

TOWN OF WAYLAND

WARRANT



2024 ANNUAL TOWN MEETING

Monday, May 13, 2024

6:45 P.M.

PLEASE NOTE:

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

WAYLAND HIGH SCHOOL FIELD HOUSE

DOORS OPEN AT 5:30pm

ANNUAL TOWN ELECTION

May 7, 2024

Precincts 1 and 4

Town Building Gymnasium

Precincts 2 and 3

Wayland Middle School Gymnasium

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

www.wayland.ma.us

NOTICE

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

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

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

Name: John Bugbee
Title: Assistant Town Manager
Office Address: 41 Cochituate Road, Wayland MA 01778
Phone Number: (508) 358-6821
Fax Number: (508) 358-3627
TDD: 711
Days/Hours Available: Monday, 8:00 a.m. to 7:00 p.m.
Tuesday to Thursday, 8:00 a.m. to 4:00 p.m.
Friday, 8:00 a.m. to 12:30 p.m.

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

Be Prepared

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

1. Parking at the High School will be limited to the 475 marked parking and 15 marked handicapped spaces. There will be **NO** parking allowed on any roadway or grass within school grounds. There will be staff on site to assist residents and to help ensure that we utilize each and every space. Carpooling is strongly encouraged.
2. Once the High School parking lots are full, drivers will be directed to offsite parking at Town Hall and other sites, as needed. Buses will transport residents from satellite parking lots to Town Meeting.
3. The doors will open at 5:30pm on Monday and 5:30pm on Tuesday to allow adequate time to check in and receive an electronic voting handset.
4. For everyone's safety, the maximum capacity of the Field House will be monitored and strictly enforced. Non-voters will be asked to go to the Auditorium to provide space for as many voters in the Field House as allowed. If we reach capacity in the Field House, the Auditorium will be opened for voting residents. Residents who arrive after the Field House is full will be directed to the check-in station outside the Auditorium to receive their handsets. The Auditorium will have full two-way audio and visual communications with the proceedings in the Field House. The Moderator has assigned an Assistant Moderator to manage the process in the Auditorium for the duration of each session.
5. Seating in the Field House will be opened in sections, as needed. Public safety officials will open the rows from the front to the back as each section fills up. Please move in to fill each and every available seat. The bleachers will be available at any time.
6. It is important to note that the handsets issued in the Field House will **ONLY** work in the Field House and the handsets issued in the Auditorium will **ONLY** work in the Auditorium. Your vote matters, so please remain in the proper area.
7. If you arrive after Town Meeting has started, please be respectful and keep the noise from conversation to a minimum. Once you have received your handset, please move in to the Field House and find a seat. For everyone's safety, congregating at the entrance and exits will not be allowed.
8. It is very important that you plan to arrive and check in as early as possible. **We recommend that you allow at least 30 minutes to park, be shuttled if needed, and to be checked in and receive your electronic voting remote.** Please note that Town Meeting will not be delayed for residents who arrive late and may be waiting in line when an article important to them comes up for a vote. The welcome teams will do everything reasonably possible to get people in to Town Meeting as swiftly as possible.
9. Fire and Police staff will be on duty each session of Town Meeting. If you have any issues, please seek out one of them for assistance.
10. Questions, concerns, complaints, or requests for information regarding handicap accessibility may be forwarded to Wayland's designated Town Meeting ADA Compliance Coordinator, John Bugbee at (508) 358-6821, fax (508) 358-3627, or jbugbee@wayland.ma.us.

If you have specific questions on the logistics or attendance on May 13, 14 and 15 (if necessary), please email the Police Chief, Edward Burman, eburman@wayland.ma.us.

**TOWN OF WAYLAND
2024 ANNUAL TOWN MEETING WARRANT
With Report of the Finance Committee**

TABLE OF CONTENTS

ABOUT TOWN MEETING.....6
HOW TO VOTE ELECTRONICALLY.....7
REPORT OF THE FINANCE COMMITTEE.....9
WARRANT.....23
ANNUAL TOWN MEETING ARTICLES.....23

*Article 1. Recognize Citizens and Employees for Particular Service to the Town23
*Article 2. Pay Previous Fiscal Years Unpaid Bills.....25
*Article 3. OPEB Funding26
*Article 4. Enterprise Fund Budgets28
*Article 5. Fiscal Year 2025 Revolving Fund Expenditure Limits.....29
Article 6. Update Personnel Bylaws and Wage & Classification Plan30
*Article 7. Fund Union and Non-Union Agreements32
*Article 8. Surface Water Quality Budget33
*Article 9. Special Education Reserve Fund.....34
Article 10. Fiscal Year 2025 Omnibus Budget35
*Article 11. Capital Stabilization Fund Appropriation51
Article 12. Revise Town Code Chapter 43: Personnel.....52
*Article 13. Community Preservation Act - Set Asides and Transfers54
Article 14. Community Preservation Act – Historic Preservation Projects: Preservation Materials for Town’s
Historic Collection; Preservation of Town Permanent Records and HVAC System at Grout-Heard
House56
Article 15. Revise Town Code 91-158
Article 16. Revise Town Code 91-2.....59
Article 17. Resolution in Support of Changing the State Flag and Seal of Massachusetts61
*Article 18. Loker Elementary School Solar Agreement.....62
*Article 19. Rescind Unissued Debt64
Article 20. Fire Department Staffing Study64
Article 21. Classification and Compensation Study for All Town Wage Scales65
*Article 22. Reaffirm Remote Participation at Town Meeting67
Article 23. Extension of Moratorium on Synthetic Fields/Artificial Turf.....69

Article 24. Community Preservation Act – Open Space Projects: Improvement at Pine Brook Conservation Area; Biocontrol of Purple Loosestrife at Cow Common; and Conservation Restriction, House Demolition, and Trail Construction for 27 Sherman's Bridge Road with Archaeological Monitoring 71

Article 25. Community Preservation Act – Recreation Project: Wayland Community Pool Rehabilitation & Improvements at Cochituate Ball Fields 73

Article 26. Amend Zoning Bylaws and Town Zoning Map - MBTA Communities Multi-Family Housing 74

Article 27. Amend Zoning Bylaw to Add Retail Self-Storage as Additional Commercial Use in a New Business B Zone Subdistrict B-1 82

Article 28. Solar Compact Development for Wayland 87

Article 29. Solar Agreements for Council on Aging Facility/Community Center 89

Article 30. Adopt the Massachusetts Specialized Energy Code..... 91

Article 31. Establish Athletic Fields Planning Committee..... 94

*Article 32. Sell or Trade Vehicles and Equipment..... 96

*Article 33. Choose Town Officers 97

Article 34. Community Preservation Act – Historic Preservation Project: Restoration of Stone’s Bridge 98

*Article 35. Community Preservation Act – Community Housing Consultant Services..... 100

*Article 36. Hear Reports..... 101

APPENDICIES102

APPENDIX A: The Moderator’s Rules and Regulations Governing Wayland’s Town Meetings..... 102

APPENDIX B: List of Town Positions (FTEs) and Wage & Classification Plan 111

APPENDIX C: Article 26: Zoning Overlay District Map 124

APPENDIX D: Article 36: Hear Reports..... 125

APPENDIX F: Article 27: Amend Zoning Bylaw to Add Retail Self-Storage – Zoning Map and Legal Description..... 134

** Asterisk indicates articles proposed for Abbreviated Presentation Procedure*

ABOUT TOWN MEETING

ADJOURNED MEETINGS

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

May 14	–	Tuesday	6:45 p.m.
May 15	–	Wednesday	6:45 p.m.

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

If you have any questions about the Articles, please attend **the Warrant Hearing on Monday, May 6, 2024 at 7:15 P.M.** at the Town Building. You may also call the Town Manager’s office at (508) 358-3622 before Town Meeting.

NOTICE REGARDING MOTIONS

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

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

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

TOWN MEETING PROCEDURES

Town Meeting functions best when all voters are familiar with its rules of procedure. A summary of those rules appears in the document, “The Moderator’s Rules and Regulations Governing Wayland’s Town Meetings” prepared by the Moderator and included as part of this warrant booklet. See Appendix A. Copies of the pamphlet, “The Moderator’s Handbook for Wayland Town Meetings,” are available at the Select Board’s Office in the Wayland Town Building, or online at <https://www.wayland.ma.us/town-meeting/pages/annual-town-meeting-2024>.

NO SMOKING NOTICE

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

QUANTUM OF VOTE

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

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

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

HOW TO VOTE ELECTRONICALLY

**Annual Town Meeting, Wayland High School,
Monday May 13 at 6:45 pm**

During the May 2022 Annual Town Meeting, Wayland’s citizens approved a resolution endorsing the use of wireless electronic voting for all sessions of all town meetings through fiscal year 2027. Instead of shouting out *Aye* or *No*, raising our hands, or standing to be counted, we’ll use electronic handsets to register our votes quickly, accurately, and privately during the upcoming Annual Town Meeting.



The handsets look a bit like a TV remote control, but instead of pushing buttons to change channels, we push buttons to vote: the 1 button for *Yes*, or the 2 button for *No*. Your vote is displayed on your handset’s screen and wirelessly transmitted to a computer that counts votes and displays results for the Moderator to announce. Nothing but these totals is permanently recorded, so your vote will remain private. Town Meeting will be held in the High School Field House. You can use any check-in station; waiting in one line based on the first letter of your last name is no longer required. As you’re checking in, you’ll be issued a handset for your **exclusive** use during that session. Voting with a handset issued to anyone else is **strictly forbidden**.

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

Before each vote, the Moderator will summarize the motion or amendment being decided. She’ll then announce the beginning of a 30 second interval during which you can convey your vote, and a “voting light” near the Moderator will be illuminated. To vote *Yes*, push your handset’s 1 button while the “voting light” is illuminated. To vote *No*, push your handset’s 2 button while the “voting light” is illuminated. If you accidentally push the wrong button, you can change your vote by pushing the correct button while the “voting light” is illuminated. If you don’t want to participate in a particular vote, don’t push any buttons while the “voting light” is illuminated; if you don’t want to participate but accidentally push the 1 button or the 2 button, you can clear your unintentional vote by pushing the 3 button while the “voting light” is illuminated. When the 30 second interval is over, the “voting

light” will be extinguished, and the Moderator will announce that the vote is complete; shortly thereafter, the Moderator will announce the results. You should check-in at least 5 minutes before a vote to be certain that your handset can be used in that vote. If pushing your handset’s 1 button or 2 button during a vote produces a *can’t vote yet* message on its display, please alert the Moderator, and then go to the Help Desk, where you’ll be provided with a paper ballot to record your vote.

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

If you temporarily leave your seat during the meeting, please keep your handset with you. If you’re visiting the restroom, you can leave your handset with the Exit Desk staff. When you leave the Field House or Auditorium – either during a session or at the close of a session – please place your handset in one of the bins at the Exit Desks. If you forget to turn in your handset, we’ll give you a call the next day and ask you to return it.

Every handset will be tested before each session of Town Meeting, so the probability of a handset failing is very low. That said, if pushing your handset’s 1 button or 2 button during a vote does not produce an *Yes* or *No* on its display, please alert the Moderator, and then go to the Help Desk, where you’ll be provided with a paper ballot to record your vote, and you’ll be issued a new handset. We don’t expect this to happen, but like the Boy Scouts, we’ll be prepared.



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

ELVIS: Wayland’s Electronic Voting Implementation Subcommittee

REPORT OF THE FINANCE COMMITTEE.

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

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

Wayland's annual budget continues to grow, driven by an inflationary environment, the need to attract and retain qualified employees and to maintain and upgrade infrastructure as the Town seeks to meet the needs of residents, students and employees.

As Wayland's residents span a broad range of fiscal means, one of the goals of the Finance Committee is to balance the desires of residents for a range of services with their ability to pay for those services. Notably, the preponderance of funds (approximately 85%) is derived from property taxes paid primarily by single-family residents.

FY25 Budget Highlights and Challenges Ahead: The proposed FY25 Operating Budget totals \$104.3M, a 4.61% year over year (YoY) increase, and the expected Tax Levy is \$89.8M, a 5.70% YoY increase. Inflation has been a significant budget driver for the FY24 and FY25 budgets, as evidenced by the notable cost-of-living adjustments (COLA) included in the recently settled Town and Schools union contracts. In FY25, the Schools will transition to a tuition-free Full Day Kindergarten (FDK) model. Until now, caretakers have funded 35% of FDK costs; from FY25 forward, the Town will provide for the incremental (35%) cost to cover tuition-free FDK (about \$536 thousand). In FY25, the additional cost of transitioning to tuition-free FDK will be provided by American Rescue Plan Act (ARPA) funds; beginning in FY26, the costs will be incorporated into the Schools operating budget.

The FY25 Capital Budget totals \$7.7M, with half of this amount funding Water projects and the remainder funding road and sidewalk improvements, as well as the maintenance and improvement of various infrastructure across both Town and Schools departments.

The Town's excess levy capacity has been narrowing in recent years. As a result, Wayland will likely face an operating override in FY26 and/or FY27 and should begin planning strategically to address the issue.

Overview of Report: This report outlines the Town's current position regarding its Proposition 2 ½ Levy Limit. It then reviews the Finance Committee's budget process and FY25 Operating and Capital Budget recommendations, including recommendations for funding these budgets. The capital budget section includes a discussion of recommended capital spending over the next five years, and a brief discussion of our need to look beyond the typical 5-year capital plan to include important projects that will impact the Town over the next ten to twenty years, e.g., possible improvements to, or replacement of water infrastructure and at least one new elementary school. The report concludes with a progress update, ongoing concerns and prior and new recommendations.

Proposition 2 ½ and Levy Limit: Like all towns in Massachusetts, Wayland is subject to Proposition 2 ½ (Prop 2 ½). The State legislation went into effect in 1982 and constrains the annual tax levy a municipality may impose to support its financial operations, i.e., the Levy Limit. According to Prop 2 ½ requirements, the current year Tax Levy may not exceed the prior year's Levy Limit plus the sum of (i) 2 ½% of the prior year's Levy Limit, (ii) the current year's New Growth, and (iii) the current year's cost of "excluded debt;"

altogether known as the Maximum Levy Limit (Max Levy Limit). New Growth reflects potential tax revenue typically generated from improvements to existing properties or new development. Excluded debt reflects the cost of debt service for capital expenditures approved by the voters at the ballot box.

The Town’s excess levy capacity (the Max Levy Limit less the Tax Levy) has been narrowing over the past decade (see Table 1). Excess levy capacity totaled approximately \$8.0M in FY18 and held at about \$4M from FY22-FY24. In FY24, the Town benefited from several contributors: higher New Growth (primarily from the Alta Oxbow project, which was recognized in FY23 and FY24); and to reduce the tax burden (Tax Levy): higher-than-anticipated State aid, use of Free Cash for road construction, and use of the Receipts Reserved for Sale of Real Estate Fund to offset a one-time increase in debt expense related to prior-year borrowing associated with funding construction of the Council on Aging / Community Center (CoA/CC) and various other capital expenditures. In FY25, based on the proposed budget, the excess levy capacity is estimated to fall to approximately \$1.5M, reflecting the inflationary environment, flat State aid and a return to a more “normalized” rate of New Growth. (For more information on Prop 2 ½, see: [Proposition 2½ and Tax Rate Process | Mass.gov](#))

An operating override is required once the Max Levy Limit is breached; then, the Town must vote at the ballot box to approve any Tax Levy increases exceeding the Max Levy Limit. If the vote fails, the Tax Levy is limited to the Max Levy Limit, with any overages being managed through cuts from the proposed budget so that the Tax Levy fits within the Max Levy Limit. The Town will almost certainly face an operating override in FY26 and/or FY27. To avoid an operating override next year, the FY26 Operating Budget may increase by no more than 3.5% YoY, assuming level State aid, New Growth, and transfers from revolving funds. It also assumes continued use of Free Cash to fund financial articles (other than OPEB) and debt to fund road construction (see Table 1).

The Town Manager has stated that it is his goal to avoid an operating override for the FY26 budget. The Finance Committee is considering whether an operating override for FY26 may be prudent in the context of a multi-year budget plan.

Table 1: Levy Limit and Excess Levy Capacity

(\$ is 000s)	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025 E</u>	<u>FY 2026 E</u>
Operating Budget	\$ 86,149	\$ 88,722	\$ 92,679	\$ 99,726	\$ 104,324	\$ 107,976
		2.99%	4.46%	7.60%	4.61%	3.50%
Tax Levy	\$ 74,070	\$ 77,151	\$ 80,213	\$ 84,942	\$ 89,781	\$ 93,433
		4.16%	3.97%	5.90%	5.70%	4.07%
<u>Levy Limit</u>						
Prior Year Levy Limit	\$ 73,387	\$ 75,549	\$ 77,742	\$ 80,567	\$ 84,083	\$ 86,485
2.5% Growth Allowance	1,835	1,889	1,944	2,014	2,102	2,162
New Growth	<u>327</u>	<u>305</u>	<u>881</u>	<u>1,501</u>	<u>300</u>	<u>300</u>
Levy Limit	75,549	77,742	80,567	84,083	86,485	88,947
Debt Exclusion	<u>4,080</u>	<u>3,650</u>	<u>3,764</u>	<u>5,263</u>	<u>4,797</u>	<u>4,646</u>
Maximum Levy Limit	79,628	81,392	84,331	89,346	91,282	93,593
Excess Levy Capacity	\$ 5,558	\$ 4,241	\$ 4,118	\$ 4,403	\$ 1,500	\$ 160

Source: FY21-FY24, Mass DOR Division of Labor Services; FY25 & FY26 Estimated, Town estimates

The FY25 Budget Process: As the FY25 budget planning season began, there were two notable issues to consider:

- The Town and Schools were in the process of finalizing, or had completed, **collective bargaining agreements** for all their unions (except for the Fire Union) for FY24-FY26 with higher COLA than in prior years, reflecting the inflationary environment.
- The Schools and Town administration intended to include the **transition to tuition-free Full Day Kindergarten (FDK)** in the Schools budget. Previously, FDK has been funded 65% through the

Schools budget with the remaining 35% derived from fees paid by kindergarten caretakers. Wayland remains one of fewer than eighteen school districts in the State not providing tuition-free FDK.

The FY25 budget process began in the fall of 2023. In late October, the Town Manager sent budget guidelines to Town Departments and the Schools. The guidelines called for a “level service” budget. The FY25 budget guidelines also allowed for the inclusion of the transition to tuition-free FDK (\$400 thousand), as well as 2 full-time equivalents (FTEs) for the Schools Department (\$120 thousand) and 2 FTEs for the Town (\$120 thousand). The guidelines also anticipated funding the following financial articles with taxation: OPEB Trust Fund (\$500 thousand), Capital Stabilization Fund (\$500 thousand), Special Education (SPED) Reserve Fund (\$150 thousand), and a subsidy for the Transfer Station Enterprise Fund (\$75 thousand).

The Finance Committee started its review of the Town Manager’s proposed FY25 Capital Budget and 5-year Capital Plan in early November 2023, but then turned its attention to preparing for the Special Town Meeting (STM) scheduled for December 6, 2023. The STM was called by petitioners to approve the transfer of funds to pay for COLA, agreed to in collective bargaining agreements for FY24-FY26, for the Wayland Teachers Association and Wayland Educational Secretaries’ Association. The article was approved.

The initial Town Manager’s draft FY25 Operating Budget, presented to the Finance Committee in mid-December 2023, totaled \$104.5M, a 4.75% YoY increase, and the Tax Levy was estimated at \$90.6M, a 6.7% YoY increase, assuming no change in State aid from FY24. The Finance Committee reviewed the FY25 Capital and Operating Budgets at length with the Finance Director, Town Manager and Schools Department. Early in the process, based on indications from the Department of Elementary and Secondary Education, the Town and Schools administrations believed it was likely that the Town would receive up to \$850 thousand in additional Chapter 70 State funding to offset the cost for transitioning to tuition-free FDK. It even seemed possible that this bump in State aid might occur in FY25, but it later sounded more likely in FY26, following the transition year.

The Finance Committee was concerned with the size of the proposed tax increase and considered ways to reduce it. As the budget season progressed, the FY25 healthcare insurance premiums came in \$515 thousand higher than projected. The Town Manager, Finance Director and Finance Committee worked to refine the budget and to reduce the Tax Levy. To that end, 2024 ATM articles that were anticipated to be funded with taxation are now proposed to be funded with Free Cash (except for OPEB), and the contribution to the Capital Stabilization Fund was reduced to \$250 thousand. In addition, the Town Manager recommended, and Select Board and School Committee voted, to fund the initial transition to tuition-free FDK (\$536 thousand; higher than the initial estimate) outside of the FY25 Operating Budget, using American Rescue Plan Act (ARPA) funds (unused from a previously appropriated project). Unfortunately, the expectation of State aid reimbursement in FY26 to cover the ongoing cost of tuition-free FDK became more uncertain in mid-March; it remains questionable whether an increase in Chapter 70 State funding in FY26 will cover the incremental cost prospectively. If it does not, the Town Manager and Schools Superintendent have agreed to absorb the cost in their respective budgets in FY26 and beyond. The Finance Committee’s expectation is that other budget offsets may be needed to achieve this result.

In mid-March, the Committee voted to support a FY25 Operating Budget of \$104.3M, a 4.61% YoY increase, and an expected Tax Levy of \$89.8M, a 5.70% YoY increase, as shown in Table 2.

Table 2: Summary Budget Review

(\$ in 000's)	FY 23 Actual	FY 24 Approved	FY 25 Proposed	FY25 / FY24 \$ Difference	% Change
<u>Uses</u>					
Operating Budget	\$90,151	\$99,726	\$104,324	\$4,598	4.61%
Cash Capital	\$625	\$0	\$0	\$0	0.00%
OPEB Contribution	\$500	\$500	\$500	\$0	0.00%
Other St. Assessments, Overlay, Offsets	\$364	\$356	\$400	\$44	12.31%
Articles	<u>\$126</u>	<u>\$225</u>	<u>\$0</u>	<u>-\$225</u>	-100.00%
	\$91,767	\$100,807	\$105,224	\$4,417	4.38%
<u>Sources</u>					
Taxation	\$79,244	\$84,941	\$89,781	\$4,840	5.70%
State Aid	\$7,328	\$8,556	\$8,672	\$116	1.36%
Local Receipts	\$5,373	\$5,300	\$5,300	\$0	0.00%
Ambulance Receipts	\$374	\$409	\$413	\$4	1.00%
Transfer from Other Funds	<u>\$1,047</u>	<u>\$1,601</u>	<u>\$1,058</u>	<u>-\$543</u>	-33.94%
	\$93,366	\$100,807	\$105,224	\$4,417	4.38%
Estimated Tax Rate	\$16.65	\$15.52	\$16.40		

Recommended FY25 Operating Budget: The proposed FY25 Operating Budget for Town, Schools and Unclassified, totaling \$104.3 million, is presented in Table 3, with Town and Schools budgets broken out between payroll and spending. The Town budget (22% of the total operating budget) is forecast to increase 7.3% YoY. If the salary reserve line had been allocated in FY24, the annual increase would be 5.5%. The Schools budget (51% of the total operating budget) is forecast to increase 5.3% YoY. If the remaining salary reserve allocable to the Schools had been allocated in FY24, the YoY increase would be 4.9%. The Unclassified budget (27% of the total operating budget) is expected to increase 1.4% YoY as stated, and 3.3% YoY on an allocated basis.

Table 3: FY23-FY25 Expense Summary

	(in \$000)	FY 23	FY 24	FY 25	FY 25 vs FY 24	
		Actual	Approved**	Proposed	\$	%
Town	Payroll	\$14,966	\$16,170	\$17,555	\$1,385	8.57%
	Spending	<u>\$5,558</u>	<u>\$5,353</u>	<u>\$5,544</u>	<u>\$191</u>	3.57%
	Total	\$20,524	\$21,523	\$23,099	\$1,576	7.32%
Schools	Payroll	\$39,917	\$42,329	\$44,537	\$2,208	5.22%
	Spending	<u>\$7,247</u>	<u>\$7,663</u>	<u>\$8,094</u>	<u>\$431</u>	5.62%
	Total	\$47,164	\$49,992	\$52,631	\$2,639	5.28%
Unclassified	Vocational Education	\$242	\$85	\$85	\$0	0.00%
	Debt Service	\$6,006	\$8,351	\$7,603	-\$748	-8.96%
	Retirement	\$5,728	\$5,907	\$6,285	\$378	6.40%
	Health Insurance	\$8,487	\$9,202	\$10,177	\$975	10.60%
	General Insurance	\$969	\$1,086	\$1,101	\$15	1.38%
	Reserve for Salary Adj.	\$0	\$662	\$286	-\$376	-56.80%
	Stormwater	\$115	\$125	\$125	\$0	0.00%
	Reserve Fund	\$0	\$250	\$250	\$0	0.00%
	Other	\$916	\$946	\$975	\$29	3.07%
	Energy*	<u>\$0</u>	<u>\$1,596</u>	<u>\$1,707</u>	<u>\$111</u>	6.95%
	Total	\$22,463	\$28,210	\$28,594	\$384	1.36%
	Total		\$90,151	\$99,726	\$104,324	\$4,598

* In FY23, Energy/utilities expenses were allocated to the Town and Schools lines with a combined \$1.597M total.

**FY24 Approved budget has been restated to reflect the allocation of \$1.189M to Schools from Salary Reserve following the Special Town Meeting vote in December 2023 approving the transfer of funds for WTA and WESA settlements.

Budget Drivers: The most significant budget driver in FY25 is the cost of Personnel, which accounts for approximately \$3.2 million, or 70%, of the \$4.6 million YoY increase in the FY25 Operating Budget. The Town is projected to add 3.8 FTEs to its budget in FY25 (see Table 4) and Schools are projected to reduce FTEs by 1.2 from the FY24 budgeted figure. Schools are projected to add 1.4 FTEs in FY25 relative to FY24 Actual figures.

The Schools payroll expense in FY25 is slated to increase approximately \$2.0 million, or 4.8% YoY (after the Schools remaining share of the FY24 Salary Reserve is allocated to the Schools Payroll line) based almost entirely on COLA, step and lane changes and longevity adjustments. For the Town, more than 75% of the \$1.0 million increase in payroll expense (on an allocated FY24 basis) was attributable to COLA, market adjustments, reclassifications and step changes. Thus, the cost of personnel in the current inflationary environment and with collective bargaining agreements recently finalized, not the addition of FTEs, is the driving force in the FY25 budget and may continue to be in coming years. Of note, total Personnel costs, including payroll, health insurance and retirement, comprise almost 76% of the FY25 Operating Budget.

In FY25, the \$0.4 million, or 5.6% YoY, increase in the Schools non-payroll expense line is attributable primarily to a new contract for Special Education and General Education transportation. Out of district SPED costs are projected to be roughly flat to slightly lower YoY, assuming five fewer students expected to be covered.

Debt service is not a driver of the budget increase in FY25; in fact, it is budgeted to decline by \$748 thousand, or 9% YoY. Debt funding costs are typically highest in the year following borrowing, as the Town noted in FY24. The YoY dip provided some room in the FY25 Operating Budget.

Healthcare costs are projected to increase \$975 thousand, or 10.6% YoY, in FY25. This expense typically lags inflation. It is possible that this budget item may increase at a higher-than-average rate again in FY26 and beyond.

Although the transition to tuition-free FDK is not a driver to the FY25 Operating Budget, it would have been if ARPA funds were not used as the funding source. The approximately \$536 thousand incremental cost would have increased the Schools budget by another 1% YoY. Notably, total FDK costs will be incorporated into the FY26 Operating Budget, and if additional Chapter 70 State funding does not cover the incremental cost of tuition-free FDK, this cost will have to be absorbed into the budget, possibly through other budget offsets.

The Town will add 3.8 FTEs in the FY25 Operating Budget. This includes two 0.5 FTEs in the Fire Department that were previously funded by a Safer Grant. Additionally, two positions for custodians at the CoA/CC for half of FY25 will be included; the CoA/CC is expected to open in January of 2025. Finally, one FTE will be added in the Land Planning and Use Department to manage permit workload and another 0.8 FTE will be added to the Town Manager’s office for similar purposes. Although the Schools made various substitutions in SPED staffing, only a net 1.4 FTEs will be added in FY25 from FY24 actual levels. A portion of the additional FTEs were funded by grants in FY24 and are new to the FY25 budget.

Looking ahead, the FY26 Schools budget will include for the first time 7 FTEs from the transition to tuition-free FDK. The Town will then fund the 35% of FDK costs that have been borne by caretakers prior to FY25. (10 teachers*.35 +10 Teaching Assistants*.35).

Table 4: Town FTE Additions

	<u>FTE</u>	<u>Payroll</u>
<u>Town Manager's Office</u>		
Part-time Employee eliminated	-0.2	(\$10,000)
Full-time Employee added	1	52,123
<u>Fire Department</u>		
Transfer from Safer Grant	0.5	42,562
Transfer from Safer Grant	0.5	42,562
<u>Building Department</u>		
New Land Use Coordinator	1	50,000
<u>Facilities Department</u>		
Custodian -COA/CC	0.5	27,000
Custodian -COA/CC	0.5	27,000
Total	3.8	\$231,247

The FY25 Operating Budget by function is presented in Table 5. The increase in Land Planning and Use is driven by market compensation adjustments for building inspectors, a minute taker for the Planning Board and the addition of 1.0 FTE for a new land use coordinator position. The increase in General Government stems from market adjustments for employees, \$50K for additional building repairs in the Facilities line, election-related expenses and the addition of a 0.8 FTE in the Town Manager’s office.

Table 5: FY23-FY25 Expense Summary By Function

Function Category	FY 23	FY 24**	FY 25	% Change
General Government	\$5,316,214	\$5,078,302	\$5,656,018	11.38%
Public Safety	7,816,884	7,954,462	8,383,934	5.40%
Land Planning and Use	789,442	875,257	1,038,300	18.63%
Schools	47,164,445	49,992,319	52,630,763	5.28%
Regional Vocational Schools	242,651	85,810	85,810	0.00%
Public Works	3,015,804	3,595,789	3,736,741	3.92%
Snow Removal	454,706	525,000	525,000	0.00%
Human Services	3,124,838	3,491,291	3,759,799	7.69%
Unclassified*	<u>22,226,442</u>	<u>28,127,777</u>	<u>28,508,110</u>	1.35%
	\$90,151,426	\$99,726,007	\$104,324,475	4.61%

* In FY23, Energy/utilities expenses were allocated to the Town and Schools lines with a combined \$1.597M total. Energy/utilities expenses are included in Unclassified in FY24 and FY25 Proposed.

**FY24 Approved budget is restated to reflect the allocation of \$1.189M to Schools from Salary Reserve following the Special Town Meeting vote in December 2023 to approve the transfer of funds for WTA and WESA settlements.

Real Estate Tax Levy and Tax Rate: The Tax Levy is expected to increase 5.70% to \$89.8M. The tax increase exceeds the Operating Budget increase of 4.61% due primarily to two factors (see Table 2). The first was a reduction in Transfers from Other Funds in FY25 as a source of revenue: in FY24, \$450 thousand from the Town’s Receipts Reserved for Real Estate Fund partially offset the one-time increase in debt service and FY25 reflects a reduction in contributions from Schools revolving funds, based on fewer FTEs in BASE (Before & After School Education), Childrens Way and Food Service, for Town overhead/healthcare expenses. The second factor was a relatively small increase in State aid, which is projected to increase 1.4% in FY25 vs 16.2% in FY24.

The FY25 tax rate is estimated at \$16.40 (based on no change assumed in full-assessed valuation) a YoY increase of \$0.88 or 5.70% (see Table 7).

Table 6: Changes in Tax vs. Budget

Fiscal Year	Tax Levy Change	Operating Budget-Chg
2019	5.99%	3.64%
2020	2.92%	3.45%
2021	4.40%	4.23%
2022	3.99%	2.99%
2023	3.97%	4.46%
2024	5.93%	7.60%
2025E	5.70%	4.61%

Table 7: Real Estate Tax Levy & Tax Rate Forecast

	FY-21	FY-22	FY-23	FY-24	FY-25
<u>Tax Levy (A)</u>	Actual	Actual	Actual	Actual	Estimate
Actual Tax Levy	\$74,069,812	\$77,151,222	\$80,213,213	\$84,942,449	\$89,781,296
\$ Increase Y to Y	\$3,119,815	\$3,081,410	\$3,061,991	\$4,729,236	\$4,838,847
% Increase Y to Y	4.40%	4.16%	3.97%	5.90%	5.70%
<u>Full Valuation (B)</u>					
Per Tax Recap	\$3,999,449,900	\$4,204,426,300	\$4,817,610,400	\$5,473,095,984	\$5,473,095,984
\$ Increase Y to Y	\$4,517,600	\$204,976,400	\$613,184,100	\$655,485,584	\$0
% Increase Y to Y	0.11%	5.13%	14.58%	13.61%	0.00%
<u>Tax Rate (A / B *1000)</u>					
Tax Rate (Mills)	\$18.52	\$18.35	\$16.65	\$15.52	\$16.40
\$ Increase Y to Y	\$0.76	(\$0.17)	(\$1.70)	(\$1.13)	\$0.88
% Increase Y to Y	4.28%	-0.92%	-9.27%	-6.79%	5.70%
<u>Residential Real Property Tax Bill</u>					
Average Assessment - rounded	\$800	\$838	\$958	\$1,085	\$1,085
Average Property Tax Bill	\$14,816	\$15,378	\$15,950	\$16,839	\$17,798
\$ Increase Y to Y	\$604	\$568	\$572	\$889	\$960
% Increase Y to Y	4.26%	3.83%	3.72%	5.57%	5.70%

FY 25 Capital Budget: When analyzing the current year capital budget, the Finance Committee typically begins with a review of outstanding capital projects appropriated in prior years. As of March 2024, there were \$27.4 million of Town, Schools and Water capital projects that remain open. Approximately 73% of these, or \$19.9M, were approved in FY23 and FY24; \$10.5M appropriated in FY23 is for the CoA/CC. The remaining 27% are from appropriations made prior to FY23.

This year the Finance Committee also requested and received an estimated time of completion for the outstanding projects. According to Town projections, approximately \$23.0M, or 84%, of outstanding projects are slated to be completed by the end of FY25. Efforts to complete and better manage outstanding projects remains a work in progress. The Town recently reviewed software for centralized oversight of capital projects across departments.

Table 8: Capital Projects Approved and Not Completed

	Town	Schools	Water	Total
FY2016	\$12,255	\$0	\$0	\$12,255
FY2017	6,031	42,474	323,928	372,433
FY2018	74,792	58,878	28,718	162,389
FY2019	782,332	86,639	585,063	1,454,033
FY2020	70,943	306,561	936,836	1,314,340
FY2021	800,110	604,280	1,756	1,406,147
FY2022	1,760,378	289,882	728,171	2,778,430
FY2023	15,389,537	630,900	563,319	16,583,756
FY2024	2,341,818	476,147	488,868	3,306,833
	\$21,240,126	\$2,495,760	\$3,656,659	\$27,392,544

For FY25, the Finance Committee recommends a \$7.65 million Capital Budget that supports 27 projects. Approximately half of the FY25 Capital Budget will fund Water projects and the remainder will fund road and sidewalk improvements, as well as maintenance and improvements of various infrastructure across Town and Schools departments. Of note, prior to FY24, road reconstruction and sidewalk improvements were funded with cash capital, i.e. taxation. Table 9 presents the FY25 Capital Budget by department and funding source. The annual capital spending guidelines by funding source are as follows:

Cash Capital	\$600-800 thousand
Free Cash	\$1.5-\$2.0 million
Levy Borrowing	\$3.0-\$5.0 million
Ambulance Receipts	\$200-300 thousand
CPA	\$0-500 thousand
Other	\$0 - \$200 thousand
Water Ent. Fund Retained Earnings	\$0 -300 thousand

Table 9: FY25 Capital Budget

<u>Department</u>	
DPW	\$ 1,411,250
Facilities	360,000
Fire	279,000
Information Technology	210,000
Joint Communication Center	350,000
Police	74,897
Schools	1,133,300
Water Enterprise Fund	<u>3,830,000</u>
Total	\$ 7,648,447

<u>Funding Sources</u>	
Borrowing	\$ 1,354,577
Free Cash	2,109,661
Ambulance Fund	279,000
Surplus Capital	75,209
Water Enterprise Fund Borrowing	<u>3,830,000</u>
Total	\$ 7,648,447

Debt required for capital expenditures and related debt service in FY26 and FY27 for the proposed FY25 capital projects are shown in Table 10. It should be noted that debt service on a borrowing normally begins the year after a project is approved at Town Meeting. For example, a project approved at the 2024 ATM will be funded by borrowing in FY25 with the first debt service in FY26. As a result, the debt service for FY25-approved projects will first be reflected in the tax rate in FY26.

Table 10: Future Debt Service of Proposed Borrowings

Interest Rate assumption:		<u>4.50%</u>							
\$000s, except Term & Tax Rate Impact	Borrowing	Term	Debt Service		Est. Tax Rate Impact		Est. Tax Impact for		
			FY26	FY27	Per \$1K of Assessed Value		\$1,085K Assessed Value		
			FY26	FY27	FY26	FY27	FY26	FY27	
<u>Project</u>									
General Fund Borrowing under Capital Plan:									
	Elementary Installation of HVAC Air Conditioning	318	15	43	35	0.01	0.01	9	7
	DW Roof Replacement	150	15	20	16	0.00	0.00	4	3
	Town Wide Road Reconstruction	722	10	121	101	0.02	0.02	24	20
	WMS Rooftop Air Handling Units and Exhaust Fans - Design	165	10	28	23	0.01	0.00	6	5
	Total	1,355		212	175	0.04	0.03	43	35

Note: Should the borrowing rate increase/decrease by 1%, the total estimated tax impact would increase/decrease \$10 and \$8 for FY26 and FY27, respectively, for the same assessed value of \$1.085M/ household.

Summary of 5-Year Capital Improvement Plan (CIP): The Finance Committee is also charged with reviewing and presenting to Annual Town Meeting a 5-year CIP, which includes the construction and reconstruction of capital assets (such as municipal buildings, water infrastructure, recreational facilities and roads) and acquisition of land, equipment and vehicles and other personal property. A summary of Capital Projects listed by Department and by Project Type for the next five years, FY25 - FY29, is shown in Table 11 below. Detailed departmental project requests for FY25 can be found on the Finance Committee website. A detailed review of funding sources for the proposed 5-year CIP is shown in Table 12.

Table 11: FY25-FY29 Capital Summary by Department and Category

Department	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Conservation		\$ 1,400,000				\$ 1,400,000
DPW	1,411,250	6,989,369	1,986,250	3,198,787	1,607,226	15,192,882
Facilities	360,000	2,870,000	1,060,000	3,140,000	625,000	8,055,000
Fire	279,000	1,040,000	605,000	205,000	395,000	2,524,000
Information Technology	210,000	280,000	225,000		340,000	1,055,000
Joint Communications Center	350,000	225,000	275,000	175,000		1,025,000
Police	74,897	160,000	135,000	110,000	100,000	579,897
Schools	1,133,300	1,798,900	2,217,392	2,792,671	2,696,500	10,638,763
Water Enterprise Fund	3,830,000	400,000	1,130,000	500,000	1,100,000	6,960,000
Total	\$ 7,648,447	\$ 15,163,269	\$ 7,633,642	\$ 10,121,458	\$ 6,863,726	\$ 47,430,542

Project Category	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Building Repair	\$ 886,300	\$ 4,635,900	\$ 2,402,000	\$ 5,586,671	\$ 1,251,500	\$ 14,762,371
Equipment	1,558,897	7,188,000	1,400,000	715,000	835,000	11,696,897
Infrastructure	4,706,250	2,229,369	2,682,642	2,273,787	2,707,226	14,599,274
Land Improvement	-	-	444,000	1,546,000	2,000,000	3,990,000
Vehicles	385,000	1,110,000	705,000	-	70,000	2,270,000
Other	112,000	-	-	-	-	112,000
Total	\$ 7,648,447	\$ 15,163,269	\$ 7,633,642	\$ 10,121,458	\$ 6,863,726	\$ 47,430,542

The Finance Committee continues to discuss means to develop a list of potentially large capital projects that are on the 10-20-year horizon to better prioritize near and longer-term needs. For example, the Schools have included in their capital planning a feasibility study for a new or renovated elementary school that might be developed or renovated in the next five to ten years. The committee notes that there are other School and Town buildings that exhibit deferred maintenance. The Committee supports a long-term, strategic approach to capital planning and recommends the establishment of a Capital Planning Committee or Commission to review and assess all Town assets and future needs and to schedule projects over the next decade and beyond, considering funding and resources.

