



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

RECEIVED
JAN 10 2020
Board of Selectmen
Town of Wayland

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

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

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

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

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

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:

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

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

Marylynn Gentry	December 7, 2019
Peter Gossels	October 25, 2019
Lewis Russell	November 29, 2019

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

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

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

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

Contact Information for Publication in Warrant

Contact Person Name: Louise Miller

Contact Person Phone: 508.358.3620

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



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

Proposing Board Information

Board Name: Board of Selectmen

Board Vote (Quantum) to Submit 5-0 Date of Board Vote: Jan 6, 2020

Signature of Board Chairperson: Clay Kanary Date: 1-10-2020



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

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RECEIVED
JAN 10 2020
Board of Selectmen
Town of Wayland

Article Title: Pay Previous Fiscal Years Unpaid Bills

Estimated Cost: \$

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

To determine whether the Town will vote to:

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

Some additions may be made later if additional bills are found.

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

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

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

Contact Information for Publication in Warrant

Contact Person Name: Brian Keveny

Contact Person Phone: 508.358.3611

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

Proposing Board Information

Board Name: Board of Selectmen

Board Vote (Quantum) to Submit 5-0

Date of Board Vote: Jan 6, 2020

Signature of Board Chairperson: *Clemey Keveny*

Date: 1-10-2020



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

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RECEIVED
JAN 10 2020
Board of Selectmen
Town of Wayland

Article Title: Current Year Transfers

Estimated Cost: \$

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

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

Current Year Transfer FY20

Purpose:

AMOUNT

1)

TOTAL

\$

Funding Sources:

1)

TOTAL

\$

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

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

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

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

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

Contact Information for Publication in Warrant

Contact Person Name: Brian Keveny

Contact Person Phone: 508.358.3611

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

Proposing Board Information

Board Name: Board of Selectmen

Board Vote (Quantum) to Submit 5-0

Date of Board Vote: Jan 6, 2020

Signature of Board Chairperson:

Brian Keveny

Date: 1-10-20



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

RECEIVED
JAN 15 2020
Board of Selectmen
Town of Wayland

Article Title: Personnel Bylaws and Wage & Classification Plan

Estimated Cost: \$

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

To determine whether the Town will vote to amend the Code of the Town of Wayland, Chapter 43, PERSONNEL and the Personnel Wage and Salary Classification Plan (Appendix B) previously adopted by the Town to amend recreational and seasonal positions and adjust selected positions affected by the Massachusetts minimum wage.

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

This Article is requesting Town Meeting to approve changes to the Wage and Classification Plan. Only recreational seasonal positions and those positions affected by the Massachusetts minimum wage increase are being adjusted. Minimum wage adjustments are reflected in departmental budgets. Recreational seasonal positions will be funded from the Recreation revolving fund.

The Wage and Classification Tables are identified in Appendix B. All current collective bargaining agreements expire on June 30, 2020. With the exception of the positions referenced above, the effective dates for wages listed in the tables are July 1, 2019. The Wage and Classification Tables are included for informational purposes only. As collective bargaining agreements are settled, information regarding adjustments for both non-union and union wages will appear in future Warrants.

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

Contact Information for Publication in Warrant

Contact Person Name: Louise Miller

Contact Person Phone: 508.358.3620

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

Proposing Board Information

Board Name: Board of Selectmen

Board Vote (Quantum) to Submit 5-0

Date of Board Vote: 1-6-2020

Signature of Board Chairperson:

Date: 1-16-2020



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

RECEIVED
JAN 15 2020
Board of Selectmen
Town of Wayland

Article Title: Compensation for Town Clerk

Estimated Cost: \$89,437

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

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, 2020.

SALARY SCHEDULE – TOWN CLERK

	<u>FY 2020</u>	<u>FY 2021</u>
Town Clerk	\$ 70,602	\$ 89,437

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

This Article requests that Town Meeting approve a salary increase for the Town Clerk. By law, annual wage adjustments for the Town Clerk are subject to Annual Town Meeting approval.

The Town Clerk has requested an increase from Non-union Manager Grade N-8 step 2 to step 10, the top of the pay scale.

This article is placed before the Budget Article because the Town Clerk's salary is embedded in the Town Clerk salary line item.

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

Contact Information for Publication in Warrant

Contact Person Name: Louise Miller

Contact Person Phone: 508.358.3620

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

Proposing Board Information

Board Name: Board of Selectmen

Board Vote (Quantum) to Submit 5-0

Date of Board Vote: 1-6-2020

Signature of Board Chairperson: Cathy Kasey

Date: 1-14-2020

RECEIVED

JAN 14 2020

Board of Selectmen
Town of Wayland

TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

Article Title: FY2021 Omnibus Budget

Estimated Cost:

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

TO DETERMINE WHAT SUM OF MONEY THE TOWN WILL APPROPRIATE FOR THE OPERATION AND EXPENSES OF THE TOWN INCLUDING CAPITAL EXPENSES FOR EQUIPMENT, IMPROVEMENTS OR OTHER PURPOSES, AND DETERMINE WHETHER SUCH APPROPRIATION SHALL BE PROVIDED BY TAXATION, BY TRANSFER FROM UNAPPROPRIATED FUNDS, BY TRANSFER OF FUNDS ALREADY APPROPRIATED FOR ANOTHER PURPOSE, BY BORROWING OR OTHERWISE.

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

THE FINANCE COMMITTEE WILL SUBMIT AND PUBLISH ITS BUDGET REPORT AND RECOMMENDATIONS IN THE WARRANT.

DRAFT PROS: 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.

DRAFT CONS: SOME RESIDENTS BELIEVE THIS GROWTH IN TOWN SPENDING AND THE RESULTING TAX INCREASES ARE UNSUSTAINABLE.

SOME HAVE COMMUNICATED THE LEVEL OF SERVICES SHOULD BE REDUCED.

OTHER RESIDENTS BELIEVE THAT INSUFFICIENT FUNDS HAVE BEEN BUDGETED TO PERFORM DESIRED SERVICES.

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

Contact Information for Publication in Warrant: **Contact Person Name:** Brian Keveny, Finance Director **Contact Person Phone:** 508/358-3611 **Contact Person Town Email:**

Proposing Board Information Board Name: Wayland Finance Committee

Board Vote (Quantum) to Submit Article: 7-0-0

Date of Board Vote: January 13, 2020

Signature of Board Chairperson:  **Date:** January 14, 2020



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

Article Title: Fiscal Year 2021 Revolving Fund Expenditure Limits **Estimated Cost:** \$0

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

To determine if the Town will vote to set the following enumerated dollar figures as the total amount to be expended from the respective authorized revolving funds for Fiscal Year 2021, or take any action relative thereto:*

1. Transfer Station: \$500,000
2. Council on Aging: \$50,000
3. School Department / Professional Development: \$13,000
4. School Department / Curriculum: \$8,000
5. Recreation: \$700,000
6. Recreation Athletic Fields: \$225,000
7. Conservation Community Gardens: \$3,000

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JAN 15 2020
Board of Selectmen
Town of Wayland

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

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

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

<u>Revolving Fund</u>	<u>Recommended FY21 Spending Cap*</u>
Transfer Station	\$500,000
Council on Aging	\$ 50,000
School Department/Professional Development	\$ 13,000
School Department/Curriculum	\$ 8,000
Recreation	\$700,000
Recreation/Athletic Fields	\$225,000
Conservation Community Gardens	\$ 3,000

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

This article recommends the spending caps for all revolving funds remain at their FY2020 levels.

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



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

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Contact Information for Publication in Warrant

Contact Person Name: Brian Keveny Contact Person Phone: 508.358.3611

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

Proposing Board Information

Board Name: Board of Selectmen

Board Vote (Quantum) to Submit 5-0 Date of Board Vote: Jan 6, 2020

Signature of Board Chairperson:  Date: 1-15-2020



TOWN OF WAYLAND
SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING
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RECEIVED
JAN 10 2020
Board of Selectmen
Town of Wayland

Article Title: Choose Town Officers

Estimated Cost: \$0

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

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

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

Board of Selectmen: Need to confirm all nominees' ability and willingness to serve.

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

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

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

The Allen Fund was established in 1854 through a gift from Miss Debby Allen and Mrs. Nabby (Allen) Draper. The permanent fund was intended for "beneficent objects." Although the Allen Fund was virtually depleted by 1990, it has recently grown so that it can now provide annual gifts. As of June 30, 2019, the balance in the Allen Fund was \$ 8,508.77. The trustees are responsible for overseeing the fund. The trust provides that the trustee shall be selected annually by vote of the annual town meeting; it also provides that in case no board of trustees is selected, the Selectmen shall be the Trustees of the Allen Fund. At a future Town meeting, citizens could vote to amend the trust document to provide that the Commissioners of Trust Funds serve as Trustees of the Allen Fund without annual vote.

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



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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.

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

Contact Information for Publication in Warrant

Contact Person Name: Louise Miller **Contact Person Phone:** 508.358.3620

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

Proposing Board Information

Board Name: Board of Selectmen

Board Vote (Quantum) to Submit .5-0 **Date of Board Vote:** Jan 6, 2020

Signature of Board Chairperson:  **Date:** 1-12-20



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

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JAN 10 2020

Board of Selectmen
Town of Wayland

Article Title: Hear Reports

Estimated Cost: \$0

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

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

- Board of Assessors
- Community Preservation Committee
- Planning Board

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

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

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

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

Contact Information for Publication in Warrant

Contact Person Name: Louise Miller

Contact Person Phone: 508.358.3620

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

Proposing Board Information

Board Name: Board of Selectmen

Board Vote (Quantum) to Submit

5-0

Date of Board Vote: Jan 6, 2020

Signature of Board Chairperson:

Clay Cheneay

Date:

1-10-20



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

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JAN 10 2020

Board of Selectmen
Town of Wayland

Article Title: Sell or Trade Vehicles and Equipment

Estimated Cost: \$0

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

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

Department Vehicle/Equipment Year

No vehicles or equipment have been identified for sale or trade as of the time the Warrant closes. This is a placeholder article in case any are identified.

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

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

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

Contact Information for Publication in Warrant

Contact Person Name: Louise Miller

Contact Person Phone: 508.358.3620

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

Proposing Board Information

Board Name: Board of Selectmen

Board Vote (Quantum) to Submit 5-0

Date of Board Vote: Jan 6, 2020

Signature of Board Chairperson:

Cathy Conway

Date:

1-10-20



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

Article Title: Rescind Authorized But Unissued Debt **Estimated Cost:** \$0

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

To determine whether the Town will vote to rescind the previously authorized but unissued debt in the amount of \$xxx related to the following borrowing authorizations, at various town meetings that are deemed no longer necessary because the projects funded by the borrowings have been completed:

1) Purpose of Debt Authorized Town Meeting date and article number

No debt has been identified to be rescinded at the time the warrant closes. This is a placeholder article in case any is identified.

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

Passage of this article will rescind borrowing authorization that is no longer necessary because the relevant projects have been either completed, are no longer being considered or been inactive for a long time. It does not prevent the Town from funding a similar capital item in the future. Following is a listing and status of the authorized/unissued debt being considered for rescission:

<u>Project</u>	<u>Status</u>	<u>Original Authorization</u>	<u>Remaining Unissued Debt</u>
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Approval of this article will increase the Town's borrowing capacity by \$xxx.

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

Contact Information for Publication in Warrant

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

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

Proposing Board Information

Board Name: Board of Selectmen

Board Vote (Quantum) to Submit 5-0 **Date of Board Vote:** Jan 6, 2020

Signature of Board Chairperson:  **Date:** 1-10-2020



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

Article Title: OPEB Funding

Estimated Cost: \$500,000

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

To determine whether the Town will vote to:

- a) appropriate an aggregate amount of \$xx,xxx to be deposited in the Town's Other Post-Employment Benefits Trust Fund which amount shall be provided by transferring the following sums of money from the enterprise and revolving funds:*

1) Food Service	\$
2) BASE	\$
3) Children's Way	\$
4) Full Day Kindergarten	\$
5) Water	\$
6) Transfer Station	\$
7) Recreation	\$
8) Pegasus	\$
9) Building Use	\$
10) Enrichment	\$

; and

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Board of Selectmen
Town of Wayland

- 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.

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

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

This article funds an OPEB contribution from two sources: a) enterprise and revolving funds and b) taxation.

