



**TOWN OF WAYLAND**

**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**

*Attach extra pages if necessary*

**Article Title:** Recognize Citizens and Employees for Particular Service to the Town **Estimated Cost:** \$0

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

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, 2023, 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 2022 Annual Town Meeting.

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

*Town Clerk is working with the Town Manager's office to provide complete information before submission.*

The following town and school employees have retired since the 2022 Annual Town Meeting or will retire before June 30, 2023 and have or will have served the Town for over 20 years:

*Town Clerk is working with the Town Manager's office to provide complete information before submission.*

The following elected or appointed volunteers or employees have passed away since the 2022 Annual Town Meeting:

*Town Clerk is working with the Town Administrator's office to provide complete information before submission.*

**Background Information** (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

This is a standard article that allows recognition and commendation of certain citizens and employees.

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

**Contact Information for Publication in Warrant**

**Contact Person Name:** John Bugbee **Contact Person Phone:** 508.358.3620

**Contact Person Town Email:** jbugbee@wayland.ma.us

**Proposing Board Information**

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SELECT BOARD  
TOWN OF WAYLAND



**TOWN OF WAYLAND**

**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**

*Attach extra pages if necessary*

Board Name: Select Board

Board Vote (Quantum) to Submit 5-0 Date of Board Vote: 12-12-22

Signature of Board Chairperson: *Clem Kaulen* Date: 12-15-22

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**TOWN OF WAYLAND**  
**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**  
*Attach extra pages if necessary*

**Article Title:** Pay Previous Fiscal Years Unpaid Bills **Estimated Cost:** \$ TBD

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

To determine whether the Town will vote to:

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

Fiscal Year 2020 liabilities to be paid using Fiscal Year 2023 appropriations:

<i>Vendor</i>	<i>\$--.--</i>	<i>Funding Source</i>
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Fiscal Year 2021 liabilities to be paid using Fiscal Year 2023 appropriations:

<i>Vendor</i>	<i>\$--.--</i>	<i>Funding Source</i>
Fire Chief's Association of Mass	\$50.00	

Fiscal Year 2022 liabilities to be paid using Fiscal Year 2023 appropriations:

<i>Vendor</i>	<i>\$--.--</i>	<i>Funding Source</i>
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*Some additions may be made later if additional bills are found.*

**Background Information** (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

Occasionally, bills are not paid at the end of a fiscal year for a number of reasons, including late submission. The unpaid bills from previous years are summarized in this article and paid using the current year appropriations.

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

**Contact Information for Publication in Warrant**

**Contact Person Name:** Brian Keveny **Contact Person Phone:** 508.358.3611

**Contact Person Town Email:** bkeveny@wayland.ma.us

**Proposing Board Information**

**Board Name:** Select Board

**Board Vote (Quantum) to Submit** 5-0-0 **Date of Board Vote:** 12-12-22

**Signature of Board Chairperson:**  **Date:** 12-15-22

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TOWN OF WAYLAND



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SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

Article Title: Current Year Transfers Estimated Cost: \$ TBD

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

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

Current Year Transfer FY23

Purpose: AMOUNT
1)
TOTAL \$

Funding Sources:
1)
TOTAL \$

None known at this time. Some additions may be made later if a need is identified.

Background Information (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

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

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

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

Contact Information for Publication in Warrant

Contact Person Name: Brian Keveny Contact Person Phone: 508.358.3611
Contact Person Town Email: bkeveny@wayland.ma.us

Proposing Board Information

Board Name: Select Board
Board Vote (Quantum) to Submit 5-0-0 Date of Board Vote: 12-12-2022

Signature of Board Chairperson: [Handwritten Signature] Date: 12-15-22

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TOWN OF WAYLAND



**TOWN OF WAYLAND**  
**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**  
*Attach extra pages if necessary*

**Article Title:** OPEB Funding

**Estimated Cost:** \$ TOD

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

To determine whether the Town will vote to:

- a) appropriate an aggregate amount of \$XX 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 \$
  - 2) BASE \$
  - 3) Children’s Way \$
  - 4) Full Day Kindergarten \$
  - 5) Water \$
  - 6) Transfer Station \$
  - 7) Wastewater \$
  - 8) Recreation \$

; 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.

*\*Amounts and categories in a)) to be finalized by Finance Director.*

**Background Information** (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

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.

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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.

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

**Contact Information for Publication in Warrant**

**Contact Person Name:** Brian Keveny **Contact Person Phone:** 508.358.3611  
**Contact Person Town Email:** bkeveny@wayland.ma.us

**Proposing Board Information**

**Board Name:** Select Board  
**Board Vote (Quantum) to Submit** 5-0-0 **Date of Board Vote:** 12.12.22  
**Signature of Board Chairperson:** *Brian Keveny* **Date:** 12.15.22

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TOWN OF WAYLAND

Article Title: Enterprise Fund Budgets

Estimated Cost: TBD

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

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 \$ XXXX 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 \$XXXXX shall be raised by taxation, \$XXXXX shall be provided by transfer from Ambulance receipts, \$XXXX shall be transfer from other funds, \$XXXXX shall be provided from Water revenue, and \$XXXXXX shall be provided from Wastewater Revenues and \$XXXXX shall be provided by Wastewater Certified Retained Earnings.

2) "That each and every numbered item set forth in the Finance Committee's capital budget of Fiscal Year 2023 listed on pages XX-XX in the total amount of \$XXXX 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 \$XXXXXX pursuant to the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, \$XXXXX to be raised from taxation, \$XXXXX shall be provided by transfer from Unreserved Fund Balance, \$XXXX shall be provided from Ambulance Receipts, \$XXXXX shall be provided from Surplus Capital Accounts and, \$XXXX shall be provided by Water Enterprise Capital.

Background Information (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

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

**Contact Information for Publication in Warrant**

Contact Person Name: John Bugbee

Contact Person Phone: 508-358-3620

Contact Person Town Email: jbugbee@wayland.ma.us

**Proposing Board Information**

Board Name: Select Board

Board Vote (Quantum) to Submit

Article:

5-0-0

Date of Board Vote:

12-12-22

~~Jan 10, 2022~~

Signature of Board Chairperson:



Date:

12-15-22

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**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**  
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**Article Title:** Fiscal Year 2024 Revolving Fund Expenditure Limits **Estimated Cost:** \$0

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

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 2024, or take any action relative thereto:\*

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

*\*Finance Director and Department Head still finalizing amounts.*

**Background Information** (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

Passage of this article will establish the Fiscal Year 2024 spending caps for the Town’s Revolving Funds. The 2017 Annual Town Meeting adopted Town Code Chapter 19, Section 10 establishing revolving funds under Mass General Laws, Chp. 44, section 53E ½. Adoption of this code requires the Select Board to recommend to Town Meeting annually and for Town Meeting to set the limits of expenditure for each revolving fund. For FY 2021, the Select Board recommends the following spending caps:

<u>Revolving Fund</u>	<u>Recommended FY24 Spending Cap*</u>
Council on Aging	\$
School Department/Professional Development	\$
School Department/Curriculum	\$
Recreation	\$
Recreation/Athletic Fields	\$
Conservation Community Gardens	\$

*\*Finance Director and Department Head still finalizing amounts.*

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

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**Contact Information for Publication in Warrant**

**Contact Person Name:** Brian Keveny **Contact Person Phone:** 508.358.3611

**Contact Person Town Email:** bkeveny@wayland.ma.us





**TOWN OF WAYLAND**

**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**

*Attach extra pages if necessary*

**Proposing Board Information**

**Board Name:** Select Board

**Board Vote (Quantum) to Submit** 5-0-0 **Date of Board Vote:** 12.12.2022

**Signature of Board Chairperson:** *Clay Kenney* **Date:** 12-15-22

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**TOWN OF WAYLAND**  
**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**  
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**Article Title:** Update Personnel Bylaws and Wage & Classification Plan and Fund Union Agreements      **Estimated Cost:** \$ \_\_\_\_\_

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

- a) To determine whether the Town will vote to amend the Code of the Town of Wayland, Chapter 43, PERSONNEL and the Personnel Wage and Salary Classification Plan (Appendix B) previously adopted by the Town to amend recreational and seasonal positions and adjust selected positions affected by the Massachusetts minimum wage.
- b) To Transfer Funds for Recently Settle Union Contracts

**Background Information** (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

TBD

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

**Contact Information for Publication in Warrant**

**Contact Person Name:** John Bugbee      **Contact Person Phone:** 508.358.3620  
**Contact Person Town Email:** jbugbee@wayland.ma.us

**Proposing Board Information**

**Board Name:** Select Board  
**Board Vote (Quantum) to Submit**      5-0-0      **Date of Board Vote:** 12-12-22  
**Signature of Board Chairperson:** *Clayton Kearney*      **Date:** 12-15-22

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TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

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Article Title: Surface Water Quality Committee Budget

Estimated Cost: \$51,000 - TBD

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

To appropriate funds for the expenses of the Surface Water Quality Committee to be spent under the direction of the Board of Selectmen

Background Information (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

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 year end and improve the budgeting and cash flow for the SWQC work and expenses. There is no change to the budgeted amount.

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

Contact Information for Publication in Warrant

Contact Person Name: John Bugbee Contact Person Phone: 508.358.3620

Contact Person Town Email: jbugbee@wayland.ma.us

Proposing Board Information

Board Name: Select Board

Board Vote (Quantum) to Submit 5-0-0 Date of Board Vote: 12-12-22

Signature of Board Chairperson: Cheryl Kavanagh Date: 12-15-22

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**TOWN OF WAYLAND**  
**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**  
*Attach extra pages if necessary*

**Article Title:** Accept Gifts of Land **Estimated Cost:** \$0

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

To determine whether the Town authorizes the Board of Selectmen, with approval by Town Counsel as to form, to acquire by gift, purchase, eminent domain or otherwise, for general municipal purposes, on such terms and conditions as the Board of Selectmen deems appropriate, land including the fee or any lesser interest in all or any part of the parcels of land and the buildings and other structures, on and off LOCATION, identified as Lot X-X, shown on a plan prepared by the Town Surveyor entitled "XXX" dated July XX, 20XX and recorded with the Middlesex South Registry of Deeds as Plan XX of 20XX, and Parcel XX, and further to authorize the Board of Selectmen to execute any and all documents as may be necessary or convenient in relation thereto or take any action relative thereto.

