

TOWN OF WAYLAND

WARRANT



2017 ANNUAL TOWN MEETING

Sunday, April 2, 2017 1:00 P.M.

PLEASE NOTE:

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

WAYLAND HIGH SCHOOL FIELD HOUSE

DOORS OPEN AT 12:00 P.M.

ANNUAL TOWN ELECTION

Tuesday, March 28, 2017

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 ADA Compliance Coordinator.

Name: John Senchyshyn
Title: Assistant Town Administrator/HR Director
Office Address: 41 Cochituate Road, Wayland MA 01778
Phone Number: (508) 358-3623
Fax Number: (508) 358-3627
TDD: (508) 358-0194 or 711
Days/Hours Available: Monday, 8:00 a.m. to 7:00 p.m.
Tuesday to Thursday, 8:00 a.m. to 4:00 p.m.
Friday, 8:00 a.m. to 12:30 p.m.

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

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

**TOWN OF WAYLAND
2017 ANNUAL TOWN MEETING WARRANT
WITH REPORT OF THE FINANCE COMMITTEE**

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***ARTICLE 26, HEAR REPORTS, can be found online at
http://www.wayland.ma.us/Pages/WaylandMA_Selectmen/HearReports***

ADJOURNED MEETINGS

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

April 3	–	Monday	7:00 p.m.
April 5	–	Wednesday	7:00 p.m.
April 6	–	Thursday	7:00 p.m.

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

If you have any questions about the Articles, please attend **the Warrant Hearing on Monday, March 27, 2017, at 7:00 P.M.** at the Town Building. You may also call the Town Administrator's office at (508) 358-3621 before Town Meeting.

NOTICE REGARDING MOTIONS

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

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

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

TOWN MEETING PROCEDURES

Town Meeting functions best when all voters are familiar with its rules of procedure. A summary of those rules appears in the document, "The Moderator's Rules and Regulations Governing Wayland's Town Meetings" prepared by the Moderator and included as part of this warrant booklet. See rules at Appendix A at page 88. Copies of the pamphlet, "The Moderator's Handbook for Wayland Town Meetings," are available at the Selectmen's Office in the Wayland Town Building, or online at http://www.wayland.ma.us/Pages/WaylandMA_BComm/Moderator/ModHandbook.pdf.

NO SMOKING NOTICE

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

QUANTUM OF VOTE

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

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

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

HOW TO VOTE ELECTRONICALLY

WAYLAND HIGH SCHOOL- Sunday, April 2, 2017 at 1:00 PM

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

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



Town Meeting will be held in the High School Field House. You can use any check-in station; waiting in one line based on the first letter of your last name is no longer required. As you're checking in, you'll be issued a handset for your **exclusive** use during that session. Voting with a handset issued to anyone else is **strictly forbidden**. If your phone, tablet, or laptop supports Wi-Fi, please disable this feature, as doing so will enhance performance of the electronic voting system.

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



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

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

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

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

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

ELVIS: Wayland's Electronic Voting Implementation Subcommittee

REPORT OF THE FINANCE COMMITTEE

The Finance Committee is pleased to present our Report to Town Meeting. The report focuses primarily on our FY18 omnibus operating budget and capital plan recommendations. The Finance Committee seeks to balance the goals, desires, and limitations of a broad spectrum of residents in Wayland. Some residents demand more and better services from town government. Others struggle with the property tax obligations and other fees that the town government imposes. With the Finance Committee’s recommendations, the Town tries to balance the demand for services against the cost of delivering those services. The Finance Committee seeks to gain efficiencies and cost savings and benefit from innovations in town operations, budgeting, and finances.

The Committee expressed its concern over several issues, including:

1. Expense increases are not sustainable without a significant increase in the tax rate.
2. Town has exhausted its ability to use free cash to fund operating expenses.
3. Town has continued to defer the hiring of additional fire and police personnel while the Schools is hiring 16 new positions.
4. The Capital Improvements Projects (CIPs) being requested over the next five years cannot be implemented without significant increases in the tax rate.
5. Current debt service and borrowings are at the top end of the desired range, while the Town is facing increasing capital requests and future significant increases in OPEB and pension payments.

Highlights (\$Millions)

Operating Expenses - \$77	Receipts - \$77.1	Capital Expenses - \$2.9
<ul style="list-style-type: none"> • 3.27% Increase over FY17 • Town: 2.71% • School: 2.02% • Unclassified: 5.94% 	<ul style="list-style-type: none"> • Property Tax: \$64.6 • State Aid: \$5.2 • Local Receipts: \$4.5 • Overlay Surplus \$0.3 • Other: \$2.1 • Free Cash: \$0.5 	<ul style="list-style-type: none"> • DPW: \$1.2 • Facilities: \$0.16 • Fire: \$0.37 • School: \$0.29 • DPW Water: \$0.93
Cost Drivers - \$4.5	Active Employees that Receive W-2s – 1,170	Peer Towns – Average Tax Bill
<ul style="list-style-type: none"> • Increase in Payroll: \$1.7 • Free Cash Transition: \$1 • 16 Full Time Resources: \$0.6 • Assessor’s Overlay: \$0.6 • River’s Edge: \$0.15 	<ul style="list-style-type: none"> • 823 School • 347 Town • 16 New School FY2018 Full Time Employees 	<ul style="list-style-type: none"> • 2nd Finance Peer Comparison • 6th School Peer Comparison
Tax Rate – \$18.57	Use of Free Cash - \$0.9	Debt Service - \$7.5
<ul style="list-style-type: none"> • Estimated \$18.57 (Mils) • 2.38% change in tax rate from FY2017 	<ul style="list-style-type: none"> • \$0.5 Towards General Fund Operating Expenses • \$0.2 Towards Capital Expenses • \$0.2 Towards OPEB Expenses 	<ul style="list-style-type: none"> • Schools: \$4.3 • Town: \$3.2

How FY18 Tax Dollars are Spent



In addition to the FY18 operating budget expenditures we have split debt service and healthcare cost between the Town and the school system based actual borrowings and respective headcount. The allocation does not account for shared operating expenses such as IT and Nursing or unallocated expenses such as Reserve for Salary and Retirement.

Budget Challenges

Operating Expenses The Finance Committee requested that the Town moderate increased expenditures to a pace of 2.5% each year so as to avoid future overrides and to slow the tax rate increase. In FY18 expenditures are estimated to increase 3.27%.

Moody’s Rating Maintaining a Aaa rating with Moody’s is critical so the Town can minimize future interest cost on borrowings. On 2/23/17 the Town’s outlook was revised to negative from stable. The Town risks a future downgrade due to the trend of available General Fund balance below 20% of revenues, further increase in the debt burden as a percent of taxable property values, and potential future debt issuance that is not excluded from the levy limitations of Proposition 2 ½. Key factors to positive future rating reviews are the town’s commitment to eliminate free cash appropriations to fund operating expenses and to improve its financial position over the near term.

Debt The Town currently spends approximately \$0.10 of every tax dollar on debt service. Per Moody’s, the Town has an above average debt burden that is not comparable to the highest rating category in Massachusetts or across the US.

Personnel 57% of all costs are spent on personnel and payroll related expenditures. By including healthcare and insurance related costs that number increases to 75% of the overall budget. There are over 16 new positions in this years’ budget since last ATM. The number of active employees by the Town and School who received W-2s in Calendar year 2016 is 1,170.

Process There were substantial improvements in the process of developing the Omnibus budget. This year, the Town Administrator determined the initial budget and worked diligently with Town departments to identify priorities.

The Finance Committee’s Budget Message (\$Millions)

The Town has remained financially strong since the Finance Committee reported at Annual Town Meeting last year, even though the Town’s outlook was revised from stable to negative on February 24, 2017. Per Moody’s, Wayland’s Aaa bond rating “reflects a stable tax base with strong wealth and income levels, satisfactory financial position including a trend of reduced reserves, and manageable debt and pension burdens. The rating also incorporates the town's aggressive funding of its OPEB liability and conservative budgeting practices despite the recent use of fund balance.”¹ The rating enables the Town to obtain favorable rates on our debt issuances, resulting in savings in the Town’s interest expense, and demonstrates sound fiscal management.

The Committee recommended FY2018 operating and capital budgets together would result in an increase in the average household’s property tax bill of roughly 4.94%. This percentage increase is clearly higher than desirable, but is driven by the following primary factors:

1. Reducing the use of free cash to “buy down” our tax rate to \$0.5 million from \$1.5 million in 2017 (approximate impact 0.8%)
2. Increasing the use of cash capital to fund certain capital items (rather than borrowing) to \$0.35 million from \$0.3 million in 2017 (approximate impact .5%)
3. Moving approximately \$0.7 from the capital budget to the operating budget (approximate impact 0.6%)
4. An “apples to apples” increase in the general fund operating budget of 3.27% vs. the FinCom initial target of 2.5% (approximate impact .75 %)
5. The general fund appropriations that drive the budget higher this year are as shown below in Table 1:

Table 1: Operating Budget Drivers		
<i>Department</i>	<i>Percent Increase</i>	<i>Dollar Increase</i>
School Department	2.02%	\$764
DPW Highway	18.56%	247
Minuteman	169.61%	116
Police	4.12%	110
DPW Parks	8.71%	74
Information Technology	8.95%	71

6. Increases were due to:
 - a. School Department: Increases in salaries (steps and lanes), new hires and new programs.
 - b. DPW Highway: The loss of the current laydown area, building maintenance and repair

¹ Moody’s Investor’s Service, *Credit Opinion*, 23, February 2017

- expenses associated with the new DPW Facility, police detail, and employee dues, training, and licensing.
- c. Minuteman: Rate increase and higher enrollment.
- d. Police: Education and Step increases mandated through collective bargaining. Their request for additional personnel was not approved.
- e. DPW Parks: Reflection of current staffing levels, anticipated step increases, projected overtime expenditures, and the creation of a separate seasonal laborer line.
- f. Information Technology: Increases were due to infrastructure upgrades and annual support for hardware and software.

Financial Summary & Schedules (\$Millions)

There are several components to the omnibus operating budget. The General Fund Operating Budget funds most municipal and much of school operations (schools receive grants and user fees to fund a portion of their operation). Three other municipal enterprise fund operating budgets (Water, Wastewater, and Septage), along with the General Fund Operating Budget add up to the Omnibus Budget. The Finance Committee recommends budgeting enterprise expenses to equal fee revenues generated in the enterprise fund budgets. In other words, the enterprise funds generally support themselves through fees charged to their users based on usage.

In this report, the Committee focused on the General Fund Operating Budget. It recommended an Operating Budget with operating expenses totaling \$77.1 and other expenses of \$1.3 (overlay \$0.6, cash capital \$0.35, OPEB \$0.2, State Assessments \$0.18), for a total amount to be raised of \$78.4.

The Committee estimates total revenue from property taxes, local receipts, and state aid in FY2018 will be \$74.4. The result is an operating budget deficit of about \$2.7. The Finance Committee proposes to close this operating shortfall with and \$1.3 in transfers from other funds, \$0.5 from free cash reserves, \$0.61 million in ambulance receipts, \$0.2 from the Overlay Surplus recently released by the Board of Assessors, and \$0.09 in prior year bond premiums. Tables Two, Three, and Four below, summarize General Fund overall budgeted expenses and revenues and expense budget summaries by category. Table Five summarizes Enterprise Fund expenditures and Table Six shows tax history and estimates the average property tax bill if our recommended budget is approved.

We recommend using \$0.5 of free cash to offset this year’s operating budget. This is substantially lower than the total used in previous years, reflecting the reduced level of free cash available and responding to concerns raised by Moody’s and recommendations by key town officials and our Financial Adviser.

Table 2: Summary of General Fund Expenses				
<i>Thousands of Dollars</i>	Approved FY 2016	Approved FY 2017	Proposed FY 2018	Change Over Three Years
Operating Budget	\$72,642	\$74,651	\$77,090	6.1%
Other Expenses	771	1,003	1,145	48.5%
Total Amount to be Raised	73,413	75,654	78,235	6.6%

Table 3: Expense Summary of General Fund by Function				
<i>Thousands of Dollars</i>	FY 2016 Expended	2017 Adopted	2018 Proposed	Change Over Three Years
Schools	\$36,462	\$37,723	\$38,486	5.55%
Unclassified	8,762	9,028	9,986	13.97%
Debt and Interest	7,653	7,507	7,545	-1.42%
Public Safety	5,571	5,986	6,048	8.58%
Retirement	3,972	4,235	4,362	9.83%
General Government	3,366	3,933	3,955	17.48%
Human Services	2,514	2,622	2,667	6.10%
Public Works	1,957	2,247	2,569	31.28%
Land and Planning Use	778	850	837	7.45%
Snow Removal	421	450	450	6.81%
Regional Vocational Schools	109	69	185	69.64%
TOTAL - GENERAL FUND	71,566	74,651	77,090	7.72%

Table 4: Summary of General Fund Revenues				
<i>Thousands of Dollars</i>	Approved FY 2016	Approved FY 2017	Proposed FY 2018	Change Over Three Years
Property Tax Revenue	\$58,375	\$62,712	\$65,813	12.7%
State Aid	4,666	5,029	5,238	12.3%
Local Receipts	4,180	4,400	4,500	7.7%
Transfers from Funds	1,238	1,263	1,284	3.7%
Ambulance Receipts	360	360	615	70.8%
Free Cash	4,350	1,500	500	-88.5%
Overlay Surplus	150	300	200	33.3%
Bond Premium	94	90	85	-9.6%
Total Revenues	73,413	75,654	78,235	6.6%

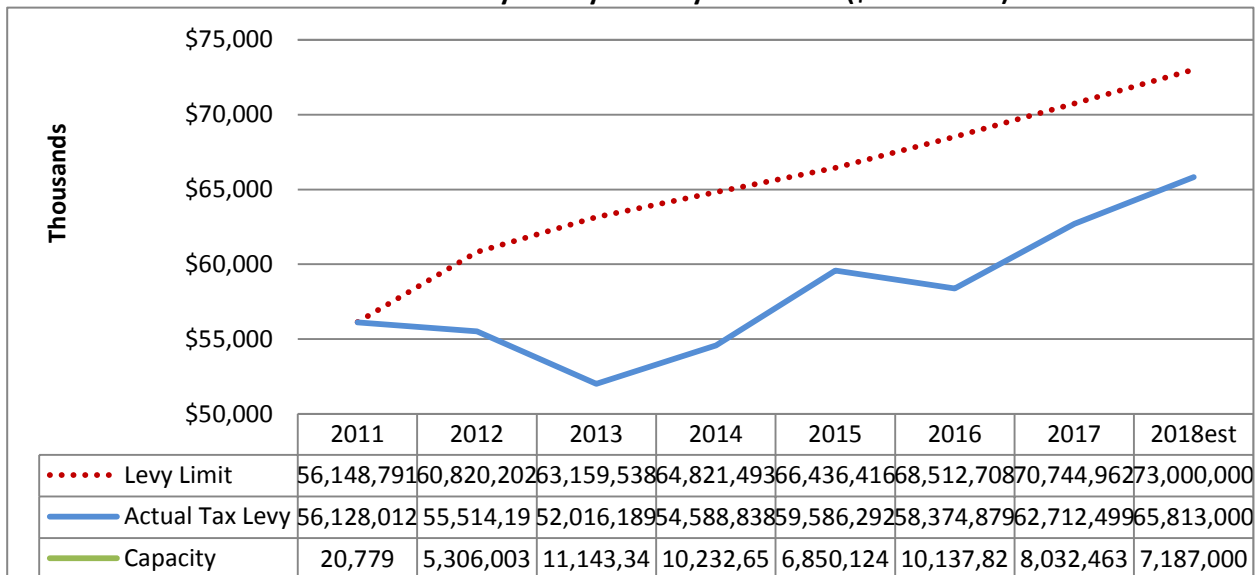
Table 5: Summary of Enterprise Fund Expenses				
<i>Thousands of Dollars</i>	FY 2016 Expended	2017 Adopted	2018 Proposed	Change Over Three Years
Water Fund	\$3,628	\$3,787	\$4,002	10.31%
Septage Fund	34	53	45	32.35%
Wastewater Fund	646	743	713	10.37%
TOTAL - ENTERPRISE FUNDS	4,308	4,583	4,760	10.49%

Table 6: Real Estate Tax History Forecast				
<i>Thousands of Dollars</i>	Approved 2016	Approved 2017	Proposed 2018	Change Over Five Years
Real Property Tax Rate Forecast				
Property Tax Revenue (000's)	\$58,375	\$62,712	\$65,813	12.74%
Total Assessed Valuation (000's)	3,366,486	3,457,138	3,543,566	5.26%
Equals Tax Rate (Mils)	17.34	18.14	18.57	7.09%
% Change in Tax Rate from Prior Year	-5.71%	4.61%	2.38% ²	
<i>Average Resident Tax Bill (Not in 000's)</i>	11,730	12,529	12,815	9.25%
<i>Average Annual Change from prior year</i>	2.65%	6.81%	2.28%	
<i>Cumulative Change from FY 14</i>	6.65%	13.92%	16.52%	

For estimating purposes, the Finance Committee assumes the FY2018 total assessed real property valuation (in italics above in Table 5) will increase by 2.5%, which may understate (or overstate) the actual increase. The Board of Assessors cannot confirm the actual FY2018 valuation until the fall of calendar year 2017.

The Committee does not anticipate the need for an operational override under Proposition 2 ½ in the near term if the Town limits expense growth (see Chart 1 below). The Town’s Proposition 2 ½ Levy Limit increases each year as the property valuations increase regardless of whether the Town imposes taxes up to the levy limit or not. Over the past years, as the Town has managed to hold down the increase in taxes, the levy limit has continued to grow, resulting in the good position of having excess levy capacity.

Chart 1: Actual Tax Levy & Levy Limit by Fiscal Year (\$Thousands)



² 2.38% is the year over year increase in the tax rate. The use of taxation increased 4.94% year over year from FY2017.

Summary of the Capital Improvement Program (CIP)

The Finance Committee reviewed \$8.3 million in capital requests for FY2018 from Town boards and departments. After considering the merits of each request individually as well as the collective impact and discussions with the town and School personnel, the Committee recommend that Town Meeting fund \$2.98 million, or about forty percent of the initially requested amount. The Finance Committee's FY2018 capital budget recommendation is driven, among other things, by a policy which tries to maintain General Fund debt service (interest expense and principal repayments) under 10 percent of total expenditures. The debt service levels have been above that policy range over the past several years, due primarily to the high school and DPW construction projects. Table 7 represents FY18 Capital expenditures.

Table 7: FY18 Capital Expenditures					
Description	Borrowing	Cash Capital	Free Cash	Other Funds	TOTAL
DPW					
Town wide road reconstruction	300,000	247,128		52,872	600,000
Equipment Replacement- Tractor H-6	190,000				190,000
Cemetery road construction			65,000	120,000	185,000
Culvert	100,000				100,000
Equipment Replacement- Dump Truck H-4		20,000		75,000	95,000
Equipment Replacement- Dump H-13			46,466	18,534	65,000
Facilities					
TB mechanical / electrical improvement			38,991	49,009	88,000
Fire Station # 2 Renovations				75,000	75,000
Fire					
Ambulance				305,000	305,000
Fire Vehicle				65,000	65,000
Schools					
Middle School Tile Replacement			8,723	141,277	150,000
Happy Hollow Food Service Equipment			60,000		60,000
Claypit School Phone upgrade		50,000			50,000
Various Locations Custodian Equipment		30,000			30,000
Total General Fund	590,000	347,128	219,180	901,692	2,058,000
Water Fund					
Water Mains	700,000				700,000
Well Cleaning				65,000	65,000
Water Tank Study				50,000	50,000
Pilot Study Manganese- Campbell Well				110,000	110,000
Total Water Fund	700,000			225,000	925,000
Total Fiscal 2018 requested budget	1,290,000	347,128	219,180	1,126,692	2,983,000³

³ Does not include DPW Article for \$1.6 million for road and environmental work at the transfer station.

Summary of the 5 Year Capital Improvement Program (CIP)

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

As part of the FY2018 budget process the Town departments and the School Department prepared a five-year capital plan outlining their anticipated capital needs for the fiscal year period July 1, 2017 to June 30, 2022. While the Town will likely choose not to do all of these projects in the time period forecasted, it is important to understand the nature and size of potential capital projects and the impact these projects can have on the Town's tax rate and Moody's bond rating. Several of these maintenance projects (e.g.; repairs to the Town Building) increase in cost the longer the repairs are deferred.

The major projects outlined in the five-year forecast are as follows in Table 8:

Table 8: Five Year Capital Expenditure Plan (in Thousands)					
Major Projects	2018	2019	2020	2021	2022
DPW					
Transfer Station (Article)	\$1,600			\$60	
Town Wide Road Construction	600	\$718	\$735	\$754	\$773
DPW Equipment	635	805	1,210	1,020	505
DPW Land Improvement		660	395	255	365
Facilities					
Library		19,085	575	850	70
Town Building	88	2,105	1,310	1,300	220
Council on Aging		200	5,400		
Municipal Pad			2,000		
Motor Pool		50	50		30
Information Technology		755	320	120	120
Public Safety					
Fire Station	445	995	515	65	305
Console Upgrades					100
Public Safety Building				75	
Recreation					
Loker Recreation			100	5,000	
Middle School Field Construction		2,150			
Land Acquisition			500		
Greenways		130	500		
Town Beach		40			200
Field & Playground Design		285	55		50
Vehicle					50
Surveyor		30			

Schools					
Stadium/ Repairs		2,750			
Bus Relocation		600			
Repair & Replacement	290	550	835	-	2,550
Boiler Replacement			400	400	400
Tennis Court Repairs		300			
Middle School Improvements			350	115	
Parking Area and Vehicles		250	30		35
Town Clerk					
Voting Machines			25		
Subtotal	3,658	32,458	15,305	10,014	5,773

In addition, the Enterprise Funds forecasted their five-year capital requirements in Table 9 as follows:

Table 9: Five Year Capital Expenditure Plan Enterprise Fund (in Thousands)					
Major Projects	2018	2019	2020	2021	2022
Water Fund					
Water Mains	700	700	700	1,000	1,600
Water Meters		430			
Well Cleaning	65				
Water Tank Study	50				
Replace Filters - Baldwin Pond		1,000			
Campbell Manganese Removal		5,000			
Subtotal	925	7,130	700	1,000	1,600

Table 10: Five Year Capital Expenditure Plan Summary and Reference Points (in Thousands)					
Major Projects	2018	2019	2020	2021	2022
Total Potential Major Projects	4,583	39,588	16,005	11,014	7,373
Normal Replacement Expenditures ⁴		3,000	3,500	4,000	4,500
Total Potential Capital Requests	\$4,583	\$42,588	\$19,505	\$15,014	\$11,873
Reference Points					
Forecasted debt level at 6/30 for debt issued FY2017 and prior ⁵	71,935	65,655	59,876	54,646	49,827
Forecasted principal payments ⁶	7,564	6,899	5,772	5,668	5,334

⁴ Increase is reflective of future potential projects not considered in current five-year plan.

⁵ Per debt schedule plus the estimated \$8M to be issued in FY 2017, Mainstone debt is not included as it will be paid for with CPA funds.

⁶ Assume the FY 2017 borrowings will have an average life of 10 years

Estimated Revenue:					
Town ⁷	78,670	81,030	83,461	85,965	88,544
Water Fund	4,760	4,903	5,050	5,202	5,358
Total	\$71,935	\$65,655	\$59,876	\$54,646	\$49,827
Cumulative borrowing limit at 100% of revenue	\$11,495	\$20,278	\$28,635	\$36,521	\$44,075
Incremental borrowing level at 100% of revenue	\$11,495	\$8,783	\$8,357	\$7,886	\$7,554

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

- Debt service shall be less than 10% of Revenue
- Borrowings shall be less than 100% of revenue

As a reference point the Town's debt level at June 30, 2016 is \$61 million and its debt service for 2017 is approximately \$7 million.

If the Town were to elect to fund all the above projects with debt financing, the debt level for General Fund obligation debt would grow to \$100 million at June 30, 2022 and debt service would be \$23 million for FY2022. These levels assume that half the request is funded over 10 years and half is funded over 20 years and that the debt has an average interest rate of 4.5%. Shorter maturity schedules or higher rates would increase the debt service levels. The projected borrowing rates are between 3-3.5% for the General Fund and 4% for Mainstone.

The Finance Committee recommends that 10% of budgeted revenue, from all sources, be the capital spending level cap for debt services which equates to \$7.7 million in FY2018. The Committee believes that that the debt and debt service levels are not supportable if all of these projects are funded and recommends that a capital spending level cap from all sources range from \$8 to \$10 million a year be considered. The \$10 million capital level would still represent a significant increase in debt and debt service levels from the Town's current levels with 2017 principal payments of \$5 million and debt service levels of \$7 million. At the \$10 million level debt service, would be 12% of revenue by 2022. At the \$8 million cap debt service, would be 11% of revenue.

Overview of the Town's Budget Process

Throughout the fall of 2016 the Finance Committee reviewed various FY2018 budget scenarios based on revenue estimates, expense growth as compared to FY2016 actuals and FY2017 year-to-date information, changes to our free cash position, the estimated effect on the tax levy, and feedback from residents of the Town. Following these discussions, the Finance Committee issued FY2018 Operating Budget Process Memorandum in September, 2016.

⁷ Based on FY2016 increased by 3% per year

The Finance Committee's FY2018 operating budget process memorandum requested boards, committees, and departments to explore creative ways to gain efficiencies, explore innovations, and take on new initiatives with the goal to control costs. This memorandum cited our goal for less than a 2.5% Total General Operating Budget increase.

Boards, committees, and departments submitted their capital requests to the Finance Committee in the fall and the operating budgets submissions were due in November. The Committee requested written budget summaries with explanatory statements of changes from the amounts appropriated for the same purposes in FY 2017. In addition to board and committee members, and town officials and staff, members of the community provided valuable comments and insight during the budget season. The Finance Committee worked diligently to incorporate their suggestions in their work and recommendations.

On February 21, 2017, the Finance Committee deliberated and voted 6-0-1 this recommended Omnibus Budget to Town Meeting.

Summary

The Finance Committee voted to recommend both the FY2018 operating and capital budgets. We believe it is in the best interest of Town Meeting to support the FY2018 budget to maintain core services and infrastructure.

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

In Summary, the Town needs to:

1. Monitor expense increases because the current methodologies are not sustainable without a significant increase in the tax rate
2. Limit use of Free Cash to one-time expenses
3. Defer hiring and adopt a Town wide hiring policy that contemplates turnover
4. Scrutinize Capital requests over the next five years so as to minimize the increases in the tax rate.
5. Minimize the Town's debt service.

Respectfully submitted,

WAYLAND FINANCE COMMITTEE

Gordon Cliff

Nancy Funkhouser

Jen Gorke

Carol Martin (Vice Chair)

Klaus Shigley

George Uveges

Dave Watkins (Chair)

APPENDIX SECTION - GLOSSARY

Capital Improvements Program – A blueprint for planning the Town’s capital expenditures that comprises an annual capital budget and a five-year capital program. It coordinates community planning, fiscal capacity and physical development. While all of the community’s needs should be identified in the program, there is a set of criteria that prioritizes the expenditures.

Free Cash – Remaining, unrestricted funds from operations of the previous fiscal year including unexpended free cash from the previous year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items. Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash. The calculation of free cash is based on the balance sheet as of June 30, which is submitted by the community’s auditor, accountant, or comptroller. Important: free cash is not available for appropriation until certified by the Finance Director.

Fund - A fiscal and accounting entity with a self-balancing set of accounts to record revenue and expenditures.

General Fund - The Town’s main operating fund that pays for basic Town services such as Police and Fire, parks, and library services which use most of the City’s tax revenue.

Grant - A contribution by a government or other organization to support a specific function.

Infrastructure - The basic structures and underlying facilities needed for the functioning of a community and its economy, such as public facilities, streets, roads, bridges, tunnels, parks, storm drains, and water and sewer systems.

One-Time Expenditures and/or Revenues - Expenditures and/or revenues for one-time projects and services. After the project or service is completed, expenditures and/or revenues are terminated and are not considered part of the budget for the following year.

Ongoing Expenditures and/or Revenues - Expenditures and/or revenues that are recurring and span over more than one fiscal year.

Operating Budget - Authorized expenditures for ongoing municipal services such as public safety, street maintenance, parks, and libraries.

Proposed Budget - The Finance Committee’s recommendation for the Town’s financial operations, which includes an estimate of proposed expenditures and revenues for a given fiscal year.

Reserve - An account used to indicate that a portion of a fund’s balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

Revenue - Funds received from various sources and treated as income to finance expenditures.

Schedules - Provides a summary of revenues, expenditures, and positions for the operating budgets of all departments and funds and reflect the funding sources and spending areas of the Capital improvements Program.

User Fee - A charge for services provided by the Town to residents and businesses.

Levy Ceiling – A levy ceiling is one of two types of levy (tax) restrictions imposed by MGL Ch. 59 §21C (Proposition 2½). It states that, in any year, the real and personal property taxes imposed may not exceed 2½ percent of the total full and fair cash value of all taxable property. Property taxes levied may exceed this limit only if the community passes a capital exclusion, a debt exclusion, or a special exclusion.

Levy Limit – A levy limit is one of two types of levy (tax) restrictions imposed by MGL Ch. 59 §21C (Proposition 2½). It states that the real and personal property taxes imposed by a city or town may only grow each year by 2½ percent of the prior year's levy limit, plus new growth and any overrides or exclusions. The levy limit can exceed the levy ceiling only if the community passes a capital expenditure exclusion, debt exclusion, or special exclusion.

COMMONWEALTH OF MASSACHUSETTS

To the Residents of Wayland:

Middlesex, ss.

Town of Wayland

***** WARRANT *****

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

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

TUESDAY, MARCH 28, 2017, BETWEEN 7:00 A.M. and 8:00 P.M.

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

- One member of the Planning Board and one member of the Housing Authority for five years; and
- One Town Moderator, two members of the Board of Selectmen, two members of the School Committee, two members of the Board of Assessors, two Library Trustees, two members of the Board of Health, one member of the Board of Public Works, one member of the Planning Board, one Recreation Commissioner, and one Commissioner of Trust Funds for three years; and
- One Associate member of the Planning Board for two years.

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

SUNDAY, APRIL 2, 2017, AT 1:00 P.M.

to act on the following Articles:



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

Sponsored by: Board of Selectmen

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

1. To recognize citizens who have served in a volunteer capacity on elected and/or appointed boards, committees, and commissions for a minimum of 25 years (service need not be consecutive);
2. To recognize employees who have retired since the previous Annual Town Meeting or intend to retire prior to June 30, 2017, subject to a minimum of 20 years of service; and
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 2016 Annual Town Meeting.

The following citizens are recognized for their extensive service to the Town: None

The following town and school employees have retired since the 2016 Annual Town Meeting and have served the Town for over 20 years:

Stephen Rizzo	33 years	Teacher Assistant
Lynn Dowd	30 years	Director, Youth and Family Services
Richard Weingartner	29 years	Teacher
Kay Seligson	28 years	Teacher
Sally Carmody	24 years	Teacher Assistant
James Stone	23 years	Teacher
Corrine Lowen	20 years	Teacher

The following elected or appointed volunteers or employees have passed away since the 2016 Annual Town Meeting:

Peter Bulkeley	August 30, 2016	Heavy Equipment Operator, DPW
Talbot D. Bulkley Jr.	October 14, 2016	Housing Authority
Stephen "Stubby" Kadlik	December 9, 2016	DPW Director
Roy T. Mogan	February 1, 2017	Police Department Sergeant

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

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

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

QUANTUM OF VOTE: Majority.