The current 5-year CIP includes \$40.5 million of projects for Town and Schools and an additional \$7.0 million of projects for the Water Enterprise Fund over the next five years as noted in Table 11. This compares to requests from departments of \$58.5 million for Town and Schools and \$7.7 million for the Water Enterprise Fund. Looking ahead, the Water Enterprise Fund will face significant capital expenditures as the Town continues to manage per- and polyfluoroalkyl substances (PFAS), complies with other water regulations and implement the recommendation to permanently connect to the Massachusetts Water Resource Authority (MWRA). It should be noted that funds for the construction of a permanent MWRA connection or other infrastructure investment are being evaluated and are not currently included in the 5-year CIP.

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

The funding sources for all capital projects in the 5-year CIP, as well as potential articles and Community Preservation Act projects, are summarized in Table 12. The Finance Committee notes that funding sources are generally within the recommended guidelines established to ensure stable financial conditions for the Town.

Table 12: 5-Year Capital Plan and Expected Articles by Funding Source

Considered Funding Source	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Borrowing (B)	\$ 1,354,577	\$ 3,603,369	\$ 4,256,642	\$ 2,365,458	\$ 3,107,226	\$ 14,687,272
Exempt Borrowing (EB)	-	7,410,000	-	4,800,000	-	12,210,000
Capital Stabilization Fund (CS)	-	1,400,000	-	-	-	1,400,000
Free Cash (FC)	2,109,661	2,209,900	2,142,000	2,251,000	2,261,500	10,974,061
Surplus Capital (SC)	75,209	-	-	-	-	75,209
Ambulance Fund (AMB)	279,000	140,000	105,000	205,000	395,000	1,124,000
Water Enterprise Fund Borrowing (WB)	3,830,000	400,000	1,130,000	500,000	1,100,000	6,960,000
Total Omnibus Budget	\$ 7,648,447	\$15,163,269	\$ 7,633,642	\$10,121,458	\$ 6,863,726	\$47,430,542
Article - Excluded Borrowing (ARTEB)	-	-	1,000,000	-	-	1,000,000
Article - Community Preservation Act (CPA)	30,000	530,000	400,000	-	-	960,000
Total Articles	\$ 30,000	\$ 530,000	\$ 1,400,000	\$ -	\$ -	\$ 1,960,000
Grand Total	\$ 7,678,447	\$15,693,269	\$ 9,033,642	\$10,121,458	\$ 6,863,726	\$49,390,542

Total General Fund Borrowing	\$ 1,354,577	\$11,013,369	\$ 5,256,642	\$ 7,165,458	\$ 3,107,226	\$27,897,272
------------------------------	--------------	--------------	--------------	--------------	--------------	--------------

Potential projects not yet included in the 5-Year CIP due to lack of a long-term plan or because they are further out on the horizon include:

- MWRA Connection and/or Water Infrastructure Investment
- New or Rehabilitation of one or more (Elementary) Schools
- New Athletic Fields
- De-carbonization Projects

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

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

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

Table 13: Future Debt Service of Proposed Borrowings

	General Fund Debt Service for the Fiscal Year Ending June 30,					
	2024	2025	2026	2027	2028	2029
Projected Total Debt paid from Tax	8,351,117	7,603,113	7,433,191	8,669,214	8,517,276	9,136,080
\$ chg year to year	1,879,988	(748,004)	(169,922)	1,236,024	(151,938)	618,804
% chg year to year	29.1%	-9.0%	-2.2%	16.6%	-1.8%	7.3%
Projected Operating Budget	99,726,007	104,324,000	107,975,340	111,754,477	115,665,884	119,714,190
% of Projected Operating Budget	8.4%	7.3%	6.9%	7.8%	7.4%	7.6%
Less than 10%?	Yes	Yes	Yes	Yes	Yes	Yes

	General Fund Outstanding Debt as of Fiscal Year Ending June 30,					
	2024	2025	2026	2027	2028	2029
Projected Total Debt paid from Tax	57,334,600	53,280,377	58,902,071	58,008,168	59,014,597	55,436,248
\$ chg year to year	(5,464,888)	(4,054,223)	5,621,694	(893,903)	1,006,429	(3,578,349)
% chg year to year	-8.7%	-7.1%	10.6%	-1.5%	1.7%	-6.1%
Projected General Fund Revenue	99,726,007	104,324,000	107,975,340	111,754,477	115,665,884	119,714,190
% of Projected General Fund Revenue	57.5%	51.1%	54.6%	51.9%	51.0%	46.3%
Less than 100%?	Yes	Yes	Yes	Yes	Yes	Yes

Assumes 3.5% annual increase in Operating Budget and 4.5% borrowing rate.

The Town’s bond rating was reaffirmed at Aaa with a stable outlook in October 2022. Moody’s, however, continues to highlight that Wayland maintains ‘below average’ Reserve Fund levels expected for the highest (Aaa) rating category. The Finance Committee continues to recommend that Town management implement a mechanism to ensure a minimum 20% Reserve Fund balance is maintained. As noted below, the Capital Stabilization Fund is considered part of the total Reserve Fund balance.

Capital Stabilization Fund: A Capital Stabilization Fund (CSF) to support the Town’s Capital Improvement Plan was established with a favorable vote at the 2021 ATM. The CSF is a tool to help level the tax impact of fluctuating capital expenses to improve and maintain the Town’s capital assets. Town Meeting can vote to use the CSF to help fund the cost of new equipment, building repairs and maintenance and capital improvements to Town land and buildings, and can also vote to use the CSF to pay debt service of approved capital projects. At the 2022 and 2023 ATMs, the Town voted to fund the CSF with a total of \$1.5 million. The Select Board has submitted an article (Article 11: Capital Stabilization Fund Appropriation) in this year’s Warrant to fund a contribution of \$250 thousand to the CSF. The CSF, SPED Reserve Fund and Free Cash are among the components of the total Reserve Fund balance that Moody’s reviews in its assessment of the Town’s financial position.

Progress: The Town has made progress on numerous fronts in FY24 and continues to work to make improvements for residents. FY24 progress includes:

- Completion of 8 Collective Bargaining agreements for FY24-FY26, including 4 for Schools and 4 for the Town, with only the Fire Union negotiations outstanding
- Expected completion and opening of the Loker Conservation & Recreation playing field in Spring 2024
- Broke ground on the new CoA/CC building in March 2024 with opening expected in January 2025
- Achieved full staffing in Town departments
- Working on Solar aggregation initiatives to comply with the Town’s climate action initiatives
- More efficient investment of cash in reserve funds

Outlook: Expense Trend and Excess Levy Capacity: Operating expense trends have increased in recent years. FY24 and FY25 Operating Budget and Tax Levy increases have outpaced the prior five-year averages, reflecting the effects of inflation, including increased COLA, healthcare costs and SPED costs. It is the Finance Committee’s position that over the next several months, the Town Manager, Finance Director, Schools Administration, Select Board and Finance Committee should engage in careful financial planning to create a strategy to address an imminent operating override in FY26 and/or FY27.

In addition to controlling spending and personnel increases, the Finance Committee recommends that potential efficiencies be reviewed within the Town and Schools operations to identify and realize any potential savings. Duplicate operations across departments should be consolidated. Personnel and hiring practices should also be reviewed recognizing the challenge of attracting and retaining skilled employees while managing increases in employment costs, including the possibility that Article 21: Classification and Compensation Study for All Town Wage Scales may result in higher wages for Town employees in FY26 and beyond.

The Finance Committee also notes the recent trend of longer timelines to complete capital projects in an inflationary environment. Accordingly, the Town should strategically plan and closely manage capital project timing and costs. In addition, the replacement of the Facilities Director, who has announced that he will retire next fall, should be addressed as soon as possible.

Long-term Budget Pressures: In summary, future budget planning will have to consider:

- Likelihood of an Override in FY26 and/or FY27
- Increasing cost to attract and retain qualified personnel in Town/Schools department positions
- Increasing cost to maintain, upgrade/replace the Town's and Schools' infrastructure, including water system
- Increasing cost of debt related to new capital projects
- Maintaining adequate unrestricted Fund Balance to maintain Moody's Aaa bond rating
- Rising costs and capital needs associated with operating a Transfer Station

Recommendations:

As presented in prior years, the Finance Committee **continues** to recommend the following measures to better manage Town finances, which all appeared in last year's report:

- **Institute 5-year pro forma budgeting for Town and Schools**
- **Create a capital planning group to formulate a long-term, strategic capital plan for infrastructure needs, considering funding and resources (Water infrastructure/MWRA, buildings, fields, other infrastructure)**
- **Work to closely manage and advance capital projects – develop systems for better oversight and accountability**
- **Review Town operations and processes for efficiencies (ad hoc committee/working group)**
- Evaluate hiring practices, including reclassifications, to consider budget effects and better coordinate with Personnel Board
- Create succession plans to mitigate financial implications
- Consider inter-municipal cooperatives with other towns - utilities/other purchases
- Continue to expand revenue sources – assess economic development opportunities
- Consider Medicare buy-in for retirees
- Formulate strategic long-term plan for OPEB spending
- Study Transfer Station viability
- Consider real estate and gift funds to offset debt or debt service for large capital projects

In **addition**, the Committee recommends:

- **Plan strategically for a likely Override in FY26 and/or FY27**
- **Coordinate budget preparation discussions between the Town Manager, Finance Director and Finance Committee prior to issuing budget guidelines**
- Continue coordination with Schools administration to understand financial and capital needs
- Review of potential consolidation of services between Town and Schools – IT, payroll, etc.
- Share/learn best practices with peer towns and consider resource-sharing when practical

- Review fees charged/fee structures used by Town departments
- Review of health insurance alternative purchasing models
- Conduct thorough review of lawsuits brought against the Town; assess causal issues to avoid recurrence
- Pursue strategic debt issuance to better manage debt service cost

The Finance Committee wants to acknowledge and thank the Town Manager, Finance Director, the Schools Superintendent and Finance & Operations Director, the School Committee, department heads and staff as well as the various committees and boards for their time and support during the FY25 budget preparation. We also thank residents for their insightful input to prepare the Town's budget and articles.

Respectfully submitted,

WAYLAND FINANCE COMMITTEE

Pamela Roman (Chair)	Kelly Lappin (Vice-Chair)	Steve Correia	
Jonathan Barnett	Michael Hoyle	April Methot	Brian O’Herlihy

COMMONWEALTH OF MASSACHUSETTS

To the Residents of Wayland:

Middlesex, ss.

Town of Wayland

***** WARRANT *****

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

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

TUESDAY, MAY 7, 2024, BETWEEN 7:00 A.M. and 8:00 P.M.

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

Two members for 3 years for Select Board; two members for 3 years for School Committee; two members for 3 years for Board of Assessors; two members for 3 years for Trustees of the Public Library; one member for 1 year of the Trustees of the Public Library (to fill a vacancy on a 3 year term); two members for 3 years for Board of Health; one member for 5 years for Planning Board; one associate member for 5 years for Planning Board; two members for 3 years for Board of Public Works; two members for 3 years for Recreation Commissioner; one member for a 3 years for Commissioner of Trust Funds; and one member for 2 years for Commissioner of Trust Funds (to fill a vacancy on a 3 year term).

MONDAY, MAY 13, 2023 AT 6:45 P.M.

To act on the following Articles:

ANNUAL TOWN MEETING ARTICLES

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

Proposed by: Select Board

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

1. To recognize citizens who have served in a volunteer capacity on elected and/or appointed boards, committees, and commissions for a minimum of 25 years (service need not be consecutive);
2. To recognize employees who have retired since the previous Annual Town Meeting or intend to retire prior to June 30, 2024, 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 2023 Annual Town Meeting.

The following citizen is recognized for her extensive service to the Town:

Cherry Karlson	28 years	Finance Committee, Finance Committee Appointing Board, Municipal Affordable Housing Trust, Select Board
----------------	----------	---

The following town and school employees have retired since the 2023 Annual Town Meeting or will retire before June 30, 2024 and have or will have served the Town for over 20 years:

Margaret Amendola	Teacher	22 years
Mary Barber	Teacher	21 years
Laura Callahan-O'Brien	Teacher	30 years
Kelly Calnan	Food Service Manager	25 years
Robert Dorey	Fire Captain	22 years
Gregory Halfpenny	Fire Captain	29 years
Christopher Hanlon	Patrolman	33 years
Marion Haydon	Teacher	30 years
Brian Keaney	Teacher	34 years
Debra Pellerin	Teacher	28 years
Sandra Raymond	Library Director	20 years
Marybeth Sacramone	Teacher-Guidance Counselor	21 years

The following elected or appointed volunteers or employees have passed away since the 2023 Annual Town Meeting:

Edwin Rudenauer	April 21, 2023	Firefighter
Ruth Brawerman	April 30, 2023	Teacher
Warren Chafe	May 24, 2023	Teacher
Robert Hennessey	July 12, 2023	Teacher
Franklin Shelton	August 23, 2023	Teacher
Fred Halfpenny	September 19, 2023	Fire Captain
Joseph A. Brown	November 5, 2023	DPW
Patrick J. McGrenra	December 3, 2023	Firefighter
Constance A. Bean	December 18, 2023	Board of Health
Mary Alice Boelter	December 19, 2023	Historic District Commission
Lewis Oxford	January 24, 2024	Teacher
Ellen Vinciulla	January 23, 2024	School Dept -Food Service and Police Dept – Crossing Guard and Matron
Linda Stark	January 25, 2024	Teacher
John (Jack) O'Brien	February 25, 2024	DPW

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

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

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

QUANTUM OF VOTE: Majority.

For more information, contact Town Manager Michael McCall at mmccall@wayland.ma.us

Article 2. Pay Previous Fiscal Years Unpaid Bills

Proposed by: Select Board

Estimated Cost: \$5,468.94

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 2019 liabilities to be paid using Fiscal Year 2024 appropriations:

Amazon	\$ 993.24	FY24 Town Office Expense Budget
--------	-----------	---------------------------------

Fiscal Year 2020 liabilities to be paid using Fiscal Year 2024 appropriations

Amazon	\$ 566.00	FY24 Library Expense Budget
--------	-----------	-----------------------------

Fiscal Year 2021 liabilities to be paid using Fiscal Year 2024 appropriations

Amazon	\$ 80.31	FY24 Conservation Expense Budget
Amazon	\$ 1,035.01	FY24 IT Expense Budget

Fiscal Year 2022 liabilities to be paid using Fiscal Year 2024 appropriations

Amazon	\$ 35.69	FY24 IT Expense Budget
Amazon	\$ 10.14	FY24 Library Expense Budget
Amazon	\$ 185.55	FY24 Conservation Expense Budget

Fiscal Year 2023 liabilities to be paid using Fiscal Year 2024 appropriations:

PODS	\$ 348.00	FY24 School Budget
Eagle Leasing	\$ 1,032.00	FY24 School Budget
Eagle Leasing	\$ 119.00	FY24 School Budget
Eagle Leasing	\$ 159.00	FY24 School Budget
RP O’Connell	\$ 640.00	FY24 School Budget
Chargepoint	\$ 265.00	FY24 Facilities Expense Budget

Total	\$5,468.94
--------------	-------------------

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

There is no additional cost to residents.

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

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

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

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

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

For more information, contact Finance Director Brian Keveny at bkeveny@wayland.ma.us.

Article 3. OPEB Funding

Proposed by: Select Board

Estimated cost: \$519,147

To determine whether the Town will vote to:

a) appropriate an aggregate amount of \$19,147 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	\$ 2,652
2) BASE	\$ 4,485
3) Children’s Way	\$ 2,962
4) Water	\$ 6,186
5) Wastewater	\$ 1,315
6) Recreation	\$ 1,547

; and

b) appropriate \$500,000 to be deposited in the Town’s Other Post-Employment Benefits Trust Fund; and that said appropriation be provided by taxation.

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

Like other towns in Massachusetts, Wayland provides health insurance for benefit eligible retirees. The Government Accounting Standards Board (GASB) requires the Town to perform periodic actuarial valuations, based on prescribed accounting standards that measure the obligations accruing under its OPEB plans. While GASB requires that this liability be included on the balance sheet, GASB does not require funding this liability. The funding decision is up to the Town.

The Town pays the cost of current retiree insurance premiums as they are incurred as part of its operating budget. The Town has historically contributed an additional amount to the OPEB Fund for future premium payments from available funding sources, including taxation and Free Cash. Unlike the Town’s pension obligation, which is routinely funded in the operating budget, the Town has elected to make the OPEB funding decision via an annual article. The amount contributed to the OPEB Fund as described in b) above was appropriated entirely from taxation since FY19 with the exception of FY22 when revenue pressures as a result of COVID-19 warranted the use of Free Cash for the contribution. The Town returned to the use of taxation, rather than Free Cash, as the funding source for this contribution in FY23.

Total OPEB Liability (“TOL”) is reported on a fiscal year basis. As of June 30, 2023, the TOL, as determined under GASB was \$71,104,133. Plan assets were \$26,256,988. The Net OPEB Liability, which equals the TOL less assets, was \$44,847,145. A useful metric for gauging funding progress is the ratio of assets to total liabilities, or the funded ratio, which is 36.9% as of June 30, 2023, as compared to 37.6% as of June 30, 2022. The funded status deteriorated in FY23 due primarily to an increase in the near-term medical inflation assumption and a decrease in plan’s discount rate from 6.41% to 6.29% both of which increased the TOL, partially offset by decreases in the TOL attributable to higher than expected terminations and lower than expected Medicare supplement premiums. Despite the net deterioration, 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 requested that its actuary, Odyssey Advisors (“Odyssey”), update the Town’s actuarial liability funding tables as of June 30, 2023 to determine the year full funding would be achieved with a level annual funding contribution of \$550,000 based on current actuarial assumptions. Odyssey determined full funding would be achieved in 2050 if all assumptions are realized. Actual results will vary due to differences between plan experience and assumptions.

Key assumptions include, without limitation, a 6.29% discount rate and expected net investment return, and an approximately 9% medical cost trend in FY23 decreasing to an ultimate trend rate of 3.6% in 2060. A 0.25% increase in the discount rate assumption would decrease the TOL by approximately 5% while a corresponding decrease in the discount rate would increase the TOL by approximately 5%. A 0.25% increase in the medical cost trend assumption would increase the TOL by approximately 6% while a corresponding decrease in the medical cost trend assumption would decrease the TOL by approximately 6%.

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 \$19,147 is a per FTE expense at the same rate as in part b) in order to represent the fair share of the total amount to be paid from the enterprise and revolving funds.

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

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

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

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

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

There is no legal mandate to fund these liabilities, and this generation of taxpayers is being asked to bear a cost for current retirees as well as contribute towards the annual accrual for active employees. Therefore, opponents may argue a lower funding level is justified.

Although full funding of the OPEB liability is projected to be many years away, opponents may argue that it is not prudent to continue to prefund the trust until the Town has developed a comprehensive plan to allow a smooth transition from paying retiree benefits through the operating budget to paying them from the Trust.

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

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

For more information, contact Finance Director Brian Keveny at bkeveny@wayland.ma.us.

Article 4. Enterprise Fund Budgets

Proposed by: Select Board

Estimated Cost: \$6,206,404

To determine whether the Town will vote to raise, appropriate, transfer from available funds or borrow a sum of money in the aggregate amount of \$6,206,404 for the operation and expenses of the Water Enterprise Fund, the Wastewater Enterprise Fund and Transfer Station Enterprise Fund as set forth in Article 4 as printed in the 2024 Annual Town Meeting warrant, which sum shall be expended only for the purposes shown under the respective boards, committees and offices of the Town, with such appropriation being raised in the respective departmental receipts as follows:

- 1) Water Revenue \$ 4,726,909
- 2) Wastewater Revenue \$ 736,602
- 3) Wastewater Certified Retained Earnings \$ 200,123
- 4) Transfer Station Revenue \$ 467,770
- 5) General Fund Subsidy \$ 75,000

FINANCE COMMITTEE COMMENTS: Passage of this article funds the Town’s three Enterprise Funds – Water Enterprise Fund (Water EF), Wastewater Enterprise Fund (Wastewater EF), and Transfer Station Enterprise Fund (Transfer Station EF) for Fiscal Year 2025 (FY25).

The FY25 proposed budgets for each enterprise fund are as follows:

<u>TOWN ENTERPRISE FUNDS (EF)</u>	ACTUAL FY 2022	ACTUAL FY 2023	APPROVED FY 2024	PROPOSED FY 2025
TOTAL WATER EF	\$ 3,663,397	\$ 4,069,122	\$ 4,700,812	\$ 4,726,909
TOTAL WASTEWATER EF	\$ 617,271	\$ 954,414	\$ 905,662	\$ 936,725
TOTAL TRANSFER STATION EF	\$ 407,822	\$ 419,419	\$ 498,776	\$ 542,770

Water EF: The proposed FY25 budget is \$26,097, or 0.56%, higher than the approved Fiscal Year 2024 (FY24) budget. Although the year-over-year (YOY) change is small, there were various budget line items that reflect significant variances. The net increase reflects increases in fringe benefits and indirect costs (\$43,922), salaries (\$39,512), contract services (\$30,000), chemicals (\$17,500), and laboratory testing services (\$10,000) which were offset by decreases in debt service (-\$112,008) and other miscellaneous expenses (-\$2,829). The increase in fringe benefits and indirect costs reflects a significant increase in healthcare costs, the increase in salaries includes an anticipated cost-of-living increase offset by a reduction in overtime and clothing allowances, and the increases in contract services, chemicals, and laboratory testing services all reflect actual expenditures incurred thus far in FY24 as well as the impact associated with the renegotiation of a third-party vendor contract. The decrease in debt service reflects scheduled reductions in principal and interest, including the impact of an extra seven months of interest expense incurred in FY24 attributable to the November 2022 bond financing.

Wastewater EF: The proposed FY25 budget is \$31,063, or 3.43%, higher than the approved FY24 budget. The net increase reflects increases in small equipment expenditures (\$15,013), sludge removal (\$10,000), salaries (\$6,092) and laboratory testing services (\$6,000) which were offset by decreases in pipeline maintenance (-\$5,000) and other miscellaneous expenses (-\$1,042). The increase in small equipment expenditures reflects the estimate of equipment needed for the upcoming fiscal year based on the anticipated level of operation; the increase in sludge removal reflects increase from two to three disposals per month at anticipated rates; salaries includes an anticipated cost-of-living increase; and the increase in laboratory testing services reflects anticipated rates based on FY24 actual rates which exceed those used for the FY24

budget. It should be noted that retained earnings will be used to pay for the small capital items noted above and a portion of the budgeted debt service for FY25.

Transfer Station EF: The proposed FY25 budget is \$43,994, or 8.82%, higher than the approved FY24 budget. The net increase reflects increases in bank fees (\$18,000), tipping fees (\$16,200) and salaries (\$15,604) which were offset by decreases in other miscellaneous expenses (-\$5,810). The increase in bank fees reflects credit card usage fees that were not budgeted as an expense in FY24. Rather, they were shown as an offset to budgeted revenue. The increase in tipping fees reflects the forecasted expenditures for 2024, which includes an anticipated rate increase in March 2024 when the municipal trash contract expires; and the increase in salaries includes an anticipated cost-of-living increase. The FY25 budget continues to rely upon a \$75,000 Town subsidy to cover an anticipated operating shortfall. It is anticipated this amount will be funded with Free Cash rather than taxation.

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

ARGUMENTS IN FAVOR: The Town’s Enterprise Fund budgets set forth in this article reflect the cost of providing Town services in an efficient manner with the objective of maintaining delivery of current levels of service to residents.

ARGUMENTS OPPOSED: The level of services provided by the Town should be reduced to lower costs to residents and the Town’s subsidy to the Transfer Station EF should be eliminated.

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

QUANTUM OF VOTE: Majority. See Massachusetts General Laws Chapter 40, Section 5 and Chapter 44, Section 53F ½.

For more information, contact Finance Director Brian Keveny at bkeveny@wayland.ma.us.

Article 5. Fiscal Year 2025 Revolving Fund Expenditure Limits

Proposed by: Select Board

Estimated Cost: \$1,481,500

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 2025, or take any action relative thereto:

- 1. Council on Aging: \$ 34,000
- 2. School Department / Professional Development: \$ 4,500
- 3. School Department / Curriculum: \$ 0
- 4. Recreation: \$ 1,250,000
- 5. Recreation Athletic Fields: \$ 190,000
- 6. Conservation Community Gardens: \$ 3,000

FINANCE COMMITTEE COMMENTS: Passage of this article will establish the Fiscal Year 2025 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, Ch. 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 FY25, the Select Board recommends the following spending caps:

<u>Revolving Fund</u>	<u>Recommended FY25 Spending Cap</u>
Council on Aging	\$ 34,000
School Department/Professional Development	\$ 4,500
School Department/Curriculum	\$ 0
Recreation	\$ 1,250,000

Recreation/Athletic Fields	\$ 190,000
Conservation Community Gardens	\$ 3,000

Council on Aging (COA): This spending cap remains unchanged at \$34,000. Budgeted expenses for FY25 include, but are not limited to, payments for fitness class instructors and miscellaneous expenses.

School Department/Professional Development: This spending cap will increase from \$3,000 to \$4,500. This fund allows the School Department to collect registration fees from individuals outside of the district who attend district developmental programming, and then use those fees to offset the costs of the associated programming. Budgeted expenses for FY25 include, but are not limited to, payments for the cost of professional development presenters and associated miscellaneous expenses.

School Department/Curriculum: The School Department is not anticipating any revenues or expenses for this fund.

Recreation: This spending cap is being increased from \$972,000 in FY 2024 to \$1,250,000 for FY 2025 or an increase of \$278,000. Revenues originate from fees for summer camps, pre-K and adult programming, town beach passes, concession sales, as well as other miscellaneous programming. Budgeted expenses include, but are not limited to, one full time employee, as well as seasonal staff, including lifeguards, CPR training, pre-K programming, ski programs, adult programming, summer camps, supplies and maintenance at town beach, and other miscellaneous expenses.

Recreation Athletic Fields: This spending cap will decrease from \$400,000 in FY24 to \$190,000 in FY 2025. Revenue is derived from users paying for rental of athletic fields by the hour or by the season. Budgeted expenses for FY25 are consistent with last year which allow for a smaller spending cap and include, but are not limited to, the maintenance of turf fields, water, and electrical expenses.

Conservation Community Garden: This spending cap remains unchanged at \$3,000. Revenue is derived from fees for garden plots. Budgeted expenses for FY25 include, but are not limited to, the rental of a dumpster, water, compost and native plantings as well as other miscellaneous expenses.

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

ARGUMENTS IN FAVOR: Revolving fund expenditure limits reflect the needed business limits of each programmatic fund based on changing economic conditions and demand limits.

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

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

QUANTUM OF VOTE: Majority. See Massachusetts General Laws Chapter 44, Section 53E ½.

For more information, contact Finance Director Brian Keveny at bkeveny@wayland.ma.us.

Article 6. Update Personnel Bylaws and Wage & Classification Plan

Proposed by: Select Board

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 previously adopted by the Town to amend the tables as set forth in Appendix B.

FINANCE COMMITTEE COMMENTS: This article requests Town Meeting's approval of various changes to the Wage & Classification Plan (see Appendix B for the proposed changes).

Non-Union Positions: Historically, adjustments to the Wage & Classification Plan have been made to reflect additions, deletions, and reclassification of various positions; changes to wage scales for recreational seasonal and various other positions, including those impacted by Massachusetts minimum wage increases that have occurred over the years; and cost-of-living adjustments (COLA) and salary adjustments for non-union positions shown in the N Schedule.

The labor markets continue to be competitive and the established limits noted in the N Schedule wage scales can, from time to time, make it more challenging to fill open positions. A formal compensation study has not been done for all the non-union positions since 1997, although a limited number of positions were included in a 2004 study. It should be noted that changes, if any, to recreational seasonal positions are funded from the Recreation revolving fund and, therefore, do not have a tax impact as they are paid from fees.

COLA for FY24 – 3.00% and FY25 – 2.75% have been reflected in the non-union wage scales as such adjustments typically follow the settlement of one or more of the Town's union contracts. The retroactive payment of the FY24 COLA is addressed in Article 7 in this warrant and the FY25 operating budget reflects the cumulative impact of the COLA for both years.

A 3.3% market salary adjustment is being proposed for all non-union positions shown in the N Schedule to provide for reasonable wage growth given current economic conditions. The proposed percentage increase is supported by anecdotal market information, including the market adjustment recently agreed to with one of the Town's unions (see below). The financial impact of approving the proposed 3.3% market adjustment, or approximately \$94,700, has been reflected in the FY25 operating budget. This market adjustment is in addition to the COLA adjustments noted above.

Union Positions: The wage scale tables and position classifications for union positions are included for informational purposes only. All union contracts (Town and School) were subject to collective bargaining for the period beginning July 1, 2023. The School unions settled all their agreements during the current fiscal year.

As of March 20, 2024, the Town had settled contracts with all its unions, other than the International Association of Firefighters, AFL-CIO Local 1978. The agreements cover the period July 1, 2023 to June 30, 2026, with the following unions: the Wayland Police Officers Union, New England Police Benevolent Association, Inc., Local 176; the Wayland DPW Association, Teamsters Local 170; the Wayland Library Staff Association, MET, AFT, AFL-CIO; and the American Federation of State, County, and Municipal Employees – Local 690 Wayland - 1 & 2 (AFSCME) Union.

Included in the agreed upon terms of such agreements is the payment of the following COLA: the Police Union – FY24 – 3.25%; FY25 – 3.25%; and FY26 – 2.75%; and the Library, DPW and AFSCME Unions – FY24 – 3.00%; FY2025 – 2.75%; and FY26 – 2.50%. The wage scale tables for these unions shown in Appendix B have been updated, as of July 1, 2023, to reflect the agreed upon COLA for FY2024 and FY25. The retroactive payment of the FY24 COLA is addressed in Article 7 in this warrant and the FY25 operating budget reflects the cumulative impact of the COLA for both years.

In February 2023, the Town and the AFSCME Union agreed to a 10% market adjustment based on a 75% percentile target of comparable wages for all AFSCME Union positions based on the results of a May 2022 compensation study which was completed based on a prior agreement between the Town and the union. The parties agreed to spread this percentage increase over three years: FY24 – 3.3%; FY25 – 3.3%; and FY26 – 3.4%. The FY24 adjustment was approved at the 2023 Annual Town Meeting. The financial impact of the second year's 3.3% market adjustment, or approximately \$137,700, has been reflected in the FY25 operating budget. This market adjustment is in addition to the COLA adjustments noted above.

The Personnel Board recommends approval. Vote: 4-0-1.

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

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

Compensation adjustments to keep Wayland abreast of market wages is critical to attract and retain staff in all departments.

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

ARGUMENTS OPPOSED: Market salary adjustments for non-union positions should be based on an independent compensation study and not tied to the results of studies performed for union positions or anecdotal evidence.

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

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

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

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

For more information, contact Town Manager Michael McCall at mmccall@wayland.ma.us.

Article 7. Fund Union and Non-Union Agreements

Proposed by: Select Board

Estimated Value: \$534,017

To determine whether the Town will vote to transfer from the FY24 budgeted Reserve for Salary Settlement account \$534,017 for the purpose of funding FY24, the first year of the collective bargaining agreements for the period of July 1, 2023 through June 30,2024 reached between the Town of Wayland and a.) Public Employees’ Local Union 1116 Custodians and Maintenance; b.) New England Police Benevolent Association, Inc., Local 176; c.) American Federation of State, County and Municipal Employees (AFSCME), Wayland Local 690 – 1 & 2; d.) Wayland Department of Public Works Association, Teamsters Local 170 e.) Wayland Library Staff Association MFT, AFT, AFL-CIO and f.) non-union employees; as follows, said further, that the Finance Director be authorized to distribute such amounts to and among the department personnel and line items affected thereby in such amounts as are proper and required:

a.) Public Employees’ Local Union 1116 Custodians and Maintenance	\$160,876
b.) New England Police Benevolent Association, Inc., Local 176	\$ 97,770
c.) AFSCME Local 690 Wayland - 1 & 2	\$ 95,982
d.) Wayland Dept. of Public Works Association, Teamsters Local 170	\$ 61,315
e.) Wayland Library Staff Association MFT, AFT, AFL-CIO	\$ 29,223
Total Union first year Funding Cost	\$445,166
f.) Non-Union Employees	\$ 88,851
Estimated Total first year Funding Cost Transfer	\$534,017

FINANCE COMMITTEE COMMENTS: This article seeks to authorize the Finance Director to transfer \$534,017 from the Unclassified: Reserve for Salary Settlement account in the proper amounts to the respective Town Departments whose FY24 salary accounts are affected by these settlements. The Town has reached agreement with the Wayland Public Schools; the Wayland Police; the American Federation of State, Town and Municipal Employees [AFSCME] 690 Wayland -1 & 2; the Teamsters Local 170, the Wayland Library Staff Association MFT, AFT, AFL-CIO; for successor collective bargaining agreements for the period of July 1, 2023 through June 30, 2024. In accord with M.G.L. Chapter 150E, Section 7, the new employee cost funds were approved in the FY24 budget in the Unclassified: Reserve for Salary Settlement account. Base wage increases are 3.25% percent for Police and School and 3.0% for all remaining unions and non-unions over the amounts for the prior fiscal year. \$128,880 will be left in the reserve account for remaining salary adjustments. These fund transfers do not increase or impact the FY25 budget.

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

ARGUMENTS IN FAVOR: The transfer of funds are necessary for these departments to pay the cost of negotiated and contractually binding wage settlements. The negotiated FY24 settlements represent a fair wage adjustment in the marketplace and fall within the guidelines provided by the Finance Committee to maintain level services.

ARGUMENTS OPPOSED: Some might oppose that employees are sufficiently compensated under the existing wage scales.

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

QUANTUM OF VOTE: Majority. See Massachusetts General Laws Chapter 44, Section 33B.

For more information contact Town Manager Michael McCall at mmccall@wayland.ma.us.

Article 8. Surface Water Quality Budget

Proposed by: Select Board

Estimated Cost: \$30,000

To determine whether the Town will vote to appropriate funds for the expenses of the Surface Water Quality Committee to be spent under the direction of the Select Board.

FINANCE COMMITTEE COMMENTS: Passage of this article will fund the work of the Surface Water Quality Committee (SWQC) which is cyclical in nature as water treatment requirements and related costs can vary widely from year to year. From a budget perspective this timing and financial variability of expenditures does not mesh with the Town's fiscal year which ends on June 30. For instance, some years the SWQC needs to treat for milfoil and the treatment timetable crosses the fiscal years.

Appropriating funds through an article rather than the budget allows funds to be carried over year to year versus an annual budget allocation that is set prior to the scope of work and estimated costs are identified. The FY25 budget request of \$30,000 represents a \$5,000 increase to accommodate anticipated cost increases and compares favorably to the FY23 appropriated amount of \$51,000.

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

ARGUMENTS IN FAVOR: Appropriating funds through an article rather than the budget allows funds to be carried over, improving budgeting and cash flow.

This allocation is not included in the FY25 budget. Without this article, there will be no funds to perform this work.

ARGUMENTS OPPOSED: These expenditures are no different than budget items that do not carry over and should be part of the omnibus budget.

Providing funding through an article versus the budget reduces transparency.

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

QUANTUM OF VOTE: Majority. See Massachusetts General Laws, Chapter 40, Section 5.

For more information, contact Town Manager Michael McCall at mmccall@wayland.ma.us.

Article 9. Special Education Reserve Fund

Proposed by: Select Board

Estimated Cost: \$150,000

To determine whether the Town will vote to appropriate the sum of \$150,000 to be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing or otherwise to the Special Education Reserve Fund established pursuant to M.G.L. Chapter 40, Section 13E.

FINANCE COMMITTEE COMMENTS: This article will fund the Special Education Reserve Fund to support the Town's Special Education costs. The appropriation will be from free cash. The Fund is a tool to help level the tax impact of fluctuating expenses to fund legally mandated Special Education services. These funds are used to help fund unanticipated or unbudgeted costs of special education, out of district tuition, transportation costs, and recovery high school tuition.

The 2023 Annual Town Meeting authorized the creation of this fund and funded with \$150,000 from taxation. The Special Education costs to the Town can vary significantly from year to year as families move to Wayland and students enter the district who require Special Education services. Special Education services for students who qualify are mandated by the Commonwealth. The town incurred special education costs in the operating budget of \$3,917,842 in FY22; budgeted \$3,618,949 in FY23 and incurred expenses of \$3,503,289 in FY23; and budgeted \$4,941,847 in FY24 and is currently budgeting expenses of \$4,969,111 in FY25. The budgeted expenses in FY24 increased because of significant increases in out of district placements.

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, which is identified with M.G.L. Chapter 40, Section 13E. The School Department will first use any operating budget funds identified as special education expenses and circuit breaker funds before the reserve funds are accessed.

Monies accumulated in this fund carry over from one fiscal year to another and the School Department expects to request to use the funds deposited in FY24 for FY24 special education expenses.

The School Committee recommends approval. Vote: 4-0-0

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

ARGUMENTS IN FAVOR: Special Education services are mandated by the Commonwealth of Massachusetts. The number of students eligible for services and the type of services that students are eligible for vary from year to year. This variability makes it difficult for the schools to properly budget the correct amount. Because of this volatility in not knowing the exact number of students requiring special education services for the next school year, continuing to fund this reserve fund will allow better budgeting in the school's operating budget and improve transparency.

A reserve fund should allow the school's operating budget to not fluctuate as much as it has previously with regards to special education expenses and will be less volatile as it relates to special education budgeting and expenses.

ARGUMENTS OPPOSED: Funds in the Special Education Reserve Fund would be restricted to only special education services, out of district tuition, transportation costs and recovery high school tuition.

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

QUANTUM OF VOTE: Majority. See Massachusetts General Laws, Chapter 40, Sections 5 and 13E.

For more information, contact Town Manager Michael McCall at mmccall@wayland.ma.us.

Article 10. Fiscal Year 2025 Omnibus Budget

Proposed by: Finance Committee

Estimated Cost: \$111,972,922

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.

1) “That each and every numbered item set forth in the Finance Committee’s Budget for Fiscal Year 2025 be voted, granted and appropriated as an expenditure for several purposes and uses set forth in said budget establishing a total budget of \$104,324,475 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 \$102,853,347 shall be raised by taxation, \$413,494 shall be provided by transfer from Ambulance receipts, \$1,057,634 shall be transfer from other funds.

2) “That each and every numbered item set forth in the Finance Committee’s capital budget of Fiscal Year 2025 listed on pages 44-51 in the total amount of \$7,648,447 be appropriated for equipment and vehicle 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 \$5,184,577 pursuant to the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, \$2,109,661 shall be provided by transfer from Unreserved Fund Balance, \$279,000 shall be provided from Ambulance Receipts, \$75,210 shall be provided from Surplus Capital Accounts.