**Background Information** (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

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

**Contact Information for Publication in Warrant**

**Contact Person Name:** John Bugbee **Contact Person Phone:** 508.358.3620

**Contact Person Town**

**Email:** jbugbee@wayland.ma.us

**Proposing Board Information**

**Board Name:** Select Board

**Board Vote (Quantum) to Submit Article:** 5-0 **Date of Board Vote:** 12.12.22

**Signature of Board**

**Chairperson:** [Signature] **Date:** 12-15-22

*[Handwritten Signature]*

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**TOWN OF WAYLAND**  
**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**  
*Attach extra pages if necessary*

**Article Title:** Appropriate to Capital Stabilization Fund **Estimated Cost:** TBD

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

To determine if the Town will vote to transfer the following funds to the Capital Stabilization Fund:

INSERT

**Background Information** (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

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

**Contact Information for Publication in Warrant**

**Contact Person Name:** John Bugbee **Contact Person Phone:** 508-358-3620

**Contact Person Town Email:** jbugbee@wayland.ma.us

**Proposing Board Information**

**Board Name:** Select Board

**Board Vote (Quantum) to Submit Article:** 50 **Date of Board Vote:** 12-12-22

**Signature of Board Chairperson:** *Clayton Kelley* **Date:** 12-15-22

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**TOWN OF WAYLAND**  
**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**  
*Attach extra pages if necessary*

**Article Title:** Choose Town Officers **Estimated Cost:** \$0

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

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    |

*Select Board: Need to confirm all nominees' ability and willingness to serve.*

**Background Information** (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

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." Although the Allen Fund was virtually depleted by 1990, it has recently grown so that it can now provide annual gifts. **As of December, 2021, the balance in the Allen Fund was \$ 9,894.** The trustees are responsible for overseeing the fund. The trust provides that the trustee shall be selected annually by vote of the annual town meeting; it also provides that in case no board of trustees is selected, the Selectmen shall be the Trustees of the Allen Fund. At a future Town meeting, citizens could vote to amend the trust document to provide that the Commissioners of Trust Funds serve as Trustees of the Allen Fund without annual vote.

Fence Viewers are arbitrators of fence disputes among neighbors and are established under MGL c. 49, §1. The SB is authorized to appoint two or more fence viewers for one-year terms.

Field Drivers collect loose sheep, goats or other beasts and under M.G.L. c. 49, §22, the SB is authorized to appoint one or more field drivers for the Town.



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

Measurers of Wood and Bark are responsible for inspection, survey, measurement and sale of wood, coal and bark for fuel. They are appointed according to M.G.L. c. 94, §296, which provides for town meeting election of one or more measurers of wood and bark for one-year terms. A future town meeting could delegate the appointment power to the Select Board, thereby eliminating the need for this article thereafter.

Surveyors of Lumber, sometimes called a Measurer of Lumber, are responsible for measuring, marking or numbering the contents of any kind of wood or lumber, and M.G.L. c. 96, §7 authorizes that towns may elect one or more measurers (surveyors) of lumber. A home rule petition is required to make the position appointive by the Select Board.

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

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

Contact Information for Publication in Warrant

Contact Person Name: John Bugbee Contact Person Phone: 508.358.3620
Contact Person Town Email: jbugbee@wayland.ma.us

Proposing Board Information

Board Name: Select Board
Board Vote (Quantum) to Submit 5-0-0 Date of Board Vote: 12.12.22
Signature of Board Chairperson: Cheryl Kaalmy Date: 12-15-22

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TOWN OF WAYLAND



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

Article Title: Hear Reports Estimated Cost: \$0

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

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

- Board of Assessors
Community Preservation Committee
Planning Board (if needed)
Public Ceremonies Committee
Select Board

There may be other committees that decide to submit a report for Town Meeting.

Background Information (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

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.

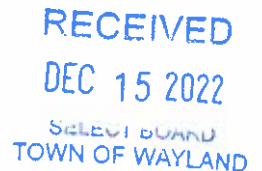
Proposer's Comments (if needed, 150-word limit per Town Code):

Contact Information for Publication in Warrant

Contact Person Name: John Bugbee Contact Person Phone: 508.358.3620
Contact Person Town Email: jbugbee@wayland.ma.us

Proposing Board Information

Board Name: Select Board
Board Vote (Quantum) to Submit 5-0-0 Date of Board Vote: 12-12-2022
Signature of Board Chairperson: Date:







**TOWN OF WAYLAND**  
**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**  
*Attach extra pages if necessary*

**Article Title:** Sell or Trade Vehicles and Equipment **Estimated Cost:** \$0

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

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>
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*No vehicles or equipment have been identified for sale or trade as of this times. This is a placeholder article in case any are identified.*

**Background Information** (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

This is a standard article allowing the Town to sell used vehicles, equipment or other personal property.

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

**Contact Information for Publication in Warrant**

**Contact Person Name:** John Bugbee **Contact Person Phone:** 508.358.3620  
**Contact Person Town Email:** Jbugbee@wayland.ma.us

**Proposing Board Information**

**Board Name:** Select Board  
**Board Vote (Quantum) to Submit** 5-0-0 **Date of Board Vote:** 12.12.2022  
**Signature of Board Chairperson:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**TOWN OF WAYLAND**  
**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**  
*Attach extra pages if necessary*

**Article Title:** FY2024 Omnibus Budget **Estimated Cost:** TBD

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

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, Or The Funding of Other Projects Requiring Enterprise Funds Or Other Funds, 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.

**Background Information** (to be used by Finance Committee to draft its report. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

The Finance Committee will submit and publish its budget report and recommendations in the warrant.

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

**Contact Information for Publication in Warrant**

**Contact Person Name:** Brian Keveny **Contact Person Phone:** 508-358-3611  
**Contact Person Town Email:** bkeveny@wayland.ma.us

**Proposing Board Information**

**Board Name:** Town Clerk  
**Board Vote (Quantum) to Submit Article:** \_\_\_\_\_ **Date of Board Vote:** \_\_\_\_\_  
**Signature of Board Chairperson:** Judy L Reed **Date:** 1/17/2023

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TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary



<b>Article Title:</b> <u>Community Preservation Fund – Set Asides and Transfers</u>	<b>Estimated Cost:</b>	<u>TBD</u>
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**Article Description** (final language to be provided by Town Counsel based on description provided):

To determine:

- a) Whether the Town, pursuant to Massachusetts General Laws Chapter 44B, Section 6, will vote to set aside from the Community Preservation Fund’s (CPF) Uncommitted Fund for later spending \$\_\_\_\_\_ for open space, but not including land for recreational use, \$\_\_\_\_\_ for historic preservation, \$\_\_\_\_\_ for community housing, and \$25,000 for administrative expenses; and
- b) Whether the Town will vote to set aside \$373,231 from the CPF Uncommitted Fund for later spending for annual debt service obligations relating to the purchase of the conservation restriction on Mainstone Farm, as previously approved by Town Meeting; and
- c) Whether the Town will vote to transfer funds in the amount of \$\_\_\_\_\_ from the Community Housing Fund of the CPF to the Wayland Municipal Affordable Housing Trust Fund.

**Background Information** (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

This article accomplishes three annual tasks for managing the Town’s Community Preservation Fund (CPF):

- a) annual distribution of funds to Community Housing, Historic Preservation, and Open Space — the three purposes as required by the Community Preservation Act (CPA) — and to the fund for administrative expenses incurred by the Community Preservation Committee;
- b) reservation of the monies required to fund the debt service on the Conservation Restriction on Mainstone Farm; and
- c) the transfer of funds allocated for Community Housing in the Community Housing Fund 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 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, studies, plans, 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. Three funds hold money designated exclusively for open space, historic preservation, and community housing. Each of these three funds receives at least 10% of the annual contributions (1.5% local tax surcharge + State Trust Fund yield). The remainder (not more than 70%) is assigned to the Uncommitted Fund, which retains the balance of funds not specifically designated. The monies in the individual purpose funds



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

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 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 (in paragraph a). These funds maintain the same use restrictions as if they continued to be held in the CPF.

Potential 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 consistent with the CPA. Transferring funds to the WMAHTF enables the Town to make progress on affordable housing issues and pursue opportunities for affordable housing with greater flexibility than if tied to the Annual Town Meeting schedule. Funds 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.

Potential arguments opposed: Some might suggest that more funds should be set aside for the three primary purposes of the CPA.

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

Contact Information for Publication in Warrant

Contact Person Name: Susan Weinstein, Chair, Community Preservation Committee Contact Person Phone: 978-302-8866

Contact Person Town Email: sweinstein@wayland.ma.us

Proposing Board Information

Board Name: Community Preservation Committee

Board Vote (Quantum) to Submit Article: 8-0 Date of Board Vote: 1/11/23

Signature of Board Chairperson: [Signature] Date: 1/12/2023

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**TOWN OF WAYLAND**  
**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**  
*Attach extra pages if necessary*

<b>Article Title:</b> <u>Historic Preservation – Conservation of Gravestones in Town Cemeteries</u>	<b>Estimated Cost:</b>	<b>\$260,000</b>
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**Article Description** (final language to be provided by Town Counsel based on description provided):

To determine whether the Town will vote to appropriate a sum not greater than \$260,000 from the Community Preservation Fund Historic Preservation Fund for conservation and restoration of designated gravestones in North, South, and Lakeview Cemeteries, to be expended by the Wayland Historical Commission.