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

ARTICLE 2: PAY PREVIOUS FISCAL YEAR UNPAID BILLS

Proposed by: Board of Selectmen

Estimated Cost: \$3,857.76

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 2016 liabilities to be paid using Fiscal 2017 appropriations:

1) School - Amego, Inc.	\$2,705.00	Fiscal 2017 School Budget
2) Town Surveyor- CDW-G	\$1,152.76	Fiscal 2017 Surveyor Budget

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.

1) School- Amego Inc.	\$2,705.00	Student Services
2) Town Surveyor- CDW-G	\$1,152.76	Software License

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

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

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

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

QUANTUM OF VOTE: Four-fifths vote per Massachusetts General Laws Chapter 44, Section 64; two-thirds vote if borrowing per Massachusetts General Laws Chapter 44, Section 7 or 8.

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

ARTICLE 3: CURRENT YEAR TRANSFERS

Sponsored by: Board of Selectmen

Estimated Cost: \$281,742

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

CURRENT YEAR TRANSFERS FY 2017		
	PURPOSE:	AMOUNT
1	SNOW AND ICE PERSONNEL SERVICES	\$30,000
2	SNOW AND ICE EXPENSES	\$240,000
3	SEPTAGE FUND	\$7,742
4	BOARD OF HEALTH PAYROLL	\$4,000
TOTAL CURRENT YEAR TRANSFERS		\$281,742
FUNDING SOURCES:		
1	UNRESERVED FUND BALANCE	\$30,000
2	UNRESERVED FUND BALANCE	\$240,000
3	SEPTAGE RETAINED EARNINGS	\$7,742
4	BOARD OF HEALTH CONTRACTUAL SERVICES	\$4,000
TOTAL		\$281,742

FINANCE COMMITTEE COMMENTS: This article authorizes the expenditure of funds for the current fiscal year, which were not foreseen in the current budget. These transfers are required for the following reasons:

Snow and Ice Personnel Services (\$30,000) This request is an estimate of additional costs related to personnel services for snow removal for the remainder of the fiscal year. This amount is based on actual expenses incurred thru February 2017. The funding source for this item is Unreserved Fund Balance (free cash).

Snow and Ice Expenditures (\$240,000) This request is an estimate of additional costs related to expenditures for snow removal for the remainder of the fiscal year. This amount is based on actual expenses incurred thru February 2017. The funding source for this item is Unreserved Fund Balance (free cash).

Septage Fund (\$7,742) This request is to cover the cost of an inter local agreement between the Town of Wayland and the Town of Sudbury. The amount due to Sudbury relates to benefit costs to former employees of the closed Septage Facility on Route 20. Both towns share the cost of employees 50/50 and there is no tax impact to the town.

Board of Health (\$4,000) The request transfers funds from contractual service to personnel services to cover payroll wages for the remainder of the fiscal year. The transfer will have no tax impact.

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

ARGUMENTS IN FAVOR: These expenses were not reasonably anticipated when forecasting the FY2017 budget and they represent binding obligations of the Town.

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

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

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

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

ARTICLE 4: OPEB FUNDING

Proposed by: Board of Selectmen

*Estimated Cost: \$243,284 **

To determine whether the Town will vote to:

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

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

- b) appropriate an aggregate amount of \$22,261 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 \$ 3,887
- 2) BASE \$ 4,989
- 3) Children’s Way \$ 5,923
- 4) Full Day Kindergarten \$ 1,962
- 5) Water \$ 3,475
- 6) Transfer Station \$ 374
- 7) Recreation \$ 747
- 8) Pegasus \$ 609
- 9) Building Use \$ 224
- 10) Enrichment \$ 71 ; and

- c) appropriate \$221,023 to be deposited in the Town’s Other Post-Employment Benefits Trust Fund; and determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose or otherwise.

* The estimated cost of \$243,284 is the total amount appropriated to be contributed to the OPEB Fund under b) and c) above. The \$50,000 under a) is a transfer from the two revolving funds noted to the General Fund and effectively results in a net current year cost to general fund taxpayers of \$171,023.

FINANCE COMMITTEE COMMENTS: Like other towns in Massachusetts, Wayland has, for more than 30 years, provided retiree health insurance for benefit eligible retirees. The Town has historically paid the cost of retiree insurance premiums as part of its operating budget and has also contributed an additional amount (\$237,883 for Fiscal Year 2016 and \$243,829 for Fiscal Year 2017) to the OPEB Fund.

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

Effective with Fiscal Year 2018, accounting standards have been revised to require the inclusion of these OPEB liabilities on the Town's balance sheet rather than merely being disclosed in the footnotes of the financial statement. The Total OPEB Liability (TOL) as of December 31, 2016, as determined under these accounting standards, equals \$40.6 million.

In 2008, at town meeting, the Town voted to establish an Other Post-Employment Benefits Fund ("OPEB Fund"). As of December 31, 2016 that OPEB fund had grown to \$13.8 million, from a combination of contributions and investment returns. Hence the Net OPEB Liability (NOL) is \$26.8 million, and that is the number that will appear as a liability on the balance sheet.

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

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

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

Amounts listed under a) in the text of the article above are based on OAC recommendation #1. The Town's other revolving funds have already completed their parity level contributions. The School Committee agreed, per the OAC's recommendation that these two funds should continue to make contributions of \$25,000 per year until they reach parity level (approximately 10 years). The School Committee agreed to that level of contribution in FY 2015 thru FY 2017, and has recommended to do so again for FY 2018.

Amounts listed under b) and c) in the text of the article above are based on OAC recommendations #2 and #3. The total recommended contribution is based on the estimate of the Town's expenditures for retiree health care premiums with the amount in b) representing the fair share of that total amount coming from the revolving funds and the amount in c) representing the fair share of the total amount coming from taxpayers.

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

This year the OPEB (premium based) target funding amount based on this approach is \$533,204. That amount compares with \$243,829 calculated for Fiscal Year 2017, and reflects the fact that the unfunded (premium based) liability has grown from \$14.0 million to \$22.4 million over the 2 year period from December 31, 2014 to December 31, 2016. The growth in liability was due to: 1) a change in the mortality assumption, consistent with the PERAC assumptions, 2) a change in funding method as mandated by GASB Statement No. 75 and 3) experience losses due to demographics and lower than assumed asset returns. Note that the unfunded (premium based) liability of \$22.4 million compares with a GASB compliant NOL of \$26.8 million.

Some have argued that the Fiscal Year 2018 funding target of \$533,204 is more than twice as large as what had been previously projected under the old GASB accounting standards and the old mortality assumption and that the actuarial report deriving this number has arrived too late in the budget cycle to be properly anticipated. This argument has significant support. An adjusted funding target that backs out the effects of changes to assumptions and methods for Fiscal Year 2018 would have been \$243,284. That is the amount that has been entered in the text of the article and is being proposed as the Town's contribution to the OPEB Fund for Fiscal Year 2018.

On November 28, 2016, the School Committee voted 4-0 to recommend approval of OPEB parity payments of \$50,000 from school revolving funds. The School Committee also voted to approve OPEB annual payments totaling \$22,813 from the school revolving funds listed in part b) of this article. The vote was 3-1 in favor of the "Full Day Kindergarten program" and the vote was 4-0 in favor of the other programs. Since the time of that vote, the OPEB calculations were refined and the annual payments from school revolving funds (as shown above) now total \$17,665. The School Committee voted the new OPEB annual payments on February 27, 2017, and the result of that vote will be presented at ATM.

ARGUMENTS IN FAVOR: OPEB liabilities should be properly funded over the service period of the employees earning these benefits.

While there is no mandate to fund these obligations, it is prudent to do so. The ratio of OPEB assets to OPEB (premium based) liabilities as of December 31, 2016 was 38%. It is good financial practice to have a plan for fully funding this liability.

Once the Fund is appropriately funded, retiree health insurance premiums will be paid out of the fund rather than as budgeted expenses.

The recommended funding amounts above are based on the methodology recommended by the OPEB Advisory Committee and approved at previous Town Meetings, reflecting previous assumptions and methods.

Funding OPEB liabilities is more tax efficient than not funding.

ARGUMENTS OPPOSED: Some may argue that the methodologies used to determine the fair share amounts of revolving funds should be reconsidered and that the Town should be contributing to OPEB at a higher amount than the OPEB (premium based) funding target.

The new OPEB standards reflect the same fundamental improvements in accounting and financial reporting that were previously introduced for pensions. And the same rationale that applies to funding pension obligations should be applied to justify higher funding standards for OPEB obligations.

Some have argued that Fiscal Year 2018 funding targets should not be relaxed by backing out the effects of recently introduced accounting and assumption changes on the grounds that any contribution deferred to a later date merely defers funding to the future.

This generation of taxpayers is being asked to bear a cost for current retirees as well as the annual accrual for active employees.

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 about this article, contact Brian Keveny, Finance Director, at (508) 358-3610, or bkeveny@wayland.ma.us.

ARTICLE 5: REVOLVING FUND BYLAW

Proposed by: Board of Selectmen

To determine whether the Town will vote to:

- 1.) Establish Revolving Funds and amend the Code of the Town of Wayland by inserting a new Section 19-10 entitled “Revolving Funds” as follows, or take any other action relative thereto:

§19-10 Revolving Funds.

- A. Pursuant to G.L. c. 44, §53E ½, as amended, the following Revolving Funds are authorized, shall be accounted for separately from all other monies in the town, and each fund shall be credited with any fees, charges or other receipts from the programs or activities supported by the respective revolving fund:

	REVOLVING FUND	AUTHORITY TO SPEND FUND	REVENUE SOURCES	USE OF FUNDS
1	Transfer Station	Board of Public Works	Receipts including sticker fees paid for use of the Transfer Station, Pay as You Throw bags, recycling income	Payment of costs for the operation and improvement of the Transfer Station

2	Council on Aging	Council on Aging	Receipts including fees paid to participate in Council on Aging programs	Payment of costs for Council on Aging programs
3	School Department: Professional Development	School Committee	Fees paid for teacher training programs	Payment of costs for teacher training programs
4	School Department: Curriculum	School Committee	Fees paid for student instructional materials	Payment of costs for student instructional materials
5	Recreation	Recreation Commission	Receipts including fees paid to participate in recreational and educational programs/events and building rental fees; Receipts including fees paid for the use of the Town Beach and beach programs/events	Payment of costs for recreational and educational programs/events and facilities including Town Beach; and for athletic fields for costs paid from field user fees received prior to July 1, 2017 for major field maintenance on athletic fields not performed by DPW, and approved capital projects
6	Recreation: Athletic Fields	Recreation Commission	Receipts including fees paid for the use of athletic fields	Payment of costs from field user fees received on or after July 1, 2017 for athletic field equipment (such as nets, goals, porta potties, benches, tables and fences), utilities (electricity and water), major field maintenance not performed by DPW, and approved capital projects

B. Any Town board authorized to administer a revolving fund shall approve user fees, calculated upon the cost of providing the service or program, which shall include but is not limited to, costs for associated maintenance, capital improvements, wages and employee benefits and indirect costs.

- C. The Annual Town Report shall include, for each Revolving Fund, an accounting of the fiscal year-end revenues, expenses, balances and Town Meeting voted limit of expenditure.
- D. In connection with the annual Town budget cycle, the entity authorized to spend each fund shall submit to the Finance Committee an estimated end-of-year balance for the current fiscal year and a revenue and expense plan for the upcoming fiscal year.
- 1.) Set the following enumerated dollar figure for Fiscal Year 2018 as the total amount that may be expended from the respective authorized Revolving Fund, or take any other action relative thereto:
1. Transfer Station - \$625,000
 2. Council on Aging - \$50,000
 3. School Department/Professional Development - \$50,000
 4. School Department/Curriculum - \$25,000
 5. Recreation - \$950,000
 6. Recreation: Athletic Fields - \$150,000

FINANCE COMMITTEE COMMENTS: This article was changed after the Finance Committee deadline and the Committee has not had the opportunity to review this article.

RECOMMENDATION: The Finance Committee took no vote on this article and will consider voting after all necessary steps have been taken by relevant parties.

QUANTUM OF VOTE: Majority per Massachusetts General Laws Chapter 44, Section 53E1/2.

For more information about this article, contact Nan Balmer, Town Administrator at 508-358-3660 or nbalmer@wayland.us.ma.

ARTICLE 6: FY 2018 OMNIBUS BUDGET

Proposed by: Board of Selectmen

To determine what sum of money the Town will appropriate for the operation and expenses of the Town, including capital expenditures for equipment, improvements, or other purposes, and determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing, or otherwise.

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

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

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

RECOMMENDATION: The Finance Committee recommends approval. Vote: 6-0-1 for the operating budget; 7-0 for the capital budget.

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

MOTION UNDER ARTICLE 6:

- 1) “That each and every numbered item set forth in the Finance Committee’s Budget for Fiscal Year 2018 be voted, granted and appropriated as and expenditure for several purposes and uses set forth in said budget establishing a total budget of \$81,850,460 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, \$74,404,908 shall be raised by taxation, \$615,000 shall be provided by transfer from Ambulance receipts, \$85,245 shall be provided by transfer from Premium on Bonds Account, \$1,284,931 shall be provided by transfer from other funds, \$200,000 shall be provided by transfer from Overlay Surplus, \$500,000 shall be provided by transfer from Unreserved Fund Balance, \$4,002,227 shall be provided from Water revenue, \$45,405 shall be provided from Septage Retained Earnings, and \$712,744 shall be provided from Wastewater revenues.
- 2) “That the Town continue for Fiscal Year 2018 the Transfer Station revolving fund by vote of the 2011 Annual Town Meeting pursuant to Chapter 44, Section 53E1/2 of the Massachusetts General Laws by the Board of Public Works for transfer station programs and activities, to be funded by user fees and recycling receipts collected; and that the amount to be expended not to exceed the sum of \$625,000” and
- 3) “That the Town continue for Fiscal Year 2018 the revolving fund established by vote of the 2006 Annual Town Meeting pursuant to Chapter 44, Section 53E1/2 of the Massachusetts General Laws by the Recreation Commission for recreation programs and activities, to be funded by user fees collected; and that the amount to be expended not to exceed the sum of \$950,000” and
- 4) “That the Town continue for Fiscal Year 2018 the revolving fund established by vote of the 1994 Annual Town Meeting pursuant to Chapter 44, Section 53E1/2 of the Massachusetts General Laws for use by the Council on Aging for education, cultural and entertainment programs and purposes, to be funded by receipts from said programs; and that the amount to be expended not exceed the sum of \$50,000.”
- 5) That the Town continue for Fiscal Year 2018 the revolving fund established by vote of the 2016 Annual Town Meeting pursuant to Chapter 44, Section 53E1/2 of the Massachusetts General Laws by the School Committee for school department professional development., to be funded by user fees collected; and that the amount to be expended not to exceed the sum of \$50,000” and
- 6) “That the Town continue for Fiscal Year 2018 the revolving fund established by vote of the 2016 Annual Town Meeting pursuant to Chapter 44, Section 53E1/2 of the Massachusetts General Laws by the School Committee for school department curriculum., to be funded by user fees collected; and that the amount to be expended not to exceed the sum of \$25,000” and
- 7) “That each and every numbered item set forth in the Finance Committee’s capital budget of Fiscal Year 2018 listed on pages 40-48 in the total amount of \$2,983,000 be appropriated for equipment and vehicle acquisitions and projects for the listed departments, each of which shall be a separate

appropriation, and, of the total sum so appropriated, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$1,290,000 pursuant to the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, \$347,128 shall be raised from taxation, \$219,180 shall be provided by transfer from Unreserved Fund Balance, \$225,000 shall be provided from water surplus, and \$445,000 shall be provided from Ambulance receipts, and \$120,000 shall be provided from the Cemetery Fund, and \$336,692 shall be provided by surplus capital closeouts.

For more information about this article, contact David Watkins, Chair, Finance Committee, at davidvwatkins@gmail.com.

FISCAL YEAR 2018 BUDGET

	ACTUAL FY 2015	ACTUAL FY 2016	APPROVED FY 2017	REQUESTED FY 2018
SELECTMEN				
<i>Total FTEs</i>	0.00	0.00	0.00	0.00
PURCHASE OF SERVICES	\$20,760	\$25,662	\$24,000	\$25,000
SUPPLIES	\$3,015	-\$3,830	\$6,000	\$0
1 TOTAL EXPENSES	\$23,775	\$21,832	\$30,000	\$25,000
TOTAL SELECTMEN	\$23,775	\$21,832	\$30,000	\$25,000
TOWN OFFICE				
<i>Total FTEs</i>	5.00	5.00	5.00	5.00
2 PERSONNEL SERVICES	\$468,322	\$452,832	\$435,000	\$477,852
PURCHASE OF SERVICES	\$14,842	\$12,369	\$10,000	\$10,500
SUPPLIES	\$66,139	\$58,571	\$71,500	\$56,500
3 TOTAL EXPENSES	\$80,981	\$70,940	\$81,500	\$67,000
TOTAL TOWN OFFICE	\$549,303	\$523,772	\$516,500	\$544,852
PERSONNEL BOARD				
<i>Total FTEs</i>	0.00	0.00	0.00	0.00
4 PERSONNEL SERVICES	\$2,100	\$2,578	\$5,000	\$5,000
PURCHASE OF SERVICES	\$8,540	\$5,557	\$10,000	\$10,000
5 TOTAL EXPENSES	\$8,540	\$5,557	\$10,000	\$10,000
TOTAL PERSONNEL BOARD	\$10,640	\$8,135	\$15,000	\$15,000
FINANCE				
<i>Total FTEs</i>	4.54	4.54	4.80	4.80
6 PERSONNEL SERVICES	\$296,257	\$322,273	\$338,618	\$350,132
PURCHASE OF SERVICES	\$60,909	\$68,548	\$53,700	\$57,500
SUPPLIES	\$1,563	\$63	\$3,000	\$700
7 TOTAL EXPENSES	\$62,472	\$68,611	\$56,700	\$58,200
TOTAL FINANCE	\$358,729	\$390,884	\$395,318	\$408,332
ASSESSOR				
<i>Total FTEs</i>	4.00	4.00	4.00	4.00
8 PERSONNEL SERVICES	\$243,751	\$252,898	\$259,626	\$261,394
PURCHASE OF SERVICES	\$53,361	\$44,710	\$49,150	\$46,050
SUPPLIES	\$3,025	\$2,778	\$3,100	\$3,100
9 TOTAL EXPENSES	\$56,386	\$47,488	\$52,250	\$49,150
TOTAL ASSESSOR	\$300,137	\$300,386	\$311,876	\$310,544

	ACTUAL FY 2015	ACTUAL FY 2016	APPROVED FY 2017	REQUESTED FY 2018
TREASURER				
<i>Total FTEs</i>	3.26	3.26	3.23	3.23
10 PERSONNEL SERVICES	\$208,554	\$167,806	\$190,104	\$191,562
PURCHASE OF SERVICES	\$72,609	\$119,743	\$99,900	\$90,300
SUPPLIES	\$0	\$106	\$200	\$20,100
11 TOTAL EXPENSES	\$72,609	\$119,849	\$100,100	\$110,400
TOTAL TREASURER	\$281,163	\$287,655	\$290,204	\$301,962
TOWN COUNSEL				
<i>Total FTEs</i>	0.00	0.00	0.00	0.00
PURCHASE OF SERVICES	\$142,088	\$160,817	\$175,000	\$200,000
SUPPLIES	\$0	\$0	\$0	\$0
12 TOTAL EXPENSES	\$142,088	\$160,817	\$175,000	\$200,000
TOTAL TOWN COUNSEL	\$142,088	\$160,817	\$175,000	\$200,000
INFORMATION TECHNOLOGY				
<i>Total FTEs</i>	1.00	1.00	3.00	3.00
13 PERSONNEL SERVICES	\$84,693	\$86,450	\$287,669	\$291,024
PURCHASE OF SERVICES	\$197,706	\$144,984	\$384,104	\$349,617
SUPPLIES	\$52,308	\$229,337	\$125,500	\$228,000
14 TOTAL EXPENSES	\$250,014	\$374,321	\$509,604	\$577,617
TOTAL INFORMATION TECHNOLOGY	\$334,707	\$460,771	\$797,273	\$868,641
TOWN CLERK				
<i>Total FTEs</i>	2.00	2.00	2.00	2.00
15 PERSONNEL SERVICES	\$119,529	\$121,526	\$125,781	\$129,299
PURCHASE OF SERVICES	\$13,829	\$13,775	\$15,930	\$15,190
SUPPLIES	\$1,104	\$2,930	\$1,400	\$1,850
16 TOTAL EXPENSES	\$14,933	\$16,705	\$17,330	\$17,040
TOTAL TOWN CLERK	\$134,462	\$138,231	\$143,111	\$146,339
ELECTIONS				
<i>Total FTEs</i>	0.00	0.00	0.00	0.00
17 PERSONNEL SERVICES	\$22,522	\$17,858	\$37,908	\$6,503
PURCHASE OF SERVICES	\$4,704	\$3,867	\$1,000	\$3,300
SUPPLIES	\$3,714	\$7,604	\$9,170	\$4,270
18 TOTAL EXPENSES	\$8,418	\$11,471	\$10,170	\$7,570
TOTAL ELECTIONS	\$30,940	\$29,329	\$48,078	\$14,073

	ACTUAL FY 2015	ACTUAL FY 2016	APPROVED FY 2017	REQUESTED FY 2018
REGISTRAR				
<i>Total FTEs</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
19 PERSONNEL SERVICES	\$275	\$275	\$275	\$1,075
PURCHASE OF SERVICES	\$3,799	\$3,675	\$5,000	\$4,625
20 TOTAL EXPENSES	\$3,799	\$3,675	\$5,000	\$4,625
TOTAL REGISTRAR	\$4,074	\$3,950	\$5,275	\$5,700
CONSERVATION				
<i>Total FTEs</i>	<i>1.83</i>	<i>2.37</i>	<i>2.37</i>	<i>2.54</i>
21 PERSONNEL SERVICES	\$132,862	\$158,188	\$177,902	\$170,302
PURCHASE OF SERVICES	\$7,941	\$13,245	\$23,000	\$33,000
SUPPLIES	\$6,767	\$11,365	\$18,200	\$11,210
22 TOTAL EXPENSES	\$14,708	\$24,610	\$41,200	\$44,210
TOTAL CONSERVATION	\$147,570	\$182,798	\$219,102	\$214,512
PLANNING				
<i>Total FTEs</i>	<i>1.40</i>	<i>1.40</i>	<i>1.40</i>	<i>1.40</i>
23 PERSONNEL SERVICES	\$104,254	\$106,399	\$105,000	\$105,472
PURCHASE OF SERVICES	\$2,702	\$1,185	\$3,000	\$4,095
SUPPLIES	\$222	\$1,725	\$1,500	\$200
24 TOTAL EXPENSES	\$2,924	\$2,910	\$4,500	\$4,295
TOTAL PLANNING	\$107,178	\$109,309	\$109,500	\$109,767
SURVEYOR				
<i>Total FTEs</i>	<i>2.00</i>	<i>2.00</i>	<i>2.00</i>	<i>2.00</i>
25 PERSONNEL SERVICES	\$162,411	\$165,319	\$168,118	\$168,764
PURCHASE OF SERVICES	\$21,520	\$14,584	\$23,000	\$20,255
SUPPLIES	\$1,136	\$2,030	\$4,150	\$4,000
26 TOTAL EXPENSES	\$22,656	\$16,614	\$27,150	\$24,255
TOTAL SURVEYOR	\$185,067	\$181,933	\$195,268	\$193,019
FACILITIES				
<i>Total FTEs</i>	<i>4.54</i>	<i>4.54</i>	<i>4.54</i>	<i>4.54</i>
27 PERSONNEL SERVICES	\$263,107	\$265,605	\$277,932	\$266,198
28 PURCHASE OF SERVICES	\$207,285	\$252,863	\$277,000	\$280,900
Contract Services				
Repairs & Other Expenses				
29 UTILITIES	\$458,885	\$449,242	\$560,500	\$487,000
30 SUPPLIES	\$35,109	\$26,413	\$43,000	\$33,000
TOTAL FACILITIES	\$964,386	\$994,123	\$1,158,432	\$1,067,098

	ACTUAL FY 2015	ACTUAL FY 2016	APPROVED FY 2017	REQUESTED FY 2018
MISC COMMITTEES				
<i>Historic Commission, Surface Water Quality Commission, Historic District Commission, Public Ceremonies Committee</i>				
<i>Total FTEs</i>	0.00	0.00	0.00	0.00
31 PURCHASE OF SERVICES	\$19,546	\$46,481	\$47,275	\$47,275
TOTAL EXPENSES	\$19,546	\$46,481	\$47,275	\$47,275
TOTAL MISC COMMITTEES	\$19,546	\$46,481	\$47,275	\$47,275
POLICE				
<i>Total FTEs</i>	25.59	25.59	25.59	25.59
32 PERSONNEL SERVICES	\$2,192,172	\$2,260,188	\$2,356,693	\$2,477,885
PURCHASE OF SERVICES	\$138,688	\$149,093	\$140,710	\$137,350
SUPPLIES	\$167,962	\$127,241	\$169,400	\$161,400
33 TOTAL EXPENSES	\$306,650	\$276,334	\$310,110	\$298,750
TOTAL POLICE	\$2,498,822	\$2,536,522	\$2,666,803	\$2,776,635
JOINT COMMUNICATIONS				
<i>Total FTEs</i>	8.00	8.00	8.00	8.00
34 PERSONNEL SERVICES	\$449,983	\$478,809	\$496,675	\$506,621
PURCHASE OF SERVICES	\$11,774	\$10,471	\$11,600	\$11,600
UTILITIES	\$11,019	\$11,945	\$10,000	\$12,000
SUPPLIES	\$4,362	\$4,457	\$5,500	\$5,500
35 TOTAL EXPENSES	\$27,155	\$26,873	\$27,100	\$29,100
TOTAL JOINT COMMUNICATIONS	\$477,138	\$505,682	\$523,775	\$535,721
EMERGENCY MANAGEMENT				
<i>Total FTEs</i>	0.00	0.00	0.00	0.00
PURCHASE OF SERVICES	\$15,202	\$15,384	\$16,000	\$16,000
SUPPLIES	\$7,001	\$7,238	\$7,000	\$7,000
36 TOTAL EXPENSES	\$22,203	\$22,622	\$23,000	\$23,000
TOTAL EMERGENCY MANAGEMENT	\$22,203	\$22,622	\$23,000	\$23,000
DOG OFFICER				
<i>Total FTEs</i>	0.00	0.00	0.00	0.00
PURCHASE OF SERVICES	\$21,228	\$21,652	\$21,500	\$21,653
SUPPLIES	\$0	\$0	\$0	\$0
37 TOTAL EXPENSES	\$21,228	\$21,652	\$21,500	\$21,653
TOTAL DOG OFFICER	\$21,228	\$21,652	\$21,500	\$21,653

	ACTUAL FY 2015	ACTUAL FY 2016	APPROVED FY 2017	REQUESTED FY 2018
FIRE & ALS				
<i>Total FTEs</i>	28.87	29.87	26.54	26.54
38 PERSONNEL SERVICES	\$2,122,359	\$2,251,212	\$2,492,921	\$2,437,622
PURCHASE OF SERVICES	\$39,073	\$65,297	\$74,500	\$76,600
SUPPLIES	\$188,058	\$167,578	\$183,900	\$177,200
39 TOTAL EXPENSES	\$227,131	\$232,875	\$258,400	\$253,800
TOTAL FIRE	\$2,349,490	\$2,484,087	\$2,751,321	\$2,691,422
BUILDING & ZONING				
<i>Total FTEs</i>	4.63	4.63	4.63	4.63
40 PERSONNEL SERVICES	\$278,199	\$294,236	\$311,497	\$300,204
PURCHASE OF SERVICES	\$7,875	\$10,067	\$12,000	\$16,000
SUPPLIES	\$1,366	\$135	\$2,501	\$3,000
41 TOTAL EXPENSES	\$9,241	\$10,202	\$14,501	\$19,000
TOTAL BUILDING & ZONING	\$287,440	\$304,438	\$325,998	\$319,204
SCHOOLS				
<i>Total FTEs</i>	391.86	393.50	405.45	421.50
42 TOTAL SCHOOLS	\$35,194,711	\$36,462,311	\$37,722,833	\$38,486,462
REGIONAL VOCATIONAL SCHOOLS				
<i>Total FTEs</i>	0.00	0.00	0.00	0.00
43 TOTAL REGIONAL VOCATIONAL SCHOOLS	\$203,026	\$109,056	\$68,618	\$185,000
DPW				
<i>Total FTEs</i>	29.41	29.41	31.24	31.24
44 PERSONNEL SERVICES	\$1,270,236	\$1,348,950	\$1,586,848	\$1,652,546
HIGHWAY				
45 PERSONNEL SERVICES	\$869,973	\$851,281	\$1,030,407	\$1,056,109
46 PURCHASE SERVICES	\$172,131	\$229,184	\$227,700	\$429,000
46 SUPPLIES	\$76,888	\$72,823	\$74,800	\$95,500
PARK AND CEMETERY				
47 PERSONNEL SERVICES	\$400,263	\$497,669	\$556,441	\$596,437
47 PURCHASE SERVICES	\$65,832	\$179,917	\$185,500	\$205,000
48 SUPPLIES	\$96,241	\$106,750	\$107,500	\$122,000
LANDFILL				
49 PURCHASE SERVICES	\$29,143	\$19,281	\$65,000	\$65,000
TOTAL DPW	\$1,710,471	\$1,956,905	\$2,247,348	\$2,569,046

	ACTUAL FY 2015	ACTUAL FY 2016	APPROVED FY 2017	REQUESTED FY 2018
SNOW				
<i>Total FTEs</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
50 PERSONNEL SERVICES	\$229,040	\$96,602	\$125,000	\$125,000
PURCHASE OF SERVICES	\$333,983	\$94,077	\$110,000	\$110,000
SUPPLIES	\$381,118	\$230,640	\$215,000	\$215,000
51 TOTAL EXPENSES	\$715,101	\$324,717	\$325,000	\$325,000
TOTAL SNOW	\$944,141	\$421,319	\$450,000	\$450,000
BOARD OF HEALTH				
<i>Total FTEs</i>	<i>9.29</i>	<i>9.29</i>	<i>9.29</i>	<i>9.29</i>
52 PERSONNEL SERVICES	\$589,158	\$649,489	\$672,884	\$699,543
PURCHASE OF SERVICES	\$138,943	\$145,055	\$167,656	\$168,336
SUPPLIES	\$9,716	\$10,790	\$15,700	\$15,700
53 TOTAL EXPENSES	\$148,659	\$155,845	\$183,356	\$184,036
TOTAL BOARD OF HEALTH	\$737,817	\$805,334	\$856,240	\$883,579
VETERANS SERVICES				
<i>Total FTEs</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
PURCHASE OF SERVICES	\$37,004	\$39,419	\$44,000	\$44,000
SUPPLIES	\$4,938	\$2,999	\$4,000	\$4,000
54 TOTAL EXPENSES	\$41,942	\$42,418	\$48,000	\$48,000
TOTAL VETERANS SERVICES	\$41,942	\$42,418	\$48,000	\$48,000
COUNCIL ON AGING				
<i>Total FTEs</i>	<i>2.83</i>	<i>3.34</i>	<i>3.34</i>	<i>3.34</i>
55 PERSONNEL SERVICES	\$172,252	\$200,989	\$207,486	\$207,193
PURCHASE OF SERVICES	\$43,752	\$36,100	\$46,700	\$45,000
SUPPLIES	\$7,762	\$9,675	\$9,300	\$12,500
56 TOTAL EXPENSES	\$51,514	\$45,775	\$56,000	\$57,500
TOTAL COUNCIL ON AGING	\$223,766	\$246,764	\$263,486	\$264,693
YOUTH SERVICES				
<i>Total FTEs</i>	<i>3.03</i>	<i>3.03</i>	<i>3.03</i>	<i>3.03</i>
57 PERSONNEL SERVICES	\$167,101	\$217,977	\$222,400	\$221,246
PURCHASE OF SERVICES	\$2,807	\$2,786	\$2,850	\$4,600
SUPPLIES	\$789	\$1,115	\$1,225	\$1,625
58 TOTAL EXPENSES	\$3,596	\$3,901	\$4,075	\$6,225
TOTAL YOUTH SERVICES	\$170,697	\$221,878	\$226,475	\$227,471