Like other towns in Massachusetts, Wayland provides health insurance for benefit eligible retirees. The 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 for 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, 2019 measurement date, the Total OPEB Liability ("TOL") for the Fiscal Year ending June 30, 2020, as determined under those accounting standards, was \$47,277,115million. Plan assets were \$18,203,791million. The Net OPEB Liability ("NOL"), which equals the TOL less assets, was \$29,273,324million. A useful metric for gauging funding progress is the ratio of assets to total liabilities, or the funded ratio, which is currently at 38.5%.



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

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. However, unlike the Town's pension obligation, which is routinely funded in the operating budget, the Town has elected to make the OPEB funding decision via an annual article.

The total recommended contribution is based on the estimate of the Town's expenditures for retiree health care premiums with the amount in a) representing the fair share of that total amount coming from the revolving funds and the amount in b) representing the fair share of the total amount coming from taxpayers. The sum of these two items result in the estimated cost of \$546,534. *(to be updated)*

This year, the amount in b) is recommended at \$500,000 and this same amount is planned as a sustainable annual contribution as part of the Town's long-term financial planning. This was first presented at the Financial Summit in September 2018. While it is less than the actuarial calculated contribution of \$XXX for FY21, the \$500,000 represents a sizeable and sustainable funding of the OPEB liability.

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

Contact Information for Publication in Warrant

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

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

Proposing Board Information

Board Name: Board of Selectmen

Board Vote (Quantum) to Submit 5-0 **Date of Board Vote:** Jan 6, 2020

Signature of Board Chairperson:  **Date:** 1-15-2020



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

RECEIVED
JAN 14 2020
Board of Selectmen
Town of Wayland

Article Title: Capital Stabilization Fund

Estimated Cost:

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

Establish a Capital Budget Stabilization Fund

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

Creating a Capital Stabilization Fund is part of developing a Capital Improvement Plan that maintains town assets with minimal fluctuation in taxes. This article creates the stabilization fund but does not appropriate funds at this time. A stabilization fund is created with a 2/3 majority vote, appropriations into the fund are by a simple majority vote, and appropriations from the fund require a 2/3 majority vote.

State law allows the creation of one or more stabilization funds, which are special reserves into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry over from one fiscal year to another, and interest remains with that fund.

A capital stabilization fund can be used to defray the cost of new equipment, building repairs/maintenance, and capital improvements to town land and buildings to the extent that these costs may be funded by the Fund's balance. Purchases exceeding the Fund's available balance may require other sources of funding.

A capital stabilization fund is a tool to level the tax impact of a fluctuating level of expenses to maintain the town's capital assets. The capital funding plan works to hold capital funding at a steady level (cash, cash capital and debt service). In years in which repairs are lighter, funds may be contributed to a stabilization fund. They will be held until voted to be used on a capital expenditure. In years in which the demand for capital is higher, residents can vote to use funds from the stabilization fund to offset the higher expense. Investment of these funds is in investment vehicles as prescribed by the state.

Specifically, in December 2018, the Finance Committee requested that the Board of Selectmen and Town Administrator pursue a capital stabilization fund as a means of providing financial stability. They also recommended the Board of Selectmen endorse a policy to fund non-exempt debt at a constant percentage of the total budget with any funds over the actual amounts required to service non-exempt debt be transferred to the Capital Stabilization Fund. (Memo attached for background.)

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

Contact Information for Publication in Warrant

Contact Person Name: Brian Keveny

Contact Person Phone: 508.358.3611

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

Proposing Board Information

Board Name: Board of Selectmen

Board Vote (Quantum) to Submit Article:

Date of Board Vote: Jan 13, 2020

Signature of Board Chairperson:

Date: 1-14-2020



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

December 5, 2018

Board of Selectmen
Wayland Town Building
41 Cochituate Road
Wayland, MA 01778

Dear Board of Selectmen,

At its meeting on November 26th, the Finance Committee voted to recommend that at the next ATM, the Town establish a Capital Stabilization Fund (CSF) and that the Board of Selectmen immediately consider:

- What by-laws may need to be amended to set up a Capital Stabilization Fund
- What the appropriate/recommended funding strategy should be

The Finance Committee further recommends that the Board of Selectmen endorse level-funding the non-exempt debt at some constant percentage of the total budget with the excess of this level percentage over the actual amounts required to service the debt to be transferred to the General Stabilization Fund or the CAP-X fund once it is established.

Background

The Moody's credit opinion, issued on February 20, 2018, notes that over the last two years, the Town has worked to eliminate the use of reserves for operational expenses and has produced a structurally balanced budget. However, they also noted that the Town's reserves are currently below average for a Aaa rating category.

Moody's continually cites their concern over continued reduction in the fund balance. The Town's Financial Advisor, UniBank has observed that they explicitly drew the "line in the sand" with their requirement that General Fund balances not fall below 20 percent of operating revenues. Moody's also indicated that they were concerned about any material increases in the debt burden.

The Town needs to continue to be vigilant in its defense of the Aaa rating. In keeping with that defense, the Town needs to ascribe to a 3 to 5-year revenue and expense plan that shows the restoration of fund balance and that continues to support a structurally sound budget.

Unibank's recommendation, in support of that objective, was to level-fund debt service where excess of recommended appropriations over the amount required to actually service the debt be transferred to the General Stabilization Fund. Other advantages for level-funding the debt service are 1) it smooths out the tax rate and 2) it provides a convenient funding source for future capital projects.



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

More generally, in order to maintain a 20% fund balance any net increases in the Town's annual operating expenses should be accompanied by an adjustment that increases the fund balance by 20% of such a net increase. One of the techniques to accomplish this would be to appropriate \$20 for designation to a Capital Stabilization fund for each \$100 of new debt service incurred. Another technique used by some other Towns is to make explicit appropriations into a Cap-X funds by way of Articles that are considered under the expedited approval process.

The Committee is available to answer any questions regarding this matter. Thank you in advance for your consideration.

Very truly yours,

Wayland Finance Committee

CC: Louise Miller, Town Administrator

Brian Keveny, Finance Director



TOWN OF WAYLAND
SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING
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Article Title: Accept Massachusetts General Laws Chapter 200A, Section 9A

Estimated Cost: Revenue

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

Accept Massachusetts General Laws Chapter 200A, section 9A

RECEIVED
JAN 14 2020
Board of Selectmen
Town of Wayland

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

Massachusetts General Laws Chapter 200A provides for two options for municipalities to handle unclaimed property: escheat the funds to the Office of the State Treasurer and Receiver or follow the guidelines under Chapter 200A, section 9A and escheat funds over to the local municipality. Passage of this article will allow the Town to escheat funds locally. Escheat can refer to the title transfer of financial assets such as bank deposits and unclaimed securities in accounts that have been dormant for a very long period of time to a state authority.

Currently, uncashed checks issued by Wayland must either remain uncashed on the Town's books or be turned over to the Commonwealth for collection. Now, the sums that remain unpaid escheat to the Commonwealth. Adopting Chapter 200A, section 9A would allow a process for the uncashed checks to escheat to the Town and return uncashed checks to the General Fund.

Wayland has over 300 checks outstanding totaling approximately \$600,000. This represents an outstanding liability on the Town's balance sheet. Passage of this article will allow the Town to clear the liability related to checks over one year old. The Town anticipates that some of these checks will be cashed or reissued; the remaining funds will go to the General Fund.

Section 9A outlines the responsibilities and action steps for documentation, notifications, claims, hearings and decisions. Specifically,

- the Town will provide that any instrument intended as payment will bear upon its face: "void if not cashed within 1 year after the date of issue."
- the Treasurer declares, in writing, an intention to retain any unclaimed checks and to file that declaration with the Town Clerk.
- The Treasurer must then give notice to the apparent owner of each check.
 - For an uncashed check issued in the amount of \$10 or more, the Treasurer must mail notice to the apparent owner, explaining how that person may solicit the money.
 - For an uncashed check issued in the amount of \$100 or more, the Treasurer must cause a notice of the check to be published.
- The owner of an unclaimed check has 1 year from the date of notice to file a claim for that check.
 - If no claim is filed, the Treasurer may credit the unclaimed check to the general fund.
 - If, on the other hand, a claim is filed, the Treasurer possesses the sole right to determine the claim and must send written notice of the determination to the claimant.



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

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

Contact Information for Publication in Warrant

Contact Person Name: Louise Miller

Contact Person Phone: 508-358-3620

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

Proposing Board Information

Board Name: Board of Selectmen

Board Vote (Quantum) to Submit Article: 5-0

Date of Board Vote: 1/13/2019

Signature of Board Chairperson:

Clemy Kucy

Date: 1-14-2020



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

RECEIVED

JAN 15 2020

Board of Selectmen
Town of Wayland

Article Title: Allow Certain Contracts up to 5 Years

Estimated Cost:

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

Allow the Town to enter into certain contracts up to 5 years.

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

The Town and all of its departments procure contracts in accordance with Massachusetts laws. Unless otherwise prohibited by law, the Town is authorized to solicit, award and enter into contracts for periods up to three years, including any renewal, extension or option provision, subject to annual appropriation. This Article would authorize the Town to solicit, award and enter into certain types of contracts for periods exceeding three years, but not to exceed five years, specified as follows, including any renewal, extension or option provisions: contracts for the lease of equipment, including computer hardware and software, contracts for software licenses, contracts for legal services, and contracts for on-call architectural and engineering services.

The need for this article came to light because the School Department would like to enter a contract for IT items with a functional life longer than three years. Allowing the Town to enter a contract for a longer term (up to five years) allows the length of funding to match the life of the asset. This opportunity for longer contract terms will also benefit Town departments.

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

Contact Information for Publication in Warrant

Contact Person Name: Louise Miller

Contact Person Phone: 508.358.3620

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

Proposing Board Information

Board Name: Board of Selectmen

Board Vote (Quantum) to Submit Article: 5-0

Date of Board Vote: Jan 13, 2020

Signature of Board Chairperson:

Cheryl Kuehn

Date: 1-14-2020



TOWN OF WAYLAND
SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING
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RECEIVED
JAN 14 2020
Board of Selectmen
Town of Wayland

**Article Title: Reallocate Previously Appropriated Funds for
 Community Center**

Estimated Cost: \$0

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

Allow the \$545,583 already appropriated at the 2015 and 2018 Annual Town Meetings for feasibility, design, construction and bid documents for a Council on Aging/Community Center (Community Center) to be used for a facility located elsewhere in Wayland. Monies would still be expended under the direction of the Board of Selectmen for the purpose of preparing feasibility, design, construction, and bid documents for a multi-use Community Center (Council on Aging/Community Center) to be built at an appropriate location within the Town.

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

Residents have twice appropriated funds for a Council on Aging/Community Center to be built at Town Center. Those proposals involved using the existing approximately 10,250 square foot building on the "Municipal Parcel." To date, the Town has not acquired control of the Municipal Parcel or adjacent parcels. The Council on Aging seeks to consider other locations within the Town to build a Community Center, as it remains unclear when the Town may acquire control of the four named parcels at Town Center.

This article would allow those previously appropriated funds to be used at another appropriate location.

- At 2015 Annual Town Meeting under Article 26, residents appropriated \$150,000 for conducting due diligence and feasibility design for a proposed Council on Aging/Community Center. \$75,583 remains from this appropriation.
- At 2018 Annual Town Meeting under Article 20, residents appropriated \$470,000 to be used for preparing design, construction and bid documents for a multi-use Community Center to be built at Town Center. All \$470,000 remains from this appropriation as any expenditure was tied to acquisition of the Town Center parcel(s).

This article does not seek monies. Rather, it simply provides flexibility for funds already appropriated. Toward that end, in December 2019, the Board of Selectmen issued a Request for Proposals ("RFP") regarding the purchase of land, purchase of a building with appurtenant parking, or lease of a building with appurtenant parking, for a Council on Aging and Community Center. The RFP notes that the desired timeframe for purchasing property or a building, or leasing a building is at a Special Town Meeting in the fall of 2020 where the Town would consider an appropriation for the purchase or leased price.

The proposed Community Center will be designed as flexible space that will serve citizens of all ages through diverse programming. The Recreation Department and Council on Aging staff will work together to coordinate the use of shared space and resources so that the facility is used to its full potential and services can be streamlined by the two departments' staff through joint planning.



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

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Additionally, the Community Center will serve unmet needs of the Council on Aging and the Recreation Department as well as other organized community groups that currently compete for meeting space. Both departments currently operate in below-standard facilities. Of the twelve peer towns recognized by the Finance Committee, all have separate Council on Aging facilities, and ten have community centers. One of the two that does not yet have a community center, Lincoln, is in the process of planning a combined Council on Aging/Community Center, similar to the project being pursued in Wayland.