**Background Information** (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

This article provides funding to restore and conserve gravestones in sections of the North Cemetery, South Cemetery, and Lakeview Cemetery. Dating back to 1643, 1835, and 1871, respectively, Wayland's historic cemeteries do more than document names and dates. They are sacred spaces, places of public art, genealogical resources, and archives written in stone. It is the duty of subsequent generations to honor and maintain their predecessors' burying grounds and what they represent.

With funding from the Community Preservation Fund (CPF) in 2022, the Wayland Historical Commission (WHC) obtained a conditions assessment and recommendations for treatment of gravestones needing conservation intervention in portions of these three cemeteries. The conservation consultant evaluated more than 1,400 gravestones in designated sections and determined that

- 123 gravestones required urgent attention because they are a threat to the public, threatened with further deterioration that would significantly escalate treatment costs, or are lying on the ground ("Priority 1")
- 273 gravestones that should be treated within one year, even if not a threat to the public or themselves ("Priority 2")
- 654 gravestones that require work that can be delayed without suffering significant damage ("Priority 3")
- 12 gravestones that require no work ("Priority 4")
- 418 gravestones that require cleaning.

The work will be completed in accordance with standards for historical grave markers set by the U.S. Department of the Interior. The Community Preservation Committee received a letter of support for this gravestones project from the Wayland Historical Society.

This project is eligible for funding from the CPF Historic Preservation Fund, which can be used for acquisition, preservation, rehabilitation, and restoration of historic resources. This project will be funded by revenues already collected and received and thus will not impact the Town's tax rate. There are sufficient funds available in the CPF Historic Preservation Fund. If the final cost of the project is less than the requested amount, the balance remaining will be released back to the CPF Historic Preservation Fund for future projects. There are no other known funding sources for this work.



**TOWN OF WAYLAND**

**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**

*Attach extra pages if necessary*

Potential arguments in favor: The gravestones in the Town's cemeteries are historic artifacts deserving of preservation. The Wayland Historical Commission, charged with protecting Wayland's historic artifacts, has prioritized this project and has already completed a thorough assessment of the gravestones to be preserved, with money from the Community Preservation Fund. This project fits squarely in the Community Preservation Act's purposes. There is no impact on taxes.

Potential arguments opposed: The money could potentially be used for future projects.

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

Preserving cemetery stones as they age pays respect to the dead and to history itself. North Cemetery, the town's oldest and most historic burying ground, requires ongoing attention due to the age of its oldest markers. A cemetery of its vintage requires attention at least every five years, and preservation work was last undertaken there in 2017. South Cemetery received a small amount of preservation work in 2017, but required more even then and is long overdue for more comprehensive attention. Lakeview Cemetery has never before been professionally assessed, so the work that has been recommended there will be the first preservation work undertaken.

**Contact Information for Publication in Warrant**

**Contact Person Name (for project):** Katherine Gardner-Westcott, Chair of Wayland Historical Commission **Contact Person Phone:** 508-372-5037

**Contact Person Town Email:** kgardner-westcott@wayland.ma.us

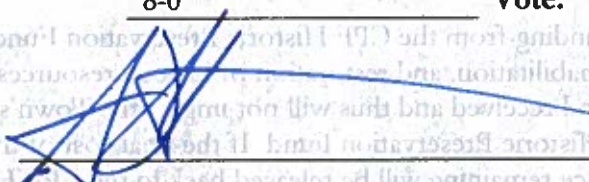
**Contact Person Name (for process):** Susan Weinstein, Chair of Community Preservation Committee **Contact Person Phone:** 978-302-8866

**Contact Person Town Email:** sweinstein@wayland.ma.us

**Proposing Board Information**

**Board Name:** Community Preservation Committee

**Board Vote (Quantum) to Submit Article:** 8-0 **Date of Board Vote:** 1/11/23

**Signature of Board Chairperson:**  **Date:** 1/12/23

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## TOWN OF WAYLAND

### SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

*Attach extra pages if necessary*

<b>Article Title:</b> <u>Historic Preservation – Library Archival Document Conservation and Digitization</u>	<b>Estimated Cost:</b>	<u>\$41,550</u>
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**Article Description** (final language to be provided by Town Counsel based on description provided):

To determine whether the Town will vote to appropriate from the Community Preservation Fund Historic Preservation Fund the following sums of money to be expended by the Wayland Free Public Library Trustees:

- a) not more than \$35,000 to digitize and make accessible the town's newspapers from 1935 to the present; and
- b) not more than \$6,550 to conserve and digitize the First Record book of the Wayland Library from 1850.

**Background Information** (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

This article proposes funding two projects to be undertaken by the Wayland Free Public Library ("Library") Board of Trustees: digitization of the Wayland Chronicle and Wayland Town Crier newspapers and conservation and digitization of the Wayland Library First Record Book. This is the second Community Preservation Act-funded project involving fragile and historic documents owned by the Library, as the Library advances its Archival Document Conservation project to make Wayland's history broadly available.

In its collection, the Library possesses 133 reels of microfilm containing images of the town's newspapers from 1935 to the present. The Library seeks to digitize the newspapers with the aim that they be available and searchable online without geographic limits. Digitization will make this rich resource vastly more accessible to assist students, researchers, genealogists, history buffs, and people with an interest in our town's history.

The Library also holds the "First Record book begun in 1850 by Henry Wight, the first librarian," a unique artifact that provides historical insight into library regulations, titles of books in the collection, and fines paid by patrons in the Library's earliest years. The First Record book is in fragile condition and in desperate need of conservation. The sewing is broken, some sections are loose, pages are dirty and damaged, and repairs undertaken earlier in the book's existence interfere with opening some of the pages. The First Record book will be conserved using best practices and will also be digitized to make the content broadly available.

The Community Preservation Committee received letters of support for these Library projects from the Board of Library Trustees, Wayland Historical Commission, and the Wayland Historical Society.

This project is eligible for funding from the Community Preservation Fund (CPF) Historic Preservation Fund, which can be used for acquisition, preservation, rehabilitation, and restoration of historic resources. This project will be funded by revenues already collected and received and thus will not impact the Town's tax rate. There are sufficient funds available in the CPF Historic Preservation Fund. If the final cost of the project is less than the requested amount, the balance remaining will be released back to the CPF Historic Preservation Fund for future projects.



**TOWN OF WAYLAND**

**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**

*Attach extra pages if necessary*

Potential arguments in favor: The newspapers and First Record book are valuable historic resources deserving of preservation through conservation (for the First Record book) and digitization (both projects). This project continues the Library's efforts to conserve archival documents and artifacts. The Wayland Historical Commission, charged with protecting Wayland's historic artifacts, has supported this expenditure of CPF Historic Preservation Funds. This project fits squarely in the Community Preservation Act's purposes. There is no impact on taxes.

Potential arguments opposed: The money could potentially be used for future projects

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

**Contact Information for Publication in Warrant**

**Contact Person Name (for project):** M.J. Wright, Bibliographic Librarian, **Contact Person Phone:** 508-358-2311  
**Name (for project):** Wayland Free Public Library

**Contact Person Town Email:** mwright@minlib.net

**Contact Person Name (for process):** Susan Weinstein, Chair, Community Preservation Committee **Contact Person Phone:** 978-302-8866

**Contact Person Town Email:** sweinstein@wayland.ma.us

**Proposing Board Information**

**Board Name:** Community Preservation Committee

**Board Vote (Quantum) to Submit Article:** 80 **Date of Board Vote:** 1/11/2023

**Signature of Board Chairperson:**  **Date:** 1/12/2023

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**TOWN OF WAYLAND**  
**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**  
*Attach extra pages if necessary*



<b>Article Title:</b> <u>Open Space – Implementing Land Management Plan at Heard Farm</u>	<b>Estimated Cost:</b> <u>\$7,500.</u>
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**Article Description** (final language to be provided by Town Counsel based on description provided):

To determine whether the Town will vote to appropriate a sum not to exceed \$7,500 from the Community Preservation Fund Open Space Fund, to be expended by the Conservation Commission for creation of wildlife habitat at the Heard Farm Conservation Area.

**Background Information** (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

The Heard Farm Conservation Area (“Heard Farm”) habitats provide food, cover, and nesting places for a wide variety of small mammals and birds. The northeastern edge of the property is defined as a Priority Habitat of Rare Species (Massachusetts Natural Heritage, 14<sup>th</sup> ed.). Heard Farm is also a Cornell University “hotspot,” where birdwatchers have reported sighting more than 200 species of birds. Invasive plant species – such as glossy buckthorn, common buckthorn, oriental bittersweet, bush honeysuckle, and multiflora – threaten the ecological integrity of the Heard Farm habitats.

The Conservation Commission obtained funds from the Community Preservation Fund (CPF) to commission a land management plan for Heard Farm. The 2020 Heard Farm Conservation Area Land Management Plan, prepared by Massachusetts Audubon, emphasized the critical need to maintain suitable wildlife habitat. This Plan called for implementing open space preservation measures including eradication of invasive plant species, selective cutting of saplings and shrubs, and planting a diverse mix of flowering plants to provide a sequence of blooms to support wildlife from early spring to late fall.

This project implements strategies recommended in the Land Management Plan and strategies used successfully at other open space parcels. The Conservation Commission cleared invasive species from a hedge row and proposes amending the soil and spreading seed mix. The result will be approximately 3,500 square feet of new wildflower habitat that supports native pollinators and provides native grass cover that supports grassland birds and other species.

The project includes funds that will be used if archaeological oversight is indicated.

