

TOWN OF WAYLAND

WARRANT



2019 ANNUAL TOWN MEETING

Monday, April 29, 2019

7:00 P.M.

PLEASE NOTE:

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

WAYLAND HIGH SCHOOL FIELD HOUSE

DOORS OPEN AT 5:30 P.M.

ANNUAL TOWN ELECTION

Tuesday, April 23, 2019

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

**Town Building Gymnasium
Wayland Middle School Gymnasium**

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

www.wayland.ma.us

NOTICE

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

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

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

Name:	David Porter
Title:	Human Resources Assistant
Office Address:	41 Cochituate Road, Wayland MA 01778
Phone Number:	(508) 358-3622
Fax Number:	(508) 358-3627
TDD:	711
Days/Hours Available:	Monday, 8:00 a.m. to 7:00 p.m. Tuesday to Thursday, 8:00 a.m. to 4:00 p.m. Friday, 8:00 a.m. to 12:30 p.m.

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

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

Be Prepared

The Board of Selectmen anticipates above-average participation in the April 2019 Town Meeting. If you plan on attending Town Meeting, please be aware of the following:

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

If you have specific questions on the logistics or attendance on April 29 and 30, May 1 and 5 (if necessary), please email the Fire Chief, David Houghton, dhoughton@wayland.ma.us.

TOWN OF WAYLAND
2019 ANNUAL TOWN MEETING WARRANT
WITH REPORT OF THE FINANCE COMMITTEE

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ARTICLE 26, HEAR REPORTS, can be found online at www.wayland.ma.us on the Annual Town Meeting 2019 page

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 30	–	Tuesday	7:00 p.m.
May 1	–	Wednesday	7:00 p.m.
May 5	–	Sunday	1:00 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, April 22, 2019 at 7:30 P.M.** at the Town Building. You may also call the Town Administrator's office at (508) 358-3621 before Town Meeting.

NOTICE REGARDING MOTIONS

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

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

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

TOWN MEETING PROCEDURES

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

NO SMOKING NOTICE

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

QUANTUM OF VOTE

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

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

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

HOW TO VOTE ELECTRONICALLY

Annual Town Meeting, Wayland High School, Monday, April 29 at 7:00 pm

During the April 2018 Annual Town Meeting, Wayland’s citizens approved a resolution endorsing the use of wireless electronic voting for all sessions of all town meetings through fiscal year 2022. Instead of shouting out *Aye* or *No*, raising our hands, or standing to be counted, we’ll use electronic handsets to register our votes quickly, accurately, and privately during the upcoming Annual Town Meeting.

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



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 while the “voting light” is illuminated. To vote *No*, push your handset’s 2 button while the “voting

light” is illuminated. If you accidentally push the wrong button, you can change your vote by pushing the correct button while the “voting light” is illuminated. If you don’t want to participate in a particular vote, don’t push any buttons while the “voting light” is illuminated; if you don’t want to participate but accidentally push the 1 button or the 2 button, you can clear your unintentional vote by pushing the 3 button while the “voting light” is illuminated. When the 30 second interval is over, the “voting light” will be extinguished, and the Moderator will announce that the vote is complete; shortly thereafter, the Moderator will announce the results.

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

If you inadvertently turn your handset off by pushing the power button in its lower-right corner, its display will be blank; push the power button briefly to turn your handset back on. Pushing any of your handset’s other buttons during the voting interval will not change your vote, but for peace of mind, your handset will encourage you to *Re-Vote*; push the 1 button for *Yes* or the 2 button for *No*. If you temporarily leave your seat during the meeting, please keep your handset with you. If you’re visiting the restroom, you can leave your handset with the Exit Desk staff. When you leave the Field House or Auditorium – either during a session or at the close of a session – please place your handset in one of the bins at the Exit Desks. If you forget to turn in your handset, we’ll give you a call the next day and ask you to return it.



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

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

ELVIS: Wayland’s Electronic Voting Implementation Subcommittee

REPORT OF THE FINANCE COMMITTEE

REPORT OF THE FINANCE COMMITTEE

Introduction

Town Code instructs the Finance Committee to prepare and submit to Annual Town Meeting (ATM) the Omnibus operating budget and a 5-year capital plan. On the next several pages, the Finance Committee presents its Report to the 2019 Annual Town Meeting which contains its recommended FY20 Omnibus Budget and capital plan recommendations.

To fulfill its responsibility, the Finance Committee strives to balance the goals, desires and limitations of a broad spectrum of residents in Wayland. Some residents demand more and better services from town government while others struggle with property tax obligations and other fees the Town imposes. The Town and its various committees try to balance the demand for services against the cost of delivering those services. They seek to gain efficiencies, cost savings and benefit from innovations in town operations, budgeting and finances.

For FY20 the Finance Committee is recommending an Operating Budget of \$82.7 million which is a 3.45% increase over FY19, a Water Enterprise budget of \$4 million and a Wastewater budget of \$ 0.8 million. An additional \$1.6 million is recommended to fund cash capital (\$0.6 million), Other Post-Employment Benefits (\$0.5 million), overlay (\$0.3 million) and state assessments (\$0.2 million) for a total requirement of \$89.0 million which is a 3.13% increase.

The estimated funding to support this budget will include property taxes of \$71.1 million, state aid of \$6.3 million, local receipts of \$5.0 million and a combined \$4.8 million from the Water and Wastewater Enterprise funds. In addition to the \$580,000 of cash capital, \$2.6 million of additional capital spending is proposed to be funded by a \$1.5 million transfer from free cash, \$620,000 from borrowings, \$284,000 from surplus bond proceeds from close outs, \$140,000 from ambulance receipts, and \$50,000 from water retained earnings.

Table 1 provides year over year comparison, dollars in millions except for the tax rate:

<u>Table 1</u>						
		<u>FY19</u>		<u>FY20</u>	<u>\$ Difference</u>	<u>% Change</u>
Operating Budget	\$	79.9	\$	82.7	\$ 2.8	3.45%
Total Requirements	\$	86.3	\$	89.0	\$ 2.7	3.54%
Taxation	\$	68.9	\$	71.1	\$ 2.2	3.19%
State Aid	\$	5.7	\$	6.3	\$ 0.6	10.44%
Local Receipts	\$	4.9	\$	5.0	\$ 0.1	2.04%
Estimated Tax Rate	\$	18.28	\$	18.39	\$ 0.11	0.60%

The estimated tax rate is based on the assumptions that the Town's assessed property valuation increases by 2.5% (FY20 - \$3.9 billion vs. FY19 - \$3.8 billion) and has new growth of approximately \$436,000. The FY20 estimated tax rate is \$18.39 per thousand vs. the current \$18.28 per thousand rate. The average residential real estate tax bill for a home valued at \$750,000 in FY20 (that is, currently assessed at \$732,000) will increase by approximately \$400 from the current \$13,400 to \$13,800 in FY20. Also, any money articles approved at a Special Town Meeting that are funded by FY20 taxation will increase FY20 taxes.

Budget Process

The budget process kicked off in September with a Financial Summit at which the Town and School presented their committed costs, expected budget drivers and forecasted a \$2.9 million year-over-year operating budget increase. The Finance Committee along with the Town Administrator and Finance Director reviewed the presentation to develop the FY20 Budget Guideline which allowed for a maximum year-over-year operating budget increase of \$2.6 million. In addition, it was estimated \$300,000 would be needed to fund an Employee Health Mitigation obligation.

During the guideline discussions, The Finance Committee expressed concern that operating budgets in recent years had trended higher and efforts needed to be made to develop budgets with year-over-year increases that are closer to 3.1%. The 3.45% year-over-year operating budget increase for FY20 is 0.19% less than the FY19 budget year-over-year increase which was 3.64%.

The FY20 operating budgets submitted in December were within the guideline range. No budget cuts were requested. In January, to ensure adequate funding, the Town increased Employee Mitigation budget from \$300,000 to \$340,000. In February, the Finance Committee voted to recommend an operating budget increase of \$2,757,000 or 3.45%.

Budget Pressures

In putting together the FY20 budget, both the Town and the School Department submitted a list of additional budget requests totaling \$797,000. In addition to the needs identified by the individual departments, the Finance Committee notes Omnibus budgets for FY21 and beyond also face the following pressures:

- Wage and salary pressure
- Escalating health, pension and Other Post Employment Benefits costs
- Complying with new Federal Stormwater regulations
- Other legal and regulatory compliance surrounding public documents
- Increasing cost to maintain the Town's infrastructure
- Replacing borrowing with a pay-as-you-go funding strategy for maintenance and recurring capital
- Increasing operating costs
- Increasing Snow and Ice Budget to reflect current expense levels
- Maintaining unrestricted Fund Balance and debt and debt service levels to maintain Moody's Aaa bond rating

The Town's bond rating, which is currently Aaa with a negative outlook, continues to be of concern. The negative outlook reflects Moody's concern regarding the Town's indebtedness, Fund Balance, capability to fund future requirements, and limited new growth. The Finance Committee recommends that a mechanism be implemented to ensure a minimum 20% fund balance is maintained. Because of

the negative outlook, Moody's has stated it intends to review the Town's bond rating and issue an updated rating later this spring.

Proposition 2 ½

Proposition 2 ½ limits the amount of annual property tax increase in a given year unless there is an override vote. The limits include:

- **Levy Ceiling:** The maximum tax a Town can collect each year cannot exceed 2.5% of total value of all property in town.
- **Levy Limit:** The amount of taxes to be raised may not exceed the Levy Limit. The Levy Limit for the current fiscal year equals the prior year Levy Limit and any operating overrides increased by 2 ½% plus new growth. Operating overrides are added permanently to the Levy Limit. In no case may the Levy Limit exceed the Levy Ceiling.
- **Max Levy Limit:** Levy limit plus the current value of Excluded Debt Service. The additional amount of the payment of the capital projects assessed as a debt exclusion is added to the Levy Limit and the Levy Ceiling for the life of the debt only.

The maximum levy limit for FY19 was \$75 million compared to the Town's tax revenue of \$69 million, providing \$6 million of unused levy capacity. The proposed FY20 budget is forecasted to maintain that level of unused levy capacity.

FY20 Recommended Operating Budget

Table 2 presents the proposed budgets for Town departments, the Schools and Unclassified totaling \$82,652,000.

<u>Table 2</u>						
		FY18	FY19	FY20	<u>FY19 vs. FY20</u>	
Expense trends		<u>Actual</u>	<u>Approved</u>	<u>Proposed</u>	<u>\$</u>	<u>%</u>
(\$ in 000's)						
Town:						
Payroll	\$	11,592	\$ 13,014	\$ 13,413	\$ 399	3.07%
Spending	\$	<u>4,666</u>	\$ <u>4,810</u>	\$ <u>4,938</u>	\$ <u>128</u>	2.66%
	\$	16,258	\$ 17,824	\$ 18,351	\$ 527	2.96%
School:						
Payroll	\$	32,336	\$ 33,693	\$ 34,838	\$ 1,145	3.40%
Spending	\$	<u>6,792</u>	\$ <u>6,831</u>	\$ <u>7,082</u>	\$ <u>251</u>	3.67%
	\$	39,128	\$ 40,524	\$ 41,920	\$ 1,396	3.44%
Unclassified:						
Debt Service	\$	7,557	\$ 7,201	\$ 6,815	\$ (386)	-5.36%
Retirement	\$	4,362	\$ 4,649	\$ 4,863	\$ 214	4.60%
Health Insurance	\$	7,135	\$ 7,523	\$ 7,957	\$ 434	5.77%
General Insurance	\$	651	\$ 686	\$ 686	\$ -	
Reserve Fund	\$	-	\$ 250	\$ 250	\$ -	
Stormwater	\$	-	\$ -	\$ 210	\$ 210	
Employee healthcare	\$	-		\$ 340	\$ 340	
Other	\$	<u>1,174</u>	\$ <u>1,238</u>	\$ <u>1,260</u>	\$ <u>22</u>	1.78%
	\$	20,879	\$ 21,547	\$ 22,381	\$ 834	3.87%
Total	\$	<u>76,265</u>	\$ <u>79,895</u>	\$ <u>82,652</u>	\$ <u>2,757</u>	3.45%
FY19 vs. FY18:						
\$ change			\$ 3,630			
% change			4.76%			

By function, the FY20 operating budget breakdown appears in Table 3:

Table 3

Expense Summary of General Fund by Function (000's)

Thousands of Dollars	FY2018		FY2019		FY2020		FY19 vs. FY20	
	<u>Actual</u>		<u>Approved</u>		<u>Proposed</u>		<u>\$</u>	<u>%</u>
General Government	\$	3,922	\$	4,141	\$	4,370	\$ 229	5.53%
Public Safety	\$	5,919	\$	6,440	\$	6,900	\$ 460	7.14%
Land and Planning Use	\$	773	\$	689	\$	705	\$ 17	2.41%
Schools	\$	39,126	\$	40,524	\$	41,920	\$ 1,396	3.44%
Regional Vocational Schools	\$	162	\$	199	\$	230	\$ 31	15.32%
Public Works	\$	2,433	\$	3,178	\$	3,060	\$ (118)	-3.72%
Snow Removal	\$	730	\$	450	\$	500	\$ 50	11.11%
Human Services	\$	2,480	\$	2,792	\$	2,820	\$ 28	1.00%
Debt and Interest	\$	7,558	\$	7,201	\$	6,815	\$ (387)	-5.37%
Retirement	\$	4,362	\$	4,649	\$	4,863	\$ 214	4.60%
Unclassified	\$	8,799	\$	9,632	\$	10,470	\$ 838	8.70%
TOTAL - GENERAL FUND	\$	76,265	\$	79,895	\$	82,652	\$ 2,757	3.45%
FY19 vs. FY18								
\$ change				\$	3,630			
% change					4.76%			

Revenue Sources

The projected FY20 revenue forecast is outlined in Table 4:

Table 4

Summary of General Fund Revenues

Thousands of Dollars	Actual		Approved		Proposed		FY 19 vs. FY 20	
	<u>FY2018</u>		<u>FY2019</u>		<u>FY2020</u>		<u>\$</u>	<u>%</u>
Property Tax Revenue	\$	64,349	\$	67,649	\$	69,487	\$ 1,838	2.72%
State Aid	\$	5,254	\$	5,404	\$	6,295	\$ 891	16.49%
Local Receipts	\$	5,312	\$	4,900	\$	5,000	\$ 100	2.04%
Transfers from Funds	\$	1,203	\$	1,227	\$	1,164	\$ (63)	-5.14%
Ambulance Receipts	\$	615	\$	635	\$	630	\$ (5)	-0.72%
Free Cash	\$	1,467	\$	-	\$	-	\$ -	
Overlay Surplus	\$	500	\$	-	\$	-	\$ -	
Bond Premium	\$	85	\$	80	\$	75	\$ (5)	-5.84%
Total Revenue	\$	78,785	\$	79,895	\$	82,652	\$ 2,757	3.45%
FY19 vs. FY18								
\$ change				\$	1,110			
% change					1.41%			

The totals for FY18 in Table 3 and Table 4 are different because both are actuals and reflect budget to actual differences in revenue and expense. In addition, Table 4 includes funding for unappropriated expenses and other expenses outside of the general fund such as transfers from other funds.

The funding requirements and related revenue sources are reflected in Table 5:

<u>Table 5</u>						
Funding Requirements and Sources						
(Dollars in thousands)						
	Actual	Approved	Proposed	FY 19 vs. FY 20		
	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>\$</u>	<u>%</u>	
General Fund Budget	\$ 76,265	\$ 79,895	\$ 82,652	\$ 2,757	3.45%	
Water Enterprise	\$ 3,942	\$ 4,019	\$ 3,997	\$ (22)	-0.55%	
Wastewater Enterprise	\$ 699	\$ 795	\$ 788	\$ (7)	-0.88%	
Omnibus Budget	\$ 80,906	\$ 84,709	\$ 87,437	\$ 2,728	3.22%	
Overlay	\$ 500	\$ 266	\$ 250	\$ (16)	-6.02%	
State Assessment	\$ 197	\$ 223	\$ 223	\$ -	0.00%	
Cherry Sheet offset	\$ 17	\$ 18	\$ 18	\$ -	0.00%	
Cash Capital	\$ 347	\$ 600	\$ 580	\$ (20)	-3.33%	
OBEB	\$ 492	\$ 493	\$ 500	\$ 7	1.42%	
Total Requirements	\$ 82,459	\$ 86,309	\$ 89,008	\$ 2,699	3.13%	
FY19 vs. FY18:						
\$ change	\$ 3,850					
% Change	4.67%					
Funding is as follows:						
Taxation	\$ 64,349	\$ 68,936	\$ 71,058	\$ 2,122	3.08%	
State Aid	\$ 5,254	\$ 5,718	\$ 6,295	\$ 577	10.09%	
Local Reciepts	\$ 5,312	\$ 4,900	\$ 5,000	\$ 100	2.04%	
Ambulance Fund	\$ 615	\$ 636	\$ 630	\$ (6)	-0.94%	
Water Enterprise Revenue	\$ 3,732	\$ 4,019	\$ 3,997	\$ (22)	-0.55%	
Wastewater revenue	\$ 740	\$ 795	\$ 728	\$ (67)	-8.43%	
Other	\$ 3,255	\$ 1,305	\$ 1,300	\$ (5)	-0.38%	
Total Revenue	\$ 83,257	\$ 86,309	\$ 89,008	\$ 2,699	3.13%	
FY19 vs. FY18:						
\$ change	\$ 3,052					
% Change	3.67%					

Summary of the Capital Improvement Plan

This year, Town Boards and departments submitted \$25.7 million in capital requests; \$11.5 million of this total represents the High School Athletic Renovations and Loker Field projects which will be considered via Town Meeting articles. Of the \$14.2 million balance, projects totaling \$9 million were deferred to FY21 and FY22. The balance of the capital requests were reviewed by the Finance Committee.

In developing its recommended capital plan, the Committee started with a review of capital appropriations from prior years that have not been completed.

As noted in Table 6 as of January 2019, \$9.5 million of Town and School capital projects have been approved in prior years but not been completed.

<u>Table 6</u>		
Dollars in thousands		
	<u>Project</u>	<u>Capital</u>
TOWN		
	Fire Station #2 Renovation	\$ 1,800
	Town Building Interior Renovations	\$ 1,575
	Transfer Station Access Road	\$ 1,412
	COA Study	\$ 552
	Town Building Renovations	\$ 515
	Rivers Edge Due Diligence	\$ 480
	Road Construction	\$ 455
	Old DPW Building Demo	\$ 327
	Light Trucks	\$ 285
	New DPW Building	\$ 204
	Five Conservation Projects	\$ 187
	Concord Rd Culvert	\$ 150
	Rt 20 South Laydown	\$ 143
	MUNIS Revenue Module	\$ 136
	Other	\$ 142
	Subtotal	\$ 8,363
SCHOOL		
	Middle School Network Wiring	\$ 386
	High School Wastewater Plant	\$ 285
	Tile Projects	\$ 115
	Food Service Equipment	\$ 114
	High School Design / Planning	\$ 79
	Middle School Phone System	\$ 77
	Other	\$ 37
	Subtotal	\$ 1,093
	Total	\$ 9,456

The Committee also reviewed both financial resources and staff availability to complete projects in a timely manner. For FY20 the Finance Committee recommends a \$3.2 million capital budget.

Table 7 presents a recap of the FY20 capital budget and associated funding sources.

<u>Table 7</u>		
FY20 CAPITAL BUDGET		
(In thousands)		
DPW	\$	1,030
Fire	\$	76
Information Technology	\$	40
JCC Department	\$	64
School	\$	1,283
DPW Water Enterprise Fund	\$	670
TOTAL	\$	<u>3,163</u>
FUNDING SOURCES		
Borrow (Non-Exempt)	\$	620
Cash Capital		580
Free Cash		1,489
Ambulance Fund		140
Surplus Bond Proceeds From Close Outs		284
Water Capital		50
TOTAL	\$	<u>3,163</u>

Finance Committee Capital Funding Strategy

The Finance Committee has adopted two metrics to measure debt levels that help maintain the Town's current Moody's Aaa bond rating:

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

Table 8 forecasts the debt and debt service against these metrics as of and for the year ending June 30, 2020.

Table 8

(Dollars in thousands)

Metric 1 - Debt service should generally be less than 10% of general fund expenditures:

FY 20 forecasted debt service	\$	6,815
FY 20 forecasted general fund expenditures	\$	82,652
Debt service as a % of general fund expenditures		8.25%

Metric 2- Debt level should generally be less than 100% of annual general fund revenue

FY 20 general fund revenue	\$	82,652	
		<u>Debt Level</u>	<u>% of General Fund Revenue</u>
Forecasted debt level of existing debt as of 6/30/2020	\$	47,491	57.5%
Previously authorized but unissued debt		6,882	8.3%
High School and Loker field projects		<u>10,675</u>	12.9%
Debt level as a % of annual general fund revenue	\$	<u>65,048</u>	78.7%

In comparison, the actual metrics as of June 30, 2018 are 9.91% debt service as a percent of general fund expenditures and 72.1% debt level as a percent of FY18 general fund revenue. The metrics between FY18 and FY20 reflect the debt service savings from the capital programs that have been authorized but not completed as detailed in Table 6.

The metrics were developed with the assumption that debt would have an average interest rate of 4.0% and a term of 10 years. Shorter maturity schedules or higher rates would increase the debt service levels. At present, representative 20-year Aaa municipal bond rates are about 3.50%, and representative Aa municipal bond rates are about 0.2% higher. A modeling rate of 4% is used for conservatism of future borrowing rates and to provide a premium to fund issuance cost.

The Finance Committee recommends that 10% of general fund expenditures be the cap for debt service expense. The Committee believes that exceptions can be made for one-time large expenditures. The Town can decide to exceed either of these benchmarks, but should understand the potential financial impact of exceeding these benchmarks. For example, the higher the debt service in each year, the higher the tax rate to fund that debt service. A downgrade in the Moody's rating would result in higher debt service costs.

In addition, the proposed High School athletic complex and a turf field at Loker Recreation complex include significant additional capital expense.

The proposals and debt service for these projects as modeled by the Town's financial advisor are shown in Table 9.

<u>Table 9</u>				
		<u>High School Field Project</u>	<u>Loker Field Project</u>	<u>Total</u>
(In thousands)				
Capital Request	\$	7,775	\$ 3,750	\$ 11,525
Term of Borrowing		20 years	20 years	
Assumed Interest Rate		4%	4%	
Forecasted debt service:				
FY20	\$	166	\$ 80	\$ 246
FY21	\$	701	\$ 340	\$ 1,041
FY22	\$	685	\$ 332	\$ 1,017
FY23	\$	670	\$ 325	\$ 995

The borrowing levels used in Table 9 by the Town's financial advisor do not reflect proposed alternate funding sources of \$675,000 for the High School field project and \$150,000 for Loker Field project and have a \$25,000 higher project cost for the High School. The borrowings are proposed to be excluded debt.

The Finance Committee is concerned about the amount of debt, debt service and tax impact these projects will have on the budget. In addition, a 20 year financing term for these two projects is concerning, because a portion of the projects (e.g. the turf fields at approximately \$1 million each) have a 10 year useful life and would be scheduled for replacement in 10 years. The estimated impact of a 10 year life vs. 20 years financing term for the turf field portion of the projects is \$100,000 higher principal portion of debt service in year 1 to 10.

Assuming that the alternative funding sources are approved at Annual Town Meeting, the reduction in borrowings and related debt service would be substantially offset by the resulting higher debt service of a 10 year loan vs. 20 years in year 1 to 10 for the turf portion of the articles. However, the principal amount of debt service in years 11 to 20 will be increased by \$200,000 assuming the Town elected to replace the artificial turf in year 11.

Summary of the 5 Year Capital Improvement Program (CIP)

The Finance Committee is charged with preparing and presenting to the Annual Town Meeting a five-year capital improvement program for the Town, which includes the construction and reconstruction of capital assets (such as municipal buildings, recreational facilities, roads and transfer station) and acquisition of land, equipment and vehicles and other personal property. The Finance Committee is also instructed to make recommendations to the appropriate authorities proposing such improvements.

Currently, each year Town departments and the Schools are asked to update their capital plan and outline their anticipated capital needs. While the town will likely choose not to do all these projects in the time forecasted, it is important to understand the nature and size of potential capital projects and the impact these projects can have on the Town's tax rate and Moody's bond rating. Please note, the

Town may be asked to consider \$69 million in new capital projects for Town and Schools and an additional \$7 million of capital projects for the Water Department over the next five year period as shown in Table 10.

TOWN OF WAYLAND CIP SUMMARY						
SUMMARY BY DEPARTMENT (In thousands)						
	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Year 1-5 Totals</u>
GENERAL FUND:						
Information Technology	\$ 40	\$ 95	\$ -	\$ -	\$ -	\$ 135
Facilities	\$ -	\$ 11,771	\$ 360	\$ 220	\$ 29,750	\$ 42,101
Police	\$ -	\$ -	\$ 60	\$ -	\$ -	\$ 60
JCC	\$ 64	\$ -	\$ -	\$ -	\$ -	\$ 64
Fire	\$ 76	\$ 140	\$ 325	\$ 25	\$ 150	\$ 716
DPW	\$ 1,030	\$ 2,780	\$ 2,712	\$ 1,712	\$ 1,810	\$ 10,044
Recreation	\$ -	\$ 380	\$ 2,314	\$ 1,090	\$ 575	\$ 4,359
Sub-total	\$ 1,210	\$ 15,166	\$ 5,771	\$ 3,047	\$ 32,285	\$ 57,479
SCHOOL:	\$ 1,283	\$ 6,852	\$ 1,934	\$ 1,330	\$ 914	\$ 12,313
Total General Fund	\$ 2,493	\$ 22,018	\$ 7,705	\$ 4,377	\$ 33,199	\$ 69,792
ENTERPRISE FUNDS						
Water Fund	\$ 670	\$ 370	\$ 3,640	\$ -	\$ 1,960	\$ 6,640
GRAND TOTAL	\$ 3,163	\$ 22,388	\$ 11,345	\$ 4,377	\$ 35,159	\$ 76,432

Outlook

Although this report focuses on the FY20 budget, decisions made this year will significantly impact the Omnibus budgets for the next decade or two. Looking forward to years FY21 and beyond, the Committee wishes to note:

Run Rate: The 3.45% increase in the FY20 budget benefits from a \$386,000 decrease in debt service. Expenses other than debt service and Employee Mitigation are increasing by 3.8% or \$2,804,000 to \$75.5 million which will be the starting point for the FY21 budget. Budget drivers in FY20 and FY21 include increased costs for Health, Pension and Stormwater. The FY21 budget may also have an increase in debt service from the field projects, if approved at ATM, and authorized but uncompleted projects listed in Table 6 that have not been funded.

In FY21, if expenses other than debt service increase by 3.5% and debt service increases by \$800,000 for the field projects, the Town is facing a 4.2% tax increase before any other spending changes.

Taxpayer Impact: Going forward the Finance Committee will want to consider changes in federal income tax deductions and those impacts on Wayland's residents. An additional consideration is the impact of higher taxes on an increasing portion of the Town's fixed income seniors who may be house rich but have limited cash flow.

Resource Based Capital Plan: Historically, the Finance Committee has recommended a capital budget in the \$3-\$5 million range. For the past few years, the total dollar amount of requests received has been well in excess of that range. Notwithstanding large projects that will be funded by separate debt exclusion if approved at the ballot, what is occurring is twofold: Projects are being deferred due to a lack of resources to complete those projects that have been appropriated in the fiscal year of approval. Currently there are approximately \$9.5 million of approved yet uncompleted capital projects. The Finance Committee endorses a resource based five year capital plan.

Debt Service: Due to project deferrals and debt pay down, FY20 debt service is reduced by \$386,000. If both field projects are approved at ATM, the debt service for those projects will be approximately \$1 million/year beginning in FY21. In addition, the projected FY21 debt service will include Fire Station II, Town Building and other projects that have not yet been funded. Once funded, that debt service will also be included in the tax rate.

Debt Exclusion: The Finance Committee recommends capital projects with a minimum value of \$1million be financed with debt exclusion. Every project funded by debt exclusion is a surcharge added to tax bills for the life of that project. In addition to those being considered for FY20, currently there are potentially six FY21 capital requests that meet this criterion, two in FY22 and one in FY24.

Summary

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

- Manage Omnibus Budget decisions strategically
- Maintain Moody's Aaa rating
- Prioritize and schedule capital expenditures recognizing the impact on the taxpayer
- Rationalize the term of borrowings vs. the life of the projects and future capital requirements
- Pursue productive hiring practices
- Seek out opportunities for raising revenue other than taxation
- Establish mechanism to maintain adequate Fund Balance

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 interested residents who provided timely advice and comments on how to make the budget and our budget processes better.

Respectfully submitted,

WAYLAND FINANCE COMMITTEE

Carol Martin (Chair)
Steve Correia (Vice Chair)
Jen Gorke

Kelly Lappin
Klaus Shigley
George Uveges
Dave Watkins

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, APRIL 23, 2019, 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, one associate member of the Planning Board, and one member of the Housing Authority for five years.

One member of the Planning Board for one year (to complete term).

Two Library Trustees for three years; two members of the Board of Public Works for three years; two members of the Recreation Commission for three years; one member of the Commission of Trust Funds for three years; one member of the Board of Health for three years; one member of the Board of Assessors for three years; one member of the School Committee for three years; one member of the Board of Selectmen for three years; and one Town Clerk for three years.

As well as such other Town Officers as may be necessary and to vote "Yes" or "No" upon the following questions:

QUESTION 1: Shall the Town of Wayland adopt the following Zoning Bylaw?

Town Counsel Summary: Massachusetts General Laws, Chapter 94G, Section 3, allows a town, through adoption of a bylaw, to prohibit all or certain types of adult use (recreational) marijuana establishments from operating in that town. In a town such as Wayland that voted "yes" on Question 4 at the November 8, 2016 State Election in favor of the legalization, regulation and taxation of marijuana, a ballot question is also required to implement such a prohibition. The Zoning Bylaw amendment set forth below, which was approved at the November 13, 2018 Special Town Meeting, would prohibit "Marijuana Establishments" as that term is defined in G.L. c.94G, § 1 and 935 CMR 500.00. A "yes" vote on this Ballot Question would be in favor of adopting the below Zoning Bylaw to prohibit all types of adult use marijuana establishments in the Town. A "no" vote would be opposed to adopting the prohibitory Zoning Bylaw.

ARTICLE 8 DIMENSION AND USE TABLES

§198-803 Classification of Principal Uses 803.5 Prohibited Uses 803.5.8

Consistent with G.L. c. 94G, Section 3(a) (2), all types of adult use (recreational) "Marijuana Establishments" as defined in G.L. c. 94G, §1 and 935 CMR 500.00, including marijuana cultivators, craft marijuana cooperatives, marijuana product manufacturers, marijuana retailers, independent testing laboratories, marijuana research facilities, marijuana transporters or any other type of licensed marijuana related businesses shall be prohibited within the Town of Wayland.

