at [gschuler@wayland.ma.us](mailto:gschuler@wayland.ma.us)*

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## **Article 28. CPA – Historic Preservation: Library Document Preservation**

*Proposed by: Community Preservation Committee*

*Estimated Cost: \$19,765*

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

**FINANCE COMMITTEE COMMENTS:** In preparation for the 175<sup>th</sup> Anniversary of the Wayland Public Library, the Library Trustees intend to hire conservators to preserve five historically significant documents: Wayland Village Suggestions for Plantings (1911); National Anti-Slavery Standard, edited by Lydia Maria Child (August 5, 1841); Site Plan of the Wayland Public Library (1899); Preliminary Plan of the Wayland Public Library (in Town Hall) designed by J.S. Draper (1878); and Sermons Preached in and about Wayland (1772-1876). The Library Trustees request \$19,765 to hire conservators to preserve these five documents that illuminate Wayland's historical development. Each is fragile and deteriorating. Conservation will preserve these documents for future generations, while digitization makes them readily available to all who explore the Town's history. Supplies to contain fragile documents will also be purchased as part of this project. Passage of this article will fund this phase of the Archival Document Conservation projects and will ready the Library for its 175<sup>th</sup> Anniversary in 2023.

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

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

The Community Preservation Committee recommends approval. Vote: 9-0-0

**ARGUMENTS IN FAVOR:** Preservation of these documents will ensure these unique records are maintained and made accessible for use by anyone with an interest in Wayland's history.

Maintaining and preserving these resources now is best rather than later because the more they deteriorate the more difficult and expensive it is to preserve them.

**ARGUMENTS OPPOSED:** In the future there may be more pressing projects for which the historic preservations funds may be used.

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

**QUANTUM OF VOTE:** Majority – see G.L. Chapter 44B, Section 5.

*For more information about this article, contact Community Preservation Committee Chair Gretchen G Schuler at [gschuler@wayland.ma.us](mailto:gschuler@wayland.ma.us)*

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## **Article 29. Town Acceptance of Whittemore Lane as a Public Way**

*Proposed by: Petitioners*

To determine whether the Town will vote to accept Whittemore Lane, part of the completed three house subdivision Whittemore Place, as a town way.

**PETITIONERS' COMMENTS:** Oxbow Development Group, LLC (“Oxbow”) completed a three-house subdivision known as Whittemore Place consisting of three lots improved with single family residences and the roadway known as Whittemore Lane. Construction has been completed and all three houses have been sold to third parties; Oxbow retains title to the roadway.

As-built plans have been submitted to the Planning Board with a Certification from an Engineer that the subdivision was built substantially in compliance with the approved plans. Additionally, a Petition to lay out and accept Whittemore Lane is being separately submitted to the Board of Public Works.

Oxbow Development Group, LLC requests the Select Board place an article on the town meeting warrant regarding the acceptance of Whittemore Lane as a Public Way.

**FINANCE COMMITTEE COMMENTS:** Petitioners have submitted an article to have Whittemore Lane accepted as a public way. The Whittemore Place subdivision was completed in early 2021, and the developer and petitioners desire to complete the process by having the Town accept the way. Oxbow Development Group, LLC, the developer, retains title to the roadway.

The Department of Public Works has a procedure for the layout, acceptance and acquisition of Town ways. The developer will start this process by submitting a layout plan and a title certification. The Board of Public Works reviews the materials and votes its intention to layout the way as public; the petition and layout plan are then referred to the Planning Board. The Planning Board has 45 days to make a report to the Board of Public Works. At a properly noticed meeting, the Board of Public Works considers the layout and votes a decision.

The approval of the road as a public way still needs to obtain the approval of the Board of Public Works as well as the Planning Board. At this time however, neither board has given their final approvals, which are needed to complete the process before the article is placed before Town Meeting.

The Select Board voted to defer a recommendation until Annual Town Meeting. The Board of Public Works deferred discussion on this article until it is able to host a public meeting, which is anticipated to happen in April.

**ARGUMENTS IN FAVOR:** The developer has completed the work required in the subdivision plan and built the road to written specifications in anticipation of it being accepted as a town way.

**ARGUMENTS OPPOSED:** The request to approve the road as a public way has not yet received the necessary approvals from the Board of Public Works and the Planning Board, both of which have it on their respective March and April 2022 agendas. If either encounters an issue, approvals may not be in place prior to Town Meeting. It may be better to continue the acceptance process and consider the article at a future town meeting.

**RECOMMENDATION:** The Finance Committee voted to defer a recommendation, if any, until Annual Town Meeting.

**QUANTUM OF VOTE:** Majority – see G.L. c. 41, §81Y

*For more information about this article, contact Edward McCarthy, attorney for petitioners and Oxbow Development Group, LLC at mccarthy\_law@msn.com.*

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### **Article 30. Choose Town Officers**

*Proposed by: Select Board*

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	The Select Board
Fence Viewers	The Select Board
Field Drivers	The Constables
Measurers of Wood and Bark	Paul Doerr
	Gary Slep
	John R. Sullivan
Surveyors of Lumber	Judy Currier
	Richard Hoyt
	Susan W. Pope

**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 Select Board (SB) 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.” As of December 31, 2021, the balance in the Allen Fund was \$11,028. 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 SB 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 Chapter 49, Section 1 of the Massachusetts General Laws. The SB is authorized to appoint two or more Fence Viewers for one-year terms. The SB were called upon to act as Fence Viewers last fiscal year.

Field Drivers collect loose sheep, goats or other beasts and under Chapter 49, Section 22 of the Massachusetts General Laws, the SB 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 Chapter 94, Section 296 of the Massachusetts General Laws, 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 SB, 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 Chapter 96, Section 7 of the Massachusetts General Laws 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 SB.

If Town Meeting declines to elect the Fence Viewers, Field Drivers and Measurers of Wood and Bark, the SB would make the appointment at its next regular meeting. However, a home rule petition is required to make the position of Surveyors of Lumber appointive by the SB, 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 Select Board recommends approval. Vote: 5-0-0

**ARGUMENTS IN FAVOR:** Choosing town officers allows the Town to conduct its normal business.

**ARGUMENTS OPPOSED:** Opponents may argue that this article is outdated and takes too much time to decide at Town Meeting. They may suggest that the authority to appoint be deferred to the Select Board where allowed. (Note: deferral is not within the scope of the article this year.)

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

**QUANTUM OF VOTE:** Majority – see Massachusetts General Laws Chapter 41, Section 1; Chapter 49, Sections 1 and 24; Chapter 94, Section 296, and Chapter 96, Section 7.

*For more information about this article, contact Acting Town Manager Stephen Crane at [scrane@wayland.ma.us](mailto:scrane@wayland.ma.us).*

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## **Article 31. Hear Reports**

*Proposed by: Select Board*

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
- Public Ceremonies 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. Reports can be found online on the Town of Wayland's website.

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

**ARGUMENTS IN FAVOR:** There are several boards and committees required to report to Town Meeting on the work 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.

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

**QUANTUM OF VOTE:** Majority.

*For more information about this article, contact Acting Town Manager Stephen Crane at [scrane@wayland.ma.us](mailto:scrane@wayland.ma.us).*

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## **Article 32. Sell or Trade Vehicles and Equipment**

*Proposed by: Select Board*

To determine whether the Town will vote to authorize the Select Board to sell or otherwise dispose of surplus vehicles, equipment, or other personal property in connection with the purchase of new vehicles, equipment, or other personal property.

<u>Department</u>	<u>Vehicle/Equipment</u>	<u>Year</u>
Fire	SUV	2011
DPW	Dump Truck	2002
DPW	Dump Truck	2005
DPW	Dump Truck	2008

**FINANCE COMMITTEE COMMENTS:** This standard article allows the Town to sell or trade-in used vehicles, equipment, or other personal property in compliance with the Town Code and Massachusetts General Laws.

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

**ARGUMENTS IN FAVOR:** The selling of used property contributes to the Town's General Fund.

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

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

**QUANTUM OF VOTE:** Majority – see G.L. Chapter 30B, Section 16 and Town Code Chapter 62

*For more information about this article, contact Acting Town Manager Stephen Crane at [scrane@wayland.ma.us](mailto:scrane@wayland.ma.us).*

## APPENDICIES

### **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 Annual Town Meeting and Special Town Meeting if called, was compiled by the Select Board 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 Manager, Assistant Town Manager, 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. All parents bringing children shall be responsible to see that all children maintain social distancing and other health related requirements of the meeting.

#### 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 the Annual Town Meeting commencing on May 14th 2021, to order at 12:30 p.m., or other time or date as determined by the Select Board or the Moderator acting under Mass. General Laws C. 39 Section 10A, or as soon thereafter as the Town Clerk has determined that a quorum of one hundred (100) registered voters has been checked into the meeting.
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. The Moderator may in the alternative allow or invite the moving party to read the motion under the article.