This project is eligible for funding from the Community Preservation Fund (CPF) Open Space Fund, which can be used for acquisition, creation, and preservation of open space, including grasslands, fields, forest land, land for wildlife or nature preserve, and more. This project will be funded by revenues already collected and received and thus will not impact the Town’s tax rate. There is no other known funding source for this project. There are sufficient funds available in the CPF Open Space Fund. If the final cost of the project is less than the requested amount, the balance remaining will be released back to the CPF Open Space Fund for future projects.



**TOWN OF WAYLAND**

**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**

*Attach extra pages if necessary*

Potential arguments in favor: Creating new wildflower habitat will benefit the wildlife and birds at Heard Farm Conservation Area, consistent with one of the three primary purposes of the Community Preservation Act. This project implements recommendations from the Heard Farm Conservation Area Land Management Plan, which was commissioned using Community Preservation Act funds. There is no impact on taxes.

Potential arguments opposed: The money could potentially be used for future projects or for other conservation properties. It could be argued that the project does not go far enough in implementing recommendations of the Heard Farm Conservation Area Land Management Plan.

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

**Contact Information for Publication in Warrant**

**Contact Person Name (for project):** Linda Hansen, Conservation Administrator      **Contact Person Phone:** 508-358-3669  
**Contact Person Town Email:** lhansen@wayland.ma.us

**Contact Person Name (for process):** Susan Weinstein, Chair, Community Preservation Committee      **Contact Person Phone:** 978-302-8866  
**Contact Person Town Email:** sweinstein@wayland.ma.us

**Proposing Board Information**

**Board Name:** Community Preservation Committee  
**Board Vote (Quantum) to Submit Article:** 6-1-1      **Date of Board Vote:** 1/11/2023

**Signature of Board Chairperson:**       **Date:** 1/12/2023

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**TOWN OF WAYLAND**

**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**

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<b>Article Title:</b> <u>Recreation – Rehabilitation and Improvement of Cochituate Ball Field Outdoor Court</u>	<b>Estimated Cost:</b>	<b>\$150,000</b>
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**Article Description** (final language to be provided by Town Counsel based on description provided):

To determine whether the Town will vote to appropriate a sum not greater than \$150,000 from the Community Preservation Fund Uncommitted Fund, to be expended by the Town Manager for rehabilitation of and improvements to the outdoor court at the Cochituate Ball Field.

**Background Information** (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

The outdoor playing court at the Cochituate Ball Field, on Bradford Street near Main Street, is in poor condition with a deteriorated, faded, and cracked surface. The funds for this project will cover the costs associated with rehabilitation of the court and associated sports structures, which will be designated for a variety of active recreational sports including basketball, pickleball, futsal, and street hockey, and potentially ice skating and ice hockey. This renovated court will help address the growing demand for court-based sports such as pickleball.

This project is eligible for funding from the Community Preservation Fund (CPF) Uncommitted Fund, which can be used for passive and active outdoor recreation projects, including noncommercial youth and adult sports. This project will be funded by revenues already collected and received and thus will not impact the Town’s tax rate. There are sufficient funds available in the CPF Uncommitted Fund. If the final cost of the project is less than the requested amount, the balance remaining will be released back to the CPF Uncommitted Fund for future projects.

Potential arguments in favor: The Cochituate Ball Field Outdoor Court, like other Wayland recreational facilities, is well used and is now in need of rehabilitation. In addition to restoring the court’s integrity, improvements including new structures and striping will allow for a variety of sports. This project fits squarely in the Community Preservation Act’s purposes. There is no impact on taxes.

Potential arguments opposed: The money could potentially be used for future projects.

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



# TOWN OF WAYLAND

## SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

### Contact Information for Publication in Warrant

**Contact Person**

**Name (for project):** Katherine Brenna, Recreation Director

**Contact Person**

**Phone:** 508-358-3660

**Contact Person Town**

**Email:** kbrenna@wayland.ma.us

**Contact Person**

Susan Weinstein, Chair, Community

**Contact Person**

**Name (for process):** Preservation Committee

**Phone:** 978-302-8866

**Contact Person Town**

**Email:** sweinstein@wayland.ma.us

### Proposing Board Information

**Board Name:** Community Preservation Committee

**Board Vote (Quantum) to Submit**

8-0

**Date of**

**Board Vote:** 1/11/2023

**Signature of Board**

**Chairperson:**

1/12/2023

**Date:**

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<b>Article Title:</b> Recreation – Town Beach Entryway and Perimeter Fencing	<b>Estimated Cost:</b> \$150,000
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**Article Description** (final language to be provided by Town Counsel based on description provided):

To determine whether the Town will vote to appropriate a sum not greater than \$150,000 from the Community Preservation Fund Uncommitted Fund, to be expended by the Town Manager for rehabilitation of and improvements to the entryway and perimeter fencing at the Wayland Town Beach.

**Background Information** (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

The Town seeks funding in the amount of \$150,000 for a project at Wayland Town Beach to make the entryway and perimeter fence more functional, formalize the area boundaries, and aesthetically improve the area. The project includes preparation of bid documents, permitting, construction, and related activities such as removal of the old fencing.

The Town Beach is one of Wayland’s most valued and aesthetically-pleasing recreation areas. It provides opportunities for people of all ages to engage in outdoor activities in the water on Lake Cochituate and on land and to relax and enjoy the scenery. However, on approach to the Town Beach, the entryway is revealed to be unsightly and unwelcoming. In addition, the fencing is in need of rehabilitation as it is not an effective barrier to unauthorized entry.

This project is eligible for funding from the Community Preservation Fund (CPF) Uncommitted Fund, which can be used for passive and active outdoor recreation projects. Rehabilitation of fencing at recreational sites is an allowed use of Community Preservation Act funds. The Town also plans to rehabilitate the Town Beach playground but intends to use non-CPA capital funds for that project. Combined, these projects are a top priority for the Recreation Department.

This project will be funded by revenues already collected and received and thus will not impact the Town’s tax rate. There are sufficient funds available in the CPF Uncommitted Fund. If the final cost of the project is less than the requested amount, the balance remaining will be released back to the CPF Uncommitted Fund for future projects.

Potential arguments in favor: The Town Beach is a jewel of our recreational facilities and is well used by townspeople of all ages. The entryway and perimeter fencing are in need of rehabilitation and improvement. This project fits within the Community Preservation Act’s purposes. There is no impact on taxes.

Potential arguments opposed: The money could potentially be used for future projects. The Town’s lease with the Massachusetts Department of Conservation and Recreation for access to the waterfront expires in 2024. Although the lease has been renewed without incident in the past, there is a chance that the lease will not be renewed.



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

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

Contact Information for Publication in Warrant

Contact Person Name (for project): Katherine Brenna, Recreation Director
Contact Person Phone: 508-358-3660
Contact Person Town
Email: kbrenna@wayland.ma.us

Contact Person Name (for process): Susan Weinstein, Chair, Community Preservation Committee
Contact Person Phone: 978-302-8866
Contact Person Town
Email: sweinstein@wayland.ma.us

Proposing Board Information

Board Name: Community Preservation Committee

Board Vote (Quantum) to Submit Article: 8-0 Date of Board Vote: 1/11/2023

Signature of Board Chairperson: [Handwritten Signature] Date: 1/12/2023

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SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

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Article Title: Animals Estimated Cost:

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

91-2 Vaccination, licensing and fees.

- (8) License due date/late fee. The application form for obtaining, renewing or transferring a license shall be distributed to each household no later than December 1 each year. in early January with the annual street listing (census) effective January 2024. Dog owners must return forms and fees to the Clerk by January 15 February 28.(or the first business day thereafter, if the 15 falls on Saturday, Sunday, or legal holiday). Any license renewed after this date is overdue, and the owner must pay a late fee in addition to the license renewal fee. The overdue license fee and the late fee may be added to the owner's tax bill or may be recovered through the imposition of a municipal charges lien on any property standing in the name of the dog owner, pursuant to Massachusetts General Laws Chapter 40, § 58.
(9) Distribution of article and rabies symptoms list. At the first licensing period after this article becomes effective, the Town Clerk shall send a copy of the article to each household in Wayland. Thereafter, the Clerk shall give each new applicant or transfer applicant a copy of the article and shall have copies available at the Clerk's Office. The Clerk shall distribute a list of the symptoms of rabies with each dog license issued, as required under Massachusetts General Laws, Chapter 140, § 145.
(10) To see if the town will accept a portion of MGL Chapter 140, section 139 (c) - No fee shall be charged for a license for a dog owned by a person aged 70 years or over in a city or town that accepts this provision. No license fee or portion thereof shall be refunded because of the subsequent death, loss, spaying or removal from the commonwealth or other disposal of the dog, effective January 1, 2024.

Background Information (to be used by Finance Committee to draft its report. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

"Animals" is Chapter 91 of the bylaws for the Town of Wayland. Within this section, fees are set as well as other regulations in regards to animals, in particular to this proposed warrant – dogs. Currently the bylaw outlines when dog registration notice is given to the residents. My proposed warrant suggestion of using the annual census mailing will save around \$1,500 since our vendor City Hall currently charges to do the mailing.

Section (8) of Chapter 91 pertains to the dog registration late fee. I am suggesting to eliminate the late fee. In other towns where this was suggested and approved, it has increased dog registration, and also eliminating the need to have a lien on the tax bill, which may or may not be enforced.

Along with the change in notices of registration and eliminating the late fee, I am suggesting we add (10) to the animal section to accept MGL Chapter 140, section 139(c). With the town's acceptance, this will allow the Town Clerk's office to waive the registration fee for residents ago 70 +. These residents will still be required to register their dog but at no cost. Allowing age 70 + to register their dogs for free is always good for seniors who are most often on limited income.