QUESTION 2: Shall the Town of Wayland be allowed to exempt from the provisions of proposition two and one-half, so called, the amounts required to pay for the bond issued in order to pay for the design, permitting, engineering, reconstruction and construction of the Wayland High School Stadium Complex Renovation and Tennis Court and Softball Field Reconstruction, including the replacement of bleachers and lighting, as described in Parts 1 and 2 of the Wayland High School Facility Strategic Master Plan (High School Athletic Preferred Improvement Plan), including any and all other costs incidental or related thereto?

QUESTION 3: Shall the Town of Wayland be allowed to exempt from the provisions of proposition two and one-half, so called, the amounts required to pay for the bond issued in order to pay for designing, permitting, engineering and constructing a multi-purpose synthetic turf athletic playing field at the Loker Conservation & Recreation Area, including playing surfaces, lighting, drainage, landscaping, recreational amenities, access and parking areas; and any and all other costs incidental or related thereto?

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

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

MONDAY, APRIL 29, 2019 AT 7:00 P.M.

to act on the following Articles:

Election of Town Clerk for Town Meeting: As you may know, the Town Clerk resigned effective March 31, 2019. Pursuant to Massachusetts General Laws, Chapter 41, Section 14, Town Meeting shall elect, by ballot, a temporary Town Clerk. Therefore, the first order of business will be for Town Meeting to elect a temporary clerk. Additional information will be available on the Town's web site and at the Town Administrator's office prior to Town Meeting.

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

Proposed by: Board of Selectmen

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

1. To recognize citizens who have served in a volunteer capacity on elected and/or appointed boards, committees, and commissions for a minimum of 25 years (service need not be consecutive);
2. To recognize employees who have retired since the previous Annual Town Meeting or intend to retire prior to June 30, 2019, subject to a minimum of 20 years of service;

3. To request Town Meeting observe a moment of silence in memory of elected or appointed volunteers, employees with at least 10 years of service, or an employee while in service to the Town without regard to tenure who shall have passed away since the adjournment of the 2018 Annual Town Meeting.

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

Lawrence Scult 25 years Representative on the South Middlesex Opportunity Council

The following town and school employees have retired since the 2018 Annual Town Meeting or will retire before June 30, 2019 and have or will have served the Town for over 20 years:

Marlene Dodyk	39 years	Student Services Director
David Houghton	37 years	Fire Chief
Andrew Holland	34 years	Deputy Fire Chief
Sally Carmody	27 years	Teaching Assistant
James Lee	27 years	Principal
Debra Pierce-Durant	27 years	Firefighter
Sharon Postina	27 years	Teacher
Burgess Lonnie	26 years	WSCP Group Leader
Robert Reddington	26 years	Teacher
Gretchen Lutz	25 years	Director, The Children's Way
Gwendolyn Sams-Lynch	25 years	IT Technician
Ann Schwartz	25 years	Teacher
Marie Burke	20 years	Food Service Worker
Janet Kaplan	20 years	Developmental Therapist
Susan Rahaim	20 years	Teacher

The following elected or appointed volunteers or employees have passed away since the 2018 Annual Town Meeting:

Phyllis Matto	March 14, 2018	Police Admin. Assistant
Carol Stewart	March 19, 2018	Teacher
Cornelius Hickey	July 9, 2018	Town Employee
Rita Burke	October 29, 2018	School Secretary
John Sullivan	November 2, 2018	School Custodian
Robert Parker	November 9, 2018	Police Sergeant
Warren Stone	December 13, 2018	DPW
Marjorie Rosengard	December 13, 2018	Teacher
John O'Rourke	December 24, 2018	Teacher

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

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

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

QUANTUM OF VOTE: Majority.

For more information about this article, contact Town Administrator, Louise Miller at 508-358-3620 or email lmiller@wayland.ma.us.

ARTICLE 2: PAY PREVIOUS FISCAL YEAR UNPAID BILLS

Proposed by: Board of Selectmen

Estimated Cost: \$5,481.62

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 2018 liabilities to be paid using Fiscal Year 2019 appropriations:

1. Eversource	\$1,774.18	FY2019 School Budget - Utilities
2. Keane Fire and Safety	\$1,681.44	FY2019 School Budget - Service Fire Extinguishing System
3. Buckeye	\$1,466.00	FY2019 School Budget - School Floor Maintenance
4. AFC Urgent Care	\$ 560.00	FY 2019 Occupational Health - Employment Physicals for Two New Employees

Total	<u>\$5,481.62</u>
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FINANCE COMMITTEE COMMENTS: Occasionally, bills are not paid at the end of a fiscal year for a number of reasons, including late submission. The unpaid bills from previous years are summarized in this article and will be paid using the current year appropriations.

The Board of Selectmen recommends approval. (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: The Finance Committee is not aware of any.

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

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

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

ARTICLE 3: CURRENT YEAR TRANSFERS

Proposed by: Board of Selectmen

Estimated Cost: \$201,600

To determine whether the Town will vote to appropriate a sum or sums of money for the operation and expenses of various Town Departments for the current fiscal year; to determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of

funds already appropriated for another purpose, by funds received as grants from the Commonwealth or federal government, otherwise; and to determine which Town officer, board, or committee of combination of them, shall be authorized to expend the money or monies appropriated therefor.

CURRENT YEAR TRANSFER FY 2019

PURPOSE:	AMOUNT
1) SNOW AND ICE REMOVAL	\$ 130,000
2) DEBT SERVICE	18,000
3) ELECTIONS EXPENSE	8,600
4) UNCLASSIFIED: MEDICARE TAX	15,000
5) FIRE SALARY	30,000

TOTAL	\$ 201,600

FUNDING SOURCES:

1) ENGINEERING SALARY	\$ 55,000
2) SCHOOL BUS PARKING	20,000
3) ASSESSORS SALARY	15,000
4) INFORMATION TECHNOLOGY SALARY	30,000
5) BUILDING SALARY	10,000
6) TREASURY EXPENSE	18,000
7) TREASURY EXPENSE	2,000
8) TREASURY SALARY	6,600
9) UNCLASSIFIED: SICK LEAVE BUYBACK	15,000
10) POLICE SALARY	30,000

TOTAL	\$ 201,600

FINANCE COMMITTEE COMMENTS: These requests for current year transfers for the following expenses are explained below. The Town budget is voted on a line item basis, and transfers require a vote of town meeting even if there are available funds in other line items. None of these requested transfers result in additional expense to the FY2019 budget. In each case, there are available funds in the funding sources line item accounts to cover the requested transfers.

SNOW AND ICE REMOVAL \$130,000: This line item in the annual budget is a place-holder, as the actual cost of snow and ice removal varies from one winter to the next. In Fiscal Year 2019, the Town budgeted \$450,000 for this task. It is now apparent that the cost will be greater than the amount budgeted, and the Department of Public Works is now requesting an additional \$130,000 to cover the anticipated costs for the remainder of the fiscal year. Various surplus General Fund appropriations have expected Fiscal 2019 appropriation turn backs which can be transferred to the Snow and Ice account to fund this transfer (Items #1 – 5 in the Funding Sources listed above).

DEBT SERVICE \$18,000: This request is to transfer funds from the Treasury Expense line item appropriation (item #6 in Funding Sources above) to the Debt Service line item appropriation. At the 2018 Town Meeting, as part of the capital budget motion, surplus bond proceeds from the construction of the town center Wastewater Treatment plant were transferred from the Wastewater Enterprise Fund capital line to fund the High School Wastewater expenses. This town meeting action resulted in a transfer of debt service from the Wastewater Enterprise Fund to the General Fund in the amount of \$18,000. The General Fund Debt Service appropriation as voted did not include this amount. The

Treasury Expense budget has expected Fiscal 2019 appropriation turn backs which can be transferred to fund this expense.

ELECTIONS EXPENSE \$8,600: This request is to transfer funds to the Elections Expense budget. The expense line is currently underfunded due to unexpected early voting costs in Fiscal 2019. The Treasury Expense budget has expected Fiscal Year 2019 appropriation turn backs which can be transferred to this appropriation (items # 7 and 8 in the Funding Sources listed above).

UNCLASSIFIED: MEDICARE TAX \$15,000: This request is to transfer funds to the Unclassified: Medicare Tax appropriation. The line item is expected to be underfunded due to unanticipated payments related to collective bargaining agreements and increased payroll expenditures. The Unclassified: Sick Leave Buyback appropriation (item #9 in the Funding Sources) has expected Fiscal 2019 turn backs which can be transferred to the Medicare Tax line item.

FIRE SALARY \$30,000: A legal settlement has been reached with the Fire Union to fund overtime pay under the Fair Labor Standards Act. This transfer request funds that unanticipated settlement payment from current appropriations. The Police Salary appropriation (item #10 from Funding Sources above) has expected Fiscal Year 2019 appropriation turn backs which can be transferred to fund this settlement.

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

ARGUMENTS IN FAVOR: The request for additional funds to remove snow and ice from Wayland's streets is necessary for public safety.

The other requests are the result of information that was not available when forecasting the FY2019 budget, and each represents a binding obligation of the Town.

ARGUMENTS OPPOSED: The Finance Committee is unaware of any.

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

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

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

ARTICLE 4: OPEB FUNDING

Proposed by: Board of Selectmen

Estimated Cost: \$551,054

To determine whether the Town will vote to:

- a) appropriate an aggregate amount of \$51,054 to be deposited in the Town's Other Post-Employment Benefits Trust Fund which amount shall be provided by transferring the following sums of money from the enterprise and revolving funds:
 - 1) Food Service \$ 7,253
 - 2) BASE \$ 12,538

3) Children's Way	\$ 13,922	
4) Full Day Kindergarten	\$ 5,836	
5) Water	\$ 7,753	
6) Transfer Station	\$ 834	
7) Recreation	\$ 1,667	
8) Pegasus	\$ 834	
9) Building Use	\$ 417	
10) Enrichment	\$ 0	; and

- b) appropriate \$500,000 to be deposited in the Town's Other Post-Employment Benefits Trust Fund; and determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose or otherwise.

FINANCE COMMITTEE COMMENTS: Like other towns in Massachusetts, Wayland provides health insurance for benefit eligible retirees. The Town has historically paid the cost of current retiree insurance premiums as part of its operating budget and has also contributed an additional amount to the OPEB Fund to be used towards future premium payments. Beginning in FY19, this amount has been appropriated from taxation rather than Free Cash.

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.

As of the July 1, 2018 measurement date, the Total OPEB Liability ("TOL") for the Fiscal Year ending June 30, 2019, as determined under these accounting standards, was \$44.6 million. Plan assets were \$16.7 million. The Net OPEB Liability ("NOL"), which equals the TOL minus assets, was \$27.9 million. A useful metric for gauging funding progress is the ratio of assets to total liabilities, or the funded ratio, which is currently at 37.5%.

While GASB requires that this liability be included on the balance sheet, GASB does not require funding this liability. The funding decision is up to the Town. Moreover, unlike the Town's pension obligation which is routinely funded in the operating budget, the Town has elected to make the OPEB funding decision via an annual article.

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

1. Revolving funds should make contributions to the general fund to bring them up to "fair share" parity with the amount taxpayers had already contributed starting in 2008.
2. Revolving funds with employees potentially covered under OPEB should make annual contributions representing their "fair share" of new amounts contributed.
3. Taxpayers should make annual contributions to the OPEB Fund.

On the advice of Town Counsel, the "parity" payments referenced in recommendation #1 above have been discontinued. Although Revolving funds can be charged for current year benefits, according to the Department of Revenue (DOR), the Department of Elementary and Secondary Education (DESE) and Town Counsel, Town Meeting cannot appropriate funds from School Revolving funds. This discrepancy in practice came to light because the Children's Way was finding it hard to sustainably budget for this contribution amount, and in researching its options, the Town discovered that the OPEB parity payment was not allowed. The discontinuation of parity payments will result in the full

\$500,000 in b) above being funded from taxation where previously \$50,000 of it would have effectively been funded by the Children's Way and Food Service revolving accounts.

Amounts listed under a) and b) in the text of the article above are based on recommendations #2 and #3. The methodology for calculating the amounts in b) is a per FTE expense at the same rate as in part c). The Town has in the past voted to fund at a level which if increased by 2.5% annually is projected to fund the OPEB liability by the year 2038, which is 30 years after the inception date of the OPEB Fund. The comparable amount, if similarly calculated this year, would produce a funding level of \$845,000. New accounting standards, GASB 74/75, have introduced significant changes in the recognition of OPEB expense, which have caused this number to increase.

It was judged that \$845,000 would be unaffordable for this budget cycle. Hence, the amount for a) is recommended at \$51,054 and the amount for b) is recommended at \$500,000. While the sum of a) and b) are less than the actuarial calculated contribution of \$845,000 for FY20, the \$551,054 represents a sizeable and more sustainable level of funding for the OPEB liability.

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

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

ARGUMENTS IN FAVOR: OPEB liabilities should properly be funded over the service period of the employees earning these benefits because that recognizes the cost as it is earned. Hence, while there is no mandate to fund these obligations, it is prudent financial practice to do so.

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

While the recommended funding level is less than the amounts based on the prior year methodology, it was deemed to be more sustainable.

ARGUMENTS OPPOSED: The Town has regularly funded an OPEB contribution. This year's contribution is less than the actuarially suggested level. Opponents may want to contribute the higher amount now rather than later.

Pension expenses are non-discretionary. Opponents may argue that funding the OPEB obligation should similarly be non-discretionary. This would argue for funding at the actuarially suggested amount.

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

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

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

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

ARTICLE 5: FISCAL YEAR 2020 REVOLVING FUND EXPENDITURE LIMITS*Proposed by: Board of Selectmen*

To determine if the Town will vote to set the following enumerated dollar figures as the total amount to be expended from the respective authorized revolving funds for Fiscal Year 2020, or take any action relative thereto:

- | | |
|--|-----------|
| 1. Transfer Station: | \$525,000 |
| 2. Council on Aging: | \$ 45,000 |
| 3. School Department / Professional Development: | \$ 20,000 |
| 4. School Department / Curriculum: | \$ 10,000 |
| 5. Recreation: | \$800,000 |
| 6. Recreation Athletic Fields: | \$250,000 |
| 7. Conservation Community Gardens: | \$ 1,500 |

FINANCE COMMITTEE COMMENTS: Passage of this article will establish the Fiscal Year 2020 spending caps for the Town's Revolving Funds. The 2017 Annual Town Meeting adopted Town Code Chapter 19, Section 10 establishing revolving funds under Mass General Laws, Ch. 44, section 53E ½. Adoption of this code requires the Board of Selectmen (BoS) to recommend to Town Meeting annually, and for Town Meeting to vote, the limits of expenditure for each revolving fund. For FY 2020, the BoS recommends the spending caps as follows:

<u>Revolving Fund</u>	<u>Recommended</u>	
	<u>FY20 Spending Cap</u>	<u>FY19 Spending Cap</u>
Transfer Station	\$525,000	\$625,000
Council on Aging	\$ 45,000	\$ 50,000
School Department/Professional Development	\$ 20,000	\$ 50,000
School Department/Curriculum	\$ 10,000	\$ 25,000
Recreation	\$800,000	\$925,000
Recreation/Athletic Fields	\$250,000	\$225,000
Wayland Community Gardens	\$ 1,500	\$ 3,000

Expenditures will be made from the respective authorized revolving funds.

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

ARGUMENTS IN FAVOR: Establishment of revolving fund spending caps by Annual Town Meeting under Mass General Laws, Ch. 44, section 53E ½ is required by statute. The Town reviews and sets the spending caps for each revolving fund on an annual basis. Establishing the maximum spending cap on each fund allows the Town to account separately for revenues, expenses and fund balances for the fees residents pay for these services.

The revolving funds provide an efficient and effective financial tool for managing these services. The recommended fund limits have been confirmed by the Finance Director.

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

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

QUANTUM OF VOTE: Majority – see Massachusetts General Law Chapter 44, Section 53E ½

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

ARTICLE 6: FY 2020 OMNIBUS BUDGET

Proposed by: Finance Committee

Estimated Cost: \$87,437,521

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

MOTIONS UNDER ARTICLE 6:

1) “That each and every numbered item set forth in the Finance Committee’s Budget for Fiscal Year 2020 be voted, granted and appropriated as an expenditure for several purposes and uses set forth in said budget establishing a total budget of \$ 87,437,521 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 \$80,782,719 shall be raised by taxation, \$630,400 shall be provided by transfer from Ambulance receipts, \$ 75,329 shall be provided by transfer from premium on Bonds Account, \$1,163,956 shall be transfer from other funds, \$ 3,997,177 shall be provided from Water revenue, and \$727,940 shall be provided from Wastewater Revenues and \$60,000 shall be provided by Wastewater Certified Retained Earnings.”

2) “That each and every numbered item set forth in the Finance Committee’s capital budget of Fiscal Year 2020 in the total amount of \$3,163,050 be appropriated for equipment and vehicles acquisitions and projected for the listed departments, each of which shall be an appropriation, and of the total sum so appropriated, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$620,000 pursuant to the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8, \$580,000 to be raised from taxation, \$1,489,367 shall be provided by transfer from Unreserved Fund Balance, \$140,000 shall be provided from Ambulance Receipts, \$50,000 shall be provided from Water Surplus, \$283,683 shall be provided by surplus bond proceeds, and further, that the Town authorize any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, to be applied to the payment of costs approved hereunder in accordance with G.L. c. 44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs.”

FINANCE COMMITTEE COMMENTS: Passage of this article will approve the Town's Fiscal Year 2020 omnibus budget. The Report of the Finance Committee provides detail of the proposed operating budget, capital budget and current five year capital plan.

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

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

ARGUMENTS OPPOSED: 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. (6-0-0)

QUANTUM OF VOTE: Majority - see Massachusetts General Laws Chapter 40, Section 5, Chapter 44, Section 53F1/2 and Chapter 44, Section 33B. For borrowing, two-thirds - see Massachusetts General Laws Chapter 44, Section 2, 7 and 8.

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

	FISCAL YEAR 2020 BUDGET	ACTUAL FY 2017	ACTUAL FY 2018	APPROVED FY 2019	REQUESTED FY 2020
	SELECTMEN				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$17,950	\$76,164	\$45,000	\$35,000
	SUPPLIES	\$0	\$0	\$6,000	\$7,500
1	TOTAL EXPENSES	\$17,950	\$76,164	\$51,000	\$42,500
	TOTAL SELECTMEN	\$17,950	\$76,164	\$51,000	\$42,500
	TOWN OFFICE				
	<i>Total FTEs</i>	5.00	5.00	5.00	5.00
2	PERSONNEL SERVICES	\$460,581	\$468,114	\$493,281	\$564,393
	PURCHASE OF SERVICES	\$9,354	\$29,587	\$32,500	\$19,900
	SUPPLIES	\$61,705	\$48,166	\$53,000	\$53,098
3	TOTAL EXPENSES	\$71,059	\$77,753	\$85,500	\$72,998
	TOTAL TOWN OFFICE	\$531,640	\$545,867	\$578,781	\$637,391
	PERSONNEL BOARD				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
4	PERSONNEL SERVICES	\$2,431	\$0	\$5,000	\$4,000
	PURCHASE OF SERVICES	\$4,880	\$8,637	\$10,000	\$25,000
5	TOTAL EXPENSES	\$4,880	\$8,637	\$10,000	\$25,000
	TOTAL PERSONNEL BOARD	\$7,311	\$8,637	\$15,000	\$29,000
	FINANCE				
	<i>Total FTEs</i>	4.80	4.80	4.80	4.80
6	PERSONNEL SERVICES	\$347,968	\$335,622	\$372,393	\$319,242
	PURCHASE OF SERVICES	\$54,610	\$66,455	\$59,115	\$60,865
	SUPPLIES	\$439	\$710	\$500	\$500
7	TOTAL EXPENSES	\$55,049	\$67,165	\$59,615	\$61,365
	TOTAL FINANCE	\$403,017	\$402,787	\$432,008	\$380,607
	ASSESSOR				
	<i>Total FTEs</i>	4.00	4.00	4.00	4.00
8	PERSONNEL SERVICES	\$250,215	\$255,087	\$278,124	\$286,095
	PURCHASE OF SERVICES	\$46,990	\$44,368	\$67,800	\$44,560
	SUPPLIES	\$1,391	\$3,638	\$600	\$3,000
9	TOTAL EXPENSES	\$48,381	\$48,006	\$68,400	\$47,560
	TOTAL ASSESSOR	\$298,596	\$303,093	\$346,524	\$333,655
	TREASURER				
	<i>Total FTEs</i>	3.23	3.23	3.23	3.23
10	PERSONNEL SERVICES	\$186,737	\$166,554	\$202,298	\$208,251
	PURCHASE OF SERVICES	\$37,781	\$57,263	\$50,600	\$41,150
	SUPPLIES	\$316	\$0	\$20,200	\$20,000
11	TOTAL EXPENSES	\$38,097	\$57,263	\$70,800	\$61,150
	TOTAL TREASURER	\$224,834	\$223,817	\$273,098	\$269,401

	FISCAL YEAR 2020 BUDGET	ACTUAL FY 2017	ACTUAL FY 2018	APPROVED FY 2019	REQUESTED FY 2020
	TOWN COUNSEL				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$197,068	\$295,349	\$244,000	\$244,000
	SUPPLIES				
12	TOTAL EXPENSES	\$197,068	\$295,349	\$244,000	\$244,000
	TOTAL TOWN COUNSEL	\$197,068	\$295,349	\$244,000	\$244,000
	INFORMATION TECHNOLOGY				
	<i>Total FTEs</i>	3.00	3.00	3.00	4.00
13	PERSONNEL SERVICES	\$234,633	\$255,038	\$277,140	\$180,965
	PURCHASE OF SERVICES	\$140,922	\$136,809	\$121,497	\$210,370
	SUPPLIES	\$376,657	\$470,436	\$457,808	\$452,641
14	TOTAL EXPENSES	\$517,579	\$607,245	\$579,305	\$663,011
	TOTAL INFORMATION TECHNOLOGY	\$752,212	\$862,283	\$856,445	\$843,976
	TOWN CLERK				
	<i>Total FTEs</i>	2.00	2.00	2.00	2.00
15	PERSONNEL SERVICES	\$125,233	\$132,963	\$137,366	\$142,142
	PURCHASE OF SERVICES	\$14,442	\$11,680	\$15,310	\$13,868
	SUPPLIES	\$2,372	\$3,179	\$1,850	\$1,850
16	TOTAL EXPENSES	\$16,814	\$14,859	\$17,160	\$15,718
	TOTAL TOWN CLERK	\$142,047	\$147,822	\$154,526	\$157,860
	ELECTIONS				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
17	PERSONNEL SERVICES	\$36,738	\$6,139	\$6,991	\$300
	PURCHASE OF SERVICES	\$6,698	\$5,427	\$32,390	\$22,226
	SUPPLIES	\$4,996	\$1,614	\$2,700	\$2,150
18	TOTAL EXPENSES	\$11,694	\$7,041	\$35,090	\$24,376
	TOTAL ELECTIONS	\$48,432	\$13,180	\$42,081	\$24,676
	REGISTRAR				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
19	PERSONNEL SERVICES	\$275	\$1,075	\$1,075	\$1,075
	PURCHASE OF SERVICES	\$4,598	\$4,625	\$4,625	\$4,625
20	TOTAL EXPENSES	\$4,598	\$4,625	\$4,625	\$4,625
	TOTAL REGISTRAR	\$4,873	\$5,700	\$5,700	\$5,700
	CONSERVATION				
	<i>Total FTEs</i>	2.37	2.54	2.80	2.86
21	PERSONNEL SERVICES	\$143,561	\$163,450	\$193,993	\$209,937
	PURCHASE OF SERVICES	\$31,348	\$43,342	\$31,780	\$34,650
	SUPPLIES	\$16,523	\$1,005	\$11,045	\$10,995
22	TOTAL EXPENSES	\$47,871	\$44,347	\$42,825	\$45,645
	TOTAL CONSERVATION	\$191,432	\$207,797	\$236,818	\$255,582
	PLANNING				
	<i>Total FTEs</i>	1.40	1.40	1.40	1.40
23	PERSONNEL SERVICES	\$98,090	\$106,742	\$111,253	\$113,756
	PURCHASE OF SERVICES	\$2,673	\$1,417	\$6,450	\$6,455
	SUPPLIES	\$362	\$275	\$555	\$200
24	TOTAL EXPENSES	\$3,035	\$1,692	\$7,005	\$6,655
	TOTAL PLANNING	\$101,125	\$108,434	\$118,258	\$120,411

	FISCAL YEAR 2020 BUDGET	ACTUAL FY 2017	ACTUAL FY 2018	APPROVED FY 2019	REQUESTED FY 2020
	SURVEYOR				
	<i>Total FTEs</i>	2.00	2.00	0.00	0.00
25	PERSONNEL SERVICES	\$169,040	\$134,075	\$0	\$0
	PURCHASE OF SERVICES	\$26,378	\$12,277	\$0	\$0
	SUPPLIES	\$1,417	\$11,892	\$0	\$0
26	TOTAL EXPENSES	\$27,795	\$24,169	\$0	\$0
	TOTAL SURVEYOR	\$196,835	\$158,244	\$0	\$0
	FACILITIES				
	<i>Total FTEs</i>	4.54	4.54	4.54	4.54
27	PERSONNEL SERVICES	\$265,945	\$265,971	\$273,867	\$393,532
28	PURCHASE OF SERVICES	\$268,266	\$246,123	\$234,500	\$250,500
	Contract Services				
	Repairs & Other Expenses				
29	UTILITIES	\$451,446	\$393,656	\$462,000	\$601,000
30	SUPPLIES	\$21,065	\$97,128	\$98,800	\$101,200
	TOTAL FACILITIES	\$1,006,722	\$1,002,878	\$1,069,167	\$1,346,232
	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	\$45,522	\$37,935	\$47,275	\$54,775
	TOTAL EXPENSES	\$45,522	\$37,935	\$47,275	\$54,775
	TOTAL MISC COMMITTEES	\$45,522	\$37,935	\$47,275	\$54,775
	POLICE				
	<i>Total FTEs</i>	25.59	25.59	26.59	26.59
32	PERSONNEL SERVICES	\$2,350,058	\$2,336,075	\$2,707,449	\$2,768,367
	PURCHASE OF SERVICES	\$134,114	\$117,301	\$66,586	\$118,000
	SUPPLIES	\$147,454	\$182,534	\$232,950	\$208,825
33	TOTAL EXPENSES	\$281,568	\$299,835	\$299,536	\$326,825
	TOTAL POLICE	\$2,631,626	\$2,635,910	\$3,006,985	\$3,095,192
	JOINT COMMUNICATIONS				
	<i>Total FTEs</i>	8.00	8.00	8.00	8.00
34	PERSONNEL SERVICES	\$482,735	\$491,856	\$526,915	\$520,051
	PURCHASE OF SERVICES	\$8,925	\$4,552	\$5,100	\$5,500
	UTILITIES	\$15,188	\$12,051	\$14,500	\$14,500
	SUPPLIES	\$2,886	\$12,497	\$12,000	\$12,000
35	TOTAL EXPENSES	\$26,999	\$29,100	\$31,600	\$32,000
	TOTAL JOINT COMMUNICATIONS	\$509,734	\$520,956	\$558,515	\$552,051
	EMERGENCY MANAGEMENT				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$13,853	\$14,800	\$14,000	\$16,250
	SUPPLIES	\$9,088	\$8,200	\$2,000	\$7,000
36	TOTAL EXPENSES	\$22,941	\$23,000	\$16,000	\$23,250
	TOTAL EMERGENCY MANAGEMENT	\$22,941	\$23,000	\$16,000	\$23,250

	FISCAL YEAR 2020 BUDGET	ACTUAL FY 2017	ACTUAL FY 2018	APPROVED FY 2019	REQUESTED FY 2020
	DOG OFFICER				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$21,977	\$22,308	\$24,000	\$37,120
	SUPPLIES	\$0	\$0	\$0	\$0
37	TOTAL EXPENSES	\$21,977	\$22,308	\$24,000	\$37,120
	TOTAL DOG OFFICER	\$21,977	\$22,308	\$24,000	\$37,120
	FIRE & ALS				
	<i>Total FTEs</i>	26.54	26.54	28.54	28.54
38	PERSONNEL SERVICES	\$2,345,969	\$2,467,743	\$2,725,820	\$2,921,706
	PURCHASE OF SERVICES	\$66,446	\$62,497	\$70,300	\$70,300
	SUPPLIES	\$191,304	\$188,068	\$198,550	\$200,500
39	TOTAL EXPENSES	\$257,750	\$250,565	\$268,850	\$270,800
	TOTAL FIRE	\$2,603,719	\$2,718,308	\$2,994,670	\$3,192,506
	BUILDING & ZONING				
	<i>Total FTEs</i>	4.63	4.63	4.63	4.63
40	PERSONNEL SERVICES	\$278,234	\$275,654	\$314,425	\$309,575
	PURCHASE OF SERVICES	\$40,538	\$20,483	\$16,000	\$16,550
	SUPPLIES	\$3,748	\$2,467	\$3,000	\$3,000
41	TOTAL EXPENSES	\$44,286	\$22,950	\$19,000	\$19,550
	TOTAL BUILDING & ZONING	\$322,520	\$298,604	\$333,425	\$329,125
	SCHOOLS				
	<i>Total FTEs</i>	405.45	417.65	425.54	427.92
42	TOTAL SCHOOLS	\$37,653,150	\$39,122,141	\$40,524,035	\$41,919,750
	REGIONAL VOCATIONAL SCHOOLS				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
43	TOTAL REGIONAL VOC SCHOOLS	\$93,215	\$161,637	\$199,452	\$230,000
	DPW				
	<i>Total FTEs</i>	33.24	33.24	34.82	34.82
44	PERSONNEL SERVICES	\$1,490,220	\$1,557,080	\$2,077,256	\$2,042,173
	DPW ENGINEERING				
	PERSONNEL SERVICES	\$0	\$0	\$391,193	\$332,227
45	PURCHASE SERVICES	\$0	\$0	\$32,800	\$30,500
46	SUPPLIES	\$0	\$0	\$11,710	\$14,920
	HIGHWAY				
	PERSONNEL SERVICES	\$939,665	\$993,042	\$1,048,497	\$1,026,246
47	PURCHASE SERVICES	\$226,555	\$353,755	\$459,000	\$384,300
48	SUPPLIES	\$72,760	\$156,078	\$157,800	\$147,500
	PARK AND CEMETERY				
	PERSONNEL SERVICES	\$550,555	\$564,038	\$637,566	\$683,700
49	PURCHASE SERVICES	\$188,058	\$201,619	\$289,800	\$280,800
50	SUPPLIES	\$102,046	\$110,916	\$110,000	\$120,000
	LANDFILL				
51	PURCHASE SERVICES	\$41,820	\$53,149	\$40,000	\$40,000
	TOTAL DPW	\$2,121,459	\$2,432,597	\$3,178,366	\$3,060,193
	SNOW				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
52	PERSONNEL SERVICES	\$176,405	\$207,581	\$125,000	\$175,000
	PURCHASE OF SERVICES	\$155,157	\$186,957	\$110,000	\$110,000
	SUPPLIES	\$429,843	\$335,591	\$215,000	\$215,000
53	TOTAL EXPENSES	\$585,000	\$522,548	\$325,000	\$325,000
	TOTAL SNOW	\$761,405	\$730,129	\$450,000	\$500,000