##### 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 meeting or in front of their section if more than one set of microphones are installed, 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;
  - d) a motion to adjourn; and
  - e) a motion to limit or extend the time of debate (see IV C 8 below).
- 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 while maintaining social distancing, 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 factual questions, but they do not have the right to vote or enter debate 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
  - c. “May I ask through you (then state the question which you want a board, official, or previous speaker to answer);
  - d. “I rise to a point of order”;
- 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, if available 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 if available 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 if available 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. A motion or an amendment of a motion that exceeds ten (10) words in length may be presented to the assembly only after it has been offered in writing to and accepted by the Moderator. The aforesaid requirement does not apply to main motions which are addressed by the immediately preceding subsection.
  - 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.
  - e. 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. Unless extended or limited as hereinafter allowed, 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 either voted by majority vote to extend, or by 2/3 vote to limit, 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.
11. Consent calendar: In order to accommodate the rapid disposition of articles for this meeting it may be moved by any person who has been recognized by the Moderator that the assembly act on two or more articles in one vote. Under this procedure:
  - a. Unless the offered articles are in order in the warrant the proponent must receive consent of the meeting by 2/3 vote to take such articles out of order, as referenced in under Section I of these Rules.
  - b. The proponent will identify by number, or by number and title, each article to be considered for action by consent.
  - c. Such action by consent is limited to adopting, rejecting, or passing over the indicated articles. Any adoption shall be in the unamended language of the Articles as printed in the Warrant.
  - d. The Moderator may for clarity of the meeting subsequently read the number or number and title of each article to be considered for action by consent. The Moderator is under no obligation to so read the articles referenced in the proponent's motion.



- e. Any three persons may remove an article from the list of those to be considered for action by consent, by use of a clearly audible vocal request to HOLD the article when read by the proponent or the Moderator. Articles so removed will be considered in their normal order as shown in the Warrant.

#### 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, or other time as indicated by the Moderator 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) to adjourn at another 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 Stadium 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 Select Board, 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  
April 4, 2022

**MODERATOR'S SUPPLEMENTAL RULES  
FOR TOWN MEETING SLIDES  
(v 1.3)**

**If the Annual or Special Town Meeting commencing on May 14, 2022, or any day thereafter as determined by the Moderator, is held outdoors there will be no slides or other graphic displays and thus the following rules are inapplicable and shall be considered void.**

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 Select Board'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 Select Board'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 Select Board'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: List of Town Positions (FTEs) and Wage & Classification Plan

Gray Shading Indicates Changes.	ACTUAL		ACTUAL		ACTUAL		PROPOSED	
	FTEs	FY 20	FTEs	FY 21	FTEs	FY 22	FTEs	FY 23
<u>Building &amp; 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		2.00		2.00		2.00	
Department Total		4.63		5.03		5.03		5.03
<u>Conservation</u>								
Conservation Administrator	1.00		1.00		1.00		1.00	
Land Manager	0.86		1.00		1.00		1.00	
Department Assistant	1.00		1.00		1.00		1.00	
Department Total		2.86		3.00		3.00		3.00
<u>Planning</u>								
Planning Director	1.00		1.00		1.00		1.00	
Department Assistant	0.40		0.00		0.00		0.00	
Department Total		1.40		1.00		1.00		1.00
<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		0.50		0.50		0.50	
Department Total		4.00		3.50		3.50		3.50
<u>Finance Office</u>								
Finance Director	1.00		1.00		1.00		1.00	
Accountant	1.00		1.00		1.00		1.00	
Finance Assistant	1.80		1.80		1.80		1.80	
Department Total		3.80		3.80		3.80		3.80
<u>Treasurer/Collector</u>								
Treasurer/Collector	1.00		1.00		1.00		1.00	
Asst. Treasurer/Collector	0.69		0.69		0.69		0.69	

Gray Shading Indicates Changes	ACTUAL		ACTUAL		ACTUAL		PROPOSED	
	FTEs	FY 20	FTEs	FY 21	FTEs	FY 22	FTEs	FY 23
Department Assistant	1.54		1.54		1.54		1.54	
Department Total		3.23		3.23		3.23		3.23
<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	0.86		0.86		0.86		0.86	
Department Assistant	1.00		1.00		1.00		1.00	
Comm. Coord.& Community Rel	0.00		0.40		0.40		0.40	
		3.69		4.09		4.09		4.09
<u>Information Technology</u>								
IT Director	1.00		1.00		1.00		1.00	
IT Manager	0.00		0.00		0.00		0.00	
Business Systems Analyst	1.00		1.00		1.00		1.00	
Senior Systems Administrator	1.00		1.00		1.00		1.00	
Desktop Support Analyst	0.00		1.00		1.00		1.00	
Network Manager	0.00		1.00		1.00		1.00	
		3.00		5.00		5.00		5.00
<u>Public Buildings</u>								
Public Buildings Director	1.00		1.00		1.00		1.00	
Project Manager	1.00		1.00		1.00		1.50	
Facilities Business Manager	0.00		1.00		1.00		1.00	
Sustainability Coordinator	0.00		0.00		0.00		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		5.54		6.54		6.54		8.04
<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	1.00		1.00		1.00		1.00	
Community Health Nurse	5.00		6.00		6.00		7.50	
Department Assistant	1.00		1.00		1.00		1.00	
Sr Clerk	0.43		0.43		0.43		0.43	
Department Total		9.43		10.43		10.43		11.93

Gray Shading Indicates Changes.	ACTUAL		ACTUAL		ACTUAL		PROPOSED	
	FTEs	FY 20	FTEs	FY 21	FTEs	FY 22	FTEs	FY 23
<u>Recreation</u>								
Recreation Director	1.00		1.00		1.00		1.00	
Asst. Recreation Director	1.00		1.00		1.00		1.00	
Recreation Program Adm	0.00		0.00		0.00		0.00	
Recreation Program Coor	1.00		1.00		1.00		1.00	
Recreation Assistant	0.54		0.54		0.54		0.54	
Recreation Program Asst								
Department Total		3.54		3.54		3.54		3.54
<u>Select Board's Office</u>								
Town Manager	1.00		1.00		1.00		1.00	
Asst Town Adm/HR Director	0.00		0.00		0.00		0.00	
Asst Town Adm/Procurement	1.00		1.00		1.00		1.00	
Financial Administrator	0.00		0.00		0.00		0.00	
Management Analyst	1.00		1.00		1.00		1.00	
HR Manager	1.00		1.00		1.00		1.00	
Exec Asst to TA	1.00		1.00		1.00		1.00	
Benefits Manager	0.00		0.00		1.00		1.00	
HR Asst	0.00		0.00		0.00		0.00	
Department Assistant	0.00		0.70		0.70		0.70	
Department Total		5.00		5.70		6.70		6.70
<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 Assistant	0.00		0.00		0.00		0.50	
Department Total		2.00		2.00		2.00		2.50
<u>Youth &amp; 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	0.60		0.60		0.60		0.60	
Outreach Coordinator	0.00		0.49		0.49		0.49	
Administrative Assistant	0.17		0.17		0.17		0.17	
Department Total		2.77		3.26		3.26		3.26
<u>Administration</u>								
DPW Director	1.00		1.00		1.00		1.00	
BPW Business Manager	1.00		1.00		1.00		1.00	
Administrative Coordinator	0.00		0.00		0.00		0.00	
Department Assistant	2.34		2.34		2.34		2.34	

Gray Shading Indicates Changes.	ACTUAL		ACTUAL		ACTUAL		PROPOSED	
	FTEs	FY 20	FTEs	FY 21	FTEs	FY 22	FTEs	FY 23
<u>Engineering Services</u>								
Town Engineer	1.00		1.00		1.00		1.00	
Surveyor	1.00		1.00		1.00		1.00	
Project Manager	1.00		0.00		0.00		0.33	
GIS Analyst	1.00		1.00		1.00		1.00	
<u>Highway/Parks/Transfer Station</u>								
Highway/Parks/TS Superintendent	1.00		1.00		1.00		1.00	
Senior Foreman	1.00		1.00		1.00		1.00	
Transfer Station Foreman	1.00		1.00		1.00		1.00	
Working Foreman	3.00		3.00		3.00		3.00	
HEO	4.48		4.48		4.48		4.48	
MEO	5.00		5.00		5.00		5.00	
Sr Grounds Worker	2.00		2.00		2.00		2.00	
Grounds Worker	1.00		1.00		1.00		2.00	
Maintenance Worker	5.00		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		1.60	
<u>Water</u>								
Water Superintendent	1.00		1.00		1.00		1.00	
WTP Manager	0.00		0.00		0.00		0.00	
WT & C Manager	1.00		1.00		1.00		1.00	
Water Foreman	1.00		1.00		1.00		1.00	
Water Worker 3	1.00		1.00		1.00		1.00	
Water Worker 2	3.00		3.00		3.00		3.00	
Water Worker 1	1.00		1.00		1.00		1.00	
Department Total		42.82		41.82		41.82		43.75
<u>Wastewater</u>								
Account Specialist	0.54		0.54		0.54		0.54	
WW Operations Manager	1.00		1.00		1.00		1.00	
		1.54		1.54		1.54		1.54