	ACTUAL FY 2015	ACTUAL FY 2016	APPROVED FY 2017	REQUESTED FY 2018
LIBRARY				
<i>Total FTEs</i>	13.74	13.74	13.69	13.69
59 PERSONNEL SERVICES	\$771,670	\$806,012	\$823,000	\$818,438
PURCHASE OF SERVICES	\$40,851	\$52,863	\$47,700	\$60,139
SUPPLIES	\$177,447	\$175,251	\$185,500	\$192,500
60 TOTAL EXPENSES	\$218,298	\$228,114	\$233,200	\$252,639
TOTAL LIBRARY	\$989,968	\$1,034,126	\$1,056,200	\$1,071,077
RECREATION				
<i>Total FTEs</i>	2.11	2.54	3.54	3.54
PERSONNEL SERVICES	\$320,364	\$163,184	\$172,000	\$172,135
TOTAL EXPENSES		\$163,184	\$172,000	\$172,135
61 TOTAL RECREATION	\$233,043	\$163,184	\$172,000	\$172,135
DEBT AND INTEREST				
<i>Total FTEs</i>	0.00	0.00	0.00	0.00
62 TOTAL DEBT AND INTEREST	\$7,692,910	\$7,653,109	\$7,507,251	\$7,544,703
RETIREMENT				
<i>Total FTEs</i>	0.00	0.00	0.00	0.00
PURCHASE OF SERVICES	\$3,740,468	\$3,971,988	\$4,235,414	\$4,362,369
63 TOTAL RETIREMENT	\$3,740,468	\$3,971,988	\$4,235,414	\$4,362,369
UNCLASSIFIED				
<i>Total FTEs</i>	0.00	0.00	0.00	0.00
HEALTH & LIFE INSURANCE				
Employee Health Insurance (441)	\$4,375,241	\$4,978,787	\$5,418,955	\$5,304,592
Retiree Health Insurance (456)	\$1,460,894	\$1,389,134	\$1,511,945	\$1,616,588
Health Insurance Incentive Waiver (64)	\$154,592	\$176,180	\$176,600	\$191,820
Employee & Retiree Life Insurance (603)	\$14,596	\$13,984	\$16,000	\$18,600
Other Expenses	\$52,325	\$29,393	\$41,500	\$66,200
64 TOTAL HEALTH/LIFE INSURANCE	\$6,057,648	\$6,587,478	\$7,165,000	\$7,197,800
OTHER INSURANCE				
65 PROPERTY, CASUALTY & LIABILITY INSURANCE	\$573,611	\$576,157	\$615,000	\$680,000
66 MEDICARE TAX - 1.45%	\$561,962	\$595,336	\$580,000	\$590,000

	ACTUAL FY 2015	ACTUAL FY 2016	APPROVED FY 2017	REQUESTED FY 2018
67 UNEMPLOYMENT COMPENSATION NON CONTRIBUTORY	\$32,465	\$61,326	\$50,000	\$50,000
68 RETIREMENT	\$17,537	\$225	\$0	\$0
69 POLICE/FIRE DISABILITY	\$3,082	\$10,171	\$15,000	\$15,000
70 OCCUPATIONAL HEALTH	\$1,918	\$6,046	\$8,000	\$8,000
TOTAL OTHER INSURANCE	\$1,190,575	\$1,249,261	\$1,268,000	\$1,343,000
71 SICK LEAVE BUYBACK RESERVE FOR	\$7,500	\$23,740	\$40,000	\$40,000
72 SALARY SETTLEMENT	\$300,000	\$374,000	\$50,000	\$925,000
73 TOWN MEETING	\$65,289	\$105,853	\$100,000	\$100,000
74 STREET LIGHTING	\$122,538	\$121,421	\$130,000	\$130,000
75 RESERVE FUND BUDGET	\$0	\$300,000	\$275,000	\$250,000
TOTAL UNCLASSIFIED	\$7,743,550	\$8,761,753	\$9,028,000	\$9,985,800
TOTAL GENERAL FUND BUDGET	\$68,876,596	\$71,565,554	\$74,651,474	\$77,090,084
WATER FUND				
Total FTEs	8.00	8.00	8.00	8.00
SALARIES	\$713,880	\$675,805	\$778,470	\$719,600
PURCHASE OF SERVICES	\$450,117	\$619,195	\$580,117	\$585,117
UTILITIES	\$363,271	\$372,458	\$414,500	\$414,500
SUPPLIES	\$470,000	\$564,291	\$570,000	\$570,000
OTHER FINANCING USES	\$348,583	\$331,725	\$338,601	\$381,660
DEBT SERVICE	\$1,086,203	\$1,064,627	\$1,105,664	\$1,331,350
76 TOTAL WATER DEPARTMENT	\$3,432,054	\$3,628,101	\$3,787,352	\$4,002,227
SEPTAGE FUND				
Total FTEs	0.00	0.00	0.00	0.00
SALARIES – RETIREE CHARGES	\$39,502	\$51,885	\$52,708	\$37,529
PURCHASE OF SERVICES	\$0	\$0	\$0	\$7,876
77 TOTAL SEPTAGE DEPT	\$39,502	\$34,369	\$52,708	\$45,405
WASTEWATER MANAGEMENT DISTRICT COMMISSION				
Total FTEs	0.00	0.54	0.54	0.54
SALARIES	\$0	\$28,283	\$33,552	\$24,317
PURCHASE OF SERVICES	\$145,725	\$78,650	\$134,155	\$116,623
UTILITIES	\$57,400	\$44,221	\$48,563	\$46,916
SUPPLIES	\$0	\$3,000	\$25,000	\$25,000
OTHER FINANCING USES	\$0	\$24,288	\$24,669	\$28,831
DEBT SERVICE	\$451,780	\$467,601	\$477,472	\$471,057
78 TOTAL WASTEWATER MANAGEMENT COMMISSION	\$654,905	\$646,044	\$743,411	\$712,744

	ACTUAL FY 2015	ACTUAL FY 2016	APPROVED FY 2017	REQUESTED FY 2018
<i>Grand Total FTEs</i>	556.92	561.59	575.27	591.44
TOTAL ENTERPRISE FUNDS	\$4,126,461	\$4,308,514	\$4,583,471	\$4,760,376
GRAND TOTAL OMNIBUS BUDGET	\$73,003,057	\$75,874,068	\$79,234,945	\$81,850,460

CAPITAL BUDGET – FISCAL 2018

	<u>DPW</u>		
1	Town Wide Road Reconstruction	B / CC / SBP	\$600,000
2	Equipment Replacement- Tractor H-6	B	\$190,000
3	Cemetery Road Construction	FC / CEM	\$185,000
4	Culvert Repairs	B	\$100,000
5	Equipment Replacement - Dump Truck H-4	CC / SC	\$95,000
6	Equipment Replacement - Plow and Sander	FC / SBP	\$65,000
	<u>FACILITIES</u>		
7	TB Mechanical / Electrical Improvement	FC / SC	\$88,000
8	Fire Station # 2 Renovations	AMB	\$75,000
	<u>FIRE</u>		
9	Ambulance	AMB	\$305,000
10	Fire Vehicle	AMB	\$65,000
	<u>SCHOOL</u>		
11	Middle School Tile Replacement	FC / SBP	\$150,000
12	Happy Hollow Food Service Equipment	FC	\$60,000
13	Claypit Hill Phone Upgrade	CC	\$50,000
14	Various Locations Custodial Equipment	CC	\$30,000
	<u>DPW WATER ENTERPRISE FUND</u>		
15	Water Mains	B	\$700,000
16	Well Cleaning	WS	\$65,000
17	Water Tank Study	WS	\$50,000
18	Pilot Study Manganese- Campbell Well	WS	\$110,000
	TOTAL BUDGET		\$2,983,000

<u>SUMMARY OF FUNDING SOURCES</u>		
BORROW (NON-EXEMPT)	B	\$1,290,000
CASH CAPITAL	CC	\$347,128
FREE CASH	FC	\$219,180
AMBULANCE FUND	AMB	\$445,000
CEMETERY FUND	CEM	\$120,000
SURPLUS BOND PROCEEDS FROM CLOSE OUTS	SBP	\$212,683
SURPLUS CAPITAL PROJECTS	SC	\$124,009
WATER SURPLUS	WS	\$225,000
TOTAL FUNDING SOURCES		\$2,983,000

1. Budget: Department of Public Works - \$600,000.	
Title: Construction - Road Renovation Projects	Project Advocate(s): Director, DPW
<p>Description: Road improvement projects on the Town's 96 miles of roadway. At present construction rates, resurfacing costs approximately \$250,000/mile. Combined with the State Chapter 90 funding which averages \$475,000/year, 4.45 miles are scheduled in FY18. Planned 2018 road paving projects: Alpine Rd, Apple Tree Ln, Bow Rd, Cochituate Rd (School St to 5 Paths), Main Street (W.Plain to School),Mansion Rd, Lakeshore Dr East, Kelly Ln, Trinity Place, Waltham Rd, Williams Rd, Winthrop Rd and Winthrop Tr. Scheduled 2018 crack sealing projects: Glezen Ln West, Moore Rd and Training Field Rd.</p>	
<p>Justification: An annual program that ensures the Town's roads and municipal ways remain in safe and usable condition. This level of funding represents a 17-20-year resurfacing schedule. Scheduled projects are based on required water main projects, drainage issues and pavement conditions.</p>	
<p>Relationship to General Plan: Ongoing maintenance and investment in the Town's infrastructure.</p>	
<p>History: Part of the ongoing repair and maintenance of Town roadways.</p>	
Schedule: Fiscal Year 2018	In the 5 Year Capital Plan? Yes
Source of Funds: Borrowing/Cash Capital/Surplus	Request: \$600,000.

2. Budget: Department of Public Works - \$190,000.	
Title: Equipment Replacement - Wheeled Municipal Tractor H6	Project Advocate(s): Director, DPW
<p>Description: Replace Unit H8, a 2007 Wheeled Tractor which performs critical functions for the Town including plowing of sidewalks during the winter and roadside brush cutting in the spring and summer. This replacement truck will have three attachments: a plow, snow blower and boom flail.</p>	
<p>Justification: This is a scheduled replacement of a roadside tractor that is over 11 years old with close to 3,000 hours and approximately 10,000 miles. It has reached the point where its general reliability and the increased maintenance costs make it unreliable for primary duty.</p>	
<p>Relationship to General Plan: Scheduled replacement of an older piece of equipment that is valuable to the operations of the DPW.</p>	
<p>History: This is a scheduled replacement.</p>	
Schedule: Fiscal Year 2018	In the 5 Year Capital Plan? Yes
Source of Funds: Borrowing	Request: \$190,000.

3. Budget: Department of Public Works - \$185,000.	
Title: Construction - Lakeview Cemetery Road Repaving	Project Advocate(s): Director, DPW
Description: Repave the roadways in Lakeview Cemetery. The Cemetery fund will provide \$120,000 of the cost of this project, the remaining \$65,000 balance will be funded from Free Cash.	
Justification: The cemetery roads are rapidly deteriorating with age, potholes, cracks and eroded shoulders. If left unrepaired, they will continue to deteriorate, creating potentially unsafe conditions. The request is intended to complement the previous funding for the expansion and paving of a new section of Lakeview Cemetery. DPW hopes to coordinate the paving of old and new sections.	
Relationship to General Plan: Maintenance and improvement of infrastructure/roads.	
History: With the exception of localized repairs, the majority of the roads in Lakeview Cemetery have not been repaved within the past 50 years.	
Schedule: Fiscal Year 2018	In the 5 Year Capital Plan? No
Source of Funds: Cemetery Funds & Free Cash	Request: \$185,000.

4. Budget: Department of Public Works - \$100,000.	
Title: Construction - Culvert Repairs	Project Advocate(s): Director, DPW
Description: The Pinebrook Road culvert has collapsed and has been temporarily repaired, but it is still in need of a permanent solution. Delays and modifications to the design as well as the permitting process have caused the cost of the project to increase.	
Justification: The funds requested are needed to supplement the \$100,000 voted in the capital budget at 2014 Annual Town Meeting.	
Relationship to General Plan: Added this year.	
History: This is part of previously committed project which has been delayed due to permitting and regulatory issues.	
Schedule: Fiscal Year 2018	In the 5 Year Capital Plan? No
Source of Funds: Borrowing	Request: \$100,000.

5. Budget: Department of Public Works - \$95,000.	
Title: Equipment Replacement - Light Dump Truck H4	Project Advocate(s): Director, DPW
Description: Replace foreman's current 2005 Ford F450. This truck is used to carry tools, equipment and personnel to job sites. During the winter it is also used on a main plow route.	
Justification: Due to its heavy use and age, H4, which has been driven for 65,000 miles is increasingly in need of costly maintenance and it has had decreased reliability. This is a scheduled replacement.	
Relationship to General Plan: Scheduled replacement of an older piece of equipment that is valuable to the operations of the DPW.	
History: This is a scheduled replacement.	
Schedule: Fiscal Year 2018	In the 5 Year Capital Plan? Yes
Source of Funds: Cash Capital & Surplus Capital	Request: \$95,000.

6. Budget: Department of Public Works - \$65,000.	
Title: Equipment Replacement - Heavy Truck - Plow & Sander	Project Advocate(s): Director, DPW
Description: Purchase plow and sander attachments for a new heavy truck being obtained using balances of Chapter 90 reimbursements. During the winter, this vehicle plows and sands a primary route. The current plow and sander are worn and need replacement. The plow is sized to the capabilities of the truck.	
Justification: If this equipment is not functioning, it could add an hour or more to the time needed to clear the town's roads of snow.	
Relationship to General Plan: This is the regular replacement of older vehicles by the Town of Wayland and has been anticipated per the capital improvement plan's projection of capital needs of the Town.	
History: This is a scheduled replacement.	
Schedule: Fiscal Year 2018	In the 5 Year Capital Plan? Yes
Source of Funds: Free Cash & Surplus Bonds	Request: \$65,000.

7. Budget: Facilities - \$88,000.	
Title: Design Documents for Town Building Mechanical and Electrical Improvements	Project Advocate(s): Public Facilities Director
Description: Planning, design and material testing required to upgrade and/or replace the existing HVAC system and electrical distribution system with modern equipment and a building control system. Upgraded system shall be flexible in nature to accommodate any future interior renovations or reconfigurations. The current HVAC system was installed in 1999 and is nearing its expected useful life span of 20 years. It is not as energy efficient and requires substantially more maintenance than modern systems, nor does it align well with the current interior configuration affecting the comfort level of the occupants as well as energy usage.	
Justification: The current system is extremely difficult to modify to accommodate changes in interior configuration or uses. If the current system experiences a major failure before a replacement system is designed, then repairs would be driven by immediate needs that may not work well with future plans and economics. A modern system could be designed with flexibility in equipment location and control enabling ease in renovations and a wide range of future uses. Installation costs will depend on systems and methods chosen but could range from \$1M to \$2M. Those funds will be requested at future Town Meetings.	
Relationship to General Plan: Ongoing maintenance of infrastructure and facilities.	
History: Ongoing maintenance and upgrades of Town's infrastructure.	
Schedule: Fiscal Year 2018	In the 5 Year Capital Plan? Yes
Source of Funds: Free Cash /Surplus Bonds	Request: \$88,000.

8. Budget: Facilities - \$75,000	
Title: Fire Station 2 - Renovation	Project Advocate(s): Public Facilities Director
Description: Renovate Fire Station #2 to adequately support both male and female staff and to meet current standards and regulations for equipment, maintenance and storage. Renovations will include updated office space, separate male and female locker and rest rooms, proper storage for EMS and Hazardous materials containment equipment, a gear storage room, bunk rooms and a fully handicapped accessible restroom for public use. The funds will be used to analyze the structure, evaluate current and future needs and complete a cost analysis for the project and will include construction documents. It is anticipated these updates and renovations will take place within the same structure and no expansions will be needed. This portion of the overall project will be funded by the Ambulance Receipts fund. The cost to renovate Fire Station #2 is expected to be approximately \$850,000. Those funds will be requested at a future Town Meeting.	
Justification: Fire Station #2, located at 145 Main Street was originally designed as a call firefighter station but is now staffed 24/7, 365 days a year as is the town's main fire station at the Public Safety Building. Currently Fire Station #2 can only adequately accommodate two personnel at a time. During times of increased response requirements (storms and emergencies) staffing needs may increase to six. The building is also not adequate for housing both male and female staff. In addition, it lacks the required storage areas for fire and EMS equipment and needs updating and repairs to plumbing, electrical and HVAC systems.	
Relationship to General Plan: Added this year.	
History: Initial request.	
Schedule: Fiscal Year 2018	In the 5 Year Capital Plan? No
Source of Funds: Ambulance Receipts	Request: \$75,000.

9. Budget: Fire Department - \$305,000.	
Title: Replace Ambulance	Project Advocate(s): Fire Chief
Description: Purchase and equip a new 2019 Class 1 Ambulance to replace the 2010 model that is currently operating as a backup. The new ambulance will be used as the primary ambulance and the ambulance purchased in 2014 would be relegated to second line or response. This ambulance will be used by staff to respond to second medical emergencies when the primary ambulance is already in use. The 2010 ambulance will be traded in to offset the overall cost of the project.	
Justification: In today's response to emergency medicine, not only are the requests for ambulance services increasing but the transport destinations are getting farther and farther away from Wayland. Currently the majority of transports that previously went to the Metro West campuses are now being transported to Newton Wellesley or into a Boston Hospital. With the longer average trip transport miles, the overall mileage on the vehicles is increasing at a quicker pace and the normal vehicle maintenance schedule is being accelerated. The new ambulance will be staffed for immediate response and the second ambulance will be staffed for response while the primary one is on a long transport. The 2010 ambulance has certainly worked well for the community but is reaching the point where the reliability will be a concern. In addition, it is not constructed to hold the paramedic equipment which has presented challenges on calls and with the annual state inspection.	
Relationship to General Plan: Ongoing replacement program based on useful asset life and condition of equipment.	
History: This is a planned replacement.	
Schedule: Fiscal Year 2018	In the 5 Year Capital Plan? Yes
Source of Funds: Ambulance Receipts	Request: \$305,000.

10. Budget: Fire Department - \$65,000	
Title: Replace Chief's Car	Project Advocate(s): Fire Chief
Description: Replace the Chief's 2011 car. The new vehicle will serve as the Chief's day-to-day car and it will be equipped with the appropriate technology so it can be also utilized as a Command Post as needed. This capability is critical for proper and successful conclusion for emergency and pre planned events.	
Justification: This vehicle is assigned to the Fire Chief and is used for day to day operations and to respond to incidents as needed. The Chief's current vehicle is a 2011 that was used originally used as the shift officer's vehicle, then as the Paramedic intercept vehicle. It is nearing the end of its useful life.	
Relationship to General Plan: This is the regular replacement of a vehicle, per the capital improvement plan.	
History: Fire vehicles are replaced approximately every 6 years. This is a planned replacement.	
Schedule: Fiscal Year 2018	In the 5 Year Capital Plan? Yes
Source of Funds: Ambulance Receipts	Request: \$65,000.

11. Budget: School Department - \$150,000.	
Title: Middle School Floor Tile Replacement	Project Advocate(s): School Committee; Public Facilities
Description: This request is the first year of a three-year program to replace worn aging carpeting with vinyl composition floor tile (VCT) for approximately 40% of the building.	
Justification: There are safety and health issues related to the worn carpets in the hallways and classrooms. The new material (VCT) has a 30 year life expectancy versus carpet that has a useful life of 10 to 12 years in a school setting, if properly maintained. The VCT also requires less maintenance. The new VCT will also be easier to keep clean and will improve the learning environment as well as the aesthetics of the school.	
Relationship to General Plan: Ongoing maintenance and investment in the Town's infrastructure.	
History: This is part of an ongoing capital improvement plan.	
Schedule: Fiscal Year 2018	In the 5 Year Capital Plan? Yes
Source of Funds: Free Cash/Surplus Bonds	Request: \$150,000.

12. Budget: School Department - \$60,000.	
Title: Happy Hollow School Food Service Equipment	Project Advocate(s): School Committee; Public Facilities Director
Description: Second year of a multi-year program to upgrade 20 + year old major pieces of food service equipment that have exceeded their useful life in the elementary and middle schools. This request is to replace and install the walk-in refrigerator and freezer at the Happy Hollow School.	
Justification: The current refrigeration unit is over 20 years old and well beyond its expected useful life. This need was verified through a Food Service assessment conducted by an independent third party, Edvocate, who indicated replacement of these items was a high priority.	
Relationship to General Plan: Ongoing investment in major equipment.	
History: Second year of a three year plan.	
Schedule: Fiscal Year 2018	In the 5 Year Capital Plan? Yes
Source of Funds: Free Cash	Request: \$60,000.

13. Budget: School Department - \$50,000.	
Title: Claypit Hill School Telephone Upgrade	Project Advocate(s): School Committee; Public Facilities Director
Description: This request is to install a wired Voice Over Internet Protocol (VoIP) telephone system at Claypit Hill, similar to the ones recently installed at the Loker and Happy Hollow Schools.	
Justification: This project is a continuation of a program to upgrade all of the school's' phone systems to be compatible and comparable to the VoIP system installed at Wayland High School, Central Office and recently at the Loker School and Happy Hollow Schools. The existing system is over 20 years old and in need of upgrading. Alternative communication systems including a traditional landline telephone system, upgraded PA system, using teachers' cell phones, and wireless VoIP service were considered. Each of these options either cost more, provided less capability or did not function in this environment.	
Relationship to General Plan: Maintenance and investment in School facilities and improved security.	
History: Ongoing effort to increase security and communication with the School District.	
Schedule: Fiscal Year 2018	In the 5 Year Capital Plan? Yes
Source of Funds: Free Cash	Request: \$50,000.

14. Budget: School Department - \$30,000.	
Title: Custodial Equipment	Project Advocate(s): School Committee; Public Facilities Director
Description: This request will purchase a walk behind auto scrubber and burnisher for Loker and a walk behind auto scrubber and burnisher for Happy Hollow, in order to increase productivity and cleanliness of the floors.	
Justification: Currently, the custodian staff is ill equipped to perform their duties. Sweeping and mopping floors by hand is slow and inefficient, cleaning restrooms by hand does not disinfect as well as modern cleaning machines. According to an independent consultant, Edvocate, all five schools should have an auto sweeper/scrubber, a high speed burnisher, and several restroom cleaning machines. One rider burnisher and auto scrubber was allocated in FY 2017 to the High School and one walk behind burnisher and auto scrubber was allocated to Claypit Hill. This request will address the greatest need in the district. The FY 2017 and 2018 Budgets represent larger outlays than outer years when scheduled replacements will be funded as machines reach their useful lives.	
Relationship to General Plan: Scheduled replacement of Town equipment.	
History: This is part of an ongoing capital improvement plan.	
Schedule: Fiscal Year 2018	In the 5 Year Capital Plan? Yes
Source of Funds: Cash Capital	Request: \$30,000.

15. Budget: Department of Public Works, Water - \$700,000.	
Title: Water Main Replacement Program	Project Advocate(s): Director, DPW
Description: Replacement and upgrade of approximately 2100 linear feet of 4" Cast Iron water main with 8" Ductile Iron water main. This is an annual program, prioritized by our 2016 [Water System] Capital Efficiency study. Replacements are coordinated with road paving projects.	
Justification: The Water Main Replacement Program is an ongoing/annual program to replace the water distribution system's older water mains that have exceeded their expected life span and to upgrade areas that do not currently meet ISO Fire Flow requirements. In 2016, the Water Division completed a Capital Efficiency Study that included Age of Water Mains, Pipe Material, Break History, Soil Conditions and Fire Flow requirements. The Water Main Replacement Program is based on this Study. Older water mains are more susceptible to leakage, bacteria and turbidity problems. Postponing the scheduled replacement of the aging infrastructure can also impact the Operational Budget by necessitating overtime costs for water quality complaints.	
Relationship to General Plan: Included in the long-range capital plan to maintain infrastructure and equipment.	
History: This is part of an ongoing capital improvement plan.	
Schedule: Fiscal Year 2018	In the 5 Year Capital Plan? Yes
Source of Funds: Water Borrowing	Request: \$700,000.

16. Budget: Department of Public Works, Water - \$65,000.	
Title: Well Cleaning and Rehabilitation	Project Advocate(s): Director, DPW
Description: Clean and rehabilitate wells at Baldwin Pond, Campbell and Chamberlain Wells.	
Justification: Over time, mineral deposits build up on the well pump intake screens. This "build-up" must be cleaned in order for a well to pump efficiently. Typically this preventative maintenance cleaning process is done every 5 years.	
Relationship to General Plan: Ongoing maintenance and investment in the Town's infrastructure.	
History: Baldwin Pond #1 has not been cleaned since it was constructed in 2008. Baldwin Pond #2 was cleaned in 2008. Baldwin Pond #3 was treated with a chemical in the summer of 2012. Campbell and Chamberlain wells were last cleaned back in winter 2001 / 2002.	
Schedule: Fiscal Year 2018	In the 5 Year Capital Plan? No
Source of Funds: Water Surplus	Request: \$65,000.

17. Budget: Department of Public Works, Water - \$50,000.	
Title: Secondary Water Storage Tank Siting & Cost Study	Project Advocate(s): Director, DPW
Description: This study will determine costs for a secondary water storage tank at a variety of sites. The March 2016 [Water System] Capital Efficiency Plan from Tata & Howard reviewed the MassDEP Guidelines for Storage Tank Capacity and states that the Town has a deficit in storage capacity of 220,000 gallons. Various tank options, costs, construction feasibility and operating scenarios associated with the construction will be studied. Tanks ranging in size from 500,000-1,000,000 gallons will be considered.	
Justification: Water Storage Tanks are designed to provide water during peak consumer demands and as a reserve for firefighting purposes. Water storage also provides an emergency supply of water in case of a breakdown of pumping facilities. The construction of a second water storage tank would provide redundancy if a tank were taken out of service for routine or unscheduled maintenance.	
Relationship to General Plan: Ongoing maintenance and investment in the Town's infrastructure.	
History: In 2013-2014 we retired our older smaller tank due to the cost of rehabilitation. Our recently completed capital efficiency study identified that a secondary tank is needed for fire-flow and redundancy during unscheduled maintenance.	
Schedule: Fiscal Year 2018	In the 5 Year Capital Plan? No
Source of Funds: Water Surplus	Request: \$50,000.

18. Budget: Department of Public Works, Water - \$110,000.	
Title: Pilot Study for Manganese Treatment at Campbell Well	Project Advocate(s): Director, DPW
Description: This study will evaluate different treatment options for the removal of manganese from the untreated water at Campbell Well.	
Justification: The manganese levels in the untreated water at Campbell Well have gradually increased to the point where treatments options need to be explored. In October of 2013, MassDEP issued a health advisory for manganese levels in drinking water. Health advisories help to limit the potential for excess exposure to certain types of compounds found in drinking water. The manganese health advisory stated several studies have indicated excess intake of manganese has been associated with adverse neurological effects in children. The manganese concentrates in the Campbell Well are now above State SMCL (secondary maximum contaminant level) and should be addressed. The study will identify the alternatives and their costs.	
Relationship to General Plan: Ongoing maintenance and investment in the Town's infrastructure.	
History: Over the past several years, the manganese levels in the untreated water at Campbell Well have increased.	
Schedule: Fiscal Year 2018	In the 5 Year Capital Plan? No
Source of Funds: Water Surplus	Request: \$110,000.

ARTICLE 7: PERSONNEL BYLAWS AND WAGE AND CLASSIFICATION PLAN

Sponsored by: Personnel 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 (Appendix B), previously adopted by the Town to amend recreational and seasonal positions and adjust selected positions affected by the Massachusetts minimum wage law.

FINANCE COMMITTEE COMMENTS: Only recreational seasonal positions and those positions affected by the MA minimum wage increase are being adjusted. Minimum wage adjustments are reflected in departmental budgets. Recreational seasonal positions will be funded from the Recreation revolving fund.

The Wage and Classification Tables are identified in Appendix B. All current collective bargaining agreements expire on June 30, 2017. With the exception of the positions referenced above, the effective dates for wages listed in the tables are July 1, 2016. The Wage and Classification Tables are included for informational purposes only. As collective bargaining agreements are settled, information regarding adjustments for both non-union and union wages will appear in future warrants.

The Board of Selectmen voted 4-0 in favor of this article.

The Personnel Board voted 4-0 in favor of this article.

An exhibit with relevant information can be found at Appendix B of this warrant.

ARGUMENTS IN FAVOR: This is the third and final year of the minimum wage adjustment. This action is consistent with the minimum wage adjustments approved the past 2 years.

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

ARGUMENTS OPPOSED: Some would say that employees are being paid enough and program fees are sufficiently high.

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

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

See Personnel Wage and Salary Classification Plan at Appendix C. For more information about this article, contact John Senchyshyn, Assistant Town Administrator/Human Resources Director, at (508) 358-3623, or email jsenchyshyn@wayland.ma.us.

ARTICLE 8: COMPENSATION FOR TOWN CLERK*Proposed by: Board of Selectmen*

To determine whether the Town will vote to fix the salary and compensation of the elected Town Clerk, pursuant to Massachusetts General Laws Chapter 41, Section 108, to be effective July 1, 2017, which salary and compensation is printed below.

SALARY SCHEDULE – TOWN CLERK

	<u>FY 2017</u>	<u>FY 2018</u>
Town Clerk	\$ 70,504	\$ 70,504

FINANCE COMMITTEE COMMENTS: This is a standard article required by state law that permits the Town to set the salary of the Town Clerk. Because the Town Clerk is an elected position, the salary of the Town Clerk does not fall within the Personnel Wage and Salary Classification Plan that sets the salaries for non-union positions. Town Meeting must approve the salary of this position annually. It will be appropriated via the budget.

This article process treats the elected Town Clerk in a manner comparable to other Department Heads, who are appointed and who may enjoy benefits not available to elected officials such as automatic step increases and merit increases that recognize performance.