FINANCE COMMITTEE COMMENTS: Passage of this article will approve the Town’s Fiscal Year 2025 omnibus budget. The Finance Committee refers the residents to the Report of the Finance Committee at the beginning of the Warrant, which provides details of the proposed operating budget and capital budget and 5-year capital plan.

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

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

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

QUANTUM OF VOTE: Majority to appropriate funds under Massachusetts General Laws Chapter 40, Section 5; majority to transfer funds under Chapter 44, Section 33B; and a 2/3 vote is required to borrow per Massachusetts General Laws Chapter 44, Section 2.

For more information, contact Finance Director Brian Keveny at bkeveny@wayland.ma.us.

	<u>FISCAL YEAR 2025 BUDGET</u>	ACTUAL FY 2022	ACTUAL FY 2023	APPROVED FY 2024	REQUESTED FY 2025
	SELECT BOARD				
	PURCHASE OF SERVICES	\$36,096	\$54,000	\$52,000	\$43,500
	SUPPLIES	\$0	\$0	\$2,000	\$1,000
1	TOTAL EXPENSES	\$36,096	\$54,000	\$54,000	\$44,500
	TOTAL SELECT BOARD	\$36,096	\$54,000	\$54,000	\$44,500
	TOWN OFFICE				
2	PERSONNEL SERVICES	\$708,169	\$635,017	\$697,302	\$832,157
	PURCHASE OF SERVICES	\$185,228	\$203,428	\$203,039	\$198,500
	SUPPLIES	\$51,944	\$62,147	\$66,168	\$64,768
3	TOTAL EXPENSES	\$237,172	\$265,575	\$269,207	\$263,268
	TOTAL TOWN OFFICE	\$945,341	\$900,592	\$966,509	\$1,095,425
	PERSONNEL BOARD				
4	PERSONNEL SERVICES	\$0	\$17,477	\$17,500	\$15,500
	PURCHASE OF SERVICES	\$17,472	\$25,826	\$21,000	\$19,000
5	TOTAL EXPENSES	\$17,472	\$25,826	\$21,000	\$19,000
	TOTAL PERSONNEL BOARD	\$17,472	\$43,303	\$38,500	\$34,500
	FINANCE				
6	PERSONNEL SERVICES	\$318,186	\$347,022	\$365,007	\$407,108
	PURCHASE OF SERVICES	\$63,505	\$66,352	\$65,864	\$73,365
	SUPPLIES			\$500	\$500
7	TOTAL EXPENSES	\$63,505	\$66,352	\$66,364	\$73,865
	TOTAL FINANCE	\$381,691	\$413,374	\$431,371	\$480,973
	ASSESSOR				
8	PERSONNEL SERVICES	\$202,878	\$207,714	\$259,837	\$309,291

	<u>FISCAL YEAR 2025 BUDGET</u>	ACTUAL FY 2022	ACTUAL FY 2023	APPROVED FY 2024	REQUESTED FY 2025
9	PURCHASE OF SERVICES	\$34,065	\$48,621	\$59,201	\$59,201
	SUPPLIES	\$0	\$2,167	\$2,500	\$2,500
	TOTAL EXPENSES	\$34,065	\$50,788	\$61,701	\$61,701
	TOTAL ASSESSOR	\$236,943	\$258,502	\$321,538	\$370,992
TREASURER					
10	PERSONNEL SERVICES	\$223,317	\$243,779	\$233,738	\$267,654
11	PURCHASE OF SERVICES	\$125,226	\$88,399	\$66,650	\$54,150
	SUPPLIES	\$24,444	\$24,651	\$25,000	\$25,000
	TOTAL EXPENSES	\$149,670	\$113,050	\$91,650	\$79,150
	TOTAL TREASURER	\$372,987	\$356,829	\$325,388	\$346,804
TOWN COUNSEL					
12	PURCHASE OF SERVICES	\$213,221	\$397,910	\$244,000	\$244,000
	SUPPLIES	\$0	\$0	\$0	\$0
	TOTAL EXPENSES	\$213,221	\$397,910	\$244,000	\$244,000
	TOTAL TOWN COUNSEL	\$213,221	\$397,910	\$244,000	\$244,000
INFORMATION TECHNOLOGY					
13	PERSONNEL SERVICES	\$389,697	\$322,703	\$395,081	\$444,550
14	PURCHASE OF SERVICES	\$147,509	\$177,412	\$174,000	\$202,000
	SUPPLIES	\$458,309	\$544,646	\$550,350	\$557,343
	TOTAL EXPENSES	\$605,818	\$722,058	\$724,350	\$759,343
	TOTAL INFORMATION TECHNOLOGY	\$995,515	\$1,044,761	\$1,119,431	\$1,203,893
TOWN CLERK					
15	PERSONNEL SERVICES	\$139,396	\$154,121	\$222,483	\$240,820
16	PURCHASE OF SERVICES	\$42,384	\$68,307	\$54,981	\$105,855
	SUPPLIES	\$1,428	\$550	\$1,304	\$1,300
	TOTAL EXPENSES	\$43,812	\$68,857	\$56,285	\$107,155
	TOTAL TOWN CLERK	\$183,208	\$222,978	\$278,768	\$347,975

	<u>FISCAL YEAR 2025 BUDGET</u>	ACTUAL FY 2022	ACTUAL FY 2023	APPROVED FY 2024	REQUESTED FY 2025
	CONSERVATION				
17	PERSONNEL SERVICES	\$207,282	\$235,392	\$252,375	\$285,292
	PURCHASE OF SERVICES	\$48,569	\$31,181	\$39,050	\$41,130
	SUPPLIES	\$6,433	\$18,574	\$17,550	\$18,300
18	TOTAL EXPENSES	\$55,002	\$49,755	\$56,600	\$59,430
	TOTAL CONSERVATION	\$262,284	\$285,147	\$308,975	\$344,722
	PLANNING				
19	PERSONNEL SERVICES	\$90,852	\$74,261	\$106,781	\$122,040
	PURCHASE OF SERVICES	\$2,082	\$2,954	\$6,300	\$6,300
	SUPPLIES	\$0	\$0	\$200	\$200
20	TOTAL EXPENSES	\$2,082	\$2,954	\$6,500	\$6,500
	TOTAL PLANNING	\$92,934	\$77,215	\$113,281	\$128,540
	FACILITIES				
21	PERSONNEL SERVICES	\$531,362	\$487,186	\$653,363	\$771,764
	PURCHASE OF SERVICES	\$501,587	\$526,982	\$301,713	\$365,183
	UTILITIES	\$530,359	\$527,684	\$217,146	\$215,000
	SUPPLIES	\$76,533	\$79,222	\$122,800	\$131,234
22	TOTAL EXPENSES	\$1,108,479	\$1,133,887	\$641,659	\$711,417
	TOTAL FACILITIES	\$1,639,841	\$1,621,073	\$1,295,022	\$1,483,181
	MISC COMMITTEES <i>Historic Commission, Historic District Commission, Public Ceremonies Committee</i>				
	PURCHASE OF SERVICES	\$3,539	\$2,892	\$3,775	\$3,775
23	TOTAL EXPENSES	\$3,539	\$2,892	\$3,775	\$3,775
	TOTAL MISC COMMITTEES	\$3,539	\$2,892	\$3,775	\$3,775
	POLICE				
24	PERSONNEL SERVICES	\$2,865,450	\$2,953,440	\$3,083,765	\$3,297,482

	<u>FISCAL YEAR 2025 BUDGET</u>	ACTUAL FY 2022	ACTUAL FY 2023	APPROVED FY 2024	REQUESTED FY 2025
25	PURCHASE OF SERVICES	\$116,065	\$123,872	\$178,480	\$151,550
	SUPPLIES	\$221,634	\$264,497	\$284,725	\$313,700
	TOTAL EXPENSES	\$337,699	\$388,369	\$463,205	\$465,250
	TOTAL POLICE	\$3,203,149	\$3,341,809	\$3,546,970	\$3,762,732
JOINT COMMUNICATIONS					
26	PERSONNEL SERVICES	\$636,636	\$651,123	\$682,045	\$754,805
27	PURCHASE OF SERVICES	\$7,789	\$7,343	\$9,500	\$11,500
	UTILITIES	\$12,383	\$13,567	\$16,000	\$16,000
	SUPPLIES	\$12,306	\$13,056	\$14,000	\$14,000
	TOTAL EXPENSES	\$32,478	\$33,966	\$39,500	\$41,500
	TOTAL JOINT COMMUNICATIONS	\$669,114	\$685,089	\$721,545	\$796,305
FIRE & ALS					
28	PERSONNEL SERVICES	\$2,813,267	\$3,490,205	\$3,371,858	\$3,502,453
29	PURCHASE OF SERVICES	\$68,001	\$72,221	\$84,850	\$75,500
	SUPPLIES	\$208,957	\$227,560	\$229,239	\$246,944
	TOTAL EXPENSES	\$276,958	\$299,781	\$314,089	\$322,444
	TOTAL FIRE	\$3,090,225	\$3,789,986	\$3,685,947	\$3,824,897
BUILDING & ZONING					
30	PERSONNEL SERVICES	\$366,402	\$409,062	\$434,951	\$546,447
31	PURCHASE OF SERVICES	\$18,266	\$17,023	\$16,550	\$17,091
	SUPPLIES	\$5,596	\$995	\$1,500	\$1,500
	TOTAL EXPENSES	\$23,862	\$18,018	\$18,050	\$18,591
	TOTAL BUILDING & ZONING	\$390,264	\$427,080	\$453,001	\$565,038
SCHOOLS					
32	TOTAL SCHOOLS	\$45,222,274	\$47,164,445	\$49,992,319	\$52,630,763
REGIONAL VOCATIONAL SCHOOLS					

	<u>FISCAL YEAR 2025 BUDGET</u>	ACTUAL FY 2022	ACTUAL FY 2023	APPROVED FY 2024	REQUESTED FY 2025
33	TOTAL REGIONAL VOC SCHOOLS	\$227,357	\$242,651	\$85,810	\$85,810
	DPW				
	PERSONNEL SERVICES	\$1,987,101	\$2,038,709	\$2,387,039	\$2,502,431
	DPW ENGINEERING				
34	PERSONNEL SERVICES	\$254,196	\$295,506	\$330,539	\$349,775
	PURCHASE SERVICES	\$12,145	\$9,943	\$11,580	\$21,310
	SUPPLIES	\$7,233	\$8,657	\$15,420	\$6,500
35	TOTAL EXPENSES	\$19,378	\$18,600	\$27,000	\$27,810
	TOTAL ENGINEERING	\$273,574	\$314,106	\$357,539	\$377,585
	HIGHWAY				
36	PERSONNEL SERVICES	\$994,855	\$979,814	\$1,157,445	\$1,213,529
	PURCHASE SERVICES	\$387,511	\$437,846	\$494,000	\$505,000
	SUPPLIES	\$126,910	\$140,209	\$167,500	\$174,000
37	TOTAL EXPENSES	\$514,421	\$578,055	\$661,500	\$679,000
	TOTAL HIGHWAY	\$1,509,276	\$1,557,869	\$1,818,945	\$1,892,529
	PARK AND CEMETERY				
38	PERSONNEL SERVICES	\$738,050	\$763,389	\$899,055	\$939,127
	PURCHASE SERVICES	\$221,076	\$192,831	\$283,400	\$287,500
	SUPPLIES	\$124,554	\$145,545	\$171,850	\$170,000
39	TOTAL EXPENSES	\$345,630	\$338,376	\$455,250	\$457,500
	TOTAL PARK AND CEMETERY	\$1,083,680	\$1,101,765	\$1,354,305	\$1,396,627
	LANDFILL				
40	PURCHASE SERVICES	\$46,543	\$42,064	\$65,000	\$70,000
	TOTAL DPW	\$2,913,073	\$3,015,804	\$3,595,789	\$3,736,741
	SNOW				
41	PERSONNEL SERVICES	\$126,751	\$104,561	\$175,000	\$175,000

	<u>FISCAL YEAR 2025 BUDGET</u>	ACTUAL FY 2022	ACTUAL FY 2023	APPROVED FY 2024	REQUESTED FY 2025
42	PURCHASE OF SERVICES	\$105,063	\$80,941	\$125,000	\$125,000
	SUPPLIES	\$240,199	\$269,204	\$225,000	\$225,000
	TOTAL EXPENSES	\$345,262	\$350,145	\$350,000	\$350,000
	TOTAL SNOW	\$472,013	\$454,706	\$525,000	\$525,000
BOARD OF HEALTH					
43	PERSONNEL SERVICES	\$923,136	\$978,570	\$1,072,320	\$1,163,935
44	PURCHASE OF SERVICES	\$130,161	\$128,557	\$156,059	\$163,669
	SUPPLIES	\$13,313	\$11,182	\$16,700	\$16,000
	TOTAL EXPENSES	\$143,474	\$139,739	\$172,759	\$179,669
	TOTAL BOARD OF HEALTH	\$1,066,610	\$1,118,309	\$1,245,079	\$1,343,604
VETERANS SERVICES					
45	PURCHASE OF SERVICES	\$28,956	\$30,183	\$46,000	\$46,000
	SUPPLIES	\$0	\$1,488	\$4,000	\$4,000
	TOTAL EXPENSES	\$28,956	\$31,671	\$50,000	\$50,000
	TOTAL VETERANS SERVICES	\$28,956	\$31,671	\$50,000	\$50,000
COUNCIL ON AGING					
46	PERSONNEL SERVICES	\$246,264	\$235,165	\$307,106	\$346,917
47	PURCHASE OF SERVICES	\$33,690	\$44,845	\$27,000	\$31,440
	SUPPLIES	\$8,981	\$6,466	\$16,300	\$19,400
	TOTAL EXPENSES	\$42,671	\$51,311	\$43,300	\$50,840
	TOTAL COUNCIL ON AGING	\$288,935	\$286,476	\$350,406	\$397,757
YOUTH SERVICES					
48	PERSONNEL SERVICES	\$321,130	\$260,026	\$310,263	\$318,282
49	PURCHASE OF SERVICES	\$496	\$3,331	\$4,900	\$3,400
	SUPPLIES	\$0	\$293	\$1,650	\$1,650
	TOTAL EXPENSES	\$496	\$3,624	\$6,550	\$5,050
	TOTAL YOUTH SERVICES	\$321,626	\$263,650	\$316,813	\$323,332
LIBRARY					

	<u>FISCAL YEAR 2025 BUDGET</u>	ACTUAL FY 2022	ACTUAL FY 2023	APPROVED FY 2024	REQUESTED FY 2025
50	PERSONNEL SERVICES	\$904,368	\$933,991	\$934,919	\$1,020,553
	PURCHASE OF SERVICES	\$49,669	\$46,720	\$49,437	\$56,730
	SUPPLIES	\$236,799	\$237,446	\$252,083	\$249,447
51	TOTAL EXPENSES	\$286,468	\$284,166	\$301,520	\$306,177
	TOTAL LIBRARY	\$1,190,836	\$1,218,157	\$1,236,439	\$1,326,730
	RECREATION				
52	PERSONNEL SERVICES	\$200,837	\$179,494	\$204,646	\$231,018
	PURCHASE OF SERVICES	\$82,701	\$27,081	\$87,908	\$87,358
	SUPPLIES	\$0	\$0	\$0	\$0
53	TOTAL EXPENSES	\$82,701	\$27,081	\$87,908	\$87,358
	TOTAL RECREATION	\$283,538	\$206,575	\$292,554	\$318,376
	DEBT AND INTEREST				
54	TOTAL DEBT AND INTEREST	\$6,634,542	\$6,006,128	\$8,351,117	\$7,603,113
	RETIREMENT				
	PURCHASE OF SERVICES	\$5,378,336	\$5,728,625	\$5,907,067	\$6,285,643
55	TOTAL RETIREMENT	\$5,378,336	\$5,728,625	\$5,907,067	\$6,285,643
	TOWN ENERGY				
	PURCHASE OF SERVICES	\$0	\$0	\$523,200	\$558,580
56	TOTAL TOWN ENERGY	\$0	\$0	\$523,200	\$558,580
	SCHOOL ENERGY				
	PURCHASE OF SERVICES	\$0	\$0	\$1,073,500	\$1,146,072
57	TOTAL SCHOOL ENERGY	\$0	\$0	\$1,073,500	\$1,146,072
	UNCLASSIFIED				
	HEALTH & LIFE INSURANCE				
	Employee Health Insurance (426)	\$6,218,198	\$6,350,970	\$6,790,756	\$7,667,721

	<u>FISCAL YEAR 2025 BUDGET</u>	ACTUAL FY 2022	ACTUAL FY 2023	APPROVED FY 2024	REQUESTED FY 2025
	Retiree Health Insurance (456)	\$1,850,981	\$1,766,184	\$2,009,160	\$1,973,398
	Health Insurance Incentive Waiver (53)	\$308,894	\$273,389	\$267,300	\$241,600
	Employee & Retiree Life Insurance (603)	\$30,396	\$28,935	\$31,200	\$34,800
	Other Expenses	\$166,536	\$67,687	\$103,800	\$260,400
58	TOTAL HEALTH/LIFE INSURANCE	\$8,575,005	\$8,487,165	\$9,202,216	\$10,177,919
	OTHER INSURANCE				
59	PROPERTY, CASUALTY & LIABILITY INSURANCE	\$923,140	\$970,231	\$1,086,605	\$1,100,176
60	MEDICARE TAX - 1.45%	\$818,285	\$844,435	\$833,175	\$862,336
61	UNEMPLOYMENT COMPENSATION	\$76,460	\$43,729	\$50,000	\$50,000
62	POLICE/FIRE DISABILITY	\$0	\$0	\$15,000	\$15,000
63	OCCUPATIONAL HEALTH	\$370	\$7,686	\$8,000	\$8,000
	TOTAL OTHER INSURANCE	\$1,818,255	\$1,866,080	\$1,992,780	\$2,035,512
64	SICK LEAVE BUYBACK RESERVE FOR SALARY	\$18,903	\$22,721	\$40,000	\$40,000
65	SETTLEMENT	\$0	\$0	\$662,897	\$286,271
66	RESERVE FUND BUDGET	\$0	\$0	\$250,000	\$250,000
67	STORMWATER	\$99,383	\$115,722	\$125,000	\$125,000
	TOTAL UNCLASSIFIED	\$10,511,546	\$10,491,689	\$12,272,893	\$12,914,702
	TOTAL GENERAL FUND BUDGET	\$87,273,466	\$90,151,426	\$99,726,007	\$104,324,475

Proposed Capital Budget - Fiscal 2025			
DPW			
1	Compactor Replacement	FC	\$ 75,000
2	Heavy Equipment Replacement - H8 Trackless 2005	FC	200,000
3	Light Trucks - P60 Utility	FC	130,000
4	Sidewalk Improvements	FC	250,000
5	Town Wide Road Reconstruction	B	722,277
		SC	33,973
Facilities			
6	DPW Fleet Maintenance Flooring	FC	43,764
		SC	41,236
7	DPW Wash Bay Rehabilitation	FC	175,000
8	Library RFID Tagging	FC	100,000
Fire			
9	Ambulance Stretcher & Stairchair	AMB	99,000
10	Equipment - Detection Meters	AMB	30,000
11	Fire Vehicle - Vehicle 3	AMB	75,000
12	SCBA Air Packs	AMB	75,000
Information Technology			
13	Video Monitoring and Management System	FC	210,000
Joint Communications Center			
14	Building Security and Video Equipment	FC	50,000
15	Equipment for a Secondary PSAP	FC	300,000
Police			
16	Department Issued Firearms	FC	43,317
17	Speed & Message Boards	FC	31,580
Schools			
18	DW Roof Replacement	B	150,000
19	Elementary Installation of HVAC Air Conditioning	B	317,500
20	WMS Rooftop Air Handling Units and Exhaust Fans - Design	B	164,800
21	DW Boilers and Boiler System	FC	169,000
22	DW Student Information System	FC	112,000
23	DW Fire Alarm Control Panel/Smoke Detection	FC	170,000
24	Mini Bus	FC	50,000
Water Enterprise Fund			
25	Second Water Tank Construction	WB	2,500,000
26	Vehicle W-2	WB	130,000
27	Water Main - Construction	WB	1,200,000
TOTAL BUDGET			\$ 7,648,447
SUMMARY OF FUNDING SOURCES			
BORROWING (within the levy)		B	\$ 1,354,577
FREE CASH (unspent funds from prior years)		FC	2,109,661

SURPLUS CAPITAL (unspent funds from completed capital projects)	SC	75,209
AMBULANCE FUND (ambulance fees)	AMB	279,000
WATER ENTERPRISE FUND BORROWING (water fees)	WB	3,830,000
TOTAL FUNDING SOURCES		\$ 7,648,447

1. Budget: DPW - \$75,000	
Title: Compactor Replacement	Project Advocate(s): DPW Director
Description & Justification: This is a utility upgrade to furnish and install a trash compactor with container. Compactors wear out as a result of the extensive use of their hydraulic systems. They also suffer from exposure to both the elements and the materials thrown into them. Replacing the compactor ensures that it will remain in service and less likely to be subject to expensive hydraulic system repairs.	
Relationship to General Plan: Equipment replacement	
History: Planned	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

2. Budget: DPW - \$200,000	
Title: Heavy Equipment Replacement - H8 Trackless 2005	Project Advocate(s): DPW Director
Description & Justification: Scheduled replacement will reduce maintenance costs and downtime.	
Relationship to General Plan: Equipment replacement	
History: Planned	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

3. Budget: DPW - \$130,000	
Title: Light Trucks - P60 Utility	Project Advocate(s): DPW Director
Description & Justification: Purchase of F-350 utility vehicle to facilitate transport of groups of staff to work sites. Reduces cost of multiple vehicles traveling to same site and blocking roadways.	
Relationship to General Plan: New vehicle	
History: Planned	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

4. Budget: DPW - \$250,000	
Title: Sidewalk Improvements	Project Advocate(s): DPW Director
Description & Justification: This request provides funds specifically targeting the renewal and expansion of the Town's sidewalk system in accordance with the Sidewalk Improvement Plan. Improvements will include the provision to add ADA required modifications to the sidewalk system. Sidewalks planned for rehabilitation are Pequot, Old Connecticut Path (West to Charena). Funding appropriation will support design, construction, legal & personnel services. The Town's roadways have historically been the primary recipient of transportation improvement funds. More recently it has become apparent that non-motorized transportation (pedestrian and bicycle) warrants investment. Previous levels of funding are not sufficient to provide for the renewal and expansion of the Town's pedestrian system.	
Relationship to General Plan: Infrastructure maintenance	
History: Planned and ongoing - FY2025 funding request increased by \$100,000 from previous plan	

Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes
----------------------------	----------------------------------

5. Budget: DPW - \$756,250	
Title: Town Wide Road Reconstruction	Project Advocate(s): DPW Director
Description & Justification: Funding to continue road improvement projects on the Town's 96 miles of roadway. At present construction rates, resurfacing costs approximately \$250,000 per mile. This funding will be combined with State Chapter 90 funding for FY25 road rehabilitation that is expected to include Concord, Lakeshore Terrace, French, Griffin, York, Campbell, Grove, Dairy Farm, Stonebridge. This is an annual program that ensures the Town's roads and municipal ways remain in safe and usable condition. Schedule is based on required water main projects, drainage issues, and pavement conditions. This level of funding represents a 15-17 year resurfacing schedule.	
Relationship to General Plan: Infrastructure maintenance	
History: Planned and ongoing	
Source of Funds: \$722,277 Borrowing + \$33,973 Surplus Capital	In the 5 Year Capital Plan?: Yes

6. Budget: Facilities Department - \$85,000	
Title: DPW Fleet Maintenance Flooring	Project Advocate(s): Public Buildings Director
Description & Justification: Strip existing floor and apply fit for purpose coating to fleet maintenance floor. After 8 years of operation the floor is delaminating and causing operational and safety concerns.	
Relationship to General Plan: Building and grounds maintenance	
History: Planned - FY2025 funding request increased by \$35,000 from previous plan	
Source of Funds: \$43,764 Free Cash + \$41,236	In the 5 Year Capital Plan?: Yes

7. Budget: Facilities Department - \$175,000	
Title: DPW Wash Bay Rehabilitation	Project Advocate(s): Public Buildings Director
Description & Justification: Replacement of inefficient wash bay equipment. A wash bay is a necessary facility for the DPW. The current wash bay equipment is no longer operating at the necessary level of functionality. Rehabilitation would increase efficiency of throughput and conserve water and natural gas usage.	
Relationship to General Plan: Equipment replacement	
History: Planned - FY2025 funding request increased by \$75,000 from previous plan	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

8. Budget: Facilities Department - \$100,000	
Title: Library RFID Tagging	Project Advocate(s): Public Buildings Director
Description & Justification: Install & implement RFID system for improved materials borrowing & tracking. RFID is the current standard for loaning & tracking circulating materials within Minutemen Library Network.	
Relationship to General Plan: New equipment	
History: Planned	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

9. Budget: Fire Department - \$99,000	
Title: Ambulance Stretcher & Stairchair	Project Advocate(s): Fire Chief

Description & Justification: Purchase equipment for ambulance to include stretcher, lift system and mobility chair. Equipment needs to be purchased for new ambulance.	
Relationship to General Plan: New safety equipment	
History: Planned - FY2025 funding request increased by \$49,000 from previous plan	
Source of Funds: Ambulance Fund	In the 5 Year Capital Plan?: Yes

10. Budget: Fire Department - \$30,000	
Title: Equipment - Detection Meters	Project Advocate(s): Fire Chief
Description & Justification: Replace outdated detection meters and related equipment	
Relationship to General Plan: Safety equipment replacement	
History: Planned	
Source of Funds: Ambulance Fund	In the 5 Year Capital Plan?: Yes

11. Budget: Fire Department - \$75,000	
Title: Fire Vehicle - Vehicle 3	Project Advocate(s): Fire Chief
Description & Justification: Replace vehicle and associated equipment used by Assistant Fire Chief for administrative and emergency responses.	
Relationship to General Plan: Vehicle replacement	
History: Planned	
Source of Funds: Ambulance Fund	In the 5 Year Capital Plan?: Yes

12. Budget: Fire Department - \$75,000	
Title: SCBA Air Packs	Project Advocate(s): Fire Chief
Description & Justification: Purchase additional SCBA (air packs) for the use of fire personnel in hazardous environments. Current supply of SCBA units is inadequate for all fire department apparatus.	
Relationship to General Plan: New safety equipment	
History: Planned	
Source of Funds: Ambulance Fund	In the 5 Year Capital Plan?: Yes

13. Budget: Information Technology Department - \$210,000	
Title: Video Monitoring and Management System	Project Advocate(s): IT Director
Description & Justification: Security cameras are a standard part of modern security, asset protection and liability minimization strategies. This project will install security cameras in locations in town buildings where they do not currently exist, including the associated network cabling, equipment and a centralized recording and monitoring system. The installation of this system will be the first major step towards unifying all of the town's security cameras onto a single platform and accessible by all personnel who have the appropriate authorization.	
Relationship to General Plan: New security equipment	
History: Planned multi-year project - FY2025 funding request decreased by \$10,000 from previously planned FY2026 funding. An additional \$160,000 previously planned for FY2027 is now planned for FY2026, for a total expected project cost of \$370,000.	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

14. Budget: Joint Communications Center - \$50,000	
Title: Building Security and Video Equipment	Project Advocate(s): Police & Fire Chiefs
Description & Justification: Upgrade access control current system which is over 15 years old and no longer reliable.	
Relationship to General Plan: Security equipment replacement	
History: Planned - FY2025 funding request decreased by \$50,000 from previous plan	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

15. Budget: Joint Communications Center - \$300,000	
Title: Equipment for a Secondary PSAP	Project Advocate(s): Police & Fire Chiefs
Description & Justification: Secondary Public Safety Answering Point (PSAP) for Station 2 and Police and Fire radio system Upgrades. Additional equipment is needed and a majority of Police and Fire radio systems equipment is greater than 25 years old.	
Relationship to General Plan: New equipment	
History: Planned	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

16. Budget: Police Department - \$43,317	
Title: Department Issued Firearms	Project Advocate(s): Police Chief
Description & Justification: Planned replacement of department issued firearms	
Relationship to General Plan: Equipment replacement	
History: Planned	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

17. Budget: Police Department - \$31,580	
Title: Speed & Message Boards	Project Advocate(s): Police Chief
Description & Justification: The current boards are over 10 years old and do not work properly. They no longer charge and many of the lights are out.	
Relationship to General Plan: Safety equipment replacement	
History: Planned	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

18. Budget: School Department - \$150,000	
Title: DW Roof Replacement	Project Advocate(s): School Committee, Public Buildings Director
Description & Justification: District wide repair/replacement of school roofs	
Relationship to General Plan: Building and grounds maintenance	
History: Planned multi-year project - FY2025 funding request decreased by \$42,000 from previous plan. An additional \$383,000 remains planned for FY2026, for an expected total project cost of \$533,000.	
Source of Funds: Borrowing	In the 5 Year Capital Plan?: Yes

19. Budget: School Department - \$317,500	
Title: Elementary Installation of HVAC Air Conditioning	Project Advocate(s): School Committee, Public Buildings Director
Description & Justification: Replace existing elementary classroom unit ventilators with new energy efficient units.	
Relationship to General Plan: Building and grounds maintenance	
History: Planned multi-year project - Additional funding of \$405,000 and \$540,000 remains planned for FY2026 and FY2027, respectively, for a total expected project cost of \$1,262,500.	
Source of Funds: Borrowing	In the 5 Year Capital Plan?: Yes

20. Budget: School Department - \$164,800	
Title: WMS Rooftop Air Handling Units and Exhaust Fans - Design	Project Advocate(s): School Committee, Public Buildings Director
Description & Justification: Immediate replacement of most exhaust fans. Planning and design expected in FY2026 and replacement in FY2027 for remaining exhaust fans and roof top air handling units to be upgraded to energy efficient and fossil fuel free units.	
Relationship to General Plan: Building and grounds maintenance	
History: Planned multi-year project - Previously planned for \$50,000 design funding and \$500,000 construction funding in FY2025 and FY2026, respectively. These two original requests remain in the plan but in FY2026 and FY2027, respectively. With this additional request, the total expected project cost is \$714,000.	
Source of Funds: Borrowing	In the 5 Year Capital Plan?: Yes

21. Budget: School Department - \$169,000	
Title: DW Boilers and Boiler System	Project Advocate(s): School Committee, Public Buildings Director
Description & Justification: Replace existing district wide boilers and boiler systems with energy efficient and reliable systems. Current boilers are past their expected useful life. This multi-year project is currently planned for funding in FY2025, FY2026 and FY2028.	
Relationship to General Plan: Building and grounds maintenance	
History: Planned multi-year project - FY2025 funding request increased by \$60,000 from previous plan. Additional funding of \$436,000 and \$130,000 remains planned for FY2026 and FY2028, respectively, for a total expected project cost of \$735,000.	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

22. Budget: School Department - \$112,000	
Title: DW Student Information System	Project Advocate(s): School Committee
Description & Justification: The current system is being sunset. The publisher will no longer support the product or provide updates to ensure compliance with state requirements or security updates. Additionally, the new system will consolidate two current systems into a cohesive application that could enhance Medicaid reimbursements due to the expansion of this federal program. This project includes transition costs including professional services to transfer data from the current system, training, and license fees. The new system will support the needs of the district for a minimum of ten years.	
Relationship to General Plan: Software replacement	
History: Planned	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

23. Budget: School Department - \$170,000	
Title: DW Fire Alarm Control Panel/Smoke Detection	Project Advocate(s): School Committee, Public Buildings Director
Description & Justification: The Capital Conditions Needs Assessment conducted in 2018 identified that the fire alarm control panels and smoke detection systems at WHS Field House, WMS, CH and LO will require replacement as they have reached their useful life. In addition the systems at HH will be in need of replacement due to end of useful life. Additionally, the Wayland Fire Department has strongly recommended that the systems be replaced. The updated alarm systems will be addressable systems that will identify individual detectors in lieu of the current systems that only identify a large section of the building. Continuation of the district wide project requires an additional \$170,000 to complete the device replacement at the Middle School.	
Relationship to General Plan: Safety equipment replacement	
History: Planned multi-year project - This FY2025 request is additional to the \$376,000 previously appropriated (\$87,400 in FY2022, \$100,000 in FY2023, \$188,600 in FY2024), for a total expected project cost of \$546,000.	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

24. Budget: School Department - \$50,000	
Title: Mini Bus	Project Advocate(s): School Committee
Description & Justification: Replacement of Town-owned mini-bus. The current mini-bus, which was donated several years ago, is past its useful life and can no longer pass annual state inspections. The 14-capacity mini-bus serves the athletics program, school field trips, Council on Aging, and other departments.	
Relationship to General Plan: Vehicle replacement	
History: Planned	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

25. Budget: Department of Public Works, Water - \$2,500,000	
Title: Second Water Tank Construction	Project Advocate(s): DPW Director
Description & Justification: This project involves the construction of a 2nd water tank with design funded previously in FY2024. A second water tank was demolished a number of years ago. It is known that to provide reliable water and fire protection at a required pressure, a second tank is necessary.	
Relationship to General Plan: Infrastructure construction	
History: Planned multi-year project – FY2025 request is for construction funds following \$250,000 of design funds appropriated in FY2024, for a total expected project cost of \$2,750,000.	
Source of Funds: Water Enterprise Fund Borrowing	In the 5 Year Capital Plan?: Yes

26. Budget: Department of Public Works, Water - \$130,000	
Title: Vehicle W-2	Project Advocate(s): DPW Director
Description & Justification: This is a scheduled replacement of bodies that will prolong the life of each vehicle by approximately five years. The new bodies will be reused in future vehicle replacements, reducing funding needed to complete new vehicles.	
Relationship to General Plan: Vehicle replacement	
History: Planned	
Source of Funds: Water Enterprise Fund Borrowing	In the 5 Year Capital Plan?: Yes

27. Budget: Department of Public Works, Water - \$1,200,000	
Title: Water Main - Construction	Project Advocate(s): DPW Director
Description & Justification: This project is for construction associated with our water main replacement program to replace pipes known to be in poor condition.	
Relationship to General Plan: Infrastructure maintenance	
History: Planned and ongoing	
Source of Funds: Water Enterprise Fund Borrowing	In the 5 Year Capital Plan?: Yes

Article 11. Capital Stabilization Fund Appropriation

Proposed by: Select Board

Estimated Cost: \$250,000

To determine if the Town will vote to appropriate \$250,000 to be deposited in the Town’s Capital Stabilization Fund; and that said appropriation will be funded by Free Cash.

FINANCE COMMITTEE COMMENTS: Passage of this article will contribute \$250,000 from Free Cash to the Capital Stabilization Fund (CSF) to support future expenses related to the Town’s Capital Improvement Plan (CIP). This fund-to-fund transfer does not require an increase in taxation.

The 2021 Annual Town Meeting approved the establishment and initial funding of a CSF. In 2022, the Select Board approved a policy for the CSF which outlines the purpose and parameters for operation of the fund.

The purpose of the CSF is to promote sound financial planning practices by allowing the Town, from time to time, by appropriation, to support the CIP by reserving funds to pay for costs or debt service related to the engineering and design, renovation, reconstruction or construction of Town facilities. The objectives of the fund are to provide a source of funds to keep projects previously approved by Town Meeting moving forward, level the impact of capital expenditures on taxation, and to create a funding source for the Town share of matching grants.

Funds may be transferred into the CSF by a simple majority vote of Town Meeting from any general fund source, including taxation, free cash, or residual funds at the completion of previously approved capital projects ("capital close outs").

The Treasurer is the custodian of the CSF and will invest the fund as allowable by state statute. Any interest earned on the assets of the CSF shall be added to it. Monies accumulated in the CSF carry over from one fiscal year to another.

Appropriations from the CSF to support capital expenditures require a two-thirds majority vote of Town Meeting. The policy established that appropriations from the CSF, in priority order, are restricted to: 1) additional funding to support the Town’s Capital Investment Plan for projects previously approved at Town Meeting 2) unanticipated capital projects resulting from a catastrophic or emergency event if the financial burden of the event is in excess of an amount which the Finance Committee Reserve Fund can cover 3) the Town share of matching grants 4) support of critical capital expenses if revenue, from whatever source, including free cash, is less than forecasted in the Five-Year Capital Investment Plan 5) providing for General Fund “pay-as-you-go” capital appropriations.

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

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

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

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

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

The assets of CSF can be invested and earn income while the Free Cash balance cannot.

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

The Town lacks a consistent, measurable way of funding the capital stabilization fund.

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

QUANTUM OF VOTE: Majority. See Massachusetts General Laws Chapter 40, Section 5B.

For more information, contact Finance Director Brian Keveny at bkeveny@wayland.ma.us.

Article 12. Revise Town Code Chapter 43: Personnel

Proposed by: Select Board

To determine whether the Town will vote to amend the Town Code, Chapter 43 – Personnel, by repealing the existing text and replacing it with the text shown below:

Chapter 43 PERSONNEL

§ 43-1. Definitions.

As used in this chapter, the following words and phrases shall have the following meanings, unless a different construction is clearly required by the context or by the laws of the Commonwealth:

APPOINTING AUTHORITY or **EMPLOYING AGENCY** — The Town Manager, or other authority empowered by statute, special act or bylaw to make appointments.

BOARD — The Personnel Board as defined in § 43-3.

CLASS — A group of positions in the Town service sufficiently similar in respect to duties and responsibilities so that:

1. The same descriptive title may be used to designate each position allocated to the class;
2. The same qualifications shall be required of the applicants and incumbents;
3. The same tests of fitness may be used to choose qualified employees; and
4. The same scale of compensation can be made to apply with equity.

DEPARTMENT — Any department, board, committee, commission or other agency of the Town subject to this chapter and the Wage and Salary Classification Plan.

DEPARTMENT HEAD — The officer or employee having immediate supervision and control of a department.

HUMAN RESOURCES Manager — The head of the Human Resources Department as appointed by the Town Manager.

STEP RATE — A pre-established, incremental rate in a range between the minimum and maximum rates.

SUPERVISORY AUTHORITY — The department head or other authority empowered by law to supervise, direct and control the activities of employee(s).

TOWN — The Town of Wayland.

WAGE AND SALARY CLASSIFICATION PLAN - The schedule of hourly, weekly, annual and flat rates appearing in the Town's annual Town meeting warrant or special Town meeting warrant.

§ 43-2. Scope of Bylaw

- (1) All Town departments and positions shall be subject to the provisions of this Bylaw, except employees of the Wayland Public Schools. In the event that this Bylaw conflicts with the terms of a personal employment contract or collective bargaining agreement, the terms of said contract or collective bargaining agreement will take precedence over this Bylaw.

§ 43-3. Personnel Board.

- A. There shall be a Personnel Board comprised of 5 members appointed by the Select Board. The Select Board shall have the power to fill Personnel Board vacancies in accordance with MGL c. 41 § 11. The term of appointment shall be for 3 years, except where the appointment is to fill a vacancy, and then it shall be to fill the unexpired term. No member of the Personnel Board shall be an employee of the Town or hold Town office. Members of the Personnel Board shall serve without compensation. Each member shall be a resident of the Town. Appointments shall be arranged so that the terms of office of no more than two members shall expire each year.
- B. The Personnel Board shall have the following powers and duties:
 - (1) Provide advice to the Town Manager, or designee, and make recommendations on establishing and maintaining an efficient and equitable system of personnel administration for Town employees covered by this Bylaw.
 - (2) Provide advice to the Town Manager, or designee, with respect to the Wage and Salary Classifications Plan (“the Plan”), including but not limited to amendments to the Plan and the development of new Plans.
 - (3) Provide advice to the Town Manager and Human Resources Manager with respect to classification of new positions and reclassification of existing positions covered by this Bylaw.
 - (4) Provide advice to the Select Board, Town Manager and Human Resources Manager with respect to all personnel policies and procedures. The Personnel Board shall review, revise and adopt all Town personnel policies in conjunction with the Select Board, Town Manager, or designee. The Personnel Board shall annually review the Town’s personnel policies and recommend revisions to the Select Board, Town Manager or Human Resources Manager.
 - (5) Provide advice to the Town Manager and Human Resources Manager with respect to job descriptions, including revisions to existing job descriptions and the development of new job descriptions, consistent with Town Manager Act, Chapter 33 of the Acts of 2022.
 - (6) Upon request by the Town Manager, a member of the Personnel Board shall serve on interview panels for the hiring of Department Heads and Directors of the Town consistent with Town Manager Act, Chapter 33 of the Acts of 2022.