Gray Shading Indicates Changes.	ACTUAL		ACTUAL		ACTUAL		PROPOSED	
	FTEs	FY 20	FTEs	FY 21	FTEs	FY 22	FTEs	FY 23
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	
Library Assistant	1.60		1.60		1.60		1.60	
Library Associate	1.00		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		13.69		13.69		13.69		13.69
<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	0.00		0.00		0.00		0.00	
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		1.00		1.00		1.00	
Mechanic/EMT	1.00		1.00		1.00		1.00	
Firefighter/EMT	6.00		6.00		6.00		6.00	
Firefighter/Paramedic	10.00		11.00		11.00		11.00	
Paramedic - Per Diem	0.00		0.00		0.00		0.00	
Secretary	0.54		0.54		0.54		0.54	
Department Total		28.54		29.54		29.54		29.54
<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	12.00		12.00		12.00		12.00	
Administrative Asst	1.00		1.00		1.00		1.00	
Traffic Supervisors	1.59		1.59		1.59		1.59	
Department Total		26.59		26.59		26.59		26.59

Gray Shading Indicates Changes.	ACTUAL		ACTUAL		ACTUAL		PROPOSED	
	FTEs	FY 20	FTEs	FY 21	FTEs	FY 22	FTEs	FY 23
<u>JCC</u>								
JCC Dispatcher	7.00		7.00		7.00		7.00	
JCC Dispatch Coord	1.00		1.00		1.00		1.00	
		8.00		8.00		8.00		8.00
		<b>176.06</b>		<b>181.29</b>		<b>182.29</b>		<b>187.72</b>
<b>Total School FTEs</b>	<b>427.66</b>		<b>460.84</b>		<b>449.96</b>		<b>453.96</b>	
		<b>427.66</b>		<b>460.84</b>		<b>449.96</b>		<b>453.96</b>
		<b>603.72</b>		<b>642.13</b>		<b>632.25</b>		<b>641.68</b>

FTE counts exclude seasonals, temporaries, call Fire Fighters and other non-regular positions. The count includes Enterprise Fund employees.

WPS FTEs	FY20 ACTUAL FTEs	FY21 ACTUAL FTEs	FY22 ACTUAL FTEs	FY23 PROPOSED FTEs
Administration/Supervision	21.3	23	24.3	25.3
Licensed Staff - Teachers, Special Educators, Student Support	260.55	279.78	280.18	284.18
Clerical	22.53	22.19	22.19	22.19
Human Resources & Accounting	4	5	5	4
Assistants & Techs	95.72	107.87	95.29	95.29
Custodians	23.56	23	23	23
<b>Total</b>	<b>427.66</b>	<b>460.84</b>	<b>449.96</b>	<b>453.96</b>

\*Note FY21 reflects one-year Covid-19 Hires.

Per the Finance Committee's request, the School Department's FTEs are now subtotaled by category of position. The FTEs represented above for FY 20 through FY 23 have been calculated using the methodology employed for the annual Staff Deployment and Class Size Report. It should be noted that the Report represents a snapshot in time and may not exactly match other FTE reports for several reasons, including but not limited to the use of different methodologies used for calculating FTE, different reporting periods, inclusion or exclusion of unfilled positions, and professional status of employees.

## NON-UNION WAGE SCALE, N SCHEDULE

Effective: July 1, 2022 2.5% increase

Grade	1	2	3	4	5
N-1	42,053	43,315	44,614	45,954	47,329
N-2	45,760	47,132	48,546	50,003	51,504
N-3	46,218	47,603	49,033	50,503	52,021
N-4	50,294	51,801	53,355	54,953	56,604
N-5	55,220	56,877	58,583	60,339	62,152
N-6	60,632	62,451	64,322	66,253	68,239
N-7	66,575	68,571	70,627	72,746	74,930
N-8	73,097	75,290	77,547	79,876	82,270
N-9	85,377	87,591	89,882	92,413	95,187
N-10	88,128	90,770	93,494	96,299	99,772
N-11	96,763	99,667	102,657	105,737	108,905
N-12	101,504	104,549	107,720	110,920	114,243
N-13	106,244	109,429	112,715	116,098	119,582
N-14	116,658	120,159	123,763	127,476	131,299
N-15*					
Grade	6	7	8	9	10
N-1	48,750	50,216	51,719	53,269	54,869
N-2	53,049	54,639	56,278	57,968	59,706
N-3	53,582	55,189	56,839	58,547	60,302
N-4	58,302	59,501	61,853	63,707	65,618
N-5	64,016	65,587	67,913	69,950	72,049
N-6	69,578	72,398	74,571	76,805	79,111
N-7	77,176	79,492	81,876	84,334	86,863
N-8	84,741	87,281	89,901	92,595	95,377
N-9	98,043	100,982	104,013	107,099	110,266
N-10	101,664	105,230	109,245	111,137	114,985
N-11	112,174	115,539	119,008	122,576	126,255
N-12	117,671	121,201	125,574	128,580	132,636
N-13	123,169	126,862	132,138	134,587	139,016
N-14	135,239	139,294	142,871	147,779	152,215
N-15					Contract
N-1	Secretary, Fire – PT		N-8	Benefits Manager	
N-1	Sr. Clerk, Health – PT		N-8	Human Resources Manager	
N-1	Asst. Rec Program Coord. – PT		N-8	Network Administrator	
N-2	Administrative Asst. Y/S – PT		N-8	Recreation Director	
N-3	IT Technician		N-9	Assistant Fire Chief	
N-3	Conservation Land Mgr. – PT		N-9	IT Senior Systems Administrator	
N-3	Human Resources Assistant		N-9	Assistant Town Manager/Procurement	
N-3	Outreach Coordinator – PT		N-9	Police Lieutenant	
N-3	Project Coordinator – PT		N-9	Town Engineer	
N-3	Recreation Program Asst. – PT		N-10	Library Director	
N-3	WWMDC Account Specialist – PT		N-11	Public Buildings Director	
N-4	Administrative Asst. – Police		N-13	DPW Director	
N-5	Exec Asst. to Town Administrator		N-13	Finance Director/Town Accountant	
N-6	Management Analyst		N-13	Fire Chief	
N-7	Facilities Business Manager		N-13	Information Technology Director	
N-7	Desktop Support Analyst		N-14	Police Chief	
			N-15	Town Manager-per contract	

**GROUP: NON-UNION – BUILDING INSPECTORS**  
**Effective: July 1, 2022 2.5% increase**

<b>STEP</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	26.46	27.75	28.46	30.64	32.19
Gas & Plumbing Inspector (PT)			Wiring Inspector (PT)		

**GROUP: NON-UNION SUBSTITUTE NURSES**  
**Effective: July 1, 2022 2.5% increase**

**Hourly**  
33.31

**GROUP: NON-UNION - PUBLIC SAFETY**

Effective: July 1, 2022 2.5% increase (Gray shading indicates Internship Wage Adjustment)

	Annually	Per Day	Hourly
Traffic Supervisors	9,264	-	--
Traffic Supervisor Substitute	--	53.13	--
Special Police Matrons	--	-	23.60
Call Firefighters	--	-	23.60
Call Firefighter Coordinator	--	-	25.17
Paramedic	--	-	24.49
Police Custodian (PT)	--	-	18.83
Police Intern	--	-	15.30 Minimum

**GROUP: NON-UNION - ON-CALL DISPATCHERS**

Effective: July 1, 2022 2.5% increase

	Year 1	Year 2	Year 3	Year 4
On-call Dispatcher	22.28	23.32	24.32	25.33

**GROUP: NON-UNION - HOURLY LIBRARY CLERKS**

Effective: July 1, 2022 2.5% increase

Step	1	2	3	4	5	6
	17.85	18.69	19.41	20.55	22.15	23.30

**GROUP: NON-UNION - HOURLY LIBRARY PART-TIME WEEKEND PROFESSIONALS**

Effective: July 1, 2022 2.5% increase

Step	1	2	3	4	5
	28.76	29.67	30.68	31.70	33.76

**GROUP: NON-UNION - LIBRARY PAGES**

Effective: July 1, 2022 (Gray shading indicates Minimum Wage Adjustment.)

Minimum Wage Adjustments – Effective Jan 1, 2022 \$14.25/hr.

Effective Jan 1, 2022 \$15.00/hr.

Year 1	Year 2
14.25	15.00

**GROUP: NON-UNION –HOURLY HEALTH WORKERS**

Effective: July 1, 2022 (Gray shading indicates Minimum Wage Adjustment.)

Minimum Wage Adjustments – Effective Jan 1, 2022 \$14.25/hr.

Effective Jan 1, 2023 \$15.00/hr.