	FISCAL YEAR 2020 BUDGET	ACTUAL FY 2017	ACTUAL FY 2018	APPROVED FY 2019	REQUESTED FY 2020
	BOARD OF HEALTH				
	<i>Total FTEs</i>	9.29	9.29	9.29	9.43
54	PERSONNEL SERVICES	\$676,423	\$690,979	\$730,298	\$762,122
	PURCHASE OF SERVICES	\$137,785	\$152,989	\$169,055	\$153,115
	SUPPLIES	\$11,419	\$14,946	\$13,200	\$13,000
55	TOTAL EXPENSES	\$149,204	\$167,935	\$182,255	\$166,115
	TOTAL BOARD OF HEALTH	\$825,627	\$858,914	\$912,553	\$928,237
	VETERANS SERVICES				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$34,683	\$36,747	\$44,000	\$44,000
	SUPPLIES	\$2,248	\$4,007	\$4,000	\$4,000
56	TOTAL EXPENSES	\$36,931	\$40,754	\$48,000	\$48,000
	TOTAL VETERANS SERVICES	\$36,931	\$40,754	\$48,000	\$48,000
	COUNCIL ON AGING				
	<i>Total FTEs</i>	3.34	3.34	3.69	3.69
57	PERSONNEL SERVICES	\$204,743	\$207,249	\$234,225	\$239,495
	PURCHASE OF SERVICES	\$45,100	\$40,893	\$46,130	\$51,780
	SUPPLIES	\$7,903	\$9,714	\$13,150	\$13,500
58	TOTAL EXPENSES	\$53,003	\$50,607	\$59,280	\$65,280
	TOTAL COUNCIL ON AGING	\$257,746	\$257,856	\$293,505	\$304,775
	YOUTH SERVICES				
	<i>Total FTEs</i>	3.03	2.77	2.77	2.77
59	PERSONNEL SERVICES	\$221,077	\$202,705	\$214,360	\$222,008
	PURCHASE OF SERVICES	\$2,917	\$3,759	\$4,600	\$4,600
	SUPPLIES	\$857	\$1,000	\$1,625	\$1,625
60	TOTAL EXPENSES	\$3,774	\$4,759	\$6,225	\$6,225
	TOTAL YOUTH SERVICES	\$224,851	\$207,464	\$220,585	\$228,233
	LIBRARY				
	<i>Total FTEs</i>	13.69	13.69	13.69	13.69
61	PERSONNEL SERVICES	\$788,488	\$744,832	\$839,020	\$850,985
	PURCHASE OF SERVICES	\$45,107	\$42,896	\$46,300	\$49,300
	SUPPLIES	\$187,451	\$208,478	\$220,167	\$229,550
62	TOTAL EXPENSES	\$232,558	\$251,374	\$266,467	\$278,850
	TOTAL LIBRARY	\$1,021,046	\$996,206	\$1,105,487	\$1,129,835
	RECREATION				
	<i>Total FTEs</i>	3.54	3.54	3.54	3.54
63	PERSONNEL SERVICES	\$158,939	\$119,170	\$166,626	\$178,193
	PURCHASE OF SERVICES	\$0	\$0	\$44,839	\$2,275
	SUPPLIES	\$0	\$0	\$0	\$0
64	TOTAL EXPENSES	\$0	\$0	\$44,839	\$2,275
	TOTAL RECREATION	\$158,939	\$119,170	\$211,465	\$180,468

	FISCAL YEAR 2020 BUDGET	ACTUAL FY 2017	ACTUAL FY 2018	APPROVED FY 2019	REQUESTED FY 2020
	DEBT AND INTEREST				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
65	TOTAL DEBT AND INTEREST	\$7,470,289	\$7,557,941	\$7,201,386	\$6,814,789
	RETIREMENT				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	PURCHASE OF SERVICES	\$4,235,414	\$4,362,369	\$4,648,984	\$4,862,852
66	TOTAL RETIREMENT	\$4,235,414	\$4,362,369	\$4,648,984	\$4,862,852
	UNCLASSIFIED				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	HEALTH & LIFE INSURANCE				
	Employee Health Insurance (426)	\$5,326,100	\$5,241,839	\$5,405,700	\$5,859,349
	Retiree Health Insurance (456)	\$1,511,945	\$1,616,588	\$1,801,900	\$1,770,651
	Health Insurance Incentive Waiver (53)	\$176,600	\$191,820	\$232,600	\$240,000
	Employee & Retiree Life Insurance (603)	\$16,000	\$18,600	\$18,000	\$18,000
	Other Expenses	\$41,500	\$66,200	\$65,200	\$67,200
67	TOTAL HEALTH/LIFE INSURANCE	\$7,072,145	\$7,135,047	\$7,523,400	\$7,955,200
	OTHER INSURANCE				
68	PROPERTY, CASUALTY & LIABILITY INSURANCE	\$621,417	\$651,566	\$686,000	\$686,000
69	MEDICARE TAX - 1.45%	\$624,343	\$660,173	\$664,451	\$681,062
70	UNEMPLOYMENT COMPENSATION	\$28,407	\$32,802	\$50,000	\$50,000
71	NON CONTRIBUTORY RETIREMENT	\$0	\$0	\$0	\$0
72	POLICE/FIRE DISABILITY	\$1,389	\$93	\$15,000	\$15,000
73	OCCUPATIONAL HEALTH	\$4,596	\$8,000	\$8,000	\$8,000
	TOTAL OTHER INSURANCE	\$1,280,152	\$1,352,634	\$1,423,451	\$1,440,062
74	SICK LEAVE BUYBACK	\$27,921	\$37,355	\$40,000	\$40,000
75	RESERVE FOR SALARY SETTLEMENT	\$0	\$0	\$0	\$25,000
76	TOWN MEETING	\$63,642	\$150,957	\$115,000	\$115,000
77	STREET LIGHTING	\$130,450	\$123,077	\$95,000	\$95,000
78	RESERVE FUND BUDGET	\$0	\$0	\$250,000	\$250,000
79	SCHOOL BUS PARKING	\$0	\$0	\$50,000	\$0
80	STORMWATER	\$0	\$0	\$0	\$210,000
81	EMPLOYEE MITIGATION				\$340,000
	TOTAL UNCLASSIFIED	\$8,574,310	\$8,799,070	\$9,496,851	\$10,470,262
	TOTAL GENERAL FUND BUDGET	\$73,716,515	\$76,265,321	\$79,894,945	\$82,652,404

	FISCAL YEAR 2020 BUDGET	ACTUAL FY 2017	ACTUAL FY 2018	APPROVED FY 2019	REQUESTED FY 2020
	WATER FUND				
	<i>Total FTEs</i>	8.00	8.00	9.00	9.00
	SALARIES	\$778,470	\$719,600	\$762,296	\$808,888
	PURCHASE OF SERVICES	\$580,117	\$585,117	\$539,117	\$524,000
	UTILITIES	\$414,500	\$414,500	\$435,225	\$410,000
	SUPPLIES	\$570,000	\$570,000	\$591,800	\$542,000
	OTHER FINANCING USES	\$338,601	\$381,660	\$383,537	\$374,779
	DEBT SERVICE	\$1,105,664	\$1,331,350	\$1,307,263	\$1,337,510
82	TOTAL WATER DEPARTMENT	\$3,787,352	\$4,002,227	\$4,019,238	\$3,997,177
	SEPTAGE FUND				
	<i>Total FTEs</i>	0.00	0.00	0.00	0.00
	SALARIES - RETIREE CHARGES	\$52,708	\$0	\$0	\$0
	PURCHASE OF SERVICES	\$0	\$0	\$0	\$0
83	TOTAL SEPTAGE DEPARTMENT	\$52,708	\$0	\$0	\$0
	WASTEWATER MGMT DISTRICT COMM				
	<i>Total FTEs</i>	0.54	0.54	0.54	0.54
	SALARIES	\$33,552	\$24,317	\$26,500	\$88,300
	PURCHASE OF SERVICES	\$134,155	\$116,623	\$171,626	\$67,500
	UTILITIES	\$48,563	\$46,916	\$39,972	\$89,240
	SUPPLIES	\$25,000	\$25,000	\$10,000	\$59,700
	OTHER FINANCING USES	\$24,669	\$28,831	\$94,965	\$34,913
	DEBT SERVICE	\$477,472	\$471,057	\$452,086	\$448,287
84	TOTAL WASTEWATER MGMT COMM	\$743,411	\$712,744	\$795,149	\$787,940
	<i>Grand Total FTEs</i>	575.27	587.33	601.40	604.98
	TOTAL ENTERPRISE FUNDS	\$4,583,471	\$4,714,971	\$4,814,387	\$4,785,117
	GRAND TOTAL OMNIBUS BUDGET	\$40,645,544	\$81,805,055	\$84,709,332	\$87,437,521

Proposed Capital Budget – Fiscal Year 2020**DPW**

1. Town Wide Road Reconstruction Projects	CC/SBP	\$ 500,000
2. Stonebridge Road Bridge Design	FC	\$ 100,000
3. Drainage and Storm Water Improvements	FC	\$ 250,000
4. Trash Compactor	CC	\$ 55,000
5. Light Equipment - Backhoe P55	FC	\$ 125,000

JCC

6. Fire Alarm Wireless Receiver Upgrade	AMB	\$ 64,000
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Information Technology

7. Permit Management System	CC	\$ 40,000
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Fire

8. Fire Vehicle	AMB	\$ 50,000
9. Replace Cardiac Monitor	AMB	\$ 26,000

School

10. Communication Controls and Intercom Systems	SBP	\$ 196,900
11. Loker Elementary School Roof Design	FC	\$ 312,500
12. HH Fire Alarm Control Panel/Smoke Detection	FC	\$ 40,250
13. Loker Elementary School Chair Lift	FC	\$ 36,800
14. Middle and Loker School Gymnasium Floors	FC/SBP	\$ 167,200
15. Network Switches and Wireless Access Points	FC	\$ 215,000
16. Middle School Floor Tile and Slab Moisture Barrier	FC	\$ 156,000
17. Claypit Hill Elementary School Food Service Equipment	FC	\$ 75,900
18. Happy Hollow School Floor Tiles Replacement	FC	\$ 82,500

DPW Water Enterprise Fund

19. Reeves Hill Water Tank Interior Rehabilitation	WB	\$ 350,000
20. Reeves Hill Water Booster Station Upgrades	WB	\$ 270,000
21. MWRA Connection Study	WC	\$ 50,000

TOTAL BUDGET**\$3,163,050****SUMMARY OF FUNDING SOURCES**

BORROW (WITHIN THE LEVY)	B	\$ 0
CASH CAPITAL	CC	\$ 580,000
FREE CASH	FC	\$1,489,367
AMBULANCE FUND	AMB	\$ 140,000
SURPLUS BOND PROCEEDS FROM CLOSE OUTS	SBP	\$ 283,683
WATER BORROWING	WB	\$ 620,000
WATER CAPITAL	WC	\$ 50,000

TOTAL FUNDING SOURCES**\$3,163,050**

1. Budget: Department of Public Works - \$500,000	
Title: Town Wide Road Reconstruction Projects	Project Advocate(s): DPW Director
Description: Funding for road and sidewalk construction projects on the Town's 96 miles of roadway. Resurfacing cost approximately \$250,000 per mile. The \$500,000 combined with State Chapter 90 funding, which averages \$475,000/year, will allow approximately 4.5 miles of Town roads to be repaved. Roads scheduled for repaving in FY20 include Clubhouse Lane, Loring Lane, Lynn Lane, Smokey Hill road, Thompson Road, Wayland Hills Road, Rice Road, Mainstone Road, Cochituate (School Street to Five Paths), Draper Road, Millbrook Road, Alden Road, Brewster Road, Cabot Road, Hobbs Road, Nob Hill Road and Brackett Road.	
Justification: Annual program that ensures the Town's roads and municipal ways remain in safe and usable condition. Schedule is based on required water main projects, drainage issues, sidewalk and pavement conditions. This level of funding represents a 17-20 year resurfacing schedule for all Town roads.	
Relationship to General Plan: Ongoing maintenance and investment in the Town's infrastructure.	
History: Part of the ongoing repair and maintenance of Town roadways.	
Source of Funds: Cash Capital/Surplus Bond Proceeds	In the 5 Year Capital Plan? Yes

2. Budget: Department of Public Works - \$100,000	
Title: Stonebridge Road Bridge Design	Project Advocate(s): DPW Director
Description: Design for the replacement of the Stonebridge Road bridge, to be conducted in conjunction with the City of Framingham.	
Justification: The Stonebridge Road bridge is in need of substantial renovation, as detailed in the Mass DOT's annual bridge inspection report. The DPW is seeking funding in FY2020 to design the rehabilitation of the Stonebridge Road Bridge. The responsibility for the bridge is split between the Town and City of Framingham, and the requested funding is for Wayland's portion. All project costs will be split between Wayland and Framingham. Following the design, the DPW will then seek to fund the capital repair/replacement of the bridge in FY2021.	
Relationship to General Plan: Part of the ongoing repair and maintenance of Town roads and bridges.	
History: Town of Wayland and Framingham have negotiated the agreement on funding the bridge repair.	
Source of Funds: Free Cash	In the 5 Year Capital Plan? No

3. Budget: Stormwater - \$250,000	
Title: Drainage and Stormwater Improvements	Project Advocate(s): DPW Director
Description: Funding to conduct necessary repairs to drainage and stormwater management systems within the Town Right of Way and Easement locations.	
Justification: The DPW has identified several roadways in need of repairs, with Maguire Road being the primary project currently scheduled for FY2020. This will be part of an ongoing reconstruction project to maintain these systems.	
Relationship to General Plan: Compliance with Federal stormwater mandates; added this year.	
History: New federal regulations require a significant increase in stormwater requirements.	
Source of Funds: Free Cash	In the 5 Year Capital Plan? Yes

4. Budget: Department of Public Works, Transfer Station - \$55,000	
Title: Trash Compactor	Project Advocate(s): DPW Director
Description: This is a scheduled replacement of one of the trash compactor units at the Transfer Station.	
Justification: These units wear out as a result of the extensive use of the hydraulic systems. They also suffer from corrosion as a result of exposure to both the elements and the trash thrown in them. Replacing the compactor ensures they will remain in service and be less likely to be subject to expensive repairs to their hydraulic systems.	
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 planned replacement.	
Source of Funds: Cash Capital	In the 5 Year Capital Plan? Yes

5. Budget: Department of Public Works - \$125,000	
Title: Light Equipment - Backhoe P55	Project Advocate(s): DPW Director
Description: Replace P55, a 2005 John Deere backhoe with approximately 5,650 hours. This machine serves a variety of functions within both the Park and Highway Divisions, including cemetery maintenance, brush cleanup, and roadway maintenance operations.	
Justification: P55 suffers from wear and tear. It serves many town functions related to basic maintenance and is valuable to the operations of the DPW. During the winter it is also used to clear snow from roadways and Town-owned properties. This is a scheduled replacement to ensure there is reliable equipment available to perform these important tasks.	
Relationship to General Plan: Part of the DPW long-term vehicle replacement schedule.	
History: This is a planned replacement.	
Source of Funds: Free Cash	In the 5 Year Capital Plan? Yes

6. Budget: JCC - \$64,000	
Title: Fire Alarm Wireless Receiver Upgrade	Project Advocate(s): Police and Fire Chiefs
Description: Replace 10 year old, outdated fire alarm receivers in dispatch at the Police and Fire Joint Communication Center.	
Justification: The fire alarm equipment located at the Public Safety Building is used 24/7. It has been repaired several times and is a part of the Town's critical public safety equipment. It will be considered at the end of its useful life by 2020.	
Relationship to General Plan: Scheduled replacement of the Town's assets and improved safety.	
History: Part of ongoing Capital Improvement Plan	
Source of Funds: Ambulance Fund	In the 5 Year Capital Plan? Yes

7. Budget: IT - \$40,000	
Title: Permit Management System	Project Advocate(s): IT Director, Town Administrator
Description: Implement an electronic system for receiving, tracking, and managing permit requests. The initial focus will be on land management with a view towards alleviating current bottlenecks and improving internal staff productivity and communication. A new permitting system will be instrumental in improving how the Town serves its customers (owners, contractors, developers, engineers). Finance Committee requests the project be split into two parts to establish the procurement of the system with a consultant prior to purchasing the system.	
Justification: The goal is to install a new software system to improve the process and experience for residents and contractors. It will improve accountability and monitoring of permit approval process.	
Relationship to General Plan: Maintenance and improvement of Town processes and services.	
History: This is new to the Capital plan but was in the IT Master Plan	
Source of Funds: Cash Capital	In the 5 Year Capital Plan? No

8. Budget: Fire Department - \$50,000	
Title: Fire Vehicle	Project Advocate(s): Fire Chief
Description: This request will replace a 1997 F250 truck and a 2011 Ford Expedition with one new pick-up truck.	
Justification: Both of these vehicles have been used as primary vehicles with other missions within the department and were kept as support vehicles to tow trailers, and move equipment and staffing as needed. With this project, the Fire Department will sell or trade two vehicles and replace them with a single pickup truck. This replacement is expected to save maintenance costs typical of vehicles with this age.	
Relationship to General Plan: Replacement of two older vehicles	
History: This is new to the Capital plan	
Source of Funds: Ambulance Fund	In the 5 Year Capital Plan? No

9. Budget: Fire Department - \$26,000	
Title: Replace Cardiac Monitor	Project Advocate(s): Fire Chief
Description: Replace Cardiac Monitor	
Justification: The monitor being replaced will be ten years old and now requires regular tech service and will no longer be supported by the manufacturer as of June 2019. This is a critical diagnostic tool for our paramedics to use and is used on a daily basis. There is no substitute for this tool as it reads all cardiac rhythms, helps with diagnosis of heart rhythms, and when necessary, transmits heart signals to the hospital. It would be traded in to offset the cost of the new monitor.	
Relationship to General Plan: Maintenance of the Town's assets and of safety requirements.	
History: This is new to the Capital plan	
Source of Funds: Ambulance Fund	In the 5 Year Capital Plan? No

10. Budget: School Department - \$196,900	
Title: Communication Controls and Intercom Systems	Project Advocate(s): School Committee, IT Director
Description: This request is to replace the Middle and Elementary Schools' Signaling and Communications systems.	
Justification: The current systems range between 30 and 60 years of age, are well past their life span and are unreliable, in constant state of disrepair and parts can no longer be sourced. Recent safety drills documented the critical importance of properly functioning communication systems. The OSI Capital Conditions Need Assessment conducted during the summer of 2018 prioritized the full replacement of the existing outdated system with basic intercom devices, cabling and speakers. Funding requested reflects the cost to replace the current system at Wayland Middle School and the three Elementary Schools. A future request in FY 2023 anticipates the need to replace the High School's Intercom system, per the manufacturer, and is included in the WPS 5 Year Capital Plan. Replacement is required to meet standards of safety and for all school communication that takes place several times per day. Funding requested reflects total project cost.	
Relationship to General Plan: Maintenance of the Town's assets and of safety requirements.	
History: This is part of an ongoing capital improvement plan.	
Source of Funds: Surplus Bond Proceeds	In the 5 Year Capital Plan? Yes

11. Budget: School Department - \$312,500	
Title: Loker Elementary School Roof Design	Project Advocate(s): School Committee, Public Buildings Director
Description: This request is to design a new roof at the Loker Elementary School. The project entails removing approximately 52,000 sq ft of the existing roof membrane along with any damaged or asbestos containing original roofing insulation. The material will be replaced with an ethylene propylene diene terpolymer (EPDM) rubber roofing system. This project will increase insulation required to meet current Stretch Code standards. The recent Capital Conditions Needs Assessment identified Loker's roof replacement as a priority. The School Department will be seeking 35% reimbursement for this project through the MSBA's Accelerated Repair Program. Construction is scheduled to start in FY2021.	
Justification: The existing roof on the original building is estimated to be at least 35 years old with at least one seal coat and several large overlay patches having been applied. EPDM roofing has an expected life of approximately 15-20 years. Project will stop water infiltration and decrease maintenance and energy costs, as well as increase insulation to current code standards. Delay of replacement risks catastrophic failure and emergency repairs. This funding is for design only and the replacement cost is currently estimated at \$1,250,000.	
Relationship to General Plan: Maintenance of the Town's assets and of safety requirements.	
History: This is part of an ongoing capital improvement plan.	
Source of Funds: Cash Capital	In the 5 Year Capital Plan? Yes

12. Budget: School Department - \$40,250	
Title: Happy Hollow Fire Alarm Control Panel and Smoke Detection	Project Advocate(s): School Committee, Public Buildings Director
Description: Replace the current fire alarm control panel and smoke detection systems at the Happy Hollow Elementary School.	
Justification: The capital conditions needs assessment recently conducted identified that the Happy Hollow Elementary School's fire alarm control panel has exceeded its life expectancy of 20 years and recommended that the system be replaced in FY 2020. A future request in FY 2022 anticipates the need to replace the fire alarm control panels and smoke detection systems at Wayland Middle School and Claypit Hill Elementary School and are included in the WPS 5 year Capital Plan. Replacement is required to meet standards of safety.	
Relationship to General Plan: Maintenance of the Town's assets and of safety requirements.	
History: This is part of an ongoing capital improvement plan.	
Source of Funds: Free Cash	In the 5 Year Capital Plan? Yes

13. Budget: School Department - \$36,800	
Title: Loker Elementary School Chair Lift	Project Advocate(s): School Committee, Public Buildings Director
Description: Replace the chair lift at the Loker Elementary School.	
Justification: This replacement is mandated and required by the Americans with Disability Act (ADA) regulations that state all our schools have operational chair lifts. The chair lift at the Loker School has reached its projected life span. Replacement of chair lifts was identified by the recent capital conditions needs assessment. Funding requested reflects total project cost for the chair lift replacement at Loker Elementary School. A future request in FY 2022 anticipates the need to replace the Happy Hollow chair lift and is included in the WPS 5 Year Capital Plan.	
Relationship to General Plan: Scheduled replacement of Town equipment.	
History: This is part of an ongoing capital improvement plan.	
Source of Funds: Free Cash	In the 5 Year Capital Plan? Yes

14. Budget: School Department - \$167,200	
Title: Middle and Loker Elementary School Gymnasium Floors	Project Advocate(s): School Committee, Public Buildings Director
Description: Renewal of the gymnasium floors at the Wayland Middle and Loker Elementary Schools.	
Justification: Wayland Middle and Loker Elementary Schools' existing synthetic gym flooring is beyond its useful life and is becoming a safety issue. This request reflects the estimated funding required to resurface both schools' flooring systems totaling 13,000 square feet with appropriate synthetic flooring in FY 2020. Both FY 2020 gym floor renewal projects, at Wayland Middle and Loker Elementary Schools, were recommended by the 20-year capital conditions needs assessment conducted in summer 2018. Funding requested reflects total project cost for Wayland Middle School and Loker Elementary School. A future request in FY 2023 anticipates the need to replace the Wayland High School Field House track and is included in the WPS 5 Year Capital Plan.	
Relationship to General Plan: Maintenance of the Town's assets and of safety requirements.	
History: This is part of an ongoing capital improvement plan.	
Source of Funds: Free Cash/Surplus	In the 5 Year Capital Plan? Yes

15. Budget: School Department - \$215,000	
Title: Network Switches and Wireless Access Points	Project Advocate(s): School Committee, School IT Director
Description: Fund the upgrade of network switches and wireless access points for the school district.	
Justification: Upgrades are needed to support both increased client density and increased client bandwidth demands. The network core switches are high-capacity switches that provide services as the backbone (or physical core) of the Town of Wayland and Wayland Public Schools network infrastructure. These switches serve as the gateway to our wide area network (WAN) and Internet services, including VoIP telephone services, which is a critical life and safety system. Other required network upgrades include the replacement of the existing wireless access points as well as substantially increasing the number of access points to support both increased client density and increased client bandwidth demands. Access switching (network switches) will be replaced as well, to most cost effectively support the higher bandwidths that the new access points support. The network switches and wireless access points will be part of an integrated system that will ease management burdens and provide additional security features. This year, the project was shifted to the Schools' budget from the Information Technology department in order to qualify for 40% ERATE Reimbursement.	
Relationship to General Plan: Maintenance of the Town's assets and of safety requirements	
History: This is part of an ongoing capital improvement plan. It is the second year of a multi-year project to upgrade the Town's network.	
Source of Funds: Free Cash	In the 5 Year Capital Plan? Yes

16. Budget: School Department - \$156,000	
Title: Middle School Floor Tile and Slab Moisture Barrier	Project Advocate(s): School Committee, Public Buildings Director
Description: Replace carpeting with vinyl composition floor tile (VCT) and slab moisture barrier in the remainder of approximately 57,000 sq ft of the school.	
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. Additionally, the VCT requires less maintenance, is easier to keep clean, and will improve the learning environment as well as the aesthetics of the school. A slab moisture barrier, reflected in the replacement costs noted below, provides added protection from water and moisture.	
Relationship to General Plan: Ongoing maintenance and investment in the Town's infrastructure.	
History: This is part of an ongoing capital improvement plan. It is the second of a multi-year project to replace school tiles and install moisture barriers.	
Source of Funds: Free Cash	In the 5 Year Capital Plan? Yes

17. Budget: School Department - \$75,900	
Title: Claypit Hill Elementary School Food Service Equipment	Project Advocate(s): School Committee, Public Buildings Director
Description: Replace the walk-in refrigerator and freezer unit at Claypit Hill Elementary School, including installation costs.	
Justification: The Wayland Public Schools have requested replacement of the walk-in refrigerator and freezer at the Claypit Hill School. Prior year funding has been appropriated to replace the walk-in refrigerators and freezers at the Wayland Middle School and Happy Hollow Elementary School. All units exceeded 20 years, which is well beyond expected useful life.	
Relationship to General Plan: Scheduled replacement of Town equipment	
History: This is the fourth of a four year request to upgrade 20 + year old kitchen equipment having exceeded its useful life in the elementary and middle schools.	
Source of Funds: Free Cash	In the 5 Year Capital Plan? Yes

18. Budget: School Department - \$82,500	
Title: Happy Hollow Elementary School Floor Tiles Replacement	Project Advocate(s): School Committee, Public Buildings Director
Description: Replace the remaining 11,300 sq. ft. of ACM floor tile with vinyl composition floor tile (VCT).	
Justification: With the exception of the tile replaced over the last few years in the corridors and classrooms, the tile is original to the construction dates of the building. Four classrooms, small group and instructional learning rooms, 10 % of corridors, Cafeteria, Library and Administrative Offices remain to be completed. Replacing the floor tile will abate any asbestos containing material. The other safety issue is related to the worn carpets laid over the tile in the classrooms that present a tripping hazard. 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.	
Relationship to General Plan: Ongoing maintenance and investment in the Town's infrastructure.	
History: This is part of an ongoing capital improvement plan. This funding requested reflects cost of the fourth of six phases of the tile replacement project at Happy Hollow Elementary School.	
Source of Funds: Free Cash	In the 5 Year Capital Plan? Yes

19. Budget: Department of Public Works, Water - \$350,000	
Title: Reeves Hill Water Tank Interior Rehabilitation	Project Advocate(s): DPW Director
Description: Rehabilitation of the interior of the Reeves Hill Water Storage Tank.	
Justification: The exterior of the tank was recently rehabilitated in FY2019. During an inspection and cleaning of the tank interior, degradation of the interior concrete ceiling was discovered. This project will rehabilitate this condition as well as add mixing to the water stored within the Town's only water storage tank to prevent any potential interruptions of service. The Town was alerted that if part of the interior concrete ceiling failed and damaged the tanks piping, the water tank would not be usable and this would impact the Town's water supply.	
Relationship to General Plan: Ongoing maintenance and investment in the Town's infrastructure.	
History: Condition was discovered during FY19 rehabilitation work; new to the Capital plan.	
Source of Funds: Water Borrowing	In the 5 Year Capital Plan? No

20. Budget: Department of Public Works, Water - \$270,000	
Title: Reeves Hill Water Booster Station Upgrades	Project Advocate(s): DPW Director
Description: Upgrades to the Reeves Hill Booster Station	
Justification: The Reeves Hill Booster Pump Station provides water to 139 homes in the high pressure zone (at higher elevations) of the Town. The last upgrade to the pumping equipment occurred more than twenty-years ago and the existing equipment is nearing the end of its useful life. The project also includes funds to make necessary improvements to the electrical, control and architectural features of the facility. The Pump Station was a priority project as determined by the Town's recent above-ground asset management study.	
Relationship to General Plan: Ongoing maintenance and investment in the Town's infrastructure.	
History: Project was identified during recent asset management study; new to the Capital plan.	
Source of Funds: Water Borrowing	In the 5 Year Capital Plan? No

21. Budget: Department of Public Works, Water - \$50,000	
Title: MWRA Connection Study	Project Advocate(s): DPW Director
Description: Funds to assess the feasibility on the costs and technical basis of connecting the Town to the Massachusetts Water Resources Authority Water system.	
Justification: The Town's water system contains equipment and facilities that are costly to operate and maintain. Some of the facilities will be reaching the end of their useful life in the next few years and will cost significant capital funds to upgrade and keep operating. It is important for the long-term financial viability of the water system to make decisions regarding the future in a proactive manner. The project will also consider future regulations, resource availability, and source quality as part of an evaluation.	
Relationship to General Plan: Ongoing maintenance and investment in the Town's infrastructure.	
History: The MWRA study was discussed at the 2018 ATM and is a new request.	
Source of Funds: Water Capital	In the 5 Year Capital Plan? No

ARTICLE 7: PERSONNEL BYLAWS AND WAGE & CLASSIFICATION PLAN*Proposed by: Personnel Board**Estimated Cost: \$39,352*

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 TBD) previously adopted by the Town for non-union Town employees, and further, to determine whether the Town will vote to raise and appropriate, transfer from available funds, transfer from funds already appropriated for another purpose, or otherwise, the sum of \$39,352 for the purpose of funding said adjustments to wages and salaries for non-union Town employees for fiscal year 2020, and to authorize the Town Accountant to allocate said sums to and among the personnel and line items affected thereby in such accounts as are proper and required.

PROPOSER'S COMMENTS: Annual wage adjustments for non-union staff are brought to Annual Town Meeting. The proposed 2.25% FY20 increase as identified in Appendix B of the warrant represents a nominal increase for non-union staff. The increase is consistent with wage increases for other town employees. Increases to starting wages for hourly and seasonal employees reflect the increase in the state minimum wage.

FINANCE COMMITTEE COMMENTS: This Article is requesting Town Meeting to approve changes to the Wage and Classification Plan. The Article sets forth a 2.25% increase in FY20 for non-union personnel. This amount is consistent with negotiated FY20 increases for union affiliated personnel.