- (7) Report to the Select Board and/or Town Meeting, as it deems appropriate, as to the status of human resource administration and personnel-related matters in the Town. If an Article is inserted in the warrant for an Annual or Special Town Meeting with respect to human resources or personnel matters, a copy of such article shall be furnished to the Personnel Board by the Town Manager. The Personnel Board may report its recommendations to Town Meeting or the Select Board with respect to such articles.
 - (8) May make an annual report to the Town, including recommendations on any matters related to the administration of human resources or personnel-related matters.
 - (9) Provide advice and consultation to the Town Manager and/or Select Board on compensation and contract issues for non-union management employees.
 - (10) Meet as necessary with Town officials and employees upon request for consultation on matters within the Personnel Board's jurisdiction.
- C. The Personnel Board shall meet on a regular basis or as necessary to consider such business as may be presented by the Town Manager or Human Resources Manager, and to provide advice relating to matters within the scope of the Personnel Board's authority under this Bylaw and other personnel-related matters. Three members of the Personnel Board shall constitute a quorum, and all action shall be taken by a majority of the members present at the Board meeting, provided that the Personnel Board may delegate to the Chair power to act at any time on routine matters, subject to appeal to the full Board.
- D. The Personnel Board shall receive such reasonable assistance and information as it may require for the discharge of its duties.
- E. If any provision of this Bylaw is determined to be invalid under state or federal law, such decision shall not be construed to affect the validity of any other provision of this Bylaw

The Select Board recommends approval. Vote: 4-1-0.

RECOMMENDATION: Article text had not been provided to the Finance Committee by its last meeting prior to the warrant going to print. Thus, the Finance Committee, in its role of providing a full and balanced evaluation of each article, was not in a position to provide commentary. Accordingly, the Committee deferred its vote to ATM. Vote: 6-0-0.

QUANTUM OF VOTE: Majority. See Massachusetts General Laws Chapter 40, Section 21.

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

For more information, contact Town Manager Michael McCall at mmccall@wayland.ma.us.

Article 13. Community Preservation Act - Set Asides and Transfers

Proposed by: Community Preservation Committee

Estimated Cost: \$813,341

To determine if the Town will vote to:

1. Set aside for later spending from the Community Preservation Fund (CPF) Uncommitted Fund, in accordance with the requirements of the Community Preservation Act:
 - a. Not less than \$129,870 for open space, but not including land for recreational use; and
 - b. Not less than \$129,870 for historic preservation; and
 - c. Not less than \$129,870 for community housing; and

- d. \$50,000 for administrative expenses; and
2. Set aside for later spending \$373,731 from the CPF Uncommitted Fund for annual debt service obligations relating to the acquisition of the conservation restriction on Mainstone Farm, as approved by the 2016 Annual Town Meeting; and
3. Transfer \$130,670 from the CPF Community Housing Fund to the Wayland Municipal Affordable Housing Trust Fund.

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

- a) annual 10% 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 Administrative Fund for 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) transfer of funds set aside 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 historic preservation projects, and creating and preserving community housing that is affordable for low- and moderate-income individuals and families. CPF monies may 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, contributions from the State Community Preservation Trust Fund, and interest earned on these amounts. An appropriation from any part of the Wayland CPF must meet statutory criteria for its purpose, be recommended by the Community Preservation Committee (CPC), and be passed by a majority at Town Meeting, or two-thirds majority in the case of borrowing.

Annual Distribution of Funds: Within the Wayland CPF, there are four separate pools of money. Three funds hold money designated exclusively for a single purpose; open space, historic preservation, and community housing. Each of these three funds receives at least 10% of the annual contributions, which come from a 1.5% local real estate tax surcharge and from the State Trust Fund yield. The remainder of annual contributions (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 can only be used for those specific purposes, while the monies in the Uncommitted Fund may be used for any of the three purposes, certain recreation projects, and CPC administrative expenses such as appraisals, studies, and plans. Item 1 accomplishes the annual allocation to the three individual purpose funds and a set aside for administrative expenditures.

Debt Service: The 2016 Annual Town Meeting voted to purchase a Conservation Restriction protecting Mainstone Farm from development and preserving it as open space in perpetuity. To accomplish that purchase, the Town incurred debt that is paid exclusively by Community Preservation Fund revenue. This allocation services that debt.

Community Housing Funds Transfer: The Wayland Municipal Affordable Housing Trust Fund (WMAHTF) was created to address the shortage of affordable housing in Wayland. Funds to be transferred to the WMAHTF this year are those allocated to the Community Housing Fund through the annual distribution

described in item C above, and an additional \$800 previously deposited in that fund. The transferred funds retain the same use restrictions as if they continued to be held in the CPF.

The Community Preservation Committee recommends approval. Vote: 6-0-0

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

ARGUMENTS IN FAVOR: The 10% set asides are required by the Community Preservation Act (CPA), and ensure that the Town continues to the needs of housing, open space, and historic preservation consistent with the CPA. 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.

Transferring funds to the WMAHTF enables the Town to pursue affordable housing opportunities with greater flexibility than if tied to the Annual Town Meeting schedule. These set asides and transfer are funded through monies already collected through the Community Preservation Act property tax surcharge and revenue from the State Community Preservation Fund.

ARGUMENTS OPPOSED: Some may oppose funding open space, historic preservation, and community housing at the statutory minimum of 10% and would instead devote a greater percentage of the funds, rather than retaining 70% of the revenue in the Uncommitted Fund.

Some may oppose the amount being allocated for administrative expenses; which would be used to procure appraisals, studies, and similar work to support the CPC's performance of its statutory responsibilities.

Some may oppose the transfer of funds from the CPF Community Housing Fund to the Wayland Municipal Affordable Housing Trust Fund, which would be inconsistent with the Town's adoption of the Trust.

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

QUANTUM OF VOTE: Majority. See Massachusetts General Laws Chapter 44B, Section 6.

For more information contact CPC Chair, Susan Weinstein at sweinstein@wayland.ma.us.

**Article 14. Community Preservation Act – Historic Preservation Projects:
Preservation Materials for Town's Historic Collection; Preservation of
Town Permanent Records and HVAC System at Grout-Heard House**

Proposed by: Select Board

Estimated Cost: \$500,000

To determine whether the Town will vote to appropriate from the Community Preservation Fund Historic Preservation Fund:

- (a) Not more than \$2,673 to be expended by the Wayland Historical Commission for the purchase of supplies and materials for preservation and storage of the Town's historical artifacts; and
- (b) Not more than \$100,000 to be expended by the Town Clerk, subject to the advance approval of the Wayland Historical Commission, for the rehabilitation, conservation, and preservation of the Town's permanent records that are more than 50 years old, including but not limited to birth, marriage, and death records, annual street listings, and annual town reports; and
- (c) Not more than \$55,000 to be expended by the Wayland Historical Society for installation of a new HVAC system at the Grout-Heard House and Museum.

FINANCE COMMITTEE COMMENTS: Community Preservation Act (CPA) funds may be used for the acquisition, preservation, rehabilitation, and restoration of historic resources. This article would fund three historic preservation projects through the Community Preservation Fund Historic Preservation Fund.

Supplies for Preservation and Storage of Town Artifacts: The Town of Wayland sits on land that has been occupied by humans for thousands of years. Artifacts from the past 5,000 years have been discovered in Wayland, collected, and stored in the Archaeology Lab in the Town Building. The Archaeology Lab's estimated 10,000 individual artifacts may be at risk because of previously-used storage materials and practices. For more than 2 years, volunteers have been implementing professional guidance on current standards for storage and documentation of historic records and artifacts. This appropriation will fund the purchase of additional supplies and materials to continue this important work.

Town Permanent Records: Massachusetts laws require municipalities to maintain certain records in perpetuity. Even when Town permanent records are digitized, the Town is obligated to maintain the original records. Each of these records provides unique information about the Town and its residents. This project helps preserve the recorded history of Wayland, providing a treasure trove of primary source material. The CPC recommends funding this first phase of this multi-year project.

HVAC at Grout-Heard House: The Wayland Historical Society (WHS), a not-for-profit organization, needs to replace the heating, ventilation, and air conditioning (HVAC) system to provide the consistent heating and cooling necessary to protect and preserve the 18th-century Grout-Heard House and its more than 5,000 historical resources, located at 12 Cochituate Road. A new HVAC system will enable the WHS to preserve the building and its contents. The WHS has solicited multiple bids to substantiate the anticipated expense and has applied for a Massachusetts Cultural Council Facilities Grant to support the project. If approved, it would provide a 1:1 match and reduce the CPA contribution by half. However, the grant awards will not be announced before Annual Town Meeting, so the CPC recommends funding the entire expense. CPA funds non-Town projects on a reimbursement basis. Any excess funds would be returned to the CPA Historic Preservation Fund.

These projects are funded through monies already collected through the Community Preservation Act property tax surcharge and revenue from the State Community Preservation Fund. These expenditures do not increase or impact the Town's property tax rate. Wayland adopted the CPA to accomplish, in part, projects that preserve the Town's historic resources. The three projects are an appropriate use of CPA Historic Preservation funds.

The Community Preservation Committee recommends approval. Vote: 6-0-0 for preservation supplies and the Town's records; 5-0-1 for the Grout-Heard House project.

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

ARGUMENTS IN FAVOR: The Historical Commission needs supplies and materials to preserve and maintain the Town's irreplaceable collection of Wayland artifacts. The Historical Commission receives no funding in the Town's budget and has no other funding source.

The Town must preserve certain official records in perpetuity. This article will fund the first year of a multi-year project to organize, rehabilitate, and preserve these historic documents.

The Grout-Heard House preserves and showcases Wayland's history. Maintaining consistent climate control protects the historic house, documents, and artifacts. The funding will enable the Wayland Historical Society to install an efficient, modern system, helping to protect the Museum and its contents.

ARGUMENTS OPPOSED: Even though it is a Town Board, the Historical Commission might be able to solicit private donations to purchase the supplies.

Some might say the Town needs to keep the records, but is not required to maintain them in good condition.

Although the Wayland Historical Society has obtained multiple bids and applied for a matching grant from the Commonwealth, it might be able to get more favorable bids than the current estimate.

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

QUANTUM OF VOTE: Majority. See Massachusetts General Laws Chapter 44B, Section 5.

For more information, contact CPC Chair, Susan Weinstein at sweinstein@wayland.ma.us

Article 15. Revise Town Code 91-1

Proposed by: Town Clerk

To determine whether the Town will vote to amend Town Code, Article 1 Regulation of Dogs, Section 91-1, Definitions, by deleting text shown as struck through and inserting, in alphabetical order, text shown as underlined, as follows:

§ 91-1 Definitions:

A. As used in this article, the following words and terms have the following meanings:

DCO

The Dog Control Officer also referred to as the Animal Control Officer or “ACO”.

~~KENNEL~~

~~Four or more dogs, six months of age or older, kept on a single property, whether for breeding, sale, training, hunting, companionship, or any other purpose.~~

PERSONAL KENNEL: a pack or collection of more than 4 dogs, 3 months old or older, owned or kept under single ownership, for private personal use; provided, however, that breeding of personally owned dogs may take place for the purpose of improving, exhibiting or showing the breed or for use in legal sporting activity or for other personal reasons; provided further, that selling, trading, bartering or distributing such breeding from a personal kennel shall be to other breeders or individuals by private sale only and not to wholesalers, brokers or pet shops; provided further, that a personal kennel shall not sell, trade, barter or distribute a dog not bred from its personally-owned dog; and provided further, that dogs temporarily housed at a personal kennel, in conjunction with an animal shelter or rescue registered with the department, may be sold, traded, bartered or distributed if the transfer is not for profit.

Personal kennels will be inspected by the Animal Control Officer (ACO). Upon a successful inspection, the ACO will forward the report to the Town Clerk, at which time the Town Clerk will contact the resident for payment, and upon payment, a personal kennel license will be processed.

COMMERCIAL BOARDING OR TRAINING KENNEL: an establishment used for boarding, holding, day care, overnight stays or training of animals that are not the property of the owner of the establishment, at which such services are rendered in exchange for consideration and in the absence of the owner of any such animal; provided, however, that "commercial boarding or training kennel" shall not include an animal shelter or animal control facility, a pet shop licensed under section 39A of chapter 129, a grooming facility operated solely for the purpose of grooming and not for overnight boarding or an individual who temporarily, and not in the normal course of business, boards or cares for animals owned by others.

COMMERCIAL BREEDER KENNEL: an establishment, other than a personal kennel, engaged in the business of breeding animals for sale or exchange to wholesalers, brokers or pet shops in return for consideration. Commercial kennels – whether for breeding, boarding or training will need to be inspected by the ACO. Every first-time applicant for a new commercial kennel license must first obtain a special permit

from the Zoning Board of Appeals, pursuant to Wayland Town Bylaws, Chapter 198, Zoning §198-203.1. Once the Zoning Board of Appeals makes a favorable decision, the application may then submit an application to the Town Clerk's Office to apply for a Kennel License.

VETERINARY KENNEL: a veterinary hospital or clinic that boards dogs for reasons in addition to medical treatment or care; provided, however, that "veterinary kennel" shall not include a hospital or clinic used solely to house dogs that have undergone veterinary treatment or observation or will do so only for the period of time necessary to accomplish that veterinary care.

FINANCE COMMITTEE COMMENTS: Passage of this article will amend Town Code, Chapter 91-1, Regulation of Dogs to align the Town's bylaw with Massachusetts General Laws, in regards to the definition of a kennel, types of kennels and the process on how one applies for a kennel license with those of Massachusetts General Laws. In particular, the revised code differentiates between personal and commercial types of kennels. The updated bylaw will allow residents, businesses, and other Town Departments to accurately review, process and monitor applications more efficiently and in a timely manner.

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

ARGUMENTS IN FAVOR: The amendments bring the bylaw more in line with State laws. It will lead to a better understanding of the purpose and intent of various kennels and the impact on other Town bylaws and guidelines on property use.

ARGUMENTS OPPOSED: Some opponents might challenge that the number of five or more dogs making up a kennel is too low.

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

QUANTUM OF VOTE: Majority. See Massachusetts General Laws Chapter 40, Section 21.

CONSISTENCY WITH LAW: This bylaw amendment is not repugnant to Massachusetts or federal law (See M.G.L. Chapter 140, Sec. 136A).

For more information, contact Town Clerk Trudy Reid at treid@wayland.ma.us.

Article 16. Revise Town Code 91-2

Proposed by: Town Clerk

To determine whether the Town will vote to amend Town Code, Article 1 Regulation of Dogs, Chapter 91, Section 91-2: Vaccinations, licensing and fees by inserting text denoted by underlining and deleting text denoted as ~~strickethrough~~ as follows and further to accept the provisions of M.G.L. Chapter 140, Section 139(c) as incorporated herein:

§ 91-2: Vaccination, licensing and fees.

A. Three or fewer dogs.

(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. Dog owners must return forms and fees to the Clerk by ~~January 15 (or the first business day thereafter, if the 15 falls on Saturday, Sunday, or legal holiday)~~ March 1st, (or the first business day thereafter if the 1st falls on a 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) License fees. The fees for licensing each dog are:

- (a) Annual license fee for each neutered or spayed dog over six months old: \$15.
- (b) Annual license fee for each unaltered dog over six months old: \$20.
- (c) License fee for any dog younger than six months: none.
- (d) Fee to replace lost dog tag: \$5.
- (e) Fee for transfer license: \$5.
- (f) Late fee: \$25.
- (g) No fee shall be charged for a license for a dog owned by a person aged 70 years or older.
- (h) No license fee or portion thereof shall be refunded because of the subsequent death, loss, spaying or removal from the town or other disposal of the dog.

~~After a public hearing, notice of which is posted for at least two weeks in a conspicuous place in Town Building and published at least once, not less than two weeks prior to the time specified for the hearing, in a newspaper of general circulation within the Town, the Board of Health may change the foregoing license fees pursuant to Massachusetts General Laws Chapter 40, Section 22F. Any such changes shall take effect upon the filing of notice thereof in the Office of the Town Clerk.~~

FINANCE COMMITTEE COMMENTS: Passage of these two bylaw amendments will improve the management and regulation of dog ownership in the town. The first is extending the effective date of the late fee and gives residents more time after receiving their registration notice sent out typically around December 1st of each year. It allows residents a little more time to get through the holiday seasons and the Town Clerk's office to work on other year end responsibilities.

This article is also asking the Town to accept of portion of the Massachusetts General Law Chapter 140, section 139 (c) – “No fee shall be charged for a license for a dog owned by a person aged 70 years or older in a city or town that accepts this provision.” Studies have shown that getting age 70+ residents to register their dogs is always beneficial to them and the town, and eliminating the fee, may encourage more seniors to register their dogs. It may also encourage more seniors to acquire companionship knowing there were no additional financial burdens on them. While the town doesn't track dog owners ages, it is believed there would not be a significant fee loss should this fee be eliminated. The final update clarifies the towns policy on refunds should a pet stop residing in the town.

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

ARGUMENTS IN FAVOR: Improve the management and regulation of dog registration for both residents and Town Clerks office. Encourage more seniors to register their dogs and/or acquire a new companion. Clarify refund policy.

ARGUMENTS OPPOSED: A small loss of fee revenue. Some opponents may feel that a refund is warranted if the pet stops residing in the town during the license period.

RECOMMENDATION: The Finance Committee recommends Approval. Vote: 6-0-0

QUANTUM OF VOTE: Majority. See Massachusetts General Laws Chapter 40, Section 21.

CONSISTENCY WITH LAW: This bylaw amendment is not repugnant to Massachusetts or federal law (see Massachusetts General Laws Chapter 140, Sections 136A-174F).

For more information, contact Town Clerk Trudy Reid at treid@wayland.ma.us.

Article 17. Resolution in Support of Changing the State Flag and Seal of Massachusetts

Proposed by: Petitioners

To determine if the Town will vote to:

WHEREAS the land area now known as the Town of Wayland was the homeland of Indigenous Peoples long before the first settlers arrived in 1638 to colonize this area.

WHEREAS the imagery of the Massachusetts flag and seal – a white hand holding a Colonial sword over the head of an Indigenous person, above a Latin motto that translates: “She Seeks by the Sword a Quiet Peace Under Liberty” – is seen by many as a symbol of violence against Indigenous people and a memorial to the violent colonization of their homelands.

WHEREAS, for more than 50 years, Indigenous leaders have called for the flag and seal of Massachusetts to be changed.

WHEREAS, a Special Commission on [the] Official Seal and Motto of the Commonwealth issued a report on November 15, 2023, calling for the creation of an advisory body to be funded and charged with the task of working with the Secretary of the Commonwealth to hire a professional designer to create a new image for the flag and seal of Massachusetts.

WHEREAS, it is now up to the Massachusetts legislature to prioritize changing the flag and seal by establishing and funding the advisory group called for by the Special Commission, and giving the advisory group a deadline to complete its task and return with a final design image.

WHEREAS, as of this writing, 79 communities in the Commonwealth have voted to support changing the Massachusetts flag and seal including, recently, the Town of Sudbury.

NOW, BE IT RESOLVED that the Town of Wayland hereby adopts this resolution to support changing the Massachusetts flag and seal to better reflect the Commonwealth’s aspirations for harmonious and respectful relations between all people who now call Massachusetts home. Specifically, this resolution supports the recommendations of the Special Commission to change the Massachusetts flag and seal and to create an advisory body to be funded and charged with the task of working with the Secretary of the Commonwealth to hire a professional designer to create a new image for the Massachusetts flag and seal. The Town Clerk shall forward a copy of this resolution to Sen. Nick Collins and Rep. Antonio Cabral, co-chairs of the Joint Committee on State Administration, and Sen. Jamie Eldridge and Reps. Carmine Gentile and David Linsky, with the request that they continue their strong support for the work of the aforementioned Special Commission and advisory body and advocate for making a new flag and seal for the Commonwealth a top legislative priority.

PROPOSERS’ COMMENTS: Indigenous Peoples lived in the land area now known as the Town of Wayland long before the first colonial settlers arrived in 1638. The Massachusetts flag and seal – with the image of a white hand holding a sword over the head of an Indigenous person – are seen by many as a symbol of the violent colonization of Indigenous Peoples’ homelands.

In November 2023, a Special Commission on [the] Official Seal and Motto of the Commonwealth issued a long-anticipated report calling for creation of a funded advisory body to work with the Secretary of the Commonwealth to create a new image for the flag and seal.

By way of this Resolution, we ask our legislators to make creation of a new flag and seal a top priority in the current legislative session. As of this writing, 79 communities in Massachusetts, including Sudbury, have voted to support changing the flag and seal. Further information in this cause can be found at <https://changethemassflag.com/>

FINANCE COMMITTEE COMMENTS: There is no financial impact from this article. While the article itself may not have an immediate impact on the town, if the Legislature were to act on the resolution and change the state seal and flag, the town would have to update/replace anything in town that bears the old seal, which would have some cost.

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

RECOMMENDATION: The Finance Committee takes no position on this article. Vote: 7-0-0

QUANTUM OF VOTE: Majority.

For more information, contact Petitioner, Karen Blumenfeld, at kblumenfeld100@gmail.com.

Article 18. Loker Elementary School Solar Agreement

Proposed by: Select Board

To determine whether the Town will vote to:

a) amend Article 18 passed at the 2021 Annual Town Meeting (2021 ATM) to authorize the Select Board to enter into and execute a renewable energy power purchase and/or net metering credit purchase agreement for the purchase of solar energy or net metering credits generated by a solar photovoltaic power generation system and related optional battery energy storage capacity to be installed and operated at Loker Elementary School, and to lease or license the related land and buildings for such system, for terms of up to twenty-five (25) years, on such terms and conditions as the Select Board deems to be in the best interests of the Town; and

b) authorize the Select Board, in conjunction with the Town Manager and Board of Assessors, pursuant to the provisions of Massachusetts General Laws Chapter 59, Section 5, Clause 45, with the approval of Town Counsel as to form, to decide to enter into and execute a structured tax or payment in lieu of tax (PILOT) agreement in connection with said solar photovoltaic power generation system to be installed and operated at the Loker Elementary School for a term of up to twenty-five (25) years, upon such terms and conditions as the Select Board shall deem to be in the best interest of the Town.

FINANCE COMMITTEE COMMENTS: Passage of this article would amend the authority given by the 2021 ATM to undertake the Loker School solar project by authorizing the Select Board to sign a power or net metering credit purchase agreement, and related leasing and tax agreements, with terms of up to twenty-five (25) years, compared with the twenty (20) year terms authorized at the 2021 ATM.

Clause (b) would update clause (c) of Article 18 passed at the 2021 ATM to reflect subsequent state legislation that shifted authority for entering into such tax agreements from Massachusetts General Laws Chapter 59, Section 38H, to Section 5, Clause 45.

As authorized by the 2021 ATM, the agreements allow the Town to avoid the initial capital costs of the solar project. Instead, a third-party vendor will design, permit, finance, install and operate the solar electric power system at no cost to the Town, and sell the solar electricity or net metering credits to the Town at a pre-negotiated price. The Town benefits from a lower electricity price enabled by the vendor accessing federal tax and state financial incentives available for private sector owners of such projects. Most of the solar electricity or credits will be used to reduce the electricity bills at the Loker School. Any seasonal excess electricity will be sent to Eversource Energy in exchange for credits the Town can apply to Loker School and other municipal electric bills.

The amount of the electricity cost savings will depend on the ultimate contract term and the size of the solar array. The longer 25-year contract term will enable the Town to secure a lower price for the electricity or net metering credits, thereby increasing the net savings for the Town. Based on the current project size, and existing electricity rates, extending the contract term from 20 to 25 years could enable an incremental \$8,000 in electricity cost savings for the Town in the first year and over \$100,000 in incremental savings over the 25-year contract term.

The Town paused the solar project to enable installation of a new roof and energy-efficient electrical system upgrades at the school. The new roof and the solar array will have similar long-lives, making it likely that the Town can avoid the cost of removing panels for roof repairs. The roof and solar contractors can coordinate to ensure the roof warranty is maintained in full force.

The Loker solar array is part of the Town's efforts to mobilize municipal departments, boards, commissions, residents, and businesses to reduce community-wide greenhouse gas emissions called for by the declaration of a climate emergency by the 2021 ATM and the 2022 CAMP.

Wayland continues to realize electricity cost savings from the existing solar arrays at the Wayland High School, Wayland Middle School, the Town Building, and the Department of Public Works facility. Those projects were built at no cost to Wayland beyond staff time and are operated under similar third-party vendor arrangements.

The Energy and Climate Committee recommends approval. Vote: 5-0-0

The School Committee recommends approval. Vote: 5-0-0

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

ARGUMENTS IN FAVOR: Increasing the contract term from 20 years to 25 years, will reduce the third-party solar vendor's electricity price charged to the Town, relative to a 20-year contract length.

The solar vendor will be responsible for all upfront and ongoing project costs, including construction, operation, maintenance, and removal of the solar system. There are no anticipated operating costs to the Town other than processing bill payments.

The new Loker School roof and the solar array will have similar long-lives, making it likely the Town can avoid the cost of removing panels for roof repairs. The solar vendor will also manage the installation schedule to minimize the impact on school activities in coordination with Town staff.

The Town saves on electricity costs from the four existing solar arrays. There have been no operating issues.

The solar sector has multiple contractors, operators, and owners, thereby providing alternatives in the event of the vendor going out of existence during the longer contract period.

ARGUMENTS OPPOSED: There is no guarantee the third-party solar vendor will be in existence to maintain the solar arrays during a longer twenty-five-year contract life, or to remove the arrays at the end of the agreement. Actual cost saving may differ from the estimates, depending on future utility rates.

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

QUANTUM OF VOTE: Majority.

- a. Majority – see Massachusetts General Laws Chapter 40, Section 4 and Chapter 30B, Section 12(b).
- b. Majority – see Massachusetts General Laws Chapter 59, Section 5.

For more information, contact Town Manager Michael McCall at mmccall@wayland.ma.us.

Article 19. Rescind Unissued Debt

Proposed by: Select Board

To determine whether the Town will vote to rescind the previously authorized but unissued debt in the amount of \$2,500,000 related to the following borrowing authorization, that is deemed no longer necessary because the project funded by the borrowings was not undertaken:

- 1. Launcher Way Acquisition Authorized ATM 5/15/22, Article 22

FINANCE COMMITTEE COMMENTS: Passage of this article will rescind borrowing authorization that is no longer necessary because the relevant project has either been completed, are no longer being considered, or has been inactive for a long time. Rescission will increase the Town’s borrowing capacity by \$2,500,000. Passage of the article does not prevent the Town from funding a similar capital item in the future. Following is a listing and status of the authorized but unissued debt being considered for rescission:

Project	Status	Original Authorization	Previously Rescinded	Unissued Debt to Rescind
Launcher Way Land Acquisition	Cancelled	\$4,000,000	\$1,500,000	\$2,500,000

Launcher Way Land: The Town did not win the bid to acquire this land, but was the second-place bidder at \$2,300,000. The Town voted to rescind \$1,500,000 of the \$4,000,000 authorization at the 2023 Annual Town Meeting in case the winning bidder did not close on the land and the Natick Soldier Systems Center (NSSC) choose to award the land to the Town as the second-place bidder. The winning bidder subsequently closed on the land and thus this article recommends rescinding the remaining \$2,500,000 of the original \$4,000,000 authorization.

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

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

Approval of this article will increase the Town’s borrowing capacity and is good municipal financial management.

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

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

QUANTUM OF VOTE: Majority.

For more information, contact Finance Director Brian Keveny at bkeveny@wayland.ma.us.

Article 20. Fire Department Staffing Study

Proposed by: Select Board

Estimated Cost: \$39,000

To determine whether the Town will vote to appropriate the sum of \$39,000.00 to be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by transfer from the Ambulance Receipts or otherwise, for the purpose of hiring a consultant to complete a staffing study for the fire department and make recommendations for optimal operational effectiveness.

FINANCE COMMITTEE COMMENTS: The challenges facing the Wayland Fire Department have changed significantly over the past 25 years. This includes the type of calls for service, as well as the significant increase of call volume. These challenges include: the addition of multiple assisted living facilities and large residential apartment buildings, electric storage systems in homes, electric vehicles, increased code enforcement while staffing ambulances at the paramedic level. These challenges are exacerbated by a labor pool where it is becoming more difficult to hire and retain qualified paramedics/fire fighters.

This study will likely review: fire department staff (needs and utilization), operational efficiency, firefighter and resident safety, future threats and challenges, recruitment, hiring and retention practices. Recommendations may include: best practices such as operational models used by other towns with recommendations to maximize operational efficiency. It will review salary, job description and work condition competitiveness compared to our peer towns. The current hiring pool has decreased substantially making recruitment difficult. Suggestions will be made based upon our recruiting policies and practices in attracting quality candidates along with establishing a more diverse workforce.

It is important to have a third-party consultant complete this study to provide the town with an objective point of view, unbiased from union and/or management opinions, and given their broad network of resources and expertise. Many of Wayland's peer towns have completed similar studies and benefited from the results. The study will be funded using the Ambulance Reserve. This study would not duplicate the Classification and Compensation Study noted in Article 21.

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

ARGUMENTS IN FAVOR: The Town will gain important unprejudiced insight and recommendations to improve operational effectiveness, hiring practices, and staffing levels.

The study could benefit expense and revenue budgeting by suggesting operational efficiencies or industry best practices.

Review of hiring and retention policies will establish a more stable workforce and promote diversity across all departments. Outside firms provide an unbiased, wider scope of options without the boundaries of expense and management influence.

ARGUMENTS OPPOSED: Opponents argue that some guidelines for fire department staffing could be obtained from fire related organizations therefore, a consultant is not necessary.

Some propose that this study could result in a request for additional funding for the fire department, increasing their budget.

Some believe this should not be an article, but part of the operational budget and could set precedent.

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

QUANTUM OF VOTE: Majority. See Massachusetts General Laws Chapter 40, Section 5.

For more information, contact Fire Chief Neil McPherson at nmcperson@wayland.ma.us.

Article 21. Classification and Compensation Study for All Town Wage Scales

Proposed by: Select Board

Estimated Cost: \$60,000

To determine if the Town will vote to appropriate \$60,000 from Free Cash to hire a consultant to work under the direction of the Town Manager and Human Resources Manager to conduct a comprehensive Classification and Compensation Study of the following Town wage scales:

- Non-Union Wage Scale, N Schedule

- AFSCME Wage Scale, G Schedule
- Library Wage Scale, L Schedule
- Teamsters – DPW Wage Scale, D Schedule
- Fire Wage Scale, F Schedule
- Police Wage Scale, P and D Schedules

FINANCE COMMITTEE COMMENTS: The Select Board is requesting a \$60,000 appropriation which will be used to hire an outside consultant to conduct a Classification and Compensation Study (CC Study) of substantially all current Town union and non-union positions. The objectives of the CC Study are to ensure uniform salary ranges are based on responsibilities and requirements of each job, equal pay is provided for equal work, and employee compensation is both internally equitable and externally competitive. Typically, this type of expenditure would be included in the Omnibus Operating budget, but the Town Manager requested that the Select Board submit a warrant article to permit a more focused debate. The Finance Committee encourages the Town Manager to include future requests in the Town's operating budget to ensure it gets considered along with other budgetary items.

The CC Study, to be conducted under the direction of the Town Manager and Human Resources Manager, will identify essential functions and competencies for each position using information provided by the Town, e.g., job descriptions, surveys of employees, etc., and will recommend changes to position classifications, if necessary, to ensure internal equity, job comparability and pay equity. Market data will be gathered from comparable communities for benchmark purposes and to develop a competitive compensation system that helps the Town attract and retain qualified candidates in an increasingly competitive job market.

It appears the last comprehensive classification and compensation study for non-union positions was conducted in 1997. In 2004, the Personnel Board oversaw a limited study of fifty-seven union and non-union positions. To contain costs, job descriptions were updated and revised in-house prior to the start of the study. The consultant compared the selected Town positions to similar positions in seventeen comparable communities and recommended reclassifications that were implemented.

In May 2022, the Town completed a compensation study based on a prior agreement between the Town and the AFSCME (American Federation of State County and Municipal Employees) Union. This study resulted in an agreed upon 10% market adjustment (based on a 75% percentile target of comparable wages) for all AFSCME Union positions. The parties agreed to spread this percentage increase over three years beginning in FY24. Relying in part on this study, the Town proposed adjusting all non-union positions by the same 10% market adjustment beginning in FY24.

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

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

ARGUMENTS IN FAVOR: The Town's Wage and Classification Plans allow for periodic wage increases for union and non-union employees and provide for reasonable wage growth over time depending on economic conditions. Compensation adjustments to keep Wayland abreast of market wages is critical to attract and retain staff in all departments. Best practice suggests that these plans should be reviewed and updated every five to seven years.

The scope of the proposed study is likely to be extensive, complicated, and data driven and, therefore, typically conducted by an outside compensation consultant rather than Town staff. Having an outside consultant prepare the study also ensures that it is completed in a timely manner, allows the Town to take advantage of data gathered by the consultant during similar recent studies, and frees up the Town Manager and HR Manager to focus on interpreting and implementing the consultant's recommendations.

ARGUMENTS OPPOSED: Rather than spend scarce Town financial resources, the scope of the proposed study should be reduced and, if possible, conducted internally by the Town Manager and Human Resources

Manager, with the assistance of the Personnel Board, through surveys of comparable communities and/or review of recent comparable studies completed by such communities.

The article is overly broad and does not specify the project's scope in sufficient detail.

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

QUANTUM OF VOTE: Majority. See Massachusetts General Laws Chapter 40, Section 5.

For more information, contact Town Manager Michael McCall at mmccall@wayland.ma.us.

Article 22. Reaffirm Remote Participation at Town Meeting

Proposed by: Select Board

To see if the Town will vote to re-authorize the Select Board to petition the General Court for an act of special legislation entitled "Remote Participation in Town Meeting," the full text of which is printed below, or take any other action relative thereto.

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:

SECTION 1. Notwithstanding chapter 39 of the General Laws, or any general or special law or charter provision to the contrary, the town of Wayland may hold annual and special town meetings with voters located in a common, physical location, fully remote or partially remote, to be known as a hybrid town meeting.

SECTION 2. Any town meeting held remotely or in hybrid form in accordance with this act shall be recorded and the recording shall be made available for public viewing on the town's website for no fewer than 30 days following the conclusion of the meeting. The recording shall also be a permanent record of the town, subject to disclosure upon request.

SECTION 3. All actions taken at a remote or hybrid town meeting held in accordance with this act shall be ratified, validated and confirmed to the same extent as if the town meeting had been conducted entirely in person.

SECTION 4. This act shall take effect upon its passage.

FINANCE COMMITTEE COMMENTS: Passage of this article will further evidence the town's support for special legislation that permits remote participation and voting at town meeting, which is presently not allowed for open town meeting. It is identical to Article 19, which was adopted at the 2023 Annual Town Meeting. A similar article was adopted at the 2021 Annual Town Meeting.

Despite efforts to persuade the Massachusetts legislature to pass two proposed bills on this topic, the legislature did not pass them. Passage of this warrant article will again signal the town's desire to make the necessary statutory changes that would permit Wayland town meeting members to participate remotely.

To expedite legislative review, one of the Town's state representatives recommended seeking Town Meeting's reaffirmation of the Select Board's authority to file the new bill. Other municipalities are also pursuing similar special legislation. Additionally, a state senator has introduced legislation aiming to enable remote participation at both representative and open town meetings statewide, with specified rules ensuring process integrity and accessibility.

Apart from potential additional legal fees, there are no known financial costs associated with pursuing the Town's special legislation. However, enactment of such legislation would require funds for acquiring, licensing, and/or leasing remote participation technology and comply with legislation. The specific amount

needed is currently unclear, and any requested appropriations would require approval at a future Town Meeting.

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

ARGUMENTS IN FAVOR: Enhanced Support for Special Legislation: Approval of this request signifies the Town's continued endorsement of special legislation enabling remote participation and voting for open Town Meetings, which is currently prohibited. By advocating for this legislation, the Town demonstrates its commitment to inclusivity and adaptability in governance.

Addressing Community Needs: There remains a significant portion of our community who face barriers to attending Town Meetings in person. Health concerns, childcare responsibilities, and other personal reasons hinder their ability to participate fully in local government. Approving remote participation options acknowledges and accommodates these challenges, ensuring that all residents have a voice in town affairs.

Strengthening Participation and Representation: Enabling remote access to Town Meetings expands participation beyond those physically present in the meeting room. By allowing individuals to listen, view, and vote remotely, we foster a more diverse and inclusive civic discourse. This broader engagement ensures that a wider range of perspectives and opinions are considered when making decisions that impact our community members.

Cost-Effectiveness and Efficiency: Leveraging available technologies, such as remote participation tools, presents an opportunity for cost savings. For instance, utilizing remote technology instead of traditional electronic hand-held devices might streamline processes and reduce expenses associated with equipment maintenance and replacement. Embracing these advancements not only enhances accessibility but could promote fiscal responsibility in town operations.

ARGUMENTS OPPOSED: Awaiting State Legislation: It is prudent for the Town to delay further action on its special legislation until the outcome of pending legislation, which proposes remote participation at town meetings statewide, is determined. By waiting, the Town can assess the potential impacts of broader legislative changes on its own initiatives, avoiding unnecessary duplication of efforts.

Uncertain Future Costs: The future financial implications of pursuing remote participation initiatives are uncertain. Drawing from the Town's experience with electronic voting at Town Meetings, there is a possibility that associated costs could be significant. Given the expected fiscal challenges in the coming years, delaying this initiative reduces the risk of committing resources to a project whose financial implications are not fully understood.

Preserving Community Gathering: Introducing remote participation options may undermine the traditional community gathering aspect of Town Meetings. There are concerns about the potential loss of interpersonal connections and shared experiences that contribute to the unique character of these gatherings. Additionally, there are security concerns regarding remote participation, including the risk of fraud or unauthorized access, which could compromise the integrity of the decision-making process.

In summary, holding off on approving this request allows the Town to assess the impact of statewide legislation, mitigate financial risks, and consider the potential implications on community cohesion and security before proceeding with remote participation initiatives.

RECOMMENDATION: The Finance Committee recommends Approval. Vote: 4-3-0

QUANTUM OF VOTE: Majority. Section 8 of the Home Rule Amendment to the Constitution.

For more information contact Town Manager Michael McCall at mmccall@wayland.ma.us

Article 23. Extension of Moratorium on Synthetic Fields/Artificial Turf

Proposed by: Petitioners

To determine whether the Town will vote to amend the Town Bylaws by adding Section 95.2, entitled, "Extension of moratorium on Synthetic/ Artificial Turf," as shown below prohibiting the construction of synthetic or artificial turf on outdoor athletic fields located on Town land for an additional three years. This bylaw will not affect the use or maintenance of the existing synthetic turf field at the high school.

Town Code§ 95.2: Extension of Moratorium on Synthetic/Artificial Turf.