The Community Center would also dedicate space to assist veterans and their families in obtaining benefits and services for which they are entitled. Currently, the Wayland Veterans Agent meets weekly in a conference room, and Wayland has no other space dedicated for veterans' services.

The Town also needs more space for organized group activities. Participation in organized activities continues to rise, especially among younger residents and children, and the Town has limited space for these groups to meet. Wayland's youth often participate in multiple sports and clubs over the course of a year – and even over a season – and the Town needs space to meet the needs of these groups. Some examples are the Girl and Boy Scouts, the Wayland Dads group and the Wayland Children and Parents Association (WCPA).

The 2018 appropriation of \$470,000 was estimated to be spent in the following manner:

Design Funding through the Bid Phase (80% of design fee)	\$311,500
Design Contingency	\$25,000
Printing cost	\$38,500
Kitchen Design	\$10,000
Owner's Project Manager (Design/Bid Stage)	\$45,000
Conservation Commission Engineering	<u>\$40,000</u>
Total	\$470,000



TOWN OF WAYLAND
SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING
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Proposer's Comments (if needed, 150-word limit per Town Code):

Contact Information for Publication in Warrant

Contact Person Name: Louise Miller

Contact Person Phone: 508-358-3620

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

Proposing Board Information

Board Name: Board of Selectmen

Board Vote (Quantum) to Submit Article: 5-0

Date of Board Vote: 1-13-2020

Signature of Board Chairperson:

A handwritten signature in black ink, appearing to read "Amy K..." with a stylized flourish at the end.

Date:



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

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JAN 14 2020

Board of Selectmen
Town of Wayland

Article Title: Surface Water Quality Committee

Estimated Cost: \$51,000

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

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

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

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

Appropriating funds through an article rather than the budget will allow funds to be carried over the June 30 year end and improve the budgeting and cash flow for SWQC work and expenses. There is no change to the budgeted amount. The FY20 budget in Miscellaneous Committees was \$51,000 and the same amount is being requested for FY2021 in this article.

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

Contact Information for Publication in Warrant

Contact Person Name: Louise Miller

Contact Person Phone: 508.358.3620

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

Proposing Board Information

Board Name: Board of Selectmen

Board Vote (Quantum) to Submit Article: 5-0

Date of Board Vote: Jan 13, 2020

Signature of Board Chairperson:

Date: 1-14-2020



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

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JAN 15 2020

Article Title: Select Board / Town Manager Special Act

Estimated Cost: \$0 Board of Selectmen
Town of Wayland

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

To see if the Town will authorize the Board of Selectmen to petition the General Court for an act of special legislation entitled "An Act to Create a Select Board/Town Manager Form of Government in the Town of Wayland," the full text of which is printed as Appendix XX to this warrant, or take any other action relative thereto.

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

The Board of Selectmen (BoS) is proposing that the Town adopt the Select Board/ Town Manager Special Act to professionalize the structure of Wayland's government; coordinate administrative, operational, and financial functions; provide a consistent approach for efficiency, effectiveness, and transparency across all departments and boards; use resources effectively; improve legal and regulatory compliance; and maintain volunteer opportunities.

This is the third effort over the past thirty years to strengthen the Town's executive and financial management structure. The Charter Commission (1989), the Maximus Group (2002), and the Collins Center for Public Management (2018) have all recommended strengthening the executive function so that all Town department heads (excluding Schools), report to a Town Manager. This article is proposing their recommendation regarding reporting structure, excepting Schools and Library. They also all recommended reducing the number of committees and boards. This article is proposing no changes to committees and boards.

The Charter was not approved at a town-wide election in 1990. Two recommendations from the Maximus report were approved by Town Meeting: the 2004 Town Administrator Special Act and the 2008 Act Authorizing the Town of Wayland to Establish a Department of Public Works. Even with these steps forward, Collins stated in the Executive Summary of Wayland's Financial Management Structure Report (2018),

At its core, the issue is that the financial management of the Town is severely fragmented in a way that reduces the Town's efficiency, effectiveness, and transparency.

This fragmented structure is causing deficiencies through increased risk of non-compliance with IRS regulations, Massachusetts Department of Revenue regulations, and procurement law.

Why change now? Wayland's organization was developed when times were simpler. Wayland was a small town with few professional staff and many volunteers who did much of the work. Wayland is now analogous to a \$90 million diversified company in a highly regulated and public service environment requiring a stronger centralized management structure.

Over the decades there have been changes in the complexity of municipal government with increased regulations, financial requirements, and public scrutiny. The level of volunteer work cannot and should not be sustained. Wayland has a reputation for being difficult to manage, which translates into difficulty in hiring



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

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people into management positions. Previous Town Administrators have reported that their position has all the responsibility, but not the necessary accountability for many departments.

Feedback from some residents points to Wayland's strengths, including the Town's Aaa bond rating, as a measure of success.

Again from Collins:

The Town has managed to achieve these things through the efforts of dedicated current and prior elected officials, appointed volunteers, and professional staff.

These accomplishments have come in spite of, not because of, the structure of Town Government, which appears increasingly anachronistic among Wayland's peer communities and increasingly unable to handle the accelerating changes Massachusetts municipalities must manage.

It is not just the Town's finances that are fragmented. Currently the Town Administrator has 20 direct reports and 6 department heads appointed by boards and managed by both boards and the Town Administrator. More than 40 boards and committees source ideas and projects and set priorities for staff. There is little coordination of functions, efforts, or priorities among boards and committees. Town efforts are fragmented rather than organized to work towards a common goal.

Based on the Finance Committee's current and former peer community list, Collins looked at statutory management structures and found that Wayland had the weakest structure. The language of a charter, by-law, or special act is what determines the strength of the management structure, not simply the method by which the language was enacted. Also, the title (Town Manager or Town Administrator) does not inherently define the strength of the position. Collins looked at the following towns:

- Hopkinton, Lynnfield, Marshfield, Medfield, North Andover, North Reading, Scituate, Westford, Westwood, all of which operate under a charter
- Carlisle, Hingham, Lincoln, Manchester-by-the-Sea, all of which operate under a by-law
- Cohasset, Concord, Sudbury, Weston, all of which operate under a Town Manager Act with strong language
- Wayland, which operates under a Town Administrator Act with weak language

The reporting structure (organization charts) of Wayland, Cohasset, Concord, Sudbury, and Weston are available in appendix X. Wayland's organization is flat, while other towns have a variety of department groupings such as Finance, Planning and Land Management, Public Works (as Wayland enacted in 2008), Human Services, Culture and Leisure, Public Safety, Facilities, etc. No two towns have exactly the same structure. This proposed article allows flexibility for the Town Manager to group departments, with oversight by the Select Board, but does not propose a specific organization, due to union considerations for many employees including some department heads.

What does the Act accomplish? The Act defines the Town Manager's authority and responsibility for administration, finances, personnel, and facilities/property.

The Act *maintains* administrative authority and responsibility for coordinating implementation of Town policy; ensuring compliance with policies, procedures, and law; coordinating setting priorities (policies, projects, staff);



TOWN OF WAYLAND
SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING
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overseeing emergency situations; communicating activities and coordinating efforts; and responding to requests in a timely manner for public records, general information, Open Meeting Law and other complaints. The word *maintains* indicates that this responsibility already exists in the Town Manager Special Act of 2004 under Chapter 60 of Town Code.

The Act *strengthens* financial authority and responsibility by establishing the Town Manager as the Chief Financial Officer; providing additional Town Manager oversight of Operating and Capital budget development; tasking the Town Manager with effective and compliant finances; affirming the role of Town Manager as Chief Procurement Officer ensuring compliance; and creating clear signing authority to execute and award grants and sign contracts. The word *strengthens* implies a change, but that change does not require any amendment to Chapter 19 defining the Finance Committee's role.

The Act *strengthens* personnel authority and responsibility by centralizing employee services; standardizing consistent and compliant hiring practices; assigning responsibility for performance review standards to the Town Manager; assigning leadership of negotiations to the Town Manager rather than the Personnel Board; and establishing compliance with bargaining unit contracts. Again the word *strengthens* indicates a change from the current practice. In this case, Town Code Chapter 43 will need to be amended to give responsibility for negotiating to the Town Administrator, not the Personnel Board.

The Act *maintains* facilities/property authority and responsibility of the Town Manager for construction, repair and maintenance of all Town buildings, real and personal property, and information technology and infrastructure. The Town Manager is still responsible for maintaining an inventory of all Town-owned real and personal property. The word *maintains* indicates that this responsibility already lies with the Town Administrator under current Town Code (Chapter 60).

What does the Act accomplish? The Act changes the name from Board of Selectmen to Select Board. It reaffirms the Select Board's role as an executive and policy-making body and restates current Chapter 58 (Board of Selectmen) roles.

The Act changes the name from Town Administrator to Town Manager with defined responsibilities only as stated in the special act. It incorporates all elements of current Chapter 60 (Town Administrator).

The Act changes the Town Clerk from an elected to an appointed position.

The Act does not change the following: departments continue to make operational decisions and conduct day-to-day operations; board/committees retain rights under state law and continue to set policies and maintain all permitting and regulatory responsibilities; volunteer spirit continues through over 40 elected and appointed boards/committees. All currently elected boards/committees remain elected. The number of appointed boards/committees remain the same.

Town Code is unchanged for Council on Aging, Chapter 12; Finances, Chapter 19; Planning Board, Chapter 47; Treasurer and Collector, Chapter 72; Board of Health, Division 2; and Director of Public Works, Chapter 151. The Library continues to operate under Massachusetts General Laws Chapter 78.



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Town Code will be updated for Personnel, Chapter 43, section B (3) responsibility for negotiations; Board of Selectmen, Chapter 58 (being replaced); Town Administrator, Chapter 60 (being replaced).

Communication: Information Gathering The Collins Center conducted a Review of Financial Policies and Procedures in 2016, a Review of Financial Management Structure in 2018, and created a first draft of the Special Act.

The BoS received staff input at a public meeting in April 2018 and at a department head meeting organized by the former Town Administrator. Town Counsel updated the draft in 2019 to make the language more Wayland friendly and fit with existing Town Code. The Board of Selectmen conducted committee presentations (17) and community forums (7) in 2019. The Select Board/Town Manager Special Act was scheduled for discussion on 15 agendas in 2018 and 19 agendas in 2019.

Feedback and response: The BoS heard concerns about checks and balances, definitions, hiring and evaluations, and consistency with existing code. The BoS revised the text of the Act to continue the Select Board as Chief Executive Officer (CEO) with Town Manager as Chief Financial Officer (CFO) and Chief Operating Officer (COO); to consistently use the words *responsible* and *responsibility* to illustrate that the "buck stops" at the Town Manager's desk, rather than the Town Manager doing the daily work; to include consultation with committees on hiring and evaluating department heads and allow department heads to hire other staff (within union contract specifications); and to recognize that preference is given to State law and existing Town Code.

The BoS also heard requests to propose a specific organization chart, but agrees that it is too early to determine the future structure. It is likely that the first structural change will be grouping of finance related positions, as that was the focus of the Collins study. The Act provides flexibility to work within Wayland's needs.

There are no changes proposed to staff positions or union structure, but the Act allows for flexibility in organization. There are no changes proposed to the volunteer structure. There are no changes to Chapter 19 regarding the role and appointment of the Finance Committee. The Act clarifies practices regarding flexibility in the organization of financial services, as well as responsibility for budget preparation.

Questions about expense savings are difficult to answer. Time and effort efficiencies on future work are not easily quantified. It is expected that repetitive work will be reduced and that project outcomes will improve.

Questions about the process for conflict resolution between committees and departments were posed. The Act maintains the Select Board as an elected board with the Town Manager reporting to the Select Board/CEO. Procedural questions such as "who do I call to fix something?" or "what if I have an IT issue?" will not be answered in Town Code, but instead through policy.

Feedback suggesting discomfort with the Act includes the following: some committee members may feel that they are losing power or control over their departments or areas of interest; some citizens trust volunteers more than employees; some citizens are concerned that we don't know for sure if the article will cost money; and some people may feel that one person cannot do all that is expected of a Town Manager.



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Summary: The challenges of 30 years ago remain today. The Wayland Charter Commission (1990) wrote:

Town government is growing increasingly complex and it is essential that we have a well qualified person to handle the day to day administration. Having specified powers and responsibilities...will enable the town administrator to be more effective; and we will attract and retain competent people.