This article impacts only non-union employees of the Town. The Wage and Classification Plan allows for periodic wage increases for non-union employees based on employee longevity and provides for reasonable wage growth over time. The Wage Classification Tables, as included in this warrant, reflect a 2.25% increase for all non-union employees as of July 1, 2019. For informational purposes only, union employees in bargaining units with negotiated labor contracts during this cycle of bargaining have their FY20 wage tables listed as well.

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

The Personnel Board recommends approval. (5-0-0)

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

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

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

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

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

For more information about this article, contact Town Administrator, Louise Miller at 508-358-3620 or email lmiller@wayland.ma.us.

**ARTICLE 8: COMMUNITY PRESERVATION FUND GENERAL
BUDGET – SET ASIDES AND TRANSFERS***Proposed by: Community Preservation Committee (CPC)**Estimated Cost: \$697,206*

To determine:

- a) Whether the Town will vote to set aside from the Community Preservation Fund's Uncommitted Fund for later spending:
 - \$104,375 for open space, but not including land for recreational use, \$104,375 for historic preservation, and \$104,375 for community housing pursuant to Massachusetts General Laws Chapter 44B, Section 6 for FY 2020;
 - \$10,000 for administrative expenses;
- b) Whether the Town will vote to set aside from the Community Preservation Fund for later spending \$374,081 of which \$200,000 shall come from the Open Space Fund and \$174,081 from the Uncommitted Fund for annual debt service obligations for the purchase of the conservation restriction on Mainstone Farm, as previously approved by Town Meeting; and
- c) Whether the Town will vote to transfer funds in the amount of \$104,375 from the Community Housing Fund of the Community Preservation Fund to the Wayland Municipal Affordable Housing Trust Fund.

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

Part a) of this article is the CPC's recommendation that fulfills the minimum 10% annual distribution of funds as required by the CPA and makes routine appropriation for CPC administration purposes.

Part b) of this article transfers funds allocated and sets aside monies to fund the debt service for the Conservation Restriction on Mainstone Farm.

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

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

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

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

required to bring each proposed transaction to Town Meeting when creating more than two units of affordable housing.

Funds transferred pay for the debt service obligations related to the Mainstone Farm Conservation Restriction.

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

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

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

For more information about this article, contact Gretchen Schuler, Chair, Community Preservation Committee, at ggschuler126@gmail.com.

ARTICLE 9: COMPENSATION FOR THE TOWN CLERK

Proposed by: Board of Selectmen

Estimated Cost: \$70,602

To determine whether the Town will vote to fix the salary for the Town Clerk, pursuant to Massachusetts General Laws Chapter 41, Section 108, to be effective July 1, 2019.

Salary Schedule – Town Clerk

Town Clerk with fewer than 6 years of service in that position	\$70,602
Town Clerk with 6 years or more of service in that position	\$81,845

FINANCE COMMITTEE COMMENTS: This article aligns the salary of the Town Clerk with the non-union N-8 managerial pay scale. Since the Town Clerk is an elected position, a bifurcated salary schedule is established to account for newly-elected and re-elected Town Clerks.

The Town Clerk salary since FY15 is reproduced in the table below.

Fiscal Year	Salary	Percent Change
FY15	\$68,100	--
FY16	\$68,100	--
FY17	\$70,504	3.4%
FY18	\$74,500	5.4%
FY19	\$78,812	5.5%
FY20 (proposed)	\$81,845	3.8%

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

ARGUMENTS IN FAVOR: The proposed salary for a newly-elected Town Clerk represents a step 2 on the FY20 N-8 managerial pay scale, the same step a newly-hired non-union N-8 manager would receive at the conclusion of a six-month probationary period. The proposed salary for a re-elected Town Clerk represents a step 7 on the FY20 N-8 managerial pay scale, the same step that non-union

N-8 managers receive in their sixth year of service. Both figures include a 2.25% adjustment over FY19 salaries for the same grade and steps.

ARGUMENTS OPPOSED: Some might say that employees are already sufficiently compensated.

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

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

For more information about this article, contact Louise Miller, Town Administrator, at 508-358-3620 or lmiller@wayland.ma.us.

ARTICLE 10: WAYLAND WELCOMES RESOLUTION

Proposed by: Petitioners

To determine whether the Town will vote to ensure that Wayland remains a welcoming community for all individuals who visit, work, or live here by:

- adopting the following formal resolution relative to immigrants who work, live, or visit Wayland, adhering to current practices already taken by the Wayland Police Department
- joining the growing number of towns and cities in Massachusetts and across the country that have expressed their support of immigrants by becoming welcoming communities.

WHEREAS; aligned with our country's core values, our Town government, the Town's police department, and schools continue to welcome everyone regardless of their ethnicity, religion, race, gender identity, or sexual orientation.

WHEREAS; the Wayland Police Department and Town agencies have a strong history of working to protect the rights and just treatment of all individuals, including undocumented immigrants.

WHEREAS; the enforcement of the nation's federal civil immigration laws is the sole responsibility of the federal government and not that of state or local agencies or departments.

WHEREAS; the trust that undocumented immigrants have in Town employees, including law enforcement personnel and local medical and domestic violence agencies, is paramount to the well-being of our community and the safety of all residents.

BE IT RESOLVED: that Town Meeting affirms the following eight principles:

- No employee of Wayland inquires about the immigration status of an individual, including but not limited to, a crime victim, a witness, or a person who calls or approaches the police or other Town employee, unless necessary to facilitate a criminal investigation, protect the personal safety of an individual, or keep the peace.
- The enforcement of the nation's federal civil immigration laws is solely the responsibility of the federal government, not the Wayland Police Department or other Town agencies. No local police officer or employee of Wayland performs the functions of an immigration officer, and

no department of the Town uses Town funds, resources, facilities, property, or personnel to assist in the enforcement of federal civil immigration laws. Nothing in this section prevents an officer, employee, or department from lawfully discharging duties in compliance with and in response to a lawfully issued judicial warrant.

- No police officer of Wayland arrests, detains, or prolongs an individual's detention based solely on their immigration status unless such detainer or document is accompanied by a judicial warrant.
- No Wayland police officer or Town employee will provide Immigration and Customs Enforcement (ICE) or Customs Border Protection (CBP) with any information about any individual in regards to any civil immigration violation investigations.
- Nothing in this resolution prohibits or restrains any Wayland law enforcement officer or Town employee from sending to, or receiving from, any local, state, or federal agency information regarding citizenship or immigration status, consistent with 8 U.S.C. § 1373.
- No police officer of the Wayland Police Department allows ICE or CBP agents investigating a civil immigration violation access to municipal facilities or a person in custody unless acting under a duly authorized warrant.
- The Wayland Police Department will continue to investigate reports of hate crimes, criminal discrimination, and criminal harassment of persons based upon their protected status, including, but not limited to, religion, race, ethnicity, or national origin without regard to the person's known or suspected immigration status within the United States.
- Nothing shall prevent an officer or employee of the Town from lawfully discharging his or her duties in compliance with and in response to a court order from a court of competent jurisdiction, lawfully issued judicial warrant, judicial subpoena, or judicial detainer or acting when necessary to protect public or personal safety.

PETITIONERS' COMMENTS: This Article upholds and formalizes existing practices and protects Town employees by providing a formal resolution. This Article does not protect anyone suspected or convicted of a crime, including violent crimes, regardless of immigration status. It only pertains to civil immigration enforcement. This Article signals safety for anyone living and working in Wayland that they can report crimes to Town employees without unrelated repercussions. The article does not impede any Town employees, including police officers, from lawfully discharging duties as necessary to protect public safety.

Numerous Massachusetts cities and towns, including Sudbury, Lexington, and Concord, enacted similar measures. In 2018, the Commonwealth determined that individual cities and towns should decide whether to become welcoming communities in lieu of statewide legislation. This Article would make Wayland one of the growing number of towns demonstrating that all persons, including undocumented immigrants, are welcome in our Town.

FINANCE COMMITTEE COMMENTS: This article would require that Town employees do not involve themselves in civil immigration enforcement. It does not prevent Town employees, including police officers from lawfully performing their assigned job responsibilities including those necessary to protect the public, nor does it protect anyone suspected or convicted of a crime, including violent crimes, regardless of immigration status.

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

ARGUMENTS IN FAVOR: Proponents argue this article ensures anyone visiting, living, or working in Wayland can report crimes to Town employees without unrelated repercussions due to their immigration status without impeding any Town employees, including police officers, from lawfully discharging duties as necessary to protect public safety.

Proponents argue that this article only formalizes existing practices and therefore serves to protect Town employees.

Proponents argue that this article limits the unnecessary use of Town resources supporting activities under Federal jurisdiction.

ARGUMENTS OPPOSED: Opponents may argue that this article could result in an additional costs to the town for employee training or due to the loss of federal funding (threatened by the current presidential administration, but successfully challenged in Federal Court to date).

Opponents may argue that such an article is not necessary because it mirrors existing practice that is already in place or because it eliminates flexibility that town employees may need to address unforeseen circumstances.

Opponents may argue that such an article should be established at the state level and not the town.

Opponents may argue that this article discourages cooperation between local and Federal government agencies including law enforcement.

RECOMMENDATION: The Finance Committee has reviewed this article, deemed it does not currently represent a quantifiable financial impact to the Town and defers recommendation, if any, to Annual Town Meeting.

QUANTUM OF VOTE: Majority

For more information about this article, contact the lead petitioner, Nora Rothschild, at noraelainerothschild@gmail.com.

ARTICLE 11: RESOLUTION TO CREATE A COMMITTEE TO ORGANIZE A WAYLAND MUSIC FESTIVAL

Proposed by: Petitioners

WHEREAS; Wayland values the arts and music, recognizing that music is a big part of all cultures; WHEREAS; we want opportunities that will be fun for all generations, from children to senior citizens;

WHEREAS; bringing the community together in all roles (participating in organization, performance and audience) will make lasting Wayland memories; and

WHEREAS; at Town Meeting we often hear about the things people disagree about and this event would be an opportunity to reflect our shared values.

Therefore, we request the Board of Selectmen create a committee to develop and host a one-time, town-wide, intergenerational music festival in March 2020 that is free of charge. The committee

should have a mix of youth and adults who will collaborate to create this celebration.

PETITIONERS' COMMENTS: Wayland has always been a town that supports the arts and residents feel music brings enjoyment to many. This article requests that the Board of Selectmen form a committee to explore a music festival in town. This festival would bring Waylanders of all ages together as we express our talents and celebrate diversity.

As an experiment in crowd-sourcing, it will invite all ages to be the organizers, performers and audience. As such this work cannot be done by existing committees and departments, which have predetermined functions and methods.

March is a time when winter drags on, and there are no school or other holidays, so everyone would be ready for a fun activity.

Due to its experimental and intergenerational nature, the tight time frame, and the wish not to overtax the volunteer base, we ask for a one-time, temporary committee. If the Festival is a success, it could be repeated.

FINANCE COMMITTEE COMMENTS: This resolution is sponsored by a group of students that belong to a Middle School club studying Town Meeting. It is an exercise in working together to develop an idea that will benefit all residents and bringing it before Town Meeting for approval.

The resolution only asks the Board of Selectmen to appoint a temporary committee to explore the possibility of Wayland holding a Musical Festival in March 2020. It is anticipated that many residents involved with the Arts might volunteer to help brainstorm such an event. The intent is to seek advice and input from other experienced organizations such as the Wayland Cultural Council, Arts Wayland, Recreation Commission, Public Ceremonies Committee and the School Art and Music Departments.

The Board of Selectmen would set the committee charge including the purpose, term of the committee, membership and all deliverables related to holding such an event.

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

ARGUMENTS IN FAVOR: The event will be an expression of Wayland's spirit, belief in the power of the arts, and a curiosity of open-mindedness about others' musical tastes and talents. The March Music Festival could be the start of building an ongoing music community.

March is a quiet month and ideal for exploring this type of community event, and the event could have an economic benefit for local businesses.

Passage of this resolution supports Wayland's students in their interest of Town governance.

ARGUMENTS OPPOSED: The event could put stress on our Town's volunteer base and the committee may still need Town resources.

This event may have a large carbon footprint and add other stresses like extra traffic and need for public safety coverage.

The timeframe might be too short for the committee to be successful.

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

QUANTUM OF VOTE: Majority

For more information about this article, contact lead petitioner Kyra Spooner at kyra_spooner@wayland.k12.ma.us or Middle School club advisor Kaat Vander Straeten at kaatvds@gmail.com.

ARTICLE 12: AUTOMATIC WATER METER READING

Proposed by: Board of Public Works

Estimated Cost: \$1,300,000

To determine whether the Town will authorize the Board of Public Works (BoPW) to:

- a) appropriate the sum of \$1,300,000 to purchase and install automatic water meter reading equipment and software to enable more efficient, timely readings and quality invoicing (as now required by the Massachusetts Department of Environmental Protection [DEP]), emergency leak detection alerts, and customer self-monitoring capabilities to support conservation; and
- b) provide said funds by transfer from the Water Enterprise Fund Retained Earnings.

PROPOSER’S COMMENTS: Funding for Automatic Meter Reading (AMR) through the Water Enterprise Fund balance has been long planned, and is factored into the long term Water Enterprise Fund financial plan. AMR is integral to the financial plan because it enables the Town to invoice more regularly and predictably, as required by DEP, and it enables the Town to even out revenue flow throughout the year to better match expenses.

Other benefits of AMR include early leak detection, water conservation, automation, billing accuracy/consistency, long term cost savings, DEP compliance, and homeowner property protection.

The financial plan anticipates that the automated meter reading devices, if approved at Annual Town Meeting, will be installed simultaneously with the previously funded meters saving approximately \$330,000 in installation fees.

FINANCE COMMITTEE COMMENTS: Passage of this article would authorize the Board of Public Works (BoPW) to purchase and install automatic water meter reading infrastructure and technology. The expected useful life of a water meter reading system is 20 years. Automatic Meter Reading (AMR) infrastructure normally takes automatic water metering readings (typically taken hourly) and transfers them (typically daily) to a controlled secure data storage platform for early leak detection and billing. AMR eliminates the need for a Town employee to physically go to a customer property to read a meter. An AMR “end-point” device is added to the exterior of a home or other building and uses radio communication to transmit encrypted data similar to gas and electric utilities in Wayland. If transmission is unavailable or interrupted, the AMR device can store multiple days’ readings and send them later. Digital transmissions are from the exterior of the home, at a low power, typically that of a cell phone text message, lasting fractions of a second.

AMR will promptly identify lost water from leaks, greatly reduce billing errors, help conserve water, and enable more frequent billing as required by the Town’s next DEP water withdrawal permit. AMR enables customers to monitor usage with a cell phone or web application, setting their own thresholds for usage alerts and providing information to better manage household

consumption and costs. AMR alerts the Water Division to abnormal usage patterns so it can notify customers of possible leaks. For those who wish to have their meter read manually, there will be an opt-out provision available at a cost of approximately \$20 per manual read. Town hardship allowances will be available.

The current water meter reading system has been in use since 1996. Equipment breakdowns and malfunctions have caused delays in water billing negatively impacting the Water Enterprise Fund cash flow in each of the last four years. Billing delays have raised concerns by the Town's auditors and resulted in an administrative burden to issue corrected bills.

The Commonwealth of Massachusetts issued revised Water Conservation Standards in June of 2018, requiring quarterly meter readings and billings, and recommending monthly readings and billings. As current readings and billings are done semi-annually, the new requirement would require a two-fold increase in resources if done quarterly and a six-fold increase if conducted monthly. In addition, the Standards recommend that communities "strongly consider" investing in an Automatic Meter Reading system, which is the aim of this article.

The annual operating cost of the AMR system depends on the technology selected but is estimated to be no greater than \$54,000 compared to an estimated operating cost for the current system of \$71,000 (plus one-time cost for software and vehicles of \$85,000) for a quarterly meter reading and billing of \$142,000 (plus one-time costs for software and vehicles of \$120,000) if conducted monthly.

The project plan anticipates that the automated meter reading devices will be installed simultaneously with the prior funded meters saving approximately \$330,000 in installation fees.

The Town has previously approved a replacement program for water meters with a budget of \$920,000. The replacement program was slated to begin before the end of 2018. The BoPW is hoping to combine the meter replacement with the installation of the AMR system for cost efficiency and to limit the disruption of the users by requiring only one installation visit.

The Water Enterprise Fund financial plan targets reserves in the range of \$800,000 to \$1 million representing 30%-35% of operating expenses less debt service, or 20%-25% of total operating expenses. This reserve is intended to cover both fluctuations in usage/revenue as well as emergency situations. The Water Enterprise Fund financial model (a copy of which is in Appendix C assumes annual increases in salaries/indirects/OPEB of 3.25%, and in general expenses of 2.5%, as well as planned capital improvements, and a 2.5% average annual increase in revenue. The financial model forecasts reserves of \$705,000 on June 30, 2020 (after funding this project) increasing to \$1 million on June 30, 2022.

It should be noted that a similar article was presented at the 2018 Annual Town Meeting and did not pass. Since then, the Commonwealth has issued revised Water Conservation Standards (see above), which require quarterly and recommend monthly meter readings and billings.

The Board of Selectmen recommends approval. (4-0-0)
Board of Public Works recommends approval. (3-1-0)

ARGUMENTS IN FAVOR:

- The new water standards that came into effect in June 2018 have a significant impact on the resources required to comply with the new standard. While the AMR project benefit is principally customer service oriented it will allow the BoPW to continue with the current

staffing rather than adding personnel to conduct quarterly (or monthly) meter reading and billing and will improve the Department of Public Work's cash flow.

- Passage of this article would allow the BoPW to use existing funds within the Water Enterprise Fund and has no impact on taxation.
- Combining the AMR project with the previously approved water meter replacement project results in a \$330,000 savings in installation cost if done separately.
- Residents and businesses can monitor their usage and costs and adjust consumption as they feel necessary.
- Reading software at the Department of Public Works can trigger alarms and notify staff and users of excessive consumption. This would lead staff and users to take corrective actions to minimize leak costs and damage.
- The expected useful service life of a water meter reading system is 20 years. Updating the water meter reading technology will improve the billing accuracy, improve customer service, minimize time and cost to read and invoice customers, conserve water by rapid notification of abnormal use, and minimize water abatements.

ARGUMENTS OPPOSED:

- Funds could be used instead to fund other projects or lower water rates.
- Spending funds on this system could result in higher water rates.
- Some may argue that the project should be funded by debt rather than by using the Water Enterprise Fund.
- Some may have health concerns over radio transmissions.

RECOMMENDATION: The Finance Committee recommends approval. (3-2-0)

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 44, Section 53F ½, Chapter 40, Section 5 and 44, Section 33B.

For more information about this article, contact DPW Director, Tom Holder at 508-358-3678 or tholder@wayland.ma.us.

ARTICLE 13: HIGH SCHOOL ATHLETIC COMPLEX RENOVATION

Proposed by: School Committee and Recreation Commission

Estimated Cost: \$7,750,000

To determine whether the Town will vote to:

- a) appropriate the sum of \$7,750,000 to be expended under the direction of the School Committee for design, permitting, engineering, reconstruction and construction of the Wayland High School Stadium Complex Renovation and Tennis Court and Softball Field Reconstruction, including the replacement of bleachers and lighting, as described in Parts 1 and 2 of the Wayland High School Facility Strategic Master Plan (High School Athletic Preferred Improvement Plan), including any and all other costs incidental or related thereto;
- b) provide for said appropriation by transferring \$175,000 from funds in the Recreation: Athletic Field Revolving Fund, and transferring \$500,000 from the Community Preservation fund Account (CPA funds are exclusively for Part 2 of the project);

- c) authorize the Town Treasurer with the approval of the Board of Selectmen, to borrow the sum of \$7,075,000 pursuant to G.L c.44, §§7 or 8 or any other enabling authority, and issue bonds or notes of the Town therefor; and
- d) authorize any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved hereunder in accordance with G.L. c.44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs.

FINANCE COMMITTEE COMMENTS: The article requests \$7.75 million to fund construction for the renovation of the High School athletic facilities. Of this amount, up to \$175,000 would be transferred from the Recreation Revolving Fund Turf Account, and \$500,000 would be transferred from the Community Preservation Fund (CPA funds are exclusively for Part 2 of the project). The remainder would be funded by the Town. Additionally, the Wayland Boosters plans to contribute funds specifically towards the project's concession stand. More specifically, this article requests construction funds for Parts 1 and 2 of the High School Athletic Preferred Improvement Plan, which has been revised during the design process since it was first presented to the Town at the 2017 fall Special Town Meeting. These funds are anticipated to be expended in FY19 and FY20. Part 3 of the plan, Baseball and Multi-Use Field Improvements, is scheduled for FY 21 in the 5-year Capital Improvement Plan, and is estimated to cost \$1.8 million.

Partial funding of this project would come from the Community Preservation Fund, monies that have already been collected by the Town. Partial funding for this project will come from the uncommitted portion of the Community Preservation Fund. Recreation projects are an allowed use of CPA monies.

This article was on the agenda for the 2018 Annual Town Meeting (ATM) and was passed over because project design was insufficiently advanced. We now have credible cost estimates. Those estimates are that costs will be approximately \$2.35 million higher than those presented at the 2018 ATM, driven primarily by the need for additional required bathrooms, higher bleacher costs, steel tariffs, and cost escalation.

For schematics, see Appendix D

Background:

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

Their conclusions as they related to the current Stadium Complex were that: turf quality is substandard, drainage facilities are lacking, grading is substandard (lack of positive pitch to shed water), irrigation systems are inadequate, bleachers at track/field are non-code compliant/deteriorated (home meets potentially cancelled), storage is lacking site-wide, and ADA (Americans with Disabilities Act) accommodations are lacking. Additionally they noted that the tennis courts are in a state of disrepair and the softball field is not regulation size.

These observations were presented at the Special Town Meeting (STM) in November 2017 where the Town voted to appropriate "Design Services" funds.

Briefly, this project envisions:

- Replacement of bleachers, both home and away, including adequate storage under the bleachers and ADA compliance. Addition of bathrooms, as required by code.
- Replacement of stadium lighting including more efficient lighting resulting in better energy efficiency and less light spillage.
- Reconstruction and improvement of the synthetic turf field including regrading, new synthetic turf, new drainage, and new goal posts.
- Reconstruction and improvement of the track including regrading, resurfacing, new drainage, fencing, and appropriate long jump, triple jump, shot put and discus facilities.
- Reconstruction and improvement of tennis courts including adequate grading, drainage, color seal coating, fencing, tennis court features (nets, posts, etc.), lighting, and parking lot. Relocating the courts to the front of the high school.
- Construction of an additional outdoor basketball court, located next to the existing court. Includes adequate grading, drainage, color seal coating, fencing, basketball posts, backboards, bleachers and lighting. Second court is being added due to community demand/need.
- Reconstruction and improvement of softball field to back of school including adequate grading, drainage, seeding, dugout benches and pads, foul poles, backstop, fencing, bleachers and netting. Softball field will be regulation size which the current field is not.

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

A significant driver in the design of the athletic improvement plan is rooted in the effort to enhance the protection of both the Happy Hollow Wells as well as the Sudbury River Watershed. Watershed protection is enhanced by full reconstruction of the turf field, with improved and expanded drainage rather than mere resurfacing. Well protection is enhanced as a result of Part 2 of the Athletic Improvement Plan, which recommends swapping the locations of the tennis courts and the softball field. The swap was proposed in order to better protect the public water system, wetland resources, and the Sudbury River Watershed. The impervious surface of the tennis courts, within the Zone I Protection Area, violates best practice by reducing the infiltration of storm water. It should be noted that while the relocation of the tennis courts is not legally required, under today's Codes the location of the tennis courts within the Zone I Area of the wells would be prohibited.

Project Costs:

Part 1 - Stadium Complex Renovation	\$5,820,000
(Full depth reconstruction of synthetic turf field and track, bleachers, lighting, storage, additional bathrooms, ticket/concession stand, landscaping)	
Part 2 - Tennis Court/Softball Field Reconstruction	\$1,930,000
(Swap and full-depth construction of 6 tennis courts and softball field, two basketball courts, parking lot, lighting, landscaping)	
TOTAL:	\$7,750,000

Progress since the 2018 Annual Town Meeting (ATM)

Appendix D details some of the progress achieved/milestones attained since the April 2018 ATM.

Significantly, on July 18, 2018, the Permanent Municipal Building Committee (PMBC), which has oversight of the project, recommended the use of virgin crumb rubber as the infill material for the

synthetic turf field. This decision was informed by a number of public meetings to address concerns about public safety, environmental impact and cost. The PMBC's evaluation included organic as well as synthetic infill materials. The School Committee affirmed the PMBC's recommendation with a 5-0 vote on July 23, 2018.

Assuming the funding for this project is approved, construction would start as soon as permitting is completed, with the repairs and renovation to the high school stadium complex followed by the tennis courts/softball field swap and renovation/construction of the outdoor basketball courts and parking lot. Ideally, construction would be completed by December of 2019. The Facilities Department has indicated they are fully prepared to execute this project if approved. Field rental and associated transportation costs during construction are included in the project cost.

The on-going expense for maintenance includes:

- Contract costs for maintaining the artificial turf are estimated between \$10,000 and \$15,000 per year.
- The operations and maintenance of the fields and facilities will be the responsibility of the School Department, Recreation Department and the Department of Public Works as per their existing Memorandum of Understanding. There will be a marginal annual increase to these maintenance costs of about \$4,400 for additional custodial work.
- It is anticipated that the turf will need replacement every 10 years at roughly a current cost of \$950,000. A corporate income statement would recognize a depreciation expense of \$95,000 per year. A portion of the user fees for the turf field will be retained by the Recreation Department in a turf replacement fund.
- Ongoing monitoring costs to comply with the Order of Conditions are estimated to be \$48,000 annually.

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

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

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

ARGUMENTS IN FAVOR:

- The current high school synthetic turf field is at the end of its useful life and could fail. Drainage at the turf field is questionable.
- The stadium bleachers are not ADA compliant and the stadium lights are inefficient.
- Intermediary improvements to the deteriorating track are no longer cost effective.
- The tennis courts are in need of repair. Two of the ten tennis courts have been taken offline. Intermediary improvements are no longer cost effective. Temporary top coating isn't viable because the painting process would have chemicals running off into the well heads. Full reconstruction (i.e. digging out the current asphalt and replacing it) might not receive approval from the Conservation Commission.
- Swapping the tennis courts and the softball field has multiple advantages. The swap will improve compliance with current Well Protection regulations. Moving the tennis courts out of the wet areas will mitigate frequent and severe cracking and will allow better access for the larger community without having to access school grounds, thus improving security. The proposed relocation of the tennis courts has received generally good support at various public meetings on this issue. The relocated softball field at the back of the high school would be regulation size and permit proper orientation of the field (it is desirable that the line from home base through the pitchers plate to second base shall run East-Northeast).
- The proposed project satisfies the demand for an extra basketball court.
- Protecting the wells and the watershed is a high priority for the Town. If the wells ever became contaminated, the permitting process for a new well could take 10 years.

- If the existing facilities fail, there will be inconvenience and expense from traveling to and paying for external field rentals. Field rental costs during construction are estimated to be about \$30,000.

ARGUMENTS OPPOSED:

- Some may consider spending nearly \$10 million on all three phases of this project to be excessive. The School System has identified \$4.3 million of additional capital projects over the next 5 years. Some are concerned that the Athletic Improvement project may crowd out other more important needs.
- Wayland's CPC is contributing \$500,000 towards Part 2 of the Project. There may be other allowed uses not yet brought to the attention of the CPC that might be better candidates for the use of these funds.
- Some would argue that from a cost-benefit perspective, minimal repairs to the stadium complex and tennis courts are sufficient. However, depending on the repair, it might or might not be permitted by the Conservation Commission.
- Although some of the high school facilities are currently in the Happy Hollow Wells Zone I Protection Area, their location is grandfathered and no impact to the water quality has as yet been detected. Some could argue the Town is incurring a significant extra cost to protect against an event that may never happen.
- Some question whether the full reconstruction and improved drainage design will adequately protect the wells and the Watershed and might argue that the Athletic Complex Renovation should be done with natural grass.
- The proposed project reduces the number of tennis courts from 10 to 6. It is possible to build 6 tennis courts at their current location which would be completely outside the Zone 1 protection area. (However, there would still be an impermeable surface in the Watershed, which violates best practice. And although clay or grass courts would be permeable, they both require chemicals and would be more expensive to maintain.
- Some would argue that this project should be phased in over several years to limit the impact on management resources and/or the tax rate.
- Residents have expressed concerns regarding the safety of materials in the synthetic turf, particularly crumb rubber infill. The U.S. Environmental Protection Agency (EPA), the Centers for Disease Control and Prevention/Agency for Toxic Substances and Disease Registry (ATSDR), and the U.S. Consumer Product Safety Commission (CPSC) have noted the need for additional information to be able to evaluate potential health risks from exposure to tire crumb. Some argue that the town should await more research.

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

QUANTUM OF VOTE: Majority vote under Massachusetts General Laws Chapter 44B, Sections 6, 7 and 11 and Chapter 44, Section 53E ½. Two-thirds vote required for borrowing – see Massachusetts General Laws Chapter 44, Sections 2, 7 and 8

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

ARTICLE 14: PARTIAL FUNDING FOR CONSTRUCTION OF PART 2 OF THE WAYLAND HIGH SCHOOL MASTER ATHLETIC PLAN*Proposed by: Community Preservation Committee**Estimated Cost: \$500,000*

To determine whether the Town will vote to:

appropriate a sum of money from the Community Preservation Fund's Uncommitted Fund for recreational use of up to \$500,000 to be expended by the Wayland School Committee as partial funding for the construction of the Wayland High School athletic facilities, including tennis court and softball field swap, outdoor basketball court renovations, and adjacent parking lot renovations.

PROPOSER'S COMMENTS: The Community Preservation Committee affirmed its policy to retain a balance of at least \$500,000 in the Uncommitted Fund. This action capped the CPC's recommended contribution of Community Preservation Funds (CPF) to \$500,000 instead of the \$1,930,000 requested by the School Committee.

FINANCE COMMITTEE COMMENTS: The Community Preservation Committee (CPC) is responsible for making recommendations to Town Meeting for spending Community Preservation Act (CPA) funds. CPA funds may be used for most recreation projects, so long as they are drawn from the Uncommitted Fund, i.e., not designated for any of the individual primary purposes of Open Space, Historic Preservation, or Community Housing.

By passing this article, the Town will appropriate up to \$500,000 from the Community Preservation Fund (CPF) Uncommitted Fund to partially fund the Wayland High School athletic facilities improvement plan, including: relocating the tennis courts out of the Happy Hollow Wellhead Protection Zone I, rebuilding the tennis courts where the softball field is currently located, building the softball field where the tennis courts are currently located, and renovating the outdoor basketball court and adjacent parking.

The athletic facilities improvement plan is a large project to renovate and improve the High School athletic facility. The project design was funded at the November 2017 Special Town Meeting, including an appropriation from the CPF for the design of this part of the overall project.