Purpose: The moratorium prohibiting the construction of synthetic or artificial turf on Town land- established in Section 95.1 expires in January 2025. Because (a) the construction of the natural grass field at the Loker Conservation & Recreation Area has experienced significant delays and (b) because many of Wayland's grass fields were not properly constructed, lacking proper drainage and irrigation, and the Town has not yet established a multi-year plan that would bring these grass fields to optimal condition and maintain them in that state using organic techniques the Town will not have adequate experience with "natural grass solutions based on the use of the latest techniques for grass field construction and organic maintenance" when the moratorium expires. More time is needed to determine if natural grass fields are viable alternatives for Wayland. Further, this extended moratorium allows the Town the opportunity, under the overall direction of the Town Manager, to examine the extent to which synthetic/artificial turf is injurious to public health and safety, the environment and the climate compared to natural grass solutions.

Moratorium Extension: The Town of Wayland shall neither install nor authorize or allow the installation of synthetic/artificial turf on any real estate owned by the Town for a period of three years from the expiration of the moratorium in § 95.1 or the effective date of this moratorium extension, whichever is later. This moratorium extension shall not apply to the installation or use of synthetic/artificial turf in indoor facilities. An indoor facility is one that has a permanent roof enclosed by permanent non-removable, non-retractable walls and doors. This moratorium extension does not affect the use or maintenance of the existing synthetic turf field at the high school.

PETIONERS' COMMENTS: Consistent with the Climate Emergency Resolution adopted in May 2021, the Town should not entertain artificial/synthetic turf fields unless the Town has determined that properly constructed and maintained natural grass is not viable. We need more time to improve our natural grass fields. We encourage our kids to recycle, to avoid plastic straws, to not litter, to participate in Earth Day events. Wayland has banned plastic checkout bags and polystyrene take-out food containers. Is buying tons of plastic and putting it in the ground environmentally acceptable to you? From a health perspective, natural grass is safer for the athletes. NFL players have made it clear that they prefer playing on natural grass over synthetic turf. According to a 2024 survey, 92% of NFL players prefer grass, NFLPA Executive Director Lloyd Howell has stated that the players "overwhelmingly prefer it" and that data shows grass is safer than artificial turf.

FINANCE COMMITTEE COMMENTS: There has been a long history in the town on debate of artificial turf fields or natural grass fields. One area of agreement is that there seems to be a general lack of field space, especially at peak demand times. In 2019 and 2021, at annual town meetings, Wayland has voted to turn down the construction of additional synthetic turf fields. However, residents did vote to reconstruct the synthetic turf field at the high school in 2019.

At the October 3, 2021 Special Town Meeting, Wayland voted to adopt Article 1, a moratorium on synthetic/artificial turf. Specifically, the article prohibited the construction of synthetic or artificial turf on Town land for three years. The article did not impact the use or maintenance of the town's only existing artificial turf field located at the high school. The current moratorium expires in January 2025. This article would extend that moratorium for another three years.

The construction of the natural grass field at the Loker Conservation & Recreation Area has experienced significant delays. In addition, many of Wayland's grass fields were not properly constructed, lacking proper drainage and irrigation, and the Town has not yet established a multi-year plan that would bring these grass fields to optimal condition and maintain them in that state using organic techniques. When the moratorium expires, the Town will not have had adequate experience with "natural grass solutions based on the use of the latest techniques for grass field construction and organic maintenance." More time is needed to determine if natural grass fields are viable alternatives for Wayland. Further, this extended moratorium allows the Town the opportunity, under the overall direction of the Town Manager, to examine the extent to which synthetic/artificial turf is injurious to public health and safety, the environment and the climate compared to natural grass solutions.

Questions have been raised on the health issues posed by artificial turf fields. The impact to players and infections to open wounds are one concern. Other issues could be the impact to water sources from the runoff of crumb rubber infill and/or other infills that are used. Material infills are evolving and changing and the impacts to the environment in general are still not known. Likewise, environmental issues from the use of fertilizer and irrigation on natural grass fields have been discussed as well.

This moratorium extension shall not apply to the installation or use of synthetic/ artificial turf in indoor facilities. An indoor facility is one that has a permanent roof enclosed by permanent non-removable, non-retractable walls and doors.

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

ARGUMENTS IN FAVOR: Continuing the moratorium would alleviate concerns about climate, environmental issues, water sources, and any health impacts from artificial turf use.

The moratorium to date seems to be working and galvanizing support on the issue, which is the lack of field space.

Some believe natural grass fields are consistent with the Climate Emergency Resolution adopted in the May 2021 Town Meeting.

ARGUMENTS OPPOSED: Consensus seems to be that there is a lack of field space at peak demand times and the moratorium limits options on any new artificial turf field construction in Wayland, which might exasperate the lack of field space.

The science is still under debate on the impacts of natural grass fields and artificial turf fields.

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

QUANTUM OF VOTE: Majority. See Massachusetts General Laws Chapter 40, Section 21.

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

For more information contact Petitioner, Paul Dale at paulbdale@gmail.com.

Article 24. Community Preservation Act – Open Space Projects: Improvement at Pine Brook Conservation Area; Biocontrol of Purple Loosestrife at Cow Common; and Conservation Restriction, House Demolition, and Trail Construction for 27 Sherman's Bridge Road with Archaeological Monitoring

Proposed by: Community Preservation Committee

Estimated Cost: \$65,846

To determine whether the Town will vote to:

1. Appropriate from the Community Preservation Fund Open Space Fund:
 - (a) Not more than \$9,065 for installation of granite stairs to access the trails at Pine Brook Conservation Area; and
 - (b) Not more than \$6,000 for a biocontrol project to address invasive purple loosestrife at the Cow Common Conservation Area; and
 - (c) For the property at 27 Sherman's Bridge Road, not more than \$6,500 for legal fees associated with preparing the conservation restriction and not more than \$3,500 to endow monitoring of the conservation restriction; not more than \$13,781 for construction of an ADA-accessible trail; and not more than \$12,000 for demolition of the existing house; and
2. Appropriate from the Community Preservation Fund Uncommitted Fund for historic preservation purposes not more than \$15,000 to be expended by the Historical Commission for archaeological monitoring of the house demolition and trail construction at 27 Sherman's Bridge Road.

FINANCE COMMITTEE COMMENTS: The Community Preservation Act (CPA) may be used for the acquisition, creation, and preservation of open space, as well as the rehabilitation or restoration of open space that was acquired or created with community preservation funds. This article presents the Community Preservation Committee's (CPC) recommendations of the eligible open space projects requested by the Conservation Department and an appropriation for historic purposes associated with the proposed work at 27 Sherman's Bridge Road.

Replace stairs at Pine Brook: This capital improvement project will replace the deteriorated and unsafe existing stairs at the Pine Brook Conservation Area, which provide access to conservation trails. The stairs are located between 50 and 54 Forty Acres Drive. The new granite steps with handrail will have greater tread depth, reducing the angle of the stairs and supporting access for those who are unable to ascend or descend the stairs because of the current steepness. These long-lasting steps will provide safe access for visitors to the conservation area.

Address purple loosestrife at Cow Common: Purple loosestrife is a highly invasive plant that affects wetland areas, choking out native plant species. This habitat preservation project would introduce *Galerucella* beetles at the Cow Common Conservation Area over a two-year period. The beetles have a record of effectiveness for addressing purple loosestrife and preserving wetland habitats throughout the Commonwealth. The project will be undertaken in collaboration with the Massachusetts Office of Coastal Zone Management, Division of Ecological Restoration.

27 Sherman's Bridge Road: The 2022 Annual Town Meeting voted to purchase this property for open space purposes and links two conservation areas: Trout Brook and Castle Hill. This appropriation will resolve the following:

Conservation Restriction: The CPA requires imposition of a conservation restriction on property acquired for open space purposes. The Sudbury Valley Trustees, a nonprofit land trust has agreed to draft and manage the conservation restriction. Wayland will pay for preparation of the conservation restriction and for monitoring services through an endowment.

ADA Compliant Trail: The Conservation Department will construct an Americans with Disabilities Act (ADA) compliant trail to connect with an existing trail that approaches a vernal pool on the abutting Trout Brook Conservation Area. The Conservation Department proposes to install an interpretive panel and a bench to observe the wildlife that live in and around the vernal pool. An extension to the new trail will lead uphill, providing visitors with a view of the dramatic glacially-formed landscape of eskers and a deep kettle hole then loop back around to the parking area.

Demolition: One of the conditions of the purchase and sale was that the existing house be demolished. The Conservation Department does not have sufficient funds to complete demolition of the house and removal of the debris. This additional appropriation will allow that work to be completed in an environmentally-sensitive manner.

State law requires an archaeologist to monitor digging on public lands, including land at 27 Sherman's Bridge Road. This appropriation ensures the Town is in compliance with Massachusetts law and is positioned to identify and document historical artifacts found from soil disturbance associated with filling in the house foundation and constructing the trail.

The Community Preservation Committee recommends approval. Vote: 6-0-0
The Select Board recommends approval. Vote: 4-0-0

ARGUMENTS IN FAVOR: These projects are funded through monies collected through the Community Preservation Act property tax surcharge and revenue from the State Community Preservation Fund.

The granite steps are a needed improvement to enhance safety and access to the Pine Brook Conservation Area trails.

Purple loosestrife has a devastating impact on native plant and wildlife species. The biocontrol of purple loosestrife has a record of effectiveness in Massachusetts without introducing harmful chemicals and requires no physical disturbance of habitat or adverse impact to native wildlife.

State law requires the open space asset at 27 Sherman Bridge Road be protected by a conservation restriction. Sudbury Valley Trustees is a trusted partner in land stewardship.

Additional funding will complete removal of the existing house from the property, fulfilling the terms of the purchase and sale.

The house demolition and trail construction at 27 Sherman's Bridge Road cannot proceed without an archaeological monitor. This appropriation funds the archaeologist's services.

ARGUMENTS OPPOSED: Some may see the granite steps as an excessive cost. The existing stairs could be repaired or replaced using less expensive materials.

Some may believe that Wayland should keep the purple loosestrife because it adds to the beauty of the wetlands and employ other means than insects of addressing invasive purple loosestrife. Others may believe that there are other conservation areas that could be a better choice for this project.

Some may believe that the property should not be disturbed with a designated trail for those with mobility disabilities.

Some may believe that demolition funds should have been designated when the property was purchased, and that the cost of the archaeologist makes the trail project too expensive.

RECOMMENDATION: The Finance Committee recommends Approval. Vote: 6-0-0

QUANTUM OF VOTE: Majority. See Massachusetts General Laws Chapter 44B, Section 5.

For more information, contact CPC Chair, Susan Weinstein at sweinstein@wayland.ma.us.

Article 25. Community Preservation Act – Recreation Project: Wayland Community Pool Rehabilitation & Improvements at Cochituate Ball Fields

Proposed by: Community Preservation Committee

Estimated Cost: \$450,000

To determine whether the Town will vote to appropriate from the Community Preservation Fund Uncommitted Fund for recreation purposes:

- (a) not more than \$154,000 to be expended by the Town for improvements to the softball fields at the Cochituate Ball Fields; and
- (b) not more than \$296,000 to be expended by the Wayland Community Pool to rehabilitate the pool and associated infrastructure.

FINANCE COMMITTEE COMMENTS: Community Preservation Act (CPA) funds may be used for the acquisition, creation, preservation, restoration, and rehabilitation of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land for recreational facilities such as a park, playground, or athletic fields. CPA recreation funds cannot be used for horse or dog racing; the use of land for a stadium, gymnasium, or similar structure; or artificial turf. Recreation projects are funded through the Community Preservation Fund Uncommitted Fund.

Cochituate Ball Fields: This article seeks appropriation of up to \$154,000 to fund a variety of improvements to the softball fields at the Cochituate Ball Fields at 40 West Plain Street. These improvements include design fees, installation of backstops and ADA-compliant bleachers, and related infrastructure improvements. The Town received a gift from the Eliza J. Norton Foundation to install dugouts for both ball fields at the Cochituate Ball Fields. This project complements the dugouts project.

The CPC recommends approval. Vote 8-0-0

Wayland Community Pool: This article seeks appropriation of up to \$296,000 to rehabilitation of systems and facilities at the Wayland Community Pool (WCP). The ten-lane WCP, which sits alongside the Wayland High School (WHS) at 258 Old Connecticut Path, is a centrally-located community resource promoting wellness for all ages. The WCP is organized as a not-for-profit entity. The pool receives no operating support from the Town of Wayland, though the Town pays a use fee for school and camp activities. The Town owns the underlying land, which the WCP leases for \$1 per year.

The WCP is an outdoor pool from May through September but also continues its operations under a temporary bubble in the winter. For Community Preservation Act (CPA) purposes, the time that the pool is outdoors is considered. The costs associated with covering and uncovering the pool are excluded.

The WCP provides a significant benefit to our community. The pool is used by families and individuals of all ages for outdoor recreation during the summer months, with usage exceeding 500 people per day. The pool is also used by the WHS swim team, Wayland recreational teams, WCP USA team, WCP Masters team, WHS Water Warriors program, Wayland summer camps, lap swimmers, aquatic exercise classes, swim lessons, scuba classes, and lifeguard training. Without the WCP, the Town would have difficulty supporting these functions. It seems unlikely that the Town has the capacity or inclination to construct and run a Town pool, whether at the High School or elsewhere.

This project will fund replacement or rehabilitation of the plumbing infrastructure, toilets and showers in the women's and men's locker rooms, the roof over those showers, starting blocks, a diving board, and handicapped chair lift. This work qualifies for CPA funds, which includes support for "capital improvements, or extraordinary repairs to make assets functional for intended use including improvements to comply with federal, state or local building or access codes...." The work will bring the pool into compliance with health code and disability access requirements and remedy degradation of the infrastructure. The WCP is engaging

in fundraising to address additional capital improvements and other costs that are not eligible for CPA funding.

CPA funds can be used for not only swimming pools, but also associated facilities such as toilets, showers and changing rooms needed to accomplish the facility's intended purpose.

The CPC also voted to provide up to \$30,000 in design funds through the Administrative Fund. CPA funding for non-Town entities is provided on a reimbursement basis following substantiation of costs and payments and verification that the work is completed. Any money that is appropriated but not used will be released back to the Uncommitted Fund.

The CPC recommends approval. Vote 7-1-0

The Select Board recommends approval for both recreation projects. Vote: 5-0-0

ARGUMENTS IN FAVOR: These projects will be funded through monies collected through the Community Preservation Act property tax surcharge and revenue from the State Community Preservation Fund.

The Town received a gift from the Eliza J. Norton Foundation to install dugouts at the Cochituate Ball Fields softball fields. Funding the backstops, ADA-compliant bleachers, and related improvements will further improve the safety, usability, and accessibility of the fields.

The Wayland Community Pool serves an important recreation function in the community that the Town cannot meet otherwise. These capital improvements will bring the pool into compliance with relevant codes and improve the safety and functionality of the facilities for families and individuals of all ages.

ARGUMENTS OPPOSED: At the 2023 Annual Town Meeting, the Town appropriated \$150,000 to rehabilitate and improve the Cochituate Ball Fields outdoor ball court. The Town should allocate additional money to recreation facilities in other areas of Wayland. Opponents may feel we should defer to Recreation Department priorities and these funds might be needed for their future preferred projects.

Some might say that we shouldn't fund a project at a pool that isn't owned by the Town or the scope of the project as it extends to work beyond the pool itself.

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

QUANTUM OF VOTE: Majority. See Massachusetts General Laws Chapter 44B, Section 5.

For more information contact CPC Chair, Susan Weinstein at sweinstein@wayland.ma.us.

Article 26. Amend Zoning Bylaws and Town Zoning Map - MBTA Communities Multi-Family Housing

Proposed by: Planning Board, Select Board

To see if the Town will vote to amend Chapter 198 of the Code of the Town of Wayland to:

- 1) Add a new Article 27 Multi-Family Housing Overlay Zoning District, in substantially the following form;
- 2) Add 198-302.1.11. A Multi-Family Housing Overlay District that includes land in four sub-districts as follows:

302.1.11.1. "Route 20 West" that includes the land shown as Lots 1, 2, and 3 on Plan 1807 of 1985, insofar as they are within the limits of the Town of Wayland, on file at the Middlesex South Registry

of Deeds;

302.1.11.2. “River’s Edge West” that includes the land shown as Lot A and a portion of Lot E on a plan entitled Multi-Family Housing Overlay District – River’s Edge West Sub-District Wayland, Massachusetts, dated March, 2024, a copy of which is on file at the Office of the Town Clerk and at the Department of Public Works Engineering Division;

302.1.11.3. “Town Center Development Area” that includes the land shown as Lot 7-1, a portion of Lot 1-1-C and a portion of Lot 2-1 on a plan entitled Multi-Family Housing Overlay District –Town Center Development Area Sub-District Wayland, Massachusetts, dated March, 2024, a copy of which is on file at the Office of the Town Clerk and the Department of Public Works Engineering Division;

302.1.11.4. “Planned Development District – Central” that includes the land shown as Lot 17 on the Middlesex South Land Registration Office Plan 16568L, Sheet 5, dated August 2, 1979.

- 3) Add to 198 Attachment 1 Table of Dimensional Requirements the words “Multi-Family Housing Overlay District – Requirements of Article 27 apply”; and
- 4) Amend the Town Zoning Overlay Districts Map to add the Multi-Family Housing Overlay District.

Article 27. Multi-Family Housing Overlay District

198-2701. Purposes

2701.1. The purpose of the Multi-Family Housing Overlay District (MFHD) is to:

2701.1.1 Provide for multi-family housing development in accordance with M.G.L. c. 40A, § 3A and the Section 3A Compliance Guidelines of the Executive Office of Housing and Livable Communities (EOHLC), as may be amended from time to time;

2701.1.2. Implement the Wayland Housing Production Plan;

2701.1.3. Encourage the production of a variety of housing sizes and types to provide access to new and redeveloped housing for people with a variety of needs and income levels;

2701.1.4. Locate housing in areas to promote public health and meet the community’s environmental goals, including maintaining open space, reducing greenhouse gases and improving air quality;

2701.1.5. Locate housing in or near existing developed areas and roadways;

2701.1.6. Provide multi-family housing that is well integrated into Wayland’s land use patterns; and

2701.1.7. Increase the tax base through private investment in new housing development.

198-2702. Definitions

2702.1. As used in this article, the following terms shall have the meanings indicated:

Affordable dwelling unit – A residential unit that is restricted in perpetuity for sale, lease or rental to a qualified income-eligible household at specific price limits that qualify such residential unit for inclusion in the Chapter 40B Subsidized Housing Inventory maintained by the Commonwealth of Massachusetts Executive Office of Housing and Livable Communities.

Building – A structure with a roof supported by walls and intended to shelter people or goods.

Building height – The distance, measured vertically from the average grade to the highest roof element. However, limitations in height shall not apply to chimneys, ventilators, skylights, tanks, bulkheads, penthouses or similar enclosures for mechanical equipment and stairways, nor to solar panels and other necessary features usually carried above roofs so long as such features are not used for living purposes and, to the extent practical, are screened from view. Wireless communications facilities may not be erected except in compliance with Article 15 or Article 15A.

Development and Use Plan – A comprehensive plan depicting an entire development scheme on a lot and/or lots to ensure that site layout, building design, and outdoor amenity spaces meet the Design Standards for Site Layout and Development as established by the Planning Board.

Dwelling unit – A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation; but no trailer, trailer coach or mobile home, whether or not self-propelled, and whether or not the wheels thereof may have been removed, shall be construed to be a dwelling.

Grade – A reference plane representing the average of finished ground adjoining the building at all exterior walls, established by the lowest points within the area between the building and a point six feet from the building.

Lot – An area of land with definite boundaries that is used or available for use as the site of a building or buildings.

Lot coverage – The percentage of a lot that may be covered by the footprint of buildings and the footprint and roofs of other structures.

MFHD -- Multi-Family Housing Overlay District

Mixed-use – A combination of residential and commercial uses including retail, office, municipal, or service establishments.

Multi-family housing – A building with three or more residential dwelling units or two or more buildings on the same lot, each of which has more than one residential dwelling unit in each building.

Resident – For purposes of determining applicability of the local preference option for an initial offering of an affordable dwelling unit, a “Resident” is a person who has been registered as a Wayland resident with the Wayland Town Clerk pursuant to M.G.L. c. 51, § 4 and would be considered a resident under the United States Census Bureau’s residency guidelines.

Setback – The shortest distance from the lot line to the wall of a building or structure.

Structure – A combination of materials assembled at a fixed location to provide support or shelter.

Townhouses – A form of multi-family housing comprised of three or more attached vertical multi-floor dwelling units that share one to two walls with adjacent dwelling units but each unit has its own entrances.

198-2703. **Establishment of Multi-Family Housing Overlay District**

2703.1. The MFHD is an overlay district shown on the Town of Wayland Zoning Overlay Districts

map on file with the Town Clerk and is comprised of the following sub-districts, all of which are shown on the map:

2703.1.1. Route 20 West – Parcel Nos. 21-006, 21-006A, and 21-CM1;

2703.1.2. River’s Edge West – the western portion of Parcel No. 22-006 ;

2703.1.3. Town Center Development Area – Parcel No. 25-052E and portions of Parcel Nos. 23-052 and 23-052C;

2703.1.4. Planned Development District - Central – Parcel No. 45-CM3.

198-2704. **Applicability**

2704.1. The MFHD shall not replace existing zoning districts or zoning overlay districts, but shall be superimposed over them. At the option of the property owner, development and use of land within the MFHD may be undertaken subject to compliance with the requirements of this Article 27 or by complying with the standards or procedures of the underlying district or another applicable overlay district.

2704.2. Developments proceeding under this Article 27 shall be governed by the provisions of Article 27 and the standards and procedures of the underlying district, another applicable overlay district, and other sections of the zoning bylaw shall not apply unless specifically referenced. Where the MFHD authorizes uses not otherwise allowed in the underlying district, the provisions of the MFHD shall control.

2704.3. Per M.G.L. c. 40A, § 6, any building, structure or use lawfully in existence prior to the February 27, 2024 first publication of notice of a public hearing on this Article 27 may be continued in existence even though such building, structure or use does not conform to the requirements of Article 27.

198-2705. **Administration**

2705.1. The Planning Board shall be the site plan review authority under this Article.

2705.2. Where the MFHD requires a special permit, the Planning Board shall be the special permit granting authority pursuant to the standards established in M.G.L. c. 40A, § 9.

2705.3. The Planning Board shall adopt, maintain and file with the Town Clerk a set of regulations to facilitate site layout, site and building design, and outdoor amenity spaces and that contain the necessary policies, definitions, fee structures, procedures, and requirements to implement the provisions of this article including procedures for the Board to engage outside consultants pursuant to M.G.L. c. 44, § 53G.

198-2706. **Permitted Uses**

2706.1. All developments under this Article shall include multi-family housing and all residential uses under this Article shall be multi-family housing.

2706.2. Subject to an Article 27 approved Development and Use Plan, depicted below as site plan review (SPR), the principal uses set forth below are permitted as of right in the MFHD:

Permitted Use As of Right	Route 20 West	River’s Edge West	Town Center Develop. Area	Planned Development District - Central
Principal Use:				
Multi-family housing	SPR	SPR	SPR	SPR

2706.3. Subject to special permit (SP) and an Article 27 approved Development and Use Plan, the uses set forth below are permitted in the MFHD:

Permitted Uses – Special Permit & Site Plan Review	Route 20 West	River’s Edge West	Town Center Develop. Area	Planned Development District - Central
Mixed-use	SP & SPR	SP & SPR	SP & SPR	NO

198-2707. **Site Development Standards**

2707.1. **Dimensional Requirements and Aggregate Limits**

Dimensional Requirements & Aggregate Limits	Route 20 West	River’s Edge West	Town Center Develop. Area	Planned Development District - Central
Basic Requirements:				
Minimum lot size	2 acres	5.5 acres	4 acres	25 acres
Minimum frontage	50 ft.	50 ft.	50 ft.	50 ft.
Minimum setbacks:				
Front	30 ft.	30 ft.	20 ft. (30 ft.*)	30 ft.
Rear	15 ft.	15 ft.	15 ft. (30 ft.*)	15 ft.
Side	15 ft.	15 ft.	15 ft. (30 ft.*)	15 ft.
Maximum building height	35 ft.	45 ft.	35 ft.**	35 ft.
Maximum lot coverage	25%	20%	28%	20%
Maximum units per acre	20	32	27	10

*30 ft. only at the eastern boundary of Parcel 23-052C adjacent to Parcel 23-CM2.

** The height limitation may be increased to 40 feet in order to accommodate purely architectural features such as gables and parapets.

2707.2. **Off Street Parking Spaces**

A minimum number of off-street parking spaces shall be provided for residential uses in the MFHD:

Off-Street Parking Spaces	Route 20 West	River’s Edge West	Town Center Develop. Area	Planned Development District - Central
----------------------------------	----------------------	--------------------------	----------------------------------	---

Minimum number per dwelling unit	1.5	1.5	1.25	2

2707.3. Design Standards for Site Layout and Development

2707.3.1. In conducting its review, the Planning Board shall apply the design standards expressed in the regulations adopted to implement the provisions of this Article 27 including site layout, building design, outdoor lighting, signage, site amenities, landscaping, screening, buffers, stormwater management, open space, as well as parking requirements for non-residential uses.

2707.3.2. Landscaping within the MFHD shall be designed to: promote the establishment, protection and enhancement of the natural landscape; ensure the appropriate use of plant materials; preserve natural tree cover; and promote inclusion of new tree plantings in order to reduce visual blight, noise and glare, prevent soil erosion, reduce stormwater runoff, increase groundwater discharge, create shade, and reduce solar overheating.

2707.3.3. Screening and buffering should create visual barriers between features of the development from public streets and abutting properties, including dumpsters and trash handling areas, mechanical equipment at ground level and on rooftop, service entrances and utility facilities for building operation, loading docks and spaces, and aboveground backflow preventers.

2707.4. Inclusion of Affordable Dwelling Units

2707.4.1. In lieu of the requirements of Article 22 of the Town’s Zoning Bylaw (the “Inclusion of Affordable Housing”), the provisions of this Article 27 shall apply.

2707.4.2. A minimum of 10% of the dwelling units on any lot in the MFHD shall be affordable units, subject to a cap on household income eligibility of not less than 80% of area median income.

2707.4.3. If, when applying the percentage to the total number of units to determine the number of required affordable units, the number of affordable dwelling units results in a fraction, the number shall be rounded down to the nearest whole number.

2707.4.4. No project may be divided or phased to nullify or reduce the number of required affordable dwelling units.

2707.4.5. Affordable dwelling units shall be similar in size and indistinguishable from market-rate units with regard to quality of interior and exterior materials and finishes, shall be distributed proportionately among unit sizes and throughout the development, and shall have use of all common areas including parking areas and amenities.

2707.4.6. Affordable dwelling units shall be rented or sold subject to deed restrictions, restrictive covenants, contractual agreements, and/or other mechanisms restricting the use and occupancy, rent levels, and sales prices of such units to assure their affordability over time. Restrictive instruments shall be subject to review and approval by Town Counsel and shall be recorded with the Middlesex South Registry of Deeds prior to the commencement of any construction. Any condominium documents and fees shall be subject to review and approval by the Planning Board prior to issuance of a building permit.

2707.4.7. At the request of the Town, a monitoring agreement for oversight of affordability restrictions shall be entered into and shall be recorded with the Middlesex South Registry of Deeds prior to the issuance of the first building permit for any dwelling unit in the project.

2707.4.8. To the maximum extent permitted by law and, if applicable, any federal or state financing or subsidy program supporting the development, first preference for the initial offering of an affordable dwelling unit shall be given to households that meet one or more of the following criteria:

2707.4.8.1. At least one member of the household is a Resident of the Town of Wayland at the time of an affordable unit lottery application deadline;

2707.4.8.2. At least one member of the household is either a daughter, son, parent or sibling of a Wayland Resident;

2707.4.8.3. At least one member of the household is a municipal employee of the Town of Wayland.

198-2708. **Decision and Appeals**

2708.1. The Planning Board shall issue a Decision on the Development and Use Plan in accordance with the regulations adopted to implement the provisions of this Article 27 and shall file the decision with the Town Clerk.

2708.2. Any person aggrieved by the Planning Board's decision may appeal per M.G.L. c. 40A, § 17 within 20 days after the MFHD Development Plan Approval decision has been filed with the Town Clerk.

FINANCE COMMITTEE COMMENTS: On January 14, 2021, Massachusetts adopted amendments to the Zoning Law, M.G.L. Chapter 40A, Section 3A, requiring that 177 so called "MBTA communities" have zoning in place that allows multi-family housing as of right. Although Wayland does not have public transportation, it has been classified as an "MBTA Adjacent Community" because of train stations located in the adjoining towns of Weston, Lincoln, Natick and the City of Framingham. Thus, Wayland is subject to the new law and Guidelines adopted by the Executive Office of Housing and Livable Communities (EOHLC).

The stated purpose of the Massachusetts Zoning Law amendment is to enhance the availability of housing and housing choices in Massachusetts. The EOHLC Guidelines make it clear that the recent amendment is not a mandate to construct a specified number of housing units. The Town needs to show that our zoning allows multi-family housing as of right and that a sufficient number of units could be added to or replace existing uses and structures over time. The Guidelines recognize that such additions or replacements may be unlikely to occur soon.

The basic requirements imposed by the Commonwealth are that a multi-family housing district: i) contain 50 acres – made up of at least one area of 25 contiguous acres and several smaller areas of no less than 5 contiguous acres each; ii) support a minimum density of 15 units per acre on average across the entire district; iii) not be subject to any age restrictions; iv) for density calculations, cannot include surface waterbodies, wetlands and buffer zones, protected open space and recreational land, cemeteries, Zone I wellhead protection areas, privately-owned land used for educational or institutional uses, publicly-owned land generally; v) avoid sensitive land such as land subject to flooding and priority habitat for rare or threatened species; and vi) encourage development of a scale, density and aesthetic that are compatible with existing surrounding uses.

This is not an inclusionary housing initiative and, in fact per the Guidelines, this bylaw can only require that 10% of the units in any new multi-family development meet income-based affordability standards. Also, the

bylaw may not require that the multi-family use be accompanied by a commercial use (i.e., mixed-use) and it may not restrict the size of units and bedrooms, number of bedrooms or number of occupants.

THE PROPOSAL: In accordance with the EOHLC Guidelines, the proposed Multi-Family Housing Overlay District Bylaw and the Town Zoning Overlay Districts Map would be amended to allow multi-family housing in four sub-districts totaling just over 50 acres – Route 20 West (7.7 acres), River’s Edge West (5.7 acres), Town Center Development Area (10.7 acres plus right-of-way area), and Planned Development District – Central (25.1 acres). See Map at Appendix C.

As structured, the bylaw would not replace existing zoning districts or existing zoning overlay districts, but would be superimposed over them. Use of this new mixed-use housing overlay would be at the option of the property owner. The property owner could pursue development and use of his/her land that is located within the Multi-Family Housing Overlay District either by complying with the requirements of this new overlay district or by complying with the standards of the existing underlying district or another applicable existing overlay district.

The proposed bylaw provides dimensional requirements and aggregate limits for each sub-district including minimum lot size, minimum frontage, minimum setbacks, maximum building height, maximum lot coverage and maximum number of units per acre. Some of the parameters vary by sub-district. It also has provisions requiring the inclusion of the maximum allowed 10% affordable dwelling units.

The proposed by-law requires that all new developments first apply to the Planning Board for Site Plan Review and submit a Development and Use Plan that shows site layout, building design, outdoor lighting, signage, site amenities, landscaping, screening, buffers, stormwater management, and open space. The Planning Board will be adopting regulations to implement the provisions of the bylaw.

Failure to adopt the proposed bylaw and map may result in loss of funding from the many Commonwealth grant programs that have provided funds to Wayland including the \$49,320 in grants that is paying for consultant’s work on this bylaw effort. In addition, the Town will be faced with potential civil suits by the Massachusetts Attorney General and others. The loss of these grant monies and potential lawsuits could impact the town’s financial position substantially. Wayland received approximately \$4,182,200 in grants last year. The loss of future grants would have to be absorbed through a tax rate increase or a cut in services.

The Town is required to submit a District Compliance Application along with the Town Meeting-approved zoning bylaw and zoning map by December 31, 2024.

See Planning Board Report To Town Meeting at Appendix D and Zoning Overlay Districts Map at Appendix C.

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

Planning Board recommends approval. Vote: 4-0-1

ARGUMENTS IN FAVOR: It is the law and Wayland should comply.

The chosen sub-districts encourage development of a scale, density and aesthetic that are compatible with existing surrounding uses.

Locating the sub-districts with easy access to Routes 20 and 30 makes sense because any future public transportation would likely run along those corridors.

The proposed bylaw allows landowners in each of the sub-districts to have the option and decide whether to take advantage of the new overlay district.

Landowners in the Route 20 West and Town Center Development Area sub-districts have requested that their properties be included in the new overly district.

Adoption of this bylaw will avoid lawsuits from the state and others for non-compliance and will allow Wayland to continue to be eligible for necessary state grant funding.

Can increase the tax base through private investment in new residential development.

ARGUMENTS OPPOSED: Zoning should be left to towns and not dictated by the state.

Three of the proposed sub-districts are located along Route 20 and will add more traffic to an already busy corridor.

The sub-districts should be more dispersed across the town and there should be more than just four large areas.

It would be preferable to have more commercial uses along Route 20 rather than residential uses.

Some of the selected areas might not be on conservation land but abut protected areas and could impact them.

Some residents feel the zoning could negatively impact their property values.

Some of these areas have difficult barriers to get approval and probably will never get built.

Additional housing will add a strain to town services and increase costs.

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

QUANTUM OF VOTE: Majority. See Massachusetts General Laws, Chapter 40A, section 5.

CONSISTENCY WITH LAW: This proposed bylaw is not repugnant to Massachusetts or federal law. See Massachusetts General Laws Chapter 40A, Section 3A.

For more information, contact Anette Lewis, Chair of the Planning Board, at alewis@wayland.ma.us.

Article 27. Amend Zoning Bylaw to Add Retail Self-Storage as Additional Commercial Use in a New Business B Zone Subdistrict B-1

Proposed by: Petitioners

To see if the Town will vote to amend the Town Code, Chapter 198, Zoning, to include a new use of “Retail Self-Storage” and to amend the Zoning Map to create a new Sub-District B-1 to consist of Assessor Map and Parcel as detailed below, with such use to be allowed by Special Permit by the Zoning Board of Appeals in the Business B-1 District, by inserting the text shown as **bolded and underlined** as follows:

- A. By amending Section 198-104.2 DEFINITIONS by inserting, in alphabetical order, a new definition for “**RETAIL SELF-STORAGE**” as “**A facility containing separate, individual, and private storage spaces of varying sizes leased or rented for varying period of time for personal, household, or small business storage, which shall not include Warehouse/Distribution as defined herein, storage of hazardous materials, or operation of a business from a storage unit.**”
- B. By amending Section 198-803 Designation. by inserting after Section 301.1.4 a new Section 301.1.4.1 as follows “**301.1.4.1. Subdistrict B-1.**”
- C. By amending Section 198-506 Off-street parking by inserting a new 506.1.12 after 506.1.11 as follows: “**506.1.12. Retail Self Storage, one space for every 15,000 square feet of floor area plus such additional spaces for the Community Space (as defined in Section 1102.1.5.1.2.10) as the ZBA shall deem necessary to provide a maximum of safety and a minimum of congestion on the**

adjacent roadways, which Community Space parking may be provided pursuant to Section 506.1.11”.

- D. By amending Section 198-802, ATTACHMENT 3 – Table of Permitted Principal Uses by Districts by inserting under the Business Uses column a new use number 15.1 “**15.1 Retail Self-Storage**” to be allowed as follows:

Uses	Single Residence	Roadside Business	Business A	Business B	Light Manufacturing	Limited Commercial	Site Plan Approval
15.1. Retail Self-Storage	No	No	No	No Subdistrict B-1 SP ⁴	No	No	R

4. ZBA is the Special Permit Granting Authority [footnote]

- E. By amending Section 198-803 by inserting a new 803.1.16 as “**803.1.16 Retail Self-Storage.**”
- F. By amending Section 198-801 ATTACHMENT 1 – Table of Dimensional Requirements by inserting under the Business B Use column “Retail Self-Storage” subject to the following dimensional requirements:

Districts	Use	Minimum Lot Area (sq.ft.)	Maximum Lot Coverage	Minimum Frontage (Ft.)	Minimum Yard Setback			Maximum Height The Lesser of:	
					Front	Rear	Side	Ft.	Stories
<u>Business B (Subdistrict B-1)</u>	<u>Retail Self-Storage</u>	<u>None</u>	<u>35%</u>	<u>None</u>	From Lot Line (ft.)	From ROW Center Line (ft.)	From ROW Center Line (ft.)	From Lot Line (ft.)	<u>35'</u>
					<u>135'</u>	<u>25'</u>	<u>25'</u>		

- G. By amending the Zoning Map to create a new Subdistrict B-1 within the Business B Zoning District to consist of property located at 193 Commonwealth Road identified as Assessors Map 51D, Parcel No. 019, also as shown on the map attached hereto.
- H. By amending Article 11 Business Districts, Section 198-1101, and inserting “**1101.2. Subdistrict B-1 is hereby established in the Business B zoning district. Subdistrict B-1 is a subdistrict within the Business B District comprised of parcel of land on Commonwealth Road in Wayland, Massachusetts, identified as Assessors Map 51D, Parcel No. 019, also as shown on the Zoning map. In Subdistrict B-1, no building or structure, and no alteration, enlargement or extension of an existing building or structure, may be constructed and no building, structure, or lot or part thereof may be used for any purpose or manner other than use allowed in the Business B District or as Retail Self-Storage with Community Space as allowed under Subdistrict B-1. The provisions of Section 198-203 Special Permits shall apply to this section. Where there is an inconsistency between the dimensional requirements and permitted uses of the Business B**”

District and the Business B-1 Subdistrict, as applicable to Retail Self-Storage, the provisions of the Business B-1 Subdistrict shall apply.”

- I. By amending Section 1102 by inserting a new 1102.1.5 after 1102.1.4 as follows:

“1102.1.5 Retail Self-Storage.

1102.1.5.1. Retail Self-Storage shall be permitted in those districts as described by the Table of Permitted Uses by District, Section 198-802. Retail Self-Storage uses shall comply with the following requirements, and a finding of such compliance shall be a prerequisite to the issuance of a special permit by the ZBA:

1102.1.5.1.1. That the proposed use will not increase the intensity of use on the site to a level that will adversely impact land uses in the area, pedestrian or motor vehicle traffic or the public welfare;

1102.1.5.1.2. That the proposed use is designed and operated in a manner that preserves the community’s distinctive village character, including the following:

1102.1.5.1.2.1 The use of a sloped roof facing active abutters on any third story of any building, so that any three-story building appears as a two-story structure with peaked roof on its prominent facades;

1102.1.5.1.2.2 Use of architecture that is articulated with doors, windows, eaves and rooflines, and materials including cladding and/or masonry, to complement the surrounding village scale and feel;

1102.1.5.1.2.3 Maximum individual façade length of 175’ where the length must be articulated at not less than every 75’

1102.1.5.1.2.4 The use of muted or historic village colors, including avoiding the use of bright, glowing, or fluorescent colors;

1102.1.5.1.2.5. Signage to be low profile plinth signage, front lit and subject to Section 198.501.

1102.1.5.1.2.6 Outdoor light levels shall not exceed one footcandle along property lines, nor 10 footcandles for any location on the property. Any light poles, new or existing, may not exceed 18 feet in overall height. All outdoor light fixtures must be shielded and aimed down in order to prevent light trespass onto adjacent properties.

1102.1.5.1.2.7 Loading areas shall be located interior to the building. Loading docks (interior or exterior) and exterior storage loading doors are not allowed.

1102.1.5.1.2.8 No overnight operation of the facility.

1102.1.5.1.2.9 Preclude chain link or any perimeter security fencing, unless aesthetic fencing specifically requested by the ZBA.