	Year 1
Health Assistant	14.25
Substitute Health Clerk	17.80

**GROUP: NON-UNION SEASONAL – MISCELLANEOUS****Effective: May 1, 2022. Gray shading indicates changes.**

	<b>Year 1</b>
Seasonal Laborer	16.00
Landfill Clerk	16.00

**GROUP: NON-UNION – SEASONAL – RECREATION****GROUP: NON-UNION–SEASONAL–SUMMER CAMPS****Effective: May 1, 2022****Effective: May 1, 2022****Minimum Wage Adjustments made. Gray shading indicates changes.****Effective Jan 1, 2021 \$14.25/hr. Effective Jan 1, 2022 \$15.00/hr.**

	<b>Year 1*</b>		<b>Year 1*</b>
Beach / Aquatic Director	27.00	Camp/Site Director	25.00
Assistant Beach / Aquatic Director	19.00	Assistant Camp/Site Director	18.00
Water Safety Instructor I	16.00	Camp Specialist	16.00
Water Safety Instructor II	18.00	Preschool Camp Director (EEC Dir II Cert)	25.00
Swim Instructor	15.25	Preschool Asst. Camp Director (EEC Dir I Cert)	21.00
Swim Aide	14.25	Lead Camp Counselor	16.25
Boating Instructor I (Pedal, SUP, Canoe)	16.00	Senior Counselor	15.25
Boating Instructor II (Sailing, Kayak)	18.00	Counselor	14.25
Boating Instructor III	20.00	Camp Nurse / Health Care Supervisor	36.00
Head Lifeguard (Lifeguard II)	18.00		
Lifeguard	17.00		
Head Gate Guard (Gate Guard II)	15.25		
Gate Guard / Cashiers	14.25		
Snack Bar Manager	16.25		
Snack Bar Staff	15.25		
Snack Bar Cashier	14.25		

**GROUP: NON-UNION – SEASONAL – REC STAFF****Effective: May 1, 2022****Minimum Wage Adjustments made. Gray shading indicates changes.****Effective Jan 1, 2022 \$14.25/hr. Effective Jan 1, 2022 \$15.00/hr.**

	<b>Year 1*</b>
Special Instructor / Referee	42.00
Coach	16.00
Ski Director	25.00
Beach Membership / Camp Registrar	20.00
Seasonal Office Admin	16.00
Park Ranger	15.25
Gym Monitor	14.25
Recreation Intern	15.00

\*Additional \$1.00 per hour for each season of Recreation service in the same position, with no break in years of service, and upon satisfactory performance evaluation. At the Recreation Director's discretion, a candidate may receive the years of service credit based upon prior related experience and/or certifications. Credit for years of service in the same role: +\$5.00. Years of service credits will be honored between paired roles, if taking a promotion would otherwise result in being paid at a lower rate.

GROUP: AFSCME 1		Retention Steps								
Effective		1-Jul	2022	FY 2023	2.5 %				2.50%	2.50%
STEP	1	2	3	4	5	6	7	8	15	20
G-1	46,328	47,871	49,475	51,122	52,824	54,584	56,401	58,279	59,736	61,230
G-2	48,114	49,702	51,357	53,052	54,802	56,611	58,479	60,409	61,919	63,467
G-3	53,102	54,838	56,631	58,482	60,394	62,368	64,407	66,513	68,175	69,880
G-4	57,333	59,207	61,143	63,142	65,206	67,337	69,539	71,812	73,607	75,447
G-5	61,895	63,919	66,011	68,170	70,400	72,703	75,082	77,538	79,476	81,463
G-6	66,804	68,994	71,256	73,593	76,005	78,497	81,071	83,729	85,822	87,967
G-7	73,015	75,406	77,876	80,427	83,061	85,782	88,591	91,493	93,780	96,125
G-7A	75,946	78,447	81,030	83,698	86,454	89,300	92,240	95,277	97,659	100,101
G-7B	76,277	78,776	81,357	84,022	86,775	89,619	92,555	95,588	97,977	100,427
G-8	79,537	82,147	84,842	87,625	90,500	93,469	96,535	99,702	102,195	104,750
G-8A	83,128	85,853	88,667	91,574	94,576	97,677	100,879	104,186	106,791	109,460
G-9	86,679	89,520	92,454	95,484	98,613	101,845	105,183	108,630	111,346	114,129
G-10	94,132	97,217	100,403	103,693	107,091	110,601	114,226	117,969	120,919	123,942
G-15	56,848	59,038	61,311	63,673	66,125	68,672	71,317	74,064	75,915	77,813

G-1 Former C14

G-2 Former C15

G-1 Department Assistant

G-2 DPW Administrative Coordinator

G-3 JCC Dispatcher

G-4 JCC Dispatcher Coordinator

G-6 Accountant

G-6 Local Building Inspector

G-7 Project Manager

G-7 Town Surveyor

G-7B Water Treat/Comp Manager

G-8 Town Planner

G-9 Building Commissioner

G-9 Heath Director

G-2 Assistant Town Clerk

G-2 Finance Assistant Accounting

G-3 Administrative Assessor

G-5 Assistant Assessor

G-6 Assistant Recreation Director

G-6 Sanitarian/Health Agent

G-7 Assistant Youth Dir/Clin Supervisor

G-7A Public Health Nurse

G7B Waste Water Treat/Comp Manager

G-8 Youth and Family Services Director

G-9 DPW Hwy/Park/TS Superintendent

G-9 Treasure/Collector

G-2 Assistant Treasure/Collector

G-2 Finance Assistant Payroll

G-4 Recreation Program Coordinator

G-5 Clinician

G-6 DPW Business Manager

G-6 Land Use Coordinator/Administrative

G-7 GIS Analyst

G-7B COA Director

G-8 Conservation Administrator

G-9 Assessing Director

G-9 DPW Water Superintendent

G-15 Community Health Nurse

**GROUP: LIBRARY**

Effective: July 1, 2022 2.5% increase

Step	1	2	3	4	5	6	7	8	9	10
L-1	43,184	44,464	45,824	47,163	48,600	50,074	51,549	53,102	54,713	56,324
L-2	46,639	48,036	49,492	50,986	52,462	54,053	55,703	57,372	59,080	60,846
L-3	50,365	51,880	53,432	55,043	56,712	58,401	60,148	61,952	63,816	65,737
L-4	54,403	56,032	57,682	59,449	61,215	63,078	64,941	66,901	68,901	70,977
L-5	58,750	60,517	62,340	64,204	66,125	68,105	70,162	72,259	74,413	76,664
L-6	63,428	65,349	67,310	69,367	71,424	73,578	75,752	78,042	80,371	82,778
L-7	68,532	70,570	72,705	74,859	77,130	79,440	81,827	84,272	86,795	89,396
LC	41,379	42,932	44,427	46,057	47,745	49,977				

L-1 - Library Assistant - Circulation

L-4 - Bibliographic Services Librarian

L-4 - Reference Librarian

LC - Custodian

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-5 - Business Manager

L-4 - Assistant Children's Librarian

L-4 - Head of Circulation

L-7 - Assistant Director

**GROUP: TEAMSTERS - DPW**

Effective: July 1, 2022 2.5% increase

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	15 Years	25 Years
D1	--	--	--	--	--	--	--
D2	20.91	22.06	23.19	24.31	25.43	25.94	26.20
D3	21.55	22.71	23.90	25.07	26.25	26.77	27.04
D4	22.50	23.73	24.97	26.20	27.44	27.98	28.27
D5	23.01	24.31	25.61	26.92	28.23	28.79	29.09
D6	24.58	25.94	27.31	28.68	30.05	30.65	30.96
D7	26.14	27.56	29.00	30.43	31.88	32.51	32.83
D8	26.60	28.05	29.53	31.01	32.47	33.12	33.46
D9	27.09	28.57	30.04	31.69	33.03	33.69	34.03
D10	28.17	29.70	32.31	33.85	34.33	35.01	35.36
D11	29.22	30.82	32.42	34.02	35.63	36.35	36.71
D12	31.69	33.42	35.13	36.86	38.63	39.69	39.80
D13	32.43	34.21	35.99	37.77	40.60	40.62	40.74

D-2 Maintenance Worker

D-5 Sr. Grounds Worker

D-12 Water Worker 3

D-3 Grounds Worker 1

D-7 Mechanic/Welder

D-13 Water Working Foreman

D-4 Grounds Worker 2

D-7 DPW Working Foreman

D-4 Medium Equipment Operator

D-8 Mainten Mech/Welder/Water Worker 1

D-4 Grounds Worker 2

D-9 Lead Mech/Welder/Sr. Foreman

D-5 Heavy Equipment Operator

D-10 Water Worker 2



**GROUP: FIRE****Effective: July 1, 2019 (Contract Negotiations in Progress)**

		<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
Deputy	<b>F-6E</b>				89,055
Captain	<b>F-5E</b>	75,058	77,358	79,846	82,330
Lieutenant	<b>F-4E</b>	68,860	70,971	73,253	75,668
FF/Elec/Mech/Insp	<b>F-3E</b>	65,409	67,345	69,736	72,030
Firefighter/EMT	<b>F-1E</b>	59,573	61,494	63,486	65,546

**GROUP: POLICE****Effective: July 1, 2022 2.5% increase**

<b>Title</b>	<b>Grade</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 15</b>	<b>Step 25</b>
Patrolman	<b>P-1</b>	49,138	61,723	64,811	68,050	71,453	73,768	75,981	78,261
Sergeant	<b>P-2</b>	76,607	80,438	84,459	89,983	--	--	92,682	95,463

<b>Title</b>	<b>Grade</b>	<b>Step 1</b>	<b>Step 15</b>	<b>Step 25</b>
Detective	<b>D-1</b>	80,181	82,586	85,064
Detective Sergeant	<b>D-2</b>	97,787	100,720	103,742

## **APPENDIX C: Planning Board Report for Annual Town Meeting (Articles 13 and 19)**

The Planning Board, per Massachusetts General Laws Chapter 40A, Section 5, is required to submit a report to Town Meeting with recommendations on all proposed Zoning Amendments. What follows are the Board's Reports concerning proposed Zoning Amendments that are the subject of Articles 13 and 19 of the Warrant for the 2022 Annual Town Meeting.