The athletic improvement plan is more fully described in Article 13 of this Warrant. It should also be noted that Community Preservation funds cannot be spent for this purpose unless construction of the athletic improvement plan is approved. Approval of this article reduces the cost to fund Part 2 of the High School Athletics Complex Renovation - swap and reconstruct the tennis courts and softball field and renovate the outdoor basketball court and adjacent parking.

Based on estimates prepared by the firm of Weston & Sampson, the Town's engineering consultant, the current cost estimate for this part of the plan is \$1,930,000. This estimate has been approved by the Permanent Municipal Building Committee.

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

ARGUMENTS IN FAVOR: CPC funds are derived from a 1.5% surcharge on Town Taxes, and they may only be spent on permissible uses as prescribed by the Community Preservation Act. The use of CPC funds for this purpose is consistent with the CPC's mission to support recreational activities. Funding of these projects will not impact taxes. Use of CPC funds will reduce the amount funded

through the Town's General Fund or through borrowing. After the allocation of \$500,000 for this project, the CPC will still have a reserve of at least \$500,000 in their Uncommitted Fund.

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

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

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

For more information about this article, contact Gretchen Schuler, Chair, Community Preservation Committee, at ggschuler126@gmail.com.

ARTICLE 15: LOKER TURF FIELD CONSTRUCTION

Proposed by: Recreation Commission

Estimated Cost: \$3,753,901

To determine whether the Town will vote to:

- a) Appropriate a sum of money of not more than \$3,753,901 to be expended under the direction of the Wayland Recreation Commission for designing, permitting, engineering and constructing a multi-purpose synthetic turf athletic playing field at the Loker Conservation & Recreation Area including playing surfaces, lighting, drainage, landscaping, recreational amenities, access and parking areas; and any and all other costs incidental or related thereto;
- b) Provide for said appropriation by borrowing, taxation, transfer from unappropriated funds, transfer from available funds appropriated for other purposes, or otherwise, provided not more than \$150,000 of the funds appropriated shall be transferred from the Recreation Stabilization Fund uncommitted funds for designing, permitting, engineering and constructing a multi-purpose synthetic turf athletic playing field at the Loker Conservation & Recreation Area including playing surfaces, lighting, drainage, landscaping, recreational amenities, access and parking areas; and any and all other costs incidental or related thereto;
- c) Authorize the Town Treasurer with the approval of the Board of Selectmen, to borrow up to said sum pursuant to G.L. c. 44, §§7 or 8 or any other enabling authority, and issue bonds or notes of the Town therefor; and
- d) Authorize any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, to be applied to the payment of costs approved hereunder in accordance with G.L. c.44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs.

FINANCE COMMITTEE COMMENTS: This article authorizes \$3,753,901 for the construction of a multi-purpose synthetic turf athletic field at the Loker Conservation & Recreation Area. Of the total sum, \$150,000 is to be transferred from the Recreation Stabilization Fund. The requested funds are anticipated to be expended in FY19 and FY20. Construction is projected to be completed by Fall 2019. A detailed budget is in Appendix E.

The Recreation Commission is recommending the construction of this synthetic multi-purpose field to address a playing field shortage in town. It is estimated that there are over 6,000 children, adults and seniors who use Wayland Recreation sites annually. Currently, the Town cannot meet demand at our current field capacity, has been unable to find fields in other towns with capacity to rent, and, as a result, needs to turn kids away from youth sports. The *Wayland Town-Wide Recreation Facilities Strategic Plan (Link 2)* concluded that Wayland grass fields are significantly over-utilized, deteriorating and deficient. Both Weston & Sampson Engineers in the Strategic Plan and Gale Associates, Inc. have suggested that our grass fields be used 400-600 hours per year. Using this standard and, based on presumed field usage data for actual field permits issued by the Recreation Department in 2017, 2018 and 2019, we are currently overusing Wayland's existing assets by an average of 5,000 hours per year. This represents a deficit of 8-12 grass fields. A single turf field with lights can accommodate over 2,400 hours of usage per year. The addition of 2 lighted synthetic turf fields would address the deficit.

The synthetic turf field is proposed to have crumb rubber infill. The decision on infill material was made after thorough analysis by a Weston and Sampson toxicologist. Analysis of research was compiled by the School Committee and approved by the Recreation Commission on 11/20/2017 and the Permanent Municipal Building Committee (PMBC) on 7/18/2018. Crumb rubber is the most widely used infill and most researched material for synthetic turf fields.

The project is being managed by the Permanent Municipal Building Committee (PMBC) and an Owner's Project Management firm, *Left Field, Inc.* Design and Construction bid documents are complete. As of the writing of the Warrant, the project still required approvals and permits from the Conservation Commission and the Zoning Board of Appeals. The Conservation Commission has closed the Notice of Intent hearing and is expected to issue an Order of Conditions in March. The Zoning Board of Appeals is scheduled to conduct a site visit on March 15th and continue the hearing on the project on March 26th.

While the cost of developing a synthetic turf field at Loker is twice the cost of a grass field, there are upfront costs that are offset by lower annual maintenance costs, increased availability and usage, and the need for fewer total fields to meet the town's athletic and recreational needs.

The total ongoing costs for turf maintenance are estimated to be \$10,500-\$19,000 annually:

- Maintenance of the artificial turf surface: \$6,500-\$15,000 (Weston & Sampson has estimated \$10,000-15,000/year for maintenance of a generic turf field. The current contract for the maintenance of the artificial turf playing surface at the High School ranges from \$6,500-\$8,000/year)
- Other routine parks maintenance of natural areas, toilets, trash and recycling, and parking areas: \$4,000

The Department of Public Works (DPW) will perform the routine parks maintenance of natural areas, trash and recycling, and parking areas. Other field maintenance will be managed through the Recreation Department and funded by field user fees.

According to Weston & Sampson, newer generation turf fields have a lifespan of 10 years or more. Synthetic turf carpet replacement is estimated at a current cost of \$905,111. Monies generated from the use of the artificial turf field at Loker will be accounted for separately from other fields and will be used to help defray the cost of replacing the carpet after its lifespan.

When assessing costs of Town assets, it is prudent to consider long-term benefit and usage. The Recreation Director in conjunction with members of the Finance Committee produced a cost analysis

that concluded it would cost the Town \$9 million over a twenty (20) year period to own, operate and maintain two turf fields, and it would cost \$29 million over a twenty (20) year period to own, operate and maintain ten (10) grass fields. Both options would meet Wayland's field needs/demand and alleviate the deficit, but the turf option is more cost effective. (See Appendix E)

The Finance Committee generally recommends the use of a "debt exclusion" or "excluded debt" for projects above a certain cost. Residents will vote at the April 23, 2019 Town Election on whether to use excluded debt for this project.

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

The Recreation Commission voted in favor of this article. (4-0-0)

ARGUMENTS IN FAVOR: This proposal would establish a new multi-purpose playing field for Wayland Recreation users and allow the Recreation Department to enhance and expand current program offerings for preschool, adult and senior groups.

The addition of this field will alleviate the severe overuse of existing recreation grass fields. A new turf field will allow for the rest and rehabilitation of existing recreation fields that need repair. Existing conditions of Wayland grass fields are deteriorating and deficient. Rehabilitation would ensure safer playing fields for all Town residents.

Based on usage trends in Wayland, the Town currently has a field deficit of 3,000 hours. An additional lighted turf field can accommodate over 2,400 hours of usage per year. An additional full-size grass field would accommodate approximately 400-600 hours of usage. One lighted turf field can accommodate 4-6 times the capacity of a grass field.

The addition of a field with lighting will become increasingly more important as Wayland Public Schools shift school start times later in the day.

Wayland grass fields sit on very wet terrain. Each spring Wayland typically opens its grass fields weeks after other towns are able to play on their fields.

The average cost to maintain a synthetic turf field is less than the average cost to maintain a grass field (specific numbers can be found in the Finance Committee Comments section).

Synthetic turf requires no mowing, painting, fertilizers, irrigation, saving thousands of gallons of water per year, while also reducing the burden on the DPW.

Wayland is the only community in the Dual County League that does not have multiple turf fields to support its programs.

Constructing this project now, in conjunction with the proposed High School field renovations (Article 13), may maximize financial efficiencies.

Building this field will utilize a site that is delineated for recreation and has been vacant since 2000.

ARGUMENTS OPPOSED: Some opponents argue that this proposal is too expensive.

Some argue that these resources would be better spent to complete the upgrade of fields in the Recreation Department strategic plan including Alpine, Claypit, Schwartz/Riverview, and Middle School fields.

The construction plans for the Loker turf field require the removal of ledge in addition to soil removal. Opponents note that costs could escalate if ledge removal is more difficult than anticipated. Proponents feel there is enough contingency budgeted to account for escalation.

Artificial turf fields may pose greater danger of severe burns and heat illness during summer weather since field surface temperatures are higher on artificial turf fields; surface temperatures can reach as high as 200 degrees Fahrenheit. Proponents feel the existing Operating Procedures help keep users safe during Heat Warnings and Heat Advisories.

A higher capacity artificial turf field will have more use than a grass field and may have a greater impact on traffic. There are also concerns about the adequacy of on-site parking and the potential for overflow parking in the adjacent neighborhood, as well as the ability of the roadway to handle emergency vehicles.

Residents have expressed concerns regarding the safety of materials in the synthetic turf, particularly crumb rubber infill. The U.S. Environmental Protection Agency (EPA), the Centers for Disease Control and Prevention/Agency for Toxic Substances and Disease Registry (ATSDR), and the U.S. Consumer Product Safety Commission (CPSC) have noted the need for additional information to be able to evaluate potential health risks from exposure to tire crumb.

The site was cleaned up twenty years ago using the required standards at the time. Given that standards have changed, some argue that additional testing should be conducted to better understand potential hazards at the site and ensure safety.

The project has not received the Conservation Commission Order of Conditions or the Zoning Board of Appeals approval as of the drafting of the warrant. Some worry that the requirements including in these approvals could cause costs to increase.

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

QUANTUM OF VOTE: Two-thirds vote required for borrowing and for transfers from Stabilization fund— see Massachusetts General Laws Chapter 44, Sections 2, 7 and 8 and Chapter 40, Section 5B.

For more information about this article, contact Katherine Brenna, Recreation Director, at kbrenna@wayland.ma.us or Asa Foster, Chair, Recreation Commission at afoster@wayland.ma.us or 508-397-9130.

ARTICLE 16: BUILD A GRASS ATHLETIC FIELD ON LOKER RECREATION AND CONSERVATION AREA PROPERTY

Proposed by: Petitioners

Estimated Cost: \$1,500,000

To determine if the Town will vote to build a grass athletic field on Loker Recreation and Conservation Area Property and

- a) appropriate a sum of money of up to one-million five hundred thousand dollars to be expended under the direction of the Wayland Recreation Commission for the permitting, design, engineering, and construction of a multi-purpose grass athletic playing 100 yards by 60 yards at the Loker Conservation & Recreation Area including playing surfaces, drainage, landscaping, irrigation system, traffic (including a Rt 30 traffic congestion mitigation plan to deal with Loker field traffic), access (must meet all state and local emergency vehicle access requirements) and parking and any and all other costs incidental or related thereto;
- b) determine whether said appropriation should be provided by taxation, transfer from unappropriated funds, transfer from available funds appropriated for other purposes, by borrowing, or otherwise;
- c) authorize the Treasurer with the approval of the Board of Selectmen, to borrow said sum pursuant to G.L. c. 44, §§7 or 8 or any other enabling authority, and issue bonds or notes of the Town therefor; and
- d) authorize any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, to be applied to the payment of costs approved hereunder in accordance with G.L. c.44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs.

PETITIONERS' COMMENTS: The proposed field is a compromise for Loker recreation development. It creates an additional athletic field for Wayland youth sports. It reduces the cost of the field by 50% saving \$1.6 million. A grass field eliminates the threat of pollution to Loker and Willow Brook wetlands by crumb rubber dust, micro plastic pollution from artificial grass, and zinc-laden water at 4 times EPA guidelines for aquatic life as documented in published peer reviewed research papers. Grass fields are safer. On sunny days artificial turf fields surface temperatures can reach 160F, which can cause severe burns, skin abrasions and heat stroke. The mandated traffic mitigation plan will reduce the chance of rush hour gridlock at the Rt 30 Rice road intersection. A standard 100yd x 60yd size soccer field allows safer emergency vehicle access from Rice road. Town water is available for field irrigation.

FINANCE COMMITTEE COMMENTS: This article appropriates \$1.5 million to be expended by the Wayland Recreation Commission to permit, design, engineer and construct an unlit multi-purpose grass athletic playing field at the Loker Conservation and Recreation Area. The article would fund playing surfaces, drainage, landscaping, irrigation systems, traffic mitigation plans and parking.

Both Weston & Sampson Engineers in the Strategic Plan and Gale Associates, Inc. have suggested that our grass fields be used 400-600 hours per year. Currently, the town cannot meet demand at our current field capacity, has been unable to find fields in other towns with capacity to rent and as a result, needs to turn kids away from youth sports. Weston & Sampson Engineers and Gale Associates, Inc. have suggested that our grass fields be used 400-600 hours per year. Using this standard and, based on presumed field usage data for actual field permits issued by the Recreation Department in 2017, 2018 and 2019, we are currently overusing Wayland's existing assets by an average of 5,000 hours per year. This represents a deficit of 8-12 grass fields. A single turf field with lights can accommodate over 2,400 hours of usage per year. The addition of 2 lighted synthetic turf fields would address the deficit.

According to the Department of Public Works, the annual maintenance costs of the grass field are estimated to be as follows:

- Maintenance of the playing field: \$12,000-\$20,000 (this includes mowing three times/week, painting weekly, seeding, fertilizing and aerating three times/year)
- Water usage: \$3,200-7,000
- Maintenance of natural areas, trash and recycling, restroom facilities and parking areas: \$4,000

Total estimated annual maintenance costs: \$19,200-\$31,000

This site is located at 412 Commonwealth Road; Assessor's Parcel 49-064B. It is a vacant parcel of land accessible from Route 30, just east of the intersection of Route 30 and Rice Road. The Town acquired the 28.20-acre site from the Dow Chemical Company in 2000. All of the premises were conveyed with the limitation that they be used only for recreation and conservation. At the 2004 Annual Town Meeting, 8.37 acres of this property was delineated strictly for recreational use, and the remainder for conservation. Nearest neighbors average over 500 feet away from the proposed playing field.

Article 15 in this Warrant proposes an artificial turf playing field on the same site.

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

The Recreation Commission does not recommend approval. (0-4-0)

ARGUMENTS IN FAVOR: This proposal would create an additional multi-use field for Wayland youth sports.

A grass field costs less to construct than an artificial turf field. Proponents note that the additional annual maintenance cost of a grass field is less than the additional borrowing cost of build a turf field.

Proponents argue that the town could allocate construction cost savings to rent fields in neighboring towns when needed given that grass fields support less usage.

Grass fields pose less concerns regarding zinc and other pollutant runoff to nearby wetlands. Artificial turf fields can throw off crumb rubber dust and micro plastics. Studies have shown that rain water runoff from artificial turf fields leach zinc up to four times the EPA guidelines for aquatic life. This is of concern at this site because the proposed artificial turf field (Article 15) lies within the wetlands buffer zone. The grass field being proposed only overlaps slightly with the wetlands buffer zone.

Proponents argue that a lower use grass field will have less of an impact on traffic on Route 30. The proposal includes funding for a traffic mitigation plan to ease traffic.

Some argue that grass fields pose less danger of severe burns and heat illness during summer weather since field surface temperatures are higher on artificial turf fields; surface temperatures can reach as high as 160 degrees Fahrenheit.

Proponents argue that grass fields pose less danger of serious injuries, like concussions and ACL/MCL tears, and less potential risks than artificial turf fields using crumb rubber infill.

Building this field will utilize a site that has been vacant since 2000.

ARGUMENTS OPPOSED: Some argue that a grass field will not go far enough to accommodate the town's field needs. An additional grass field will accommodate 13-20% of the current over-usage of current fields.

The average annual cost to maintain a grass field is higher than the average cost to maintain a synthetic turf field. Grass fields require laborers, seeding, aerating, fertilizing, mowing, painting, etc. (specific numbers can be found in the Finance Committee comments section).

Wayland fields sit on wet terrain; each spring Wayland typically opens its grass fields weeks after other towns are able to play on their fields.

The Recreation Commission is sponsoring another project, an artificial turf field, at the same site. The site cannot accommodate both projects.

The Recreation Commission does not support a grass field at this site by vote of 0-4 on February 26, 2019. The Town has already invested \$154,000 in the design and planning for an artificial turf field with lights at the site.

An unlit grass field would likely be used once per day most likely during typical rush hour traffic times (3pm-6pm). A turf field would be used multiple times per day, but still just once during rush hour. Given that, opponents argue that the impact on traffic would be the same.

WHS Athletics and the Town's Recreation Department have looked at renting fields in other communities or privately and have found outside resources to be very limited during youth sports seasons.

The proposed grass field has not gone through the design phase and as a result the cost estimate has not been reviewed or vetted.

The project has not undergone review by the Conservation Commission or the Planning Board.

The project is not included in the debt exclusion question on the ballot on April 23, 2019 and therefore cannot be funded by excluded debt. This runs counter to the Finance Committee's recommendation on how to handle capital projects of this size.

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

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

For more information about this article lead petitioner, contact John Sax at jsax@comcast.net.

ARTICLE 17: REHABILITATE TRAILHEADS AND CONSTRUCT LIMITED PARKING AT LOKER CONSERVATION AND RECREATION AREA

Proposed by: Community Preservation Committee

Estimated Cost: \$118,000

To determine whether the Town will vote to appropriate the following sums of money to be transferred from the Community Preservation Fund's Uncommitted Fund for Recreational use:

- a) up to \$15,000 to be expended by the Recreation Commission to rehabilitate and enhance trailheads at the Loker Conservation and Recreation Area; and

- b) up to \$103,000 to be expended by the Wayland Recreation Commission to construct a parking area to accommodate limited parking for trail use and to include Americans with Disabilities Act (ADA)-compliant parking at the Loker Conservation and Recreation Area.

PROPOSER'S COMMENTS: Community Preservation Act (CPA) funds may not be used for artificial turf fields. In the interest of providing a clear delineation between permissible and prohibited expenditures, the Community Preservation Committee (CPC) recommends that CPA funds be used for portions of the larger Recreation Commission project at Loker Conservation and Recreation Area that are not related to the turf field. The CPC recommends support of the restoration and rehabilitation of the trailhead and parking to support the use of adjoining trails.

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

- \$15,000 from the Community Preservation Fund - Uncommitted Fund to restore the trailhead at Loker Conservation and Recreation Area; and
- \$103,000 from the Community Preservation Fund - Uncommitted Fund toward the rehabilitation of the parking area including ADA upgrades.

Rehabilitation of the trailhead at Loker Conservation and Recreation Area will invite and facilitate additional recreational use of the area. The project will include trailhead enhancements along with wayfinding information. Parking for trail use will include ADA parking that will make the trails increasingly accessible and support the larger project of creating a multi-use recreational area. The Recreation Commission will still fix the trailhead and improve parking for the trail users whether or not there is a turf field approved and installed at the Loker Conservation and Recreation area.

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

The Community Preservation Committee recommends approval. (5-0-0)

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

ARGUMENTS IN FAVOR: Funding of these projects would come from the Community Preservation Fund (CPF), monies that have already been collected and received by the Town, thus a favorable vote by Town Meeting will not impact the Town's tax rate. There is sufficient money available for these projects in the CPF **Historic Preservation** and Uncommitted Funds.

These projects will contribute to making the Loker Conservation and Recreation Area a more useful recreational area.

It will be a worthy addition to the Loker turf field project if it is approved and developed.

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

Some may argue that this project should be included in the larger athletic field project and use excluded debt to fund.

Some may feel the trailhead is fine as is and doesn't need repair or should use volunteers to maintain them.

Some feel that there are still too many outstanding issues with the parking design such as location and drainage.

RECOMMENDATION: The Finance Committee recommends approval. (3-0-0)

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

For more information about this article, contact Gretchen Schuler, Chair, Community Preservation Committee, at ggschuler126@gmail.com.

ARTICLE 18: CPA RECREATION PROJECTS TO INCLUDE CONSTRUCTION OF BOAT RAMP ON DUDLEY POND AND OUTDOOR CLASSROOM AND POLLINATOR GARDEN AT COW COMMON

Proposed by: Community Preservation Committee

Estimated Cost: \$24,000

To determine whether the Town will vote to appropriate monies from the Community Preservation Fund's Uncommitted Fund for recreational use for the following recreation projects:

- a) up to \$21,000 to be expended by the Board of Public Works to construct a boat launch at Dudley Pond; and
- b) up to \$3,000 to be expended by the Wayland Conservation Commission to construct at Cow Common an outdoor classroom and plant a native pollinator garden.

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

- \$21,000 from the Community Preservation Fund to construct a boat launch at Dudley Pond; and
- \$3,000 from the Community Preservation Fund to construct an outdoor classroom and plant a native pollinator garden at Cow Common.

A simple boat launch/ramp at Dudley Pond constructed on DPW-Highway land will be used for public seasonal trailering in/out of Dudley Pond, year-around access for Wayland Police and Fire Departments emergencies, and as needed access for Wayland Surface Water Quality Control contractors performing weed management services. Town bylaw states no boat may be put in by trailer between March 15 and November 15. It is unlikely to be used for putting boats in and out daily as there is no parking. The total project cost for the boat ramp is \$24,500. The CPA funds of \$21,000 will be supported by an additional \$3,500 raised from the Dudley Pond Association and private donations from shoreline residents. (See Appendix F for map of location.)

The project at Cow Common, a conservation area, involves construction of a stone-ring outdoor classroom with a central speaking area. The project also includes space for a native, non-invasive species pollinator garden to provide educational and recreational opportunities for the public. The area will be open to anyone for educational opportunities including the schools, conservation and recreation.

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

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

ARGUMENTS IN FAVOR: Funding of these projects would come from the Community Preservation Fund (CPF), monies that have already been collected and received by the Town, thus a favorable vote by Town Meeting will not impact the Town's tax rate. There is sufficient money available for these projects in the CPF Historic Preservation and Uncommitted Funds.

The boat ramp will make Dudley Pond more accessible for recreational use. It will also benefit first responders in emergency situations and support the Town's invasive species management at Dudley Pond.

The Cow Common outdoor classroom and pollinator garden will provide new opportunities for educational and recreational activities on Town conservation land.

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

Some may view the boat ramp as more a safety and DPW project that should not be considered a CPA recreational project.

There is no available parking, so some question its full public access for recreational purposes.

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

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

For more information about this article, contact Gretchen Schuler, Chair, Community Preservation Committee, at ggschuler126@gmail.com.

ARTICLE 19: CPA HISTORIC PRESERVATION PROJECTS TO RESTORE FENCE AT FIRST PARISH CHURCH, PRESERVE ARCHED WINDOW AT COCHITUATE VILLAGE APARTMENTS, AND RESTORE STONE'S BRIDGE

Proposed by: Community Preservation Committee

Estimated Cost: \$320,500

To determine whether the Town will vote to appropriate up to:

- a) \$17,000 from the Community Preservation Fund's Historic Preservation Fund to be expended by the First Parish Church with approval of the Wayland Historical Commission to preserve and rehabilitate historic fencing of granite posts and wood rails along Boston Post Road and Cochituate Road at the First Parish Church, primarily in the Town's right-of-way; and
- b) \$3,500 from the Community Preservation Fund's Historic Preservation Fund to be expended by the Wayland Housing Authority with approval of the Wayland Historical Commission to preserve the segmental arched window on the north side of the 1948 addition of the historic Cochituate School, now community housing known as Cochituate Village Apartments; and
- c) \$300,000 from the Community Preservation Fund of which \$100,000 shall come from the Historic Preservation Fund and \$200,000 shall come from the Uncommitted Fund to be expended by the Board of Selectmen with the approval of the Permanent Municipal Building Committee to preserve the historic ca. 1858 Stone's Bridge over the Sudbury River.

PROPOSER'S COMMENTS: The Wayland Historical Commission approved these projects prior to their consideration by the Community Preservation Committee.

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

- \$17,000 from the Community Preservation Fund (CPF) Historic Preservation Fund to support the restoration and preservation of the granite post and wood rail fence along the front and side of the First Parish Church property.
- \$3,500 from the CPF Historic Preservation Fund to support preservation of a segmental arched window at Cochituate Village Apartments, a historic former Wayland school building.
- \$300,000 from the CPF, with \$100,000 from the CPF Historic Preservation Fund and \$200,000 from the CPF Uncommitted Fund, to support preservation and rehabilitation of the dry-laid stone-arched bridge known as Stone's Bridge.

The fence is an integral part of the landscape of the First Parish Church in the Wayland Historic District, a National Register and Local Historic District. The fence predates pavement of roads and traditionally has been maintained by the First Parish Church; however, most of the fence is within the public right-of way of either Boston Post Road or Cochituate Road, and the fence is in need of preservation. The First Parish Church will manage the project subject to the approval of the Wayland Historical Commission.

The Cochituate Village Apartments building, previously the Cochituate Elementary School, was constructed in 1910 and added to in 1948. The building is eligible for listing in the National and State Register of Historic Places. The window, which has deteriorated and become inoperable, will be replaced with a wood window and casing replicating the existing window. It is a key defining feature of the architecture. The Wayland Housing Authority will manage the project, subject to the approval of the Wayland Historical Commission.

Stone's Bridge is the only surviving dry-laid stone bridge in Wayland and the oldest surviving bridge crossing of the Sudbury River between the Saxonville Dam and the confluence with the Concord River. Built ca. 1858, it was damaged by the 1955 hurricane causing Stone's Bridge Road to be rerouted and saving Stone's Bridge from being demolished. Named for the Stone family, not the bridge material, it is listed in the National Register of Historic Places. Town Meeting previously approved \$480,000 of Community Preservation Act funds (CPFs) to repair two arches of the bridge. However, during the bidding process, it became clear that it would be more cost effective to restore all four arches at the same time, hence the need for an additional \$300,000. To date, only a small portion of the previously approved \$480,000 has been spent, primarily for permitting. The Permanent Municipal Building Committee will manage the project, subject to the approval of the Wayland Historical Commission.

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

The CPC recommends approval. (8-0-0)

ARGUMENTS IN FAVOR: Funding of these projects would come from the Community Preservation Fund (CPF), monies that have already been collected and received by the Town, thus a favorable vote by Town Meeting will not impact the Town's tax rate. There is sufficient money available for these projects in the CPF Historic Preservation and Uncommitted Funds.

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

Opponents may question spending \$780,000 in total to restore all four arches of Stone's Bridge.

Opponents may argue that even though it is within the public right of way, the restoration and preservation of the granite post and wood rail fence should not be funded from Community Preservation Funds because it is located on church property.

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

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

For more information about this article, contact Gretchen Schuler, Chair, Community Preservation Committee, at ggschuler126@gmail.com.

ARTICLE 20: CPA FUNDING FOR HOUSING CONSULTANT

Proposed by: Community Preservation Committee

Estimated Cost: \$15,000

To determine whether the Town will vote to appropriate up to \$15,000 from the Community Preservation Fund's Uncommitted Fund for community housing to be expended by the Board of Selectmen or their designee(s) to engage one or more housing consultants to support, coordinate, and advance the Town's affordable housing efforts including but not limited to monitoring for compliance with deed restrictions and other applicable requirements, reporting the findings of such monitoring to the Town Administrator, and working with Town Counsel on resolution of violations; providing public education about accessing, creating, and supporting community housing; assisting Town departments, boards, committees, and the Wayland Municipal Affordable Housing Trust Fund on affordable housing issues; providing expertise for advancing community housing projects such as the River's Edge development, securing funding, and resolving issues with regulatory agencies; producing reports and plans regarding affordable housing in Wayland; and keeping the Town Administrator or her designee(s) apprised of affordable housing activities in or affecting Wayland and, for the purposes of this Article, the term "affordable housing" shall mean income-restricted community housing, consistent with the Community Preservation Act, G.L. c. 44B.

PROPOSER'S COMMENTS: At the 2017 Annual Town Meeting, the Town approved an article for housing consultant services funded by the Community Preservation Act. Most of those funds have been used. This article renews funding for consultant services and includes specific authority regarding the River's Edge development.

FINANCE COMMITTEE COMMENTS: Passage of this article would permit the Town to appropriate up to \$15,000 from the Community Preservation Fund to support the Town Administrator and the Board of Selectmen in advancing affordable housing in Wayland and overseeing compliance with affordable housing regulations and restrictions. A recent assessment of the Town governmental structure revealed a diffuse structure for creating, preserving, regulating, supporting, and planning for affordable housing. Use of a consultant allows the Town to access expertise to help with coordination and execution of the various projects and tasks in a way that does not add staff and the accompanying expenses.

This funding continues the consulting work from CPA funds appropriated in 2017 for \$20,000. Funding of this consultant would come from the Community Preservation Fund (CPF), monies that have already been collected and received by the Town and will not impact the Town's tax rate. There is sufficient money available for the housing consultant in the CPF Uncommitted Funds.

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

The Community Preservation Committee recommends approval. (4-1-0)

ARGUMENTS IN FAVOR: Making progress on our affordable housing goals continues to be a priority for the Town. The consultant will provide coordination for and expertise to the Town Administrator and other Town staff, members of the public, entities seeking to develop affordable housing units in Wayland.

This consultant will also support the Wayland Housing Partnership and Wayland Municipal Affordable Housing Trust Fund, which are volunteer-driven and do not have staff support.

A consultant will help to ensure that the existing affordable housing units in Wayland are appropriately occupied, owned, and rented, and will support efforts to reach compliance with G.L. c. 40B in a way that works for the Town.

ARGUMENTS OPPOSED: If affordable housing is a priority, the Town should fund a staff position instead of using a consultant.

The Town Administrator and Board of Selectmen should be able to manage the multiple committees and departments involved in affordable housing including the River's Edge project.

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

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

For more information about this article, contact Gretchen Schuler, Chair, Community Preservation Committee, at ggschuler@wayland.ma.us.

ARTICLE 21: ACCEPT SPENCER CIRCLE AS A PUBLIC WAY

Proposed by: Petitioners

Estimated Cost: \$32,000

To determine whether the Town will vote to:

accept Spencer Circle as a public way, and any easements appurtenant thereto, as laid out by the Board of Selectman and/or the Highway Department and as shown on a plan or plans thereof; and to see if the Town will vote to authorize the Board of Selectman and/or the Highway Department to acquire by gift, purchase, eminent domain or otherwise, easements in any land necessary for laying out and the acceptance of Spencer Circle, or other easements related to; and further, to authorize the Board of Selectman and/or the Highway Department, the Board of Public Works, and/or any other applicable Town of Wayland Board and their personnel and/or representatives, to take any and all related actions necessary or appropriate to accomplish the purposes of this Article and/or otherwise act thereon.

PETITIONERS' COMMENTS: Spencer Circle was always intended to be a public way; and, when built in 2000, the street met all the Town's road specifications as shown by the Town's "as-built" engineering plans.