1102.1.5.1.2.10 Provision of, to counteract the passive nature of the Retail Self-Storage use, a minimum 3% of total square footage as a Community Space, which shall be located and designed to help activate the ground floor primary building façade/corner. For the purposes of this article, “Community Space” is defined as space owned or controlled by the Town for public arts, recreation and/or community purposes, where

such space may be operated by a local non-profit entity to whom the Town leases or grants use of the Community Space for such purposes.

1102.1.5.1.2.11 Achieve Net Zero energy efficiency for the property, including rooftop solar only (i.e. no parking lot nor ground-mount solar)

Zoning Map - Map 51 D, Parcel No. 019

[see Appendix E]

Zoning District Legal Description (if needed) – Map 51D, Parcel No. 019

[see Appendix E]

PROPOSERS’ COMMENTS: For a moment, set aside every preconceived notion of industrial-looking self-storage you may have in your mind. Chain link fence, metal roll-up doors, fluorescent colors, garish lights. All gone. Instead, imagine a building that looks like a well-designed retail/office building, fitting into our village setting: traditional doors, windows, siding, details, low lighting, historic colors, neighborhood scale. All storage loading is indoors, hidden. The building appears as 2-story with a peaked roof, like Cochituate buildings. Low traffic, low noise, low impacts. A quiet neighborhood addition. Then add Arts Wayland to the mix with a 3,500 sf community space, finally a new home to grow and thrive, which brings the arts back to Cochituate at a central, walkable location, at no cost to the Town. Retail Self Storage zoning can accomplish all this-plus Wayland reaps more tax revenues here than Donelans/110 Grill and Starbucks plazas combined. Curious? See <https://homeforartswayland.com>.

FINANCE COMMITTEE COMMENTS: A Petitioners' zoning warrant article to rezone a portion of a Business B zoning district of a single parcel of land located at 193 Commonwealth Road was received by the Town Clerk on January 16, 2024. That warrant article was submitted in a timely fashion prior to the Select Board closing the warrant. As required by state law, the Select Board referred the article to the Planning Board for a public hearing and report on January 22, 2024. The Planning Board held a properly noticed public hearing on March 12, 2024, after which it voted 5-0 to disapprove that article. On March 13, 2024, he Finance Committee voted against approval of the article on a vote of 2-3-1.

On March 15, 2024, the Petitioners submitted revisions to the original warrant article in response to comments received from the Planning Board during the March 12th public hearing. On March 18, 2024, the Select Board failed to adopt a motion to recommend the original article to the Town Meeting on a vote of 2-2-1. On March 22, 2024, the Select Board referred the revised warrant article to the Planning Board for the required public hearing and report. Under state law, the Planning Board has up to 65 days to hold a public hearing and an additional up to 21 days to submit a report on the revised warrant article.

As of the date when the warrant was finalized and sent to the printer, the hearing date and date of the report on the revised warrant article had not been established. The Finance Committee and Select Board deferred a final vote on the revised article (presented herein) until the Planning Board completes its report. Under state law, if the Planning Board has not held the required public hearing and/or completed its report and provided same, either verbally or in writing, to Town Meeting attendees prior to a vote on a motion made under this article, then no vote can be taken.

This article is proposing to re-zone a single 2.9-acre parcel of land at 193 Commonwealth Road (Parcel 51D-019) that is currently located in a Business B zoning district. The proposed change would create a sub-district B-1 in the Business B zone to allow retail self-storage as a permitted use. The town would receive additional tax revenue over and above the current use of the vacant lot. The parcel of land in question is located on the south side of Commonwealth Road (i.e., Route 30) between the Donelan’s market shopping area to the west

and residentially zoned land to the east. The predominant residential zoning near the area is for 20,000 square foot lots.

Massachusetts zoning law requires that when zoning bylaws are crafted for principal districts such as Business B, the same uses are to be allowed across that entire district. Wayland has three small Business B zoned districts and this proposal calls for re-zoning just one parcel in one of those Business B zones. Retail self-storage would be a permitted use on only this one parcel, with the intent of limiting this use in other Business B districts and to protect existing retail already built there. Town Counsel has advised that this raises concerns of the legality of the proposed zoning change, i.e. “spot zoning.” It is carving out just one spot in the overall Business B district where the proposed use would be allowed.

The proposed bylaw amendment sets forth: dimensional requirements concerning setbacks, maximum building height and maximum lot coverage; and lists criteria upon which presumably the Zoning Board of Appeals would review and issue a so-called “Special Permit” allowing the self-storage use. One of the listed criteria for issuing a permit approval is that a minimum 3% of total square footage of the facility be used as a community space. Although the Petitioners recommend that the community space currently identified be used by Arts Wayland, a non-profit that displays local artists works and music, holds classes, receptions and overall supports art in the metro-west area, there is no assurance that this space will be used for this purpose. The space will be controlled by the Town and, as such, will be subject to the normal procurement process for its ultimate use by a third party.

At the Planning Board public hearing to review the original proposed zoning bylaw amendments, the public and the board pointed out drafting issues with the language, areas where it conflicted with other provisions of the Town’s zoning bylaw and the lack of clarity in how the proposed bylaw would actually work. For example, it was not clear that the community space, in fact, would be required, rather than just considered, as one basis for issuing a permit for a proposed project. The revised language addresses some of the Planning Board’s concerns.

As previously noted, at the conclusion of the first public hearing, the Planning Board voted to disapprove the original proposed bylaw amendment. The main reasons cited were: insufficient requirements for parking spaces, the bylaw does not fulfill the Town’s Master Plan for a village area, a belief that this location is not appropriate for the proposed use, and that the proposed bylaw does not comply with M.G.L. Chapter 40A, Sec 4, which states that “Any zoning ordinance or by-law which divides cities and towns into districts shall be uniform within the district for each class or kind of structures or uses permitted.” Please refer to the Planning Board’s report to Annual Town Meeting (Appendix D) for further discussion.

The Select Board failed to adopt a motion to recommend the article to Town Meeting. Vote: 2-2-1.

ARGUMENTS IN FAVOR: Approving a zoning change could create the possibility a developer will build on the site and add to the Town’s tax base.

The zoning language requires the design of any future building to complement the neighborhood architecturally rather than use industrial self-storage designs.

The zoning change would allow for community space in a new building, which could add to the character of Cochituate Village. Increased traffic could also benefit local establishments in the area.

This specific zoning is intended for this site only and not for other sites across Wayland.

ARGUMENTS OPPOSED: This zoning amendment could be considered spot zoning and could encourage other spot zoning proposals, which some would arguably defeat the purpose of zoning in general and lead to little consistency in zoning plans throughout Wayland.

If this was found to be spot zoning, as Town Counsel has suggested it could be construed as such, the Town of Wayland could be responsible for legal expenses.

This zoning change is not in keeping with the principles set forth in the Town of Wayland's Master Plan document.

There are concerns about the Town being given control or ownership of space in a commercial building as this may have financial and legal implications for operating and maintaining the community space.

The community space could put a financial burden, from operational, insurance, risk and maintenance perspectives, on the Town. Without a clear agreement on the Town of Wayland's responsibility for this space, the Town is opening itself up to financial and legal risks.

There are concerns that this zoning change could bring about increased noise, traffic, garbage, loiterers, and light pollution. Additionally, parking requirements are loosely defined and would likely be inadequate for any alternative uses of such a large building.

There is no guarantee that once the zoning change is approved, that a developer would follow through with plans. There are concerns that the self-storage industry is becoming overdeveloped and should this zoning change occur and a self-storage complex be approved and built, it might sit underutilized.

RECOMMENDATION: The Finance Committee voted to defer recommendation to Annual Town Meeting. Vote: 5-1-0

QUANTUM OF VOTE: 2/3 vote. See Massachusetts General Laws Chapter 40A, Section 5.

CONSISTENCY WITH LAW: This proposed bylaw is not repugnant to federal law. However, where the proposed bylaw singles out one parcel for a use not otherwise allowed in the Business zoning district, this bylaw may be susceptible to a legal challenge as spot zoning and/or violation of the uniformity provisions of M.G.L. Chapter 40A, Sec. 4.

For more information contact Petitioner, Rebecca Stanizzi at rstanizzi@comcast.net.

Article 28. Solar Compact Development for Wayland

Proposed by: Petitioners'

To see if the Town will vote to amend the Town Code, Chapter 198, Zoning, to amend Article 18 Conservation Cluster Development District to allow Solar Compact Conservation Clusters, embodying Wayland's Green Community commitment by encouraging conservation clusters which prioritize green land use, housing design and agriculture, by amending Section 198-1803 to add a new section 1803.1.8, and by amending Section 198-1805 to add a new section 1805.3, and by amending Section 198-1807 to add a new section 1807.2 as follows:

1803.1.8 For a Conservation Cluster Development which includes rooftop solar, high performance energy standards, efficiently sized units, clustered community-centric design, agriculture, and land and water conservation, hereafter a "Solar Compact Conservation Cluster", a total of two dwelling units per acre on the tract of land shall be allowed, with frontage, lot size, setback and driveway Conservation Cluster Development requirements waived. A site plan that shows all of the information required for a definitive sub-division plan as in the Planning Board Subdivision Regulations is not required. Approval shall be by the Planning Board by Site Plan Approval, as long as all Solar Compact requirements listed below are met.

- 1803.1.8.1 The area of tract of land is not less than 8 acres.
- 1803.1.8.2 Minimum setback shall be 50 feet to any lot line. Existing natural tree cover shall be maintained in this setback, except as needed for driveway access.
- 1803.1.8.3 All paving may be semi-permeable, including gravel. Site driveways shall not be considered as roadways, and existing driveways may be reused, all with the intent to minimize paved surfaces and reduce light pollution and land disturbance.
- 1803.1.8.4 Minimum dwelling unit size in 450 square feet and maximum dwelling unit size is 2,000 square feet. Units shall be semi-detached, connected to each other on at least one level but not all levels (i.e. specifically precluding multifamily buildings with multiple units on multiple floors), and more than four units may be connected in the manner, to minimize overall land use.
- 1803.1.8.5 The development shall achieve a HERS net zero rating (Home Energy Rating System equal to 0) as determined by a certified HERS rater.
- 1803.1.8.6 Rooftop solar panels shall be installed at a minimum of 450 square feet per dwelling or accessory dwelling unit. The maximum height of any sloped roofline to accommodate such panels may exceed the typical 35' residential height limit, only if the maximum height does not exceed 20' above the ground elevation of the nearest lot line, to ensure visual impacts to neighboring parcels, if any, are minimized.
- 1803.1.8.7 Any unit may have an accessory dwelling unit ("Solar Compact ADU") no larger than 900 square feet. Primary Units may be any size. Any such Solar Compact ADU shall be included in the unit density count of two units per acre.
- 1803.1.8.8 At least 70% of the land area of the tract of land shall be set aside as Open Land to be owned by a trust or association to be owned by the unit owners within the tract.
- 1803.1.8.9 A minimum of five acres of the Open Land shall be utilized for agriculture. Greenhouses and ancillary farm structures are allowed.
- 1803.1.8.10 Roof storm water shall be collected and stored for irrigation and grey water uses, including the use of cistern structures within, and adjacent to buildings.
- 1805.3 For a Solar Compact Conservation Cluster, approval and decision shall be by Site Plan Approval in accordance with Chapter 198, Article 6
- 1807.2 Site plan approval granted under this article for Solar Compact Conservation Cluster shall lapse within 60 months if substantial construction has not begun by such date, except for a good cause shown and approved by the Planning Board.

FINANCE COMMITTEE COMMENTS: A Petitioner's warrant article was received by the Town Clerk on January 16, 2024. As required by state law, the Select Board referred the article to the Planning Board, which has up to 65 days to hold a public hearing and an additional 21 days to make a report. The Planning Board held a properly noticed public hearing on March 26, 2024.

In between the time that the original article was referred to the Planning Board, and the Planning Board's hearing on that article, the Petitioner submitted a revised version of this article to the Town Clerk which was received on March 8, 2024.

At the March 26, 2024, public hearing, the Planning Board adjourned without a vote as to whether to recommend adoption, given that the article language had changed. At that meeting, Planning Board

members expressed interest in the concept, while noting that much more thought needed to be given to the crafting of a zoning bylaw.

The Select Board, in turn, referred the revised warrant article, printed herein, back to the Planning Board for a public hearing on the article as it now reads. Owing to the same public hearing requirements and the associated timeline, at the time of going to print the warrant, this second public meeting had yet to be held, and thus the report, if any, by the Planning Board, has yet to be prepared.

Due to the article language revisions, and the corresponding public hearing timeline, the Finance Committee, to date, has only heard the petitioner's arguments in favor of the article. Given that it has yet to hear from the Planning Board, the Conservation Committee, Town Counsel, and other potentially interested parties, the Finance Committee, in its role of providing a full and balanced evaluation of each article, is not in a position to provide commentary at time of gong to print. Thus, the Committee deferred its vote to ATM.

The Select Board deferred its recommendation until Town Meeting. Vote: 4-0-0.

RECOMMENDATION: The Finance Committee deferred its recommendation, if any, until Town Meeting.

QUANTUM OF VOTE: 2/3. See Massachusetts General Laws Chapter 40A, Section 5.

CONSISTENCY WITH LAW: The proposed bylaw is not repugnant to Massachusetts or federal law.

For more information, contact Petitioner, Windsor Mallett at windsormallett@gmail.com.

Article 29. Solar Agreements for Council on Aging Facility/Community Center

Proposed by: Select Board

To determine whether the Town will vote to:

- a) authorize the Select Board to lease, as lessor, or license portions of the Council on Aging/Community Center ("CoA/CC") building and parking lot at 8 Andrew Avenue for a term of not more than twenty five (25) years for the installation and operation of solar photovoltaic power generation systems to be installed and operated on the roof of the CoA/CC building and on solar canopies located over a portion of the adjacent parking lot;
- b) authorize the Select Board to enter into and execute a renewable energy power purchase and/or net metering credit purchase agreement for the purchase of solar energy or net metering credits generated by said systems above for a term of up to twenty-five (25) years, on such terms and conditions as the Select Board deems to be in the best interests of the Town;
- c) authorize the Select Board, in conjunction with the Town Manager and Board of Assessors, pursuant to the provisions of Massachusetts General Laws Chapter 59, Section 5, clause 45, with the approval of Town Counsel as to form, to decide to enter into and execute a structured tax or payment in lieu of tax (PILOT) agreement in connection with said solar photovoltaic power generation system for a term of up to twenty-five (25) years upon, such terms and conditions as the Select Board shall deem to be in the best interest of the Town.

FINANCE COMMITTEE COMMENTS: Passage of this article would authorize the Select Board to sign a power or net metering credit purchase agreement and related leasing and tax agreements with terms of up to twenty-five (25) years with a private vendor for installing and operating solar arrays on the roof and over a portion of the parking lot at the CoA/CC facility. The installation of the roof-top arrays and parking lot canopies will be coordinated with the construction of the CoA/CC facility.

The private solar project vendor will be responsible for all costs, including design, finance, construction, operation, maintenance, and removal of the solar systems. There are no anticipated operating costs to the Town from the solar arrays, other than processing bill payments.

The solar project vendor will sell the solar electricity or net metering credits to the Town at a pre-negotiated price. Most of the solar electricity or credits will be used to reduce the CoA/CC's utility electricity costs. Any seasonal excess electricity will be sent to Eversource Energy in exchange for credits that the Town can apply to the CoA/CC facility or other municipal electric bills.

The amount of the electricity cost savings will depend on the ultimate contract term and the size of the solar arrays. Based on the current estimated project sizes, the solar arrays enable approximately \$2,000 in electricity cost savings for the Town in the first year and \$330,000 in savings over the 25-year contract term, depending on future utility electricity rates.

The solar arrays are part of the Town's efforts to implement the town-wide mobilization of municipal departments, boards, commissions, residents, and businesses to reduce community-wide greenhouse gas emissions called for by the climate emergency declared by the 2021 ATM and the 2022 CAMP.

Wayland has had a positive experience with solar projects. The Town saves on its electricity costs from the existing solar arrays at the Wayland High School, Wayland Middle School, the Town Building and the Department of Public Works facility. Those projects were built at no cost to Wayland, beyond staff time, and are operated under similar third-party contract arrangements.

The Energy and Climate Committee recommends approval. Vote: 5-0-0

The Council on Aging recommends approval. Vote: 9-0-0

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

ARGUMENTS IN FAVOR: The CoA/CC facility design envisioned at the time of the 2022 ATM included on-site solar power generation to reduce the facility's net energy consumption.

If approved, the solar agreement will enable the Town to avoid installation and operating costs associated with the solar project and benefit indirectly (via a lower electricity purchase price) from federal tax and state financial incentives available for privately-owned solar projects.

The solar project vendor will have sole liability related to construction and operation of the solar arrays.

There are no anticipated operating costs to the Town from the solar arrays, other than processing bill payments.

The Town saves on electricity costs from the four existing solar arrays in the town, and there have been no operating issues.

Passage of this article will showcase Wayland's commitment to reducing its greenhouse gas emissions in response to the Town's declaration of a climate emergency at the 2021 ATM. Similarly, the projects show the Town's commitment under the 2022 CAMP to boosting municipal purchases of green power, including considering feasible and cost-effective green power projects on Town properties.

ARGUMENTS OPPOSED: The parking lot solar canopies will be visible to some nearby residents and to Town Center customers entering via Andrew Avenue. Some nearby residents believe a solar canopy should not be sited on this parcel.

The Town will purchase the electricity or net metering credits from the solar project vendor at a fixed price over the 25-year contract. Lower future utility electricity prices might reduce the net savings to the Town from the project.

The projected net electricity saving assumes continuation of federal and state solar incentives. There is no guaranty that such incentives will continue.

There is no guarantee the developer will be in existence to maintain the solar arrays during the twenty-five-year life of the power purchase agreement or to remove the arrays at the end of the agreement.

There could be incremental costs if the Town damages the parking lot solar canopies or if the rooftop arrays have to be removed for roof maintenance.

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

QUANTUM OF VOTE: Majority.

For more information, contact Town Manager Michael McCall at mmccall@wayland.ma.us.

Article 30. Adopt the Massachusetts Specialized Energy Code

Proposed by: Select Board

To determine whether the Town will vote to amend Chapter 197, Stretch Energy Code, of the Town of Wayland General Bylaws to adopt a new Section 197- 4.A entitled “Specialized Energy Code” for the purpose of regulating the design and construction of buildings for the effective use of energy and reduction of greenhouse gas emissions, pursuant to the entirety of 225 CMR 22 and 23 including Appendices RC and CC, including future editions, amendments or modifications thereto, with an effective date of January 1, 2025, a copy of which is on file with the Town Clerk, or take any other action relative thereto.

Chapter 197-4.A SPECIALIZED ENERGY CODE

§ 4.A___-1 Definitions

§ 4.A___-2 Purpose

§ 4.A___-3 Applicability

§ 4.A___-4 Specialized Energy Code

§ 4.A___-1 Definitions

Chapter 197 SPECIALIZED ENERGY CODE

International Energy Conservation Code (IECC) – The International Energy Conservation Code (IECC) is a building energy code created by the International Code Council. It is a model code adopted by many state and municipal governments in the United States for the establishment of minimum design and construction requirements for energy efficiency, and is updated on a three-year cycle. The baseline energy conservation requirements of the MA State Building Code are the IECC with Massachusetts amendments, as approved by the Board of Building Regulations and Standards and published in state regulations as part of 780 CMR.

Specialized Energy Code – Codified by the entirety of 225 CMR 22 and 23 including Appendices RC and CC, the Specialized Energy Code adds residential and commercial appendices to the Massachusetts Stretch Energy Code, based on amendments to the respective net-zero appendices of the International Energy Conservation Code (IECC) to incorporate the energy efficiency of the Stretch Energy Code and further reduce the climate impacts of buildings built to this code, with the goal of achieving net-zero greenhouse gas emissions from the buildings sector no later than 2050.

Stretch Energy Code - Codified by the combination of 225 CMR 22 and 23¹, not including Appendices RC and CC, the Stretch Energy Code is a comprehensive set of amendments to the International Energy Conservation Code (IECC) seeking to achieve all lifecycle cost-effective energy efficiency in accordance with the Green Communities Act of 2008, as well as to reduce the climate impacts of buildings built to this code.

§ 4.A___-2 Purpose

The purpose of 225 CMR 22 and 23 including Appendices RC and CC, also referred to as the Specialized Energy Code is to provide a more energy efficient and low greenhouse gas emissions alternative to the Stretch Energy Code or the baseline Massachusetts Energy Code, applicable to the relevant sections of the building code for both new construction and existing buildings.

§ 4.A___-3 Applicability

This energy code applies to residential and commercial buildings.

§ ___4.A_-4 Specialized Energy Code

The Specialized Energy Code, as codified by the entirety of 225 CMR 22 and 23 including Appendices RC and CC, including any future editions, amendments, or modifications, is herein incorporated by reference into the Town of Wayland General Bylaws, Chapter 197.

The Specialized Energy Code is enforceable by the inspector of buildings or building commissioner.

FINANCE COMMITTEE COMMENTS: This article proposes adopting the Specialized Energy Code as part of the Town’s General Bylaws. The Specialized Energy Code applies to new construction only, and does not apply to existing structures, additions, renovations, or historic buildings.

In 2021, Massachusetts adopted the Climate Act, which obligates the state to achieve Net Zero emissions by 2050. To make that happen faster, the state has introduced the Specialized Energy Code, which builds upon the Stretch Energy Code already adopted by Wayland, by adding requirements designed to ensure that new residential and commercial construction are consistent with a net-zero economy by 2050.

The Specialized Energy Code ensures that new residential and commercial buildings achieve stringent energy efficiency standards and minimize or eliminate the use of fossil fuels. The Specialized Energy Code allows for both all-electric and “mixed-fuel” homes (homes that use a fossil fuel like natural gas or oil). For new homes built with “mixed fuels,” the Code requires that they are pre-wired for future electrification and include onsite solar if feasible (e.g., The Specialized Energy Code does not require the removal of trees).

The 2021 Annual Town Meeting voted to declare a Climate Emergency and directed the Town to prepare a Climate Action Mobilization Plan (CAMP) to achieve a minimum 50% reduction in the Town’s aggregate greenhouse gas (GHG) emissions by 2030, and to seek a higher 75% reduction if possible. Wayland released the CAMP in June 2022. According to the CAMP documents, homes and buildings account for more than 50% of our greenhouse gas emissions. As such, ensuring that new building construction minimizes such emissions is a critical step to achieving CAMP goals. Adopting the Specialized Energy Code is one of the

¹ The Stretch Energy Code was previously codified in 780CMR appendix 115.aa, prior to the passage of the 2021 Act Creating a Next-generation Roadmap for Massachusetts Climate Policy (2021 Climate Act). The 2021 Climate Act transferred authority for promulgation of the Stretch Energy Code to the Department of Energy Resources.

actions Wayland can take to reduce fossil fuel emissions associated with buildings and help meet both the CAMP and state climate goals.

The Specialized Energy Code will become effective January 1, 2025. This timeline is consistent with the Massachusetts Department of Energy Resources recommendation. To its credit, the Town is already taking action to move to all-electric construction with the proposed Council on Aging building. This project is being designed to be consistent with the Specialized Energy Code. As of February 23, 2024, 32 Massachusetts towns and cities have adopted the Specialized Energy Code, including Acton, Boston, Brookline, Concord, Lexington, Lincoln, Needham, Sherborn, Stow, and Wellesley.

For more information: Town of Wayland, Climate Action Mobilization Plan, June 2022.
<https://www.wayland.ma.us/sustainability/files/wayland-climate-action-mobilization-plan>

Stretch Energy and Municipal Opt-In Specialized Building Code Frequently Asked Questions –
<https://www.mass.gov/doc/2023-stretch-energy-and-municipal-opt-in-specialized-building-code-faq/download>

The Energy and Climate Committee recommends approval. Vote: 5-0-0.
The Permanent Municipal Building Committee recommends approval. Vote: 4-0-0.
The Select Board recommends approval. Vote: 5-0-0

ARGUMENTS IN FAVOR: Adopting the Specialized Energy Code is consistent with both the Massachusetts Climate Act, and the Town’s Climate Action Mobilization Plan. Adopting the Specialized Energy Code makes Wayland eligible for added state grant funds through the Department of Energy Resources (DOER) Climate Leaders Program.

Wayland has benefited significantly from past DOER grant funding, totaling more than \$800,000 for building and infrastructure energy upgrades that have lowered our energy costs. The Specialized Energy Code is also already being embraced by ongoing Town developments, including the Council on Aging building.

Future new construction will be purpose built to facilitate ease of transition away from fossil fuels by ensuring that these buildings are pre-wired to enable all-electric systems, averting incremental conversion costs in the future. Massachusetts Department of Energy Resources notes that “low-rise residential buildings built with all electric heating and cooling (via heat pumps) will typically cost less to build and operate than those built with fossil fuel heating.” Financial incentives through Mass Save, the Department of Housing and Community Development, and additional incentives from the federal government provide resources to assist affordable housing developers in meeting the Specialized Energy Code.

ARGUMENTS OPPOSED: Concerns may exist about how the Specialized Energy Code will affect the costs of new construction.

Some residents may also question whether the Specialized Energy Code will discourage the creation of affordable housing.

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

QUANTUM OF VOTE: Majority. See Massachusetts General Laws Chapter 40, Section 21.

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

For more information, contact Town Manager Michael McCall at mmccall@wayland.ma.us.

Article 31. Establish Athletic Fields Planning Committee

Proposed by: Petitioners

To determine whether the Town will vote to establish a new seven-member public body to be known as the Athletic Field Planning Committee (“AFP Committee”) comprised of the following four voting members: one member of the Board of Public Works to be selected by said Board, one member of the Recreation Commission to be selected by said Commission, one member of the School Committee to be selected by said Committee, and one member who is a resident of Wayland to be selected by the Town Manager; along with the following three non-voting members: Director Public Works Dept., Director Recreation Dept., and one member of the School Superintendent’s staff to be selected by the Superintendent. A quorum of the AFP Committee shall be three voting members, and no motion shall be adopted with fewer than three affirmative votes. The purpose of the AFP Committee is to create a multi-year plan for the provision and maintenance of a sufficient number of athletic fields to satisfy the needs of Wayland’s residents, particularly its school-age children. Each year the AFP Committee shall present its plan in a public report to the Town Manager, along with a request for funding said plan, commencing with the plan for FY 2026. The AFP Committee shall submit a report of its recent accomplishments for inclusion in the "Hear Reports" article of each Annual Town Meeting Warrant.

The AFP Committee shall:

- Establish and publish quality standards for Wayland’s grass fields
- Specify and publish the annual activities required to reliably maintain those quality standards
- Develop and publish a coherent multi-fiscal-year athletic field plan – including expense and capital budgets – that at its end-point will sustainably provide Wayland with the then-required capacity by
 - improving existing grass fields to achieve the quality standards, and maintaining them in that state
 - recommending the construction of new grass fields if necessary
- Advocate on behalf of the Town Manager for the plan’s FY 2026 expense and capital funding
- Each subsequent fiscal year, update and publish its multi-year athletic plan to reflect progress made and lessons learned, and advocate for the next fiscal year’s expense and capital funding

All meetings shall be held in conformance with the Open Meeting Law, M.G.L. c. 30A, §§ 18-25.

PROPOSERS’ COMMENTS: The poor condition and insufficient number of Wayland’s athletic fields is well documented in numerous reports and forums over the past 15 years. Little progress has been made in rehabilitating existing fields, even though modest annual expenditures of \$100K or less could yield significant short-term improvements. In the absence of a detailed, integrated plan, no such funding is included in the current FY25 5-year Capital Plan.

Providing the needed athletic field playing hours requires a step-by-step multiyear plan that specifies integrated capital and operating budgets sequenced in a manner consistent with horticultural constraints and usage requirements. Developing and overseeing this plan requires direct and sustained engagement by the primary stakeholders: field owners, field maintainers, and field users. Only the Athletic Field Planning Committee proposed in this Article - subject to the Open Meeting Law - can provide a sufficient number of athletic fields to satisfy the needs of Wayland’s residents.

FINANCE COMMITTEE COMMENTS: The Petitioners are seeking Town Meeting’s approval for the formation of a new Town committee, i.e., the Athletic Field Planning Committee (AFP Committee), which would report to the Town Manager. The charge of the AFP Committee would be to create, and annually update, a multi-year, long-term plan for the provision and maintenance of a sufficient number of natural grass athletic playing fields to satisfy the needs of Wayland’s residents, as well as develop annual operating

expense and capital funding recommendations for such plan. No funding is being requested under this article.

The Petitioners have proposed a seven-member committee made up of four voting members (Town volunteers) and three non-voting members (Town staff). To ensure transparency, the Petitioners have proposed that the AFP Committee hold all meetings in conformance with the Open Meeting Law, M.G.L. c. 30A, §§ 18-25; publish all its work product; and submit a report for inclusion in the “Hear Reports” article of each Annual Town Meeting warrant. While not represented on the AFP Committee, the Facilities Department/Public Municipal Building Committee which oversee the construction of new natural grass playing fields and substantial renovations/repairs to existing fields and the Conservation Department/Conservation Commission which ensure adherence to the Town’s wetlands by-laws amongst others presumably would work closely with the AFP Committee.

The Recreation Commission has long stated the need for additional athletic fields and various studies that have been undertaken since 2010 have documented this need. These studies have provided data regarding both the insufficiency in the number of fields and overuse of the existing natural grass playing fields (copies can be found at <https://www.wayland.ma.us/capital-projects>). The Petitioners cite various reasons, in their opinion, for the substandard condition of the Town’s existing natural grass playing fields, including the lack of irrigation systems, disrepair of existing irrigation systems, poor drainage systems, shortage of DPW manpower needed to maintain quality fields, and overuse of existing fields due to a shortage in the number of fields needed to meet demand.

In 2016, in an effort to improve the coordination and communication between the School Committee, Recreation Commission and Board of Public Works with respect to the design, construction, maintenance and funding of School and Town recreational facilities, including athletic fields, a Memorandum of Understanding (2016 MOU) was executed setting forth a process whereby such projects (to include design, construction, and ongoing maintenance of recreational facilities) would be identified, funded, approved, designed, constructed and maintained. It is the Petitioners’ view that the 2016 MOU has been ineffective in dealing with the ongoing issues with the Town’s natural grass playing fields.

At the 2021 Special Town Meeting (2021 STM), four athletic fields articles were debated and approved. These included the “Town Code § 95.1 Moratorium on Synthetic/Artificial Turf” article submitted by petitioners and the “Grass Field at Loker Conservation & Recreation Area Design Fees,” “Feasibility Study for a Grass Field at 195/207 Main Street,” and “Feasibility Study for Review of Potential Third Site for a Grass Field” articles. The Moratorium was intended to give the Town time to evaluate the construction of additional grass fields and maintenance plans of its existing grass fields as well as the environmental impacts of turf fields.

Since the 2021 STM, the lighted, natural grass field at the Loker Conservation and Recreation Area has been completed and will be ready for use this spring. Although additional fields are still needed, the availability of the Loker natural grass playing field should eventually reduce the use of the Town’s other existing natural grass fields, thereby allowing such fields to be “rested” from time to time; a Phase I Environmental Site Assessment of the former DPW garage site at 195 Main Street and a Phase II Limited Subsurface Investigation were completed and an Initial Site Investigation Report was filed with the Massachusetts Department of Environmental Protection in November 2023. Additional follow up testing was recommended by the licensed site professional, but to date has not been completed; and no other formal feasibility studies have been conducted.

Section 8(a) of Wayland’s Select Board/Town Manager Special Act provides, in part, that “(e)xcept as otherwise provided in chapter 347 of the acts of 2008, the town manager shall be responsible for the construction, reconstruction, restoration, rehabilitation, repair and maintenance of all town buildings and all town real and personal property...” (see. <https://www.wayland.ma.us/select-board> for a copy of the Special Act).

Although the AFP Committee would be charged with developing annual operating expense and capital funding recommendations, the Town Manager retains sole discretion of whether to accept such recommendations and, if accepted, the priority of such requests in the annual budget and 5-year capital planning process. For example, since the 2021 STM, the Recreation Department’s requests for \$3.5 million of rehabilitation and construction funding for playing fields at the Middle School and Old DPW Site, respectively, were included in the 5-year Capital Improvement Plan (CIP) for FY23 to FY27, but were excluded in the 5-year CIP for FY25 to FY29. Likewise, the 5-year CIP for FY 2025 to 2029 contains no funding for improving existing fields. See Report of the Finance Committee in this warrant.

The Select Board failed to adopt a motion to recommend the article to Town Meeting. Vote: 1-4-0

ARGUMENTS IN FAVOR: Establishing the AFP Committee would bring more focus to advancing the goal of improving the maintenance of existing natural grass playing fields and increasing the number of available fields.

The AFP Committee would be subject to the Open Meeting Law. Having the AFP Committee publish all its work product and submit a report for Annual Town Meeting warrant provides greater transparency than a working group and, potentially, allows for more public input into the planning process and support for future funding requests.

Approval of this new committee would provide the Town Manager with further evidence of Town Meeting’s desire to prioritize the maintenance of the Town’s existing natural grass fields and the provision of sufficient new fields to satisfy demand by users.

ARGUMENTS OPPOSED: The Town already has too many boards, committees, and commissions. Rather than forming a new committee, the Town Manager should put together a working group comprised of Town staff and, possibly, Town volunteers. A Capital Planning Committee should be formed to address the Town’s overall long-term capital planning needs, including the rehabilitation, improvement and construction of existing and new natural grass playing fields based on the recommendation of the working group.

The 2016 MOU already creates a process for coordinating the design, construction, maintenance and funding of School and Town recreational facilities, including athletic fields. Rather than create a new committee to accomplish the same objectives, the Town should ensure the MOU is being followed.

The Recreation Department already maintains a long-term plan for the Town’s natural grass field playing fields. Establishing a new committee to create its own long-term plan could result in a duplication of effort, conflicts in priority, and potentially not be a good use of Town staff’s time.

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

QUANTUM OF VOTE: Majority.

For more information, contact Petitioner, Dave Bernstein, at dave.bernstein@comcast.net.

Article 32. Sell or Trade Vehicles and Equipment

Proposed by: Select Board

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

<u>Department</u>	<u>Vehicle/Equipment</u>	<u>Year</u>
DPW	Trackless Sidewalk/Roadside Machine	2005
DPW	Ford F350 Utility Body Vehicle	2015

Police	Ford Explorer	2022
Police	Ford Taurus	2016

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

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

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

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

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

QUANTUM OF VOTE: Majority. See Town Code Section 62-3.

For more information, contact Town Manager Michael McCall at mmccall@wayland.ma.us.

Article 33. Choose Town Officers

Proposed by: Select Board

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

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

FINANCE COMMITTEE COMMENTS: This is a standard article that allows the Town to fill various positions. While many of these positions are obsolete in our current society, they are part of the charm and history of New England town meetings. To date, Wayland has continued the tradition of electing these positions at Town Meeting even though the Select Board 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 November 30, 2023, the balance in the Allen Fund is \$10,214.00. 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 Select Board 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 M.G.L. c. 49, §1. The Select Board 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 Select Board is authorized to appoint one or more field drivers for the Town.

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

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 Select Board and given the obsolete nature of the position, it may be easier not to fill it if that is the desire of town meeting.

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

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

ARGUMENTS OPPOSED: Opponents may argue that this article is outdated and takes too much time to decide at Town Meeting. They may suggest that the authority to appoint be deferred to the Select Board where allowed.

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

QUANTUM OF VOTE: Majority.

For more information contact Town Manager Michael McCall at mmccall@wayland.ma.us.

Article 34. Community Preservation Act – Historic Preservation Project: Restoration of Stone’s Bridge

Proposed by: Community Preservation Committee

Estimated Cost: \$450,000

To determine whether the Town will vote to appropriate from the Community Preservation Fund not more than (1) \$100,000 from the Historic Preservation Fund and (2) \$300,000 from the Uncommitted Fund for historic preservation purposes to be expended by the Town, with the advance approval of the Historical Commission, to restore the entirety of Stone’s Bridge.

FINANCE COMMITTEE COMMENTS: Community Preservation Act (CPA) funds may be used for the acquisition, preservation, rehabilitation, and restoration of historic resources. This project seeks to restore the historically significant Stone’s Bridge along the Henry Knox Trail. The current bridge, constructed about 1858, is one of the oldest surviving bridges of the seventeen Sudbury River crossings between the Saxonville Dam in Framingham and the river’s confluence with the Concord River downstream. The bridge is an important regional example of the transition in the pre-Civil War decades from wooden “cart bridges” to dry-laid stone-arch construction. Since the Sudbury River was re-channeled in 1957, the bridge has been detached from the Framingham embankment and is accessible by land only from Wayland.

At the 2015 Annual Town Meeting (ATM), the Town appropriated up to \$480,000 from the CPA Historic Preservation Fund for the first half (two of four arches) of the Stone’s Bridge stabilization project, with the intention of undertaking the remaining two after the first two were completed. The Town then learned that there were substantial cost savings in restoring all four arches at once, as much of the cost involves set-up

labor and work prior to the actual restoration work. The 2019 ATM appropriated a further \$300,000. The total appropriation of \$780,000 remains earmarked for this project.

To enhance the Stone's Bridge area and experience, the 2015 ATM also approved \$332,000 for the acquisition of the abutting property at 246 Stonebridge Road for open space purposes., which included funding for demolition and removal of the existing structures. The Town acquired the property in June 2015. The 2018 ATM appropriated \$75,000 in CPA funds to construct a canoe and kayak launch with walkway and steps at 246 Stonebridge Road. The non-motorized boat launch project was abandoned after determining that the Wayland side of the river is unsuitable for that purpose.

Despite the Town's efforts, the project has not been undertaken. There have been delays related to environmental issues associated with disturbing mussels at the base of the footings. And twice the Town bid the project and twice the winning bidder didn't sign a contract. Due to labor and material cost increases, this article seeks a final appropriation of up to \$400,000 to undertake and complete the restoration and preservation project.

The Community Preservation Committee (CPC) questioned the total cost of the stabilization project and the municipal responsibility for the bridge. Regarding the cost, the CPC defers to the Permanent Municipal Building Committee. Regarding the location, the Town investigated the Town boundary line with Framingham at Stone's Bridge. (To be clear, this bridge is different from the Stonebridge/Potter Road bridge that was the subject of a road construction article at the 2022 ATM.) The Town Surveyor has confirmed that the Town of Wayland owns the eastern half of Stone's Bridge, i.e., from the end of the second arch back to the Wayland shore. This marks the approximate middle of the river circa 1858. Other sources indicate that the dividing line is further out the bridge. However, although approximately half of the bridge structure extends over the Town boundary, the only access onto the bridge is from Wayland.

Framingham has recently adopted the CPA and the CPC was hopeful that our neighbor would be amenable to sharing the cost of restoration. Through informal discussions with Framingham, the CPC learned that the bridge is not on its current list of priority CPA projects so would not be eligible for consideration at this point. It may be possible to receive CPA funds from Framingham in the future. Regardless, the Town of Wayland will seek to execute an intermunicipal agreement allowing the project to proceed without liability to or interference from the Town of Framingham as a condition of allocating CPA funds for the bridge restoration.

The bridge is accessible only from Wayland. Rehabilitating only half of the bridge would be risky. If the part of the bridge across the town's boundary is not restored, its further deterioration will endanger the remainder of the bridge. Further delays risk additional deterioration and additional costs for the work, which has continued to get more expensive.

This project will be funded through monies already collected through the Community Preservation Act property tax surcharge and revenue from the State Community Preservation Fund. These expenditures do not increase or impact the Town's property tax rate.

The CPC recommends approval. Vote: 6-0-0.