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The only opposition I can see would be the concern of loss revenue from the late fees. Unfortunately, I do not have a good account of what this would amount to due to the lack of recordkeeping in past years. However, my comment would be dog registrations would increase since more residents will be more inclined to register their dog(s) past what would be the late fee, therefore making up for the loss revenue in the late fees.

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

Currently, the bylaw requirement to issue dog registration notices is too stringent which often falls just after November elections and drafting department budgets. By using the census mailing, it gives us a more appropriate timing of registering dogs for the upcoming year.

**Contact Information for Publication in Warrant**

Contact Person Name: Trudy Reid – Town Clerk Contact Person Phone: 5083583631

Contact Person Town Email: treid@wayland.ma.us

**Proposing Board Information**

Board Name: \_\_\_\_\_

Board Vote (Quantum) to Submit \_\_\_\_\_

Article: \_\_\_\_\_ Date of Board Vote: \_\_\_\_\_

Signature of Board Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

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**TOWN OF WAYLAND**

**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**

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**Article Title** **Finance Committee; Finance Committee Appointing Board** **Estimated Cost** **0**

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

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; Finance Committee Appointing Board.

There shall be a committee called the "Finance Committee" appointed by the ~~Board of Selectmen~~ Finance Committee Appointing Board as hereinafter provided. Such ~~Finance~~ Finance Committee shall consist of seven Town registered voters who shall serve without pay and none of whom during his or her service on such Finance Committee shall hold elective or appointive Town office having to do with the appropriation or expenditure of Town money. ~~Finance Committee~~ Members shall serve terms of three years, such that the terms of two or three members shall expire each year. Appointment 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, the Chair of the Select Board, and a former member of the Finance Committee chosen by the Moderator to serve a term, determined by the Moderator, not to exceed three years. Said former member of the Finance Committee shall not contemporaneously serve on the Select Board or Finance Committee.

Any incumbent member of the Finance Committee serving at the time of approval of this amended 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.

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JAN 17 2023

SELECT BOARD  
TOWN OF WAYLAND

**Background Information** (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

The intent of this article is simple and straightforward. Appointment of the Wayland Finance Committee would be taken out of the hands of the Select Board and given to an Appointing Board. That Appointing Board would consist of the Moderator, the Chair of the Select Board and a third member chosen by the Moderator from among former members of the Finance Committee.

This change, consideration of which was recommended in the 2018 Collins Report "*Financial Management Structure Review*," will bring the town more in line with the separation of powers between the Executive Branch (Selectmen, Finance Committee, other boards and paid administrators) and the Legislative Branch (the Town Meeting). This separation will in addition provide checks and balances in the town's financial affairs. Such separation and need for checks and balances is especially important at this moment in Wayland's history. Under the Town Manager Act, the town's financial administration becomes more clearly positioned in the office of the Town Manager. The Select Board would then be in a position to appoint not only the Manager, part of the Executive Branch, who will prepare the budget, but also the Finance Committee, which is supposed to review that budget on behalf of the Legislative Branch. The Act modernized and strengthened the Executive Branch. It is time to do the same for the Legislative Branch.

Pursuant to the *Finance Committee Handbook*, the general role of the Finance Committee is representing the Town Meeting between sessions. In the vast majority of other towns in Massachusetts the Finance Committee is appointed by the Moderator, who takes on that role as an official the Town Meeting. All our peer towns, used for comparison by the Finance Committee, have the Finance Committee appointed by the Moderator or a hybrid group. Research by the Mass. Moderators Association demonstrates that the Finance Committee is appointed either by the Moderator alone, or by a hybrid group as proposed here, in towns throughout the state. Appointment by the Selectmen is the rule in only a relatively few towns, many of which are much smaller than Wayland.

This discrepancy in appointment procedure was highlighted by the 2018 Collins Report, the report relied on by the Selectmen to support the implementation of a town manager. That report looked at Wayland's blurred lines of budgetary authority and specifically suggested that the Selectmen "contemplate changing the appointment process for the Finance Committee to the Moderator alone or a hybrid group." This article clearly follows that suggestion.

Why Wayland is different from so many other towns is unclear, but likely due to historical reasons based on how our town developed. As we evolve from a town where the administrator had an unclear association with finances and the budget process, to a Town Manager who will be the chief financial officer, it is appropriate to also evolve the appointment process for the Finance Committee to ensure that proper checks and balances are in place. Adoption of this article will fulfill the direction set out in the Collins Report, bring Wayland in line with most other towns in the state and take a step towards instituting the checks and balances inherent in the separation of powers that is the foundation of American government.

The basic point of this article is not a new idea, nor one that the town has not had an opportunity to discuss. A form of this article was proposed in 2021 by petitioners. With little publicity or pre-meeting discussion it lost by a small margin. Last year, after defeat of a proposed amendment, a motion was passed to defer consideration to the Select Board. The supporters of this article participated in the discussions of the Select Board's subcommittee. This revised article, now containing three members, came out of those discussions as well as discussions with other citizens.

A previous objection that there was no input from those who know the inner workings and workload of the Finance Committee is addressed by having a former member of the Finance Committee as a part of the Appointing Authority. This is an important revision from past years.

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

Under the Town Manager Act, the Select Board appoints the Town Manager who will also be the Chief Financial Officer with financial and initial budgetary authority. Under the current bylaw the Select Board also appoints the Finance Committee, which is supposed to review the budget on behalf of the Town Meeting. Thus, both the Town Manager, who creates the budget, and the members of the Finance Committee, who are charged to review that budget on behalf of the Town Meeting, would be beholden to the Select Board 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 checks and balances through separation of power 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 article is not a criticism of the Finance Committee or the Select Board. 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.

<b>Contact Information for Publication in Warrant</b>			
Contact Person Name:	Dennis Berry, Moderator	Contact Person Phone:	
Contact Person Town Email:			
<b>Proposing Board Information</b>			
Board Name:			
Board Vote (Quantum) to Submit Article:		Date of Board Vote:	
Signature of Board Chairperson:		Date:	

*Dennis Berry*  
Moderator

12/14/2022

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TOWN OF WAYLAND



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

Article Title: Special Education Stabilization Fund Estimated Cost: \$ 15,000

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

see attached

Background Information (to be used by Finance Committee to draft its report. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

see attached

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SELECT BOARD  
TOWN OF WAYLAND

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

Contact Information for Publication in Warrant

Contact Person Name: CHRIS RYAN Contact Person Phone: 617-~~721~~-1321  
Contact Person Town Email: chris\_ryan@waylandps.org

Proposing Board Information

Board Name: School Committee  
Board Vote (Quantum) to Submit Article: 5-0 Date of Board Vote: 1/11/23  
Signature of Board Chairperson: [Signature] Date: 1/12/23

**Article XX – Special Education Stabilization Fund**

**Proposed by: School Committee**

**Estimated Cost: \$15,000**

To see if the Town will vote to:

- a) Establish a fund under the provisions of M.G.L. c. 40 section 13E to be known as the Special Education Stabilization Fund, the purpose of which is to allow the Schools, from time to time, to reserve Funds that can be used in future years to pay, without further appropriation, for unanticipated or unbudgeted costs of special education, out of district tuition, transportation and recovery high school tuition.
- b) 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.

**COMMENTS:** Passage of this article will establish and fund a Special Education Stabilization Fund to support the Town's Special Education costs. The Fund will be a tool to help level the tax impact of fluctuating expenses to fund legally mandated Special Education services. It will be used to help fund unanticipated or unbudgeted costs of special education, out of district tuition, transportation, and recovery high school tuition.

The Special Education costs to the Town can vary significantly from year to year as students enter the district who require Special Education services. Special Education services for students who qualify are mandated by the state. The Town is facing an increased Special Education cost of 48% in FY24 due to significant increases in out of district placements and the state's Operational Services 14% increase in FY24 for approved private Special Education programs (ie, private out of district placements). Establishment of a Special Education Stabilization Fund will help offset costs in years that see significant Special Education cost increases. In years in which the Special Education costs are lighter, funds may be contributed to the Stabilization Fund.

The initial funding for the Special Education Stabilization Fund will be \$15,000. Ongoing funding of the Special Education Stabilization Fund can vary from year to year and can include appropriation, transfer from the School Operating Budget, transfer from other Town accounts, among others. Once the fund is established, the School Committee may include a separate line item in their annual budget request to appropriate monies into the stabilization fund. The balance in the reserve fund cannot exceed two percent of the annual net school spending of the school district which would currently be a balance of \$1,046,309 (Source: FY22 End of Year Report).

Funds can only be expended or transferred out from the reserve fund after a majority vote of the School Committee and a majority vote of the Select Board.

The Treasurer shall be the custodian of the fund and will invest these funds as available by state statute. Any interest earned on the assets of the fund shall be added to and become part of the Special Education Stabilization Fund. Monies accumulated in a stabilization fund carry over from one fiscal year to another.

The Town currently has a General Purpose stabilization fund, a Recreation stabilization fund, and a Capital stabilization fund. This fund will support the Town's Special Education services.

The School Committee recommends approval. Vote: 5-0 on 1/11/23



**TOWN OF WAYLAND**  
**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**  
*Attach extra pages if necessary*

**Article Title:** Knollwood Road Easement

**Estimated Cost:**

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

To determine whether the Town will vote to accept an access easement at 51 Knollwood Lane, running between Knollwood Lane to the terminus of Lake Shore Drive, shown as "20.0' New Location of 20' Access Easement" on a plan entitled "Plan Showing Easement Relocation 51 Knollwood Lane Wayland, MA," dated April 29, 2022, prepared by D. O'Brien Land Surveying, a copy of which is on file in the office of the Town Clerk, and to relinquish all right, title and interest on the same property shown as "Previous Location of 20' Access Easement" on said plan, on such terms and conditions as the Select Board deems to be in the best interests of the Town, and to authorize the Select Board to take any and all related actions necessary or appropriate to accomplish the purposes of this Article and/or otherwise act thereon.