In August of 2018, the DPW conducted an inspection of the underground drainage system under the subdivision with the Town Engineer, the Planning Board, the original developer, and the residents. The

system was found to have no functioning defects and the developer agreed to repair part of a small outside drain.

The DPW has no issue with making some needed surface repairs to the street. The owners of 6 Spencer Circle have agreed to provide the Town with an easement over their property to allow the Town to access, inspect, and/or maintain the drainage system. Given the satisfactory inspection and the easement, there are no impediments to having Spencer Circle now become another one of the Town's public ways.

FINANCE COMMITTEE COMMENTS: The article seeks to accept Spencer Circle as a public way. Once accepted, the Town assumes full responsibility for any further maintenance.

The normal process for street acceptance is for the Planning Board to set out the standards for road construction within a new subdivision and for a developer to build a street that meets those standards. To ensure that the developer meets these standards, the developer typically posts a bond. The bond is released in whole or in part after the Town has made a determination that the road has been built to proper specifications.

Typically the Department of Public Works (DPW) will inspect and make a final determination that standards have been met. The Board of Public Works (BoPW) then holds a public hearing. Following the hearing, the BoPW then votes to accept and layout the road. The final step is Town Meeting approval.

There is no dispute that the road which services this Spencer Circle subdivision was intended to be accepted as a Town road. However, in this case, the BoPW has not yet voted to accept the road, because they have not yet negotiated what they perceive to be an adequate easement that permits them to service certain underground drainage structures. These drainage structures are sited on private property. The issue is that the drainage structures are presently covered with grass, pavement, and shrubbery. If DPW has to excavate the drainage structure, they do not want the Town to be responsible for the costs of replanting grass and shrubs or repaving.

The typical Street Acceptance Article is sponsored by the BoPW. This Street Acceptance article is being sponsored by Petitioners, because they felt that the DPW has not been sufficiently responsive. The Spencer Circle subdivision has existed for 20 years. By proposing the article as petitioners, they hope to pressure the BoPW into faster action.

If the Street is accepted, DPW assigned a value of \$32,000 necessary to rehabilitate the roadway at Spencer Circle.

The Board of Selectmen deferred a position until Town Meeting.

ARGUMENTS IN FAVOR: The Town Planner and Planning Board support acceptance.

Petitioners argue that the road was in conformity with the specifications that existed when the subdivision was approved, as evidenced by the approval by all Town Boards, including the DPW, and all the Town's engineers at that time. Petitioners argue that any current dissatisfaction by the DPW with the previously approved system or its design cannot be used as a valid reason for withholding the recommendation for street acceptance.

Petitioners argue that there is no marginal cost to rehabilitate the street on the theory that if the street had been accepted as it properly should have been, the cost to rehabilitate would already be baked-in. Petitioners argue that the reasons cited by the DPW for refusing to support accepting Spencer Circle would not sustain a legal challenge.

The difference between the prior time when the BoPW declined to bring the road to Town Meeting and now, is that the DPW has done a limited inspection of the system. The DPW Director believes there are no current obvious problems with the road or the drainage system and that both can be maintained. In view of these changes, the Board is unlikely to argue against the article solely on the basis of process. Petitioners are willing to negotiate the easement that the BoPW has requested. Such an easement must be drafted by Town Counsel.

ARGUMENTS OPPOSED: There is a formal process for street acceptance. One of the steps in that process is for the BoPW to determine whether or not the road has been built to certain standards. The BoPW argues that Spencer Circle was *not* constructed in conformance with Town specification unless an easement is granted to the land on which the drainage structures are situated. If the town accepts the street, it will be responsible for maintaining and servicing the drainage system. Hence the Town must have the ability to repair and maintain the drainage system. Since the drainage system is sited on private property, the BoPW feels that the Town should not take on costs for lawn/landscape restoration after drainage maintenance. These would be additional costs not found with other accepted streets.

The BoPW feels strongly that the formal process for Road Acceptance should be respected. If such a process is not rigorously adhered to, it has the potential for undermining an otherwise well-functioning process.

The DPW Director will make a punch list of the minor deficiencies to be corrected by the developer as a condition of acceptance. The requirement for the easements and the correction of deficiencies may need to be amendments to the actual motion.

The BoPW feels there may not be sufficient time to negotiate a proper easement. They are confident such an agreement could be negotiated before the Fall Town Meeting. They feel that it would be better to wait until the Fall Town Meeting, at which time they would sponsor the article.

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

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 lead petitioner Gordon Schultz at 617-281-5600.

ARTICLE 22: ZONING: AMEND ARTICLE 26 MARIJUANA ESTABLISHMENTS AND MEDICAL MARIJUANA TREATMENT CENTERS

Sponsored by: Planning Board

To see whether the Town will vote to amend the Town's Zoning Map to create a new "Medical Marijuana District," and further to amend Chapter 198 of the code of the Town of Wayland, the Town's Zoning Bylaw, by making the following revisions:

SECTION ONE:

Delete Article 26 of Chapter 198 of the code of the Town of Wayland and replace it with the following.

ARTICLE 26**Medical Marijuana District****§198-2601 Purpose and intent**

2601.1. The general purpose of this section is to provide for the placement of Registered Marijuana Dispensaries (“RMD”) (also known as “Medical Marijuana Treatment Centers”) in suitable locations in the Town of Wayland (the “Town”) in recognition of and in accordance with “Medical Use of Marijuana,” M.G.L. c. 94I. The specific purpose of this section is to permit compliance with state law in a manner that protects public health, safety and welfare and mitigates community and neighborhood impacts, while ensuring that those entities permitted to operate an RMD, as defined herein, comply with the relevant provisions of Chapter 55 of the Acts of 2017, and the regulations promulgated by the Cannabis Control Commission (CCC) found at 935 CMR 501.000 et seq., and any successor statutes and regulations, as applicable.

§198-2602 Definitions

2602.1 As used in this article, the following terms shall have the meanings indicated:

Registered Marijuana Dispensaries (RMD) – an entity as defined in 935 CMR 501.000, et seq. that acquires, cultivates, possesses, processes (including development of related products such as, edible MIPs, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers medical marijuana, products containing medical marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers for medical purposes.

§198-2603 Location of the Medical Marijuana District

2603.1.1 RMDs may only be sited within the Medical Marijuana District, as further defined as Wayland Assessors Parcels 21-010, 21-005, 21-008A, 21-002, 21-004, 21-002A, 21-001, 21-008, 21-006A, 21-006 and 21-003, as per Figure 1.

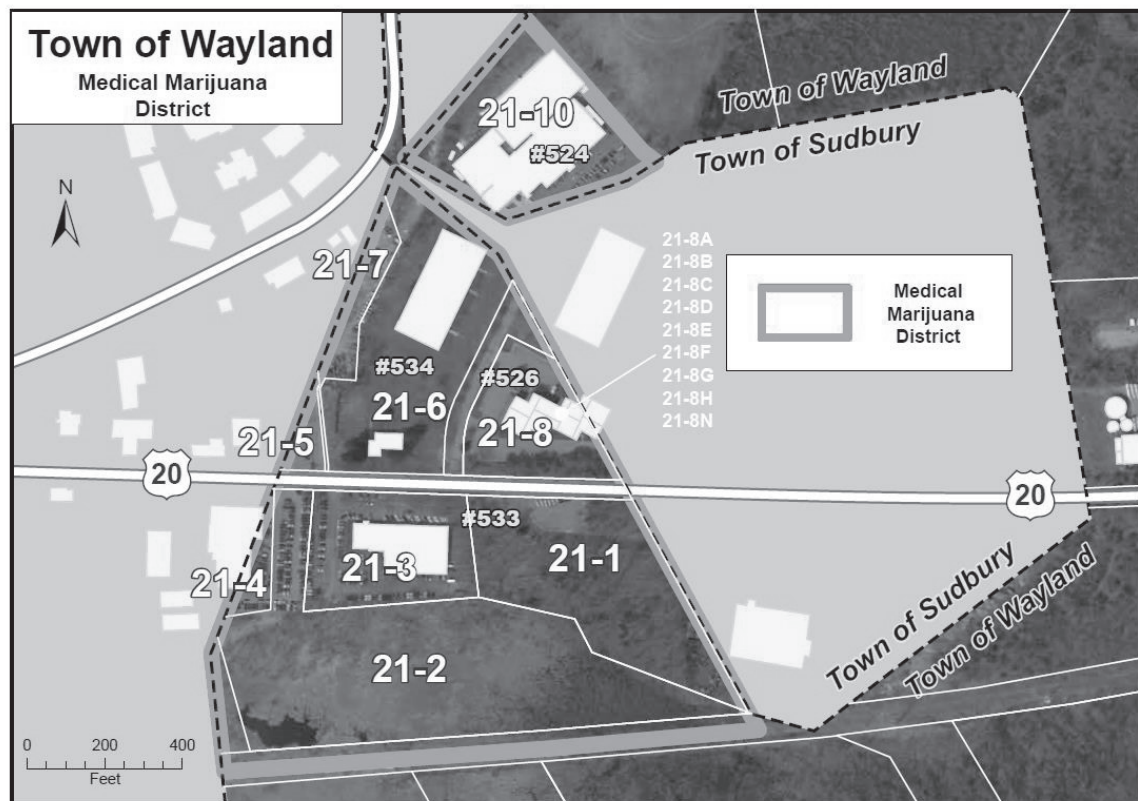


Figure 1

2603.1.2 No RMD shall be located within 500 feet of a pre-existing public or private school providing education in kindergarten or any of grades 1 through 12. The distance shall be measured in a straight line from the nearest point of the property line in question to the nearest point of the property line where the RMD is or will be located.

2603.1.3 Within the Medical Marijuana District, all requirements of the underlying zoning district remain in effect, except where these regulations provide an alternative to such requirements. If the provisions of the Medical Marijuana District are silent on a zoning regulation, the requirements of the underlying district shall apply. If the provisions of the Medical Marijuana District conflict with the requirements of the underlying district, the requirements of the Medical Marijuana District shall control.

§198-2604 Designated Number of RMDs

2604.1.1 The total number of RMDs permitted within the Town shall not exceed one (1).

§198-2605 Special Permit Required.

2605.1.1 An RMD shall not be operated or expanded without first obtaining a Special Permit from the Special Permit Granting Authority in accordance with §198-203 of the Zoning Bylaw.

2605.1.2 The Special Permit Granting Authority for an RMD shall be the Planning Board.

2605.1.3 A Special Permit shall only be valid for use by the Applicant and will become null and void upon the sale or transfer of the Certificate of Registration of a RMD to a new owner or operator.

2605.1.4 The Special Permit shall lapse if construction has not begun on the project within 2 years of obtaining said permit, as determined by the Building Inspector or their designee(s).

§198-2606 Site Plan Review.

Applications to operate an RMD shall be subject to §198-601, et seq. of the Zoning Bylaw. The site plan shall be submitted in conjunction with the Special Permit application and joined to the final approval for the Special Permit.

§198-2607 General Requirements for RMDs

2607.1.1 Outside storage. No outside storage of marijuana, marijuana products, or related supplies shall be permitted.

2607.1.2 Visibility of activities. All activities shall be conducted indoors, except for the lawfully authorized delivery or transportation of medical marijuana.

2607.1.3 Paraphernalia. No retail marijuana, marijuana products, or paraphernalia shall be displayed so as to be visible from outside of the licensed premises.

2607.1.4 Hours of operation. The Special Permit Granting Authority may impose restrictions on the hours of operation.

2607.1.5 On-site consumption of marijuana is prohibited.

2607.1.6 Allowed uses. The Special Permit Granting Authority may permit some or all of the following uses or activities of an RMD, subject to any conditions that may be imposed by the Special Permit Granting Authority and upon a finding that such uses satisfy the special permit criteria of Section 203.1: the sale, dispensing or administering of marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers ("Principal Uses"). The Special Permit Granting Authority may also permit the following additional uses, provided that such uses are and shall be incidental to the Principal Uses of the RMD: marijuana cultivation, processing, product research and manufacturing. Any marijuana cultivation, processing and product manufacturing operations allowed under this Section shall be limited to serving the needs of the RMD in the sale, dispensing and administering of marijuana and related products at the specific location for which the special permit is sought.

§198-2608 Design Requirements for RMDs.

2608.1.1 Permanent location. All RMDs shall be operated from a fixed location within a fully enclosed building.

2608.1.2 Signage. All signage must comply with the regulations set forth in § 198-501 of the Zoning Bylaw.

2608.1.3 Lighting. Outdoor light levels shall not exceed one (1) foot-candle along property lines, nor ten (10) foot-candles for any location on the property. Any light poles, new or existing, may not exceed eighteen (18) feet in overall height. All outdoor light fixtures must be shielded and aimed down in order to prevent light trespass onto adjacent properties. RMDs may not illuminate growing operations between dusk and dawn, unless within a fully-enclosed, opaque building. The Special Permit Granting Authority may modify this requirement for adequate security or other reasons specified.

2608.1.4 Landscaping. Landscaping shall be designed in harmony with the building with surrounding uses as stated in § 198-601, et seq. of the Zoning Bylaw.

2608.1.5 Parking. Off-street parking must be provided as stated in section §198-506 of the Zoning Bylaw. Off-street loading must be provided as stated in section §198-507 of the Zoning Bylaw. For buildings or sites that contain more than one type of marijuana use, each use shall be calculated separately and parking provided for each use on-site, based on gross floor area of the individual uses. These requirements may be modified or waived by the Special Permit Granting Authority.

2608.1.6 Drive-through facilities. Drive-through RMDs shall be prohibited.

2608.1.7 Fencing. Fencing may be required if determined necessary by the Special Permit Granting Authority. In no instance shall barbed-wire fencing be permitted.

2608.1.8 Odor Control. RMDs engaged in cultivation, processing, product manufacturing, storage and/or transportation shall employ odor control technology such that no odor from the RMD can be detected by a person with an unimpaired and otherwise normal sense of smell at the exterior of the facility or at any adjoining use or property.

§198-2609 Filing Requirements.

Applications to permit an RMD must be submitted to the Planning Board. Such applications shall include the following.

2609.1.1 Site Plan. A site plan shall be submitted that includes all information required under §198-601, et seq., Site Plan Approval, and must also include the following.

2609.1.2 The names, mailing addresses, phone numbers, email addresses, and signatures of the applicant, owner, and operator.

2609.1.3 Physical address (if one exists), and the map, lot, and block number of the proposed site.

2609.1.4 Security Plan. The security plan shall be delivered directly to the local Police Chief and reviewed and approved by the local Police Chief, or their designee, to ensure the safety of employees, patrons, and the public to protect the premises from theft or other criminal activity. The Security Plan shall include the following.

- a. An interior floorplan (including secured areas, windows, doors, etc.)

- b. Exterior lighting
- c. Fencing (if any)
- d. Gates (if any)
- e. Alarms
- f. Hour cameras
- g. Any other security measures as requested by the Police Chief.

2609.1.12 Traffic Study. The Special Permit Granting Authority may require a traffic study that includes an analysis of traffic generation, circulation, and off-street parking demand to determine sufficient parking and optimum configuration for site ingress and egress.

2609.1.13 Photometric Plan. A photometric plan may be required by the Special Permit Granting Authority, or their designee, before or after the marijuana use is in operation.

2609.1.14 State License. Proof of a Provisional Certificate of Registration from the Cannabis Control Commission or any successor licensing entity shall be required for RMDs.

2609.1.15 Proof of Site Control. Evidence that the Applicant has site control and the right to use the site for a marijuana use in the form of a deed, valid lease, or purchase & sale agreement or a notarized statement from the property owner certifying the Applicant has site control.

2609.1.16 Energy Resource Plan. All RMDs engaged in marijuana cultivation, processing and product manufacturing shall submit an energy and resource use plan to the Special Permit Granting Authority to demonstrate best practices for resource conservation. The plan shall include an electrical system overview, proposed energy demand, ventilation system and air quality, proposed water system and utility demand.

§198-2610 Discontinuance of Use.

2610.1 Any RMDs permitted under this Section shall be required to remove all material, plants, equipment, and other paraphernalia in compliance with regulations established by the CCC within thirty (30) days after the expiration or voiding of its license.

§198-2611 Annual Inspections for RMDs

2611.1.1 Any operating RMD within the Town shall be inspected annually by the Building Inspector, or their designee(s), to ensure compliance with this section and with any conditions imposed by the Special Permit Granting Authority as a condition of the Special Permit approval.

2611.1.2 The first annual inspection shall be more than one (1) year, but not more than two (2) years after beginning operation.

§198-2612 Other laws remain applicable.

2612.1.1 License Required. At all times while a permit is in effect all RMDs shall possess a valid Provisional or Final RMD Certificate of Registration from the CCC or other state licensing entity, as applicable.

2612.1.2 Prior to the issuance of a Special Permit the RMD must have entered into a Host Community Agreement (HCA) with the Town. The HCA shall, at a minimum, include or reference the following:

- a. A Community Impact Fee, not to exceed 3% of gross sales, in compliance with G.L. c. 94G, § 3(d), if applicable; and
- b. A description of the activities that will occur on site.

§198-2613 Independent Consultants

2613.1.1 Due to the complex technical character of the information to be provided by an applicant pursuant to these regulations, and the monitoring, testing and inspection of facilities and operations, the Special Permit Granting Authority may hire, at the applicant's expense, such consultants as it deems reasonably necessary to assist said authority in making determinations under this Bylaw.

SECTION TWO:

Amend the Table of Permitted Principal Uses as follows:

Table of Permitted Principal Uses by Districts

Overlay Districts	Description
<i>Medical Marijuana District</i>	<i>Requirements of Article 26 apply-SP</i>

PLANNING BOARD REPORT: The Planning Board Report is in Appendix G.

FINANCE COMMITTEE COMMENTS: The proposed Zoning Article is sponsored by the Planning Board, and proposes to amend the Zoning Bylaw - Article 26, Marijuana Establishment District recently approved at Town Meeting on November 13, 2018 and approved by the Attorney General on January 11, 2019. The proposed amendment would strike all references to recreational Marijuana Establishments (ME) and would only allow Registered Marijuana Dispensaries (RMD) (also known as Medical Marijuana Treatment Centers) within the same district.

The purpose of this Zoning Bylaw amendment is to provide an area in Town for the placement and control of RMDs in a suitable location superimposed over the existing districts as shown on Figure 1. The district would only apply to RMDs, which cannot be prohibited.

Among other things, the proposed bylaw amendment would prohibit RMDs within 500 feet of a public or private school providing education in kindergarten or any of grades 1 through 12. Within the Medical Marijuana District, all requirements of the underlying zoning district remain in effect, except where these regulations provide an alternative to such requirements. If the provisions of the Medical Marijuana District conflict with the requirements of the underlying district, the requirements of the Medical Marijuana District shall control.

The Board of Selectmen authorized a special election for the town to consider a ban on recreational MEs in Wayland, which was held on October 2, 2018. Town of Wayland By-law and Mass General Law include a provision that requires a notice of the special election be mailed to every household in Wayland, which was not done, so the election was not valid. Under the advice of Town Counsel, the Board of Selectmen will repeat the same ballot question as part of the annual town election in April 2019. The process of prohibiting recreational MEs in Wayland also requires adoption of a zoning amendment. The zoning amendment was presented in Article 7 and approved at the Special Town Meeting held on November 13, 2018.

If the voters do not support the ban at the annual town election in the spring of 2019, thus rejecting the town-wide ban, the Planning Board will recommend that Town Meeting pass over this Article because the District for both recreational marijuana and medical marijuana is already in place from Article 6 approved at Special Town Meeting on November 13, 2018. If the voters approve the town-wide ban on recreational MEs at the annual town election in the spring of 2019, then the District as it applies to recreational marijuana would be unnecessary and thus approval of the amended zoning district in this Article would serve to simplify the District to apply only to RMDs, which cannot be prohibited.

More information can be found on the Planning Board website: <https://www.wayland.ma.us/planning-board-department/pages/marijuana-material>

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

The Planning Board recommends approval. (3-0-0)

The Board of Health recommends approval. (4-0-0)

ARGUMENTS IN FAVOR:

- The proposed Medical Marijuana District will allow the Town of Wayland to control where and how medical marijuana is grown, processed, and sold.
- The proposed location minimizes potential adverse impacts on adjacent properties, residential neighborhoods, historic sites, schools, and other locations where minors congregate by regulating the siting, design, placement, and security.
- Marijuana remains a Schedule I controlled substance and is an illegal drug under the federal Controlled Substances Act warranting additional layers of restrictions.
- Proponents may argue that associated net revenue after addressing community impact mitigation costs is not significant enough to outweigh the potential negative impact on the well-being of the community.

ARGUMENTS OPPOSED:

- By limiting permissible locations more than state law requires, the Town is potentially forgoing a source of additional sales tax revenue (3% of gross revenue) and community impact mitigation funding (up to 3% of gross revenue).
- Opponents may argue that the proposed Medical Marijuana District is overly restrictive thereby not complying with the spirit of the law and as a result may be the subject of costly legal challenges.
- Opponents may argue that RMDs are already subject to extensive regulations and additional layers of restrictions do not provide added value to the Town.
- Opponents may argue that this article is an unnecessary use of Town time and resources since it amends out references to recreational ME which are superseded by the town-wide ban if it passes at the ballot vote in Spring 2019 and are still needed if the town-wide ban does not pass at the ballot vote.

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

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

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

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

ARTICLE 23: APPROPRIATE FUNDS FOR SNAKE BROOK DAM VALVE REPAIRS*Proposed by: Conservation Commission**Estimated Cost: \$115,000*

To determine whether the Town will vote to:

- a) Appropriate a sum of money to be expended under the direction of the Conservation Commission for the purpose of designing and permitting the repairs recommended by the Town's contracted engineer to make the low-level outlet operational and to provide access to the low-level outlet inside the gatehouse;
- b) Determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, transfer from available funds already appropriated for another purpose, by borrowing under Massachusetts General Law Chapter 44 or other enabling authority, or otherwise;
- c) Authorize the Town Administrator to take any action necessary to carry out this program, and;
- d) Provided that a qualified contractor with expertise in dam repairs is contracted to perform the necessary design and permitting documents.

Details regarding this Article were still being determined at the time of printing of the Warrant. Complete information will be posted online, available at the Town Administrator's office and distributed at Annual Town Meeting. For further information, please call Louise Miller, Town Administrator, at 508-358-3620.

QUANTUM OF VOTE: Majority vote for appropriation or transfer of funds - Massachusetts General Laws Chapter 40, Section 5 and Chapter 44, Section 33B.

ARTICLE 24: LIMIT CARRYING OF WEAPONS IN TOWN BUILDINGS AND TO TOWN EVENTS*Proposed by: Petitioner*

To determine whether the Town will vote to:

Amend §139-8 of Chapter 139 of the code of the Town of Wayland by adding said section
(b) For the purposes of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged.

No person, not being a law enforcement officer and notwithstanding any license obtained by the person pursuant to Mass. State Law Chapter 140, shall carry on the person a firearm, loaded or unloaded, or other dangerous weapon in any building on town property, or to any town sponsor gathering, including athletic events, on town property without the written authorization of the Board of Selectmen.

PETITIONERS' COMMENTS: This article contains almost the exact same wording as the state law which bans dangerous weapons from school property.

However, the article extends the same state mandated protection our school children have for events on school property to those events on town rather than school property.

This makes sure our children's activities are equally protected independent of exactly where they are held.

The article gives the children's daycare in our town building the same protection it would have if it was housed in a school building. It gives all our children's baseball and soccer games the same protection as they would have on school property.

Do we not owe this to our children?

I am limited to 150 words in my written response, so I can not address all the misconceptions put forth by my article's opponents.

I would ask you to listen to my presentation at town meeting.

FINANCE COMMITTEE COMMENTS: Petitioners propose adding text to the Town Code, the consequence of which will be to prohibit someone from carrying a firearm into a Town building or on Town property during a Town sponsored event unless s/he has written permission from the Board of Selectmen.

Currently, State Law §269-10 prohibits anyone, other than law enforcement, from carrying a firearm in any building or on the grounds of any elementary or secondary school, college or university without the written authorization of the board or officer in charge.

Current Town Code states:

§139-8 Explosives and Firearms

No person shall carry uncased or unholstered firearms or discharge explosives or firearms on public property without the prior written permission of the Board of Selectmen or on private property without the prior written permission of its owner. This section shall not apply to the lawful defense of life or property.

The current law allows those that are duly licensed to carry a firearm on Town owned properties, except schools, if the firearm is holstered, in a case or carried concealed on the person.

The proposed amendment would restrict anyone, including licensed gun owners, from carrying any firearms into any Town building or to town sponsored events without written authorization of the Board of Selectmen. Law enforcement officers would be exempt. Petitioners' intent is to make all Town buildings and events "gun free zones".

There are over 600 Wayland citizens who hold a Massachusetts "License to Carry Firearms" (LTC); all of whom have been photographed, fingerprinted, undergone CORI and federal background checks and firearms training, and have been personally interviewed by the Wayland Police Department. It is these licensed gun owners that would be impacted by this proposed amendment.

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

ARGUMENTS IN FAVOR: Petitioners seek to improve safety by prohibiting firearms on Town property and at Town sponsored events.

As noted in the “Arguments Opposed”, the text of the article fails to specify how to implement this by law. Petitioners have proposed that the BoS use the same procedure the Superintendent uses to permit people to carry concealed weapons on school property. As to the penalty for non-compliance, Petitioners propose that the Chief of Police can revoke the right to carry.

Petitioners assert that the intent of the article is to extend the same protection that currently exists on school property to all buildings on Town property as well as all Town sponsored events.

ARGUMENTS OPPOSED: The proposed by-law requires that certain details be determined before this amendment could be implemented effectively. For example, the Board of Selectmen need to define a process for providing written permission to carry a firearm in Town buildings or at Town events, including the duration of each permission. And, since firearms records may not be disclosed to the public, it is not known if the Board of Selectmen will be required to make decisions in executive session.

Petitioners did not raise this issue with the Board of Selectmen or the Chief of Police prior to submitting their article. This would have provided opportunity to refine the language and develop effective language. For example:

- There is no penalty for non-compliance in the text of the article.
- Annually, the ceremonial discharge of weapons at the Memorial Day observances at Town cemeteries would require written permission from the Board of Selectmen as would a military honor guard simply attending a veteran’s burial at a Town cemetery or participating in a parade.
- The inclusion of the term “dangerous weapon” implies that a person could not carry pepper spray or a similar device on their person while in a Town building or Town sponsored gathering. Individuals who have taken out a protective court order due to fear of personal harm would have to give up their right to self-defense to come to Town Building or attend a Town sponsored function.

In order to realistically administer and enforce the proposed restriction there may be significant costs incurred by the Town. Metal detectors, attendants, storage lockers, and signage at town owned buildings.

Since it is already illegal to carry firearms without a license, this proposal is effectively targeting only the small group of licensed gun owners who have already been thoroughly vetted via a stringent Massachusetts licensing program. It is unclear why there is a current need to restrict the movement of these duly licensed citizens.

There are some who would argue that this is a solution in search of a problem, and time spent working on these details could be better spent on bigger priorities.

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

QUANTUM OF VOTE: Majority – see Massachusetts General Laws Chapter 40, Section 21

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

For more information about this article, contact lead petitioner Duane Galbi.

ARTICLE 25: CHOOSE TOWN OFFICERS

Proposed by: Board of Selectmen

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

Trustees of the Allen Fund	The Selectmen
Fence Viewers	The Selectmen
Field Drivers	The Constables
Measurers of Wood and Bark	Paul Doerr
	Lewis S. Russell, Jr.
	John R. Sullivan
Surveyors of Lumber	Susan W. Pope
	Jean B. Pratt
	Richard Hoyt

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

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

The Allen Fund was established in 1854 through a gift from Miss Debby Allen and Mrs. Nabby (Allen) Draper. The permanent fund was intended for “beneficent objects.” As of June 30, 2018, the balance in the Allen Fund was \$7,626. The trustees are responsible for overseeing the fund, and, in November 2017, the trustees suggested the current operation of the fund be discontinued until the trust funds increase to a point where they justify the time and effort necessary to administer them. The trust provides that the trustee shall be selected annually by vote of the annual town meeting; it also provides that in case no board of trustees is selected, the Selectmen shall be the Trustees of the Allen Fund. At a future Town meeting, citizens could vote to amend the trust document to provide that the Commissioners of Trust Funds serve as Trustees of the Allen Fund without annual vote.

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

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

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

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

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

The Board of Selectmen recommends approval. (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. (6-0-0)

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

For more information about this article, contact Louise Miller, Town Administrator, at 508-358-3620 or lmiller@wayland.ma.us.

ARTICLE 26: HEAR REPORTS

Proposed by: Board of Selectmen

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

Board of Assessors

Community Preservation Committee

Planning Board

FINANCE COMMITTEE COMMENTS: This is a standard article that allows reports commissioned by the Town or required by State law to be heard. Under Town Code Chapter 53, Section 3, whenever a report required by law is submitted to Town Meeting, it shall be included in the minutes of said meeting set forth in the Annual Town Report. This article provides a means of

including such reports in the minutes of Town Meeting. Reports can be found online on the Town of Wayland's web site. The Planning Board Report is in Appendix G.

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

ARGUMENTS IN FAVOR: There are several boards and committee that are required to report to Town Meeting on the work they completed over the past year. It is important to keep the Town informed as to their progress.

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

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

QUANTUM OF VOTE: Majority.

For more information about this article, contact Louise Miller, Town Administrator at 508-358-3620 or lmiller@wayland.ma.us.

APPENDIX A: THE MODERATOR'S RULES AND REGULATIONS GOVERNING WAYLAND'S TOWN MEETINGS

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

I. THE WARRANT

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

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

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

II. THE VOTERS

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

B. The Town Administrator, Assistant Town Administrator, Town Counsel, Police Chief, Fire Chief, Finance Director, Director of Public Works, Public Buildings Director and Superintendent of Schools, shall have the right to attend and sit on the floor of town meetings, but they shall not be considered in determining the presence of a quorum unless they are registered voters of the Town. See paragraph IV.B.3 below.

C. All other persons, including members of the press, may attend and observe Wayland's town meetings so long as they remain seated in the special section reserved for non-residents, unless the Moderator shall have authorized them to sit among the registered voters.

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

III. THE MODERATOR

The Moderator is elected by ballot for a three year term at the annual election of town officers to preside at all Town meetings during his or her term of office and is authorized by state law to regulate the proceedings, decide all questions of order and make public announcement or declaration of all votes, subject to the Bylaws that Wayland has enacted to regulate the proceedings of town meetings. All rulings of the Moderator are final.

IV. THE MEETINGA. The Call to Order

1. The Moderator will call each session of town meeting to order at 7:00 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. The Moderator may in the alternative allow or invite the moving party to read the motion under the article.

B. To Address the Town Meeting

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

2. All persons, who wish to be recognized, shall approach one of the three microphones placed at the front of the 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 or enter debate unless they are registered voters of the Town.