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

ARGUMENTS IN FAVOR: The Town has demonstrated nearly 10 years of interest in seeing this project through and has been willing to devote substantial funds toward the bridge's restoration and preservation. Because the mussels are no longer a concern, the timing is appropriate. Delaying repairs will put this irreplaceable historic bridge at risk of collapse. If the bridge deteriorates and crumbles into the river, then the Town has an obligation to clean it up in compliance with environmental laws and regulations.

The Town purchased abutting property so that the bridge would be more accessible and could be enjoyed by more people. Once made safe, the Stone's Bridge area with its open space and scenic view will be an attractive community destination.

ARGUMENTS OPPOSED: Even though Stone’s Bridge is accessible by land only from Wayland, some may say that the Town should restore only the parts of the bridge that are fully within its borders, even if that means that the restored section is at risk as the remainder of the bridge deteriorates.

Opponents may say that the Town shouldn’t devote \$1.18MM of CPA Historic Preservation fund monies to a single project, even though the bridge has great historical significance from the Revolutionary War and pre-Civil War eras for Wayland and the region.

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

QUANTUM OF VOTE: Majority.

For more information contact CPC Chair, Susan Weinstein at sweinstein@wayland.ma.us.

Article 35. Community Preservation Act – Community Housing Consultant Services

Proposed by: Community Preservation Committee

Estimated Cost: \$28,000

To determine whether the Town will vote to appropriate from the Community Preservation Fund Uncommitted Fund for community housing purposes not more than \$28,000 to be expended by the Town to engage one or more housing consultants during fiscal years 2025 and 2026 to support, coordinate, and advance the Town’s community housing efforts.

FINANCE COMMITTEE COMMENTS: The Town Planner requested \$28,000 of Community Preservation Act (CPA) funds to cover the cost of hiring one or more community housing consultants for FY25 and FY26. It is anticipated that substantially all these funds will be utilized to procure services from the Regional Housing Services Office (RHSO) which has been providing community housing services to Wayland since 2018. RHSO currently supports the Town’s ongoing efforts to advance community housing through coordination, document review, monitoring, cost certifications, and similar activities for specific projects, as well as through other general services provided to the Town Manager, Town Planner, Wayland Housing Partnership, Wayland Municipal Affordable Housing Trust Fund, and various other community housing stakeholders in Town. RHSO has a proven track record of increasing and preserving affordable housing in Town, including helping the Town achieve its 10% affordable housing goal, and in several nearby communities. Over the past six years, RHSO’s services have been funded with CPA and federally-provided HOME funds (FY19-FY21) and Town funds (FY22-FY24). Most of RHSO’s member communities fund all, or a portion, of their annual RHSO service cost with CPA funds.

The Community Preservation Committee recommends approval. Vote: 6-0-0

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

ARGUMENTS IN FAVOR: CPA funds may be used for the acquisition, creation, preservation, and support of community housing, as well as the rehabilitation or restoration of community housing that was acquired or created with CPA funds. Using such funds to hire one or more community housing consultants is consistent with this purpose.

This two-year appropriation will allow Wayland to continue to make progress on affordable housing goals, enhance its ability to secure outside funds, and comply with applicable statutes and regulations without having to seek an additional appropriation next year.

ARGUMENTS OPPOSED: If increasing community housing is a Town priority, the Town should fund a new full or part-time position in the Town’s annual operating budget, perhaps within the Planning Department rather than utilizing an outside consultant.

These funds could be better utilized on another community housing initiative and, in any event, should not be approved for more than one year at a time.

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

QUANTUM OF VOTE: Majority. See Massachusetts General Laws Chapter 44B, Section 5.

For more information, contact CPC Chair, Susan Weinstein at sweinstein@wayland.ma.us.

Article 36. Hear Reports

Proposed by: Select Board

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

- Board of Assessors (Appendix D)
- Community Preservation Committee (Appendix D)
- Planning Board (Appendix D)

FINANCE COMMITTEE COMMENTS: This is a standard article that allows reports commissioned by the Town or required by State law to be heard. Under Town Code Chapter 53, Section 4, "Whenever a report required by law is submitted to Town Meeting, it shall be included in the minutes of said meeting set forth in the Annual Town Report." This article provides a means of including such reports in the minutes of Town Meeting. Reports can be found online on the Town of Wayland's website www.wayland.ma.us.

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

ARGUMENTS IN FAVOR: There are several boards and committees required to report to Town Meeting on the work completed over the past fiscal year. It is important to keep the Town informed as to their progress.

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

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

QUANTUM OF VOTE: Majority.

For more information, contact Town Manager Michael McCall at mmccall@wayland.ma.us.

APPENDICIES

APPENDIX A: The Moderator's Rules and Regulations Governing Wayland's Town Meetings

The following information may help you to participate fully in Wayland's town meetings, which have been held each year since 1639:

I. THE WARRANT

This booklet, which includes the Warrant for Wayland's Annual Town Meeting or Special Town Meeting, if called, was compiled by the Select Board and served upon all residents by mail and by posting in accordance with applicable provisions of the Code of the Town of Wayland. It contains the agenda of the subjects to be acted upon (articles), including the omnibus budget proposed (if this is an annual meeting), the report and recommendations of the Finance Committee, and additional information concerning the finances and administration of the Town to help us formulate our votes.

No action of this Town Meeting will be valid unless it shall have been taken under an article set forth in the Warrant.

Each article will be considered in the order in which it appears on the Warrant, unless the meeting shall have voted to do otherwise by a TWO-THIRDS vote.

II. THE VOTERS

- A. All residents of Wayland, who have been duly registered as voters, are urged to attend, participate, debate and vote at all annual and special town meetings subject to laws of the Commonwealth of Massachusetts, the Bylaws of the Town and these rules and regulations.
- B. The Town Manager, Assistant Town Manager, Town Counsel, Police Chief, Fire Chief, Finance Director, Director of Public Works, Public Buildings Director and Superintendent of Schools, shall have the right to attend and sit on the floor of town meetings, but they shall not be considered in determining the presence of a quorum unless they are registered voters of the Town. See paragraph IV.B.3 below.
- C. All other persons, including members of the press, may attend and observe Wayland's town meetings so long as they remain seated in the special section reserved for non-residents, unless the Moderator shall have authorized them to sit among the registered voters.
- D. A registered voter may bring his or her child(ren) to sit among the voters so long as the child(ren) sit(s) quietly beside his or her parent at all times. All parents bringing children shall be responsible to see that all children maintain social distancing and other health related requirements of the meeting.

III. THE MODERATOR

The Moderator is elected by ballot for a three-year term at the annual election of town officers to preside at all Town meetings during her term of office and is authorized by state law to regulate the proceedings, decide all questions of order and make public announcement or declaration of all votes, subject to the Bylaws that Wayland has enacted to regulate the proceedings of Town meetings. The Moderator, as part of her statutorily authorized ability to regulate Town meeting proceedings, reserves the right to amend, alter, and/or waive any portion or all of these Rules, as the circumstances warrant, in the interest of fairness to all parties.

All rulings of the Moderator are final.

IV. THE MEETING

A. The Call to Order

1. The Moderator will call the Annual Town Meeting commencing on May 13, 2024, to order at 6:45 p.m., or other time or date as determined by the Selectmen or the Moderator acting under Mass. General Laws C. 39 Section 10A, or as soon thereafter when the Town Clerk has determined that a quorum of one hundred (100) registered voters has been checked into the meeting.
2. The Moderator will announce the number of each article about to be considered and invite a motion thereunder; the Moderator may omit the reading of the articles, unless a MAJORITY of the meeting shall vote otherwise. The Moderator may in the alternative allow or invite the moving party to read the motion under the article.

B. To Address the Town Meeting

1. No person may address a town meeting unless and until the person has been recognized by the Moderator. All persons shall, at the request of the Moderator, be silent.

2. All persons, who wish to be recognized, shall approach one of the three microphones placed at the front of the meeting or in front of their section, if more than one set of microphones are installed, which most closely reflects the purpose for which they seek recognition:

a. The Procedural Microphone (in the middle) will be available to those who have been recognized by the Moderator and wish

to offer:

- i. The main motion under the article being considered and a presentation in support thereof;
- ii. The principal presentation in opposition to the main motion. See paragraph IV.C.2.b, below;
- iii. An amendment to a main motion;
- iv. A question seeking information concerning the motion or other matter then under discussion, or guidance from the Moderator as to procedure, including a point of order;
- v. An answer to a question seeking information; and
- vi. A point of order or procedural motion, such as:
 - A. a motion to terminate debate;
 - B. a motion challenging the Moderator's declaration of a vote;
 - C. a motion questioning the presence of a quorum;
 - D. a motion to adjourn; and
 - E. a motion to limit or extend the time of debate (see IV C 8 below).

b. The "Pro" Microphone will be available to those persons recognized by the Moderator who wish to speak in support of a motion on the floor.

c. The "Con" Microphone will be available to those persons recognized by the Moderator who wish to speak in opposition to a motion on the floor.

The Moderator will normally recognize those persons, who are standing behind or seated near each microphone in a single file, in the order of their entry into that file, alternating between the Pro and the Con microphones; but reserves

the right to recognize any person at any time, including a person who has not approached a microphone, a person who has mobility issues, or a person who has risen to a point of order. Any person whose remarks are not consistent with the purpose of the microphone that the person has been permitted to use, shall yield the floor upon request of the Moderator.

3. Those individuals granted the right to sit on the floor under Section II B above, if non-residents, shall have the right to answer factual questions, but they do not have the right to vote or enter debate unless they are registered voters of the Town.

4. If a person, who has not registered to vote, seeks permission to address the meeting, the Moderator will ask whether there are any objections. If there are any, she will immediately call for a vote. If the majority shall vote to hear the non-resident, the Moderator will give the non-resident the floor.

C. The Debate

1. When you have been recognized by the Moderator, address the Chair as follows: “Madame Moderator, I am (Name) of (Street Address).” Then proceed as follows:

- a. “I move that . . .”;
- b. “May I ask you . . .”;
- c. “May I ask through you (then state the question which you want a board, official, or previous speaker to answer); or
- d. “I rise to a point of order.”

2. Once you have been recognized, you may offer any motion, amendment, argument, comment, suggestion or question relevant to the article then under consideration, unless the Moderator shall have authorized debate or invited comments upon subjects not listed in the Warrant; but:

a. Any person who wishes to offer the principal presentation in support of the main motion under an article, must so notify the Moderator prior to the session at which that article is called and complete the same within seven (7) minutes, or less, and yield the floor. A light, if available will warn you to conclude your remarks and yield the floor during the final minute. The Moderator may divide the time if more than one person indicates a desire to make a presentation in support. The aforesaid seven-minute limit does not apply to the principal motions under the omnibus budget article.

b. Any person wishing to offer a presentation in opposition to the main motion under an article must so notify the Moderator prior to the session at which that article is called and complete the same within the time used by the proponent, or within three (3) minutes, whichever is longer, and yield the floor. The same one (1) minute warning light if available will warn you to conclude your remarks. The Moderator may divide the time if more than one person indicates a desire to make a presentation in opposition.

c. All other persons who wish to address the Town Meeting shall, when recognized, complete their remarks in two (2) minutes, or less, unless extended by leave of the Moderator and yield the floor. The same one (1) minute warning light if available will be turned on when you have used up the first minute.

d. A speaker may be interrupted only by a question of privilege, a point of order, a request that the speaker speak more clearly or by the Moderator.

e. When the speaker has completed their motion, question, or remarks, the speaker relinquishes claim to the floor; and must yield the floor upon request of the Moderator.

f. The Moderator will rule or take other appropriate action on any generally recognized incidental, subsidiary or privileged motion.

3. Abbreviated Presentation Procedure. With notice to and leave of the Moderator any person making a main motion under an article may present that motion under the Abbreviated Presentation Procedure. Under this procedure:

a. The motion must be presented in or be substantially consistent with the words of the Article as printed in the Warrant, and without making further presentation in support of that article. The Moderator may allow minor or editorial variation from the words of the Article as printed in the Warrant.

b. The Moderator will ask if anyone wishes to speak in opposition to the motion or if anyone has a question regarding the motion.

c. Should there be a question, the questioner will be permitted to state his or her question and the presenter of the motion will be permitted to answer that question.

d. Should any individual state that he or she is opposed to the motion, or if the Moderator determines that the questions are of significant depth or importance, the presentation and debate will revert to the normal course as set forth in these Rules.

4. If you have a question concerning the legality or propriety of the proceedings, you may approach the Procedural Microphone and address the Moderator without waiting to be recognized, saying: "Madame Moderator, I rise to a point of order." When you have been recognized, you must state the reason for your point, which may include that a motion is beyond the scope of the article under consideration, that the person who has the floor is not addressing the merits of the motion or that a quorum is not present. The Moderator will then rule on the point and the Moderator's ruling is final.

5. If you wish to offer a motion within the scope of the article under consideration, follow the procedure outlined under paragraph IV.B. and C., above.

a. If your motion is the main motion, you must then declare that it is identical word-for-word with the substantive portion of the article printed in the Warrant which is then under consideration or describe the substantive differences in wording between the article and the motion; otherwise, the Moderator will permit no debate or action upon your motion. If your main motion is visually available to a reasonable extent throughout the hall, you may dispense with the description of substantive differences, unless directed to do so by the Moderator.

b. If you plan to offer a main motion that contains more than twenty-five (25) words and differs significantly from the article printed in the Warrant such that in the view of the Moderator, the assembly may be confused, you must first print and distribute a copy thereof to those attending the session of Town Meeting at which said motion is presented.

c. A motion or an amendment of a motion that exceeds ten (10) words in length may be presented to the assembly only after it has been offered in writing to and accepted by the Moderator. The aforesaid requirement does not apply to main motions which are addressed by the immediately preceding subsection.

d. A motion that is not identical word-for-word with the substantive portion of the article printed in the warrant then under consideration will not be accepted, unless the Moderator shall determine that said motion is within the scope of the article; i.e., that it does not change the substantial character of the proposal described in that article or would not further restrict, if passed, the liberties of the residents of Wayland than the proposal set forth in the article.

e. The Moderator will accept no motion proposing a layout, taking, acceptance of gift, purchase, sale, lease or rezoning of land, unless the article under which the motion is offered contains a running description of the land in question, a description by metes and bounds, or a reference to a plan suitable for recording that is available for public inspection at the office of the Town Clerk, the Town Surveyor, the Planning Board or another place to which the public has access during normal business hours.

f. The Moderator will accept no motion to appropriate and/or expend a sum of money, which exceeds the estimated cost set forth in the article then under consideration by fifteen (15%) percent, except for motions under the omnibus budget article and motions under a supplementary budget article that contemplates the appropriation of additional money for the current fiscal year to augment moneys previously appropriated and proposes to fund such appropriations by transfer from unappropriated funds, funds appropriated for another purpose or from funds received by the Town as grants or gifts.

g. The Moderator will accept no motion that in the Moderator's view would eviscerate or be completely opposite of the motion under the Article under consideration such that in the view of the Moderator the meeting would be confused.

h. The Moderator may rule on your motion, even if no one has risen to challenge that motion by way of a point of order.

6. You will not be recognized to speak on the merits of a motion if you have already spoken three times on its merits, but you may be recognized to answer a question put by another or to raise a procedural issue with respect to that motion.

7. Wayland's practice with respect to some common subsidiary motions is generally as follows:

a. Subject to the limitations set forth above, you may amend a motion by moving to add and/or delete words to and/or from the main motion or by substituting a new motion therefor; but the Moderator permits no more than two amendments to a main motion at a time. A motion to amend is debatable and requires only a MAJORITY vote, even though the main motion may require a TWO-THIRDS vote.

b. You may move to refer a matter for further study, if your motion identifies the official or committee who shall conduct such study, how it shall report, when and to whom. In the event that you wish to establish a new committee for this purpose, the motion must specify the number of members who shall serve and who shall appoint them. A motion to refer is debatable and may be amended and requires a MAJORITY vote.

c. You may move to advance or postpone to a time certain within the then current session of the meeting consideration of an article listed in the Warrant. Such a motion is debatable, may be amended and requires a TWO-THIRDS vote.

d. You may move to lay an article on the table ("table"). Such a motion is NOT debatable or amendable and requires a TWO-THIRDS vote. A motion to remove such article from the table is also NOT debatable or amendable and requires a TWO-THIRDS vote.

e. You may ask the Meeting to take no action under an article by moving "that the article be passed over." Such a motion may be deemed a substitute for the main motion, is debatable, may not be amended, requires a MAJORITY vote and serves to dispose of the article under consideration.

8. Unless extended or limited as hereinafter allowed, upon the expiration of forty five (45) minutes after the main motion under any article shall have been seconded, or put before the meeting by the Moderator, unless extended by leave of the Moderator, the Moderator will terminate debate thereon, unless the Town Meeting shall have either voted by majority vote to extend, or by 2/3 vote to limit, the time available for further debate. The time needed to count the vote(s) upon the motion(s) under the article will not be included in the total time. The aforesaid time limit does not apply to debate under the omnibus budget article.

9. Although the Moderator has absolute authority to regulate the proceedings at town meetings, debate under a motion can be terminated by a TWO-THIRDS vote of the Town Meeting. Therefore, if you believe that debate under a motion has gone on long enough, approach the Procedural Microphone, and, when you have been recognized, make a motion to terminate debate (move the previous question). If your motion receives a second, the Moderator may, but

need not, defer the termination of debate for a reasonable time to permit both sides of the issue to be heard. If a motion to terminate debate carries by a TWO-THIRDS vote, the Moderator will put the previous motion under consideration to a vote without further debate; but if said motion does not carry by a TWO-THIRDS vote, the Moderator will permit debate to continue.

10. If an article of the Warrant has been acted upon and disposed of, a motion to reconsider the article may be made at any time if the Moderator determines that the person offering the motion discloses **significant new information** to the Town Meeting concerning said article, which existed but had not been disclosed or made available to the Meeting when the motion under that article was debated, and the Moderator thereupon explains why such information satisfies the foregoing criteria; provided however, the debate and action on said motion shall be deferred until all other articles have been disposed of. In any event, a two-thirds vote shall be required for approval of a motion to return to an article.

11. Consent calendar: In order to accommodate the rapid disposition of articles at town meetings, it may be moved by any person who has been recognized by the Moderator that the assembly act on two or more articles in one vote. Under this procedure:

a. Unless the offered articles are in order in the warrant the proponent must receive consent of the meeting by 2/3 vote to take such articles out of order, as referenced in Section I of these Rules.

b. The proponent will identify by number, or by number and title, each article to be considered for action by consent.

c. Such action by consent is limited to adopting, rejecting, or passing over the indicated articles. Any adoption shall be in the unamended language of the Articles as printed in the Warrant.

d. The Moderator may for clarity of the meeting subsequently read the number or number and title of each article to be considered for action by consent. The Moderator is under no obligation to so read the articles referenced in the proponent's motion.

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

D. The Vote

Before calling for a vote, the Moderator will usually repeat the motion under consideration (as the same may have been amended), unless it is substantially identical to the article:

1. In the event that electronic handset voting equipment shall have been made available for use by voters at any Annual or Special Town Meeting, all votes shall be taken by secret ballot using such equipment, unless the Moderator shall decide otherwise for reasons she shall state publicly. When calling for an electronic vote, the Moderator will ask voters to press the number "1" if they wish to register an "aye" or the number "2" if they wish to vote "no." In the event that a voter wishes to abstain, the voter may (but need not) press "3." Voters may change their mind as many times as they wish, but the last vote recorded upon the expiration of thirty seconds, or other time as indicated by the Moderator, will count. Any voter who believes that their keypad is not functioning properly or is failing to record their vote accurately should proceed to the designated help desk. If a vote is in progress, the voter should raise their hand; if seen by the Moderator, the Moderator will dispatch help desk staff to examine the handset for any defect. If it is determined by help desk staff that the handset is defective, the voter will be offered a paper ballot and pen or other writing instrument to record their vote on that question and will be provided with another handset for the next vote. Such paper vote shall be promptly relayed by help desk staff to the Moderator.

a. If a voter cannot, or does not wish to, use the electronic handset offered by the Checkers, the voter will be directed to sit in a special section reserved for those who will not be using an electronic handset to vote. Whenever the Moderator shall call for a vote, tellers will provide a ballot to each voter in the special section(s), collect those ballots within thirty seconds, and deliver them to the Moderator. The Moderator then will add the total of the ballots to the vote received electronically and announce the vote on the motion before the meeting.

b. Each person receiving a handset must retain and use only that handset until turned in at the Help Desk, given to a Teller or turned in at the end of the session. No person may lend or give that handset to another person, nor may any person vote with a handset originally given to another.

Voters with handsets may retain them if they wish to leave the room for any reason, but they must hand their handset to an exit attendant if they plan to leave the building.

2. In the event secret ballot voting is employed, when it is time to vote, the Moderator will instruct the voters to approach the front of the room where Town Meeting is taking place and present their voter card to one of the "counters." A counter will "check" each voter card with a color-coded mark for every vote the voter participates in. The counter will then give each voter a Yes/No slip with the voter card. The counter will direct each voter to a second table, where the voter will place either a "yes" or "no" slip, indicating the vote on the matter at hand, into a clearly marked "Ballot" box. Each voter will discard the unused slip into another "Discard" box. Each voter will then return to their seat.

Once all the voters have voted, the counters will turn all the ballot boxes over to the Town Clerk. The counters will count the ballots and the Clerk will record them on a Paper Count Summary sheet. The Moderator will announce the vote.

In the event you are unable to walk to the front of the room where Town Meeting is taking place to cast a vote, please raise your hand. A counter will come to you, check off your voter card and provide you with a Ballot box and a Discard box.

There is no recount provision for paper-count votes.

3. In the event a voice vote is employed, the Moderator will first ask all those in favor to say, "Aye." She will then invite those opposed to say, "No." If the Moderator is in doubt as to whether the motion has carried, she may call for another voice vote; or may ask those in favor to stand and be counted, before she asks those opposed to stand. Sometimes, the Moderator will reverse this procedure before announcing the vote.

4. If the Moderator is still in doubt, or if seven (7) or more voters shall immediately question a voice or an uncounted vote taken by non-electronic means, the Moderator will call for the tellers to help her take a standing counted vote – two tellers for each section of the hall so that they may check each other's results. The Moderator will then repeat the motion and say, "All those in favor will rise and remain standing until counted." When the count has been completed, the Moderator will ask those who are opposed to stand and be counted. As soon as each team of tellers has agreed upon the count in their section, they will be asked to report the number of voters they have counted from the Procedural Microphone. When all of the tellers have reported, the Moderator will declare the vote and her declaration of the vote is final, unless clear and convincing evidence shall have been submitted to the Moderator that fraud, errors by of one or more tellers, or some other irregularity has affected the accuracy of the vote count just completed; in which event the Moderator will repeat the standing counted vote procedure outlined above.

5. If a vote taken by electronic means is questioned by seven (7) or more voters, the Moderator will audit the vote by choosing a set of voters to come forward and present their handsets in turn to the Town Clerk, who will compare the vote shown on each handset with the vote received by the Electronic Voting System for that handset. If the audit is less than fully accurate, the Moderator shall discard the electronic vote and call for a standing counted non-electronic vote under the previously set out procedures.

6. In the event that the law requires a vote of TWO-THIRDS or more to carry a motion acted on by non-electronic means, the Moderator will normally ask whether there is unanimous support for the motion; but if there is no such support, she will take a standing count vote. If the Moderator shall have perceived that more than TWO-THIRDS of the voters voted in the affirmative, the Moderator may by hand vote determine that the TWO-THIRDS majority was met.

7. If a TWO-THIRDS vote is required to carry a subsidiary or procedural motion, such as a motion to terminate debate (“move the previous question”), and the vote is not to be taken by electronic means, the Moderator need not take a count, even though the voice vote upon such motion was not unanimous, if the Moderator shall have perceived that more than TWO-THIRDS of the voters voted in the affirmative. The Moderator shall then declare that such motion has carried and the Clerk shall record such declaration together with a note that there was “a scattering of nos.”

E. Adjournment

1. If you wish to adjourn a session of the Town Meeting before all of the articles have been disposed, you must specify the date and time when the Meeting shall resume. Such motion may be made at any time, is debatable, may be amended and requires a MAJORITY vote; provided, however, that the Moderator will permit no such motion if it shall be offered after debate shall have been terminated upon a pending motion until the final declaration of the vote taken upon the motion then under consideration.

2. Each session of a Town Meeting shall be adjourned by the Moderator (a) at 10:30 p.m., or as soon thereafter as the Meeting has disposed of the article then under consideration or postponed action thereunder, or (b) to adjourn at another time.

3. No motion to dissolve the Town Meeting (to adjourn sine die) is in order until every article shall have been duly considered, acted upon and declared as disposed of.

V. QUESTIONS

In the event that you have a question concerning the conduct of the meeting, you need further information to cast your vote, or the status of any motion being considered, you are invited to approach the Procedural Microphone and to address your question to the Moderator as soon as you have been recognized.

VI. MISCELLANEOUS RULES

Residents of the Town of Wayland may, with the prior permission of the Moderator, place and/or post documents intended and designed to inform and influence the action of voters at town meetings on the tables and wooden walls located behind and on either side of the tables occupied by the checkers at the entrance of the room where Town Meeting is to occur, and each other venue where town meetings are conducted, so long as said documents are relevant to any of the articles set forth in the warrant.

The Select Board, the Chief of Police and the Chief of the Fire Department and other town officers and employees may also be permitted by the Moderator to post and place documents pertaining to the safety of the public in the aforesaid locations.

Thank you for joining us to do the Town’s business.

Miranda S. Jones,
May 13, 2024

MODERATOR'S SUPPLEMENTAL RULES FOR TOWN MEETING SLIDES

Three types of slides are acceptable for visual display when speaking before Town Meeting:

1. Motion slides
2. Amendment slides
3. Illustrative slides

A Motion slide is displayed when presenting a Main Motion and can be displayed when presenting an Amendment to a Main Motion. A Motion slide:

- shall be presented in the “standard motion format”
- shall be limited to one page unless approved by the Moderator
- shall include the Article number, Warrant page #, Quantum of Vote, Article Title, Proposer, and Estimated Cost in the Header
- shall present the Header text in 20-point Arial font
- shall present the full text of the Motion in 18-point Arial font
- is requested for both Board-sponsored and Petitioner-sponsored articles
- shall be submitted in Word Document format to the Select Board's Office

At the Moderator's discretion, an Amendment slide may be created during Town Meeting by Town Meeting personnel digitally photographing a sheet of paper bearing an Amendment in legible handwriting, or in text printed in 18 point font. The text of an Amendment can optionally be submitted in Word Document format to the Select Board's Office 3 full business days prior to the first session of Town Meeting for review and approval by the Moderator.

One or more Illustrative slides accompanying an Article, Main Motion or Amendment may be displayed during a speaker's presentation. An Illustrative slide shall:

- contain pictures, charts, maps, or diagrams that enable voters to better understand a Motion or Amendment
- not restate the language contained in the Motion or found in the text of the Article
- employ text only for the purpose of labelling graphical elements only
- be submitted in JPG or PowerPoint format

All Motion and Illustrative slides:

- shall be submitted to the Select Board's office no later than 3 full business days prior to the first session of Town Meeting
- will be reviewed by the Moderator for relevance, value, and compliance with the above requirements; submitters will be notified of approval or rejection
- shall be removed from the screen when the speaker concludes their presentation

During the meeting, the audiovisual system operator will display approved slides at the speaker's direction. Under no circumstances will the use of slides or any other audio/visual device extend the speaker's time.

APPENDIX B: List of Town Positions (FTEs) and Wage & Classification Plan

FULL TIME EQUIVALENTS (FTEs) - BY DEPARTMENT

Gray shading indicates change.

	ACTUAL		ACTUAL		ACTUAL		PROPOSED	
	FTEs	FY 22	FTEs	FY 23	FTEs	FY 24	FTEs	FY 25
LAND USE								
<u>Building & Zoning</u>								
Building Commissioner	1.00		1.00		1.00		1.00	
Local Building Inspector	1.00		1.00		1.00		1.00	
Gas & Plumbing Inspector	0.52		0.52		0.52		0.52	
Wiring Inspector	0.51		0.51		0.51		0.51	
Land Use Coordinator			1.00		1.00		2.00	
Department Assistant	2.00		1.00		1.00		1.00	
Department Total		5.03		5.03		5.03		6.03
<u>Conservation</u>								
Conservation Administrator	1.00		1.00		1.00		1.00	
Land Manager	1.00		1.00		1.00		1.00	
Department Assistant	1.00		1.00		1.00		1.00	
Department Total		3.00		3.00		3.00		3.00
<u>Planning</u>								
Planning Director	1.00		1.00		1.00		1.00	
Department Assistant	0.00		0.00		0.00		0.00	
Department Total		1.00		1.00		1.00		1.00
FINANCE								
<u>Assessing Office</u>								
Assessing Director	1.00		1.00		1.00		1.00	
Assistant Assessor	1.00		1.00		1.00		1.00	
Administrative Assessor	1.00		1.00		1.00		1.00	
Department Assistant	0.50		0.50		0.50		0.50	
Department Total		3.50		3.50		3.50		3.50
<u>Finance Office</u>								
Finance Director	1.00		1.00		1.00		1.00	
Accountant	1.00		1.00		1.00		1.00	
Finance Assistant	1.80		1.80		1.80		1.80	
Department Total		3.80		3.80		3.80		3.80

<u>Treasurer/Collector</u>					
Treasurer/Collector	1.00	1.00	1.00	1.00	1.00
Asst. Treasurer/Collector	1.00	1.00	1.00	1.00	1.00
Department Assistant	1.23	1.23	1.23	1.23	1.23
Department Total	3.23	3.23	3.23	3.23	3.23
ADMINISTRATION					
<u>Council on Aging</u>					
COA Director	1.00	1.00	1.00	1.00	1.00
Outreach Coordinator	0.83	0.83	0.83	0.83	0.83
Project Coordinator	0.86	0.86	0.86	0.86	0.86
Department Assistant	1.00	1.00	1.00	1.00	1.00
Comm. Coord.& Community Rel	0.40	0.40	0.40	0.40	0.40
	4.09	4.09	4.09	4.09	4.09
<u>Information Technology</u>					
IT Director	1.00	1.00	1.00	1.00	1.00
IT Manager	0.00	0.00	0.00	0.00	0.00
Business Systems Analyst	1.00	1.00	1.00	1.00	1.00
Senior Systems Administrator	1.00	1.00	1.00	1.00	1.00
Desktop Support Analyst	1.00	1.00	1.00	1.00	1.00
Network Manager	1.00	1.00	1.00	1.00	1.00
Zoom Meeting Coordinator		0.60	0.60	0.60	0.60
	5.00	5.60	5.60	5.60	5.60
<u>Public Buildings</u>					
Public Buildings Director	1.00	1.00	1.00	1.00	1.00
Project Manager	1.00	1.50	1.50	1.50	1.50
Facilities Business Manager	1.00	1.00	1.00	1.00	1.00
Sustainability Manager	0.00	1.00	1.00	1.00	1.00
Police Custodian	0.54	0.54	0.54	0.54	0.54
Town Building Custodians	2.00	2.00	2.00	3.00	3.00
Library Custodian	1.00	1.00	1.00	1.00	1.00
Department Total	6.54	8.04	8.04	8.04	9.04
<u>Public Health</u>					
Public Health Director	1.00	1.00	1.00	1.00	1.00
Sanitarian/Health Agent	1.00	1.00	1.00	1.00	1.00
Public Health Nurse	1.00	1.00	1.00	1.00	1.00
Community Health Nurse	6.00	6.50	6.50	6.50	6.50
School Nurse Leader/ Community Health Nurse		1.00	1.00	1.00	1.00
Department Assistant	1.00	1.00	1.00	1.00	1.00

Sr Clerk	0.43	0.43	0.43	0.43
Department Total	10.43	11.93	11.93	11.93
<u>Recreation</u>				
Recreation Director	1.00	1.00	1.00	1.00
Asst. Recreation Director	1.00	1.00	1.00	1.00
Recreation Program Adm	0.00	0.00	0.00	0.00
Recreation Program Coor	1.00	1.00	1.00	1.00
Recreation Assistant	0.54	0.54	0.54	0.54
Recreation Program Asst	0.00	0.00	0.00	0.00
Department Total	3.54	3.54	3.54	3.54
<u>Select Board's Office</u>				
Town Manager	1.00	1.00	1.00	1.00
Asst Town Mgr/HR Director	0.00	0.00	0.00	0.00
Asst Town Mgr/Procurement	1.00	1.00	1.00	1.00
Financial Administrator	0.00	0.00	0.00	0.00
Financial & Management Analyst	1.00	1.00	1.00	1.00
HR Manager	1.00	1.00	1.00	1.00
Exec Asst to TM	1.00	1.00	1.00	1.00
Benefits Manager	1.00	1.00	1.00	1.00
HR Asst	0.00	0.00	0.70	1.00
Department Assistant	0.70	0.70	0.00	0.00
Department Total	6.70	6.70	6.70	7.00
<u>Town Clerk</u>				
Town Clerk	1.00	1.00	1.00	1.00
Asst Town Clerk	1.00	1.00	1.00	1.00
Department Assistant	0.00	0.50	0.50	0.50
Department Total	2.00	2.50	2.50	2.50
<u>Youth & Family Services</u>				
Y & F Services Director	1.00	1.00	1.00	1.00
Assistant Youth Director	1.00	1.00	1.00	1.00
Substance Abuse Professional	0.60	0.00	0.00	0.00
Clinician	1.00	1.00	1.00	1.00
Outreach Coordinator	0.49	0.49	0.49	0.49
Administrative Assistant	0.17	0.17	0.17	0.17
Department Total	4.26	3.66	3.66	3.66
DPW				
<u>Administration</u>				
DPW Director	1.00	1.00	1.00	1.00
BPW Business Manager	1.00	1.00	1.00	1.00

Administrative Coordinator	1.00	1.00	1.00	1.00
Department Assistant	1.34	1.34	1.34	1.34
<u>Engineering Services</u>				
Town Engineer	1.00	1.00	1.00	1.00
Surveyor	1.00	1.00	1.00	1.00
Project Manager	0.00	0.33	0.33	0.33
GIS Analyst	1.00	1.00	1.00	1.00
<u>Highway/Parks/Transfer Station</u>				
Highway/Parks/TS Superintendent	1.00	1.00	1.00	1.00
Senior Foreman DPW Operations Supervisor	1.00	1.00	1.00	1.00
Working Foreman Foreperson	3.00	3.00	3.00	3.00
DPW SPECIAL HEO				1.00
DPW HEO	4.48	4.48	4.48	3.00
MEO	5.00	5.00	5.00	4.60
Sr Grounds Worker	2.00	2.00	2.00	0.00
Grounds Worker Light Equipment Operator	1.00	2.00	2.00	3.00
Maintenance Worker	5.00	5.00	5.00	5.00
<u>Mechanics Fleet</u>				
Lead Mechanic Fleet & Facilities Ops Supv	1.00	1.00	1.00	1.00
Fleet Maintenance MechWelder	1.00	1.00	1.00	2.00
Fleet MechanicWelder	1.00	1.60	1.60	1.00
<u>Transfer Station</u>				
Transfer Station Operations Supervisor	1.00	1.00	1.00	1.00
Transfer Special Heavy Equipment Operator				1.00
Transfer Station HEO				0.48
Transfer Operator		0.40	0.40	0.40
<u>Water</u>				
Water Superintendent	1.00	1.00	1.00	1.00
WTP Manager	0.00	0.00	0.00	0.00
WT & C Manager	1.00	1.00	1.00	1.00
Water Ops Supv Foreman	1.00	1.00	1.00	1.00
Water Worker 3	1.00	1.00	1.00	1.00
Water Worker 2	3.00	3.00	3.00	3.00
Water Worker 1	1.00	1.00	1.00	1.00
Department Total	41.82	44.15	44.15	44.15

WASTEWATER

Account Specialist	0.54	0.70	0.70	0.70
WW Operations Manager	1.00	1.00	1.00	1.00
	1.54	1.70	1.70	1.70

LIBRARY

Library Director	1.00	1.00	1.00	1.00
Assistant Library Director	1.00	1.00	1.00	1.00
Head of Circulation	1.00	1.00	1.00	1.00
Bibliographic Serv Librarian	1.00	0.00	0.00	0.00
Children's Librarian	1.00	1.00	1.00	1.00
Assistant Children's Librarian	1.00	1.00	1.00	1.00
Reference Librarian	0.77	2.49	2.49	2.49
Comp Spec/Ref Librarian	0.71	0.00	0.00	0.00
Library Assistant	1.60	1.60	1.60	1.60
Library Associate	1.00	1.00	1.00	1.00
Library Administrative Asst	1.00	1.00	1.00	1.00
Part-Time Weekend	2.60	2.60	2.60	2.60
Department Total	13.69	13.69	13.69	13.69

PUBLIC SAFETY

<u>Fire</u>				
Fire Chief	1.00	1.00	1.00	1.00
Asst. Fire Chief	1.00	1.00	1.00	1.00
Deputy Chief	0.00	0.00	0.00	0.00
Captain	4.00	4.00	4.00	4.00
Lieutenant	4.00	4.00	4.00	4.00
Inspector/Paramedic	1.00	1.00	1.00	1.00
Electrician/Paramedic	0.00	0.00	0.00	0.00
Mechanic/EMT	0.00	0.00	0.00	0.00
Firefighter/EMT	4.00	4.00	4.00	4.00
Firefighter/Paramedic	15.00	15.00	15.00	15.00
Paramedic - Per Diem	0.00	0.00	0.00	0.00
Administrative Assistant	0.54	0.54	1.00	1.00
Department Total	30.54	30.54	31.00	31.00

<u>Police</u>				
Police Chief	1.00	1.00	1.00	1.00
Police Lieutenant	1.00	1.00	1.00	1.00
Administrative Sgt	1.00	1.00	1.00	1.00
Detective Sgt	1.00	1.00	1.00	1.00
Investigator	2.00	2.00	2.00	2.00

Sgt	4.00	4.00	4.00	4.00
Community Services Officer	1.00	1.00	1.00	1.00
Youth Officer	1.00	1.00	1.00	1.00
Patrolman	12.00	12.00	12.00	12.00
Administrative Asst	1.00	1.00	1.00	1.00
Traffic Supervisors	1.59	1.59	1.59	1.59
Department Total	26.59	26.59	26.59	26.59
<u>JCC</u>				
JCC Dispatcher	7.00	7.00	7.00	7.00
JCC Dispatch Coor	1.00	1.00	1.00	1.00
	8.00	8.00	8.00	8.00
TOTAL TOWN FTEs	184.29	190.29	190.75	193.05
SCHOOLS				
Total School FTEs	449.96	455.46	454.05	462.45
	449.96	455.46	454.05	462.45
TOTAL TOWN AND School FTEs	634.25	645.75	644.80	655.50

WPS FTE's	FY20 ACTUAL FTEs	FY21 ACTUAL FTEs	FY22 ACTUAL FTEs	FY23 ACTUAL FTEs	FY24 PROPOSED FTEs
Administration/Supervision	21.3	23	24.3	25.3	25.3
Licensed Staff - Teachers, Special Educators, Student Support	260.55	279.8	280.18	288.98	290.18
Clerical	22.53	22.2	22.19	22.19	22.19
Human Resources & Accounting	4	5	5	4	4
Assistants & Techs	95.72	107.9	95.29	91.99	91.99
Custodians	23.56	23	23	23	23
TOTAL	427.66	460.8	449.96	455.46	456.66