### **Warrant Article 13 – Zoning Amendments to Facilitate Outdoor Dining At Restaurants**

On Tuesday, February 15, 2022, as required by law, the Planning Board held a duly noticed and advertised Public Hearing on proposed amendments to the Town's Zoning Bylaws that would allow the Planning Board, rather than the Zoning Board (ZBA), to review proposals for outdoor seating at existing restaurants.

Restaurants are defined as “establishment[s] for the serving and consumption of food and beverages inside a building at tables or counters” and are allowed in all but two zoning districts in Wayland so long as they have applied for and received a Special Permit. Under this proposed amendment, restaurants that have already received a Special Permit, and later decide to add an outdoor seating component, could apply to the Planning Board for Site Plan approval of the outdoor use, rather than having to go back to the ZBA for an amendment to their Special Permit.<sup>1</sup>

The other proposed changes to the Zoning Bylaw do not change the substance of the existing Bylaw, but clarify that what appears under Section 198-1102. are uses permitted in any Business District and are not limited to Business District A. Section 198-1103, that currently provides references to those uses permitted in Business District B, would be deleted and combined with the foregoing amended Section 198-1102 so that there would be just one section that describes uses that are permitted in all Business Districts.

Lastly, the “Table of Permitted Principal Uses by Districts” (198 Attachment 3) of the Zoning Bylaw would be amended to add a footnote “3” next to Use Number “11. Restaurant”, to advise the reader: a) to review Section 1102.1.1.1. for those provisions relating to outdoor seating; and b) Section 603.1.3 to understand that for a Restaurant that already has a Special Permit and wishes to add an outdoor seating component, application should be made to the Planning Board for approval of a Site Plan.

**Public Comments:** The Economic Development Committee requested these amendments to facilitate, and hopefully simplify, the process of applying for permission to allow outdoor seating at restaurants in town. That Committee would have preferred outdoor seating as of right without the need for review by any land use board whether Planning Board or ZBA. No other comments were received from the public.

**Planning Board Comments:** Several restaurant owners have expressed great interest in continuing to provide outdoor dining after the Commonwealth's temporary COVID-19 municipal relief legislation expires. Many residents have said they enjoyed the outdoor dining experience and would like to see it continue permanently, noting that it adds to the vibrancy of the community.

Under Wayland's existing zoning, restaurants are allowed in all districts other than Single Residence and Limited Commercial. However, they first must obtain a Special Permit along with Site Plan Approval. The main purpose of the proposed amendments is to provide a less cumbersome process for an existing restaurant that wishes to add an outdoor seating component. Rather than having to go back to the ZBA to amend the Special Permit, the restaurateur would apply to the Planning Board for approval of a Site Plan.

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<sup>1</sup> Note: Restaurants in the Mixed-Use Overlay District (i.e., Town Center shopping center) already receive Special Permits and Site Plan approval from the Planning Board rather than the ZBA.

The Planning Board would consider the layout of the outdoor seating, number of seats, lighting, hours of operation, construction, vehicular and pedestrian access, availability and proximity of parking spaces, etc. all as provided for in Section 1102.1.1.1. of the Zoning Bylaw. The Board could adopt streamlined regulations or guidelines for what the Applicant will be expected to submit in order to expedite the review process.

**Planning Board Recommendation:** The Planning Board recommends approval of this Article and these zoning changes by a vote of 5-0.

## Warrant Article 19 – Zoning Amendments to Clarify Aspects of the Conservation Cluster Development Bylaw

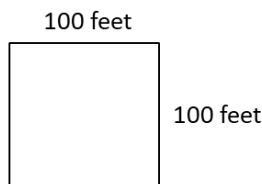
The purpose of the conservation cluster bylaw is to allow more economical and efficient use of land than may be accomplished through standard subdivision development by protecting the existing character of the landscape and preserving open space areas for conservation and recreation. The bylaw has been very successful. The Planning Board over the past 12 years has approved ten (10) conservation cluster developments and has protected over fifty (50) acres of land, preserved four (4) historic structures, and provided five (5) units of affordable housing.

On Tuesday, February 15, 2022, as required by law, the Planning Board held a duly noticed and advertised Public Hearing on proposed amendments to Article 18 Conservation Cluster Development District of the Town's Zoning Bylaws that would:

- (1) Simplify determination of the total number of dwelling units allowed on a tract of land in a conservation cluster development by removing the confusing “90% calculation option” and relying on an assessment of a fully conforming conventional subdivision (i.e., “proof plan”) to determine the number of units allowed;
- (2) Define “Open Land” with regard to otherwise undevelopable wetlands -- the definition clearly restates the bylaw's intent to have open land provide protection to otherwise unprotected or developable land;
- (3) Require that the open land be ecologically and recreationally valuable by having a Lot Shape Factor  $\leq 50$ . [Lot Shape Factor describes the relative linearity of a parcel: a square parcel has a Lot Shape Factor of 16; more predominantly linear and skinny parcels have higher Lot Shape Factors – see the illustration below]; and
- (4) Delete the section addressing a development in a tract of land that is located in two or more residential districts – any proposed development will need to have a fully conforming conventional subdivision plan (i.e., “proof plan”).

### Illustration #1

#### Conforming Lot Shape Factor



Perimeter = 400 feet

Perimeter<sup>2</sup> = 160,000 feet

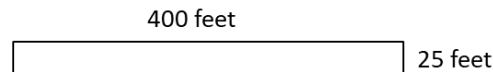
**Area = 10,000 square feet**

Lot Shape Factor = Perimeter<sup>2</sup> / Area

**Lot Shape Factor = 16**

### Illustration #2

#### Non-Conforming Lot Shape Factor



Perimeter = 850 feet

Perimeter<sup>2</sup> = 722,500 feet

**Area = 10,000 square feet**

Lot Shape Factor = Perimeter<sup>2</sup> / Area

**Lot Shape Factor = 72.25**

**Public Comments:** One public comment was received and raised two concerns. One concern was that the proposed amendments, by eliminating the “90% option” and requiring a “proof plan” of a fully conforming conventional

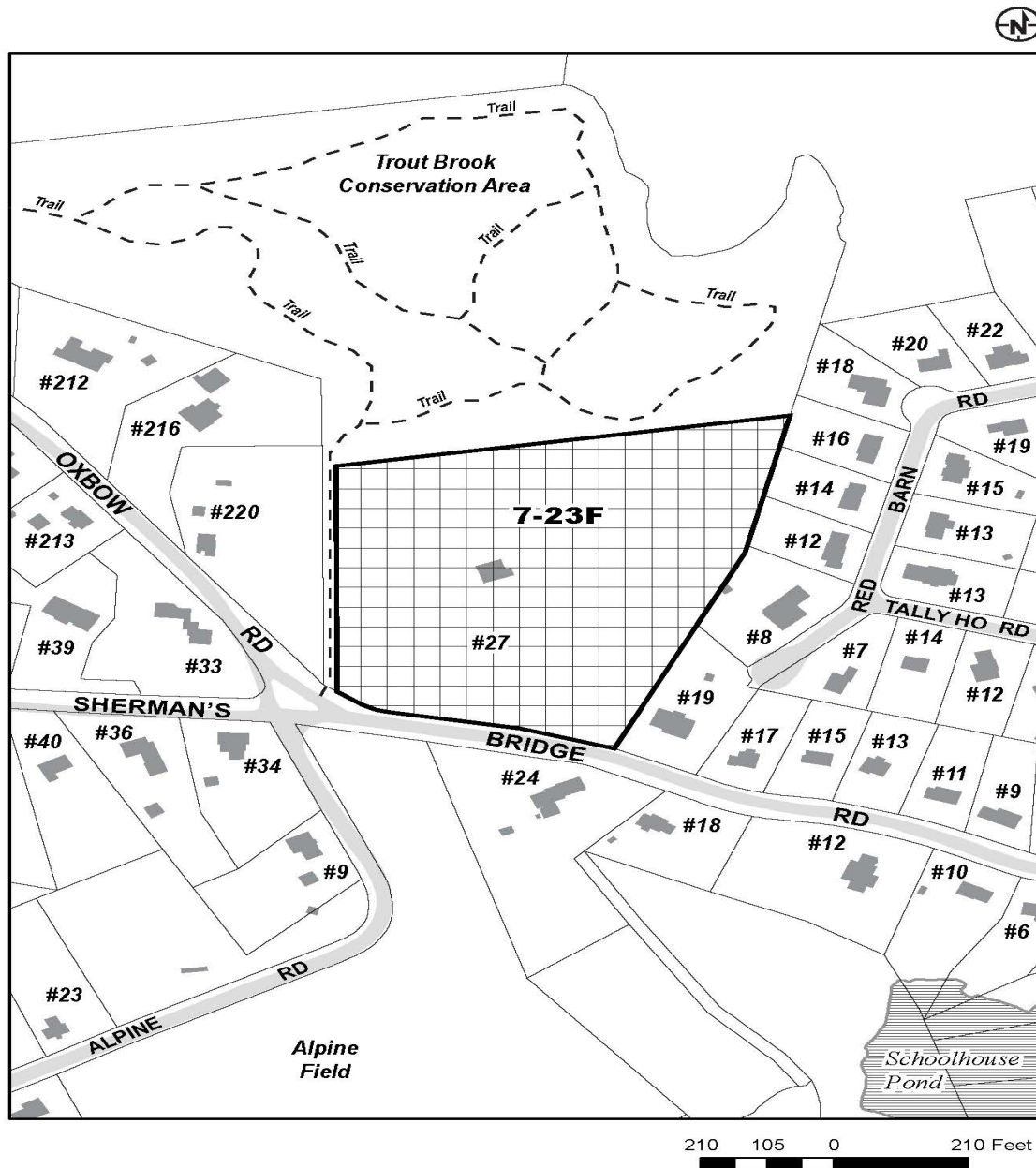
subdivision (i.e., without waivers of any regulatory provisions), will reduce the number of lots that can be developed. Another concern was that the requirements for calculating the lot shape factor will add costs to a development proposal.