Contract negotiations for the FY2018 salary schedules are just beginning. The Town Clerk's proposed salary is unchanged, because to assign a percentage increase to the Town Clerk could influence ongoing negotiations. When negotiations are settled and a salary increase amount can be recommended for non-union employees, the Board of Selectmen will reintroduce this article for a commensurate increased salary amount.

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

ARGUMENTS IN FAVOR: Some would say that the proposed salary reflects a fair compensation for the work performed considering all relevant factors.

Holding the salary the same for now is good negotiation strategy.

ARGUMENTS OPPOSED: Some would say that given current economic conditions, the Town can attract qualified candidates to seek the position at a lower salary.

Others may say the salary does not provide adequate compensation for the work performed.

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

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

For more information about this article, contact John Senchyshyn, Assistant Town Administrator/ Human Resources Director at 508/358-3623 or by email: jsenchyshyn@wayland.ma.us.

ARTICLE 9: NON-MEDICAL/RECREATIONAL MARIJUANA MORATORIUM - ZONING BYLAW AMENDMENT

Sponsored by: Youth Advisory Committee

To determine whether the Town will vote to amend Chapter 198 of the Town Code, the Town's Zoning Bylaw, by making the following revision by adding a new Section 104 and 803.5.8, entitled Temporary Moratorium On Non-Medical/ Recreational Marijuana Establishments and further to amend the Table of Contents to add Section 104 and 803.5.8, "Temporary Moratorium on Non-Medical/Recreational Marijuana Establishments" as follows, or take any other action related thereto:

Section 104. Definition

"Marijuana establishment" in section 1 of Chapter 94G of the General Laws, meaning, a "marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business."

Section 803.5.8. Temporary Moratorium

"Marijuana Establishment" until January 1, 2019 or six months from the date that final regulations are issued by the Cannabis Control Commission, whichever date is later.

PLANNING BOARD REPORT: On November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, processing, distribution, possession and use of marijuana for recreational purposes. The law, which allows certain personal use and possession of marijuana, begins to take effect on December 15, 2016 and as amended on December 30, 2016 via Chapter 351 of the Acts of 2016, requires a Cannabis Control Commission to issue regulations regarding the licensing of commercial activities by March 15, 2018 and to begin accepting applications for licenses on April 1, 2018. Currently, a Non-Medical or Recreational Marijuana Establishment (hereafter, a "Recreational Marijuana Establishment"), as defined in G.L. c. 94G, §1, is not specifically addressed in the Town's Zoning Bylaw. Regulations to be promulgated by the Cannabis Control Commission may provide guidance on certain aspects of local regulation of Recreational Marijuana Establishments. The regulation of recreational marijuana raises novel legal, planning, and public safety issues and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and address such issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Recreational Marijuana Establishments. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Non-Medical/Recreational Marijuana Establishments so as to allow the Town sufficient time to address the effects of such structures and uses in the Town and to enact bylaws in a consistent manner.

Pursuant to Massachusetts General Laws Chapter 40A, Section 5, the Planning Board held a public hearing to discuss the proposed amendments to the Town's Zoning Bylaws on February 7, 2017 and closed the public hearing the same night.

The Planning Board voted 4-0 in favor of Article 9.

FINANCE COMMITTEE COMMENTS: The Ballot issue to legalize non-medical marijuana passed in Wayland by 33 votes (4,215 to 4,182). There are many unanswered questions that State

and local officials are struggling with and the State passed a measure in December 2016 delaying the opening of recreational marijuana stores for 6 months to July 2018. The objective of this article is to provide sufficient time for the Town to develop appropriate zoning regulations and bylaws to effectively manage the sale and use of non-medical / recreational marijuana. The Attorney General's Office issued a ruling that a local zoning bylaw that imposes a temporary moratorium on recreation marijuana is "consistent with the Town's authority to impose reasonable time limitations on development so that the Town can engage in a legitimate planning study".

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

ARGUMENTS IN FAVOR: The Town and its various Boards and Committees need time to research and understand the impact of stores selling recreational marijuana on the (1) physical and mental health of town residents; (2) medical services in town; (3) social impact in Wayland.

There are conflicts between state and federal law regarding this issue that need to be understood considering the federal conservation land in Wayland.

The legalization of marijuana in Massachusetts introduced a new commercial industry to the state. Infrastructure and policies must be developed as well as implementation strategies.

Location and permitting of retail stores near schools and recreational areas needs to be understood and then appropriate zoning bylaws need to be developed similar to those dealing with alcohol sales. The moratorium will allow time for these to be developed and presented at the 2018 Town Meeting.

The moratorium will provide time for the State to pass legislation dealing with the sale and use of recreational marijuana.

The moratorium will allow the Town to work with neighboring communities to have a consistent legal framework to manage the sale and use of medical marijuana.

ARGUMENTS OPPOSED: Recreational use of Marijuana is legal in Massachusetts, and Wayland can play a part in the initial implementation of the law. Some voters may believe that we can handle the impacts without any further delay as many other states, cities, and towns across the country have gone through this process in recent years.

A moratorium delays financial and other benefits to potential individual business owners and users of recreational marijuana.

RECOMMENDATION: The Finance Committee voted to take no position on this article, and elected to defer its decision until the Annual Town Meeting. (Vote 7-0-0)

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

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

For more information about this article, contact Lynn Dowd, Director of Youth and Family Services, at 508-358-4293 or ldowd@wayland.ma.us.

ARTICLE 10: AUTHORIZE LOCAL VOTING RIGHTS FOR PERMANENT RESIDENT ALIENS RESIDING IN WAYLAND

Sponsored by: Board of Selectmen

To determine whether the Town will vote to instruct the Board of Selectmen to file with the legislature a request for a special act entitled, An Act Authorizing Local Voting Rights for Permanent Resident Aliens Residing in Wayland, as follows:

Section 1. Notwithstanding the provision of section one of chapter fifty-one of the General Laws, or any other general or special law, rule or regulation to the contrary, residents of the town of Wayland who are aliens lawfully admitted for permanent residence in the United States and who meet all qualifications for registering to vote except U.S. citizenship, may, upon application, have their names entered on a register of qualified permanent resident alien voters and may thereafter vote in any election for local offices, local ballot questions, and at Town Meeting.

Section 2. The Wayland Board of Selectmen is authorized to formulate regulations and guidelines to implement the purpose of this act.

Section 3. Nothing in this act shall be construed to confer upon permanent resident aliens the right to vote for any state or federal office or any state or federal ballot question.

FINANCE COMMITTEE COMMENTS: Passage of this article would allow permanent resident aliens (lawful permanent residents are legally accorded the privilege of residing permanently in the United States) to vote in Wayland town elections and at Town Meeting. If this article is approved at Town Meeting, the State Legislature will have to pass a bill to provide an exception to the general rule set out in General Laws in order for the article to become effective.

Massachusetts General Laws provide that every citizen eighteen years or older may vote in elections or at Town Meeting, subject to three exceptions (incarcerated felons, persons under a guardianship, and those disqualified because of corrupt election practices). Mass. G.L. ch. 51 § 1. The Fourteenth Amendment to the U.S. Constitution provides that all persons born or naturalized in the United States are citizens of the United States and of the State wherein they reside.

The U.S. Constitution gives states and municipalities the right to decide who is eligible to vote. From 1776 until 1926, twenty-two states and federal territories allowed non-citizens to vote in local, state and even federal elections. These rights were gradually repealed due to anti-immigrant sentiment in the late 1800s and early 1900s. Within Massachusetts, nearly identical articles have been passed in Amherst, Cambridge, Brookline, and Newton, but await an enabling act from the state legislature to take effect. Within Wayland, the number of non-citizen residents is small, almost 3% of the population, and within those 3% is as wide of a range of viewpoints as the population at large. This is not a group that can necessarily change the outcome of elections. It is simply a group that is not represented.

A similar article was approved by Annual Town Meeting in 2006 and 2011. In each of two legislative sessions (2007-08 and 2009-10) Rep. Conroy introduced a bill, based upon the Town of Wayland article of 2006, but the Legislature did not pass it in either session. Technically, a newly approved Town article is required for each legislative session that a Home Rule Petition (which this is) is filed before the legislature.

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

ARGUMENTS IN FAVOR: Resident aliens who live in Wayland cannot vote, although they may work, pay taxes, send their children to school, and even must register to serve in the military. This is "taxation without representation" and it is simply unfair.

The decisions we make in our local elections are purely local. This article would allow all resident aliens to participate fully in our civic life.

Citizenship is defined at the federal level; we do not have citizenship requirements as a locality. It can take many years to obtain US citizenship, the typical requirement for voting rights. It is unfair to deny Wayland residents the right to vote on local matters in the interim. At a local level, all members of our community have the same stake in the decisions made at a local level, and all should have the same voice.

ARGUMENTS AGAINST: To allow non-citizens to vote undermines the value of citizenship.

If a resident wants to vote in elections, that resident should seek U.S. citizenship.

A non-citizen who wants greater participation in the civic duties can find numerous ways to participate.

The administration at the voting polls could be a logistical challenge due to different voter lists and required proof of status for permanent resident aliens.

Some would argue that this matter should be decided at the state rather than the local level.

FINANCE COMMITTEE VOTE: The Finance Committee does not recommend approval. Vote: 1-2-3

QUANTUM OF VOTE: Majority vote per Article II, Section 8, cl. 1 of the Amendments to the Massachusetts Constitution.

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

**ARTICLE 11: LIBRARY CONSTRUCTION GRANT APPLICATION:
ACCEPTANCE OF PRELIMINARY DESIGN AND PROCEDURAL
AUTHORIZATIONS**

Sponsored by: Board of Library Trustees

To determine whether the Town will vote to:

- a.) accept the preliminary design for the construction of a new library at 195 Main Street as recommended by the Board of Library Trustees, the Library Planning Committee, and the Permanent Municipal Building Committee; and
- b.) authorize the Board of Selectmen and/or the Board of Library Trustees to apply for, accept, and expend, without further appropriation, but with the approval of the Permanent Municipal Building Committee, any state funds that may be available to defray all or part of the cost of the design, construction, and equipping of the new library building, including, but not limited to, a public library construction grant from the Massachusetts Board of Library Commissioners.

FINANCE COMMITTEE COMMENTS: Passage of this article will accept the preliminary design for a new library at 195 Main Street and authorize the Town to apply for, receive and expend state funds for a library project provided a grant is awarded and the Town votes at a future Town Meeting to proceed with the project. The phrase “without further appropriation, but” ensures any grant funds received would be applied only to a library building project.

To resolve overcrowding and other longstanding issues with the current library at 5 Concord Road, the Board of Library Trustees (the Trustees) proposes to build a new larger library. To defray costs, the Trustees recommend the Town submit an application seeking eligible state funding from the Massachusetts Public Library Construction Program (MPLCP).

In January 2015, the Trustees formed a Library Planning Committee (LPC) to evaluate the library’s space needs, assess the current building and decide whether to apply for a state library construction grant. In August 2015, the LPC recommended the Trustees pursue a state grant. At the November 2015 Special Town Meeting, \$150,000 was appropriated to fund a study to examine the feasibility of expanding and renovating the current library building and building a new library on a different site in accordance with the guidelines of the MPLCP. These funds were spent by hiring professionals including an owner’s project manager, an architectural firm and an independent cost estimator who oversaw and implemented the Library Planning and Design Study according to the state’s requirements.

To evaluate potential library sites the Trustees secured authorization for the transfer of two parcels of land at the 2016 Annual Town Meeting (ATM). After studying the current library site and these two parcels, the Trustees selected 195 Main Street as the most appropriate site for a new library. Once the Trustees, the School Committee and the Recreation Commission agreed on how to apportion the 4.7-acre site at 195 Main Street, the Board of Public Works and the Board of Selectmen earmarked the western portion of the site for a grant supported library building project.

Preliminary Design: The grant application requires inclusion of a preliminary design and projected costs. The Trustees and LPC worked with an architectural team to develop the preliminary design. The proposed 33,530 square foot two-story facility will feature many flexible light-filled spaces for browsing, quiet study, group meetings and community programs. The building which is approximately

2.4 times larger than the current library will also feature increased space for collections, staff functions and customer service.

The preliminary design sketches and plans are online at http://www.wayland.ma.us/Pages/WaylandMA_Selectmen/LibraryDesignDrawings.pdf. Highlights include a Children's wing with space for an expanded collection, technology resources, programs and activities, a dedicated space for Teens and Young Adults, a 100-seat capacity meeting room, several small conference rooms, quiet study spaces and a technology lab. There will be more shelf space for the collection, increased seating throughout the Library, improved computer access and ample parking. The building will have "green" building efficiencies, be ADA compliant and built on a site with no history of flooding.

The preliminary design meets accepted guidelines and standards for a state-funded library and satisfies the space needs as set forth in Wayland's Library Building Program that must accompany the grant application. It has been vetted and approved by the LPC and the Trustees.

Grant Authorizations: The Library Trustees submitted an application to the Massachusetts Board of Library Commissioners in January 2017. For the application to be eligible for consideration, in addition to accepting the preliminary design, ATM must authorize the Library Trustees and/or the Board of Selectmen to apply for, accept and expend grant funding. If this article passes, Wayland's grant application will be considered complete and the state will review it.

Grant awards and a wait list are expected to be announced in July 2017. If Wayland is awarded a grant this July, the Trustees plan to seek an appropriation of Town funds for a library construction project at the April 2018 ATM. If Wayland is placed on a wait list, the Trustees will wait to seek library construction approval and funding until the grant funds are awarded.

The State is expected to contribute approximately 40% of eligible construction costs. Based on the proposed preliminary design, the current estimated cost of the project is \$24.8 million. If the Town is put on a wait list, there could be a three or more year wait to receive funds. Adjusting for escalation, the projected cost ranges from \$24.8 million to \$29.2 million.

Although the final project cost won't be known until and unless a grant is awarded, at the maximum of this range, the State grant is expected to be approximately \$10.4 million and the Town's responsibility would be approximately \$18.8 million. If approved at a future ATM, this project would add approximately \$1 million/year for 20 years to the Town's annual debt service and could limit the Town's ability to fund additional capital projects.

If the Town is awarded a State building grant and the Town elects at a future Town Meeting to build a new library, a future use for the current library building will need to be determined. While there are approximately four years to recommend an appropriate use for 5 Concord Road, it is possible that the only lawful use for part of the building may be as a library.

If this article does not pass, the State will remove the Town's application from consideration.

The Library Trustees recommend this article. Vote: 5-0-0

The Library Planning Committee supports this article. Vote: 11-0-0

The Board of Selectmen supports this article. Vote 4-0-0

An exhibit with relevant information can be found at Appendix C of this warrant. The preliminary design for the construction of a new library at 195 Main Street is online at http://www.wayland.ma.us/Pages/WaylandMA_Selectmen/LibraryDesignDrawings.pdf.

ARGUMENTS IN FAVOR: Some would say a new library is long overdue.

Passage of the article completes the Town's application for a state library construction grant.

A state grant, if awarded, would contribute approximately 40% of eligible construction costs.

There is no cost to apply for a grant.

This article does not appropriate any funds towards a library building project.

ARGUMENTS OPPOSED: Some may feel a 33,530 square foot library building is too large.

If a grant is awarded, the Town will be asked to fund this project which could increase debt service by approximately \$1 million/year.

RECOMMENDATION: The Finance Committee recommends approval. (Vote 3-2-1)

QUANTUM OF VOTE: Majority vote per Massachusetts General Laws Chapter 44, Section 53A.

For more information about this Article, contact Aida Gennis, Chair, Board of Library Trustees, at wgs3155@gmail.com, or Library Director Dana Mastroianni at dmastroianni@wayland.ms.us.

ARTICLE 12: AUTHORIZE ACQUISITION OF ACCESS AND UTILITY EASEMENT AT 89 STONEBRIDGE ROAD

Sponsored by: Board of Public Works

To determine whether the Town will authorize the Board of Selectmen to acquire by gift, purchase, eminent domain or otherwise, on such terms and conditions as the Board of Selectmen deems appropriate, an access and utility easement on property commonly known as 89 Stonebridge Road, identified as Tax Map 37, Lot 32A, described in a deed recorded with the Middlesex South District Registry of Deeds in Book 62732, Page 282, said easement shown on a plan entitled "Plan of Land in Wayland, Massachusetts 89 Stonebridge Road Habitat for Humanity," dated December 5, 2016, on file with the Town Clerk, and further to authorize the Board of Selectmen to execute any and all documents as may be necessary or convenient in relation thereto.

FINANCE COMMITTEE COMMENTS: This Article will authorize the Town to acquire an easement which will extend an existing easement by about 300 additional feet.

An exhibit with relevant information can be found in Appendix D of this warrant.

2016 Annual Town Meeting appropriated \$936,000 for the Happy Hollow Access Road and Water Main project. Subsequently during the design phase, it was discovered that the first part of the current dirt road is on property now owned by Habit for Humanity. This easement will allow the town to reconstruct the dirt road on that property. The town does have contiguous land and could complete the

project without this easement, but the town's land is undeveloped and has a significant slope and would be far more expensive than was anticipated in the amount already appropriated.

The residents of the Habit for Humanity's homes support extending the easement as it applies to a forest area that is beyond their property and means that the DPW would maintain (e.g., snow plow) the paved portion of the small access road (subject to the existing easement) that is used by those homes to access Stonebridge Road.

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

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

ARGUMENTS IN FAVOR: This is a necessary requirement to allow legal access for a road over the Habitat property to the Happy Hollow wells.

While it is possible that a road and water main could be constructed without this easement, it would likely at least double the cost of executing the project.

Given the terrain of the property that would be subject to the easement, it is unlikely it could be used for any other purpose.

ARGUMENTS OPPOSED: Some have argued that the planned access road project should not have been approved and instead the Happy Hollow wells should be accessed from a road behind the high school.

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

QUANTUM OF VOTE: Majority vote if by gift or if by taking by eminent domain per Massachusetts General Laws Chapter 79; two-thirds vote if also appropriating funds for such acquisition, per Massachusetts General Laws Chapter 40, Section 14.

For more information about this article contact Woody Baston, Board of Public Works member, by email: woodybaston@gmail.com.

ARTICLE 13: STREET ACCEPTANCE

Sponsored by: Planning Board

To determine whether the Town will vote to accept as town ways the following streets laid out by the Board of Public Works as the duly appointed Road Commissioners for the Town of Wayland, and the Department of Public Works:

Summer Lane

Dylan Circle

FINANCE COMMITTEE COMMENTS: This article was changed after the Finance Committee deadline and the Committee has not had the opportunity to review this article.

RECOMMENDATION: The Finance Committee took no vote on this article and will consider voting after all necessary steps have been taken by relevant parties.

QUANTUM OF VOTE: Majority vote if approved under Subdivision Control Law; two-thirds vote if not approved under Subdivision Control Law per Massachusetts General Laws Chapter 41, Section 81Y.

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

ARTICLE 14: LIMITED SITE PLAN REVIEW – EXEMPT USES

Sponsored by: Planning Board

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

I. SECTION ONE

Strike Section 603.3 and replace it with the following:

603.3

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

603.3.1

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

- (a) relationship of the bulk, height of structures, and adequacy of open spaces to the natural landscape, existing buildings and other community assets in the area, and compliance with other requirements of this Bylaw, which includes but is not limited to lot coverage, yard sizes, lot areas and setbacks.
- (b) physical layout of the structures, driveways, utilities and other infrastructure as it relates to the convenience and safety of vehicular and pedestrian movement within the site, the location of driveway openings in relation to traffic or to adjacent streets, and when necessary, compliance with other requirements for the disabled, minors or the elderly;
- (c) adequacy of the arrangement of parking and loading areas in relation to the proposed use of the site; and
- (d) physical lighting of the site, including the methods of exterior lighting for convenience, safety and security within the site, and in consideration of impacts on neighboring properties and excessive light pollution.

603.3.2

Site plan review of a Section 3 Use shall be by the Planning Board (“Board”). In considering a site plan for a Section 3 Use, the Board shall consider whether any proposed or potential incidental uses are in harmony with the uses permitted in the underlying zoning district. Subject to the limitations of G.L. c. 40A, §3, the Board shall impose any such conditions, limitations, and safeguards as it deems appropriate to protect the interests of, and consistent with, the planning objectives for the underlying zoning district. The Board shall file its written decision with the Town Clerk within sixty (60) days of receipt of an application, unless such time is extended by agreement of the applicant.

II. SECTION TWO

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

III. SECTION THREE

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

PLANNING BOARD REPORT: Approval of this Article would establish a site plan review process, managed by the Planning Board, for new or substantially modified day care, non-profit educational, and religious uses of land in Wayland. These specific land uses have unique protection under Section 3 of the state Zoning Act, a provision sometimes referred to as the “Dover Amendment.” Under that state law, municipalities have limited authority to regulate these uses, although they are not automatically exempt from local zoning bylaws and ordinances. The law permits “reasonable regulations concerning the bulk and height of structures and determining yard sizes, lot area, setbacks, open space, parking and building coverage requirements...”

The recent acquisition of approximately 11 acres at 39-45 Waltham Road by the Carroll School, a non-profit education organization, and the School’s plans to redevelop the property into its Wayland campus for classrooms, meeting space, offices, and athletic fields, exposed a gap in our current zoning regulatory framework. As a protected use under the Dover Amendment, the School’s use of its 11-acre campus is permissible in the underlying residential zoning district, and can only be subjected to “reasonable regulations.” Under our current Zoning Bylaw, Dover Amendment uses are exempt from the ordinary site plan review process conducted by the Planning Board in an open hearing with public participation. Under the current bylaw, such uses must only obtain an informal site plan approval by the Building Commissioner, an unelected town official. The proposed zoning amendment would create a formal review framework for major land use developments associated with educational, religious, and day care uses.

While the Carroll School voluntarily submitted to a site plan review hearing and a list of conditions regulating its activities, and agreed to limit its activities and structures in a manner that will be mostly benign and respectful of its residential neighbors, future applicants may not be so obliging. Existing uses that are not planning any major expansions or changes in use are unaffected. The amendment would not unduly burden educational, religious and day care uses, because the Planning Board’s review and authority to impose restrictions are limited by state statute (the Dover Amendment). The amendment does not affect agricultural uses, which are also protected by the Dover Amendment; such uses are not currently subject to site plan review by the Building Commissioner, and will not be subject to site plan review by the Planning Board. The proposed Bylaw is narrowly tailored to address the need to regulate and put reasonable limits on the size and scope of major educational, religious and

day care development projects, which will still be exempt from complying with the full extent of our zoning restrictions that apply to every other commercial and residential property in Wayland.

Pursuant to Massachusetts General Laws Chapter 40A, Section 5, the Planning Board held a public hearing to discuss the proposed amendments to the Town's Zoning Bylaws on February 7, 2017 and closed the public hearing the same night.

The Planning Board voted 4-0 to support this article.

FINANCE COMMITTEE COMMENTS: This article would amend the zoning bylaws of the Town of Wayland to give the Planning Board authority to hold public hearings and review site plans for uses that fall under the protection of M.G.L. c. 40A, § 3, specifically nonprofit educational, religious, or child care uses (known as "Dover Amendment Uses" or "Section 3 Uses"). Under the current bylaw, amended in 2011, only the Building Commissioner is charged with the authority to review and approve such plans and there is no real opportunity for public input.

According to state law, no zoning bylaw can prohibit or unreasonably regulate or restrict the use of land or structures for nonprofit educational, religious, or child care uses. However, localities can impose reasonable regulations on such uses with regard to bulk and height of structures and determining yard sizes, lot area, setbacks, open space, parking and building coverage requirements.

The proposed amendment would establish a more detailed, more robust and more prescriptive site plan review process consistent with the limitations and the protections of the Dover Amendment. The review would be conducted by the elected Planning Board and the public would have the ability to participate and offer suggestions on such things as the relationship of the proposed structure to the area's natural landscape and existing buildings, convenience and safety of vehicular and pedestrian traffic, adequacy of parking in relation to the proposed use and the impact of exterior lighting on neighboring properties. The Planning Board could then impose reasonable conditions and restrictions to protect the broad planning goals and objectives embodied this new Section 603.3.

The Planning Board recommends approval. Vote 4-0.

The Board of Selectmen voted 4-0 to support this article.

ARGUMENTS IN FAVOR: This proposed zoning amendment fills a regulatory gap in our existing Zoning Bylaw by requiring nonprofit educational, religious and child care projects to undergo a site plan review process managed by the Planning Board, whose members are Wayland residents and who are elected rather than appointed.

The article seeks to ensure that certain Section 3 Uses are reasonably regulated in regards to bulk and height of structures, yard sizes, lot areas, setbacks, open space and parking and building coverage. The amended bylaw would add greater clarity and more specificity to the site plan review process as it relates to facilities that are used for religious, nonprofit educational and child care purposes. The extra specificity may help in avoiding and resolving potential disputes.

The interest of abutters will be taken into account as it relates to the location of driveway openings in relation to adjacent streets, the impact of exterior lighting on neighboring properties and protection from damaging rainwater runoff by provision for surface water drainage.

Without this amendment, Section 3 Uses could be expanded, without appropriate scrutiny or oversight, to include ancillary or incidental components that may create undesirable impacts on the town or the immediate residential neighborhood, such as illuminated athletic fields and musical entertainment facilities, commercial or retail buildings, or large parking lots.

ARGUMENTS OPPOSED: To the extent that the process for site plan reviews is deeper and more prescriptive it may be more likely to cause construction delays.

MGL c. 40A, § 3 also applies to agricultural structures. This article fails to apply the enhanced site plan review process to agricultural uses.

Some would argue the enhanced site plan review process, as defined in this article, is not prescriptive enough and should be even more specific about permissible restrictions.

Others would argue that this level of review is unnecessary.

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

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

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

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

ARTICLE 15: PRESERVATION OF HISTORICALLY SIGNIFICANT BUILDINGS THROUGH DEMOLITION DELAY

Sponsored by: Historical Commission

To determine whether the Town will vote to amend the General Bylaws of the Town of Wayland to include:

PRESERVATION OF HISTORICALLY SIGNIFICANT BUILDINGS THROUGH DEMOLITION DELAY

SECTION 1 INTENT AND PURPOSE

This bylaw is enacted for the purpose of preserving and protecting significant buildings within the Town which constitute or reflect distinctive features of the architectural, cultural, economic, political or social history of the town and to limit the detrimental effect of demolition on the character of the town. Through this bylaw, residents of the town are alerted to impending demolitions of significant buildings and owners of preferably preserved buildings are encouraged to seek out alternative options that will preserve, rehabilitate or restore such buildings. By preserving and protecting significant buildings, streetscapes and neighborhoods, this bylaw promotes the public welfare by making the town a more attractive and desirable place in which to live and work. To achieve these purposes the Historical Commission is authorized to advise the Building Commissioner with respect to demolition permit applications. The issuance of demolition permits is regulated as provided by this bylaw. This bylaw applies only to the exteriors of buildings and structures.

SECTION 2 DEFINITIONS

APPLICANT-Any person or entity who files an application for a demolition permit. If the applicant is not the owner of the premises upon which the building is situated, the owner must indicate on or with the application his/her assent to the filing of the application.

APPLICATION-An application for the demolition of a building.

BUILDING-Any combination of materials forming a shelter for persons, animals, or property.

BUILDING COMMISSIONER - The person occupying the office of Building Commissioner or otherwise authorized to issue demolition permits.

COMMISSION – The Wayland Historical Commission or its designee.

DEMOLITION-Any act of pulling down, destroying, removing, dismantling or razing a building or commencing the work of total or substantial destruction with the intent of completing the same.

DEMOLITION PERMIT - The building permit issued by the Building Commissioner for a demolition of a building, excluding a building permit issued solely for the demolition of the interior of a building.

PREFERABLY PRESERVED - Any significant building which the Commission determines, following a public hearing, that it is in the public interest to be preserved rather than demolished. A preferably preserved building is subject to the twelve month demolition delay period of this bylaw.

SIGNIFICANT BUILDING – Any building within the town which is in whole or in part one hundred or more years old and which has been determined by the Commission or its designee to be significant based on any of the following criteria:

- The Building is importantly associated with one or more historic persons or events, or with the broad architectural, cultural, political, economic or social history of the Town or the Commonwealth; or
- The Building is historically or architecturally important (in terms of period, style, method of building construction or association with a recognized architect or builder) either by itself or in the context of a group of buildings.

SECTION 3 PROCEDURE

No demolition permit for a building which is in whole or in part one hundred or more years old shall be issued without following the provisions of this bylaw. If a building is of unknown age, it shall be assumed that the building is over 100 years old for the purposes of this bylaw.

An applicant proposing to demolish a building subject to this bylaw shall file with the Building Commissioner an application containing the following information:

- The address of the building to be demolished.
- The owner's name, address, e-mail address and telephone number.
- A description of the building.
- The reason for requesting a demolition permit.
- A brief description of the proposed reuse, reconstruction or replacement.
- A photograph or photograph(s) of the building.

The Building Commissioner shall within seven days forward a copy of the application to the Commission. The Commission shall within twenty-one days after receipt of the application, make a written determination of whether the building is significant.

Upon determination by the Commission that the building is not significant, the Commission shall so notify the Building Commissioner and applicant in writing. The Building Commissioner may then issue the demolition permit.

Upon determination by the Commission that the building is significant, the Commission shall so notify the Building Commissioner and the applicant in writing. No demolition permit may be issued at this time. If the Commission does not notify the Building Commissioner within twenty-one days of receipt of the application, the Building Commissioner may proceed to issue the demolition permit.

If the Commission finds that the building is significant, it shall hold a public hearing within thirty days of the written notification to the Building Commissioner. Public notice of the time, place and purpose of the hearing shall be posted in a conspicuous place in town hall for a period of not less than seven days prior to the date of said hearing and the applicant and the building inspector and abutters within 200 feet shall be notified in writing of the meeting time and place.

The Commission shall decide at the public hearing or within fourteen days after the public hearing whether the building should be preferably preserved or if agreed to in writing by the applicant, the determination of the Commission may be postponed.

If the Commission determines that the building is not preferably preserved, the Commission shall so notify the Building Commissioner and applicant in writing. The Building Commissioner may then issue the demolition permit.

If the Commission determines that the building is preferably preserved, the Commission shall notify the Building Commissioner and applicant in writing. No more than seventy-five days shall transpire from submittal of application to determination of preferably preserved. No demolition permit may then be issued for a period of twelve months from the date of the determination unless otherwise agreed to by the Commission. If the Commission does not so notify the Building Commissioner in writing within fourteen days of the public hearing, the Building Commissioner may issue the demolition permit.

Upon a determination by the Commission that a building is preferably preserved, no building permit for new construction or alterations to the subject building shall be issued for a period of twelve months from the date of the determination unless otherwise agreed to by the Commission.

No permit for demolition of a building determined to be a preferably preserved building shall be granted until all plans for future use and development of the site have been filed with the Building Commissioner and have been found to comply with all laws pertaining to the issuance of a building permit or if for a parking lot, a certificate of occupancy for that site. All approvals necessary for the issuance of such building permit or certificate of occupancy including without limitation any necessary zoning variances or special permits, must be granted and all appeals from the granting of such approvals must be concluded, prior to the issuance of a demolition permit under this section. The Building Commissioner may issue a demolition permit or a building permit for a preferably preserved building within the twelve months if the Commission notifies the Building Commissioner in writing that the Commission finds that the intent and purpose of this bylaw is served even with the issuance of the demolition permit or the building permit.