The suggestions of 17 years ago are still pending today. The Maximus Report (2002) stated:

Move towards a Town Manager form of government. As an interim (or evolutionary) step, consider making the transition to a Town Administrator form. This will entail delegation of additional authority to the Town Administrator/Manager. This will also include moving staff from reporting to various boards and commissions to the Town Manager."

Other functions of the Town currently are responsible to a range of accountability points (i.e., boards, commissions, Executive Secretary) which leads to some confusion about responsibility and authority (as well as diluting accountability).

All staff in the Town should report to the Town Manager on matters of personnel finance, service levels, etc. Board and commissions should retain no direct supervisory authority.

Today's challenge is summarized by the Collins Center (2018):

Wayland appears increasingly anachronistic among Wayland's peer communities and increasingly unable to handle the accelerating changes Massachusetts municipalities must manage.

Much of what is included in the Special Act is either in the current Chapter 60 (Town Administrator) or follows current practice. This is an opportunity to think about what is best for the whole Town, not just about retaining the power of a committee, but also about how individual departments should fit within the Town structure to best position the Town for future functionality.

We have come full circle to 1990. The Charter Commission wrote:

The commission feels that the proposed charter provides a viable, progressive and flexible structure for Wayland government for many years to come.

Very few voters will favor every provision of this charter. We urge that you vote for adoption if you conclude that, on balance, the town will be better managed under the charter than without it.

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



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

Contact Information for Publication in Warrant

Contact Person Name: Lea Anderson **Contact Person Phone:** _____

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

Proposing Board Information

Board Name: Board of Selectmen

Board Vote (Quantum) to Submit Article: 5-0 **Date of Board Vote:** 1-13-2020

Signature of Board Chairperson: *Clay Chalmers* **Date:** 1-15-2020

1/14/20

SELECT BOARD/TOWN MANAGER ACT

Special Act of Legislation Creating Select Board/Town Manager Form of Government in the Town of Wayland

[HISTORY: Adopted by the Annual Town Meeting of the Town of Wayland 5-3-2004 by Art.11. Amendments noted where applicable.]

GENERAL REFERENCES

Boards, commissions and committees — See Ch. 6.

Finances — See Ch. 19.

Personnel — See Ch. 43.

Board of Selectmen — See Ch. 58.

Town Administrator – See Ch. 60.

Treasurer and Collector — See Ch. 72.

Director of Public Works – See Ch. 151.

§ 1. The Select Board.

1.1 The Board of Selectmen in the Town of Wayland shall hereafter be known as the Select Board, who shall be vested with all of the powers and duties conferred upon a board of selectmen by any general or special law. All references to the Board of Selectmen contained in the Town Code shall be construed as referring to the Select Board, and all powers and duties conferred upon the Board of Selectmen by the Town Code shall be vested in the Select Board. *(new)*

1.2 The Select Board shall be the chief executive officers of the Town and shall serve as the chief policymaking body of the Town. *(new)*

1.3 The Select Board shall consist of five (5) residents of the Town, elected by ballot, to serve a term of three (3) years. The terms of the members of the Select Board shall be staggered such that one (1) or two (2) members shall be elected each year. Upon the effective date of this Act, the incumbent members of the Board of Selectmen shall continue in office for the duration of their elected terms but shall be referred to as members of the Select Board.*(new)*

1.4 The Select Board shall develop and promulgate policy directives and regulations that shall be followed by all agencies serving under it and, in conjunction with other elected Town officers and multiple-member bodies, shall develop and promulgate policies and regulations designed to bring the operation of all town agencies into harmony; provided, however, nothing in this section shall authorize any member of the Select Board or a majority of such members to become involved in the day-to-day administration of a town agency nor shall this provision be construed as conferring upon the Select Board any policy-making directives or regulations specifically reserved to other Town boards or commissions by statute or Town Code. *(new)*

1.5 The Select Board shall cause the Town Code, rules and regulations of the Town to be enforced. *(new)*

1.6 The Select Board shall appoint a Town Manager, Town Counsel, independent auditor and any other boards, committees, and commissions according to Town Code, statute or any special act. The Select Board shall also appoint any other multi-member boards for whom no other method of appointment is provided by Town Code, statute or special act. *(new)*

1.7 The Select Board shall have full authority as agents of the Town to employ counsel to commence, prosecute and defend suits in the name of the Town, unless otherwise especially ordered by vote of the Town. Said authority shall not extend to employing counsel to the School Committee. *(in current Code, Section 58-1)*

1.8 The Select Board shall cause an adequate supply of the full Town report to be available in the Town offices and in the public library from which to furnish a copy to any interested person, and it shall cause the warrant and Finance Committee's report with recommendations to be served as provided in Section 36-2 of the Town Code. *(in current Code, Section 58-2)*

1.9 The Select Board shall have the authority to declare a state of emergency in the Town of Wayland upon the occurrence of any disaster, catastrophe, fire, flood, earthquake, storm, other natural calamity, act of terrorism, or cyber attack. Any state of emergency proclaimed by the Select Board shall, unless sooner terminated by proclamation of the Select Board, terminate five days from the day it takes effect. *(in current Code, Section 58-3)*

1.10 The Select Board shall have full authority to establish rules and regulations, binding upon all boards, commissions, committees, councils, authorities, officials and employees of the Town of Wayland, governing the use, marking, record-keeping, maintenance and reporting requirements pertaining to Town-owned vehicles and reimbursement for the use of privately owned vehicles by employees and officials while on Town business. *(modified from current Code, Section 58-4)*

§ 2. Appointment and qualifications of Town Manager.

2.1 The Select Board, by an affirmative vote of at least four (4) members, may appoint a Town Manager for a term not to exceed three years, as the Select Board deems to be in the best interests of the Town. The Town Manager shall receive such aggregate compensation and benefits, not exceeding the amount appropriated, as the Select Board may determine. The Select Board may, but is not required to, establish a written employment contract with the Town Manager pursuant to Massachusetts General Laws Chapter 41, Section 108N, to provide for the salary, fringe benefits, and other conditions of employment. The Town Manager position shall be a non-union position. *(modified from current Code)*

2.2 The Town Manager shall be appointed on the basis of educational, management and administrative qualifications and experience, including at least a bachelor's degree from an accredited four-year college or university. The Town Manager shall have considerable professional experience, consisting of compensated service in government administration or an equivalent combination of education and business management experience. *(modified from current Code)*

2.3 The Town Manager shall devote full-time to the responsibilities of the office. The Town Manager shall hold no elective Wayland Town office. The Town Manager may be appointed by the Select Board to any other compatible Town office or position, but he/she shall engage in no other business or occupation without advance written authorization by the Select Board. *(in current Code)*

§ 3. Authority and responsibilities of Town Manager.

3.1 Administrative Authority and Responsibilities

- a. The Town Manager shall be the chief administrative and operating officer of the Town. *(new)*
- b. The Town Manager shall be responsible for managing, supervising and executing all of the activities noted in this Act, the Town Manager's job description, and any other duties assigned to the Town Manager by the Select Board or in compliance with federal and state law and the Town Code and Town policies. *(in current Code)*
- c. The Town Manager will not set Town policy, but will ensure there is appropriate coordination in the implementation of Town policy working across all Town departments in conjunction with all elected and appointed boards and committees. *(in current Code)*
- d. The Town Manager shall ensure that all Town employees, boards, commissions and committees comply with the Town's financial, personnel and legal policies and procedures, as well as all Town Meeting votes, Town Code, federal and state law, and all regulations *(modified from current Code)*
- e. The Town Manager shall be responsible for the management of all financial, administrative and operational affairs of the Town and Town departments and all boards, commissions and committees but excluding the School Department, provided, however, that all boards, commissions and committees shall continue to exercise permitting and/or policy-making authority as provided in state law. *(modified from current Code)*
- f. The Town Manager shall be responsible for overseeing, coordinating, and making recommendations that may impact multiple Town boards and committees, broadly or in detail, regarding Town financial, personnel and legal activities. *(in current Code)*
- g. The Town Manager shall understand and have a working knowledge of the statutory and regulatory authority and responsibility held by department heads and elected and appointed boards, commissions and committees so s/he can effectively support these officers in the execution of their duties. Unless expressly stated herein, nothing in this Act is intended to reassign policy-making or permit granting statutory authority of any department head or any elected or appointed board, commission or committee to the Town Manager. *(modified from current Code)*

- h. With respect to Town policies and programs that impact multiple areas of Town government, the Town Manager shall work with all elected and appointed boards, commissions and committees and Town department heads, be responsible for ensuring there is appropriate administration and coordination both (i) in the implementation and on-going adherence to Town policies; and (ii) in the development and execution of such policies and programs. *(modified from current Code)*
- i. With respect to the development, implementation and execution of policies and programs affecting various Town departments, the Town Manager shall:
 - i) Coordinate the setting of priorities with the rest of the Town government;
 - ii) Communicate activities, including projects, plans and studies, so that necessary input is received from all areas of Town government that should be involved in those initiatives; and
 - iii) Coordinate efforts so that cross-functional services to residents and others are effectively and consistently delivered. *(in current Code)*
- j. With the exception of the School Department and Library, and except as otherwise provided in the Town Code or Chapter 347 of the Acts of 2008, to streamline services, the Town Manager may create a new department, may reorganize, eliminate or consolidate Town departments or functions, in whole or in part, and may assign functions of one department to another department, subject to the approval of the Select Board. *(new)*
- k. The Town Manager is designated as the Town's Records Access Officer under the Public Records statute. The Town Manager shall, directly or through the Town's various departments, boards, commissions and committees, be responsible for the preparation, filing and maintenance of all records and reports on behalf of the Town. *(modified from current Code)*
- l. The Town Manager oversees crisis intervention in emergency situations, working with other key Town department heads, and addresses any systemic problems impacting multiple areas of the Town as they arise. The Town Manager shall ensure priority items are properly attended to and bring concerns about problem resolution to related boards, commissions and committees, and ultimately, to the Select Board for assistance in resolution, if necessary. *(in current Code)*

3.2 Financial Authority and Responsibilities

- a. The Town Manager shall be the chief financial officer of the Town. *(new)*
- b. The Town Manager shall initiate, draft and have general oversight of the process of preparing the Town's annual operating and capital budgets for submission to the Finance Committee. To assist the Town Manager in preparing the proposed annual operating and capital budgets, all department heads, boards, commissions and committees of the Town, including the School Department, shall furnish all relevant information and submit to the Town Manager, in writing and in such form as the

Town Manager shall prescribe, a detailed estimate of the appropriations required and available funds. *(new)*

- c. The Town Manager shall draft and update a five-year capital improvement plan for all Town departments for submission to the Finance Committee. *(new)*
- d. The Town Manager shall work with the Finance Director and Finance Committee to:
 - i) Develop long-term financial strategies addressing operational and capital financial needs of the Town;
 - ii) Establish set budgetary guidelines to be used in the development of annual budgets;
 - iii) Review all operating and capital budgets of all Town departments and make recommendations to the affected boards, commissions and committees and to the Finance Committee about priorities important to budget development; and
 - iv) Evaluate actual expenditures and receipts against budgets and coordinate with affected department heads, boards, commissions and committees the development of plans to manage to the budget or obtain Finance Committee approval for Reserve Fund transfers, in advance of spending, when possible. *(in current Code)*
- e. The Town Manager shall serve as the Town's chief procurement officer pursuant to state and federal law and shall ensure that all Town departments comply with applicable procurement laws. The Town Manager may, in his or her discretion, delegate any procurement responsibilities. *(modified from current Code)*
- f. Unless any statute or special act provides to the contrary, the Town Manager is authorized to execute all grant applications and shall award and execute all contracts binding the Town up to a set amount to be established by policy set by the Select Board. *(new)*

3.3 Personnel Authority and Responsibilities

- a. Department Heads: Except as expressly provided herein, the Town Manager shall appoint on the basis of merit and fitness alone, all department heads or similar positions, in consultation with the respective boards, commissions and committees that the Department Heads or similar positions support and in compliance with any applicable provision of a collective bargaining agreement, with the exception of the School Department and Library. *(modified from current Code)*
- b. Department Employees (subordinate to Department Head or similar position): The Town Manager shall ultimately be responsible for appointing subordinates to Department Heads or similar positions. Unless otherwise provided by the terms of an applicable collective bargaining agreement, the Department Head or similar position may, with the consent of the Town Manager or his or her designee, appoint on the

basis of merit and fitness alone, all subordinate employees of each Town department, with the exception of the School Department. *(modified from current Code)*