**Planning Board Comments:** The Planning Board has found that the current bylaw language is ambiguous and that for several proposed Conservation Cluster developments, determining the allowed number of house lots was not clear cut.

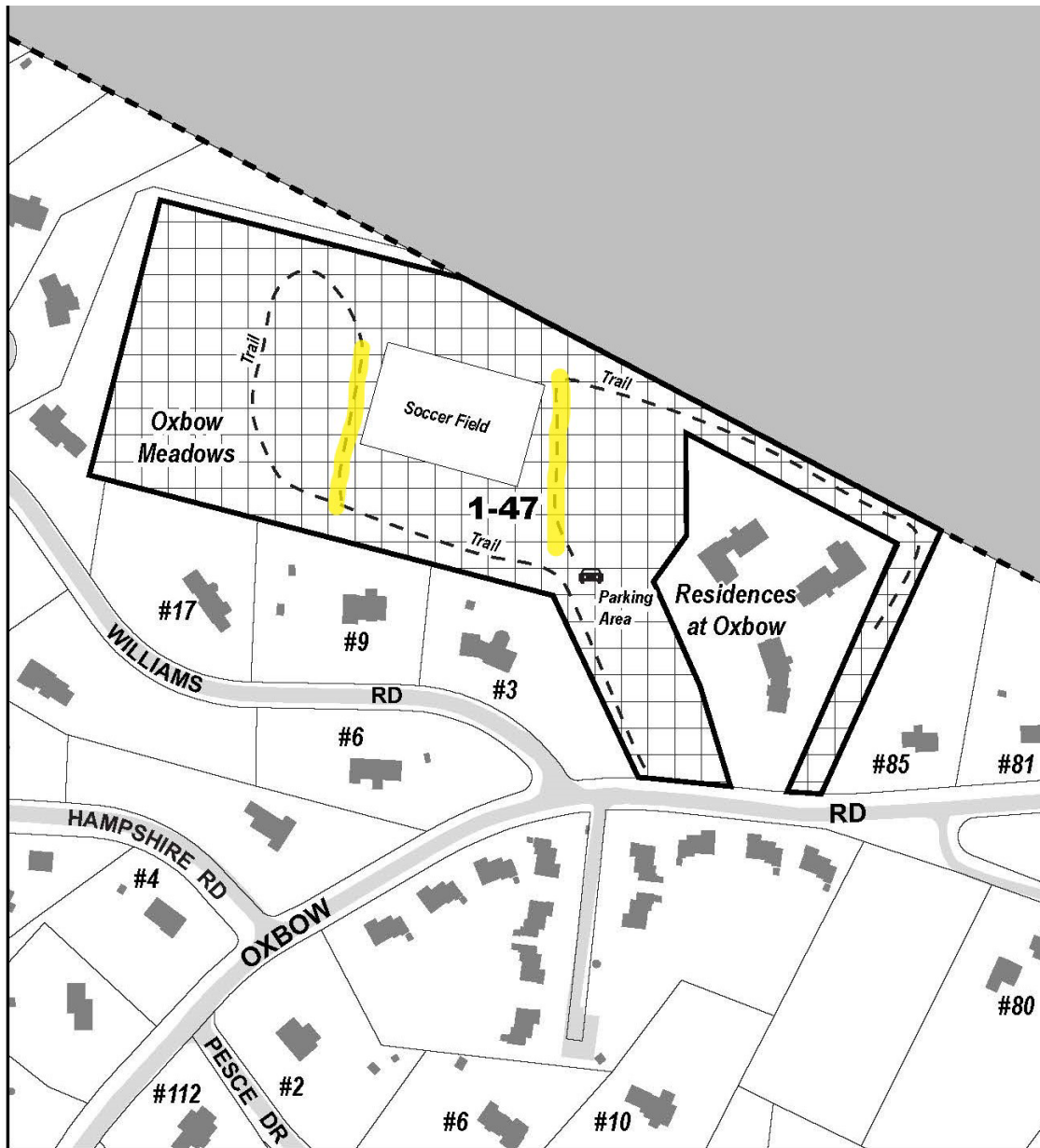
The Planning Board has been concerned that some recent Conservation Cluster developments have provided minimally valuable open space (from a recreational and ecological perspective) despite “having met the letter” of the bylaw. The Planning Board hopes to rectify that with the clarification that Open Space must not be comprised of an excessive amount of already undevelopable wetlands or have an excessively skinny or linear shape.

Last year, the Planning Board updated its rules and regulations to include the lot shape factor concept, so this bylaw amendment will conform the bylaw to the already existing rules and regulations.

**Planning Board Recommendation:** The Planning Board recommends approval of this Article and these zoning bylaw changes by a vote of 5-0.

**APPENDIX D: Article 15 CPA Open Space: 27 Sherman's Bridge Road**

\*This Map can also be viewed on the Annual Town Meeting webpage at:  
<https://www.wayland.ma.us/town-meeting/pages/annual-town-meeting-2022>

**APPENDIX E: Article 16 Oxbow Meadow Field ADA Accessibility**

\*Gray Shading on trails indicates areas that will receive improvements

210 105 0 210 Feet

\*This Map can also be viewed on the Annual Town Meeting webpage at:  
<https://www.wayland.ma.us/town-meeting/pages/annual-town-meeting-2022>

**APPENDIX F: Article 18 Amend Bylaw on Finance Committee Reports**

Current Town Code of Chapter 19, Section 3, Finance Committee Reports reads as follows:

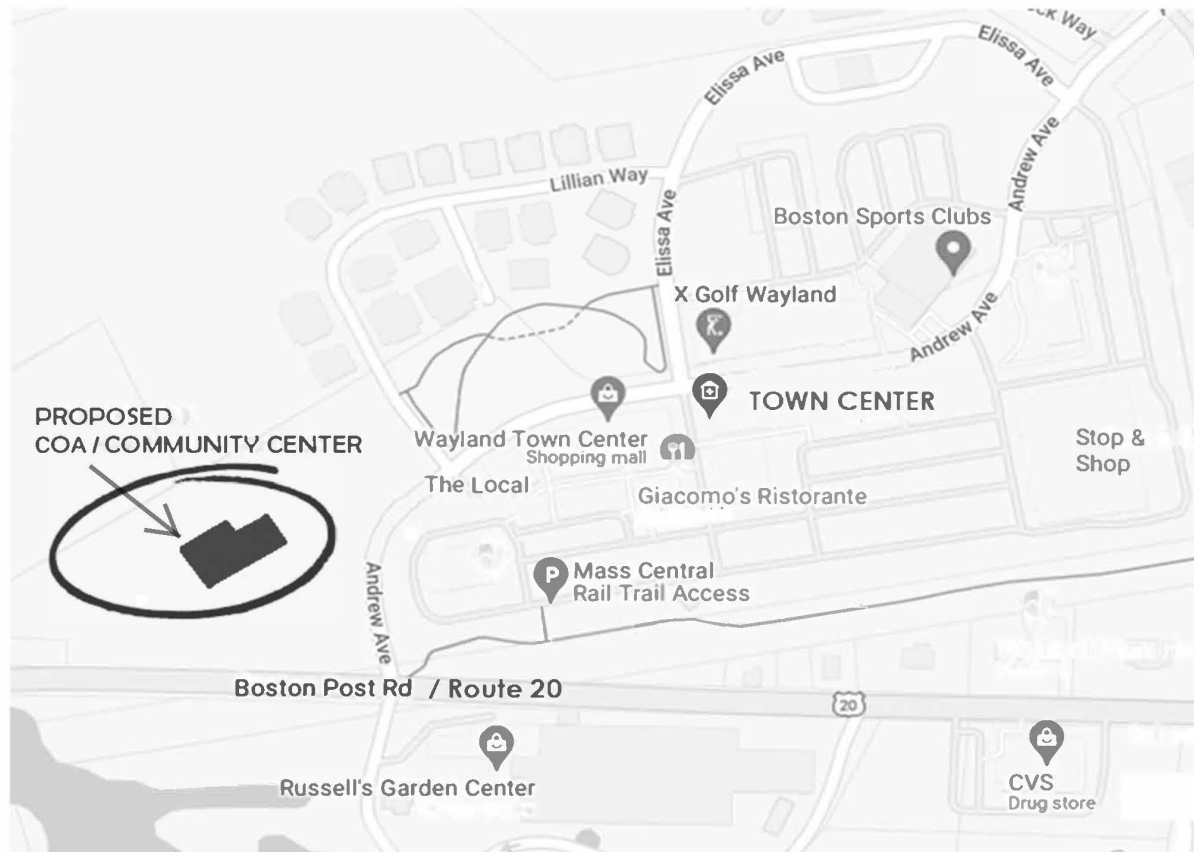
§ 19-3

Finance Committee reports.

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

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

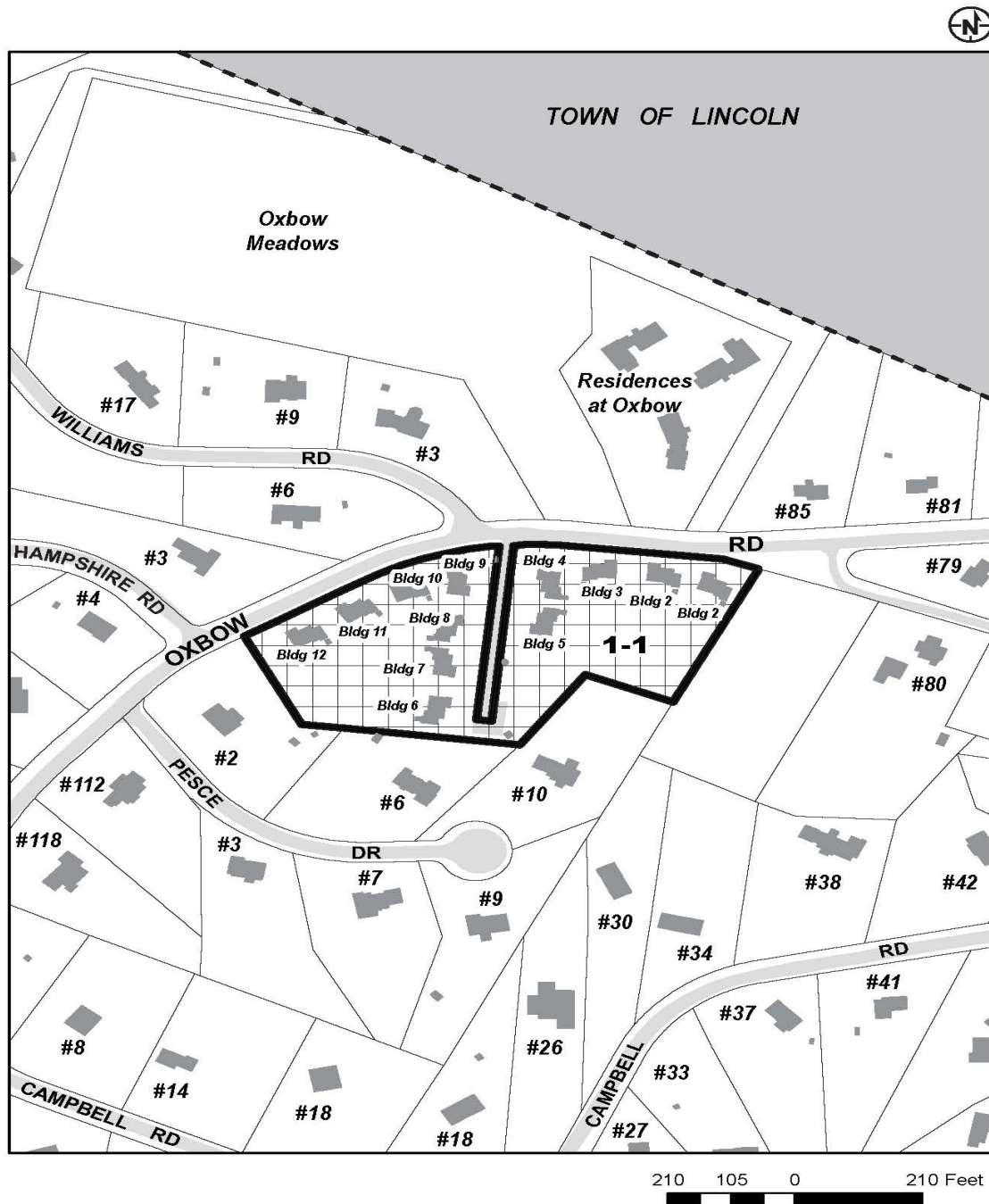
The Committee shall also make an annual report which shall be published as part of the Annual Town Report and which shall include recommendations for appropriations for the ensuing year, a budget and such further recommendations regarding the finances of the Town and action in regard thereto as seems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

**APPENDIX G: Article 21 Council on Aging and Community Center Construction**

\*This Map can also be viewed on the Annual Town Meeting webpage at:  
<https://www.wayland.ma.us/town-meeting/pages/annual-town-meeting-2022>



## APPENDIX H: Launcher Way Article 22 CPA – Housing Launcher Way Acquisition



\*This Map can also be viewed on the Annual Town Meeting webpage at:  
<https://www.wayland.ma.us/town-meeting/pages/annual-town-meeting-2022>





## APPENDIX J: Article 25 Loker Grass Field Construction



\*This Map can also be viewed on the Annual Town Meeting webpage at:  
<https://www.wayland.ma.us/town-meeting/pages/annual-town-meeting-2022>

## APPENDIX K: Article 31 Hear Reports

### CPC Report for 2022 Annual Town Meeting

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.

**CPA Revenue** – Since the adoption of the CPA in 2001 through June 2021, Wayland has received \$13,044,446 from the residential property tax surcharge, \$5,636,637 in State Trust Fund distributions, and \$815,400 in interest for total revenue of \$19,496,486. The funds collected are known as the Community Preservation Fund (CPF), held and administered by the Town's Treasurer and Finance Director.

### COMMUNITY PRESERVATION FUND – AVAILABLE FUNDING BEFORE AND AFTER 2022 ATM – END FY'22

CPA FUNDS BALANCES & ALLOCATIONS	HISTORIC	COMMUNIT Y HOUSING	OPEN SPACE	ADMIN	UNCOMMITTED FUND
AS of 1/31/22	\$ 112,787	\$830	\$ 343,490	\$27,348**	\$ 1,072,634
FY'22 Estimated Revenue					+ \$1,358,340
Set Aside 2022	+\$135,834 (10%)	+\$135,834 (10%)	+\$135,834 (10%)	+\$20,000	-\$407,502 (10% -\$373,231 (Mainstone Debt Ser) -\$ 20,000 (Admin Fund)
Transfer to WMAHTF		-\$135,834			
Library Doc Conservation	-\$19,765				
89 Oxbow Fire Sprinkler System					-\$100,000 (CH)
27 Sherman's Bridge Road			-\$475,000		-\$1.025 million (OS)
Launcher Way					
TOTALS Expected 6/30/22	\$228,856	\$830	\$4,324	\$25,528	\$505,241

\* By end of FY'22 (June 30, 2022) funds amounting to about \$1,358,340 will be deposited into the Uncommitted Fund collected from surcharge and State Trust Fund. (Much has already been deposited as of January 2022). Also, more interest will have accrued. The full 10% distributions for FY'22 will have been subtracted from the Uncommitted Balance and deposited into each account by the set-aside article at ATM (\$135,834 represents 10% of FY'22 CPF receipts: Local Surcharge (\$944,983) + State Trust Fund (\$413,357). Thus, the Uncommitted Balance on July 1, 2022 should be about \$500,000 if all projects are funded as proposed.

\*\* CPC has approved Admin expenses of \$21,820 not yet spent, thus by next Spring those monies will have been spent leaving a balance of about \$5,528 to be added to the \$20,000 in the Set Aside article.