Following the twelve month delay period, the Building Commissioner may issue the demolition permit.

SECTION 4 ADMINISTRATION

The Commission may adopt such rules and regulations as are necessary to administer the terms of this bylaw. The Commission may delegate authority to make initial determinations of significance to one or more members of the Commission or to a municipal employee.

SECTION 5 EMERGENCY DEMOLITION

If after an inspection, the Building Commissioner finds that a building subject to this bylaw is found to pose an immediate threat to public health or safety due to its deteriorated condition and that there is no reasonable alternative to the immediate demolition of the building, then the Building Commissioner may issue an emergency demolition permit to the owner of the building. The Building Commissioner shall then prepare a report documenting the condition of the building and the basis for his decision which shall be forwarded to the Commission within fourteen days.

SECTION 6 ENFORCEMENT AND REMEDIES

The Building Commissioner is specifically authorized to institute any and all actions and proceedings, in law or equity, as it may deem necessary and appropriate to obtain compliance with the requirements of this bylaw or to prevent an imminent violation thereof.

Any owner of a building subject to this bylaw that demolished the building without first obtaining a demolition permit in accordance with the provisions of this bylaw shall be subject to a fine of not more than Three Hundred Dollars. Each day the violation exists shall constitute a separate offense until a faithful restoration of the demolished building is completed or unless otherwise agreed to by the Commission.

If a building subject to this bylaw is demolished without first obtaining a demolition permit, no building permit shall be issued for a period of five years from the date of the demolition on the subject parcel of land or any adjoining parcels of land under common ownership and control unless the building permit is for the faithful restoration referred to above or unless otherwise agreed to by the Commission.

SECTION 7 SEVERABILITY

In case any section, paragraph or part of this bylaw be for any reason declared invalid or unconstitutional by any court, every other section, paragraph, and part shall continue in full force and effect.

FINANCE COMMITTEE COMMENTS: This article seeks to provide a notice period and a potential delay in the demolition of a historically significant building (as defined in the article) to allow the Historical Commission to work with the property owners to develop alternatives to the demolition. The property owner is under no obligation to accept the alternatives and can proceed with the demolition after the delay period. The properties affected include residential, commercial and Town buildings (such as the existing library building) and other types of buildings (e.g. barns and outbuildings) that are 100 years or older. It should be noted that (i) buildings in the Historic District are already protected from demolition and (ii) 148 communities in Massachusetts have some type of demolition delay ranging from 6 to 18 months.

On January 12, 2017 the Historical Commission voted unanimously in favor of this article. (Vote: 4-0-0)

On January 26, 2017 the Historical Society voted unanimously in favor of this article. (Vote 10-0)

The Board of Selectmen recommends approval. (Vote 3-1-0)

ARGUMENTS IN FAVOR:

- By preserving and protecting historic buildings, streetscapes and neighborhoods, this bylaw will promote the public welfare by making Wayland a more attractive and desirable place in which to live and work.
- This bylaw does not prevent the demolition of a property or restrict the owner's right to sell the property, it only delays the process long enough to provide an opportunity to work with the owner to find alternatives to demolition that he/she is free to accept or decline.
- Through this bylaw, residents will be alerted to impending demolitions of historic buildings and owners of such buildings will be encouraged to seek out alternative options that will preserve, rehabilitate or restore historic buildings.
- The bylaw will send a message to residents and would be residents that preserving Wayland's history is an important Town value.
- Currently, Wayland has no means of protecting historic buildings outside the Historic District and no means of delaying the demolition of invaluable historic buildings. Once historic resources are lost, they are lost forever so this bylaw creates a one year window of opportunity to come up with preservation solutions other than demolition.

ARGUMENTS OPPOSED:

- The market for a century home is limited and this provision may negatively impact the marketability and market value of the building.
- The provision negatively impacts the rights of the property owner without any restitution of value.
- The enforcement action includes both a \$300 per day fine, which could continue indefinitely, and a five year waiting period for a building permit if the property is demolished without a demolition permit.
- Current owners of one hundred years or more buildings will be required to take extra steps when applying for a demolition permit and may be subject to a delay of 15 months before being issued a demolition permit. In addition, each year additional properties fall under this bylaw.
- Over 250 buildings fall under this provision but the Historical Commission has not determined which of these buildings is significant.

RECOMMENDATION: The Finance Committee recommends approval. (Vote 3-2-1)

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

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

For more information about this article, contact Elisa Scola, Chair, Historical Commission, at cpandes@yahoo.com.

ARTICLE 16: COMMUNITY PRESERVATION FUND GENERAL BUDGET – SET ASIDES AND TRANSFERS

Sponsored by: Community Preservation Committee

Estimated Cost: \$688,168

To determine:

- a.) whether the Town will vote to set aside from the Community Preservation Fund's Uncommitted Fund for later spending:
 - i.) \$89,019 for open space, but not including land for recreational use, \$89,019 for historic resources, and \$89,019 for community housing pursuant to Massachusetts General Laws Chapter 44B, Section 6 for FY 2016; and
 - ii.) \$10,000 for administrative expenses; and
 - iii.) \$411,111 for FY18 debt service obligations from prior town meeting approval for the purchase of conservation restriction on Mainstone Farm.
- b.) whether the Town will vote to transfer funds in the amount of \$89,019 from the Community Housing Fund of the Community Preservation Fund to the Wayland Municipal Affordable Housing Trust Fund (WMAHTF).

FINANCE COMMITTEE COMMENTS: The Community Preservation Act (CPA) was signed into law by the State of Massachusetts on September 14, 2000 and became effective 90 days later on December 13, 2000. The Town of Wayland approved adoption of the CPA and a CPA surcharge in the amount of 1.5% of annual tax payments during the April 2001 Annual Town Meeting.

The CPA enables communities to levy a property tax surcharge on real property for the purpose of creating a community preservation fund and qualifying for state matching funds. This property tax surcharge is calculated and based upon a homeowner's tax payments and not assessed valuation. The CPA also establishes a Community Preservation Committee (CPC) that makes recommendations on how the money shall be spent. Town Meeting may appropriate amounts in the Community Preservation Fund for the purposes and amounts not greater than amounts recommended by the CPC.

- Wayland adopted the Community Preservation Act in 2001. The Act requires that the CPC recommend and that the TM vote to set aside 10% of the annual receipts (local surcharge + State Fund) of the Community Preservation Act (CPA) funds into each of the following categories: Community Housing, Historic Preservation, and Open Space. The remaining funds (70%) stay in an "uncommitted balance" fund unless otherwise voted at TM and can be used for any of the above categories as well as Recreation.
- The CPC uses administrative funds to get appraisals and quotes for large projects and for membership to the Community Preservation Coalition – a statewide organization of CPCs.

Part a) of this article establishes the annual distribution of funds to the three purposes as required by the Community Preservation Act, makes a routine appropriate for CPC administrative purposes and sets aside funds for debt service, incurred from borrowing to purchase a Conservation Restriction on 209 acres of Mainstone Farm, voted at ATM 2016.

Part b) of this article transfers funds that must be used for community housing to the Wayland Municipal Affordable Housing Trust Fund (WMAHTF) to provide for the creation and preservation of affordable housing in Wayland. The WMAHTF was authorized by the 2014 Annual Town Meeting to provide for the creation and preservation of affordable housing in Wayland. Funds to be transferred

include monies already allocated to the Community Housing Fund. By transferring the CPA Community Housing Fund to the WMAHTF, the Town provides greater flexibility for addressing affordable housing issues as the WMAHTF is not required to bring each proposed transaction to Town Meeting, only when creating more than two units of affordable housing.

The Community Preservation Committee recommends approval. (Vote 7-0-0)

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

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

Part b provides money for the Trust and demonstrates the Town's commitment to affordable housing.

The WMAHTF can receive funds from sources other than CPA such as private donations, grants, and developer payments; thus it is a mechanism for consolidating funds to be used only to create community housing.

ARGUMENTS OPPOSED: Some argue that the WMAHTF should not be allowed to create up to two affordable housing units without seeking approval of Town Meeting.

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

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

For more information about this article, contact Gretchen Schuler, Chair, Community Preservation Committee, at 508-358-7980 or ggschuler@verizon.net.

ARTICLE 17: APPROPRIATE FUNDS TO RESTORE MELLEN LAW OFFICE AND COCHITUATE TOWN CLOCK

Sponsored by: Community Preservation Committee

Estimated Cost: \$60,200

To determine whether the Town will vote to:

- a) appropriate a sum of money:
 - i) up to \$30,000 to be expended to restore/preserve the Mellen Law Office, a town-owned building at 33 Cochituate Road in Wayland Center; and
 - ii) up to \$30,200 to be expended to restore faces of the Cochituate Town Clock at 80 Main Street.

- b) determine whether said appropriations shall be provided by taxation, transfer from unappropriated funds, transfer from available funds appropriate for other purposes, by borrowing, or otherwise, provided not more than:
 - i) \$30,000 of the funds so appropriated for the Mellen Law Office shall be transferred from the Community Preservation Fund's Historic Preservation Fund; and
 - ii) \$30,200 of the funds so appropriated for the Cochituate Town Clock shall be transferred from the Community Preservation Fund's Historic Preservation Fund.

FINANCE COMMITTEE COMMENTS: This article appropriates funding for two historic preservation projects that will help to preserve and restore exterior features of town-owned historic resources:

- i) **The Mellen Law Office:** The Mellen Law office is situated on the Town Green at Cochituate and Boston Post Roads in Wayland Center across from the Public Safety Building. This building was constructed in ca. 1826 as a law office and owned by Edward Mellen, Esq. and succeeding generations of his family for over 140 years. The town has owned the building since 1971 and the Wayland Historical Society has been the steward for most of those years, often finding members to do repairs and painting. Presently the building needs substantial siding, window, trim and roofing repairs as well as new paint. The Wayland Historical Commission supports investment of CPA funds in this important historic resource owned by the town and listed in the National Register of Historic Places.
- ii) **The Cochituate Town Clock:** The Cochituate Town Clock is located in the steeple of the Community United Methodist Church on 80 Main Street. The clock has been at the United Methodist Church since 1897 when the town asked for the church to host the clock. In 2016 Town Meeting appropriated \$29,000 to restore the clock. When it came time to expend that money repainting the four faces, it was discovered that each face had rotted beyond repair. Thus each face will have to be reconstructed in wood with molding to match existing. The first appropriation was used to restore the works of the clock. This new appropriation will be used to rebuild and paint the four faces. The Wayland Historical Commission believes that it is the town's responsibility to complete the project of restoring and preserving the town-owned clock. A maintenance plan has been written and would require about \$600 per year from the general fund beginning in FY 2020. The Community United Methodist Church is supportive of this project and will provide access to clock technicians.

An exhibit with relevant information can be found in Appendix F of this warrant.

A favorable vote by Town Meeting will not increase the Town's tax rate; CPA funding to be used for this initiative has already been collected.

The Community Preservation Committee recommends approval. (Vote 7-0-0)

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

ARGUMENTS IN FAVOR: Expending these funds will help to protect valuable historic resources in need of work in town.

Preserving these resources now will prevent further deterioration and further costs.

The use of Community Preservation's Historic Preservation funds to preserve the Mellen Law Office and the Cochituate Town Clock faces is an appropriate use of the Community Preservation Fund (CPF).

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

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

QUANTUM OF VOTE: Majority vote per Massachusetts General Laws Chapter 44B, Section 7; two-thirds vote if borrowing per Massachusetts General Laws Chapter 44, Section 2.

For more information about this article, contact Gretchen Schuler, Chair, Community Preservation Committee, at 508-358-7980 or ggschuler@verizon.net.

ARTICLE 18: APPROPRIATE FUNDS TO HIRE A HOUSING CONSULTANT

Sponsored by: Community Preservation Committee

Estimated Cost: \$20,000

To determine whether the Town will vote to:

- a.) appropriate a sum of money up to \$20,000 to be expended by the Town of Wayland to hire a Housing Consultant to assist with affordable housing issues; and
- b.) determine whether said appropriation shall be provided by taxation, transfer from unappropriated funds, transfer from available funds appropriate for other purposes, by borrowing, or otherwise, provided not more than \$20,000 of the funds so appropriated shall be transferred from the Community Preservation Fund's Uncommitted Fund for Community Housing use.

FINANCE COMMITTEE COMMENTS: The article requests \$20,000 for the purpose of funding a housing consultant to assist the Board of Selectmen and the Town's various other housing committees in making informed decisions on affordable housing. Having a professional with expertise in housing laws, regulations, and guidelines, who can oversee and coordinate local affordable housing efforts, will fill a gap in the Town's ability to protect and produce affordable housing. The Scope of Work for a Housing Consultant would be developed by the Board of Selectmen with input from the Housing Partnership and the Housing Trust and would likely report to the Town Administrator.

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

The Community Preservation Committee recommends approval. (Vote 7-0-0)

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

ARGUMENTS IN FAVOR: State requirements pertaining to affordable housing have become increasingly complex. This position will better ensure that the Board of Selectmen will make decisions that are fully informed and in compliance with state requirements.

The use of CPC funds is a common way to fund professional resources to support affordable housing. Other towns, including Acton, Bedford and Weston, among others, are also using CPC funding for technical assistance in connection with affordable housing matters.

Funding of this project would come from the CPF, monies already collected by the Town. A favorable vote by Town Meeting will not increase the Town's tax rate.

ARGUMENTS OPPOSED: \$20,000 for this purpose will divert it from other purposes.

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

QUANTUM OF VOTE: Majority vote per Massachusetts General Laws Chapter 44B, Section 7; two-thirds vote if borrowing per Massachusetts General Laws Chapter 44, Section 2.

For more information about this article, contact Gretchen Schuler, Chair, Community Preservation Committee, at 508-358-7980 or ggschuler@verizon.net.

ARTICLE 19: APPROPRIATE FUNDS TO CONSTRUCT ATHLETIC FIELD AT OXBOW MEADOWS

Sponsored by: Community Preservation Committee

Estimated Cost: \$300,000

To determine whether the Town will vote to:

- a) appropriate a sum of money up to \$300,000 to be expended by the Wayland Recreation Commission to construct one full size athletic field with parking at Oxbow Meadows, Oxbow Road; and
- b) determine whether said appropriation shall be provided by taxation, transfer from unappropriated funds, transfer from available funds appropriate for other purposes, by borrowing, or otherwise, provided not more than \$300,000 of the funds so appropriated shall be transferred from the Community Preservation Fund's Uncommitted Fund for Recreational use.

FINANCE COMMITTEE COMMENTS: 2015 Annual Town Meeting allocated \$20,000 of Community Preservation Act funds to design a multi-use grass playing field at Oxbow Meadows (former Nike site). The design work has been completed and the Recreation Commission recommends construction of a natural grass, rectangular, multi-use recreational playing field (130 x 110 yards) and paved parking for 10 more cars, in addition to the 10 spots currently at the site, and a crushed stone area allowing for 14 spaces for overflow parking. An irrigation system will be included and connected to a town water supply. The current walking trail around the perimeter of the property will not be disturbed.

An exhibit with relevant information can be found in Appendix G of this warrant.

Most of the proposed site for the new field is already flat open land. Some trees need to be removed so the area will be wide enough and some additional fill and grading is required. Having a field at Oxbow Meadows will allow Recreation to offer additional programs as well as opportunities to "rest" other grass fields that are currently "overused". The site will not have lights or any significant structures.

Oxbow Road is roughly a 2 mile arc with one end at Sherman's Bridge Road and the other end at Concord Road. The Oxbow Meadows site is roughly in the middle (about 60 homes are between Sherman's Bridge and the Oxbow Meadows site, roughly 40 homes from Concord Road). There will inevitably be some amount of traffic increase on what is currently a purely residential road. A traffic study is being conducted. The Recreation Commission is sensitive to the concerns of residents in the area and is confident that any increase in traffic volume can be kept to a reasonable level.

The Town acquired this 10.7 acre site from the United States General Services Administration in 2005. It is restricted for passive or active recreation use. Technically the site is under the jurisdiction of the Board of Public Works, which supports this article.

The Board of Public Works has custody of this property. Maintenance will be performed by the Department of Public Works (DPW) and facilitated through the Memorandum Of Understanding (MOU) process. The MOU is an agreement among the School Committee, the Recreation Commission and the Board of Public Works to provide funding to the DPW for maintenance in support of their activities.

As the proposed source of funds is from the Community Preservation Fund, this article will not require any additional taxpayer funds.

The Community Preservation Committee recommends approval. (Vote 7-0-0)

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

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

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

ARGUMENTS IN FAVOR: This land was acquired by the town for park and recreation purposes in 2005 from the federal government and it was one of the sites identified in the 2010 GALE report completed for the Recreation Commission outlining locations for additional playing fields.

The need for additional athletic fields in Wayland is substantiated in the GALE report and in the 2016 draft Open Space and Recreation Plan.

The terrain of the site lends itself extremely well to an athletic field.

ARGUMENTS OPPOSED: Some neighbors have expressed concern about additional traffic and a more intense use than passive recreation for which the land is used today.

Some may argue that the town already has a sufficient number of athletic fields.

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

QUANTUM OF VOTE: Majority vote per Massachusetts General Laws Chapter 44B, Section 7; two-thirds vote if borrowing per Massachusetts General Laws Chapter 44, Section 2.

For more information about this article, contact Gretchen Schuler, Chair, Community Preservation Committee, at 508-358-7980 or ggschuler@verizon.net.

ARTICLE 20: APPROPRIATE FUNDS TO CONSTRUCT ADA TRAILS AND SIGNS AT DUDLEY WOODS

Sponsored by: Community Preservation Committee

Estimated Cost: \$50,000

To determine whether the Town will vote to:

- a) appropriate a sum of money up to \$50,000 to be expended to construct an ADA accessible trails project at Dudley Woods a 7-acre parcel near Dudley Pond; and
- b) determine whether said appropriation shall be provided by taxation, transfer from unappropriated funds, transfer from available funds appropriate for other purposes, by borrowing, or otherwise, provided not more than \$50,000 of the funds so appropriated shall be transferred from the Community Preservation Fund's Uncommitted Fund for Recreational use.

FINANCE COMMITTEE COMMENTS: 2015 Annual Town Meeting (ATM) allocated \$85,000 to design and construct trails and signage at Dudley Woods. The project has progressed and the Recreation Commission is convinced that \$50,000 more is needed to do the project in the right way. The Community Preservation Committee concurs and is the sponsor of this article because the source of funding would be the Community Preservation Fund.

An exhibit with relevant information can be found in Appendix H of this warrant.

The land where the trails and signs are to be located is under the jurisdiction of the Recreation Commission. The Recreation Commission's goals with this project are to: 1) preserve open space, 2) protect historic artifacts, 3) manage storm water, and 4) provide residents of all ages with a place to enjoy nature as well as the history of the area. Adding trails and parking at Dudley Woods will turn a currently unused area into a community asset.

As mentioned above 2015 ATM allocated \$85,000 toward this project. Some of those funds have been spent on archaeological investigation and on preliminary design. To execute the project to include ADA accessible walking trails of porous materials, interpretive signs, and parking, an additional \$50,000 will be needed. The total of \$135,000 was originally requested in 2015 but the Community Preservation Committee and the Finance Committee recommended only \$85,000 to see if a scaled back project could make sense instead. Based on design work done to date and community response, the Recreation Commission believes the full amount that was originally requested is needed. As the proposed source of funds is from the Community Preservation Fund, this article will not require any additional taxpayer funds.

The Community Preservation Committee recommends approval. (Vote 7-0-0)

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

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

ARGUMENTS IN FAVOR: Passive recreation for this parcel was the recommendation of the Dudley Pond Area Advisory Committee. Construction of trails and signage will create a new passive recreation area and will increase recreational opportunities in this part of Wayland.

While there are other walking trails in Wayland, the proposed trail is located in a different part of town (near the pond) and would include signs that help educate users about the history and ecology of an important area in Wayland.

ARGUMENTS OPPOSED: Some may argue that the community already has a sufficient number of good walking trails, many of which are significantly longer than the proposed trail at Dudley Woods.

Some may argue that that project should be designed and constructed with the \$85,000 appropriated in 2015 rather than with the additional \$50,000 proposed in this article.

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

QUANTUM OF VOTE: Majority vote per Massachusetts General Laws Chapter 44B, Section 7; two-thirds vote if borrowing per Massachusetts General Laws Chapter 44, Section 2.

For more information about this article, contact Gretchen Schuler, Chair, Community Preservation Committee, at 508-358-7980 or ggschuler@verizon.net.

ARTICLE 21: APPROPRIATE FUNDS TO RESTORE/REPLACE WINDOWS OF FIRST WAYLAND HIGH SCHOOL, NOW KNOWN AS BRADFORD HALL

Sponsored by: Community Preservation Committee

To determine whether the Town will vote to:

- a) appropriate a sum of money up to \$80,000 to be expended to preserve restore/replace the windows of the first Wayland High School, now known as Bradford Hall, 55 Cochituate Road; and
- b) determine whether said appropriation shall be provided by taxation, transfer from unappropriated funds, transfer from available funds appropriate for other purposes, by borrowing, or otherwise, provided not more than \$50,000 of the funds so appropriated shall be transferred from the Community Preservation Fund's Historic Preservation Fund and \$30,000 of the funds so appropriated shall be transferred from the Community Preservation Fund's Uncommitted Fund.

FINANCE COMMITTEE COMMENTS: Passage of this article would permit the town to appropriate \$80,000 from the Community Preservation Fund to support the restoration and replacement of the windows of Bradford Hall, This is part of a larger project which will total \$160,000; the remaining \$80,000 will be provided by the owner of the building.

Bradford Hall, Wayland's first high school was built in 1855 by the Town and served as the High School until 1896 when a new building (no longer extant) had been constructed adjacent to this one. After that, this building became the Odd Fellows Hall. In 1978 it was purchased by the Trinitarian Congregational Church. It is one of only a few Italianate structures in Wayland. Window restoration or replacement is part of a larger project to preserve the exterior features of the old High School. The owner plans to raise funds to complete a \$160,000 preservation project which will also include carpentry repair and replacement of clapboards and trim followed by exterior painting.

The Community Preservation Committee recommends approval. (Vote 7-0-0)

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

An exhibit with relevant information can be found at Appendix I of this warrant. The Community Preservation Committee Report with fund balance chart can be found online at: http://www.wayland.ma.us/Pages/WaylandMA_Selectmen/HearReports.

ARGUMENTS IN FAVOR: This window project will improve aesthetics of the building on a main roadway in Wayland.

Wayland values its historic buildings/structures. Funding of this project would come from the Community Preservation Fund (CPF), which has already been collected by the Town.

A favorable vote by Town Meeting will not increase the Town's tax rate; CPA funds to be used for this initiative have already been collected.

ARGUMENTS AGAINST: Although the law requires at least 10% of collected CPF to be allocated to historic preservation initiatives, Wayland's Community Preservation Committee can elect to retain annual funding for the benefit of a future historic preservation initiative.

There may be other more pressing historic preservation initiatives not known to the Town that will require further funding.

Some would argue that CPA funds should not be spent on a building that is not owned by the town.

FINANCE COMMITTEE VOTE: Finance Committee recommends approval. Vote: 6-0-0.

QUANTUM OF VOTE: Majority vote per Massachusetts General Laws Chapter 44B, Section 7; two-thirds vote if borrowing per Massachusetts General Laws Chapter 44, Section 2.

For more information about this article, contact Gretchen Schuler, Chair, Community Preservation Committee, at 508-358-7980 or ggschuler@verizon.net.

ARTICLE 22: TRANSFER STATION ACCESS ROAD IMPROVEMENTS

Sponsored by: Board of Public Works

Estimated Cost: \$1,625,360

To determine whether the Town will vote to appropriate a sum of money to be expended by the Board of Public Works to:

1. Make environmental improvements required under the Conservation Commissions Order of Conditions DEP 322-808,
2. Pave a 600' (+/-) access road from the Solid Waste Transfer station north to the planned new DPW materials storage area,
3. Repave 2200' (+/-) of the current paved access way, connecting Route 20 to the existing Solid Waste Transfer Station as necessary after environmental improvements;

and to determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing under Massachusetts General Laws Chapter 44 or other enabling authority, or otherwise.

FINANCE COMMITTEE COMMENTS: This project will make environmental improvements related to the transfer station access road to increase the site's ability to hold flood waters, create new compensating wetland resource areas, improve habitat by creating wildlife crossings, and restore the Sandy Hill area of the site (\$1,129,507). It would also pave an existing dirt road, allowing the DPW and its contractors to access the new triangular materials storage area (\$238,258). Finally, it would repave the transfer station access road after environmental improvements (\$257,595).

A map showing the mitigations and the roads can be found in Appendix J of this warrant.

As most residents are aware, "what to do about the access road" has been a much debated and controversial subject for several years. Some residents wonder why we should do a project that seems very expensive. Other residents believe what is being proposed doesn't do nearly enough to address incorrect actions taken in the past.

The current road was constructed in the 1970s to provide access to "the new landfill" on the north side of Route 20. Because the road would go through wetlands, it required approval of the Conservation Commission. The Conservation Commission issued an Order of Conditions that allowed for the road to be built but stipulated that the road be removed when access to the landfill was no longer required. The landfill has been closed since 2008 and it was argued by some that the remaining "transfer station" did not qualify as a valid reason for continued use under the original Order of Conditions.

Part 1 of the proposed project reflects extensive negotiations between the Board of Public Works and the Conservation Commission, which cumulated in land transfers, easements, and a new Order of Conditions from the Conservation Commission. A link to the new Order of Conditions and additional background information can be found on the Board of Public Works webpage. A group of citizens petitioned the Massachusetts Department of Environmental Protection arguing that the new Order of Conditions was insufficient and that the access road should be removed. The DEP investigated and ultimately issued a parallel Superseding Order, which effectively confirmed the Order of Conditions as a reasonable compromise given the competing interests involved. The new Order of Conditions was recently extended and now expires in 2020.

Because of the recently approved River's Edge development, DPW and contractors will need a new location to store materials from construction projects. It is likely that DPW will need to start using

195 Main (the old DPW facility) as a materials storage area until a better alternative can be arranged. Having a materials storage area next to the Middle School is undesirable for obvious reasons. Part 2 of the article should reduce the need to use the 195 Main location for materials storage by paving a dirt road that already exists to the proposed triangular materials storage area. (The existing dirt road will not allow reliable access for heavy construction trucks that is needed.)

Part 3 of the article (repaving the existing transfer station road) is needed as the road is now more than 40 years old and in need of repaving and must be modified to improve drainage.

The Board of Public Works believes the aggregate estimated cost of \$1.6 million reflects significant savings by executing one project versus the combined cost that would result by approving and executing the same design as three separate projects.

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

The Conservation Commission recommends approval. (Vote 5-0-0)

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

An exhibit with relevant information can be found at Appendix J of this warrant.

ARGUMENTS IN FAVOR: Part 1 of the project would fulfill the Order of Conditions, which will allow for continued access to the transfer station. The Order of Conditions is the outcome of an extensive legal process and requires actions to be taken by the Town to comply.

Part 1 would provide flood mitigation by connecting two areas of wetlands separated by the current access road.

Part 2 of the project would provide trucks with access to the proposed materials storage area.

Part 3 of the project is needed to restore the road from Rte 20 to the Transfer Station to good working condition.

ARGUMENTS OPPOSED: The proposed project is expensive.

Some might argue that Part 1 of the project is driven by a desire to remediate long past actions that does not reflect what a majority of residents believe is the best use of taxpayers' scarce financial resources.

Some might argue that we should hold off for a year, providing more time to gather information and evaluate other alternatives.

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

QUANTUM OF VOTE: Majority vote per Massachusetts General Laws Chapter 40, Section 5; if borrowing, two-thirds vote per Massachusetts General Laws Chapter 44, Sections 7 and 8.

For more information about this article contact Mike Lowery, Board of Public Works member, by email at lowery.mike@gmail.com

ARTICLE 23: PLASTIC BAG REDUCTION BYLAW

Sponsored by: Petitioners

Estimated Cost: \$1,000

To determine whether the Town will vote to amend the Town Bylaws by adding a Bylaw for the elimination of single use plastic checkout bags as presented below, and to determine whether the Town will vote to appropriate a sum of money to be expended by the Board of Public Works for compliance and enforcement of the bylaw; and determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing under Massachusetts General Laws Chapter 44 or other enabling authority, or otherwise.

Section 1. Purpose and Intent

The production and use of thin-film single-use plastic checkout bags have significant impacts on the environment, including, but not limited to: contributing to the potential death of aquatic and land animals through ingestion and entanglement; contributing to pollution of the natural environment; creating a burden to solid waste collection and recycling facilities; clogging storm drainage systems; and requiring the use of millions of barrels of crude oil nationally for their manufacture. The purpose of this bylaw is to protect the Town's unique natural beauty and its water and natural resources by eliminating single-use plastic checkout bags that are distributed in the Town of Wayland and to promote the use of reusable bags.

Section 2. Definitions

2.1 *Checkout bag* means a carryout bag provided by a store to a customer at the point of sale. Checkout bags shall not include bags, whether plastic or not, in which loose produce or products are placed by the consumer to deliver such items to the point of sale or checkout area of the store.

2.2 *Grocery Store* means a retail establishment where more than fifty percent (50%) of the gross floor area is devoted to the sale of food products for home preparation and consumption, which typically also offers home care and personal care products.

2.3 *Retail Store* means any business facility that sells goods directly to the consumer whether for or not for profit, including, but not limited to, retail stores, restaurants, pharmacies, convenience and grocery stores, liquor stores, seasonal and temporary businesses.

2.4 *Reusable checkout bag* means a bag with handles that is specifically designed and manufactured for multiple reuse and is either polyester, polypropylene, cotton or other durable material, or durable plastic that is at least 4.0 Mils in thickness.

2.5 *Thin-film single-use plastic bags* are those bags typically with handles, constructed of high-density polyethylene (HDPE), low density polyethylene (LDPE), linear low density polyethylene (LLDPE), polyvinyl chloride (PVC), polyethylene terephthalate (PET), or polypropylene (other than woven and non-woven polypropylene fabric), if said film is less than 4.0 mils in thickness.

2.6 *Recyclable paper bag* means a paper bag that is 100 percent recyclable and contains at least 40% post-consumer recycled content, and displays the words "recyclable" and "made from 40% post-consumer recycled content" in a visible manner on the outside of the bag.

2.7 BoPW means the Board of Public Works or the Board of Public Works' designee, which may be the Department of Public Works.

2.8 This bylaw shall be known as the *Plastic Bag Reduction Bylaw*.

Section 3. Use Regulations

3.1 Thin-film single-use plastic bags shall not be distributed, used, or sold for checkout or other purposes at any retail store or grocery store within the Town of Wayland.

3.2 If a retail store provides or sells checkout bags to customers, the bags must be one of the following (1) recyclable paper bags, or (2) reusable checkout bags.

3.3 Thin-film plastic bags used to contain dry cleaning, newspapers, produce, meat, bulk foods, wet items and other similar merchandise, typically without handles, are still permissible.

Section 4. Effective Date

This bylaw shall take effect six (6) months following approval of the bylaw by the Attorney General or January 1, 2018, whichever is later. Upon application of the owner or the owner's representative, the Board of Public Works may exempt a retail store from the requirements of this section for a period of up to six (6) months upon a finding by the Board of Public Works that (1) the requirements of this section would cause undue hardship; or (2) a retail store requires additional time in order to draw down an existing inventory of checkout bags.