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

C. The Debate

1. When you have been recognized by the Moderator, address the Chair as follows: “Mr. Moderator, I am (Name) of (Street Address).” Then proceed as follows:
 - a. “I move that . . .”;
 - b. “May I ask you . . .”; or
“May I ask through you (then state the question which you want a board, official, or previous speaker to answer);
 - c. “I rise to a point of order”; or

2. Once you have been recognized, you may offer any motion, amendment, argument, comment, suggestion or question relevant to the article then under consideration, unless the Moderator shall have authorized debate or invited comments upon subjects not listed in the Warrant; but:

- a. Any person who wishes to offer the principal presentation in support of the main motion under an article, must so notify the Moderator prior to the session at which that article is called and complete the same within seven (7) minutes, or less, and yield the floor. A light will warn you to conclude your remarks and yield the floor during the final minute. The Moderator may divide the time if more than one person indicates a desire to make a presentation in support. The aforesaid seven minute limit does not apply to the principal motions under the omnibus budget article.

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

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

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

4. If you have a question concerning the legality or propriety of the proceedings, you may approach the Procedural Microphone and address the Moderator without waiting to be recognized, saying: "Mr. Moderator, I rise to a point of order." When you have been recognized, you

must state the reason for your point, which may include that a motion is beyond the scope of the article under consideration, that the person who has the floor is not addressing the merits of the motion or that a quorum is not present. The Moderator will then rule on the point and the Moderator's ruling is final.

5. If you wish to offer a motion within the scope of the article under consideration, follow the procedure outlined under paragraph IV. B. and C., above.

- a. If your motion is the main motion, you must then declare that it is identical word- for-word with the substantive portion of the article printed in the warrant which is then under consideration, or describe the substantive differences in wording between the article and the motion; otherwise the Moderator will permit no debate or action upon your motion. If your main motion is visually available to a reasonable extent throughout the hall, you may dispense with the description of substantive differences, unless directed to do so by the Moderator.
- b. If you plan to offer a main motion that contains more than twenty-five (25) words and differs significantly from the article printed in the Warrant such that in the view of the Moderator, the assembly may be confused, you must first print and distribute a copy thereof to those attending the session of town meeting at which said motion is presented.
- c. A motion or an amendment of a motion that exceeds ten (10) words in length may be presented to the assembly only after it has been offered in writing to and accepted by the Moderator. The aforesaid requirement does not apply to main motions which are addressed by the immediately preceding subsection.
- d. A motion that is not identical word-for-word with the substantive portion of the article printed in the warrant then under consideration will not be accepted, unless the Moderator shall determine that said motion is within the scope of the article; i.e., that it does not change the substantial character of the proposal described in that article or would not further restrict, if passed, the liberties of the residents of Wayland than the proposal set forth in the article.
- e. The Moderator will accept no motion proposing a layout, taking, acceptance of gift, purchase, sale, lease or rezoning of land, unless the article under which the motion is offered contains a running description of the land in question, a description by metes and bounds or a reference to a plan suitable for recording that is available for public inspection at the office of the Town Clerk, the Town Surveyor, the Planning Board or another place to which the public has access during normal business hours.
- f. The Moderator will accept no motion to appropriate and/or expend a sum of money, which exceeds the estimated cost set forth in the article then under consideration by fifteen (15%) percent, except for motions under the omnibus budget article and motions under a supplementary budget article that contemplates the appropriation of

additional money for the current fiscal year to augment moneys previously appropriated and proposes to fund such appropriations by transfer from unappropriated funds, funds appropriated for another purpose or from funds received by the Town as grants or gifts.

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

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

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

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

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

8. Upon the expiration of forty-five (45) minutes after the main motion under any article shall have been seconded, or put before the meeting by the Moderator, unless extended by leave of the Moderator, the Moderator will terminate debate thereon, unless the Town Meeting shall have voted by majority vote to extend the time available for further debate. The time

needed to count the vote(s) upon the motion(s) under the article will not be included in the total time. The aforesaid time limit does not apply to debate under the omnibus budget article.

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

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

D. The Vote

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

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

- a. If a voter cannot use the electronic handset offered by the Checkers, he or she will directed to sit in a special section reserved for those who will not be using an electronic handset to vote. Whenever the Moderator shall call for a vote, tellers will provide a ballot to each voter in the special section(s), who, collect those ballots within thirty seconds and deliver them to the Moderator, who will add the total of the ballots to the vote received electronically and announce the vote on the motion before the meeting.

- b. Each person receiving a handset must retain and use only that handset until turned in at the Help Desk, given to a Teller or turned in at the end of the session. No person may lend or give that handset to another person, nor may any person vote with a handset originally given to another.

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

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

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

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

5. In the event that the law requires a vote of TWO-THIRDS or more to carry a motion acted on by non-electronic means the Moderator will normally ask whether there is unanimous support for the motion; but if there is not such support, he will take a standing counted vote. If the Moderator shall have perceived that more than TWO-THIRDS of the voters voted in the affirmative the Moderator may by hand vote determine that the TWO-THIRDS majority was met.

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

E. Adjournment

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

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

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

V. QUESTIONS

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

VI. MISCELLANEOUS RULES

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

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

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

Dennis J. Berry, Moderator
March 15, 2019

**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 AND PERSONNEL BYLAWS AND WAGE & CLASSIFICATION PLAN

	ACTUAL		ACTUAL		ACTUAL		PROPOSED	
	FTEs	FY 17	FTEs	FY 18	FTEs	FY 19	FTEs	FY 20
LAND USE								
<u>Building & Zoning</u>								
Building Commissioner	1.00		1.00		1.00		1.00	
Local Building Inspector	1.00		1.00		1.00		1.00	
Gas & Plumbing Inspector	0.52		0.52		0.52		0.52	
Wiring Inspector	0.51		0.51		0.51		0.51	
Department Assistant	1.60		1.60		1.60		1.60	
Department Total		4.63		4.63		4.63		4.63
<u>Conservation</u>								
Conservation Administrator	1.00		1.00		1.00		1.00	
Land Manager	0.54		0.54		0.80		0.86	
Department Assistant	0.83		1.00		1.00		1.00	
Department Total		2.37		2.54		2.80		2.86
<u>Planning</u>								
Planning Director	1.00		1.00		1.00		1.00	
Department Assistant	0.40		0.40		0.40		0.40	
Department Total		1.40		1.40		1.40		1.40
FINANCE								
<u>Assessing Office</u>								
Assessing Director	1.00		1.00		1.00		1.00	
Assistant Assessor	1.00		1.00		1.00		1.00	
Administrative Assessor	1.00		1.00		1.00		1.00	
Department Assistant	1.00		1.00		1.00		1.00	
Department Total		4.00		4.00		4.00		4.00
<u>Finance Office</u>								
Finance Director	1.00		1.00		1.00		1.00	
Benefits Manager	1.00		1.00		1.00		1.00	
Accountant	1.00		1.00		1.00		1.00	
Finance Assistant	1.80		1.80		1.80		1.80	
Department Total		4.80		4.80		4.80		4.80
<u>Treasurer/Collector</u>								
Treasurer/Collector	1.00		1.00		1.00		1.00	
Asst. Treasurer/Collector	1.00		1.00		0.69		0.69	
Department Assistant	1.23		1.23		1.54		1.54	
Department Total		3.23		3.23		3.23		3.23
ADMINISTRATION								
<u>Council on Aging</u>								
COA Director	1.00		1.00		1.00		1.00	
Outreach Coordinator	0.83		0.83		0.83		0.83	
Project Coordinator	0.51		0.51		0.86		0.86	
Department Assistant	1.00		1.00		1.00		1.00	
		3.34		3.34		3.69		3.69
<u>Information Technology</u>								
IT Director	1.00		1.00		1.00		1.00	

	ACTUAL		ACTUAL		ACTUAL		PROPOSED	
	FTEs	FY 17	FTEs	FY 18	FTEs	FY 19	FTEs	FY 20
IT Manager	1.00		1.00		1.00		0.00	
Business Systems Analyst	1.00		1.00		1.00		1.00	
Senior Systems Administrator	0.00		0.00		0.00		1.00	
Desktop Support Technician	0.00		0.00		0.00		1.00	
		3.00		3.00		3.00		4.00
<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		1.00	
Community Health Nurse	5.00		5.00		5.00		5.00	
Department Assistant	1.00		1.00		1.00		1.00	
Sr Clerk	0.43		0.43		0.43		0.43	
Department Total		9.29		9.29		9.29		9.43
<u>Recreation</u>								
Recreation Director	1.00		1.00		1.00		1.00	
Asst. Recreation Director	1.00		1.00		1.00		1.00	
Recreation Program Adm	0.00		0.00		0.00		0.00	
Recreation Program Coor	1.00		1.00		1.00		1.00	
Recreation Assistant	0.54		0.54		0.54		0.54	
Department Total		3.54		3.54		3.54		3.54
<u>Selectmen's Office</u>								
Town Administrator	1.00		1.00		1.00		1.00	
Asst Town Adm/HR Director	1.00		1.00		1.00		0.00	
Asst Town Adm/Procurement	0.00		0.00		0.00		1.00	
Financial Administrator	1.00		1.00		1.00		0.00	
Management Analyst	0.00		0.00		0.00		1.00	
HR Manager	0.00		0.00		0.00		1.00	
Exec Asst to TA	1.00		1.00		1.00		1.00	
HR Asst	1.00		1.00		1.00		0.00	
Clerical Assistant	0.00		0.00		0.00		0.00	
Department Total		5.00		5.00		5.00		5.00
<u>Town Clerk</u>								
Town Clerk	1.00		1.00		1.00		1.00	
Asst Town Clerk	1.00		1.00		1.00		1.00	
Department Assistant	0.00		0.00		0.00		0.00	
Department Total		2.00		2.00		2.00		2.00
<u>Youth & Family Services</u>								
Y & F Services Director	1.00		1.00		1.00		1.00	
Assistant Youth Director	1.00		1.00		1.00		1.00	
Substance Abuse Professional	0.86		0.60		0.60		0.60	
Administrative Assistant	0.17		0.17		0.17		0.17	
Department Total		3.03		2.77		2.77		2.77

	ACTUAL		ACTUAL		ACTUAL		PROPOSED	
	FTEs	FY 17	FTEs	FY 18	FTEs	FY 19	FTEs	FY 20
DPW								
<u>Administration</u>								
DPW Director	1.00		1.00		1.00		1.00	
DPW Business Manager	0.00		0.00		1.00		1.00	
Administrative Coordinator	1.00		1.00		0.00		0.00	
Department Assistant	2.34		2.34		2.34		2.34	
Sr Clerk	0.00		0.00		0.00		0.00	
<u>Engineering Services</u>								
Town Engineer	1.00		1.00		1.00		1.00	
Surveyor	1.00		1.00		1.00		1.00	
Project Manager	0.00		0.00		1.00		1.00	
GIS Analyst	1.00		1.00		1.00		1.00	
<u>Highway/Parks/Transfer Station</u>								
Highway/Parks/TS Superintendent	1.00		1.00		1.00		1.00	
Highway/TS Superintendent	0.00		0.00		0.00		0.00	
Park Superintendent	0.00		0.00		0.00		0.00	
Senior Foreman	1.00		1.00		1.00		1.00	
Transfer Station Foreman	1.00		1.00		1.00		1.00	
Working Foreman	3.00		3.00		3.00		3.00	
HEO	3.90		3.90		4.48		4.48	
MEO	5.00		5.00		5.00		5.00	
Sr Grounds Worker	2.00		2.00		2.00		2.00	
Grounds Worker	1.00		1.00		1.00		1.00	
Maintenance Worker	5.00		5.00		5.00		5.00	
<u>Mechanics</u>								
Lead Mechanic	1.00		1.00		1.00		1.00	
Maintenance Mech/Welder	1.00		1.00		1.00		1.00	
Mechanic/Welder	1.00		1.00		1.00		1.00	
<u>Water</u>								
Water Superintendent	1.00		1.00		1.00		1.00	
WTP Manager	1.00		1.00		0.00		0.00	
WT & C Manager	0.00		0.00		1.00		1.00	
WW Operations Manager	0.00		0.00		1.00		1.00	
Water Foreman	1.00		1.00		1.00		1.00	
Water Worker 3	2.00		2.00		1.00		1.00	
Water Worker 2	1.00		1.00		3.00		3.00	
Water Worker 1	2.00		2.00		1.00		1.00	
Department Total		41.24		41.24		43.82		43.82
WASTEWATER								
Account Specialist	0.54		0.54					
		0.54		0.54	0.54		0.54	
						0.54		0.54

	ACTUAL		ACTUAL		ACTUAL		PROPOSED	
	FTEs	FY 17	FTEs	FY 18	FTEs	FY 19	FTEs	FY 20
LIBRARY								
Library Director	1.00		1.00		1.00		1.00	
Assistant Library Director	1.00		1.00		1.00		1.00	
Head of Circulation	1.00		1.00		1.00		1.00	
Bibliographic Serv Librarian	1.00		1.00		1.00		1.00	
Children's Librarian	1.00		1.00		1.00		1.00	
Assistant Children's Librarian	1.00		1.00		1.00		1.00	
Reference Librarian	0.77		0.77		0.77		0.77	
Comp Spec/Ref Librarian	0.71		0.71		0.71		0.71	
Library Assistant	1.60		1.60		1.60		1.60	
Library Associate	1.00		1.00		1.00		1.00	
Library Administrative Asst	1.00		1.00		1.00		1.00	
Part-Time Weekend	2.60		2.60		2.60		2.60	
Department Total		13.69		13.69		13.69		13.69
PUBLIC SAFETY								
<u>Fire</u>								
Fire Chief	1.00		1.00		1.00		1.00	
Assit. Fire Chief	1.00		1.00		1.00		1.00	
Deputy Chief	1.00		1.00		1.00		0.00	
Captain	3.00		3.00		3.00		4.00	
Lieutenant	4.00		4.00		4.00		4.00	
Inspector/Paramedic	1.00		1.00		1.00		1.00	
Electrician/Paramedic	0.00		0.00		1.00		0.00	
EMS Coordinator/Paramedic	0.00		0.00		0.00		1.00	
Mechanic/EMT	1.00		1.00		1.00		1.00	
Firefighter/EMT	7.00		7.00		6.00		5.00	
Firefighter/Paramedic	7.00		7.00		9.00		10.00	
Paramedic - Per Diem	0.00		0.00		0.00		0.00	
Secretary	0.54		0.54		0.54		0.54	
Department Total		26.54		26.54		28.54		28.54
<u>Police</u>								
Police Chief	1.00		1.00		1.00		1.00	
Police Lieutenant	1.00		1.00		1.00		1.00	
Administrative Sgt	1.00		1.00		1.00		1.00	
Detective Sgt	1.00		1.00		1.00		1.00	
Investigator	2.00		2.00		2.00		2.00	
Sgt	4.00		4.00		4.00		4.00	
Community Services Officer	1.00		1.00		1.00		1.00	
Youth Officer	1.00		1.00		1.00		1.00	
Patrolman	11.00		11.00		12.00		12.00	
Administrative Asst	1.00		1.00		1.00		1.00	
Traffic Supervisors	1.59		1.59		1.59		1.59	
Department Total		25.59		25.59		26.59		26.59

	ACTUAL		ACTUAL		ACTUAL		PROPOSED	
	FTEs	FY 17	FTEs	FY 18	FTEs	FY 19	FTEs	FY 20
<u>JCC</u>								
JCC Dispatcher	7.00		7.00		7.00		7.00	
JCC Dispatch Coor	1.00		1.00		1.00		1.00	
		8.00		8.00		8.00		8.00
TOTAL TOWN FTEs		169.77		169.68		175.86		177.06
SCHOOLS								
Total School FTEs	405.45		417.65		425.54		427.92	
		405.50		417.65		425.54		427.92
TOTAL TOWN AND SCHOOL FTEs		575.27		587.33		601.40		604.98

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

NON-UNION WAGE SCALE, N
SCHEDULE
Effective July 1, 2019 2.25% increase

Grade	1	2	3	4	5
N-1	39,434	40,618	41,836	43,092	44,382
N-2	42,911	44,196	45,523	46,888	48,297
N-3	43,340	44,638	45,979	47,358	48,781
N-4	47,162	48,575	50,032	51,531	53,078
N-5	51,781	53,335	54,934	56,581	58,281
N-6	56,856	58,562	60,317	62,127	63,990
N-7	62,428	64,301	66,228	68,216	70,264
N-8	68,545	70,602	72,719	74,902	77,146
N-9	80,061	82,136	84,285	86,658	89,259
N-10	82,640	85,118	87,672	90,302	93,559
N-11	90,737	93,460	96,264	99,152	102,124
N-12	95,182	98,038	101,012	104,013	107,129
N-13	99,628	102,615	105,696	108,868	112,134
N-14	109,393	112,675	116,055	119,537	123,123
N-15*					

Grade	6	7	8	9	10
N-1	45,714	47,088	48,499	49,952	51,452
N-2	49,745	51,236	52,773	54,358	55,988
N-3	50,245	51,752	53,300	54,901	56,546
N-4	54,672	55,796	58,001	59,739	61,532
N-5	60,029	61,502	63,684	65,594	67,563
N-6	65,245	67,889	69,926	72,023	74,184
N-7	72,371	74,541	76,777	79,082	81,453
N-8	79,464	81,845	84,302	86,829	89,437
N-9	91,937	94,693	97,535	100,429	103,400
N-10	95,332	98,676	102,441	104,216	107,824
N-11	105,188	108,344	111,596	114,942	118,393
N-12	110,343	113,653	117,754	120,573	124,376
N-13	115,499	118,962	123,909	126,205	130,359
N-14	126,817	130,620	133,974	138,576	142,735
N-15					175,000

N-1 Secretary, Fire -- PT
N-1 Sr. Clerk, Health -- PT
N-1 Asst. Rec Program Coord. -- PT
N-2 Administrative Asst. Y/S -- PT
N-3 IT Technician
N-3 Conservation Land Mgr. -- PT
N-3 Human Resources Assistant
N-3 Outreach Coordinator - PT
N-3 Project Coordinator - PT
N-3 Recreation Program Asst. -- PT
N-3 WWMDA Account Specialist - PT
N-4 Administrative Asst. -- Police
N-4 Benefits Manager
N-5 Exec Asst. to Town Administrator

N-8 Recreation Director
N-9 Assistant Fire Chief
N-9 Assistant Town Administrator/Procurement
N-9 Police Lieutenant
N-9 Town Engineer
N-10 Library Director
N-11 Public Buildings Director
N-13 DPW Director
N-13 Finance Director/Town Accountant
N-13 Fire Chief
N-13 Information Technology Director
N-14 Police Chief
N-15 Town Administrator-per contract

NON-UNION WAGE SCALE, N SCHEDULE - CHANGES**ADDITIONS:**

N-6 Management Analyst
 N-8 Human Resources Manager
 N-9 IT Senior Systems Administrator

DELETIONS:

N-13 Asst. Town Administrator/HR Director

GROUP: NON-UNION – BUILDING INSPECTORS

Effective July 1, 2019 2.25% increase

STEP	1	2	3	4	5
	24.81	26.05	27.36	28.73	30.18
Gas & Plumbing Inspector (PT)			Wiring Inspector (PT)		

GROUP: NON-UNION SUBSTITUTE NURSES

Effective July 1, 2019 2.25% increase

Hourly
 31.24

GROUP: NON UNION - PUBLIC SAFETY**Effective: July 1, 2019 2.25% increase**

	Annually	Per Day	Hourly
Traffic Supervisors	8,687	--	--
Traffic Supervisor Substitute	--	49.82	--
Special Police Matrons	--	--	22.13
Call Firefighters	--	--	22.13
Call Firefighter Coordinator	--	--	23.61
Paramedic	--	--	22.96
Police Custodian (PT)	--	--	17.66
Police Intern	--	--	12.00

GROUP: NON-UNION - ON-CALL DISPATCHERS**Effective: July 1, 2019 2.25% increase**

	Year 1	Year 2	Year 3	Year 4
On-call Dispatcher	20.89	21.86	22.81	23.76

GROUP: NON-UNION - HOURLY LIBRARY CLERKS**Effective July 1, 2019 2.25% increase**

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	16.74	17.13	17.53	17.86	18.20	18.60	18.95	19.27	19.67	20.04	20.37	20.77	21.12	21.48	21.85

GROUP: NON-UNION - HOURLY LIBRARY PART-TIME WEEKEND PROFESSIONALS**Effective July 1, 2019 2.25% increase**

Step	1	2	3	4	5	6	7	8	9	10	11	12
	26.38	26.97	27.35	27.82	28.30	28.77	29.26	29.73	30.24	30.71	31.18	31.66

GROUP: NON-UNION - LIBRARY PAGES**Effective: July 1, 2019 Minimum Wage Adjustment – \$12.00/hr. / 2% increase – Year 2**

Year 1	Year 2
12.00	12.24

GROUP: NON-UNION –HOURLY HEALTH WORKERS**Effective: January 1, 2019**

	Year 1
Health Assistant	12.00
Substitute Health Clerk	17.80

GROUP: NON-UNION SEASONAL - MISCELLANEOUS**Effective: May 1, 2019**

	Year 1	Year 2	Year 3
Seasonal Laborer	13.40	14.05	14.69
Landfill Clerk	13.54		

GROUP: NON-UNION – SEASONAL – RECREATION
Effective: May 1, 2019

	Year 1*
Beach / Aquatic Director	24.00
Assistant Beach / Aquatic Director	17.25
Water Safety Instructor I	15.50
Water Safety Instructor II	16.75
Swim Instructor	13.75
Swim Aide	12.00
Boating Instructor I (Pedal, SUP, Canoe)	14.00
Boating Instructor II (Sailing, Kayak)	16.00
Boating Instructor III	18.00
Head Lifeguard (Lifeguard II)	14.25
Lifeguard	13.50
Head Gate Guard (Gate Guard II)	13.00
Gate Guard / Cashiers	12.00
Snack Bar Manager	14.50
Snack Bar Staff	12.75
Snack Bar Cashier	12.00

GROUP: NON-UNION -SEASONAL- SUMMER CAMPS
Effective: May 1, 2019

	Year 1*
Camp/Site Director	19.50
Assistant Camp/Site Director	17.50
Camp Specialist	15.00
Preschool Camp Director (EEC Dir II Cert)	24.00
Preschool Asst. Camp Director (EEC Dir I Cert)	21.00
Lead Camp Teacher	16.25
Senior Counselor	13.00
Counselor	12.00
Camp Nurse / Health Care Supervisor	36.00

GROUP: NON-UNION – SEASONAL – REC STAFF
Effective: May 1, 2019

	Year 1*
Special Instructor / Referee	41.00
Coach	13.00
Ski Director	19.00
Beach Membership / Camp Registrar	19.50
Seasonal Office Admin	16.00
Park Ranger	15.25
Gym Monitor	12.00

***Additional \$0.75 per hour for each season of Rec service in the same position, with no break in years of service, and upon satisfactory performance evaluation. Maximum credit for years of service in the same role: 4 years (+\$3.00). Years of service credits will be honored between paired roles, if taking a promotion would otherwise result in being paid at a lower rate.**

GROUP: AFSCME 2

Effective: July 1, 2019 2.25% increase

Step	1	2	3	4	5	6	7	8	9	10
C-12	37,856	38,966	40,149	41,350	42,897	44,153	45,482	46,829	48,230	50,414
C-14	40,950	42,188	43,443	44,754	46,392	47,757	49,176	50,651	52,179	54,527
C-15	42,515	43,807	45,118	46,483	48,157	49,613	51,087	52,616	54,181	56,620
CD	39,565	44,128	46,078	48,009	49,959	51,909	54,678			
CDC	41,106	45,903	47,911	49,920	51,967	53,995	56,862			

C-12 Senior Clerk**C-14** Department Assistant**C-15** Assistant Town Clerk**C-15** Assistant Treasurer/Collector**C-15** DPW Administrative Coordinator**C-15** Finance Assistant, Accounting**C-15** Finance Assistant, Payroll**CD** JCC Dispatcher**CDC** JCC Dispatch Coordinator**GROUP: AFSCME 1**

Effective: July 1, 2019 2.25% increase

Step	1	2	3	4	5	6	7	8	9	10
G-1	40,313	41,498	42,752	44,008	45,336	46,665	48,066	49,504	50,960	53,526
G-2	43,498	44,790	46,137	47,484	48,922	50,378	51,870	56,435	55,019	57,785
G-3	46,974	48,339	49,795	51,288	52,798	54,382	56,001	57,676	59,405	62,371
G-4	50,687	52,198	53,763	55,346	57,002	58,695	60,442	62,262	64,137	67,340
G-5	54,709	56,347	58,040	59,769	61,534	63,391	65,264	67,213	69,233	72,709
G-6	59,059	60,843	62,644	64,519	66,448	68,432	70,470	72,582	74,729	78,515
G-7	64,537	66,466	68,468	70,489	72,618	74,766	77,005	79,316	81,700	85,795
G-7A	67,140	69,160	71,217	73,382	75,548	77,841	80,171	82,592	85,067	89,344
G-7B	67,449	69,451	71,526	73,655	75,876	78,114	80,462	82,865	85,340	89,635
G-8	70,325	72,436	74,584	76,822	79,134	81,481	83,902	86,414	89,016	93,493
G-8A	73,492	75,712	77,951	80,280	82,683	85,158	87,706	90,327	93,002	97,698
G-9	76,640	78,915	81,281	83,702	87,196	88,780	91,455	94,185	96,988	101,865
G-10	83,210	85,704	88,270	90,927	93,657	96,460	99,336	102,339	105,414	110,728
G-15	49,031	51,888	53,308	54,964	56,566	59,587	61,316	63,063	64,865	69,451

G-3 – Admin Assessor**G-4** – Rec Prog Coor**G-5** – Assistant Assessor**G-5** – Clinician**G-6** – Accountant**G-6** – Assistant Rec Dir**G-6** – DPW Business Mgr**G-6** – Local Building Insp**G-6** – Sanitarian/Health Ag**G-7** – Asst Yth Dir/Clin Supv**G-7** – GIS Analyst**G-7** – Town Surveyor**G-7A** – Public Health Nurse**G-7B** – COA Director**G-7B** – Wtr Treat/Comp Mgr**G-8** – Conservation Admin**G-8** – IT Bus Sys Analyst**G-8** – Town Planner**G-8** – Y&F Services Dir**G-9** – Assessing Dir**G-9** – Building Comm**G-9** – DPW Hwy/Parks/TS Supt**G-9** – DPW Water Supt**G-9** – Health Director**G-9** – Treasurer/Collector**G-15** – Comm Health Nurse

GROUP: LIBRARY

Effective: July 1, 2019 2.25% increase

Step	1	2	3	4	5	6	7	8	9	10
L-1	40,495	41,696	42,970	44,226	45,573	46,956	48,339	49,795	51,306	52,816
L-2	43,735	45,045	46,410	47,811	49,195	50,687	52,234	53,799	55,401	57,057
L-3	47,229	48,649	50,105	51,615	53,180	54,764	56,402	58,094	59,842	61,643
L-4	51,015	52,543	54,090	55,747	57,403	59,150	60,897	62,735	64,610	66,557
L-5	55,091	56,748	58,458	60,206	62,007	63,864	65,793	67,759	69,779	71,890
L-6	59,478	61,279	63,118	65,047	66,976	68,996	71,035	73,182	75,366	77,623
L-7	64,264	66,175	68,177	70,197	72,327	74,493	76,731	79,024	81,390	83,829
LC	38,802	40,258	41,660	43,189	44,772	46,865				

L-1 - Library Assistant - Circulation

L-4 - Bibliographic Services Librarian

L-4 - Reference Librarian

L-1 - Library Assistant – Children's

L-4 - Library Administrative Assistant

L-5 - Children's Librarian

L-2 - Library Associate - Periodicals

L-4 - Computer Specialist/Ref Librarian

L-7 - Assistant Director

L-4 - Assistant Children's Librarian

L-4 - Head of Circulation

LC - Custodian

GROUP: TEAMSTERS - DPW

Effective: July 1, 2019 2.25% increase

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
D1	--	--	--	--	--	--
D2	19.61	20.31	21.05	21.80	22.58	23.85
D3	20.20	20.94	21.68	22.47	23.27	24.62
D4	21.10	21.86	22.65	23.45	24.31	25.73
D5	21.58	22.36	23.19	24.00	24.86	26.47
D6	--	--	--	--	--	--
D7	24.51	25.40	26.29	27.22	28.22	29.89
D8	24.94	25.82	26.75	27.74	28.73	30.45
D9	25.40	26.29	27.22	28.22	29.23	30.97
D10	26.41	27.34	28.31	29.33	30.38	32.19
D11	27.40	28.38	29.39	30.43	31.53	33.41

D-2 Maintenance Worker

D-5 Sr. Grounds Worker

D-8 Maintenance Mech/Welder

D-3 Grounds Worker 1

D-5 Water Worker 1

D-9 Lead Mech/Welder

D-4 Grounds Worker 2

D-7 Mechanic/Welder

D-9 Sr. Foreman

D-4 Medium Equipment Operator

D-7 DPW Working Foreman

D-9 Water Worker 3

D-4 Grounds Worker 2

D-7 Water Worker 2

D-11 Water Working Foreman

D-5 Heavy Equipment Operator

GROUP: FIRE

Effective: July 1, 2019 2.25% increase

		Step 1	Step 2	Step 3	Step 4
Deputy	F-6E				89,055
Captain	F-5E	75,058	77,358	79,846	82,330
Lieutenant	F-4E	68,860	70,971	73,253	75,668
FF/Elec/Mech/Insp	F-3E	65,409	67,345	69,736	72,030
Firefighter/EMT	F-1E	59,573	61,494	63,486	65,546

GROUP: POLICE

Effective: July 1, 2019 2.25% increase

Title	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Patrolman	P-1	41,344	55,124	57,882	60,774	63,813	65,881
Sergeant	P-2	68,416	71,837	75,429	80,362		