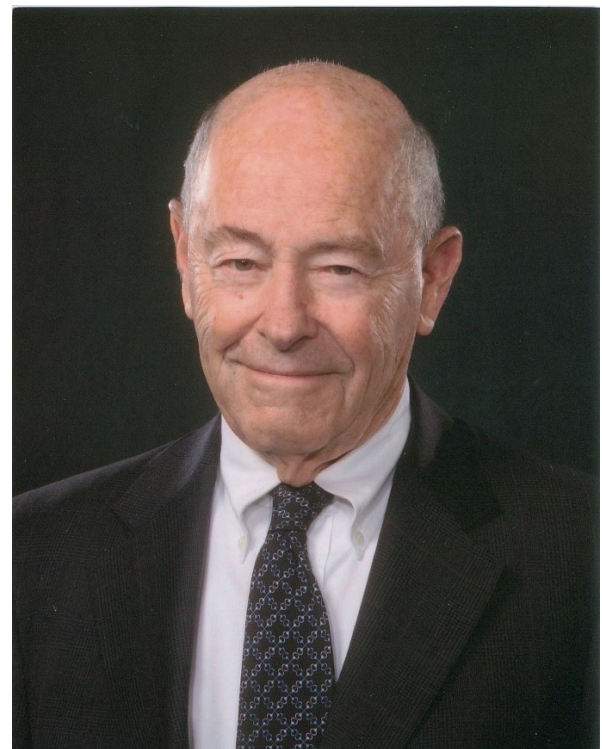
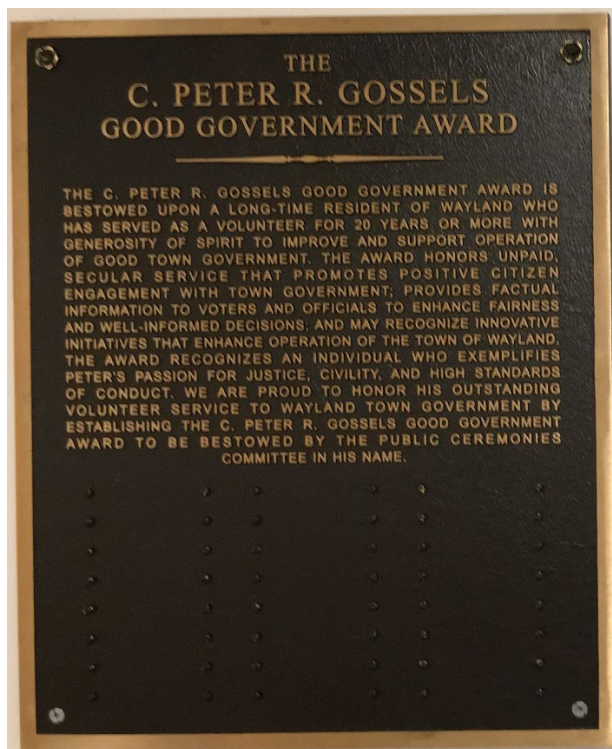
A list of all CPA funded projects is on the Town's CPA webpage: <https://www.wayland.ma.us/community-preservation-committee>



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**Public Ceremonies Committee Report****THE  
C. PETER R. GOSSELS  
GOOD GOVERNMENT AWARD**

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C. Peter R. Gossels cherished democracy. A resident of Wayland for 58 years, he served the town for 50 years, first on the Finance Committee and as Town Counsel and then as elected Town Meeting Moderator for 30 years. As television host of “Ask the Candidates Live,” Peter provided a forum to inform voters and candidates about issues. As Moderator of Wayland's Open Town Meeting, Peter codified and published rules for the proceedings and introduced a balanced format with separate lecterns for Pro and Con and Procedural speakers to inform voters and enhance fairness during debate on each warrant article. He oversaw the introduction of electronic voting which not only recorded precise vote counts and significantly reduced time required to vote on motions but also provided a secret ballot for Town Meeting voters. Peter felt spiritually indebted to those who invested their lives and fortunes to meet the British Regulars at Lexington and Concord to re-establish and preserve Town Meeting. His non-partisan generosity of spirit, fairness, and passion for good government marked his volunteer service as Moderator of Open Town Meeting.

## Board of Assessors Report

On January 13, 2021, John Todd resigned as Vice Chair of the Board. At the Annual Town Election held May 11, 2021, Zachariah Ventress and Sharon Burke were elected to serve three-year terms. Subsequently, the Board reorganized with Zachariah Ventress as Chair, Philip Parks as Vice Chair, and Molly Upton as Secretary.

The Board of Assessors is responsible for administering Massachusetts property tax laws fairly and equitably and for producing accurate and fair assessments for all taxable real property.

As required by the code of Wayland, Section 19-8, the Board of Assessors respectfully submits the following:

### A. Annual Report

#### (1.) Calendar year 2019 sales were used in the determination of the FY2021 assessed values.

These values were posted to the Assessors' web page and provided at Annual Town Meeting.

#### (2. a, b, c) Report of Abatement history for the previous six years:

FISCAL YEAR	# RECD (a)	# GRANTED (b)	AVG ABMT (c)
2016	34	22	\$2,368.68
Supplemental	0	0	\$0.00
2017	25	16	\$2,313.48
Supplemental	0	0	\$0.00
2018	22	9	\$2,157.99
Supplemental	0	0	\$0.00
2019*	42	18	\$1,325.71
Supplemental	0	0	\$0.00
2020	21	14	\$2,757.49
Supplemental	0	0	\$0.00
2021	31	23	\$4,086.87
Supplemental	0	0	\$0.00

\*DOR Division of Local Services certification year (FY2019); Next certification year is FY2024.

#### (2. d) Appellate Tax Board (ATB) filings for the last six years:

Fiscal Year	ATB Filings	Fiscal Year	ATB Filings
2016	6	2019	6
2017	6	2020	2
2018	5	2021	1

**(2. e) Assessed value changes granted by the ATB:**

FISCAL YEAR	NO.	STREET	CHANGE IN ASSESSMENT	FISCAL YEAR	NO.	STREET	CHANGE IN ASSESSMENT
2016	N/A			2019	42	SHAW DR	\$23,300.00
					240	W PLAIN ST	\$20,200.00
2017	42	SHAW DR	\$158,200.00	2020	N/A		
2018	N/A			2021	N/A		

**(3). Inspections conducted during Fiscal Year 2021****Total Property Visits: 526\*****Sales:**

Interior & Exterior	2
Exterior Only	113
Info at Door	80
Interior Only	0
In Office Review	3
Drive By	0
Refused	1
<b>TOTAL</b>	<b>199</b>

**Building Permits:**

Interior & Exterior	4
Exterior only	126
Info at Door	0
Interior Only	0
In Office Review	12
Drive By	2
Refused	4
<b>TOTAL</b>	<b>148</b>

**Quality Control:**

Interior & Exterior	1
Exterior only	0
Info at Door	0
Interior Only	0
In Office Review	0
Drive By	0
Refused	0
<b>TOTAL</b>	<b>1</b>

**Cyclical:****Abatement:****Informal Hearings:**

Interior & Exterior	3	Interior & Exterior	0	Interior & Exterior	10
Exterior Only	107	Exterior Only	3	Exterior Only	1
Info at Door	22	Info at Door	17	Info at Door	0
Interior Only	0	Interior Only	0	Interior Only	0
In Office Review	9	In Office Review	0	In Office Review	3
Drive By	0	Drive By	0	Drive By	0
Refused	3	Refused	0	Refused	0
TOTAL	144	TOTAL	20	TOTAL	14

**Field Review:**

TOTAL	0
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**\*Please note that some of the data verification visits addressed more than one requirement in a single visit, such as a property requiring an abatement visit may also have needed a sale visit. One visit would have met both obligations of data verification. Due to COVID, emails (with pictures) were accepted as part of the data verification process.**

Respectfully submitted,

Zachariah Ventress, Chair  
Philip Parks, Vice Chair  
Molly Upton, Secretary  
Sharon Burke, Member  
Massimo Taurisano, Member





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 April 28, 2022.

Given under our hands and seals this 27<sup>th</sup> day of April, 2022.

Thomas J. Fay, Chair  
Cherry C. Karlson, Vice Chair  
Adam Garrett Gutbezahl  
Carol B. Martin  
David V. Watkins  
**Select Board of the Town of Wayland**

Pamela Roman, Chair  
Kelly Lappin, Vice Chair  
Abner Bruno  
Steve Correia  
Michael Hoyle  
William Steinberg

**Finance Committee of the Town of Wayland**

## **NOTES**

## **SUGGESTIONS FOR A SUCCESSFUL TOWN MEETING:**

**PLAN TO ARRIVE EARLY**

**BRING YOUR TOWN WARRANT**

**BRING AN UMBRELLA FOR PROTECTION FROM SUN OR RAIN**

**BRING WATER IN ORDER TO HYDRATE**

**DRESS IN LAYERS IN CASE OF A WARM OR COOL DAY**

**READ YOUR WARRANT**

**COME READY TO VOTE**

**SEE YOU THERE!**



TOWN OF WAYLAND  
Board of Selectmen  
41 Cochituate Road  
Wayland MA 01778  
[www.wayland.ma.us](http://www.wayland.ma.us)

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