- c. Unless otherwise provided under this Act, the Town Manager shall be responsible for appointing all other appointed employees for whom no other method of appointment is provided by the Town Code or other special act. *(new)*
- d. Discipline and Removal for Cause: The Town Manager may, for cause, discipline or remove any department head or similar position, with the exception of the School Department and Library Director, and shall, in consultation with the applicable Department Head or similar position, discipline or remove all subordinate employees of each Town department, with the exception of the School Department. *(new)*
- e. The Town Manager shall appoint, on the basis of merit and fitness alone, with ratification by a vote of at least three members of the Select Board, and evaluate, discipline and, for cause, remove, without the ratification of the Select Board:
 - i) A Police Chief;
 - ii) A Fire Chief;
 - iii) A Finance Director; and *(modified from current Code)*
 - iv) A Town Clerk. *(new)*
- f. In the event of a vacancy, disability or absence anticipated to be greater than thirty (30) days of any department head or any position appointed by the Town Manager, the Town Manager may appoint someone to serve in an acting or interim capacity for the period of such vacancy, disability or absence. *(new)*
- g. Working with the Town's Human Resource Department, the Town Manager shall be responsible for the daily administration of the Town-wide personnel system, including the maintenance of personnel records and the enforcement of personnel policies, rules and regulations and managing personnel costs to ensure maximum efficiency and fairness across Town departments. *(in current Code)*
- h. Evaluations: The Town Manager may develop a performance evaluation process and establish performance standards not inconsistent with any terms of any collective bargaining agreement. *(new)* The Town Manager shall be responsible for the annual evaluation of job performance of all Town department heads, including the Town Clerk and other positions appointed by the Town Manager but excluding the School Department and Library Director, and shall incorporate any input or recommendations received from any elected or appointed board, commission or committee served by such department heads. Evaluation of the Library Director shall include input of the Town Manager. The Town Manager shall be responsible for ensuring the completion of annual evaluations of the job performance of all subordinate Town employees, excluding those of the School Department. *(modified from current Code)*
- i. The Town Manager shall serve as the agent of the Select Board and negotiate collective bargaining agreements on behalf of the Select Board in accordance with

General Laws Chapter 150E, provided, however, that such agreements shall be subject to ratification by the Select Board and subject to funding by Town Meeting. The Town Manager may designate appropriate employees to assist with collective bargaining. *(new)*

3.4 Facilities/Property Authority and Responsibilities

- a. Except as otherwise provided in Chapter 347 of the Acts of 2008, the Town Manager shall be responsible for the construction, reconstruction, restoration, rehabilitation, repair and maintenance of all Town buildings and all Town real and personal property, and information technology and infrastructure. Nothing in this provision shall be construed as conferring any authority upon the Town Manager to have access to information that is otherwise unauthorized under state law. *(new)*
- b. The Town Manager shall, directly or through the Town's various departments, boards, commissions and committees, maintain an inventory of all Town-owned real and personal property. *(in current Code)*

3.5 Transitional Authority and Responsibilities *(all new)*

- a. With the enactment of this Act by the General Court, Chapter 320 of the Acts of 2004, An Act Relative to the Position of Town Administrator in the Town of Wayland, shall be repealed and be of no effect, and the position of Town Administrator shall be abolished and the incumbent thereof shall serve as the Acting Town Manager, or if there is no incumbent, the Select Board shall appoint an Acting Town Manager. The Acting Town Manager shall serve until the Select Board appoints a permanent Town Manager.
- b. Following the enactment of this Act, the Select Board shall appoint a Town Manager, and if the Select Board so chooses, the incumbent Town Administrator may be appointed Town Manager on a permanent basis.
- c. Following the enactment of this Act by the General Court, any reference to the Town Administrator existing in any provision of the Town Code or any other special act shall be construed as referring to the Town Manager. All powers and duties conferred upon the Town Administrator by the Town Code or other special act shall be vested in the Town Manager, unless otherwise provided in this Act.
- d. Following the enactment of this Act by the General Court, Sections 58 and 60 of the Town Code shall be repealed and be of no effect.
- e. Following the enactment of this Act, all Town officers, boards, commissions and employees shall continue to perform their duties in the same manner and to the same extent as they have performed the same prior to the enactment of this Act, except that, upon the appointment of a Town Manager, the powers and duties outlined herein shall be vested in the Town Manager.

§ 4. Removal of the Town Manager.

The Town Manager may be removed by an affirmative vote of at least four (4) members of the Select Board in accordance with the provisions of the Town Manager's contract, if applicable.
(modified from current Code)

§ 5. Acting Town Manager.

If the Town Manager shall be absent from his/her office for up to fourteen (14) days, the Town Manager may designate a qualified person to serve as the Acting Town Manager and to perform the duties of the Office of the Town Manager during this period of absence. In the event the Town Manager shall be absent for more than fourteen (14) days or the office of Town Manager shall be vacant for more than fourteen (14) days, the Select Board may appoint a qualified person to serve as the Acting Town Manager and to perform the duties of the Office of the Town Manager during the period of any vacancy caused by the Town Manager's absence, illness, suspensions, removal or resignation. The appointment by the Select Board shall be for a period not to exceed six months, but such appointment may be extended by majority vote of the Select Board. *(modified from current Code)*

§ 6. Town Clerk To Become Appointed Position. (new)

6.1 Upon the effective date of this Act, the position of Town Clerk shall cease to be elected and shall become a position appointed by the Town Manager pursuant to Sections 3.3.e and 6 of this Act.

6.2 The incumbent in the office of Town Clerk shall continue to serve until the expiration of the term for which elected as Town Clerk, and at the expiration of that term, a Town Clerk shall be appointed by the Town Manager as provided in Section 3 of this Act. If the incumbent in the office of Town Clerk vacates said office prior to the expiration of the term for which the Town Clerk was elected, the office of Town Clerk shall cease to be an elected position and shall be appointed by the Town Manager as provided in Section 3 of this Act.

§ 7. Conflict with Other Acts or Town Code.

In the event that there is a conflict between any provision of this Act and any provision of the Town Code, rules, regulations, orders, special acts, acceptances of laws, or other special act pertaining to the Town of Wayland, this Act shall prevail. All other provisions of Town Code, resolutions, rules, regulations and votes of the Town Meeting that are in force at the time this Act is enacted, not inconsistent with or superseded by the provisions of this Act, shall continue in full force and effect until amended or repealed.

§ 8. Time for Taking Effect. (new)

This Act shall take effect upon its passage by the General Court.



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

RECEIVED
JAN 14 2020
Board of Selectmen
Town of Wayland

Article Title: CPA – Set Asides and Transfers

Estimated Cost: \$688,512

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

To determine:

- a) whether the Town will vote to set aside from the Community Preservation Fund's (CPF) Uncommitted Fund for later spending:
 - i. \$101,927 for open space, but not including land for recreational use, \$101,927 for historic preservation, and \$101,927 for community housing pursuant to Massachusetts General Laws Chapter 44B, Section 6 for FY 2021;
 - ii. \$10,000 for administrative expenses;
- b) whether the Town will vote to set aside from the CPF for later spending \$372,731 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) further, whether the Town will vote to transfer funds in the amount of \$101,927 from the Community Housing Fund of the CPF to the Wayland Municipal Affordable Housing Trust Fund.

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

This article accomplishes annual tasks for managing the Town's Community Preservation Fund, including:

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

The CPF is the Town's primary vehicle for financing purchases of open space, undertaking projects for historic preservation, and creating and preserving community housing that is affordable for low- and moderate-income individuals and families. CPF monies can also be used for many types of recreation projects as well as costs of administrative expenses and consultant fees associated with appraisals, surveys, monitors, and similar activities within the scope of the CPA's purposes. The CPF is funded through the local surcharge on real estate and contributions from the State Trust Fund.

- a) Within the Wayland CPF, there are four separate pools of money, with funds designated exclusively for open space, historic preservation, and community housing, each of which receives at least 10% of the annual contributions (1.5% local tax surcharge + State Trust Fund yield), and the Uncommitted Fund, which receives the balance of funds not specifically



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

designated. The monies in the individual purpose funds can only be used for those particular purposes, while the monies in the Uncommitted Fund may be used for any of the three purposes plus certain recreation projects, administrative expenses, and fees incurred for projects. The first part of this article accomplishes the annual allocation to the three purposes and sets aside money for administrative fees.

- b) The 2017 Annual Town Meeting voted to purchase a Conservation Restriction protecting Mainstone Farm land from development and preserving it as open space in perpetuity. To accomplish that purchase, the Town assumed debt that is paid exclusively by the Community Preservation Fund as accomplished by b) above.
- c) The WMAHTF was created to address the shortage of affordable housing in Wayland. Funds to be transferred to the WMAHTF in "c)" above are those already allocated to the Community Housing Fund through the annual distribution. These funds maintain the same use restrictions as if they continued to be held in the CPF.

There are no known reasons to oppose this article.

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

Contact Information for Publication in Warrant

Contact Person Name: Gretchen Schuler Contact Person Phone: 508-245-4115
Contact Person Town Email: gschuler@wayland.ma.us

Proposing Board Information

Board Name: Community Preservation Committee

Board Vote (Quantum) to Submit Article: 6-0-0 Date of Board Vote: 1/8/20

Signature of Board Chairperson: Gretchen Schuler Date: 1/14/2020



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

RECEIVED
JAN 14 2020
Board of Selectmen
Town of Wayland

Article Title: CPA Funding for Housing Consultants and Housing Production Plan

Estimated Cost: \$50,000

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

To determine whether the Town will vote to appropriate for housing consultant services in FY2021:

- a) \$20,000 from the Community Preservation Fund's Uncommitted Fund to be expended by the Town Administrator or designee(s) to engage one or more housing consultants, to support, coordinate, and advance the Town's affordable housing efforts; and
- b) \$30,000 from the Community Preservation Fund's Uncommitted Fund to prepare Wayland's Housing Production Plan.

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

The Board of Selectmen has requested that Community Preservation Funds (CPF) be used to advance community housing by contracting with one or more consultants for services to be rendered in FY2021 that

- a) support ongoing efforts to advance community housing through coordination, document review, monitoring, cost certifications, and similar activities for specific projects and the Town's community housing as a whole as needed by the Town Administrator's office, the Town Planner, the Board of Selectmen, and housing-related Town entities, i.e., the Housing Partnership, Housing Authority, and Municipal Affordable Housing Trust Fund; and
- b) develop and prepare a Housing Production Plan (HPP) that meets the requirements of the Massachusetts Department of Housing and Community Development. The consultant will engage with Wayland residents, develop goals and strategies for community housing, identify resources, facilitate public meetings and presentations, including a final presentation, and other activities necessary to development of such a Plan.

Funding of a consultant to assist the Town in meeting its housing obligations continues the consulting work from CPF appropriated in 2017 (\$20,000) and 2019 (\$15,000).

Funding of the HPP allows the Town to comply with state guidelines for preparing or updating an HPP every five years. The Wayland HPP update is due September 19, 2021. The plan outlines how the Town will acquire, create, preserve, and support community housing. A significant incentive for the Town to have an HPP is that it provides greater local control over proposed development for a specified period of time.

Both projects would be funded by monies that have already been collected and received by the Town and will not impact the Town's tax rate. There are sufficient funds available for both projects in the CPF Uncommitted Funds.

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



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

Contact Information for Publication in Warrant

Contact Person Name: Gretchen Schuler **Contact Person Phone:** 508-245-4115
Contact Person Town Email: gschuler@wayland.ma.us

Proposing Board Information

Board Name: Community Preservation Committee

Board Vote (Quantum) to Submit Article: 6-0-0 **Date of Board Vote:** 1/8/20

Signature of Board Chairperson: Gretchen Schuler **Date:** 1/14/2020



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

RECEIVED
JAN 14 2020
Board of Selectmen
Town of Wayland

Article Title: ADA Improvements at Free Public Library

Estimated Cost: \$110,000

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

To determine whether the Town will vote to appropriate a sum of money not to exceed \$110,000 from the Community Preservation Fund's (CPF) Historic Preservation Fund to be expended by the Facilities Department for American with Disabilities Act (ADA) improvements at the Wayland Free Public Library, 5 Concord Road, to include a design of comprehensive interior and exterior ADA improvements, and necessary improvements to the Lower Level Entry door and the Emergency Exit on the north side of the building.