Section 5. Enforcement

5.1 Enforcement of this bylaw shall be the responsibility of the Board of Public Works. The Board of Public Works shall determine the monitoring process to be followed, which may be limited to responding to citizen reports, incorporating the process into other town duties as appropriate.

5.2 Any retail or grocery store distributing plastic checkout bags in violation of this bylaw shall be subject to a non-criminal disposition fine as specified in Section 2-2 of the bylaws, Noncriminal disposition of violations; enforcement. Any such fines shall be paid to the Town of Wayland.

5.3 Section 2-2 is amended to add a new section as follows:

Violation of the Plastic Bag Reduction Bylaw

- (1) Penalty: 1st offense – Warning;
 2nd offense - \$50 per day; 3rd and each subsequent offense - \$100 per day.
- (2) Enforcing persons: BoPW

Section 6. Severability

If any provision of this bylaw is declared invalid or unenforceable the other provisions shall not be affected thereby.

PETITIONERS COMMENTS: Why are we using fossil fuels to create plastic bags that are used for a few minutes and can then clog recycling machines or damage the environment for 1000 years? Bag litter detracts from Wayland's natural beauty and is harmful to wildlife. Plastic bags are difficult to dispose of. They cannot be part of single stream recycling, and only 5-10% are recycled. They end up in the environment. The bylaw only bans checkout bags and not other plastic bags such as for

newspapers, dry cleaning, and produce. 42 Massachusetts municipalities have similar bans including Wellesley, Concord and Framingham (effective 1/1/18). This bylaw causes national chain stores to comply, provides a “level playing field” for all Wayland businesses and does not create a financial burden to the town. The BoPW can rely on citizen-based monitoring so inspections are not needed. Compliance in other towns has been excellent. Please vote YES.

FINANCE COMMITTEE COMMENTS: Passage of this article would eliminate the use of thin-film single-use plastic checkout bags in Wayland businesses, and requires that paper checkout bag contain at least bags with 40% recycled content This bylaw only affects checkout bags. It preserves the use of plastic bags for dry cleaning, newspapers, produce, meat, bulk foods, wet items and other similar merchandise.

The bylaw would take effect on January 1, 2018 and allows a merchant to apply for an extension if there is a hardship.

Forty-two other municipalities in Massachusetts have passed similar bans. Wayland residents are estimated to use about 4 million plastic checkout bags each year. This is based on federal government statistics on the national distribution of plastic checkout bags and the population of Wayland.

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

ARGUMENTS IN FAVOR: Proponents argue that we should eliminate the use of plastic bags because they take 500 to 1,000 years to decompose, they are made from non-renewable petroleum, they are a challenge to recycle, and they never fully biodegrade.

Littered bags are unsightly, can clog storm drains and can create cleanup costs for the town.

Local stores such as BJ's, Trader Joes and Whole Foods removed plastic bags at checkout.

Passing this bylaw sends a message to State and Federal decision makers.

ARGUMENTS OPPOSED: Some may argue that Wayland should seek voluntary compliance instead of imposing a ban.

There is a concern that some Wayland merchants might lose business without plastic bags or that their costs will increase due to the increased cost of paper bags.

The ban might cost the town significant money to implement and enforce.

Some may argue the ban should be implemented at the state and not municipality level.

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

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

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

For more information about this article, contact lead petitioner Paul Dale at paulbdale@gmail.com or (617) 794-0851

ARTICLE 24: POLYSTYRENE FOOD CONTAINER BYLAW

Sponsored by: Petitioners

Estimated Cost: \$1,000

To determine whether the Town will vote to amend the Town Bylaws by adding a Bylaw for the reduction of polystyrene use as presented below, and to determine whether the Town will vote to appropriate a sum of money to be expended by the Board of Health for compliance and enforcement of the bylaw; and determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing under Massachusetts General Laws Chapter 44 or other enabling authority, or otherwise.

Section 1. Purpose and Intent

Polystyrene contains dangerous substances which when heated release toxic chemicals that may be carcinogenic. Eliminating polystyrene food and beverage containers is in the best interest of the health and welfare of the inhabitants of the Town of Wayland. Expanded polystyrene food containers form a significant portion of the solid waste going into our landfills. Polystyrene is not biodegradable; once buried in a landfill it will remain there for centuries.

Section 2. Definitions

1. *“Disposable Food Service Container”* means single-use disposable products for serving or transporting prepared, ready-to-consume food or beverages. This includes but is not limited to plates, cups, bowls, trays and hinged or lidded containers. This definition includes single-use disposable items such as straws, cup lids, or utensils.
2. *“Food Establishment”* means an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption. Food Establishment shall include any fixed or mobile place, structure or vehicle whether permanent, transient, or temporary, private, public or non-profit, routinely serving the public; or any other eating and drinking establishment or place in which food or drink is prepared for sale or for service to the public on the premises or elsewhere. School cafeterias are included in this ordinance.
3. *“Polystyrene”* means and includes blown polystyrene and expanded and extruded foams (sometimes called *“Styrofoam,”* a Dow Chemical Co. trademarked form of EPS insulation) also referred to as expanded polystyrene (EPS), which are thermoplastic petrochemical materials utilizing a styrene monomer and processed by any number of techniques including, but not limited to, fusion of polymer spheres (expandable bead polystyrene), injection molding, form molding, and extrusion-blow molding (extruded foam polystyrene); and in this bylaw is referenced as *“Foam Polystyrene.”* Foam Polystyrene is generally used to make cups, bowls, plates, trays, clamshell containers, meat trays and egg cartons. The term also means and includes clear or solid polystyrene which is also known as *“oriented,”* and referenced in this bylaw as *“Rigid Polystyrene.”* *“Rigid Polystyrene”* is generally used to make clear clamshell containers, and clear or colored straws, lids and utensils.
4. *“Prepared Food”* means any food or beverage prepared on the Food Establishment’s premises for consumption on the premises or elsewhere, using any cooking or food preparation technique. This does not include any raw uncooked meat, fish or eggs unless provided for consumption without further food preparation.
5. BOH means the Board of Health or the Board of Health’s designee, which may be the Health Department.

6. This bylaw shall be known as the *Polystyrene Food Container Bylaw*.

Section 3. Use Regulations

Except as provided herein, Food Establishments are prohibited from dispensing Prepared Food to customers in Disposable Food Service Containers made from Polystyrene.

Section 4. Effective Date

This bylaw shall take effect six (6) months following approval of the bylaw by the Attorney General or January 1, 2018, whichever is later. Upon application of the owner or the owner's representative, the Board of Health may exempt a food establishment from the requirements of this section for a period of up to six (6) months upon a finding by the Board of Health that (1) the requirements of this section would cause undue hardship; or (2) a food establishment requires additional time in order to draw down an existing inventory of polystyrene disposable food service containers.

Section 5. Enforcement

5.1 Enforcement of this bylaw shall be the responsibility of the Board of Health. The Board of Health shall determine the monitoring process to be followed, which may be limited to responding to citizen reports, and/or incorporating inspections into existing food establishment inspections.

5.2 Any food establishment in violation of this bylaw shall be subject to a non-criminal disposition fine as specified in Section 2-2 of the bylaws, Noncriminal disposition of violations; enforcement. Any such fines shall be paid to the Town of Wayland.

5.3 Section 2-2 is amended to add a new section as follows:

Violation of the Polystyrene Food Container Bylaw.

- (1) Penalty: 1st offense – Warning;
2nd offense - \$50 per day; 3rd and each subsequent offense - \$100 per day.
- (2) Enforcing persons: BOH

Section 6. Severability

If any provision of this bylaw is declared invalid or unenforceable the other provisions shall not be affected thereby.

PETITIONERS COMMENTS: Banning polystyrene containers is a step toward sustainable packaging that is reusable, recyclable, or biodegradable and manufactured from non-toxic natural materials. Polystyrene is the only plastic used in food packaging that is based on a carcinogen. Polystyrene food items are a litter problem. The foam form is not recycled and often blows away and is then carried into lakes and waterways. At least 267 marine species worldwide are affected by polystyrene litter. This bylaw causes national chain establishments to comply and provides a “level playing field” for all Wayland businesses. 20 Massachusetts municipalities have a polystyrene ban. This bylaw does not create a financial burden to the town. The scope is limited and the BoH can rely on citizen-based monitoring so inspections are not needed. Once a food establishment converts to alternative containers there is little probability of going against the law. For our health and environment vote YES.

FINANCE COMMITTEE COMMENTS: This article proposes a new town bylaw to prohibit food establishments in Wayland from dispensing prepared foods in disposable containers made from

polystyrene. The prohibition would not apply to raw uncooked meat, raw fish or raw eggs. If passed, this would take effect six months after the approval by the Attorney General or on January 1, 2018 whichever is later. The proposed bylaw includes provisions for the Board of Health to exempt an establishment for six months if the requirements would cause hardship or to allow the establishment time to use an existing inventory of polystyrene containers.

The Wayland Public Schools Food Service Department has eliminated all polystyrene products from the school lunch program. The new High School was opened without the use of polystyrene products and it was eliminated from all other schools beginning with the FY16 school year beginning September of 2015. The cost to phase out polystyrene was paid for by increasing school lunch prices.

Board of Health voted 4-0 in favor of the following statement on the topic at their January 30, 2017 meeting: *We agree in principle that it is desirable to decrease the use of Polystyrene products in Wayland. However, we do not see this as a public health issue and furthermore, we do not currently have the resources to enforce this bylaw. We do not think it is fiscally responsible to add staff as other towns have had to do to enforce the bylaw.*

Conservation Commission voted 5-0 to support, January 26, 2017.

The Board of Selectmen took no position on the article.

ARGUMENTS IN FAVOR: Proponents believe that banning polystyrene containers will promote the use and future development of sustainable packaging options.

Proponents note that major corporations have stopped using polystyrene including McDonald's. Chain establishments are already familiar as are other cities and towns including large municipalities like Cambridge and Somerville.

Proponents argue that a mandatory approach is necessary as there are limitations that make a voluntary ban non-viable.

Proponents also cite environmental, health and potential economic benefits from banning polystyrene single use food and beverage items.

Cheryl Judd, head of food service for the Wayland Schools, has eliminated the use of Styrofoam in the school lunch program in Wayland.

ARGUMENTS OPPOSED: There will be a cost to the Town for implementation and enforcement.

A campaign aimed at voluntary compliance might be more appropriate than a bylaw.

The ban should be at the state level, not the town level.

RECOMMENDATION: The Finance Committee does not recommend approval. (Vote 0-4-2)

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

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

For more information about this article, contact lead petitioner Paul Dale at paulbdale@gmail.com or (617) 794-0851

ARTICLE 25: ACCEPT GIFTS OF LAND

Proposed by: Board of Selectmen

To determine whether the Town will vote to accept real property or interests in real property which have been tendered to it as a gift, by devise, or otherwise.

ARGUMENTS IN FAVOR: Acquisition of land by the Town gives the Town more control over the use of such gifted land.

ARGUMENTS OPPOSED: Accepting gifts of land reduces the amount of property subject to real estate taxation.

RECOMMENDATION: The Finance Committee defers action on this article until Annual Town Meeting.

QUANTUM OF VOTE: Majority.

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

ARTICLE 26: HEAR REPORTS

Sponsored by: Board of Selectmen

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

- Board of Assessors
- Community Preservation Committee
- Youth Advisory Committee

FINANCE COMMITTEE COMMENTS: This is a standard article that allows reports commissioned by the Town to be heard. The three reports listed above can be viewed online at: http://www.wayland.ma.us/Pages/WaylandMA_Selectmen/HearReports.

In addition to the three reports listed above, which are directly commissioned by Town Meeting, the Town produces an Annual Town Report as required by Chapter 53 of the Town Code, which includes reports from all other elected and appointed boards and committees and certain departments. Forty-two reports were included in the FY 16 Annual Town Report. Only one committee did not file a report, but has been reminded to do so for FY 17 to achieve one hundred percent compliance in FY 17.

The Annual Report is posted on the Town of Wayland website at http://www.wayland.ma.us/Pages/WaylandMA_Selectmen/TownReports/AnnualReport2016.pdf.

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

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

QUANTUM OF VOTE: Majority.

For more information about this article, contact Nan Balmer, Town Administrator, at (508) 358-3620, or email nbalmer@wayland.ma.us. Reports are available online at : http://www.wayland.ma.us/Pages/WaylandMA_Selectmen/HearReports

ARTICLE 27: CHOOSE TOWN OFFICERS

Proposed by: Board of Selectmen

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

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

FINANCE COMMITTEE COMMENTS: This is a standard article that allows the Town to fill various positions. While many of these positions are obsolete in our current society, they are part of the charm and history of New England town meetings. To date, Wayland has continued the tradition of electing these positions at Town Meeting even though the Board of Selectmen (BOS) may appoint some of them. The purpose of the article as written is to decide whom to elect, not the method of appointment.

A brief description of each position and future alternate means of selection follows.

The Allen Fund was established in 1854 through a gift from Miss Debby Allen and Mrs. Nabby (Allen) Draper. The permanent fund was intended for “beneficent objects.” Although the Allen Fund was virtually depleted by 1990 it has recently grown so that it can now provide annual gifts. As of June 30, 2014 the balance in the Allen Fund was \$5,985.38 with \$400.00 having been disbursed during the last fiscal year. The trustees are responsible for overseeing the fund. The trust provides that the trustee shall be selected annually by vote of the annual town meeting; it also provides that in case no board of trustees is selected, the Selectmen shall be the Trustees of the Allen Fund. At a future Town meeting, citizens could vote to amend the trust document to provide that the Commissioners of Trust Funds serve as Trustees of the Allen Fund without annual vote.

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

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

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

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

If town meeting declines to elect the Fence Viewers, Field Drivers and Measurers of Wood and Bark, the Selectmen would make the appointment at the next regular meeting. The Selectmen would serve as the Trustees of the Allen Fund until the 2013 Annual Town Meeting. However, a home rule petition is required to make the position of Surveyors of Lumber appointive by the BOS and given the obsolete nature of the position it may be easier not to fill it if that is the desire of town meeting.

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

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

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

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

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

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

ARTICLE 28: SELL OR TRADE VEHICLES AND EQUIPMENT

Proposed by: Board of Selectmen

To determine whether the Town will vote to authorize the Board of Selectmen 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.

Department	Vehicle/Equipment	Year
Fire	Ford Expedition	2011
Recreation	Metal Craft Beach Docks	(10+ years)

FINANCE COMMITTEE COMMENTS: This standard article allows the Town to sell used vehicles or other personal property.

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

ARGUMENTS IN FAVOR: The selling of used property contributes to the Town's general fund.

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

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

QUANTUM OF VOTE: Majority.

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

APPENDIX A

THE MODERATOR'S RULES AND REGULATIONS GOVERNING WAYLAND'S TOWN MEETINGS

The following information may help you to participate fully in Wayland's town meetings, which have been held each year since 1639:

I. THE WARRANT

This booklet, which includes the Warrant for Wayland's Town Meeting, was compiled by the Selectmen and served upon all residents by mail and by posting in accordance with applicable provisions of the Code of the Town of Wayland. It contains the agenda of the subjects to be acted upon (articles), including the omnibus budget proposed (if this is an annual meeting), the report and recommendations of the Finance Committee, and additional information concerning the finances and administration of the Town to help us formulate our votes.

No action of this Town Meeting will be valid unless it shall have been taken under an article set forth in the Warrant.

Each article will be considered in the order in which it appears on the Warrant, unless the meeting shall have voted to do otherwise by a TWO-THIRDS vote.

II. THE VOTERS

A. All residents of Wayland, who have been duly registered as voters, are urged to attend, participate, debate and vote at all annual and special town meetings subject to laws of the Commonwealth of Massachusetts, the Bylaws of the Town and these rules and regulations.

B. The Town Administrator, Assistant Town Administrator, Town Counsel, Police Chief, Fire Chief, Finance Director, Director of Public Works, Public Buildings Director and Superintendent of Schools, shall have the right to attend and sit on the floor of town meetings, but they shall not be considered in determining the presence of a quorum unless they are registered voters of the Town.

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. And see paragraph IV.B.3 below.

D. A registered voter may bring his or her child(ren) to sit among the voters so long as the child(ren) sit(s) quietly beside his or her parent at all times.

III. THE MODERATOR

The Moderator is elected by ballot for a three year term at the annual election of town officers to preside at all Town meetings during his or her term of office and is authorized by state law to regulate the proceedings, decide all questions of order and make public declaration of all votes,

subject to the Bylaws that Wayland has enacted to regulate the proceedings of town meetings. All rulings of the Moderator are final.

IV. THE MEETING

A. The Call to Order

1. The Moderator will call each session of town meeting to order at 7:30 p.m., or other time as determined by the Board of Selectmen, or as soon thereafter as the Town Clerk has determined that a quorum of one hundred (100) registered voters has been checked into the hall.

2. The Moderator will announce the number of each article about to be considered and invite a motion thereunder; the Moderator will omit the reading of the articles, unless a MAJORITY of the meeting shall vote otherwise.

B. To Address the Town Meeting

1. No person may address a town meeting until and unless he or she shall have been recognized by the Moderator. All persons shall, at the request of the Moderator, be silent.

2. All persons, who wish to be recognized, shall approach one of the three microphones placed at the front of the room, which most closely reflects the purpose for which they seek recognition:

a. The Procedural Microphone (in the middle) will be available to those who have been recognized by the Moderator and wish to offer:

- 1) The main motion under the article being considered and a presentation in support thereof;
- 2) The principal presentation in opposition to the main motion. See paragraph IV.C.2.b, below;
- 3) An amendment to a main motion;
- 4) A question seeking information concerning the motion or other matter then under discussion, or guidance from the Moderator as to procedure, including a point of order;
- 5) An answer to a question seeking information; and
- 6) A point of order or procedural motion, such as:
 - a) a motion to terminate debate;
 - b) a motion challenging the Moderator's declaration of a vote;
 - c) a motion questioning the presence of a quorum; and
 - d) a motion to adjourn.

- b. The “Pro” Microphone will be available to those persons recognized by the Moderator who wish to speak in support of a motion on the floor.
- c. The “Con” Microphone will be available to those persons recognized by the Moderator who wish to speak in opposition to a motion on the floor.

The Moderator will normally recognize those persons, who are standing behind or seated near each microphone in a single file, in the order of their entry into that file, alternating between the Pro and the Con mikes; but reserves the right to recognize any person at any time, including a person who has not approached a mike, a person who is handicapped or a person who has risen to a point of order. Any person whose remarks are not consistent with the purpose of the microphone that he has been permitted to use, shall yield the floor upon request of the Moderator.

3. Those individuals granted the right to sit on the floor under Section II B above, if non-residents, shall have the right to answer questions, but they do not have the right to vote unless they are registered voters of the Town.

4. If a person, who has not registered to vote, seeks permission to address the meeting, the Moderator will ask whether there are any objections. If there are any, he will immediately call for a vote. If the majority shall vote to hear the non-resident, the Moderator will give him/her the floor.

C. The Debate

- 1. When you have been recognized by the Moderator, address the Chair as follows: “Mr. Moderator, I am (Name) of (Street Address).” Then proceed as follows:
 - a. “I move that . . .”;
 - b. “May I ask you . . .”; or
“May I ask through you (then state the question which you want a board, official, or previous speaker to answer);
 - c. “I rise to a point of order”; or
- 2. Once you have been recognized, you may offer any motion, amendment, argument, comment, suggestion or question relevant to the article then under consideration, unless the Moderator shall have authorized debate or invited comments upon subjects not listed in the Warrant; but
 - a. Any person who wishes to offer the principal presentation in support of the main motion under an article, must so notify the Moderator prior to the session at which that article is called and complete the same within seven (7) minutes, or less, and yield the floor. A light will warn you to conclude your remarks and yield the floor during the final minute. The Moderator may divide the time if more than one person indicates a desire to make a presentation in support. The aforesaid seven minute limit does

not apply to the principal motions under the omnibus budget article.

- b. Any person wishing to offer a presentation in opposition to the main motion under an article must so notify the Moderator prior to the session at which that article is called and complete the same within the time used by the proponent, or within three (3) minutes, whichever is longer, and yield the floor. The same one (1) minute warning light will warn you to conclude your remarks. The Moderator may divide the time if more than one person indicates a desire to make a presentation in opposition.
- c. All other persons who wish to address the Town Meeting shall, when recognized, complete their remarks in two (2) minutes, or less, unless extended by leave of the Moderator and yield the floor. The same one (1) minute warning light will be turned on when you have used up the first minute.
- d. You may be interrupted only by a question of privilege, a point of order, a request that you speak more distinctly or by the Moderator.
- e. When you have completed your motion, question, or remarks, you relinquish your claim to the floor; and you must yield the floor upon request of the Moderator.
- f. The Moderator will rule, or take other appropriate action on any generally recognized incidental, subsidiary or privileged motion.

3. Abbreviated Presentation Procedure. With notice to and leave of the Moderator any person making a main motion under an article may present that motion under the Abbreviated Presentation Procedure. Under this procedure:

- a. The motion must be presented in or be substantially consistent with the words of the Article as printed in the Warrant, and without making further presentation in support of that article. The Moderator may allow minor or editorial variation from the words of the Article as printed in the Warrant.
- b. The Moderator will ask if anyone wishes to speak in opposition to the motion or if anyone has a question regarding the motion.
- c. Should there be a question, the questioner will be permitted to state his or her question and the presenter of the motion will be permitted to answer that question.
- d. Should any individual state that he or she is opposed to the motion, or if the Moderator determines that the questions are of significant depth or importance, the presentation and debate will continue in the normal course as set forth in these Rules.

4. If you have a question concerning the legality or propriety of the proceedings, you may approach the Procedural Microphone and address the Moderator without waiting to be recognized, saying: “Mr. Moderator, I rise to a point of order.” When you have been recognized, you must state the reason for your point, which may include that a motion is beyond the scope of the article under consideration, that the person who has the floor is not addressing the merits of the motion or that a quorum is not present. The Moderator will then rule on the point and his 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 all of the substantive differences in wording between the article and the motion; otherwise the Moderator will permit no debate or action upon your motion.
- b. If you plan to offer a main motion that contains more than twenty-five (25) words and differs significantly from the article printed in the Warrant such that in the view of the Moderator, the assembly may be confused, you must first print and distribute a copy thereof to those attending the session of town meeting at which said motion is presented.
- c. No motion or amendment of a motion that exceeds ten (10) words in length will be accepted, unless it shall have been offered to the Moderator in writing.
- d. A motion that is not identical word-for-word with the substantive portion of the article printed in the warrant then under consideration will not be accepted, unless the Moderator shall determine that said motion is within the scope of the article; i.e., that it does not change the substantial character of the proposal described in that article or would not further restrict, if passed, the liberties of the residents of Wayland than the proposal set forth in the article.
- e. The Moderator will accept no motion proposing a layout, taking, acceptance of gift, purchase, sale, lease or rezoning of land, unless the article under which the motion is offered contains a running description of the land in question, a description by metes and bounds or a reference to a plan suitable for recording that is available for public inspection at the office of the Town Clerk, the Town Surveyor, the Planning Board or another place to which the public has access during normal business hours.
- f. The Moderator will accept no motion to appropriate and/or expend a sum of money, which exceeds the estimated cost set

forth in the article then under consideration by fifteen (15%) percent, except for motions under the omnibus budget article and motions under a supplementary budget article that contemplates the appropriation of additional money for the current fiscal year to augment moneys previously appropriated and proposes to fund such appropriations by transfer from unappropriated funds, funds appropriated for another purpose or from funds received by the Town as grants or gifts.

- g. The Moderator will accept no motion that in the Moderator's view would eviscerate or be completely opposite of the motion under the Article under consideration.
- h. The Moderator may rule on your motion, even if no one has risen to challenge that motion by way of a point of order.

6. You will not be recognized to speak on the merits of a motion if you have already spoken three times on its merits, but you may be recognized to answer a question put by another or to raise a procedural issue with respect to that motion.

7. Wayland's practice with respect to some common subsidiary motions is generally as follows:

- a. You may amend a motion by moving to add and/or delete words to and/or from the main motion or by substituting a new motion therefor; but the Moderator permits no more than two amendments to a main motion *at a time*. A motion to amend is debatable and requires only a MAJORITY vote, even though the main motion may require a TWO-THIRDS vote.
- b. You may move to refer a matter for further study, if your motion identifies the official or committee who shall conduct such study, how it shall report, when and to whom. In the event that you wish to establish a new committee for this purpose, the motion must specify the number of members who shall serve and who shall appoint them. A motion to refer is debatable and may be amended and requires a MAJORITY vote.
- c. You may move to advance or postpone to a time certain within the then current session of the meeting consideration of an article listed in the Warrant. Such a motion is debatable, may be amended and requires a TWO-THIRDS vote.
- d. You may move to lay an article on the table ("table"). Such a motion is NOT debatable or amendable and requires a TWO-THIRDS vote. A motion to remove such article from the table is also NOT debatable or amendable and requires a TWO-THIRDS vote.

You may ask the Meeting to take no action under an article by moving “that the article be passed over.” Such a motion may be deemed a substitute for the main motion, is debatable, may not be amended, requires a MAJORITY vote and serves to dispose of the article under consideration.

8. Upon the expiration of forty-five (45) minutes after the main motion under any article shall have been seconded, or put before the meeting by the Moderator, unless extended by leave of the Moderator, the Moderator will terminate debate thereon, unless the Town Meeting shall have voted by majority vote to extend the time available for further debate. The time needed to count the vote(s) upon the motion(s) under the article will not be included in the total time. The aforesaid time limit does not apply to debate under the omnibus budget article.

9. Although the Moderator has absolute authority to regulate the proceedings at town meetings, debate under a motion can be terminated by a TWO-THIRDS vote of the Town Meeting. Therefore, if you believe that debate under a motion has gone on long enough, approach the Procedural Microphone, and, when you have been recognized, make a motion to terminate debate (move the previous question). If your motion receives a second, the Moderator the Moderator may, but need not, defer the termination of debate for a reasonable time to permit both sides of the issue to be heard. If a motion to terminate debate carries by a TWO-THIRDS vote, the Moderator will put the previous motion under consideration to a vote without further debate; but if said motion does not carry by a TWO-THIRDS vote, the Moderator will permit debate to continue.

10. If an article of the Warrant has been acted upon and disposed of, a motion to reconsider the article may be made at any time if the Moderator determines that the person offering the motion discloses significant new information to the Town Meeting concerning said article, which existed but had not been disclosed or made available to the Meeting when the motion under that article was debated, and the Moderator thereupon explains why such information satisfies the foregoing criteria; provided however, the debate and action on said motion shall be deferred until all other articles have been disposed of. In any event, a two-thirds vote shall be required for approval of a motion to return to an article.

D. The Vote

Before calling for a vote, the Moderator will usually repeat the motion under consideration (as the same may have been amended), unless it is substantially identical to the article:

1. In the event that electronic handset voting equipment shall have been made available for use by voters at any Annual or Special Town Meeting, all votes shall be taken by secret ballot using such equipment, unless the Moderator shall decide otherwise for reasons he/she shall state publicly. When calling for an electronic vote, the Moderator will ask voters to press the number “1” if they wish to register an “aye” or the number “2” if they wish to vote “no”. In the event that a voter wishes to abstain, he or she may (but need not) press “3”. Voters may change their mind as many times as they wish, but the last vote recorded upon the expiration of thirty seconds will count. Any voter who believes that his or her keypad is not functioning properly or is failing to record his or her vote accurately should proceed to the designated help desk. If a vote is in progress, the voter should raise his or her hand; if seen by the Moderator, the Moderator will dispatch help desk staff to examine the handset for any defect. If it is determined by help desk staff that the handset is defective, the voter will be offered a paper ballot and pen to record his or her vote on that question and will be provided with another handset for the next vote. Such paper vote shall be promptly relayed by help desk staff to the Moderator.

- a. If a voter cannot use the electronic handset offered by the Checkers, he or she will be directed to sit in a special section reserved for those who will not be using an electronic handset to vote. Whenever the Moderator shall call for a vote, tellers will provide a ballot to each voter in the special section(s), who, collect those ballots within thirty seconds and deliver them to the Moderator, who will add the total of the ballots to the vote received electronically and declare the vote on the motion before the meeting.
- b. Each person receiving a handset must retain and use only that handset until turned in at the Help Desk, given to a Teller or turned in at the end of the session. No person may lend or give that handset to another person, nor may any person vote with a handset originally given to another.

Voters with handsets may retain them if they wish to leave the room for any reason, but they must hand their handset to an exit attendant if they plan to leave the building.

2. In the event that electronic voting is for any reason not to be employed, the Moderator will first ask all those in favor to say, "Aye". He will then invite those opposed to say, "No". If the Moderator is in doubt as to whether the motion has carried, he or she may call for another voice vote; or may ask those in favor to stand, before he asks those opposed to stand. Sometimes, the Moderator will reverse this procedure before declaring the vote.

3. If the Moderator is still in doubt, or if seven (7) or more voters shall immediately question a voice or an uncounted vote taken by non-electronic means, he will call for the tellers to help him take a standing counted vote – two tellers for each section of the hall so that they may check each other's results. The Moderator will then repeat the motion and say, "All those in favor will rise and remain standing until counted." When the count has been completed, the Moderator will ask those who are opposed to stand and be counted. As soon as each team of tellers has agreed upon the count in their section, they will be asked to report the number of voters they have counted from the Procedural Microphone. When all of the tellers have reported, the Moderator will declare the vote and his declaration of the vote is final, unless clear and convincing evidence shall have been submitted to the Moderator that fraud, errors by one or more tellers or some other irregularity has infected the accuracy of the vote count just completed; in which event the Moderator will repeat the standing counted vote procedure outlined above.

4. If a vote taken by electronic means is questioned by seven (7) or more voters, the Moderator will audit the vote by choosing a set of voters to come forward and present their handsets in turn to the Town Clerk, who will compare the vote shown on each handset with the vote received by the Electronic Voting System for that handset. If the correlation is less than fully accurate, the Moderator shall discard the electronic vote and call for a standing counted non-electronic vote under the previously set out procedures.

5. In the event that the law requires a vote of TWO-THIRDS or more to carry a motion acted on by non-electronic means the Moderator will normally ask whether there is unanimous support for the motion; but if there is not such support, he will take a standing counted

vote. If the Moderator shall have perceived that more than TWO-THIRDS of the voters voted in the affirmative the Moderator may by hand vote determine that the TWO-THIRDS majority was met.

6. If a TWO-THIRDS vote is required to carry a subsidiary or procedural motion, such as a motion to terminate debate (“move the previous question”), the Moderator need not take a count, even though the voice vote upon such motion was not unanimous, if the Moderator shall have perceived that more than TWO-THIRDS of the voters voted in the affirmative. The Moderator shall then declare that such motion has carried and the Clerk shall record such declaration together with a note that there was “a scattering of nos.”

E. Adjournment

1. If you wish to adjourn a session of the Town Meeting before all of the articles have been disposed of, you must specify the date and time when the Meeting shall resume. Such motion may be made at any time, is debatable, may be amended and requires a MAJORITY vote, provided, however, that the Moderator will permit no such motion if it shall be offered after debate shall have been terminated upon a pending motion until the final declaration of the vote taken upon the motion then under consideration.