APPENDIX C: ARTICLE 12, WATER ENTERPRISE FUND FINANCIAL PROJECTIONS

Scenario 1 - Standard Capital Spending Scenario

DPW Water Enterprise Fund

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019 Budget Higher Revenue	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
	Actual	Actual	Actual	Actual	Actual	Actual	Projection	Budget	Projection	Projection	Projection	Projection	Projection
Costs													
Salaries	\$ 659,201	\$ 658,359	\$ 655,094	\$ 675,805	\$ 624,068	\$ 658,889	\$ 702,262	\$ 808,888	\$ 835,177	\$ 862,320	\$ 890,346	\$ 919,282	\$ 949,158
Expenses	\$ 1,205,400	\$ 1,306,762	\$ 1,266,113	\$ 1,397,457	\$ 1,417,684	\$ 1,452,372	\$ 1,566,142	\$ 1,476,000	\$ 1,512,900	\$ 1,550,723	\$ 1,589,491	\$ 1,629,228	\$ 1,669,959
Contingency return (unspent)													
Indirect Costs	\$ 273,000	\$ 448,213	\$ 502,989	\$ 335,292	\$ 338,601	\$ 381,660	\$ 383,537	\$ 383,537	\$ 398,002	\$ 408,872	\$ 422,160	\$ 435,881	\$ 450,047
Transfer to OPEB					\$ 3,657	\$ 7,635	\$ 7,883	\$ 7,883	\$ 8,139	\$ 8,404	\$ 8,677	\$ 8,959	\$ 9,250
Debt Service	\$ 1,215,021	\$ 1,167,749	\$ 1,046,453	\$ 1,064,627	\$ 1,093,106	\$ 1,322,861	\$ 1,307,263	\$ 1,467,510	\$ 1,363,111	\$ 1,255,605	\$ 1,160,686	\$ 1,100,400	\$ 1,061,375
New Debt Service									\$ 52,700	\$ 72,865	\$ 380,743	\$ 372,850	\$ 531,358
Total	\$ 3,352,622	\$ 3,581,083	\$ 3,470,649	\$ 3,473,181	\$ 3,477,115	\$ 3,819,237	\$ 4,026,873	\$ 4,090,818	\$ 4,118,629	\$ 4,165,988	\$ 4,202,102	\$ 4,216,599	\$ 4,621,946
Revenues													
Water Usage Charges	\$ 3,544,490	\$ 3,353,696	\$ 3,268,487	\$ 3,161,787	\$ 3,340,210	\$ 3,217,624	\$ 3,442,863	\$ 3,528,925	\$ 4,017,158	\$ 3,717,587	\$ 3,810,527	\$ 3,905,790	\$ 4,003,484
Irrigation Town Charges													
Misc Revenue	\$ 242,986	\$ 251,100	\$ 295,966	\$ 304,738	\$ 288,492	\$ 308,017	\$ 290,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Misc Revenue	\$ 202,273	\$ 48,088	\$ 110,700	\$ 42,541	\$ 26,625	\$ 42,760	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
Service Order	\$ 31,504	\$ 16,289	\$ 23,509	\$ 28,269	\$ 54,850	\$ 15,349	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Penalties and Interest	\$ 26,555	\$ 22,136	\$ 23,509	\$ 24,809	\$ 27,148	\$ 27,148	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Liens	\$ 139,228	\$ 123,820	\$ 133,088	\$ 122,452	\$ 89,900	\$ 115,560	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Capital Improvement	\$ 1,262	\$ 370	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on late payments	\$ 11,964	\$ 7,980	\$ 6,925	\$ 6,728	\$ 6,816	\$ 6,846	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Interest on Retained Earnings													
Transfers from Water Capital	\$ 82,757	\$ 430,507	\$ -	\$ -	\$ 15,330	\$ -	\$ -	\$ 21,284	\$ 7,018	\$ 7,018	\$ 9,510	\$ 10,669	\$ 10,946
Total Revenue	\$ 4,283,019	\$ 4,253,074	\$ 3,862,031	\$ 3,691,325	\$ 3,847,883	\$ 3,773,204	\$ 3,922,863	\$ 4,070,219	\$ 4,544,206	\$ 4,244,635	\$ 4,339,837	\$ 4,436,458	\$ 4,533,480
Cost/Expense Balance													
	\$ 930,397	\$ 671,991	\$ 391,402	\$ 218,144	\$ 370,867	\$ (85,953)	\$ (104,010)	\$ (23,599)	\$ 426,177	\$ 135,847	\$ (62,265)	\$ 19,859	\$ (87,866)
Direct Expense													
ATM Water Surplus (Direct Capital)*	\$ 910,000	\$ 1,095,000	\$ 1,075,000	\$ 310,000	\$ 450,000	\$ 225,000	\$ 190,000	\$ 100,000	\$ 200,000				
API						\$ 85,000		\$ 1,300,000					
STM and Other Adjustments													
Surplus / Deficit													
	\$ -20,397	\$ (421,009)	\$ (883,598)	\$ (91,856)	\$ (79,133)	\$ (395,953)	\$ (784,010)	\$ (1,423,599)	\$ 226,177	\$ 135,847	\$ (62,265)	\$ 19,859	\$ (87,866)
Retained Earnings (Fund Balance)													
Percent Retained Earnings by total budget	\$ 4,075,597	\$ 4,095,994	\$ 2,989,397	\$ 2,897,531	\$ 2,848,398	\$ 2,422,445	\$ 2,128,051	\$ 704,835	\$ 931,032	\$ 1,066,859	\$ 1,004,594	\$ 1,024,453	\$ 936,587
	122.17%	102.59%	86.13%	83.43%	81.06%	63.44%	\$ 52,614	\$ 17,128	\$ 22,619	\$ 25,970	\$ 22,815	\$ 23,203	\$ 20,776
BOND ITEMS													
Value	\$ 350,000	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Reeves Hill Tank Rehab	\$ 270,000	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020
Booster Pump Station Upgrade	\$ 250,000	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020
Shift production to chamberlain design	\$ 450,000	2021	2021	2021	2021	2021	2021	2021	2021	2021	2021	2021	2021
Treatment Plant Residuals Construction	\$ 2,500,000	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022
Shift production to chamberlain construction	\$ 1,140,000	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022
Water Main 2022	\$ 100,000	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022
Second Water Tank Design	\$ 1,000,000	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023
Second Water Tank Construction	\$ 1,000,000	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023
Water Main 2024	\$ 1,500,000	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024
Filter Main 2024	\$ 460,000	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024
Quarry Wall Upgrades	\$ 130,000	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024
Chamberlain Well Upgrades	\$ 1,300,000	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020
AMR/AMR Project	\$ 1,300,000	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020

**APPENDIX D: ARTICLE 13, HIGH SCHOOL ATHLETIC COMPLEX
SCHEMATICS AND MILESTONES*****Progress Subsequent to ATM:***

- Design documents have been completed and are currently going through the permitting process.
- It was determined that additional bathrooms were required per code. (At the time of 2018 ATM it was thought this requirement might be waived.)
- Construction bid documents will be put out to bid in March 2019.
- The Town continues its work with LEFTFIELD'S, LLC who serves as its OPM (Owner's Project Manager). The OPM is a project manager whose job is to oversee the project and to balance the competing interests of budget, schedule, and quality to ensure that projects have a good outcome. The OPM is a professional services firm whose job is to represent the interests of the Town, i.e. the Owner.
- The Permanent Municipal Building Committee (PMBC) continues to have oversight of the project. The PMBC, W&S and Town Staff have met regularly for the last year and the PMBC has "value engineered" (a systematic and organized approach to providing the necessary functions in a project at the lowest cost) the project, scaling back where possible.
- Input from the community has been solicited at various public forms by, among others, the School Committee, the Recreation Commission, the PMBC and the Facilities Department. The PMBC has incorporated these inputs from the community to address concerns about public safety, environmental impact, drainage design and cost:
 - Three community meetings were held including a March 7, 2018 turf public forum on the appropriate choice of turf. Additional turf and well head presentations were made to the PMBC on May 22, 2018 and June 26, 2018 (with other key boards represented).
 - A neighborhood outreach meeting was held June 20, 2018 to hear from abutters and those who live within close proximity to the project.
- At the recommendation of Wayland Conservation Commission the Town has contracted BSC Group, Inc. to Peer Review the design by W&S. The peer review will include the project's compliance with the following:
 - Massachusetts Wetlands Protection Act, MGL 131, Section 40;
 - Massachusetts Department of Environmental Protection (DEP) Stormwater Handbook;
 - Town of Wayland Bylaws, Chapter 193, Stormwater and Land Disturbance;

- Town of Wayland Bylaws, Chapter 194, Wetlands and Water Resources Protection.
- The outstanding Superseded Order of Conditions for the existing synthetic turf field was closed with a Certificate of Compliance issued by the (DEP) on August 28, 2018.
- The Conversation Commission issued the Order of Conditions and Chapter 194 permit for the project on November 16. 2018.
- A third party budget review was conducted by C2E (Construction Cost Engineering of Boston) and completed on January 9, 2019



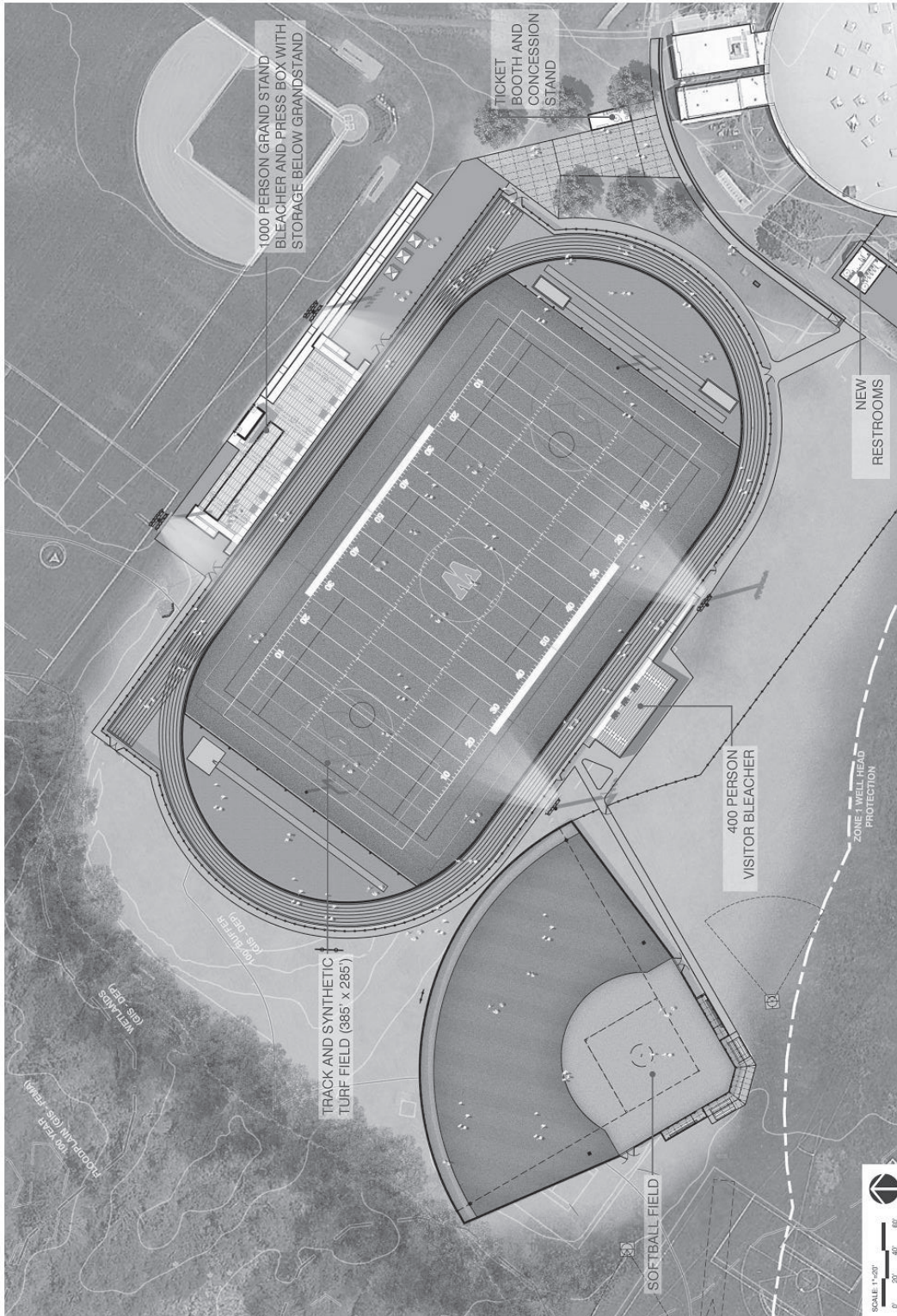
OVERALL PLAN

IMPROVEMENTS TO WAYLAND HIGH SCHOOL ATHLETIC FACILITIES

AUGUST 2018

Weston & Sampson
landscape and environment



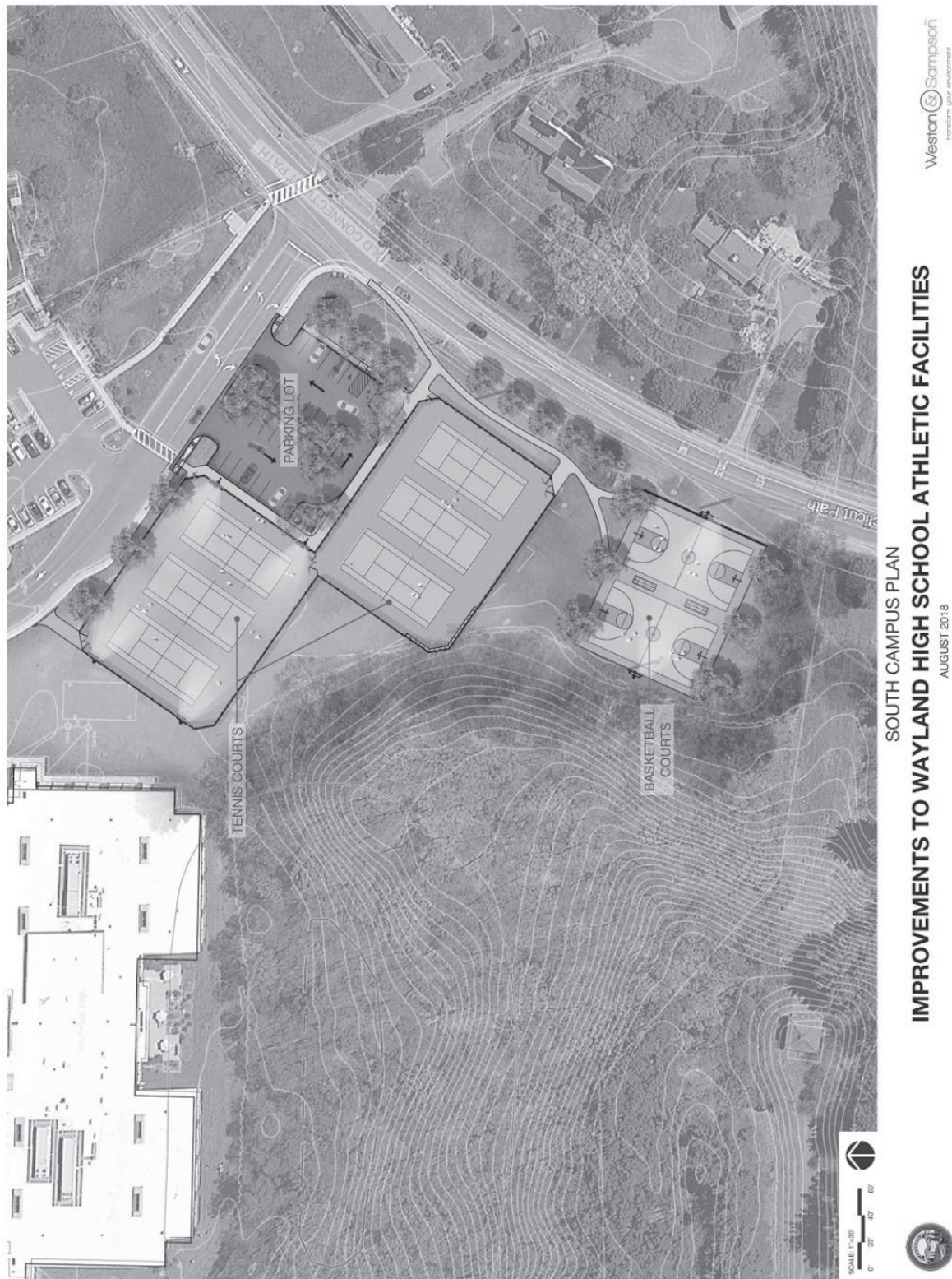


NORTH CAMPUS PLAN
IMPROVEMENTS TO WAYLAND HIGH SCHOOL ATHLETIC FACILITIES

AUGUST 2018

Weston & Sampson
 transform your environment





**APPENDIX E: ARTICLE 15, LOKER TURF FIELD
BUDGET AND MAPS*****Background***

This site is located at 412 Commonwealth Road; Assessor's Parcel 49-064B. It is a vacant parcel of land accessible from Route 30, just east of the intersection of Route 30 and Rice Road. The Town acquired the 28.20-acre site from the Dow Chemical Company in 2000. The proposed area for construction of the new field is a vacant lot deeded for recreational use. See Site Plans (Link 1). All of the premises were conveyed with the limitation that they be used only for recreation and conservation. At the 2004 Annual Town Meeting, 8.37 acres of this property was delineated strictly for recreational use, and the remainder for conservation. Nearest neighbors average over 500 feet away from the proposed playing field.

Site related materials, designs, schematics, studies, minutes and deeds can be found at: <http://waylandrec.com/facilities/capital-projects/loker/> and at <http://www.wayland.ma.us>

The parcel has been subjected to multiple environmental reviews and soil assessments. A recent assessment, dated April 4, 2018, prepared by Weston & Sampson states: "In conclusion, our historical records review and subsurface assessment has found no evidence of residual contamination at the Site." (Link 4) That report was satisfactorily peer-reviewed by an independent third-party consultant in 2018. (Link 5)

Prior Town Meeting Actions and Ballot Questions:

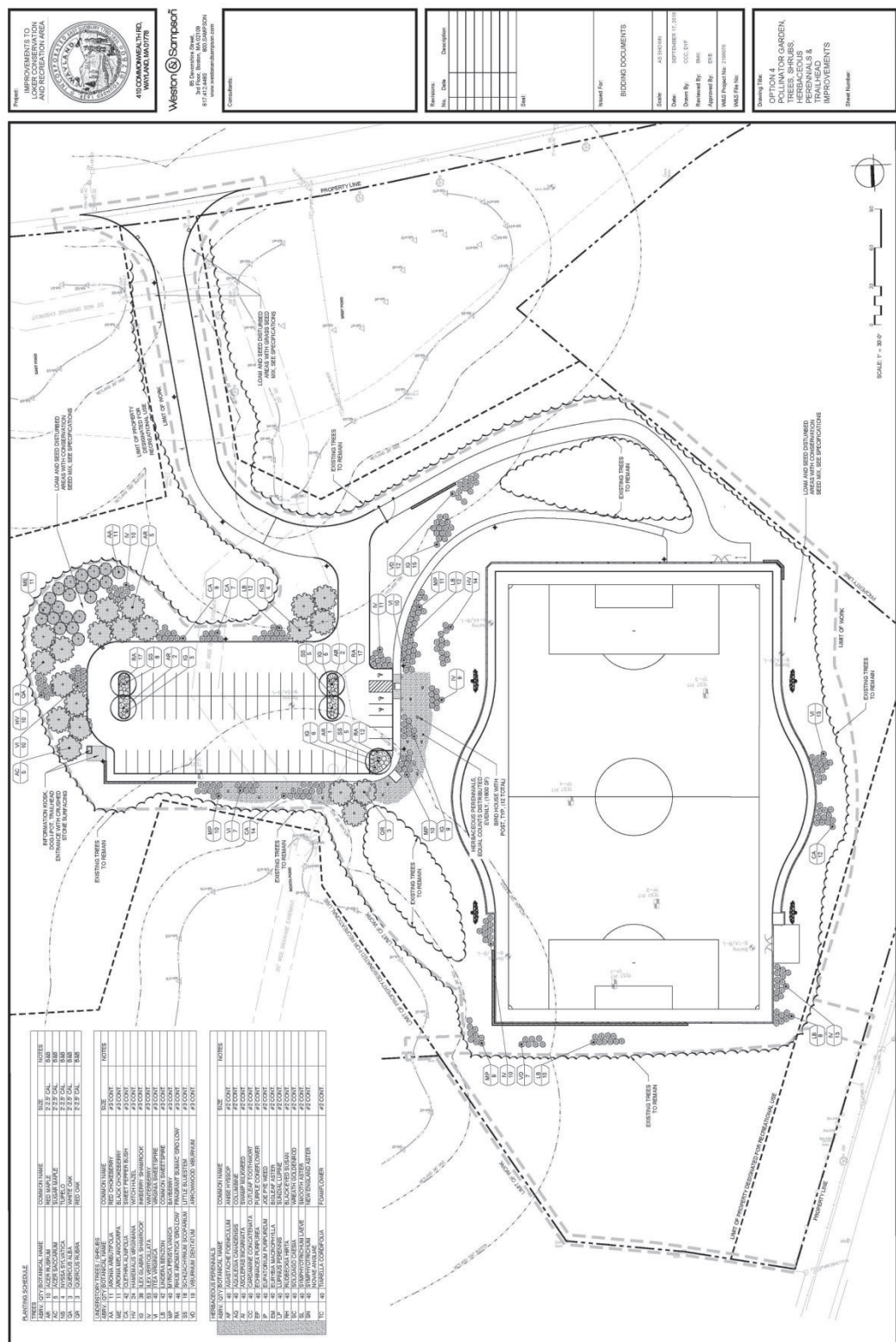
At Special Town Meeting in November 2017, residents approved the allocation of \$154,000 of Recreation Stabilization Funds to design a Synthetic Turf Athletic Playing Field at the Loker Conservation & Recreation Site. The Board of Selectmen assigned this project to be managed by the Permanent Municipal Building Committee (PMBC) in conjunction with the Wayland High School Athletic fields' renovation; (Article R). These projects share a design firm, *Weston & Sampson Engineers, Inc.*, and Owner's Project Manager, *LeftField, Inc.*

On March 27, 2018, Wayland voters approved a debt exclusion for the Loker Field Project then estimated at \$2.2 million. At the 2018 Annual Town Meeting, the design process was only 25% complete; the Recreation Commission made a motion to pass over this article to allow the required studies and design services to be 100% completed, and further address neighbors' concerns about the project. The scope and cost of the project increased as design was completed, including the addition of lights, design changes, permitting requirements and construction cost escalation.

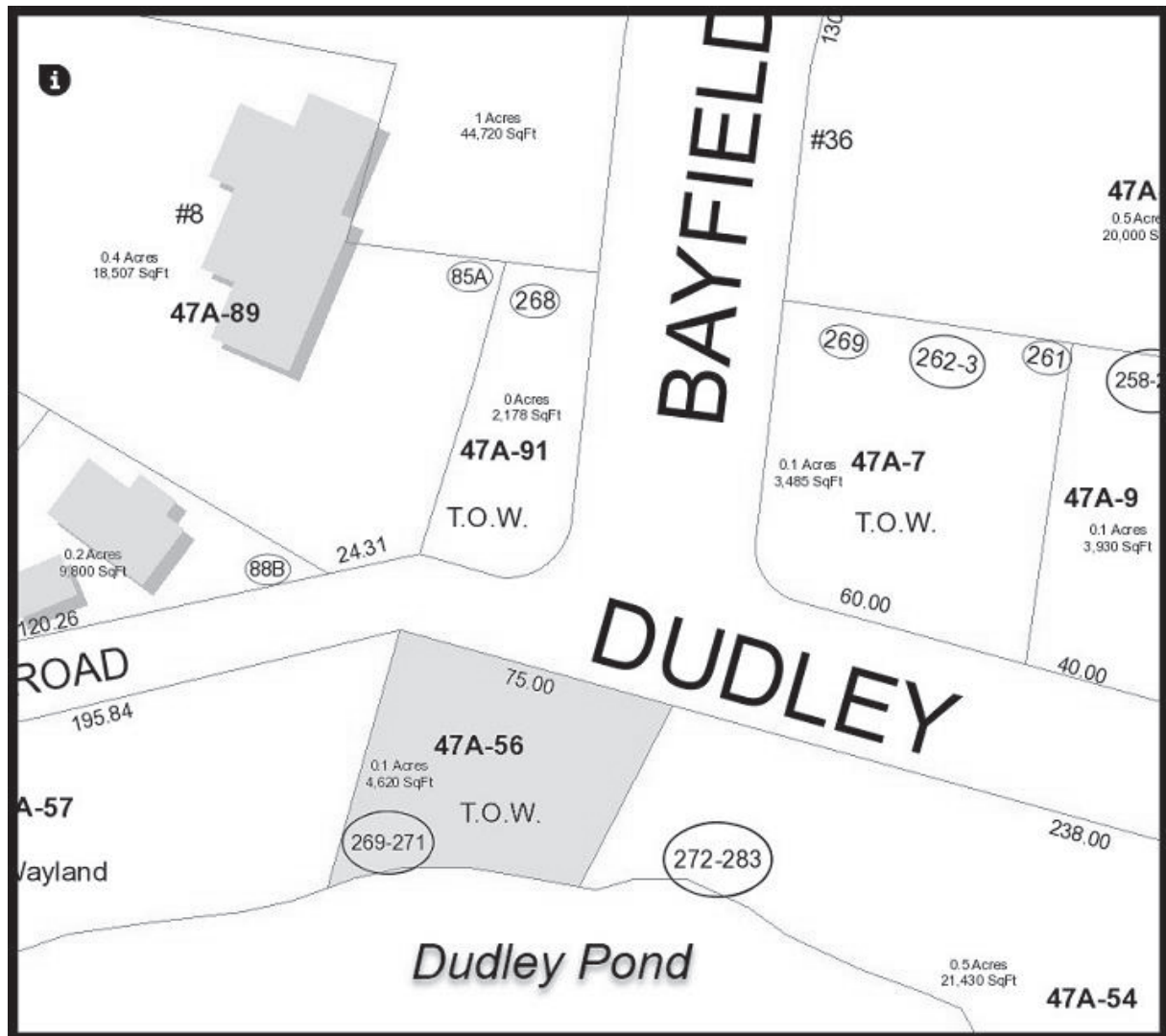
The Recreation Commission submitted a Loker Field Project article for \$3.1 million for 2018 Fall Special Town Meeting. Because of the increase in the cost estimate, the Board of Selectmen voted to not insert the article in the warrant, in order to allow for an independent cost estimate and a new debt exclusion vote required to fund the updated cost of the project. Costs have increased since the 2018 Fall Special Town Meeting for a number of reasons including construction cost increases over two years, design changes at the recommendation of the PMBC, Planning Board and the Conservation Commission, as well as additional contingencies. The project is being bid as of the drafting of the warrant.

References

- **Link**, <http://bit.ly/LokerTurfProjectPlans>, Site Plans (2/28/2019) (*Weston & Sampson Engineers, Inc.*)
- **Link**, <http://bit.ly/RecPlan> *Town-Wide Recreation Facilities Strategic Plan*, (*Weston & Sampson Engineers, Inc.*, 53 pages)
- **Link**, <http://bit.ly/LokerSitePlans> Recreation Dept Demand /Field Permit Data
- **Link**, <https://www.axisgis.com/WaylandMA/>, Locus Map, Assessors Parcel 49-064B
- **Link**, <http://waylandrec.com/facilities/capital-projects/loker/> and wayland.ma.us
-
- **Link**, <http://bit.ly/LokerSiteReview> Environmental Review April 4, 2018 (*Weston & Sampson*)
- **Link**, <http://bit.ly/LokerTurfSitePlans> Stormwater Peer Review (BSC Group)
- **Link**, <http://bit.ly/Prop2andhalf>, Debt Exclusion Explained, 2018 (Board of Selectman)
-
- **Link**, <http://bit.ly/TurfCostAnalysis> Cost Analysis Turf v. Grass (K. Brenna, Recreation Director and K. Shigley, Finance Committee)
- **Link**, <http://bit.ly/LokerDeed> Property Deed (Registry of Deeds)
- **Link**, <http://bit.ly/LokerEstimate> , Project Cost Estimate / Budget (PMBC, LeftField, Inc.)



**APPENDIX F: ARTICLE 18, CPA DUDLEY POND
BOAT LAUNCH MAP**



**APPENDIX G: ARTICLE 26, REPORT OF THE
PLANNING BOARD**

In accordance with the provisions of Section XXVIA, Notice for Public Hearings, of the Zoning Bylaw, and Chapter 40A of the General Laws of the Commonwealth of Massachusetts, the Planning Board convened a duly advertised public hearing on Tuesday, February 26, 2019 on the proposed amendments to the Zoning Bylaws as contained in the Warrant for the April 29, 2019 Annual Spring Town Meeting (Article 22). Following the public hearing and as further required by the Zoning Bylaw and General Laws of the Commonwealth of Massachusetts, the Planning Board produced this Report with a 3-0 vote in favor of this article for consideration by Town Meeting.

The proposed Zoning Article is sponsored by the Planning Board, and proposes to amend the Zoning Bylaw - Article 26, Marijuana Establishment District recently approved at Town Meeting on November 13, 2018 and approved by the Attorney General on January 11, 2019. The proposed amendment would strike all references to recreational Marijuana Establishments (MEs) and would only allow Registered Marijuana Dispensaries (“RMD”) (also known as “ Medical Marijuana Treatment Centers” (MMTCs) within the same district.

The purpose of this Zoning Bylaw amendment is to provide an area in town for the placement and control of RMD in a suitable location superimposed over the existing districts as shown on Figure 1. The district would only apply to an RMD, which cannot be prohibited.

The proposed bylaw amendment would prohibit RMD’s within 500 feet of a public or private school providing education in kindergarten or any of grades 1 through 12. Within the Medical Marijuana District, all requirements of the underlying zoning district remain in effect, except where these regulations provide an alternative to such requirements. If the provisions of the Medical Marijuana District conflict with the requirements of the underlying district, the requirements of the Medical Marijuana District shall control.

The Board of Selectmen authorized a special election for the town to consider a ban on recreational MEs in Wayland, which was held on October 2, 2018. At the election, Wayland residents supported a town-wide prohibition by voting, 1,226 in favor of the ban and 465 opposed. The process of prohibiting recreational MEs in Wayland also requires adoption of a zoning amendment which was approved via Article 7 at the Special Town Meeting held on November 13, 2018. Town of Wayland By-law and Mass General Law include a provision that requires a notice of the special election be mailed to every household in Wayland. This did not occur and under the advice of Town Counsel, the Board of Selectmen will repeat the same ballot question as part of the annual town election in April 2019.

If the voters do not reaffirm the ban at the annual town election in the spring of 2019, the Planning Board would recommend that we pass over this Article because the District for both recreational marijuana and medical marijuana is already in place from Article 6 approved at Special Town Meeting on November 13, 2018. If the voters reaffirm the town-wide ban on recreational MEs at the annual town election in the spring of 2019, then the District as it applies to recreational marijuana would be unnecessary and thus approval of the amended zoning district in this Article would serve to simplify the District to apply only to RMD’s, which cannot be prohibited.

More information can be found on the Planning Board website: <https://www.wayland.ma.us/planning-board-department/pages/marijuana-material>

Committee Membership: Dan Hill, Kevin Murphy, Ira Montague, Jennifer Steel, Andrew Reck, Sarkis Sarkisian



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

Hereof, fail not and deliver this Warrant with your return thereon to the Town Clerk on or before April 9, 2019.

Given under our hands and seals this 8th day of April, 2019.

Lea T. Anderson, Chair
Cherry C. Karlson, Vice Chair
Mary M. Antes
Louis M. Jurist
Douglas A. Levine
Selectmen of the Town of Wayland

Carol Martin, Chair
Steve Correia, Vice Chair
Jen Gorke
Kelly Lappin
Klaus Shigley
George Uveges
Dave Watkins
Finance Committee of the Town of Wayland

Notes

Notes

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