Two-third's majority vote

**Background Information** (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

The home owners of 51 Knollwood lane are seeking relocation of an existing town easement that crosses their land in order to complete an addition on the existing home. The proposed addition encroaches on the existing easement by 7 feet and in order for the addition to be completed, the existing easement will need to be relocated.

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

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 SELECT BOARD  
 TOWN OF WAYLAND

**Contact Information for Publication in Warrant**

**Contact Person Name:** John Bugbee **Contact Person Phone:** 508-358-3620  
**Contact Person Town Email:** jbugbee@wayland-ma.us

**Proposing Board Information**

**Board Name:** Select Board  
**Board Vote (Quantum) to Submit Article:** 5-0 **Date of Board Vote:** 1-9-23  
**Signature of Board Chairperson:** *Clement K...* **Date:** 1-10-23



**TOWN OF WAYLAND**  
**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**  
*Attach extra pages if necessary*

**Article Title:** Update the Town’s Personnel Handbook, Policies and Procedures and Town Code Chapter 43 Personnel      **Estimated Cost:** \$30,000

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

To determine if the Town will vote to appropriate \$30,000 from General Fund: Unreserved Fund Balance to update the Town of Wayland Employee Handbook and the Policies and Procedures and to make suggestions for updating Town Code Chapter 43 Personnel.

**Background Information** (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

The Town’s Employee Handbook and accompanying Policies and Procedures require updating to bring it into compliance with current federal and state human resource regulations. Some sections of the current Handbook and Policies and Procedures include specific reference to outdated requirements. This is a major undertaking and will require the assistance of outside professional services to work with staff and relevant boards to complete this work.

Revising the Handbook, Policies and Procedures, and updating Town Code informs two of the Select Board’s goals:

- Establish effective governance with the Select Board/Town Manager Act
- Advance Wayland’s work to be equitable and inclusive

Proposed changes to Town Code Chapter 43 will be brought to a future Town Meeting for approval. The Personnel Board is in favor of updating this section of Code and will participate in the process.

If monies are appropriated within the FY24 Operating Budget, the Select Board will withdraw this article.

**Proposer’s Comments** (if needed, 150-word limit per Town Code): None.

**Contact Information for Publication in Warrant**

**Contact Person Name:** John Bugbee, Acting Town Manager      **Contact Person Phone:** \_\_\_\_\_  
**Contact Person Town Email:** jbugbee@wayland.ma.us

**Proposing Board Information**

**Board Name:** Select Board  
**Board Vote (Quantum) to Submit Article:** 5-0      **Date of Board Vote:** 1-9-23  
**Signature of Board Chairperson:** *Cathy Kearney*      **Date:** 1-10-23

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 TOWN OF WAYLAND





TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

Article Title: Revise Town Code Chapter 43 Personnel, Section 10 Estimated Cost: \$0

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

Remove Chapter 43, Section 10 Holidays With Pay
All regular employees in benefit status shall be allowed the following 12 holidays with pay: New Year's Day, Martin Luther King Day, Presidents Day, Patriots Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving and Christmas Day. When one of the foregoing holidays falls on a Sunday, the holiday will be observed on the following Monday. When one of the foregoing holidays falls on a Saturday, the holiday will be observed on the preceding Friday. If a holiday falls on a regularly scheduled day off, or when a regular Town employee is scheduled to work on a holiday, he/she shall be given an additional day off with pay or shall receive straight-time pay for the hours actually worked in addition to his regular pay.

Background Information (to be used by Finance Committee to draft its report. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

At Annual Town Meeting 2023, the Select Board is requesting funds for a comprehensive update to the Town's Personnel Manual and an accompanying rewrite of Town Code Chapter 43 Personnel. This work is supported by the Personnel Board.

Until that work can be funded and completed, the Select Board requests that Chapter 43, Section 10 be removed from Town Code. The listed holidays are outdated and incomplete and do not align with current collective bargaining contracts. Traditionally, non-union personnel receive holidays according to the AFSCME agreement, and that would be unchanged.

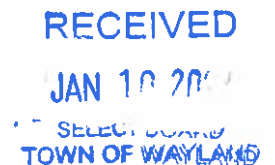
Proposer's Comments (if needed, 150-word limit per Town Code): None.

Contact Information for Publication in Warrant

Contact Person Name: Kate Ryan or John Bugbee Contact Person Phone: \_\_\_\_\_
Contact Person Town Email: kryan@wayland.ma.us or jbugbee@wayland.ma.us

Proposing Board Information

Board Name: Select Board
Board Vote (Quantum) to Submit Article: 5-0 Date of Board Vote: 1-9-23
Signature of Board Chairperson: Cheryl Kaubert Date: 1-10-23





**TOWN OF WAYLAND**  
**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**  
*Attach extra pages if necessary*

**Article Title:** Rescind Unissued Debt **Estimated Cost:** \_\_\_\_\_

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

To determine if the town will vote to authorize unissued debt for various projects totaling \$6,208,302 to be rescinded.

**Background Information** (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

This article releases previous debt that is no longer need and was previously borrowed for the following capital projects:

Loker School Doors & Tile.....	\$460,772
DPW Small Truck.....	\$30,000
Middle School Network Wiring.....	\$152,000
Rivers Edge Asbestos Removal Bonds.....	\$265,530
Loker Elementary School Roof Replacement.....	\$1,300,000
Launcher Way Land Acquisition (Community Housing).....	\$4,000,000
Total:	\$6,208,302

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

**Contact Information for Publication in Warrant**

**Contact Person Name:** Brian Keveny **Contact Person Phone:** 508-358-3611  
**Contact Person Town Email:** bkeveny@wayland.ma.us

**Proposing Board Information**

**Board Name:** Select Board  
**Board Vote (Quantum) to Submit Article:** 5-0 **Date of Board Vote:** 1-9-23  
**Signature of Board Chairperson:** Cathy Conway **Date:** 1-10-23

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**TOWN OF WAYLAND**  
**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**  
*Attach extra pages if necessary*

**Article Title:** Fund an Equity Audit

**Estimated Cost:** \$50,000

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

To determine if the Town will vote to appropriate \$50,000 (estimated) from General Fund: Unreserved Fund Balance to conduct an Equity Audit.

**Background Information** (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

The Human Rights, Diversity, Equity and Inclusion Committee has recommended that the Town participate in the process of an Equity Audit. The Select Board supports this idea. The scope and duration of the work will be determined. An estimate of expense has been provided but will be determined by the scope of work.

If monies are appropriated within the FY24 Operating Budget for an Equity Audit, the Select Board will withdraw this article.

**What is a community equity audit?** A community equity audit is a learning journey to assess policies, programs, practices, power dynamics, equity mindset and culture throughout the Town. The goal of an equity audit is to understand what is helping and what is hindering the Town from achieving its goal of being an equitable and inclusive community. The specific aims are to:

- Strengthen a sense of belonging for Black, Indigenous and People of Color, and people who are LGBTQ+, disabled, and other marginalized communities.
- Increase the town's cultural competence
- Reduce barriers to thriving in town
- Promote inclusion of historically underrepresented communities in all aspects of town planning, goal setting and policy/decision making

We will hire an external consultant or firm to help answer questions such as:

- Whose voices are missing from public processes and policies?
- Do Wayland policies, programs, practices, power dynamics, staff capacities to use an equity mindset, and or culture unintentionally (or intentionally) harm a specific group or multiple groups?
- Do people of all identities in town have relatively equal advantages and disadvantages in relation to employment with the town, representation in town government, access to town services, and fair treatment and quality in town services?

Bringing in an outside consultant or firm is important since Wayland "doesn't know what it doesn't know." The audit is expected to result in recommendations for improvements across all town functions and departments to create a culture of representation, equity, inclusion and belonging, and systems to support that culture.



**TOWN OF WAYLAND**

**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**

*Attach extra pages if necessary*

**What might an equity audit cost?** To be added

**Who might an equity audit involve?** The equity audit will be overseen by the Town Manager’s office. Modeling inclusivity, the audit process will be one of collaboration, reflection and dialogue among as many people as possible. Town employees, managers, residents, committee and board members will have an opportunity to have their voices to be heard. The Wayland Public Schools may elect to conduct its own equity audit.

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

**Contact Information for Publication in Warrant**

**Contact Person Name:** John Bugbee, Acting Town Manager **Contact Person Phone:** \_\_\_\_\_

**Contact Person Town Email:** jbugbee@wayland.ma.us

**Proposing Board Information**

**Board Name:** Select Board

**Board Vote (Quantum) to Submit Article:** 5-0 **Date of Board Vote:** 1-9-23

**Signature of Board Chairperson:** *Clement Kasey* **Date:** 1-10-23

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TOWN OF WAYLAND



**TOWN OF WAYLAND**  
**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**  
*Attach extra pages if necessary*

**Article Title:** Revise Town Code on Finance Committee Appointment **Estimated Cost:** \$0

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

Revise the language of Town Code Chapter 19, Section 1 to reflect the recommendation as voted by the Select Board:

(To be edited) There shall be a committee called the "Finance Committee" appointed by the Select Board as hereinafter provided. Such committee shall consist of seven registered voters who shall serve without pay and none of whom during his or her service on such Committee shall hold elective or appointive 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. Appointment to fill unexpired terms shall be made by the Select Board as vacancies occur.

**Background Information** (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

Town Meeting 2022 referred Article 20 Appointment of Finance Committee for further study by the Select Board with a report to Town Meeting in 2023. To accomplish this task, the Select Board created a subcommittee to conduct the study and make a draft report for consideration by the Board. That report will be received at the Select Board's January 17, 2023 meeting. It may be that an Article is required to revise Town Code based on this report. This article is a placeholder to allow that to happen.