2. Each session of a Town Meeting shall be adjourned by the Moderator (a) at 10:30 p.m., or as soon thereafter as the Meeting has disposed of the article then under consideration or postponed action thereunder, or (b) voted to adjourn at a different time.

3. No motion to dissolve the Town Meeting (to adjourn *sine die*) is in order until every article shall have been duly considered, acted upon and declared as disposed of.

V. QUESTIONS

In the event that you have a question concerning the conduct of the meeting, you need further information to cast your vote, or the status of any motion being considered, you are invited to approach the Procedural Microphone and to address your question to the Moderator as soon as you have been recognized.

VI. MISCELLANEOUS RULES

Residents of the Town of Wayland may, with the prior permission of the Moderator, place and/or post documents intended and designed to inform and influence the action of voters at town meetings on the tables and wooden walls located behind and on either side of the tables occupied by the checkers at the entrance of the Field House and each other venue where town meetings are conducted, so long as said documents are germane to any of the articles set forth in the warrant.

The Selectmen, the Chief of Police and the Chief of the Fire Department and other town officers and employees may also be permitted by the Moderator to post and place documents pertaining to the safety of the public in the aforesaid locations.

Thank you for joining us to do the Town’s business.

Dennis J. Berry, Moderator
April 2, 2017

**MODERATOR'S SUPPLEMENTAL RULES
FOR TOWN MEETING SLIDES**

(v 1.3)

Three types of slides are acceptable for visual display when speaking before Town Meeting:

1. Motion slides
2. Amendment slides
3. Illustrative slides

A Motion slide is displayed when presenting a Main Motion, and can be displayed when presenting an Amendment to a Main Motion. A Motion slide

- shall be presented in the “standard motion format”
- shall be limited to one page unless approved by the Moderator
- shall include the Article number, Warrant page #, Quantum of Vote, Article Title, Proposer, and Estimated Cost in the Header
- shall present the Header text in 20 point Arial font
- shall present the full text of the Motion in 18 point Arial font
- shall not include images
- is requested for both Board-sponsored and Petitioner-sponsored articles
- shall be submitted in Word Document format to the Selectmen's Office

At the Moderator's discretion, an Amendment slide may be created during Town Meeting by Town Meeting personnel digitally photographing a sheet of paper bearing an Amendment in legible handwriting, or in text printed in 18 point font. The text of an Amendment can optionally be submitted in Word Document format to the Selectmen's Office 3 full business days prior to the first session of Town Meeting for review and approval by the Moderator.

One or more Illustrative slides accompanying an Article, Main Motion or Amendment may be displayed during a speaker's presentation. An Illustrative slide shall

- contain pictures, charts, maps, or diagrams that enable voters to better understand a Motion or Amendment
- not restate the language contained in the Motion or found in the text of the Article
- employ text only for the purpose of labelling graphical elements
- be submitted in JPG or PowerPoint format

All Motion and Illustrative slides

- shall be submitted to the Selectmen's office no later than 3 full business days prior to the first session of Town Meeting
- will be reviewed by the Moderator for relevance, value, and compliance with the above requirements; submitters will be notified of approval or rejection
- shall be removed from the screen when the speaker concludes their presentation

During the meeting, the audiovisual system operator will display approved slides at the speaker's direction. Under no circumstances will the use of slides or any other audio/visual device extend the speaker's time.

APPENDIX B: Article 7, List of Town Positions (FTE'S) and Personnel Bylaws and Wage and Classification Plan

	ACTUAL FTEs FY15	ACTUAL FTEs FY16	ACTUAL FTEs FY17	PROPOSED FTEs FY18
LAND USE				
<u>Building & Zoning</u>				
Building Commissioner	1.00	1.00	1.00	1.00
Local Building Inspector	1.00	1.00	1.00	1.00
Gas & Plumbing Inspector	0.52	0.52	0.52	0.52
Wiring Inspector	0.51	0.51	0.51	0.51
Department Assistant	1.60	1.60	1.60	1.60
Department Total	4.63	4.63	4.63	4.63
<u>Conservation</u>				
Conservation Administrator	1.00	1.00	1.00	1.00
Land Manager			0.54	0.54
Department Assistant	0.83	0.83	0.83	1.00
Department Total	1.83	2.37	2.37	2.54
<u>Planning</u>				
Planning Director	1.00	1.00	1.00	1.00
Department Assistant	0.40	0.40	0.40	0.40
Department Total	1.40	1.40	1.40	1.40
<u>Survey</u>				
Surveyor	1.00	1.00	1.00	1.00
GIS Analyst	1.00	1.00	1.00	1.00
Department Total	2.00	2.00	2.00	2.00
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	1.00	1.00	1.00	1.00
Department Total	4.00	4.00	4.00	4.00
<u>Finance Office</u>				
Finance Director	1.00	1.00	1.00	1.00
Benefits Manager			1.00	1.00
Accountant	1.00	1.00	1.00	1.00
Finance Assistant	2.54	2.54	1.80	1.80
Department Total	4.54	4.54	4.80	4.80
<u>Treasurer/Collector</u>				
Treasurer/Collector	1.00	1.00	1.00	1.00
Asst. Treasurer/Collector	1.00	1.00	1.00	1.00
Department Assistant	1.26	1.26	1.23	1.23
Department Total	3.26	3.26	3.23	3.23
ADMINISTRATION				
<u>Council on Aging</u>				
COA Director	1.00	1.00	1.00	1.00

	ACTUAL FTEs FY15	ACTUAL FTEs FY16	ACTUAL FTEs FY17	PROPOSED FTEs FY18
Outreach Coordinator	0.83	0.83	0.83	0.83
Project Coordinator		0.51	0.51	0.51
Department Assistant	1.00	1.00	1.00	1.00
	2.83	3.34	3.34	3.34
<u>Information Technology</u>				
IT Director			1.00	1.00
IT Manager	1.00	1.00	1.00	1.00
Business Systems Analyst			1.00	1.00
	1.00	1.00	3.00	3.00
<u>Public Buildings</u>				
Public Buildings Director	1.00	1.00	1.00	1.00
Police Custodian	0.54	0.54	0.54	0.54
Town Building Custodians	2.00	2.00	2.00	2.00
Library Custodian	1.00	1.00	1.00	1.00
Department Total	4.54	4.54	4.54	4.54
<u>Public Health</u>				
Public Health Director	1.00	1.00	1.00	1.00
Sanitarian/Health Agent	1.00	1.00	1.00	1.00
Public Health Nurse	0.86	0.86	0.86	0.86
Community Health Nurse	5.00	5.00	5.00	5.00
Department Assistant	1.00	1.00	1.00	1.00
Senior Clerk	0.43	0.43	0.43	0.43
Department Total	9.29	9.29	9.29	9.29
<u>Recreation</u>				
Recreation Director	0.57	1.00	1.00	1.00
Asst. Recreation Director			1.00	1.00
Recreation Program Administrator	1.00	1.00		
Recreation Program Coordinator			1.00	1.00
Recreation Assistant	0.54	0.54	0.54	0.54
Department Total	2.11	2.54	3.54	3.54
<u>Selectmen's Office</u>				
Town Administrator	1.00	1.00	1.00	1.00
Asst Town Adm/HR Director	1.00	1.00	1.00	1.00
Financial/Research Analyst	1.00	1.00	1.00	1.00
Executive Asst to Town Admin	1.00	1.00	1.00	1.00
HR Assistant	1.00	1.00	1.00	1.00
Department Total	5.00	5.00	5.00	5.00
<u>Town Clerk</u>				
Town Clerk	1.00	1.00	1.00	1.00
Assistant Town Clerk	1.00	1.00	1.00	1.00
Department Total	2.00	2.00	2.00	2.00
<u>Youth & Family Services</u>				
Y & F Services Director	1.00	1.00	1.00	1.00
Assistant Youth Director	1.00	1.00	1.00	1.00

	ACTUAL FTEs FY15	ACTUAL FTEs FY16	ACTUAL FTEs FY17	PROPOSED FTEs FY18
Substance Abuse Professional	0.86	0.86	0.86	0.86
Administrative Assistant	0.17	0.17	0.17	0.17
Department Total	3.03	3.03	3.03	3.03
DPW				
<u>Administration</u>				
DPW Director	1.00	1.00	1.00	1.00
Engineer			1.00	1.00
Administrative Coordinator	1.00	1.00	1.00	1.00
Department Assistant	1.80	1.80	2.34	2.34
Senior Clerk	0.71	0.71	0.00	0.00
<u>Highway/Parks/Transfer Station</u>				
Highway/Parks/TS Superintendent			1.00	1.00
Highway/TS Superintendent	1.00	1.00		
Park Superintendent	1.00	1.00		
Senior Foreman	1.00	1.00	1.00	1.00
Transfer Station Foreman	1.00	1.00	1.00	1.00
Working Foreman	2.00	2.00	3.00	3.00
HEO	3.90	3.90	3.90	3.90
MEO	4.00	4.00	5.00	5.00
Sr Grounds Worker	1.00	1.00	2.00	2.00
Grounds Worker	3.00	3.00	1.00	1.00
Maintenance Worker	4.00	4.00	5.00	5.00
<u>Mechanics</u>				
Lead Mechanic	1.00	1.00	1.00	1.00
Maintenance Mech/Welder	1.00	1.00	1.00	1.00
Mechanic/Welder	1.00	1.00	1.00	1.00
<u>Water</u>				
Water Superintendent	1.00	1.00	1.00	1.00
WTP Manager	1.00	1.00	1.00	1.00
Water Foreman	1.00	1.00	1.00	1.00
Water Worker 3	2.00	2.00	2.00	1.00
Water Worker 2	2.00	2.00	1.00	1.00
Water Worker 1	1.00	1.00	2.00	2.00
Department Total	37.41	37.41	39.24	39.24
WASTEWATER				
Account Specialist		0.54	0.54	0.54
		0.54	0.54	0.54
LIBRARY				
Library Director	1.00	1.00	1.00	1.00
Assistant Library Director	1.00	1.00	1.00	1.00
Head of Circulation	1.00	1.00	1.00	1.00
Bibliographic Serv Librarian	1.00	1.00	1.00	1.00
Children's Librarian	1.00	1.00	1.00	1.00
Assistant Children's Librarian	1.00	1.00	1.00	1.00
Reference Librarian	0.77	0.77	0.77	0.77

	ACTUAL FTEs FY15	ACTUAL FTEs FY16	ACTUAL FTEs FY17	PROPOSED FTEs FY18
Comp Spec/Ref Librarian	0.71	0.71	0.71	0.71
Library Assistant	1.77	1.77	1.60	1.60
Library Associate	0.89	0.89	1.00	1.00
Library Administrative Assistant	1.00	1.00	1.00	1.00
Part-Time Weekend	2.60	2.60	2.60	2.60
Department Total	13.74	13.74	13.69	13.69
PUBLIC SAFETY				
<u>Fire</u>				
Fire Chief	1.00	1.00	1.00	1.00
Assistant Fire Chief		1.00	1.00	1.00
Deputy Chief	1.00	1.00	1.00	1.00
Captain	3.00	3.00	3.00	3.00
Lieutenant	4.00	4.00	4.00	4.00
Inspector/Paramedic	1.00	1.00	1.00	1.00
Electrician/Paramedic	1.00	1.00	0.00	0.00
Mechanic/EMT	1.00	1.00	1.00	1.00
Firefighter/EMT	5.00	5.00	7.00	7.00
Firefighter/Paramedic	8.00	8.00	7.00	7.00
Paramedic - Per Diem	3.33	3.33	0.00	0.00
Secretary	0.54	0.54	0.54	0.54
Department Total	28.87	29.87	26.54	26.54
<u>Police</u>				
Police Chief	1.00	1.00	1.00	1.00
Police Lieutenant	1.00	1.00	1.00	1.00
Administrative Sergeant	1.00	1.00	1.00	1.00
Detective Sergeant	1.00	1.00	1.00	1.00
Investigator	2.00	2.00	2.00	2.00
Sergeant	4.00	4.00	4.00	4.00
Community Services Officer	1.00	1.00	1.00	1.00
Youth Officer	1.00	1.00	1.00	1.00
Patrolman	11.00	11.00	11.00	11.00
Administrative Assistant	1.00	1.00	1.00	1.00
Traffic Supervisors	1.59	1.59	1.59	1.59
Department Total	25.59	25.59	25.59	25.59
<u>JCC</u>				
JCC Dispatcher	8.00	8.00	7.00	7.00
JCC Dispatch Coordinator			1.00	1.00
	8.00	8.00	8.00	8.00
TOTAL TOWN FTEs	165.06	168.09	169.77	169.94
SCHOOLS				
Total School FTEs	391.86	393.50	405.45	421.50
	391.86	393.50	405.50	421.50
TOTAL TOWN AND SCHOOL FTEs	556.92	561.59	575.27	591.44

FTE counts exclude seasonals, temporaries, call FFs and other non-regular positions.

NON-UNION WAGE SCALE, N SCHEDULE
 Effective July 1, 2016 (No July 1, 2017 increase at this time)

Grade	1	2	3	4	5
N-1	36,978	38,087	39,230	40,408	41,618
N-2	40,237	41,443	42,688	43,968	45,289
N-3	40,640	41,857	43,115	44,408	45,742
N-4	44,224	45,550	46,915	48,321	49,772
N-5	48,556	50,013	51,513	53,057	54,650
N-6	53,314	54,914	56,561	58,258	60,004
N-7	58,539	60,296	62,102	63,967	65,887
N-8	64,276	66,205	68,190	70,237	72,341
N-9	75,074	77,020	79,035	81,260	83,700
N-10	77,493	79,817	82,212	84,678	87,732
N-11	85,086	87,639	90,268	92,976	95,763
N-12	89,254	91,932	94,720	97,535	100,456
N-13	93,423	96,224	99,113	102,087	105,149
N-14	102,580	105,657	108,827	112,091	115,454
N-15*					

Grade	6	7	8	9	10
N-1	42,866	44,154	45,478	46,841	48,248
N-2	46,646	48,045	49,486	50,972	52,501
N-3	47,115	48,528	49,980	51,481	53,024
N-4	51,266	52,320	54,388	56,018	57,700
N-5	56,289	57,671	59,717	61,509	63,355
N-6	61,181	63,661	65,570	67,537	69,564
N-7	67,863	69,898	71,994	74,157	76,380
N-8	74,515	76,747	79,052	81,421	83,866
N-9	86,210	88,795	91,460	94,174	96,960
N-10	89,394	92,530	96,060	97,725	101,108
N-11	98,637	101,596	104,645	107,783	111,019
N-12	103,470	106,574	110,420	113,063	116,629
N-13	108,305	111,553	116,192	118,345	122,239
N-14	118,918	122,485	125,630	129,944	133,845
N-15					158,000

- | | | | |
|-----|---------------------------------|------|-------------------------------------|
| N-1 | Secretary, Fire – PT | N-8 | Recreation Director |
| N-1 | Sr Clerk, Health – PT | N-9 | Assistant Fire Chief |
| N-1 | Asst Rec Program Coord – PT | N-9 | Police Lieutenant |
| N-2 | Administrative Asst Y/S –PT | N-9 | Town Engineer |
| N-3 | Computer Technician | N-10 | Library Director |
| N-3 | Conservation Land Mgr-PT | N-11 | Public Buildings Director |
| N-3 | Human Resources Assistant | N-12 | DPW Director |
| N-3 | Outreach Coordinator | N-13 | Asst Town Administrator/HR Director |
| N-3 | Recreation Program Asst – PT | N-13 | Finance Director/Town Accountant |
| N-3 | WWMDC Account Specialist | N-13 | Fire Chief |
| N-4 | Administrative Asst – Police | N-13 | Information Technology Director |
| N-4 | Benefits Manager | N-14 | Police Chief |
| N-5 | Exec Asst to Town Administrator | N-15 | Town Administrator-per contract |
| N-6 | Financial/Research Analyst | | |

GROUP: NON-UNION – BUILDING INSPECTORS
Effective July 1, 2016 (No July 1, 2017 increase at this time)

STEP	1	2	3	4	5
	23.26	24.43	25.65	26.93	28.30

Gas & Plumbing Inspector (PT) Wiring Inspector (PT)

GROUP: NON-UNION SUBSTITUTE NURSES
Effective July 1, 2016 (No July 1, 2017 increase at this time)

Hourly
29.29

GROUP: NON UNION - PUBLIC SAFETY
Effective: July 1, 2016 (No July 1, 2017 increase at this time)

	Annually	Per Day	Hourly
Traffic Supervisors	8,146	--	--
Traffic Supervisor Substitute	--	46.69	--
Special Police Matrons	--	--	20.75
Call Firefighters	--	--	20.75
Call Firefighter Coordinator	--	--	22.14
Paramedic	--	--	21.53
Police Custodian (PT)	--	--	16.56
Police Intern	--	--	10.75

GROUP: NON-UNION - ON-CALL DISPATCHERS
Effective: July 1, 2016 (No July 1, 2017 increase at this time)

	Year 1	Year 2	Year 3	Year 4
On-call Dispatcher	19.58	20.50	21.38	22.28

GROUP: NON-UNION - HOURLY LIBRARY CLERKS
Effective July 1, 2016 (No July 1, 2017 increase at this time)

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	15.69	16.05	16.43	16.75	17.07	17.44	17.76	18.07	18.44	18.79	19.10	19.47	19.81	20.14	20.48

GROUP: NON-UNION - HOURLY LIBRARY PART-TIME WEEKEND PROFESSIONALS
Effective July 1, 2016 (No July 1, 2017 increase at this time)

Step	1	2	3	4	5	6	7	8	9	10	11	12
	24.73	25.29	25.64	26.08	26.53	26.97	27.44	27.88	28.35	28.79	29.23	29.68

GROUP: NON-UNION - LIBRARY PAGES
Effective: January 1, 2017 (Minimum Wage Adjustment – 11.00/hr)

Year 1	Year 2
11.00	11.42

GROUP: NON-UNION SEASONAL - MISCELLANEOUS

Effective: July 1, 2016 (No July 1, 2017 increase at this time)

	Year 1	Year 2	Year 3
Seasonal Laborer	12.87	13.52	14.16
Landfill Clerk	13.00		

GROUP: NON-UNION – SEASONAL – RECREATION MISCELLANEOUS

Effective: May 1, 2017
(Minimum Wage Adjustment – 11/hr; Plus new Recreation seasonal rates)

	Year 1*
Beach / Aquatic Director	19.00
Assistant Beach Director	17.00
Water Safety Instructor	16.00
Water Safety Instructor II	16.50
Swim Instructor	13.50
Swim Aide	12.00
Boating Instructor I (Pedal, SUP, Canoe)	16.00
Boating Instructor II (Sailing, Kayak)	18.00
Head Lifeguard	13.00
Lifeguard	12.50
Gate Guard	11.00
Snack Bar Manager	14.25
Snack Bar Staff	12.00
Snack Bar Cashier	11.00
	19.00

GROUP: NON-UNION -SEASONAL- SUMMER DAY RECREATION PROGRAMS

Effective: May 1, 2017
(Minimum Wage Adjustment – 11/hr; Plus new Recreation seasonal rates)

	Year 1*
Camp/Site Director	19.00
Assistant Camp/Site Director	17.00
Program Specialist	16.00
Extended Day Supervisor	16.00
Preschool Site Director (EEC Dir II Cert)	23.00
Preschool Asst Site Director (EEC Dir I Cert)	20.00
Lead Teacher	16.00
Assistant Teacher	12.50
Senior Counselor	12.00
Counselor	11.00
Camp/Site Director	19.00

GROUP: NON-UNION – SEASONAL – REC STAFF

Effective: May 1, 2017 (New Recreation seasonal rates)

	Year 1*
Special Instructor / Referee	35.00
Coach	11.00
Ski Director	19.00
Beach Membership / Camp Registrar	19.00
Camp Registrar	15.75
Special Event Assistant	15.00

*Additional \$0.50 per hour for each season of Rec service in the same position, with no break in years of service, and upon satisfactory performance evaluation.

GROUP: AFSCME 2

Effective: July 1, 2016 (Contract Negotiations in Progress)

Step	1	2	3	4	5	6	7	8	9	10
C-12	35,485	36,550	37,644	38,775	40,213	41,411	42,645	43,917	45,225	47,273
C-14	38,400	39,554	40,740	41,963	43,496	44,793	46,130	47,506	48,923	51,135
C-15	39,883	41,079	42,313	43,582	45,165	46,512	47,900	49,328	50,799	53,099
CD	37,085	41,372	43,198	45,023	46,852	48,678	51,264			
CDC	38,569	43,027	44,926	46,824	48,726	50,626	53,315			

C-12	Senior Clerk	C-15	Finance Assistant, Accounting
C-14	Department Assistant	C-15	Finance Assistant, Payroll
C-15	Assistant Town Clerk	CD	JCC Dispatcher
C-15	Assistant Treasurer/Collector	CDC	JCC Dispatch Coordinator
C-15	DPW Administrative Coordinator		

GROUP: AFSCME 1

Effective: July 1, 2016 (Contract Negotiations in Progress)

Step	1	2	3	4	5	6	7	8	9	10
G-1	37,786	38,912	40,071	41,265	42,494	43,762	45,066	46,409	47,793	50,191
G-2	40,785	41,999	43,252	44,541	45,870	47,237	48,646	50,097	51,592	54,182
G-3	44,030	45,339	46,691	48,084	49,520	50,996	52,516	54,084	55,701	58,498
G-4	47,526	48,945	50,404	51,909	53,458	55,053	56,695	58,390	60,133	63,155
G-5	51,305	52,837	54,413	56,038	57,710	59,432	61,208	63,041	64,919	68,181
G-6	55,390	57,044	58,746	60,500	62,309	64,170	66,084	68,058	70,093	73,618
G-7	60,525	62,331	64,194	66,112	68,086	70,121	72,217	74,374	76,597	80,448
G-7A	62,961	64,850	66,795	68,799	70,863	72,990	75,179	77,433	79,757	83,781
G-7B	63,237	65,125	67,071	69,075	71,139	73,265	75,455	77,710	80,033	84,058
G-8	65,951	67,919	69,948	72,039	74,192	76,410	78,694	81,046	83,469	87,669
G-8A	68,918	70,976	73,097	75,281	77,531	79,849	82,235	84,693	87,225	91,615
G-9	71,859	74,009	76,218	78,498	81,781	83,261	85,749	88,315	90,955	95,533
G-10	78,028	80,368	82,779	85,261	87,819	90,454	93,168	95,964	98,842	103,831
G-15	45,988	48,656	49,996	51,541	53,049	55,891	57,491	59,137	60,835	65,125

G-3 – Admin Assessor	G-6 – Local Building Insp	G-8 – IT Bus Sys Analyst	G-9 – Building Comm
G-4 – Rec Prog Coor	G-6 – Sanitarian/Health Ag	G-8 – IT Manager	G-9 – DPW Hwy/Parks Supt
G-5 – Assistant Assessor	G-6 – Water Treat Plant Mgr	G-8 – Town Planner	G-9 – DPW Water Supt
G-5 – Substance Abuse Pr	G-7 – GIS Analyst	G-8 – Town Surveyor	G-9 – Health Director
G-6 – Accountant	G-7A – Public Health Nurse	G-8A – Y&F Services Dir	G-9 – Treasurer/Collector
G-6 – Assistant Rec Dir	G-7B – COA Director	G-9 – Assessing Dir	G-15 – Comm Health Nurse
G-6 – Assistant Youth Dir	G-8 – Conservation Adm		

GROUP: LIBRARY

Effective: July 1, 2016 (Contract Negotiations in Progress)

Step	1	2	3	4	5	6	7	8	9	10
L-1	37,965	39,112	40,277	41,496	42,734	44,008	45,336	46,683	48,103	49,522
L-2	41,005	42,260	43,516	44,808	46,155	47,538	48,976	50,432	51,943	53,526
L-3	44,299	45,609	46,992	48,412	49,868	51,342	52,889	54,473	56,111	57,785
L-4	47,848	49,267	50,742	52,270	53,836	55,455	57,112	58,822	60,588	62,408
L-5	51,670	53,199	54,818	56,456	58,149	59,896	61,680	63,536	65,447	67,413
L-6	55,783	57,476	59,186	60,988	62,808	64,701	66,612	68,632	70,671	72,782
L-7	60,260	62,062	63,937	65,829	67,813	69,852	71,945	74,110	76,331	78,624
LC	36,382	37,747	39,075	40,513	41,987	43,935				

- L-1 - Library Assistant - Circulation
- L-1 - Library Assistant - Children's
- L-2 - Library Associate - Periodicals
- L-3 - Assistant Children's Librarian
- L-4 - Bibliographic Services Librarian
- L-4 - Library Administrative Assistant
- L-4 - Computer Specialist/Ref Librarian
- L-4 - Head of Circulation
- L-4 - Reference Librarian
- L-5 - Children's Librarian
- L-7 - Assistant Director
- LC - Custodian

GROUP: TEAMSTERS - DPW

Effective: July 1, 2016 (Contract Negotiations in Progress)

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
D1	--	--	--	--	--	--
D2	18.39	19.05	19.74	20.44	21.18	22.36
D3	18.94	19.64	20.33	21.07	21.83	23.09
D4	19.79	20.50	21.24	21.99	22.80	24.12
D5	20.24	20.97	21.75	22.51	23.32	24.83
D6	--	--	--	--	--	--
D7	22.98	23.82	24.64	25.53	26.46	28.03
D8	23.38	24.21	25.09	26.01	26.94	28.55
D9	23.82	24.65	25.53	26.46	27.41	29.04
D10	--	--	--	--	--	--
D11	25.69	26.61	27.56	28.54	29.57	31.33

- D-2 Maintenance Worker
- D-3 Grounds Worker 1
- D-4 Grounds Worker 2
- D-4 Medium Equipment Operator
- D-4 Grounds Worker 2
- D-5 Heavy Equipment Operator
- D-5 Sr Grounds Worker
- D-5 Water Worker 1
- D-7 Mechanic/Welder
- D-7 Highway Working Foreman
- D-7 Parks Working Foreman
- D-7 Water Worker 2
- D-8 Maintenance Mech/Welder
- D-9 Lead Mech/Welder
- D-9 Sr Foreman
- D-9 Water Worker 3
- D-11 Water Working Foreman

GROUP: FIRE

Effective: January 1, 2017 (Contract Negotiations in Progress)

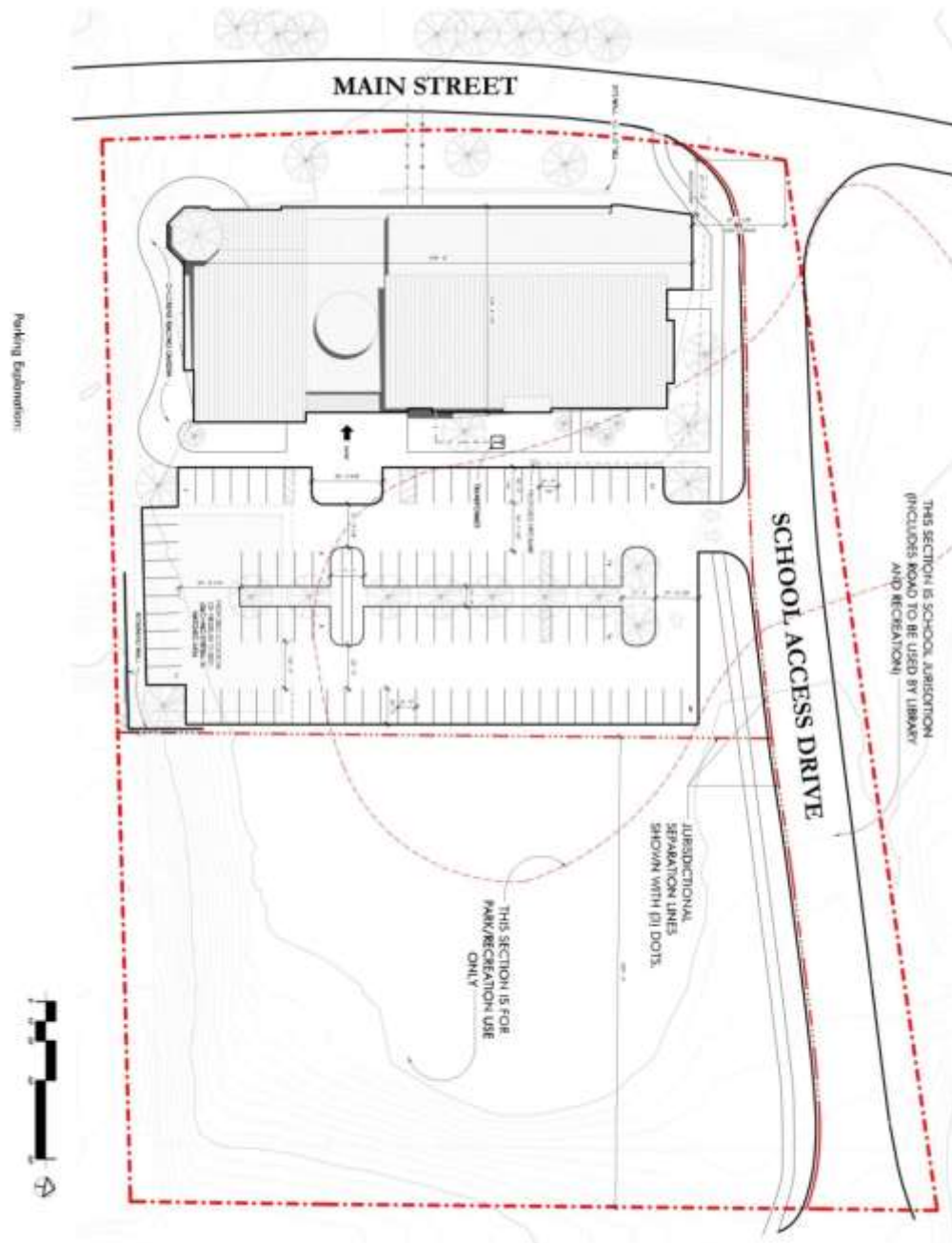
		Step 1	Step 2	Step 3	Step 4
Deputy	F-6E				83,507
Captain	F-5E	70,383	72,540	74,873	77,202
Lieutenant	F-4E	64,571	66,550	68,691	70,955
FF/Elec/Mech/Insp	F-3E	61,334	63,151	65,391	67,544
Firefighter/EMT	F-1E	55,862	57,664	59,532	61,463

GROUP: POLICE

Effective: July 1, 2016 (Contract Negotiations in Progress)

Title	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Patrolman	P-1	38,769	51,691	54,277	56,989	59,839	61,015
Sergeant	P-2	64,155	67,363	70,731	74,426		

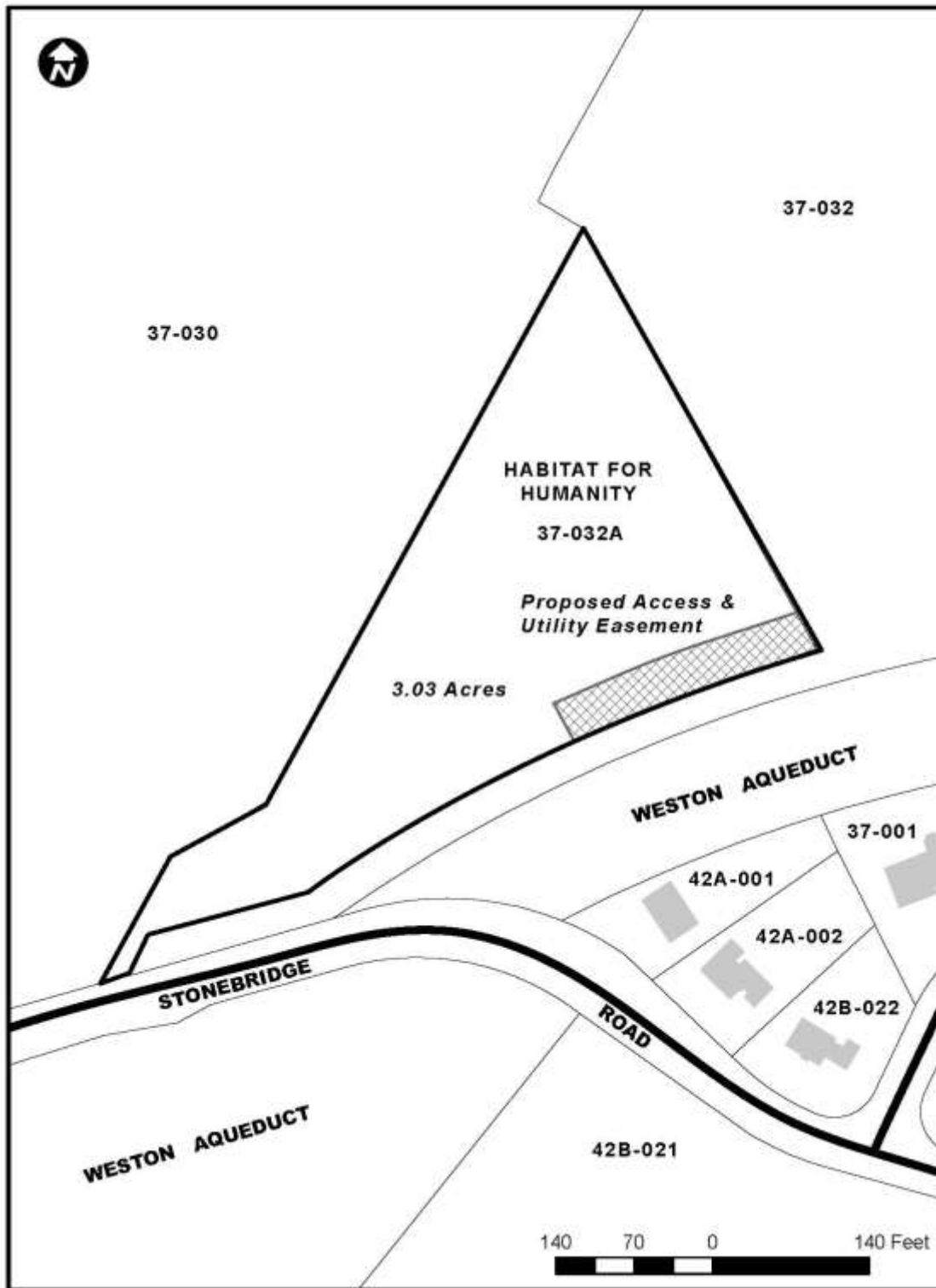
APPENDIX C: Article 11, Library Preliminary Design Sketches and Plans



PRELIMINARY DESIGN

The full set of preliminary design sketches and plans can be found online at http://www.wayland.ma.us/Pages/WaylandMA_Selectmen/LibraryDesignDrawings.pdf.