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

American with Disabilities Act (ADA) improvements for the Wayland Free Public Library are included in the Library Trustees' Five (5) Year Capital Improvement Plan (CIP). The total project is \$480,000 to include design, entrance and exit doors, elevator and stairs, upper level bridge/balconies, and bathrooms. There are two improvements that are straight-forward and can be done in the short term: the Lower Level Entry door that needs power-assist opening and the Emergency Exit on the north side of the main library that requires a ramp to eliminate the step on the outside. The other ADA improvements require planning and design to achieve compliance in the least intrusive fashion possible.

Wayland's 1900 Richardsonian Romanesque Library is an historic structure and qualifies for use of Historic Preservation monies from the Community Preservation Funds (CPF). ADA improvements are considered critical to the continued use of an historic public building, which is why this project can be completed with CPF. All projects using Historic Preservation Funds from the CPF must be completed in accordance with the Secretary of the Interior's Standards for preservation and rehabilitation.

This project would be funded by monies that have already been collected and received by the Town and will not impact the Town's tax rate. There are sufficient funds available in the CPF Historic Preservation Funds.

Achieving accessibility to Town buildings is needed to afford our residents with physical disabilities the equal opportunity to utilize Town resources. A reason not to approve could be made with regard to the funding source. Generally, the use of CPA funds is reserved for qualifying projects that would not ordinarily be a priority for town funding. ADA improvements should be a high priority for town funding.

Proposer's Comments (if needed, 150-word limit per Town Code): The use of CPF for developing a plan and design for comprehensive interior and exterior ADA improvements, and necessary improvements to the Lower Level Entry door and the Emergency Exit on the north side require approval of the Historic District Commission. An archaeological monitor should be present for the excavation on the north side of the building during construction to build an exit ramp.



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

Contact Person Name: Gretchen Schuler

Contact Person Phone: 508-245-4115

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

Proposing Board Information

Board Name: Community Preservation Committee

Board Vote (Quantum) to Submit Article: 5-1-0

Date of Board Vote: 1/8/20

Signature of Board Chairperson:

Gretchen J. Schuler

Date:

1/14/2020



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

RECEIVED
JAN 14 2020
Board of Selectmen
Town of Wayland

Article Title: CPA Funds to Preserve Open Spaces' Native Plants and Pollinator Plant Material **Estimated Cost:** \$9,000

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

To determine whether the Town will vote to appropriate funds to be expended by the Conservation Commission, including:

- a) \$7,000 from the Community Preservation Fund's Open Space Fund for the purchase of native plant species to help preserve Conservation Commission open spaces, and
- b) \$2,000 from the Community Preservation Fund's Open Space Fund to plant pollinator gardens on Conservation Commission land to support and preserve existing landscape.

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

Both projects in this article are requested by the Conservation Commission to preserve its open space properties by adding native plant materials and pollinator gardens to land managed by the Conservation Commission.

a) The Native Plant Species project will be used to purchase native trees, shrubs and seed mixtures (\$5,500) and soil amendment and fencing (\$1,500) to protect and support these plantings. Native plant material has been substantially reduced due to invasive species. This project will offset the rapid degradation brought on by invasive species by providing enriched habitats on conservation property. As removal of invasive species continues, these restored areas will act as nodes of regeneration that will propagate outward, helping to offset the imbalance brought on by invasive species and preserve the open space that the Conservation Commission maintains.

b) Pollinator Garden funding will be used to purchase pollinator-friendly shrubs, perennials, and seed mix (\$1,800) and soil amendments such as compost and straw (\$200) in order to install clusters of pollinator plants on conservation land.

Both projects are eligible for Community Preservation Fund's (CPF) Open Space Fund because they seek to preserve existing designated open space. Both projects would be funded by monies that have already been collected and received by the Town and will not impact the Town's tax rate. There are sufficient funds available for both projects in the CPF Open Space Funds.

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

Contact Information for Publication in Warrant

Contact Person Name: Gretchen Schuler

Contact Person Phone: 508-245-4115

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



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

Proposing Board Information

Board Name: Community Preservation Committee

Board Vote (Quantum) to Submit Article: 6-0-0 **Date of Board Vote:** 1/8/20

Signature of Board Chairperson: Gregory G. Schuler **Date:** 1/14/2020



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

RECEIVED
JAN 14 2020
Board of Selectmen
Town of Wayland

Article Title: Accessibility Improvements for two Town Playgrounds **Estimated Cost:** \$417,416

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

To determine whether the Town will vote to appropriate a sum of money not to exceed \$417,416 from the Community Preservation Fund's Uncommitted Fund to be expended by the Recreation Commission for Accessibility improvements at the Claypit Hill School and the Happy Hollow School Playgrounds.

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

The Recreation Commission is the custodian of Town playgrounds, which are open to the general public when school is not in session. The Commission requests funds to improve two outdoor recreational playgrounds to be more accessible to all users. They are the Claypit Hill School Playground, installed in 1997, and Happy Hollow School Playground, renovated in 2016. Replacement at both playgrounds of the loose wood fiber ground cover with a more stable material will dramatically improve accessibility to various play structures rather than just one or two. In addition, new play structures that are accessible to all will be installed at each playground. Users of both playgrounds will benefit from improvements to access to play equipment.

The cost for the Claypit Hill School playground improvements will be \$238,946. New surface of the entire playground will cost \$172,218 and five new pieces of equipment will be \$51,975. The cost of the Happy Hollow improvement will be \$172,470. New surface will be \$154,900 and two new pieces of equipment will be \$12,185. There are shipping and installation fees in addition to the figures above.

Improving accessibility at public playgrounds (a recreational use) qualifies as an allowable use of Community Preservation Fund (CPF) Uncommitted Funds. Both projects would be funded by monies that have already been collected and received by the Town and will not impact the Town's tax rate. There are sufficient funds available for both projects in the CPF Uncommitted Funds.

Achieving accessibility to Town facilities is needed to afford our residents with physical disabilities the equal opportunity to utilize Town resources. Furthermore, there are American with Disabilities Act (ADA), Massachusetts Architectural Access Board (MAAB) and Special Education requirements that will be met by this project. A reason not to approve could be made with regard to the funding source. Generally, the use of CPF is reserved for qualifying projects that would not ordinarily be a priority for town funding. Accessibility improvements should be a high priority for town funding.

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

Contact Information for Publication in Warrant

Contact Person Name: Gretchen Schuler

Contact Person Phone: 508-245-4115

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



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

Proposing Board Information

Board Name: Community Preservation Committee

Board Vote (Quantum) to Submit Article: 6-0-0

Date of Board Vote: 1/8/20

Signature of Board Chairperson: _____

Robert J. Schuler

Date: _____

1/14/2020

TOWN OF WAYLAND SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

RECEIVED
JAN 09 2020
Board of Selectmen
Town of Wayland

Attach extra pages if necessary

Article Title: Community Choice Aggregation

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

To see if the Town will authorize the Board of Selectmen to initiate the process of aggregating electrical load through a Community Choice Aggregation Program(CCA), and contract for electric supply for Wayland residents as authorized by M.G.L. 164, Section 134, and through CCA, decrease greenhouse gas emissions from the generation of electricity for residents by pursuing a percentage of Class I designated renewable energy that is greater than that required by the Massachusetts Renewable Portfolio Standard (RPS).

The article could further authorize the Town Administrator to establish and/or appoint representatives for a committee or task force to oversee the project.

Sample text from other communities is included as an attachment.

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

Community Choice Aggregation (CCA) is a state regulated process that would allow Wayland to purchase electricity supply in bulk for all households and small businesses currently enrolled in Eversource's Basic Service (EBS). Residents and small businesses would be offered the choice to buy electricity generated with a higher percentage of locally produced renewable sources (i.e. solar and wind) compared to the 14% currently mandated by the state, further reducing greenhouse gas emissions that are contributing to the climate emergency. Residents and small businesses would be enrolled in the program by default, as required by legislation, but can opt out at any time and return to EBS or another supplier at no cost. During the process of exploring CCA the Town incurs no cost and will only enter into a CCA contract if the negotiated rates are favorable for its residents and small businesses. CCA contracted rates can be negotiated for longer 2-3 year terms, and experience in other communities has shown that such rates are competitive with EBS.

Reasons in favor:

Adopting a CCA program has several benefits

1. **Consumer Choice and Vetted Options:** The program provides residents with a choice to stay with the Eversource Basic Service rate or move to the one or more negotiated CCA supply rate(s), which will have a higher percentage of renewable energy supply. The town will, with support from a consultant, identify vetted supply options to ensure renewable energy is locally produced green energy. Residents may opt out of the CCA program at any time and return to EBS or another supplier. Consumers are increasingly approached by various electricity suppliers

attempting to sell them energy contracts. CCAs offer municipalities a way to vet suppliers for residents through government procurement procedures. CCA is well regulated and overseen by the Department of Energy Resources and the Department of Public Utilities (DPU).

2. **Addressing the Climate Emergency by Increased Use of Renewable Energy:** We face a climate emergency that warrants action. CCA will give Wayland residents the opportunity to purchase supplied electricity with a greater percentage of renewable energy, reducing our collective greenhouse gas emissions. The CCA program will add more renewable energy to the supply beyond the state mandated 14% Renewable Portfolio Standard (RPS).
3. **Stability and Competitive Rates:** Through CCA Wayland will have the opportunity to negotiate longer term (2-3 year) supply contracts, in contrast to Eversource Basic Service rates which change every 6 months. Rates are competitive and in some towns have been lower than EBS.
4. **Minimal Municipal Staff Support is Required and No Added Costs:** The town will engage a consultant to manage the process, which includes identifying supply options and managing the implementation and operation of the program (e.g., tracking rates to ensure the negotiated rate remains competitive or better than EBS, managing the resident opt in/opt out through a web portal and phone line, providing outreach materials to help explain the program). The consultant is paid by fees on the supply rate at no cost to Wayland.
5. **Good Track Record:** Over 40 municipalities have used or are in the process of using CCA including neighboring towns of Newton, Brookline, Sudbury, Natick, and Lincoln. Weston passed a CCA Town Meeting article in December 2019.

Potential issues that could be raised.

Residents may be concerned about the ease of the opt out or opt in process. Experience in other towns has demonstrated that this can work without issues. An important criterion to be used in hiring the consultant will be the level of support they plan to provide and their track record in doing so.

Estimated Cost: There are no anticipated costs to the town beyond staff time to oversee the effort. The Energy and Climate Committee will also assist in overseeing the effort.

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

We face a climate emergency requiring action. Community Choice Aggregation (CCA) is a state regulated process that allows Wayland to purchase electricity supply in bulk for households and small businesses currently enrolled in Eversource's Basic Service (EBS). Residents and small businesses would be offered the choice to buy electricity generated with a higher percentage of locally produced renewable sources (i.e. solar and wind) from a well vetted supplier compared to the 14% currently mandated by the state, further reducing our collective greenhouse gas emissions. Residents/small businesses can opt out at any time and return to EBS or another supplier at no cost. The Town incurs no cost during the process of exploring CCA and will only enter into a CCA contract if the negotiated rates are favorable.

Contact Information for Publication in Warrant Contact Person Name: Ellen Tohn, Energy and Climate Committee Co-Chair

Contact Person Town Email: (I have asked for a town email several times but not yet receive one it, until then please use ellentohn@gmail.com)

Proposing Board Information:

Board Name: Energy and Climate Committee

*Board of Selectmen; 5-0
1-6-20*

Board Vote (Quantum) to Submit – The Energy and Climate Committee voted 5-0 on 1/8/2020 to submit this text.

Signature of Board Chairperson:

Ellen Tiden

Clay Chenevix 1-13-20

Contact Person Phone: 508-667-5164

Date of Board Vote: Date: 1-8-20

11/25/2019

Attachment: Sample Town Meeting Article Text From Other Communities

Weston Town Meeting Article

To vote to authorize the Board of Selectmen to initiate the process of seeking to aggregate energy, whether independently or in joint action with other municipalities, and contract for electric supply for Weston residents as authorized by M.G.L. 164, Section 134, and through what is known as Community Choice Aggregation (CCA), decrease greenhouse gas emissions from the generation of electricity for Weston residents by pursuing an amount of Class I designated renewable energy higher than is required by the Massachusetts Renewable Portfolio Standard (RPS), and further to authorize the Town Manager to establish, and/or appoint representatives for a taskforce to oversee such independent or joint action, or take any other action relative thereto.

Proposed from the Board of Selectmen to the voting residents of the Town of Scituate

To see if the Town will vote to authorize the Board of Selectmen to enter into a Community Choice Aggregation Program and contract for electric supply for Scituate residents and businesses as per Massachusetts General Law 164, Section 134 of the Acts of 1997, or otherwise act thereon. This includes authorizing the Town Administrator to establish and/or appoint representatives for a committee to oversee such independent action, or take any other action relative thereto, and to execute all documents necessary to accomplish the same.