NON-UNION WAGE SCALE, N SCHEDULE

Effective: July 1, 2024

3.3% market adjustment - 2.75% cost of living increase

Grade	1	2	3	4	5
N-1	47,491	48,917	50,384	51,897	53,450
N-2	51,678	53,227	54,824	56,469	58,165
N-3	52,196	53,759	55,374	57,034	58,748
N-4	56,798	58,501	60,256	62,060	63,924
N-5	62,361	64,233	66,159	68,142	70,190
N-6	68,473	70,528	72,640	74,821	77,065
N-7	75,185	77,440	79,761	82,154	84,620
N-8	82,550	85,027	87,576	90,206	92,909
N-9	96,419	98,919	101,506	104,364	107,497
N-10	99,526	102,509	105,586	108,753	112,676
N-11	109,277	112,557	115,933	119,412	122,990
N-12	114,631	118,070	121,651	125,265	129,018
N-13	119,985	123,581	127,292	131,112	135,047
N-14	131,745	135,698	139,768	143,962	148,280

Grade	6	7	8	9	10
N-1	55,055	56,710	58,408	60,158	61,965
N-2	59,910	61,705	63,556	65,465	67,428
N-3	60,511	62,327	64,190	66,119	68,100
N-4	65,842	67,196	69,852	71,946	74,105
N-5	72,295	74,069	76,696	78,997	81,367
N-6	78,576	81,761	84,215	86,738	89,342
N-7	87,157	89,772	92,465	95,241	98,096
N-8	95,700	98,569	101,527	104,571	107,712
N-9	110,723	114,042	117,465	120,950	124,527
N-10	114,811	118,839	123,373	125,510	129,855
N-11	126,681	130,481	134,399	138,428	142,584
N-12	132,889	136,876	141,814	145,209	149,789
N-13	139,098	143,269	149,227	151,992	156,994
N-14	152,728	157,309	161,348	166,891	171,900
N-15					Contract

N-4	Secretary, Fire -- PT	N-6	Management Analyst	N-10	Library Director
N-1	Asst. Rec Program Coord. -- PT	N-7	Financial & Management Analyst	N-10	Town Clerk
N-2	Sr. Clerk, Health -- PT	N-7	Facilities Business Manager	N-11	Library Director
N-2	Administrative Asst. Y/S -- PT	N-7	Desktop Support Analyst	N-11	Public Buildings Director
N-3	IT Technician	N-8	Benefits Manager	N-12	Assessing Director
N-3	Human Resources Assistant	N-8	Human Resources Manager	N-13	Assistant Town Manager
N-3	Outreach Coordinator - PT	N-8	Network Administrator	N-13	DPW Director
N-3	Project Coordinator - PT	N-8	Recreation Director	N-13	Finance Director/Town Accountant
N-3	Recreation Program Asst. -- PT	N-8	IT Business Analyst	N-13	Fire Chief
N-4	WWMDCC Account Specialist - PT	N-9	Assistant Fire Chief	N-13	Information Technology Director
N-4	Administrative Asst. -- Police	N-9	IT Senior Systems Administrator	N-14	Police Chief
N-4	Administrative Asst. -- Fire	N-9	Police Lieutenant	N-15	Town Manager-per contract
N-5	Exec Asst. to Town Manager	N-9	Town Engineer		

GROUP: NON-UNION – BUILDING INSPECTORS

Effective: July 1, 2024

STEP	1	2	3	4	5
	26.46	27.75	28.46	30.64	32.19

Gas & Plumbing Inspector (PT) Wiring Inspector (PT)

Hourly
\$38.00

GROUP: NON-UNION SUBSTITUTE NURSES

Effective: July 1, 2024

Hourly
33.31

GROUP: NON-UNION - MISCELLANEOUS

Effective: July 1, 2024

Zoom Meeting Coordinator 20.50

GROUP: NON-UNION - PUBLIC SAFETY

Effective: July 1, 2024

	Annually	Per Day	Hourly
Traffic Supervisors	9,264	-	--
Traffic Supervisor Substitute	--	53.13	--
Special Police Matrons	--	-	23.60
Call Firefighters	--	-	23.60
Call Firefighter Coordinator	--	-	25.17
Paramedic	--	-	24.49
Police Custodian (PT)	--	-	18.83
Police Intern	--	-	15.30 Minimum

GROUP: NON-UNION - ON-CALL DISPATCHERS

Effective: July 1, 2024

	Year 1	Year 2	Year 3	Year 4
On-Call Dispatcher	22.28	23.32	24.32	25.33

GROUP: NON-UNION - HOURLY LIBRARY CLERKS

Effective: July 1, 2024

Step	1	2	3	4	5	6
	17.85	18.69	19.41	20.55	22.15	23.30

GROUP: NON-UNION - HOURLY LIBRARY PART-TIME WEEKEND PROFESSIONALS

Effective: July 1, 2024

Step	1	2	3	4	5
	28.76	29.67	30.68	31.70	33.76

GROUP: NON-UNION - LIBRARY PAGES

Effective: July 1, 2024

Year 1	Year 2
15.00	15.75

GROUP: NON-UNION –HOURLY HEALTH WORKERS

Effective: July 1, 2024

Health Assistant	15.00
Substitute Health Clerk	17.80

GROUP: NON-UNION SEASONAL – MISCELLANEOUS

Effective: May 1, 2024

Seasonal Laborer	17.00
Landfill Clerk	17.00

GROUP: NON-UNION – SEASONAL – RECREATION AND SUMMER CAMPS

Effective: Jan 1, 2024

Grade	R-1	R-2	R-3	R-4	R-5	R-6	R-7	R-8	R-9	R-10
Hourly Rate	15.00	16.25	16.50	17.00	18.00	20.00	25.00	27.00	36.00	42.00

R-1	Counselor	R-3	Recreation Admin.	R-6	Asst. Director
R-1	Gate Guard	R-3	Park Ranger	R-6	Health Care Supervisor
R-1	Swim Instructor	R-3	Intern	R-7	Program Director
R-1	Snack Bar Staff	R-4	Lifeguard	R-8	Beach Director
R-1	Sport Coach	R-4	Specialist I	R-8	Ski Director
R-1	Facility Monitor	R-4	Sailing Instructor II	R-9	Camp Nurse
R-2	Senior Counselor	R-4	Water Safety Instructor (WSI)	R-9	Lifeguard Instructor
R-2	Snack Bar Manager	R-5	Head Lifeguard	R-10	Special Instructor
R-2	Boating Instructor I	R-5	Specialist II	R-10	Certified Referee

***Additional \$1.00 per hour for each season of Recreation service in the same position, with no break in years of service, and upon satisfactory performance evaluation. Maximum +\$3. At the Recreation Director's discretion, a candidate may receive the years of service credit based upon prior related experience and/or certifications.**

GROUP: AFSCME

Effective: July 1, 2024

3.3% market adjustment - 2.75% cost of living increase

Retention Steps

STEP	1	2	3	4	5	6	7	8	15	20
G-1	52,319	54,062	55,873	57,733	59,656	61,643	63,695	65,816	67,461	69,149
G-2	54,336	56,130	57,999	59,913	61,889	63,932	66,042	68,222	69,927	71,675
G-3	59,970	61,930	63,955	66,045	68,205	70,434	72,737	75,115	76,992	78,917
G-4	64,748	66,864	69,050	71,308	73,639	76,045	78,532	81,099	83,126	85,204
G-5	69,900	72,185	74,548	76,986	79,505	82,105	84,792	87,566	89,754	91,998
G-6	75,444	77,917	80,471	83,111	85,834	88,649	91,556	94,557	96,921	99,344
G-7	82,458	85,158	87,947	90,828	93,803	96,876	100,048	103,326	105,908	108,557
G-7A	85,768	88,592	91,509	94,522	97,635	100,849	104,169	107,599	110,289	113,047
G-7B	86,142	88,964	91,879	94,888	97,997	101,209	104,525	107,950	110,648	113,415
G-8	89,823	92,771	95,814	98,957	102,204	105,557	109,020	112,596	115,412	118,297
G-8A	93,879	96,956	100,134	103,417	106,807	110,309	113,925	117,660	120,602	123,616
G-9	97,889	101,097	104,411	107,833	111,366	115,016	118,786	122,679	125,746	128,889
G-10	106,306	109,790	113,388	117,103	120,941	124,905	128,999	133,226	136,557	139,971
G-15	64,200	66,673	69,240	71,908	74,677	77,553	80,540	83,642	85,733	87,876

G-4	Department Assistant	G-4	DPW Administrative Coordinator	G-6	Land Use Coordinator	G-7B	COA Director
G-2	Finance Assistant Payroll	G-4	Assistant Treasurer/Collector	G-6	Accountant	G-8	Youth and Family Svcs Director
G-2	Department Assistant	G-4	Assistant Town Clerk	G-6	Sanitarian/Health Agent	G-8	Conservation Administrator
G-2	Dept Assistant Public Health	G-4	Conservation Land Mgr	G-6	School Nurse Leader/CHN	G-8	Town Planner
G-2	DPW Administrative Coordinator	G-4	Recreation Program Coordinator	G-7	Project Manager	G-9	Building Commissioner
G-2	Assistant Treasurer/Collector	G-5	Assistant Assessor	G-7	GIS Analyst	G-9	Treasurer/Collector
G-2	Finance Assistant Accounting	G-5	Clinician Y&S Services	G-7	Town Surveyor	G-9	Heath Director
G-3	JCC Dispatcher	G-6	Local Building Inspector	G-7	Assistant Youth Dir/Clin Supervisor	G-9	DPW Hwy/Park/TS Superintendent
G-3	Administrative Assessor	G-6	DPW Business Manager	G-7A	Public Health Nurse	G-9	DPW Water Superintendent
G-4	JCC Dispatcher Coordinator	G-6	Facilities Business Manager	G-7B	Waste Water Treat/Comp Manager	G-15	Community Health Nurse
G-4	Finance Assistant Payroll	G-6	Assistant Recreation Director	G-7B	Water Treat/Comp Manager		

GROUP: LIBRARY

Effective: July 1, 2024

2.75% cost of living increase

Step	1	2	3	4	5	6	7	8	9	10
L-1	45,703	47,058	48,496	49,914	51,434	52,995	54,556	56,199	57,904	59,609
L-2	49,360	50,838	52,379	53,960	55,522	57,206	58,952	60,718	62,526	64,395
L-3	53,303	54,906	56,549	58,253	60,019	61,807	63,656	65,565	67,538	69,571
L-4	57,576	59,300	61,046	62,917	64,786	66,757	68,729	70,803	72,919	75,117
L-5	62,176	64,046	65,976	67,949	69,982	72,077	74,255	76,473	78,753	81,136
L-6	67,127	69,160	71,236	73,413	75,590	77,869	80,171	82,594	85,059	87,606
L-7	72,529	74,686	76,945	79,225	81,629	84,073	86,599	89,187	91,857	94,610
LC	43,792	45,436	47,018	48,743	50,530	52,892	-	-	-	-

L-1	Library Assistant – Children’s	L-4	Library Administrative Assistant	L-5	Business Manager
L-2	Library Asst – Circulation	L-4	Head of Circulation	L-7	Assistant Director
L-2	Library Associate - Periodicals	L-4	Reference Librarian	LC	Custodian
L-4	Assistant Children’s Librarian	L-5	Children’s Librarian		

GROUP: TEAMSTERS – DPW

Effective: July 1, 2024 2.75% cost of living increase

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	15 Years	25 Years
D1	22.79	24.04	25.27	26.50	27.72	28.28	28.56
D2	23.94	25.24	26.56	27.86	29.17	29.75	30.05
D3	25.00	26.37	27.75	29.11	30.49	31.10	31.41
D4	25.81	27.27	28.74	30.20	31.67	32.30	32.63
D5	27.77	29.31	30.85	32.40	33.95	34.62	34.97
D6	29.81	31.43	33.07	34.70	36.35	37.08	37.44
D7	31.55	33.27	35.00	36.72	38.46	39.24	39.62
M1	29.05	30.63	32.22	33.82	35.42	36.13	36.48
M2	29.82	31.44	33.07	34.88	36.35	37.08	37.46
M3	31.55	33.27	35.00	36.72	38.46	39.24	39.62

- | | | | |
|----|--|----|----------------------------------|
| D1 | Maintenance Worker | D5 | Special Heavy Equipment Operator |
| D2 | Light Equipment Operator | D6 | General Foreperson |
| D3 | Medium Equipment Operator | D7 | DPW Operations Supervisor |
| D4 | Heavy Equipment Operator | | |
| M1 | Fleet Mechanic | | |
| M2 | Fleet Maintenance Mechanic | | |
| M3 | Fleet & Facilities Operations Supervisor | | |

GROUP: TEAMSTERS – DPW TRANSFER STATION AND WATER

Effective: July 1, 2024 2.75% cost of living increase

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	15 Years	25 Years
T1	25.00	26.37	27.75	29.11	30.49	31.10	31.41
T2	25.81	27.27	28.74	30.20	31.67	32.30	32.63
T3	27.77	29.31	30.85	32.40	33.95	34.62	34.97
T4	31.55	33.27	35.00	36.72	38.46	39.24	39.62
W1	28.15	29.69	31.25	32.81	34.37	35.05	35.41
W2	29.81	31.44	34.19	35.82	36.33	37.06	37.43
W3	33.54	35.36	37.18	39.01	40.89	41.70	42.12
W4	34.32	36.21	38.09	39.97	42.97	43.83	44.27

- | | | | |
|----|---|----|-----------------------------|
| T1 | Transfer Operator | W1 | Water Worker 1 |
| T2 | Transfer Heavy Equipment Operator | W2 | Water Worker 2 |
| T3 | Transfer Special Heavy Equipment Operator | W3 | Water Worker 3 |
| T4 | Transfer Operations Supervisor | W4 | Water Operations Supervisor |

GROUP: FIRE

Effective: July 1, 2022 (Contract Negotiations in Progress)

		Step 1	Step 2	Step 3	Step 4	15 Years	25 Years
Deputy	F-6E				94,968	97,817	100,752
Captain	F-5E	80,043	82,496	85,149	87,797	90,431	93,144
Lieutenant	F-4E	73,433	75,684	78,119	80,693	83,114	85,608
FF/Elec/Mech/Insp	F-3E	69,752	71,818	74,366	76,814	79,118	81,492
Firefighter/EMT	F-1E	63,529	65,578	67,703	69,898	71,995	74,155

GROUP: POLICE

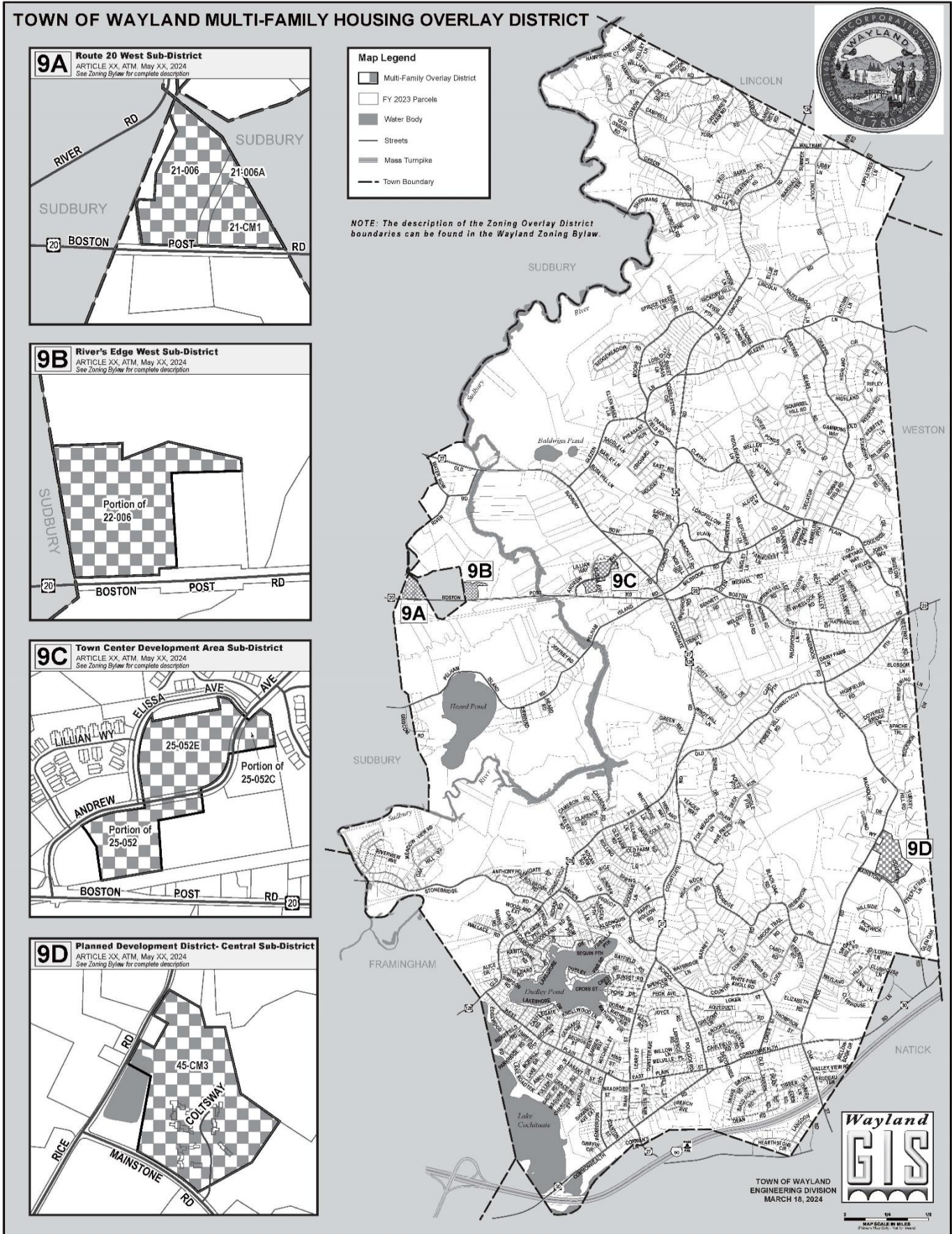
Effective: July 1, 2024

3.25% cost of living increase

Title	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 15	Step 25
Patrol Officer	P-1	52,384	65,800	69,092	72,545	76,173	78,641	81,000	83,431
Sergeant	P-2	81,667	85,751	90,038	95,927	-	-	98,804	101,769

Title	Grade	Step 1	Step 15	Step 25
Detective / School Resources Officer	D-1	85,477	88,041	90,683
Detective Sergeant	D-2	104,246	107,373	110,595

APPENDIX C: Article 26: Zoning Overlay District Map



APPENDIX D: Article 36: Hear Reports

Planning Board Reports for 2024 Annual Town Meeting

WARRANT ARTICLES

The Planning Board, per Massachusetts General Laws Chapter 40A, Section 5, is required to submit a report to Town Meeting with recommendations on all proposed Zoning Amendments. What follows are the Board's Reports concerning proposed Zoning Amendments that are the subject of Articles 26 and 28 of the Warrant for the 2024 Annual Town Meeting.

Warrant Article 26 – Amend Zoning Bylaws & Town Zoning Map – MBTA Communities Multi-Family Housing Zoning

On Tuesday, March 12, 2024, as required by law, the Planning Board held a duly noticed and advertised Public Hearing on proposed amendments to the Town's Zoning Bylaws that would: i) amend the Code of the Town of Wayland to add a new Article 27 Multi-Family Housing Overlay District, Section 198-2701, *et seq.*, along with associated conforming amendments; and ii) amend the Town's Zoning Overlay Districts Map to add a Multi-Family Housing Overlay District comprised of four sub-districts. The amendments are being proposed in order to comply with G.L. c. 40A, Sec. 3A, the so-called MBTA Communities Act legislation, that requires 177 Massachusetts communities to establish zoning districts in which multi-family housing is permitted as of right.

Background Information:

As a result of January 14, 2021 amendments to Section 3A of the Massachusetts Zoning Act, G.L. c. 40A, Wayland, an "MBTA Adjacent Community", is required to have a zoning bylaw that provides for at least 50 acres to be zoned for multi-family housing use. The designated multi-family housing zone may be superimposed on existing underlying zones so that, at the option of the property owner, development of land may be undertaken subject to the requirements of the new overlay or by complying with all applicable requirements of the underlying principal district or another applicable overlay district.

The Town is not required to create multi-family housing. It is only required to zone so that it could be created at some time in the future. The basic State requirements are that the district: a) contain 50 acres – made up of at least one area of 25 contiguous acres and several smaller areas of no less than 5 contiguous acres each; b) support a minimum density of 15 units per acre on average across the district; c) not be subject to any age restrictions; d) for density calculations, cannot include "excluded" surface waterbodies, wetlands and buffer zones, protected open space and recreational land, cemeteries, Zone I wellhead protection areas, privately-owned land used for educational or institutional uses, publicly-owned land generally; e) avoid sensitive land such as land subject to flooding and priority habitat for rare or threatened species; and f) encourage development of a scale, density and aesthetic that are compatible with existing surrounding uses.

The repercussions for failure to have such a district are loss of funding for state grant programs and potential civil suit by the Massachusetts Attorney General and others. The town is required to submit a District Compliance Application with Town Meeting-approved zoning by no later than December 31, 2024.

Main Provisions of the Proposal:

In accordance with the Massachusetts Executive Office of Housing and Livable Communities (EOHLC) Guidelines, Wayland's proposed Multi-Family Housing Overlay District Bylaw and the Town Zoning Overlay Districts Map would be amended to allow multi-family housing in four sub-districts totaling approximately 50 acres – Route 20 West, River's Edge West, Town Center Development Area, and Planned Development District – Central (see the proposed Town Zoning Overlay Districts Map at Appendix C). Each of the four proposed sub-districts has been assessed using the Commonwealth's Guidelines and compliance model and the Planning Board believes that each conforms to the Commonwealth's requirements.

As structured, the bylaw would not replace existing principal zoning districts or existing zoning overlay districts but would be superimposed over them. Use of this new mixed-use housing overlay would be solely at the option of the property owner. Section 198-2704. “Applicability” in the proposed bylaw makes that clear:

“Section 198-2704.1. The MFHD shall not replace existing zoning districts or zoning overlay districts, but shall be superimposed over them. At the option of the property owner, development and use of land within the MFHD may be undertaken subject to compliance with the requirements of this Article 27 or by complying with the standards or procedures of the underlying district or another applicable overlay district.”

Section 198-2704 also makes clear that existing buildings, structures, and uses can continue in existence even after a property owner chooses to pursue development using this new Article 27:

“Section 2704.3. Per G.L. ch.40A, Sec. 6, any building, structure or use lawfully in existence prior to the February 27, 2024 first publication of notice of a public hearing on this Article 27 may be continued in existence even though such building, structure or use does not conform to the requirements of Article 27.”

The proposed Bylaw lays out the main structure of what is allowed by right in each of the four sub-districts. “By right” means that a project does not need to obtain what is known as a “Special Permit” but any project will still need to go before the Planning Board for review. The Planning Board has begun drafting "design standards for site layout and development" that will be adopted separately later as regulations and they will help shape how any of these developments function and look. The regulations will facilitate site layout, site and building design, and outdoor amenity spaces (including outdoor lighting, signage, site amenities, landscaping, screening, buffers, stormwater management, open space).

The proposed bylaw provides dimensional requirements and aggregate limits for each sub-district including minimum lot size, minimum frontage, minimum setbacks, maximum building height, maximum lot coverage and maximum number of units per acre. It also has provisions requiring the inclusion of the maximum allowed 10% affordable dwelling units.

Public Comments: Throughout the 20-month process of developing this zoning proposal, the Planning Board received public comment at its regularly scheduled meetings and also sponsored public forums to explain the requirements and gather input from the community. The overall concerns voiced were that the EOHLC Guidelines with a “one size fits all communities” paradigm is not appropriate for a town that relies on septic systems for sanitary waste, has a vast amount of wetlands and waterways, does not have any public transportation, and has a limited ability to absorb a large increase in roadway vehicles and traffic. Of the four sub-districts being proposed, the Planned Development District – Central that comprises the required 25-acre consolidated area drew the most attention, with some residents concerned about the potential impact of the new overlay district on their properties. That sub-district is overlaid on a portion of the Stoneridge Village area of the Mainstone condominiums. Protected conservation lands buffer and screen the area from adjacent properties.

Planning Board Comments: Zoning is a planning tool that delineates which specific uses can be located within which areas of town. Wayland already has five existing multi-family housing districts but only a portion of one of them (i.e., the River’s Edge Housing Overlay District home to the Alta Oxbow Apartments) qualifies as a “by right” district. The other existing multi-family housing districts are: the Planned Development District (the Mainstone condominiums), the Southeast Wayland-Cochituate Planning District (the Willowbrook condominiums), the Senior and Family Housing District (Greenways at the Paine Estate), and the Mixed-Use Overlay District (the “Town Center” development).

When assessing possible locations for the required new zoning district, the Planning Board prioritized sites that would be compatible with existing surrounding uses and would minimize disruption to established neighborhoods and businesses. The Board also looked for sites that were close to Route 20 and Route 30 because those form the main transportation corridors in Wayland and are the most likely roadways to receive public transportation in the future.

The Planning Board and many residents had hoped that the zoning could be crafted to require a combination of ground-floor business use along with multi-family housing use, but we were told by the state that such a requirement is not allowed. The Board feared that, given a choice between multi-family residential development and continued business use,

property owners and developers would likely choose the residential option and Wayland would lose the businesses and services on which we rely.

For more information *see* the Planning Board web page at <https://www.wayland.ma.us/planning-department-board/pages/mbta-communities-multi-family-zoning-districts-under-section-3a>.

Conclusion: EOHLG Guidelines make it clear that the new law is neither a mandate to construct a specified number of housing units nor a requirement to create multi-family housing. Towns just have to show that their zoning allows multi-family housing as of right and that a sufficient number of units (in Wayland’s case: 750) could be added to or replace existing uses and structures over time.

Our job as your elected Planning Board is to put the Town in a position to comply with the requirements of the law while employing reasonable planning principles. We hope that you will join members of the Board in voting to adopt the proposed Multi-Family Housing Overlay District bylaw and Zoning Overlay Districts Map.

Planning Board Recommendation:

The Planning Board **recommends approval** of this Multi-Family Housing Overlay Bylaw and a vote of “Yes” on this Article.

Warrant Article 28 – Amend Zoning Bylaw to Add Retail Self-Storage As Additional Commercial Use in a New Business B Zone Subdistrict B-1

On Tuesday, March 12, 2024, as required by state law, the Planning Board held a duly noticed and advertised Public Hearing on proposed amendments to the Town’s Zoning Bylaws that would: i) amend Chapter 198 of the Code of the Town of Wayland to add Retail Self- Storage as a new commercial use allowed only in a new Sub-District B-1 in the Business B Zone; and ii) amend the Town’s Zoning Map to add a new Sub-District B-1 in the Business B Zone at 193 Commonwealth Road.

Summary of Petitioners’ Proposal:

This zoning article proposed by Petitioners is seeking to re-zone a single 2.9-acre parcel of land at 193 Commonwealth Road (Parcel 51D-019) that is currently located in a Business B zoning district. The proposed change would create a sub-district B-1 in the current Business B zone to allow Retail Self-Storage as a permitted use. The parcel of land in question is located on the south side of Commonwealth Road (Route 30) between the Donelan’s market shopping area to the west and residentially zoned land to the east. The predominant zoning in the area is single-family residential (i.e., 20,000 square foot residential lots).

The main provisions of the proposed zoning amendment are:

- Create Sub-District B-1 comprised of a single parcel of land in the existing Business B zoning district;
- Add a new business use and definition to the bylaws as well as dimensional requirements that apply only to this one new business use;
- Add the requirement that for this particular business use to proceed, it would need to receive a special permit and the criteria for granting that permit are prescribed in the language of the proposed bylaw.

Public Comments: Numerous public comments were received from residents living in the immediate neighborhood. Overall concerns voiced were that the proposed bylaw amendment, if adopted, would: change the character of the neighborhood, not fulfill the Town’s Master Plan for Cochituate Village, and not be an appropriate location for a warehouse use; create a safety concern because the language of the bylaw specifies an inadequate number of on-site parking spaces for the called for community use space; create a safety concern for those wishing to access the community space. Concerns were also raised about the environmental sensitivity of the parcel adjacent to wetlands and Snake Brook. Concerns were raised that this would constitute spot zoning. Several commenters stated their concern that, as drafted, the proposed bylaw amendment conflicts with other provisions in the zoning bylaws and that it was unclear how the proposed bylaw would actually work in practice. Comments were also received in support of the provision calling for a community

space inside any retail self-storage facility.

Planning Board Comments: While deliberating on the recommendation that the Planning Board would make to Town Meeting, the Board discussed the comments received, the numerous drafting issues with the proposal and noted that zoning bylaws must be clear in their language so that they are easily understood and enforceable. The language of the proposed bylaw calls for the requirement of a special permit but nowhere in the actual text of the bylaw does it state who would be the special permit granting authority (e.g., the Zoning Board of Appeals or the Planning Board). The amendments to the Table of Principal Uses by Districts and the Table of Dimensional Requirements are misleading in that it is made to appear that the retail self-storage use is allowed more generally in the Business B district. Without specifying the maximum square footage of the allowable building, Petitioners provide their own formula of one parking space for each 15,000 square feet of building. Under the Article 6 Site Plan Review zoning provisions, considerably more parking availability would be required. However, Petitioners have chosen to exempt this building, even with its intended community space use, from the requirements for site plan review. It is also not clear that the community space could actually be required, rather than just considered, as one basis for issuing a permit for a proposed project. There is a concern that the proposed zoning amendment may run afoul of M.G.L. ch. 40A, Section 4 that requires the same uses to be allowed in all of the Business B districts across town. Massachusetts State Law requires that when zoning bylaws are crafted for principal districts such as Business B, the same uses are to be allowed across that entire district. Wayland has three small Business B zoning districts and this proposal calls for re-zoning just one parcel in one of those Business B districts. Retail Self-Storage would be a permitted use on only this one parcel. Town Counsel has advised that this raises concerns of the legality of the proposed zoning change. It is carving out just one spot in the overall Business B zoning district where the proposed use would be allowed.

Planning Board Recommendation:

The Planning Board **recommends disapproval** of this proposed zoning bylaw amendment for Retail Self-Storage and a vote of “No” on this Article.

Board of Assessors

At the Annual Town Election held Tuesday, April 25, 2023, Philip Parks and Massimo Taurisano were re-elected to each serve one three-year term. The Board reorganized with Zachariah Ventress to remain as Chair, Philip Parks to remain as Vice Chair, and Sharon Burke to remain as Secretary. After some years, the Assessor’s Office became fully staffed with the addition of Tamara Keith (Assistant Assessor) and Lisa Sullivan (Administrative Assessor); welcomed professionals to serve the Board as we work toward our FY2024 Recertification Year.

The Board of Assessors is responsible for administering Massachusetts property tax laws fairly and equitably and for producing accurate and fair assessments for all taxable real property (real estate and personal property).

As required by the code of Wayland, Section 19-8, the Board of Assessors respectfully submits the following:

A. Annual Report

(1.) Calendar year 2021 sales were used in the determination of the FY 2023 assessed values.

These values were posted to the Assessors’ web page and provided at Annual Town Meeting.

(2. a, b, c) Report of Abatement history for the previous six years:

FISCAL YEAR	# RECD (A)	# GRANTED (B)	AVG ABMT (C)
2018	22	9	\$2,157.99
Supplemental	0	0	\$0.00
2019*	42	18	\$1,325.71
Supplemental	0	0	\$0.00
2020	21	14	\$2,757.49
Supplemental	0	0	\$0.00
2021	31	23	\$4,086.87
Supplemental	0	0	\$0.00
2022	36	3	\$1,291.23
Supplemental	1	1	\$2,603.87
2023	55	27	\$1,590.47

Supplemental	3	3	\$6,630.57
--------------	---	---	------------

**DOR Division of Local Services certification year (FY19); Next certification year is FY24.*

(2. d) Appellate Tax Board (ATB) filings for the last six years:

Fiscal Year	ATB Filings	Fiscal Year	ATB Filings
2018	5	2021	1
2019	6	2022	7
2020	2	2023	0

(2. e) Assessed value changes granted by the ATB:

FISCAL YEAR	NO.	STREET	CHANGE IN ASSESSMENT	FISCAL YEAR	NO.	STREET	CHANGE IN ASSESSMENT
2018	N/A			2021	N/A		
2019	42	SHAW DR	\$23,300.00	2022	33	HIGHLAND CIR	\$115,700
	240	W PLAIN ST	\$20,200.00		3	GLEN OAK DR	\$261,600
	61	WALTHAM RD	\$27,700.00				
2020	N/A			2023	N/A		

(3). Inspections conducted during Fiscal Year 2023

Total Property Visits: 403*

Sales:

Interior & Exterior	6
Exterior Only	9
Info at Door	0
Interior Only	0
In Office Review	0
Drive By	0
Refused	0
TOTAL	15

Building Permits:

Interior & Exterior	21
Exterior only	13
Info at Door	0
Interior Only	0
In Office Review	0
Drive By	3
Refused	5
TOTAL	36

Quality Control:

Interior & Exterior	1
Exterior only	0
Info at Door	0
Interior Only	0
In Office Review	0
Drive By	0
Refused	0
TOTAL	1

Cyclical:

Interior & Exterior	83
Exterior Only	191
Info at Door	2
Interior Only	1
In Office Review	0
Drive By	1
Refused	8
TOTAL	286

Abatement:

Interior & Exterior	33
Exterior Only	1
Info at Door	0
Interior Only	0
In Office Review	0
Drive By	0
Refused	0
TOTAL	19

Informal Hearings:

Interior & Exterior	0
Exterior Only	0
Info at Door	0
Interior Only	0
In Office Review	0
Drive By	0
Refused	0
TOTAL	0

Field Review:

TOTAL	32
--------------	-----------

*** Please note some data verification visits addressed more than one requirement in a single visit, such as a property requiring an abatement visit may also have needed a sale visit; one visit would have met both obligations. Due to COVID, some requests for interior inspections were denied. Emails (with pictures) were accepted as part of the verification process. For a majority of the year, the Assessor's Office employed two full-time people and a contracted part-time data collector. Additional staff (1) added in May 2023.**

Respectfully submitted,

Zachariah Ventress, Chair
Philip Parks, Vice Chair
Sharon Burke, Secretary
Massimo Taurisano, Member
Steven Klitgord, Member

REPORT OF THE COMMUNITY PRESERVATION COMMITTEE – 2024 ATM

Wayland adopted the Community Preservation Act (CPA) in 2001. The Community Preservation Committee (CPC) is charged with evaluating potential community preservation projects and, if appropriate, submitting project recommendation articles at Town Meeting. The CPA requires that the projects focus on open space, historic preservation, and community housing. Funds can also be used for certain recreational purposes.

CPA Revenue – Since the adoption of the CPA in 2001 through January 2024, Wayland has received \$15,861,408 from the residential property tax surcharge, \$6,662,792 in State Community Preservation Trust Fund distributions, and \$833,341 in interest, totaling \$23,357,541. The funds collected are known as the Community Preservation Fund (CPF), held and administered by the Town’s Treasurer and Finance Director.

**COMMUNITY PRESERVATION FUND – AVAILABLE FUNDING BEFORE AND AFTER 2024 ATM
– END FY24**

CPA FUNDS BALANCES & ALLOCATIONS	HISTORIC	COMMUNITY HOUSING	OPEN SPACE	ADMIN	UNCOMMITTED FUND
AS of 1/31/23	\$134,125	\$820	\$141,645	\$51,693	\$ 1,718,234
Q4. FY24 <i>Estimated</i> Surcharge Revenue					+ \$314,291
<i>Estimated</i> Set Asides 2024 ATM	+\$129,870 (10%)	+\$129,870 (10%)	+\$129,879 (10%)	+\$50,000	-\$389,610 (3 x 10% <i>s</i>) -\$373,731 (Mainstone Debt Service) -\$50,000 (Admin Fund)
Transfer to WMAHTF		-\$130,670			
Housing Cons.					-\$28,000
Open Space			-\$65,846		
Historic Pres.	-\$157,673				
Stone’s Bridge	-\$100,000				-\$300,000
Recreation: Ball Fields and Pool					-\$450,000
<i>Expected</i> TOTALS 6/30/24	\$6,322	\$20	\$205,699	\$101,693	\$441,184

For FY24, funds amounting to about \$1,298,700 collected from the local surcharge and the State Trust Fund will be deposited into the Uncommitted Fund. (Much has already been deposited as of January 2024). Also, more interest will have accrued. The 10% distributions for FY24 will have been subtracted from the Uncommitted Fund balance and deposited into each account by the set-aside article at ATM (\$129,870 represents 10% of *estimated* FY24 CPF receipts: *estimated* Local Surcharge (\$1,073,073) + State Trust Fund (\$225,627). Thus, if all projects are funded as proposed, the Uncommitted Fund balance on July 1, 2024, should be about \$441,184 (not including current-year interest).

A list of all CPA-funded projects is on the Town’s CPC webpage, www.wayland.ma.us/community-preservation-committee

Zoning Map Reference
Map 51D, Parcel No. 019
193 Commonwealth Avenue, Wayland
Legal Description

The land in Wayland, Middlesex County, Massachusetts, together with the buildings thereon, situated on the Southerly side of Commonwealth Road, containing 2.94 acres of land as shown on "Plan of Land in Wayland, Mass." dated November 20, 1969 by Everett N. Brooks Co., Civil Engrs., recorded with Middlesex South District Registry of Deeds herewith, bounded and described as follows:

- NORTHWESTERLY:** By Commonwealth Road by two (2) lines together measuring one hundred forty-seven (147') feet;
- EASTERLY:** By land now or formerly of Clifford H. and Elizabeth Shay and by land now or formerly of Regina M. Bowles, five hundred and seventeen (517') feet;
- NORTHEASTERLY:** By said Bowles land, eighty (80') feet;
- NORTHEASTERLY:** Again, by said Bowles land, sixty-six (66') feet;
- SOUTHEASTERLY:** By land now or formerly of Commonwealth of Massachusetts Cochituate Aqueduct, forty-seven and 52/100 (47.52') feet;
- SOUTHERLY:** By said Commonwealth of Massachusetts land, three hundred thirty-six and 94/100 (336.94') feet;
- WESTERLY:** By said Commonwealth of Massachusetts land, by land now or formerly of Dominic & Azad Strazzulla, Trustees of Wayland Realty Trust, by two (2) lines together measuring, four hundred eight and 20/100 (408.20') feet;
- NORTHERLY:** By land now or formerly of William P. & Elizabeth M. LeBlanc, one hundred twenty-one and 33/100 (121.33') feet; and
- SOUTHWESTERLY:** By said LeBlanc Land, one hundred sixty-seven (167') feet. Containing 2.94 acres of land according to said Plan.



You are required to serve this Warrant by posting copies thereof, attested by you, at the Town Building, at the Public Library in Wayland Center, at the Cochituate Fire Station or the Cochituate Post Office, and at the Happy Hollow School, and by mailing or delivering a copy thereof addressed to each residence in the Town fourteen (14) days, at least, before the time appointed for the Annual Town Meeting.

Hereof, fail not and deliver this Warrant with your return thereon to the Town Clerk on or before April 29th, 2024.

Given under our hands and seals this 8th day of April, 2024.

William D. Whitney, Chair
Carol B. Martin, Vice Chair
Thomas J. Fay
Adam Garrett Gutbezahl
Anne Brensely
Select Board of the Town of Wayland

Pamela Roman (Chair)
Kelly Lappin (Vice-Chair)
Steve Correia
Jonathan Barnett
Michael Hoyle
April Methot
Brian O’Herlihy
Finance Committee of the Town of Wayland

NOTES

NOTES



TOWN OF WAYLAND
Select Board
41 Cochituate Road
Wayland MA 01778
www.wayland.ma.us

PRST-STD
U.S. Postage
PAID
Permit No. 16
Wayland MA

POSTAL PATRON
WAYLAND MA 01778