The subcommittee's report will be referenced in this Article as needed.

**Proposer's Comments** (if needed, 150-word limit per Town Code): None.

**Contact Information for Publication in Warrant**

**Contact Person Name:** John Bugbee, Acting Town Manager **Contact Person Phone:** \_\_\_\_\_  
**Contact Person Town Email:** jbugbee@wayland.ma.us

**Proposing Board Information**

**Board Name:** Select Board  
**Board Vote (Quantum) to Submit Article:** 5-0 **Date of Board Vote:** 1-9-23  
**Signature of Board Chairperson:** *Clemencia Kalany* **Date:** 1-10-23

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TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

Article Title: River's Edge Asbestos Estimated Cost: \$524,742

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

To determine if the Town will appropriate \$524,722 from the Receipts Reserved for Sale of Real Estate account to pay for the borrowing associated with the removal and related costs of removal of asbestos containing material and associated soil on town-owned land on Boston Post Road.

Background Information (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

During the developers due diligence work, an amount of asbestos containing materials above the reportable release quantity was discovered at the River's Edge Project location. At 2018 Special Town Meeting, the town voted to appropriate a sum of money to be expended to remediate the asbestos at the site. Ultimately, the funds for the remediation were appropriated by borrowing. With the approval of this article, a portion of the proceeds from the sale of the land to the developer will be used to pay off the debt that was borrowed to complete the remediation.

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

Contact Information for Publication in Warrant

Contact Person Name: John Bugbee Contact Person Phone: 508-358-3620

Contact Person Town Email: jbugbee@wayland.ma.us

Proposing Board Information

Board Name: Select Board

Board Vote (Quantum) to Submit Article: 5-0 Date of Board Vote: 1-9-23

Signature of Board Chairperson: Cleary Kearney Date: 1-10-23

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**TOWN OF WAYLAND**  
**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**

*Attach extra pages if necessary*

**Article Title:** Council on Aging/Community Center Additional Funding      **Estimated Cost:** \$1,650,000

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

To determine if the town will raise additional funding from a source to be determined to complete the Council on Aging/community center project.

**Background Information** (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

Construction pricing has increased in an unpredictable manner in the last year. The project is being designed in a conservative manner with alternates identified in an attempt bring the bids within the original \$11,000,000.00 authorization. There are other sources of funding including previous ATM's and ARPA: FY16 - \$150,000.00, FY21 \$470,000.00 and ARPA - \$250,000.00 for a total authorization of \$11,870,000.00. Because of the unpredictability of the construction marketplace this ATM23 we are not confident that the budget is adequate and this article is needed in case the bids come in much higher than expected.

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

**Contact Information for Publication in Warrant**

**Contact Person Name:** John Bugbee      **Contact Person Phone:** 508-358-3620

**Contact Person Town Email:** jbugbee@wayland-ma.gov

**Proposing Board Information**

**Board Name:** Select Board

**Board Vote (Quantum) to Submit Article:** 5-0      **Date of Board Vote:** 1-9-23

**Signature of Board Chairperson:** *Clayton Conway*      **Date:** 1-10-23

12/14/2022

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**TOWN OF WAYLAND**



**TOWN OF WAYLAND**

**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**

*Attach extra pages if necessary*

**Article Title:** Amend Zoning Bylaw Chapter 198: [St. Ann’s Area Housing – name TBD] Overlay District **Estimated Cost:** \_\_\_\_\_

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

To determine whether the Town will vote to amend Chapter 198 of the Code of the Town of Wayland, the Zoning Bylaw of the Town, by adding thereto the following new article:

*[Formal text to be reviewed by Town Counsel and/or Planning Board to allow the development of 45-65 units, in 2-3 story (maximum 3 story) building(s) at 124 Cochituate Road and/or associated parcels, via site plan approval by the Planning Board]:*

**ARTICLE [XX]**

**[St. Ann’s Area Housing – Name TBD] Overlay District**

**§ 198-[xx]01. Purposes and Intent.**

[formal description to be provided]

**§ 198-[xx]02. Overlay District**

[to be legally defined for property in part or in full at/near 124 Cochituate Road, Wayland]

**§ 198-[xx]03. Administration**

[xx]03.1 The Planning Board shall be the site plan approval authority (SPA) under this article.

[xx]03.2 The Planning Board shall adopt, maintain and file with the Town Clerk a set of regulations that contains the necessary policies, definitions, fee structures, procedures, and requirements to implement the provisions of this article.

**§ 198-[xx]04. Permitted Uses** [to be defined for multi-family affordable units]

**§ 198-[xx]05. Dimensional Requirements & Aggregate Limits** [to be defined for multi-family units in 2-3 story building(s) respecting current setback requirements]

**§ 198-[xx]06. Performance Standards** [to be legally defined for such multi-family units]

Zoning language shall be reviewed by the Town and Town counsel for applicability and proper language

**Background Information** (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):





**TOWN OF WAYLAND**

**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**

*Attach extra pages if necessary*

The Select Board plans to ask the Planning Board to co-sponsor this article with it.

The proposed zoning would allow multifamily housing at St. Ann's/Good Shepherd land at [124 Cochituate Road] via site plan approval by the Planning Board.

The proposed zoning would support the parish's goal to create affordable housing, which in turn would assist Wayland in reaching its 10% affordability threshold, would help facilitate more deeply-affordable units (a long-held need in the community) at minimal cost to the Town, and the zoning would also help the Town craft its potential response to state-mandated MBTA Communities requirements.

In addition, new multifamily development on current church land would be taxable and therefore new revenue to the Town on an otherwise non-revenue generating property.

Multifamily zoning and massing in this area would be consistent with multifamily zoning across the street at Green Way/Traditions, and would be a creative complementary use of parish land. Route 27 as a major roadway can more readily accommodate additional development versus smaller Town roadways.

The only known or projected reasons the article might be opposed are potential adverse impacts to 1-2 private abutters on adjacent Windy Hill Lane to the north of the site, or visual impacts to passersby on Route 27; to mitigate such impacts, the zoning setbacks, massing, site lighting, landscape and other considerations will be tailored to minimize disruption. Notably, the church and wetlands are the only other immediate abutters to the proposed site to the east and south.

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

The proposed zoning is for multi-family residential, and would not specifically limit age or income criteria, to respect and meet the goals of MBTA Communities planning for the Town of Wayland.

It should be noted that the proponent, the Good Shepherd Parish, and POUA (the Planning Office for Urban Affairs, the affordable housing arm of the Archdiocese and the proposed developer of a project on site) are specifically proposing to do affordable housing, potentially geared toward senior housing, under the proposed zoning herein, based on the stated goals and needs of the church as property owner.

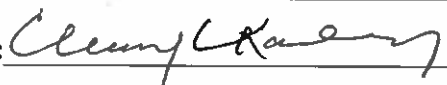
**Contact Information for Publication in Warrant**

Contact Person Name: Michael Jaillet or John Bugbee Contact Person Phone: 358-3621  
Contact Person Town Email: mjaillet@wayland.ma.us or jbugbee@wayland.ma.us

**Proposing Board Information**

Board Name: Board of Selectmen (w/possible co-sponsorship w/Planning Board or Housing Partnership/Trust)

Board Vote (Quantum) to Submit Article: 5-0 Date of Board Vote: 1-9-23

Signature of Board Chairperson:  Date: 1-10-23

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SELECT BOARD  
TOWN OF WAYLAND



**TOWN OF WAYLAND**

**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**

*Attach extra pages if necessary*

**Article Title:** MWRA Admission Application - Approval to Proceed **Estimated Cost:** \_\_\_\_\_

**Article Description**

To determine whether the Town will pursue admission, as a new community, to the Massachusetts Water Resources Authority (MWRA) water system which would facilitate a permanent connection to this system as a water source for Wayland.

**Background Information**

The Town currently draws water from a series of local wells and treats the water in several facilities before it is distributed into the Town’s public water system. The wells are currently running 24/7 to satisfy the Town’s water demand, which puts the Town at risk if any issues arise at any of the wells or treatment facilities. In addition, the state and federal regulatory requirements for treating water are becoming increasingly stringent, making it more difficult and expensive to meet the new requirements. A recent example is the new requirement to treat for PFAS compounds in the Town’s water supply. As a result, the Town expects to incur significant future expenses to supply compliant drinking water to the community solely from its own well system, and is at serious risk of not being able to meet that demand.

As a result, the Board of Public Works and the Department of Public Works, supported by an engineering consulting firm, performed an extensive engineering and financial evaluation to determine the most effective and feasible long-term solution to provide drinking water to the Town. The evaluation concluded that a permanent connection to the MWRA water system, of sufficient size to provide for Wayland’s full projected water needs, is advisable. Such a connection would provide Wayland with access to a sufficient water supply to meet its full forecasted needs, and would allow the Town to decide whether it meets those needs completely via the MWRA supply or via a combination of MWRA water and water from the Town’s existing well system. In conformance with the evaluation recommendation, and the favorable vote of the Board of Public Works and Select Board, the Town has now begun advancing the design effort of that permanent connection with the MWRA.

Fortunately, a nearby connection point to the MWRA system is available, and a water main can be installed along the Hultman right of way to Wayland.

An initial step in establishing the MWRA connection will be the submission to the MWRA of a connection permit application. That application requires a favorable Town Meeting vote on an “Approval to Proceed” with the application process. A favorable vote on this article will demonstrate that Wayland is making the request for a permanent connection to the MWRA water system through its “Acceptance of Admission” process.