Proposed from the Board of Selectmen at Sharon's Town Meeting

To see if the Town will authorize the Board of Selectmen to commence a Community Choice Aggregation Program (CCA) and contract for electric supply as authorized by M.G.L. 164,

Section 134, and through CCA decrease greenhouse gas emissions from the generation of electricity for Sharon residents and businesses by pursuing an increased amount of Class I designated renewable energy than is required by the Massachusetts Renewable Portfolio Standard (RPS), or take any other action relative thereto.

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

RECEIVED
JAN 09 2020
Board of Selectmen
Town of Wayland

Attach extra pages if necessary

Article Title: Community Choice Aggregation

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

To see if the Town will authorize the Board of Selectmen to initiate the process of aggregating electrical load through a Community Choice Aggregation Program(CCA), and contract for electric supply for Wayland residents as authorized by M.G.L. 164, Section 134, and through CCA, decrease greenhouse gas emissions from the generation of electricity for residents by pursuing a percentage of Class I designated renewable energy that is greater than that required by the Massachusetts Renewable Portfolio Standard (RPS).

The article could further authorize the Town Administrator to establish and/or appoint representatives for a committee or task force to oversee the project.

Sample text from other communities is included as an attachment.

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

Community Choice Aggregation (CCA) is a state regulated process that would allow Wayland to purchase electricity supply in bulk for all households and small businesses currently enrolled in Eversource's Basic Service (EBS). Residents and small businesses would be offered the choice to buy electricity generated with a higher percentage of locally produced renewable sources (i.e. solar and wind) compared to the 14% currently mandated by the state, further reducing greenhouse gas emissions that are contributing to the climate emergency. Residents and small businesses would be enrolled in the program by default, as required by legislation, but can opt out at any time and return to EBS or another supplier at no cost. During the process of exploring CCA the Town incurs no cost and will only enter into a CCA contract if the negotiated rates are favorable for its residents and small businesses. CCA contracted rates can be negotiated for longer 2-3 year terms, and experience in other communities has shown that such rates are competitive with EBS.

Reasons in favor:

Adopting a CCA program has several benefits

1. **Consumer Choice and Vetted Options:** The program provides residents with a choice to stay with the Eversource Basic Service rate or move to the one or more negotiated CCA supply rate(s), which will have a higher percentage of renewable energy supply. The town will, with support from a consultant, identify vetted supply options to ensure renewable energy is locally produced green energy. Residents may opt out of the CCA program at any time and return to EBS or another supplier. Consumers are increasingly approached by various electricity suppliers attempting to sell them energy contracts. CCAs offer municipalities a way to vet suppliers for

residents through government procurement procedures. CCA is well regulated and overseen by the Department of Energy Resources and the Department of Public Utilities (DPU).

2. **Addressing the Climate Emergency by Increased Use of Renewable Energy:** We face a climate emergency that warrants action. CCA will give Wayland residents the opportunity to purchase supplied electricity with a greater percentage of renewable energy, reducing our collective greenhouse gas emissions. The CCA program will add more renewable energy to the supply beyond the state mandated 14% Renewable Portfolio Standard (RPS).
3. **Stability and Competitive Rates:** Through CCA Wayland will have the opportunity to negotiate longer term (2-3 year) supply contracts, in contrast to Eversource Basic Service rates which change every 6 months. Rates are competitive and in some towns have been lower than EBS.
4. **Minimal Municipal Staff Support is Required and No Added Costs:** The town will engage a consultant to manage the process, which includes identifying supply options and managing the implementation and operation of the program (e.g., tracking rates to ensure the negotiated rate remains competitive or better than EBS, managing the resident opt in/opt out through a web portal and phone line, providing outreach materials to help explain the program). The consultant is paid by fees on the supply rate at no cost to Wayland.
5. **Good Track Record:** Over 40 municipalities have used or are in the process of using CCA including neighboring towns of Newton, Brookline, Sudbury, Natick, and Lincoln. Weston passed a CCA Town Meeting article in December 2019.

Potential issues that could be raised.

Residents may be concerned about the ease of the opt out or opt in process. Experience in other towns has demonstrated that this can work without issues. An important criterion to be used in hiring the consultant will be the level of support they plan to provide and their track record in doing so.

Estimated Cost: There are no anticipated costs to the town beyond staff time to oversee the effort. The Energy and Climate Committee will also assist in overseeing the effort.

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

We face a climate emergency requiring action. Community Choice Aggregation (CCA) is a state regulated process that allows Wayland to purchase electricity supply in bulk for households and small businesses currently enrolled in Eversource's Basic Service (EBS). Residents and small businesses would be offered the choice to buy electricity generated with a higher percentage of locally produced renewable sources (i.e. solar and wind) from a well vetted supplier compared to the 14% currently mandated by the state, further reducing our collective greenhouse gas emissions. Residents/small businesses can opt out at any time and return to EBS or another supplier at no cost. The Town incurs no cost during the process of exploring CCA and will only enter into a CCA contract if the negotiated rates are favorable.

Contact Information for Publication in Warrant Contact Person Name: Ellen Tohn, Energy and Climate Committee Co-Chair

Contact Person Town Email: (I have asked for a town email several times but not yet receive one it, until then please use ellentohn@gmail.com)

Proposing Board Information:

Board Name: Energy and Climate Committee

Board Vote (Quantum) to Submit – The Energy and Climate Committee voted 5-0 on 1/8/2020 to submit this text.

Signature of Board Chairperson:



Contact Person Phone: 508-667-5164

Date of Board Vote: Date: 1-8-20

11/25/2019

Attachment: Sample Town Meeting Article Text From Other Communities

Weston Town Meeting Article

To vote to authorize the Board of Selectmen to initiate the process of seeking to aggregate energy, whether independently or in joint action with other municipalities, and contract for electric supply for Weston residents as authorized by M.G.L. 164, Section 134, and through what is known as Community Choice Aggregation (CCA), decrease greenhouse gas emissions from the generation of electricity for Weston residents by pursuing an amount of Class I designated renewable energy higher than is required by the Massachusetts Renewable Portfolio Standard (RPS), and further to authorize the Town Manager to establish, and/or appoint representatives for a taskforce to oversee such independent or joint action, or take any other action relative thereto.

Proposed from the Board of Selectmen to the voting residents of the Town of Scituate

To see if the Town will vote to authorize the Board of Selectmen to enter into a Community Choice Aggregation Program and contract for electric supply for Scituate residents and businesses as per Massachusetts General Law 164, Section 134 of the Acts of 1997, or otherwise act thereon. This includes authorizing the Town Administrator to establish and/or appoint representatives for a committee to oversee such independent action, or take any other action relative thereto, and to execute all documents necessary to accomplish the same.

Proposed from the Board of Selectmen at Sharon's Town Meeting

To see if the Town will authorize the Board of Selectmen to commence a Community Choice Aggregation Program (CCA) and contract for electric supply as authorized by M.G.L. 164,

Section 134, and through CCA decrease greenhouse gas emissions from the generation of electricity for Sharon residents and businesses by pursuing an increased amount of Class I designated renewable energy than is required by the Massachusetts Renewable Portfolio Standard (RPS), or take any other action relative thereto.



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

RECEIVED
JAN 15 2020
Board of Selectmen
Town of Wayland

Article Title: Spencer Circle Street Acceptance

Estimated Cost: \$32,000

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

The following provision should be included in this section "Provided that the Town has executed the necessary easement agreements with residents on Spencer Circle...."

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

Spencer Circle was constructed to be a public way in or around 2002. At the time that the subdivision was approved and, in the decision of the Planning Board, Spencer Circle was intended to be accepted as a public way. Since the Town had not moved forward with acceptance as a public way, the residents of Spencer Circle inserted a petitioners' article for acceptance of Spencer Circle as a public way at the 2019 Annual Town Meeting. Following discussions with Town officials, the petitioners withdrew the article in order to allow the Town to proceed with the street acceptance process pursuant to Massachusetts General Laws.

The Board of Public Works recommends that the Town accept Spencer Circle as a public way, and any easements appurtenant thereto, as laid out by the Board of Public Works and shown on a plan thereof entitled As-Built Spencer Circle dated October 25, 2004 by Ducharme & Wheeler, Inc.. The Board of Public Works will advance this street acceptance process as procedurally identified by Town Counsel.

The condition of the road, after 17 years, requires approximately \$32,000 of repairs. The Department of Public Works (DPW) understands this and is prepared to place Spencer Circle on its Roadway Improvement Plan on a schedule appropriate with the Department's condition and plan criteria. In addition to these repairs, there remain several infrastructure deficiencies that need to be addressed prior to Town acceptance. These repairs have been itemized in a DPW memo to the Board of Public Works dated 4/22/2019. The Spencer Circle developer is aware of these repairs and understands that any acceptance of the road and release of the developer for liability will be conditional upon these repairs being made by him.

Should Spencer Circle be accepted as a public road, the Town would own two drainage structures, located in part on Nos. 4 and 6 Spencer Circle. The Town has performed a limited conditions assessment of the drainage systems and has determined the systems to be in good working condition. Easements are necessary at Nos. 4 and 6 Spencer Circle pertaining to the Town's access, operation and maintenance of these drainage systems. Any street acceptance will be conditional upon the execution of these easements. Under Massachusetts General Laws, the easements must be completed within 120 days of the dissolution of Town Meeting after a vote to accept a road as a public way.

The Board of Selectmen are currently negotiating with the owners of No. 4 and No. 6 Spencer Circle to acquire by gift, purchase, eminent domain or otherwise, easements in any land necessary for the laying out and the acceptance of Spencer Circle, or other related easements.



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SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

The Planning voted to accept Spencer Circle as a public way on -----.

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

Contact Information for Publication in Warrant

Contact Person Name: Tom Holder, Public Works Director

Contact Person Phone: 508-358-3678

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

Proposing Board Information

Board Name: Board of Public Works

Board Vote (Quantum) to Submit Article: 5-0-0

Signature of Board Chairperson: 

Date of Board Vote: 1-7-2020



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

RECEIVED
JAN 15 2020
Board of Selectmen
Town of Wayland

Article Title: LOKER TURF FIELD

Estimated Cost: \$3,400,000

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

To determine whether the Town will vote to:

- a) Appropriate a sum of money of not more than \$3,400,000 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 \$175,000 of the funds appropriated shall be transferred from the Recreation Stabilization Fund

provided not more than \$225,000 of the funds appropriated shall be transferred from the Recreation Revolving Fund

(\$118,000 already appropriated CPA Funds to offset costs for development of parking lot and trail heads)

uncommitted funds for designing, permitting, engineering and constructing a multipurpose 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.



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SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

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

In 2000, the Town purchased a property from The Dow Chemical Company for \$1.7 million dollars, the land is known today as the Loker Conservation & Recreation Area. The Loker parcel of land discussed herein can only be used for recreation purposes per the deed.

At a Special Town Meeting in November 2017, the Town voters approved funds to design a turf field at the vacant site. Throughout 2018 and 2019 the Town invested over \$150,000 to design this project, as well as a significant number of public meetings, resources, personnel, professional studies and consultant reviews. The project takes advantage of a parcel that has been vacant for twenty years to help alleviate a documented playing field shortage.

Two Wayland Town boards have approval over the project site plans: the Zoning Board of Appeals and the Conservation Commission. Additionally, voters at Annual Town Meeting vote whether or not to authorize the funding to pay for the construction of the field.

The proposed project aims to engineer, permit and construct a regulation sized 195' x 330' multi-purpose synthetic turf athletic field including all playing surfaces, lighting, drainage, landscaping, amenities, access roads and parking areas at the Loker Recreation Area.

This project would add a new additional turf field to the Town's overall field inventory for recreational use. Currently, the Town cannot meet field demands with the current field inventory, and has been unable to find fields in other towns with capacity to rent, and as a result faces denying kids from participation in youth sports in Wayland. Access to outdoor recreation spaces is valuable to both the individuals who use them and the Wayland Community at large.

Several field usage studies have shown that users are currently overusing Wayland's existing assets by an average of 5,000 hours per year. This represents a deficit of 8-12 natural grass fields or one or two turf fields. A single turf field with lights can accommodate over 2,400 hours of usage per year, almost half of the deficit.