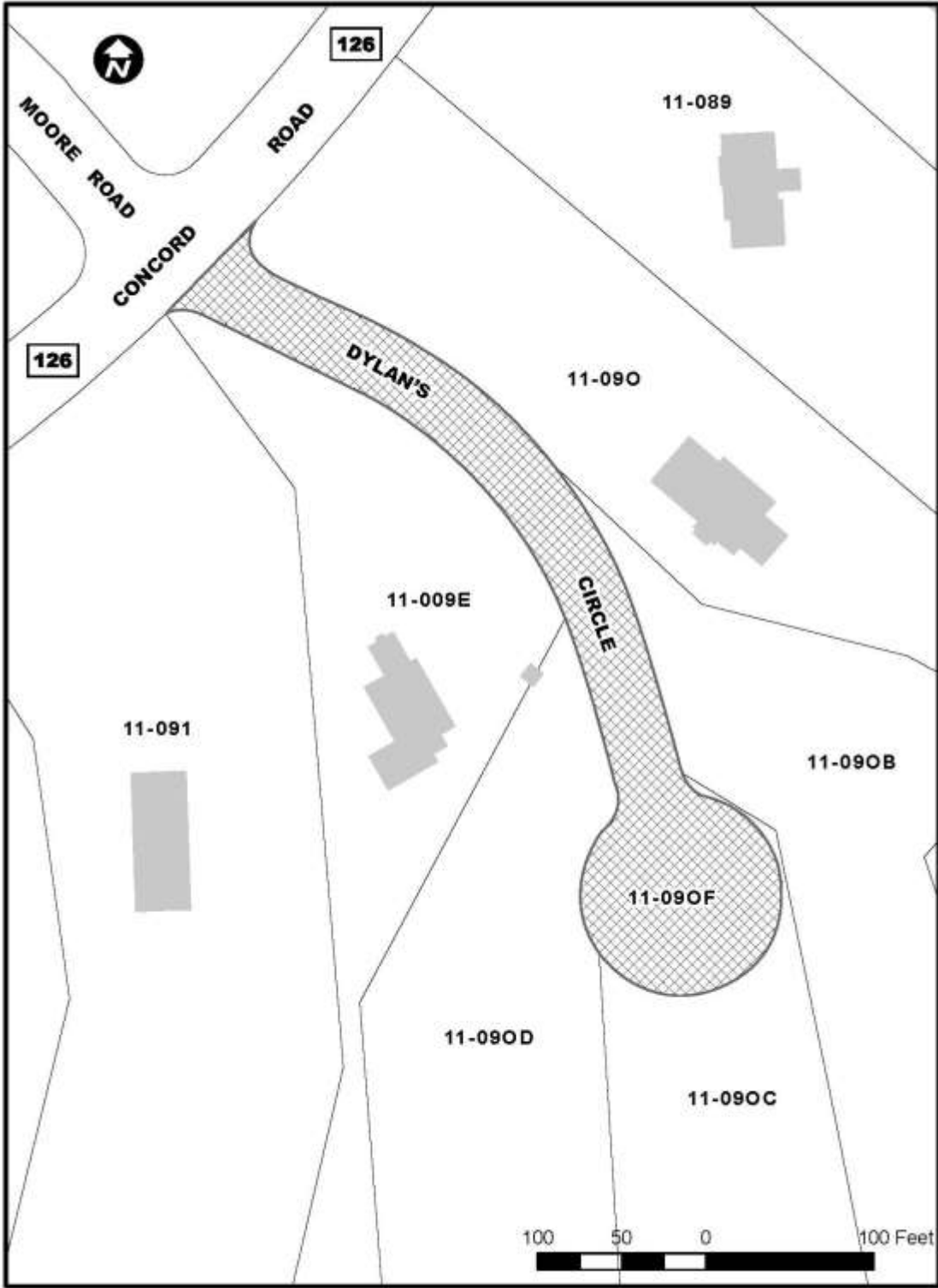
APPENDIX D: Article 12, 89 Stonebridge Road Easement



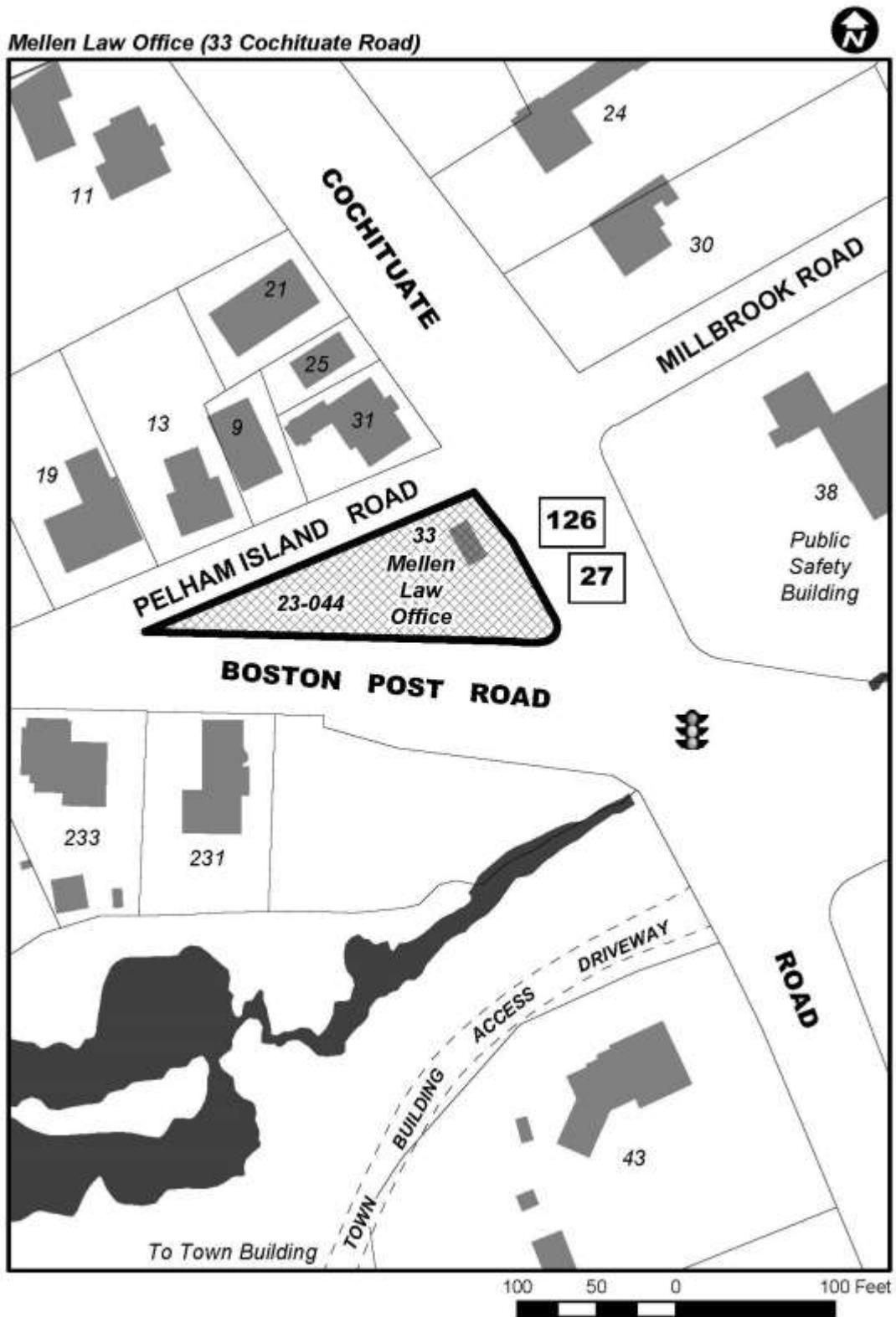
APPENDIX E: Article 13, Street Acceptance of Summer Lane



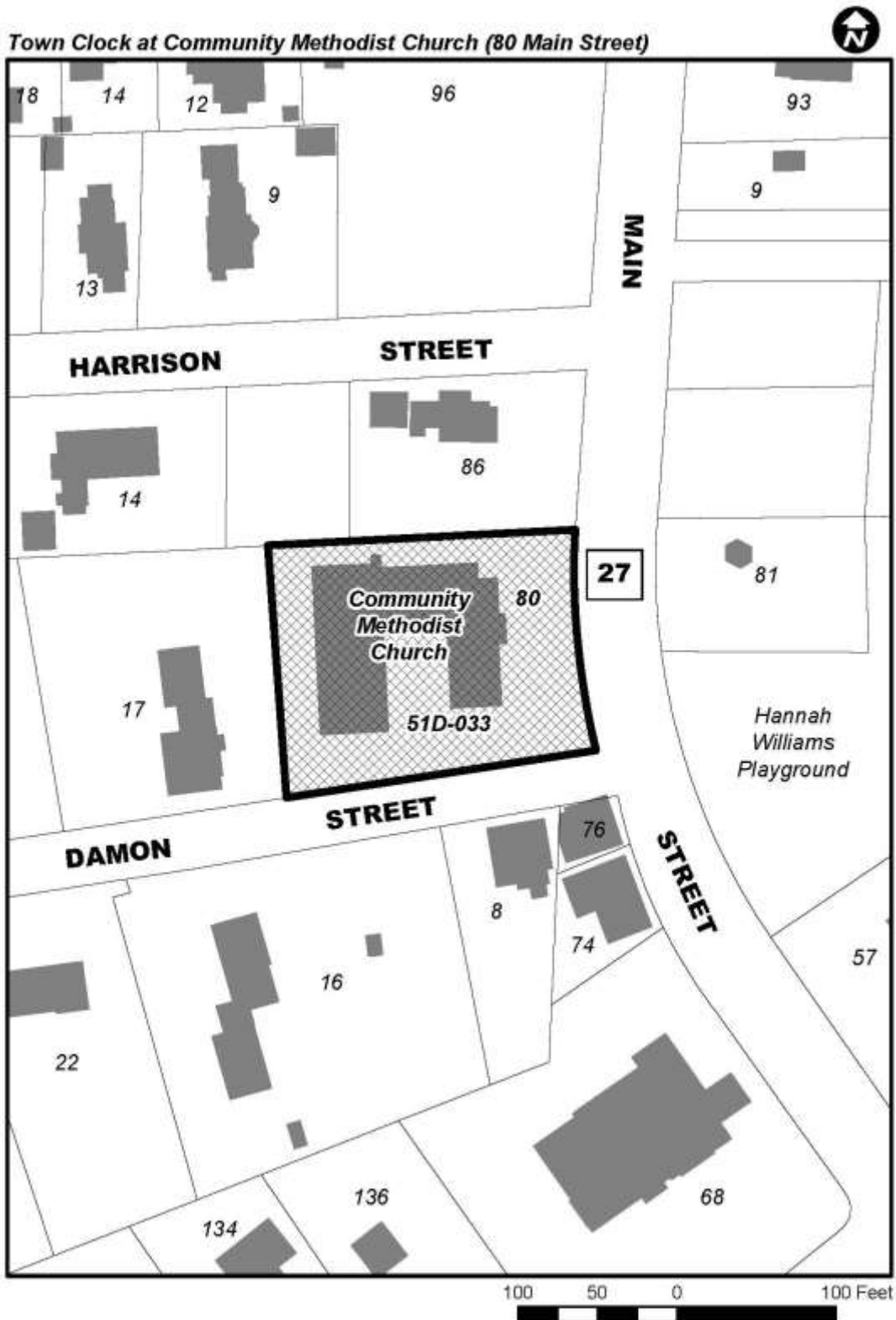
APPENDIX E: Article 13, Street Acceptance of Dylan Circle



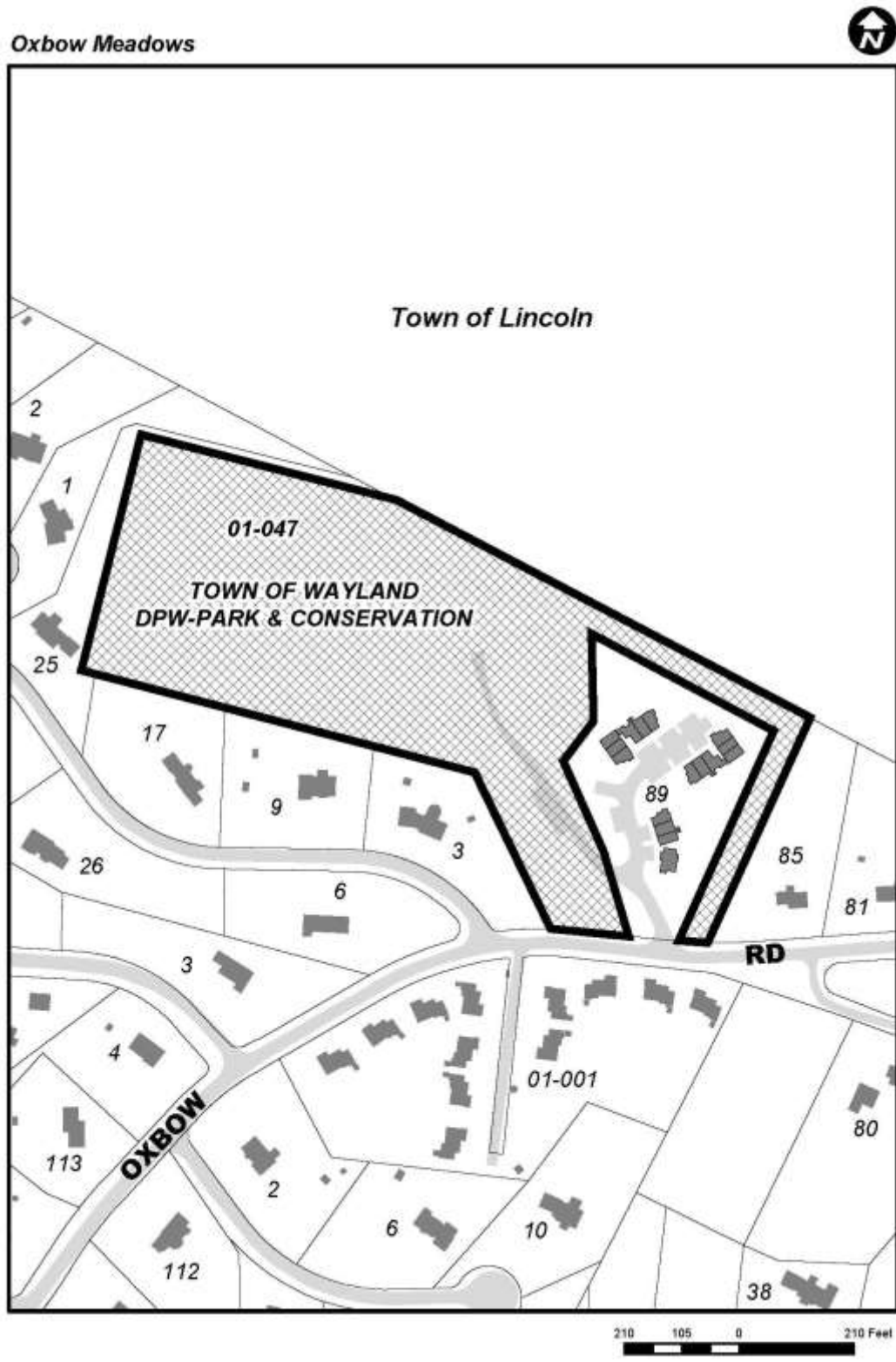
APPENDIX F: Article 17, Mellen Law Office



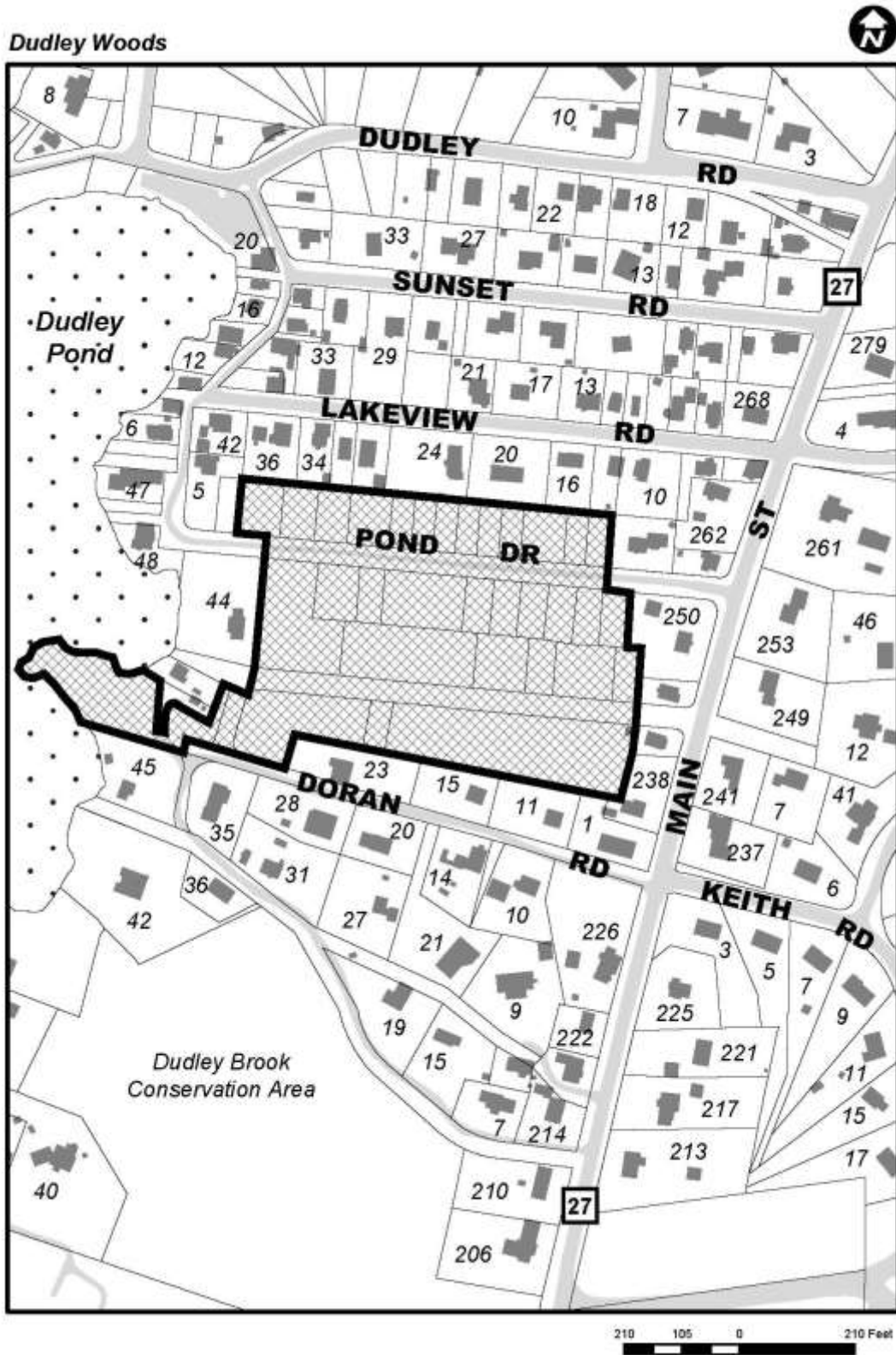
APPENDIX F: Article 17, Cochituate Town Clock



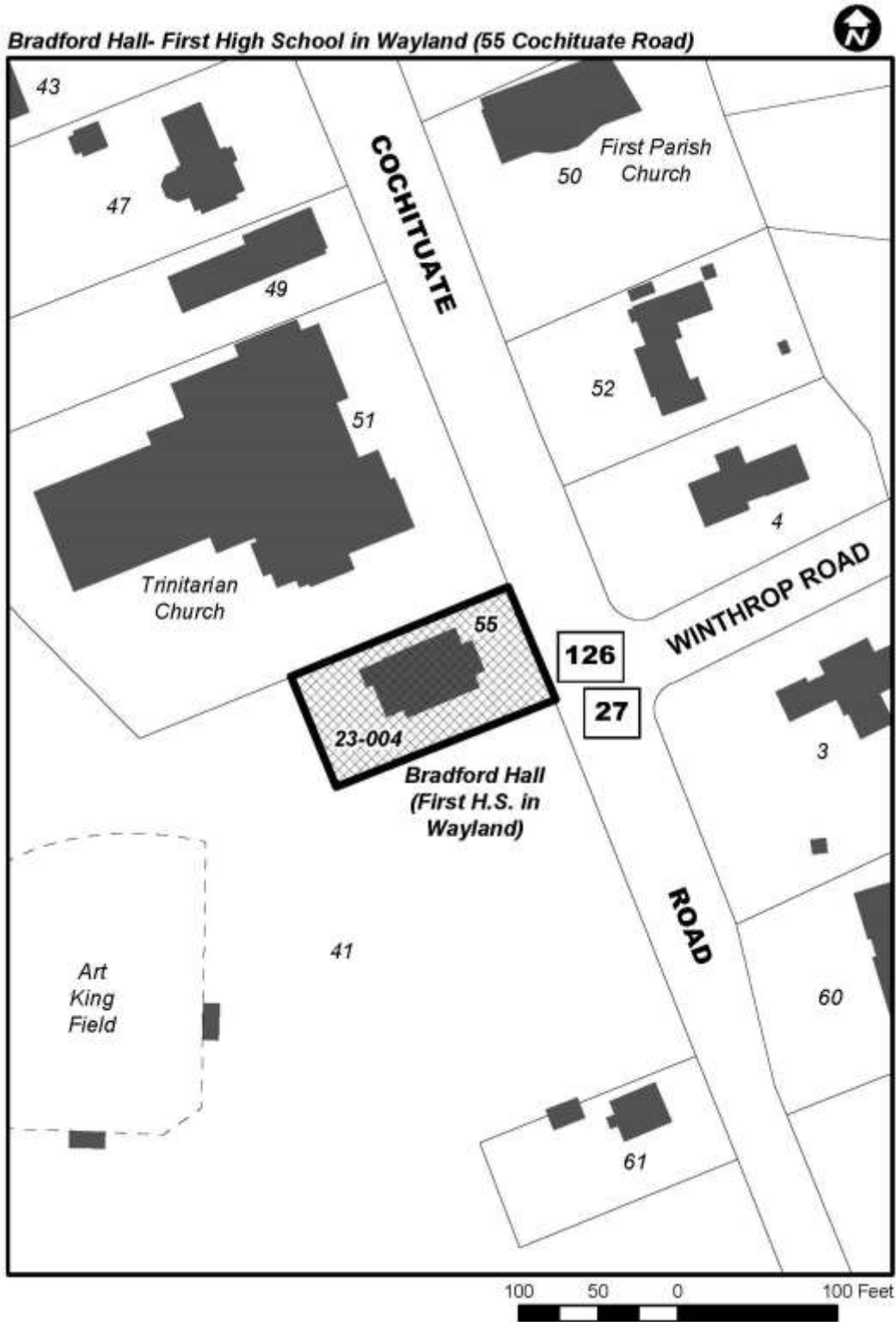
APPENDIX G: Article 19, Athletic Field at Oxbow Meadows



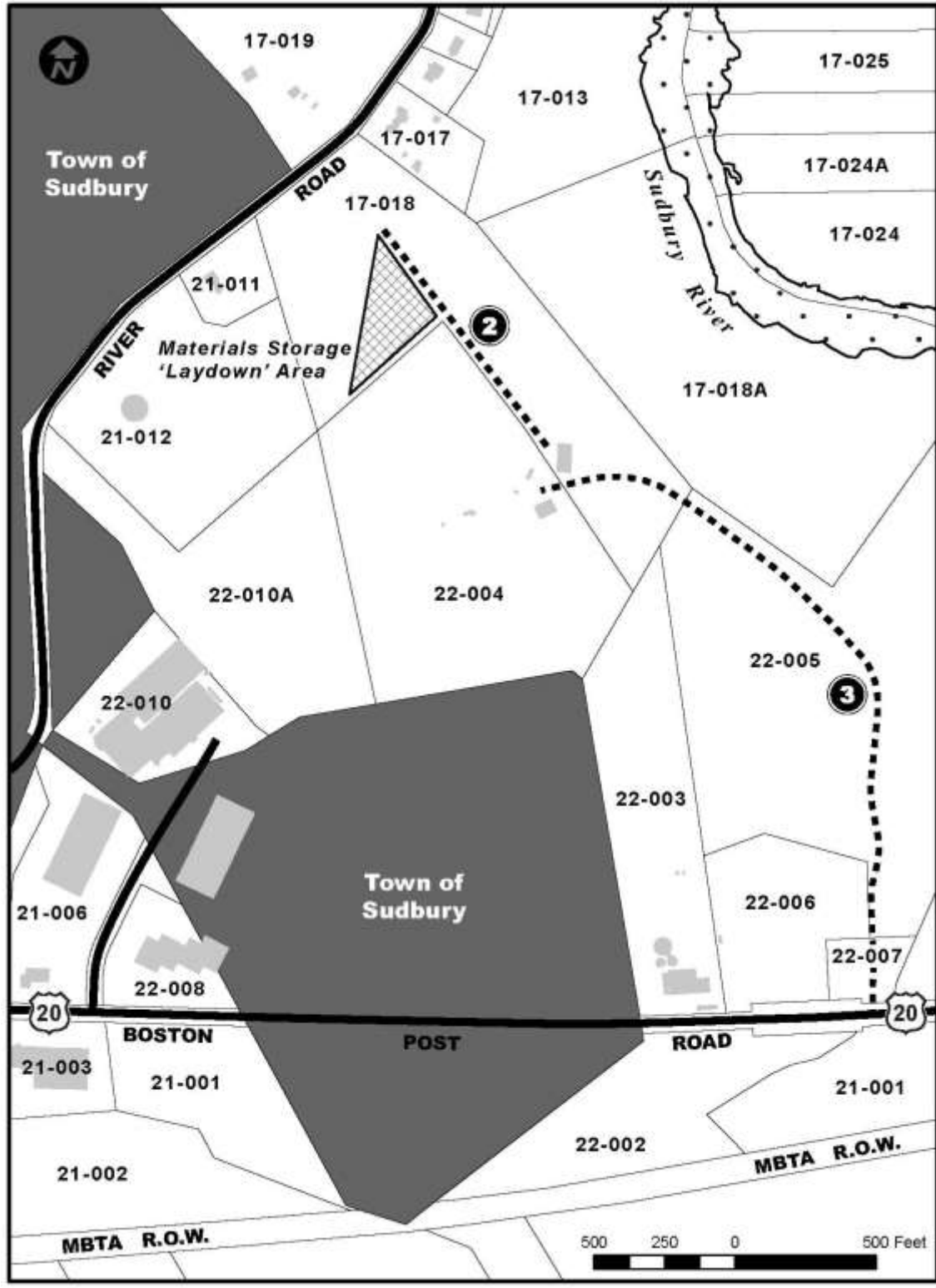
APPENDIX H: Article 20, ADA Trails and Signs at Dudley Woods



**APPENDIX I: Article 21 , First Wayland High School,
now known as Bradford Hall**



APPENDIX J: Article 22 , Transfer Station Access Road Improvements





You are required to serve this Warrant by posting copies thereof, attested by you, at the Town Building, at the Public Library in Wayland Center, at the Cochituate Fire Station or the Cochituate Post Office, and at the Happy Hollow School, and by mailing or delivering a copy thereof addressed to each residence in the Town fourteen (14) days, at least, before the time appointed for the Annual Town Meeting.

Hereof, fail not and deliver this Warrant with your return thereon to the Town Clerk on or before March 19, 2017.

Given under our hands and seals this 13th day of March, 2017.

Cherry C. Karlson, Chair

Lea T. Anderson, Vice Chair

Mary M. Antes

Louis M. Jurist

Joseph F. Nolan

Selectmen of the Town of Wayland

Dave Watkins, Chair

Carol Martin, Vice Chair

Gordon Cliff

Nancy Funkhouser

Jen Gorke

Klaus Shigley

George Uveges

Finance Committee of the Town of Wayland