This article does not request any funding. The initial design and engineering cost of the connection will be funded by American Rescue Plan Act (ARPA) funds of \$1.0 million that have been allocated to the Town of Wayland to support infrastructure projects. A FY2024 capital budget request of \$1.016 million is included in the Water Enterprise Capital budget to finish the design and engineering. Once the engineering design is complete, a recommendation and request to the Town to build the proposed connection can be expected. The total cost, exclusive of the engineering and design, is anticipated to be in the range of \$20 million to \$25 million, which may be funded by a combination of government grants, interest free MWRA loans, Town Capital funds, and/or water revenue funds. The actual capital requirements, and the timing of those requirements, will be determined during the engineering and design phase.

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SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

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Arguments in Favor

The regulatory requirements for treating water continue to increase, making it difficult and expensive for the Town to meet these requirements. The Town anticipates incurring significant future expenses to supply drinking water, solely from our own well system, that fully complies with anticipated future Federal and State standards.

The Town is currently at serious risk of not being able to meet peak demand for water. A failure of a well, water filtration system, or treatment system would have a significant detrimental impact. A permanent connection to the MWRA system will provide Wayland with an additional, reliable source of water that is expected to meet all current and future Federal and State standards, and provide adequate backup for Town equipment failure.

The project will take advantage of an opportunity recently made available by a vote of the MWRA Board to waive the normal entrance fee of approximately \$7 million. The MWRA has also offered the Town the use of the Hultman right of way, the most direct route for bringing the MWRA water supply into Wayland. Utilizing the Hultman right of way for water main construction will also minimize the amount of road disruption required.

The Town is experiencing difficulty attracting and retaining certified water system operators. This puts the Town at risk of not meeting critical staffing needs. A connection to the MWRA will ease the reliance on local staff.

Arguments Opposed

The total cost of the project will add to the Town's debt level.

The cost of MWRA water is currently higher than the cost of Wayland-produced water.

Blending of the two different disinfection methods used by the MWRA and the Town can result in taste and odor complaints, unless managed properly.

The Town's water supply will be at risk for issues arising within the MWRA system, which would be outside of the Town's control.

Connecting to the MWRA water system may result in road construction disturbance over a two-year period.

Contact Information for Publication in Warrant

Contact Person Name: Thomas Holder Contact Person Phone: 508-358-3672

Contact Person Town Email: tholder@wayland.ma.us

Proposing Board Information

Board Name: Board of Public Works

Board Vote (Quantum) to Submit

Article: 5-0-0 Date of Board Vote: 1-12-23

Signature of Board Chairperson: [Handwritten Signature] Date: 1/17/23

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TOWN OF WAYLAND

**Article Title:** Affirm Remote Participation in Town Meeting **Estimated Cost:** \$0

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

Affirm the Remote Participation Article recommended by the Select Board:

(To be edited)

An Act authorizing remote participation at town meetings in the town of Wayland.

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:*

1 SECTION 1. Notwithstanding chapter 39 of the General Laws, or any general or special  
2 law or charter provision to the contrary, the town of Wayland may hold annual and special town  
3 meetings at which participants, at the sole discretion of the select board, attend both in person  
4 and remotely (hereinafter called a “hybrid meeting”) or where all participants participate only  
5 remotely (hereinafter called a “remote town meeting”).

6 SECTION 2. Prior to holding a fully remote or hybrid town meeting, as authorized under  
7 section 1, the select board shall be solely responsible for appointing a committee to gather  
8 information, develop a plan, and present a proposed plan to the select board to hold such a  
9 meeting. The plan shall include information describing the technology to be used, the protections  
10 embedded therein to ensure that only registered voters can participate and that the votes will be  
11 secure. The select board has direct responsibility for the scrutiny of any plan for any fully remote  
12 or hybrid meeting. The Committee is appointed before each town meeting and the Select Board

13 has the right to disband this committee for any other reason it sees fit. The term of the committee  
14 is fixed from the date of appointment to the end of town meeting. The independent committee  
15 shall include: (i) the moderator; (ii) a member of the select board; (iii) the town clerk; and (iv) 3  
16 registered voters of the town. Non-voting members can include Town staff such as the Town  
17 Manager, representatives of the Facilities or Information Technology Department. The Town  
18 Clerk shall not vote on matters before the committee. Such committee shall be subject to the  
19 open meeting laws, G.L c. 30A, § 18 to 25 and shall hold no fewer than 2 public hearings prior to  
20 presentation of the plan to the select board at a special meeting, which hearings and special  
21 meeting shall be noticed by posting for 2 weeks on the town website a highly visible notice  
22 setting forth the time, date and place of the hearing and special meeting.

23 SECTION 3. The select board authorizes the plan and has oversight, in collaboration with  
24 the moderator, over the piloting of the technology. Following a simple majority of approval of  
25 the proposed plan by the select board the committee shall approve such assistance to the  
26 moderator as may be needed to design and implement a testing plan for the remote technology.  
27 Until the pilot is determined successful by the select board, no meeting using the technology can  
28 be conducted. No remote or hybrid town meeting may be held under this act until the moderator  
29 and select board have successfully conducted a mock hybrid town meeting of at least 100 voters.

30 SECTION 4. Any town meeting held remotely or in hybrid form in accordance with this  
31 act shall be recorded by a competent organization authorized by the select board and the  
32 recording shall be made available for public viewing on the town's website or some other  
33 website that is free to the public, for no fewer than 90 days following the conclusion of the  
34 meeting.

35 SECTION 5. All actions taken at a remote or hybrid town meeting held in accordance  
36 with this act shall be ratified, validated and confirmed to the same extent as if the town meeting  
37 had been conducted entirely in person.

38 SECTION 6. This act shall take effect upon its passage.

**Background Information** (to be used by Finance Committee to draft its <sup>recommendation</sup> report. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

Town Meeting referred Remote Participation for further development and filing to the Select Board. To accomplish this task, the Select Board relied on Town Counsel to draft legislation for consideration by the Board that was filed with the legislature.

**Proposer's Comments** (if needed, 150-word limit per Town Code): None.

**Contact Information for Publication in Warrant**

Contact Person Name: John Bugbee, Acting Town Manager Contact Person Phone: \_\_\_\_\_  
Contact Person Town Email: jbugbee@wayland.ma.us

**Proposing Board Information**

Board Name: Select Board

Board Vote (Quantum) to Submit Article: 5-0 Date of Board Vote: ~~1-9-23~~ 1-3-23

Signature of Board Chairperson: *Clemey K...* Date: 1-17-23

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**TOWN OF WAYLAND**  
**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**

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<b>Article Title:</b> <u>Banning the Use of Second-Generation Anticoagulant Rodenticide</u>	<b>Estimated Cost:</b>	<u>N/A</u>
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**Article Description** (final language to be provided by Town Counsel based on description provided):

To determine whether the Town will vote to ban the use of Second-Generation Anticoagulant Rodenticides, or SGARs, at properties under the care and control of the Town of Wayland.

**Background Information** (to be used by Finance Committee to draft its recommendation. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

Certain rodenticide products, widely known as Second Generation Anticoagulant Rodenticides, or SGARs, are used to control rats and/or mice but have been clearly demonstrated to be harmful to nontarget predator species who ingest the rodents after they have been poisoned. This causes harm to our larger ecosystem, and the secondary poisoning of natural predators of the target pests can have a counterproductive long-term impact on rodent control efforts. Traces of said rat poison have been found in many wildlife species, including owls, eagles, coyotes, fishers, squirrels, and other predators and scavengers.

Currently, the EPA has banned the sale of SGARs for individual consumer use, but licensed pest professionals and agricultural users are permitted to use them. Whereas the Town of Wayland is committed to reducing unnecessary wildlife poisonings and potential harm to pets and children, this Article aims to specifically ban the application and use of SGARs at properties under the care and control of the Town of Wayland. Other safer methods are available to control rodent populations.

This article would apply to all Town-owned property, including buildings, grounds, parks, open spaces, and the public right of way, and would be adhered to by all employees of the Town of Wayland, as well as third party vendors and contractors providing services at Town-owned property.

Rodenticides - A subclass of pesticides, defined under the Massachusetts Pesticide Control Act G.L.c.132B as substances or mixtures of substances intended to prevent, destroy, repel, or mitigate rodents that are declared to be pests by the Massachusetts pesticide board.

Second Generation Anticoagulant Rodenticide – Rodenticides developed to control rodents that are resistant to First Generation Anticoagulant Rodenticides and contain compounds that interfere with blood clotting and cause death from excessive bleeding while also remaining in animal tissues for an extended period of time. These products currently include, but are not limited to, those products containing brodifacoum, bromadiolone, difenacoum, or difethialone.

Potential Arguments in favor: Restricting use of SGARs will reduce unwanted poisonings of wildlife and pets and protect our ecosystem. Natural rodent predators are nature's form of rodent control, therefore measures taken to protect predators can help combat the rat problem.



**TOWN OF WAYLAND**

**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**

*Attach extra pages if necessary*

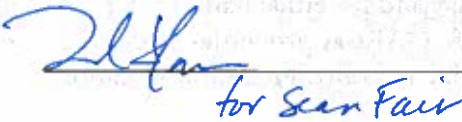
Potential Arguments opposed: Pest control companies may argue that the rat problem poses a public health threat, due to the various diseases carried by rats and mice, and that SGARs are an important tool in reducing the rodent populations.

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

**Contact Information for Publication in Warrant**

<b>Contact Person Name (for process):</b>	<u>Linda Hansen, Conservation Administrator</u>	<b>Contact Person Phone:</b>	<u>508-358-3669</u>
<b>Contact Person Town Email:</b>	<u>lhansen@wayland.ma.us</u>		

**Proposing Board Information**

<b>Board Name:</b>	<u>Conservation Commission</u>		
<b>Board Vote (Quantum) to Submit Article:</b>	<u>Approved</u>	<b>Date of Board Vote:</b>	<u>1/25/2023</u>
<b>Signature of Board Chairperson:</b>			<b>Date:</b> <u>1/17/2023</u>

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