The Recreation Commission reviewed the advantages of both a grass field and a synthetic field at Loker to help alleviate the shortage, and agrees Wayland needs a combination of grass and turf fields. While the upfront cost of developing a synthetic turf field at Loker is twice the cost of a grass field, costs are offset by 1) lower annual maintenance costs, because there is no need to mow, seed, fertilize, irrigate or paint 2) increased availability and usage, and 3) the need for fewer total fields to meet the town's athletic and recreational needs. Monies generated from the use of the artificial turf field at Loker will be accounted for and used to help defray the cost of replacing the carpet after its lifespan, estimated at ten to twelve years.

When assessing costs, 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



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

concluded it would cost the Town: \$9 million over a twenty (20) year period to own, operate and maintain two (2) turf fields, or \$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 field deficit, but the turf option is much more cost effective. This project calls for the development of one new turf field.

Using synthetic turf instead of natural grass turf allows for many more hours of usage which natural grass cannot withstand, especially with New England weather. While turfing over an existing grass field does add some hours of playability, adding a new field footprint does much more. For example, Cochituate Ball Park is already used by Wayland athletes from 8:00am to 10:00pm almost daily, changing the surface to synthetic turf does not add much, if any, play time.

The Recreation Commission concluded that, at this time, the construction of a synthetic multi-purpose field would best address the Town's needs. A synthetic turf field will provide the most hours of play and will allow the Town, annually, to take a different existing grass field that is currently being overused out of play to rest and rehabilitate it. Many communities similar to Wayland and nearest to Wayland have two or more turf fields to support their recreational programs, Wayland has one.

Since 2012, the Recreation Commission considered as many as 12 other Town land parcels, as there are advantages and disadvantages to every site. The design team weighed feasibility, the impacts on the environment, neighbors, and traffic as well as factored in tree removal and cost implications to assess whether or not construction was worth it. The Recreation Commission looked at the option of converting existing grass fields into turf fields; existing playing fields like Alpine, the Middle School, Town Building field, Oxbow Meadows, Claypit and even Cochituate Ball Park. The Commission also looked at vacant and undeveloped parcels, like former DPW site in front of the Middle School, Greenways, and a Town parcel that is heavily wooded near Holiday Road / Orchard Lane.

The challenges vary from site to site, but each involve significant tree removal and land clearing, building expensive access roadways and parking lots, while protecting wetlands areas. The Loker site has an existing paved asphalt access roadway and the remnants of the Dow Chemical parking lot. It sits less than 1000 feet from the Massachusetts Turnpike/Route 90. While there is tree removal expected, much of the area is open and clear because the site was home to the former Dow building. Approximately 45 trees in the wetlands area are planned to be removed and will require replacement, and an additional 268 in upland areas will be removed. The design includes a replacement planting plan that will replant 221 new trees and shrubs at the site.

A new parking lot at Loker could also serve to allow public access to Wayland's expansive Conservation land featuring an existing active trail system. An additional \$118,000 of already appropriated CPA funds could offset the cost of this project's parking lot. The Loker Field plan utilizes the existing access road and calls for 63 parking spaces planned, this is more parking than most other recreational facilities in Wayland.



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

Today, the field shortage in Wayland has been exacerbated by recently adjusted school dismissal times, where school athletic teams use the field until dark. The change in schedule has decreased the availability of grass school fields between dismissal time and sunset, and thus creating a need for lighted fields. Why not just put lights on the grass fields? Lighting grass fields has proved to increase usage beyond what natural grass can withstand.

This leaves just a small number of fields for all other recreation users to share. Wayland Youth organizations alone provide sports to over 1,200 users, in addition to hundreds of adult and senior users. Many of Wayland fields are in or near wetland areas, resulting in very wet conditions each spring. Wayland fields are known to open for play weeks later than the communities with whom Wayland athletes compete.

At the 2019 Annual Town Meeting, a similar Loker Turf article was voted 894 in favor to 468 against, a clear majority but narrowly missing the 2/3 needed to approve the funding. Town Meeting members expressed concern about the use of crumb rubber, the need for more studies and concerns about historical sensitivity of the area.

Some members of the community have expressed concerns regarding the safety of materials in the synthetic turf, particularly crumb rubber infill and turf fibers. Of the 16 different types of infill materials the Town considered, everything from walnut shells, cork, coconut, crumb rubber, the Town initially chose to use crumb rubber infill. It's the most widely used and researched material for synthetic fields. The decision on infill material was made after thorough analysis by a Weston & Sampson, Inc. toxicologist, reference and site visits with owners of a variety of alternate materials, and analysis of over 80 bodies of national research compiled by the School Committee.

Based on the concerns raised surrounding the safety of crumb rubber, the Recreation Commission has revised its recommendation and now recommends to upgrade the infill of choice to a 'virgin' crumb rubber. Virgin crumb rubber is not made from ground-up truck tires. The main advantage virgin crumb rubber has over standard crumb rubber is it is a virgin product, meaning it is made from known components that can be modified to enhance the product and avoid specific chemicals. In addition to not being from waste tires, this material does not change its solid form under high temperatures, contains no chemicals, and provides low abrasiveness for players. Although virgin rubber has a higher cost than crumb rubber it is lower maintenance, provides good drainage, and does not float.

The U.S. Environmental Protection Agency (EPA), the Centers for Disease Control (CDC) 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.

Recently, local news articles have raised similar concerns regarding synthetic turf blades/fibers. The Town was informed that the turf field installed at Wayland High School was manufactured without PFAS, man-made chemicals that do not degrade easily. The Town would require that the Loker



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

construction specifications for the turf carpet cannot be manufactured with materials containing PFAS, as confirmed by the carpet provider. According to the CDC, studies have shown that only a small amount of PFAS can be absorbed through your skin. Studies estimate that 98% of Americans have detectable levels of PFAS in their blood.

Because the site was cleaned up to the Towns' satisfaction twenty years ago using the required standards at the time, and given that standards may have changed over time some residents have urged that additional testing should be conducted to better understand potential hazards at the site and ensure safety.

The property has been reviewed by no less than four Licensed Site Professionals (LSP), namely Ransom Consulting Engineers and Scientists; Gradient Corporation, Camp, Dresser & McKee Environmental; Weston & Sampson Engineers, Inc., and most recently the Board of Selectmen have contracted CMG Environmental, Inc. for an independent environmental file review in the fall of 2019;

2019 - CMG Environmental, Inc.: "Gradient's determination of 'No Significant Risk' would also be valid for future recreational soccer field use of the Site."

2019 - Ransom Consulting Engineers: previously issued a memo stating "Based on the response actions completed at the Site and the regulatory status of the Site, Ransom does not anticipate that the Site's past use will be an impediment to the proposed redevelopment plan."

2018 - Weston & Sampson Engineers, Inc.: "Weston & Sampson's soil assessment of Site areas to be disturbed as part of potential redevelopment do not change the findings of the 2000 Method 3 risk characterization report. Specifically, the 2000 RAO closure report conclusion remains unchanged that 'the Site also poses no significant risk of harm to the safety, the environment, and public welfare.'"

2000 - Massachusetts Department of Environmental Protection: A Class A-2 Response Action Outcome (RAO) Statement, concluding that a Permanent Solution had been achieved at the Site, was submitted to the MassDEP. Class A means that "remedial work was completed and a level of "no significant risk has been achieved."

After design, a resident submitted documents to classify nearby North Pond as a protected vernal pool. Vernal pools are unique but temporary wildlife habitats best known for the amphibians and invertebrate animals that use them to breed. If there are confirmed vernal pools at Loker, the project could mitigate the effect of development by cleaning up old debris that has remained after Dow Chemical vacated and also enhance the trail system to distance other threats to the vernal pools. The project was designed to sit outside the thirty foot buffer 'No Build Zone' that protects the Wetlands. Overall, the design team felt the project is improving the habitat in and around the wetlands by removing old asphalt and fencing abandoned by Dow Chemical.



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

The Loker field project was also designed to comply with the 2013 Historical Commission's directive to avoid any area that were of Native American tribal, archaeological, ceremonial and/or historical significance, as those areas were laid out in a professional analysis and technical report on the property.

The Town conducted a comprehensive traffic study, and that study was peer-reviewed by an independent traffic consultant not affiliated with the design for this project, and each concluded that the traffic in this area of Wayland is rated D, and the installation of a new field will not worsen the traffic rating.

The Finance Committee generally recommends the use of a "debt exclusion" or "excluded debt" for projects above a certain cost. Wayland residents approved the use of excluded debt for this project at the polls in the April 2019 election, which Massachusetts Department of Revenue confirms is still valid.

This project has been vetted, is feasible and ready for public bid and construction. Approval of this warrant article merely appropriates the funding, and does not obviate the need for regulatory permits.

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

The project design to install a turf field at Loker is complete. The project utilizes land deeded only for recreational use and has been vacant for 20 years. Recreation studied and pursued over a dozen other suitable options to alleviate the over-usage of existing grass fields. The demand far exceeds field availability, and Loker was the most suitable.

Grass fields are deteriorating from over-utilization. When school dismissal times changed field shortages become dire; the shift prevents youth organizations from using school fields before dark. Access to outdoor recreation is valuable to both individuals who use them and the Wayland community at large.

While the upfront cost of turf is greater than grass, it's offset by: 1) lower maintenance costs; no need to mow, seed, water, or paint; 2) the need for less turf than grass fields; 3) significantly greater playing time on turf than grass, both by hours/day, and days/year.



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

Contact Information for Publication in Warrant

Contact Person Name: Katherine Brenna, Recreation Director **Contact Person Phone:** 6864

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

Proposing Board Information

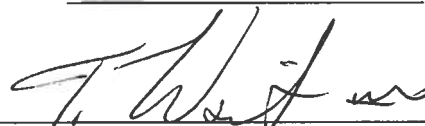

Board Name: Recreation Commission

**Board Vote (Quantum)
to Submit Article:**

5-0-0

Date of Board Vote: 1/9/2020

Signature of Board Chairperson:

Date: 1/9/2020

1/9/2020



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

RECEIVED

JAN 15 2020

Board of Selectmen
Town of Wayland

RECEIVED

JAN 13 2020
Board of Selectmen
Town of Wayland

Article Title: HIGH SCHOOL ATHLETIC COMPLEX RENOVATION – Part 3 **Estimated Cost:** \$2.2MM

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

The article requests \$2.2MM to fund design, engineering and construction for Part 3, Baseball and Multi-Use Field Improvements, of the High School Athletic Preferred Improvement Plan. Construction of Parts 1 and 2 of the plan are currently underway.

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

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.

W&S's conclusions as they relate to the current baseball and multi-use fields are that the current practice and playing fields are compacted and aligned inefficiently. Existing field playing surface is at its useful life expectancy and needs to be replaced. This project would renovate and reposition the baseball and multi-use fields.

Assuming the funding for this project is approved, design would begin immediately and construction would start as soon as spring sports are complete in 2021. Field rental and associated transportation costs during construction are included in the project cost.

The operations and maintenance of the fields will be taken care of per the existing Memorandum of Understanding between the School Department, Recreation Department and the Department of Public Works.

ARGUMENTS IN FAVOR:

- The existing field playing surfaces are at or beyond their useful life expectancy resulting in compacted and rough playing surfaces.
- The construction of Parts 1 and 2 of the High School Master Athletic Plan repositioned the synthetic turf field and stadium, as planned. The interim result is that the existing baseball field is closer to the bleachers and press box than safety would deem prudent.

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

Contact Information for Publication in Warrant

Contact Person Name: Jeanne Downs **Contact Person Phone:** 508.358.0270



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

Contact Person Town Email: jeanne_downs@wayland.k12.ma.us

Proposing Board Information

Board Name: School Committee

Board Vote (Quantum) to Submit Article: 4-0 Date of Board Vote: 1/13/2020

Signature of Board Chairperson: jeanne f Downs Date: 1/15/2020



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

RECEIVED
JAN 15 2020
Board of Selectmen
Town of Wayland

Article Title: Roof Replacement – Loker Elementary School

Estimated Cost: \$3.8 MM

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

This request is to remove approximately 49,000 sq ft of the existing roof membrane along with any damaged or asbestos containing original roofing insulation at Loker Elementary School. The material will be replaced with a Polyvinyl Chloride (PVC) roofing system. Roof replacement will also include new curbing, flashing, metal fascia, roof drains, access hatch, ladders, and guard rails. The project will also replace all rooftop heating and ventilation units as well as exhaust fans. This project will increase roof insulation required to meet current Stretch Energy Code (780CMR- AppendixAA and 2015 IECC).

Vote Language (required by MSBA)

ARTICLE

To see if the Town will vote to appropriate, borrow or transfer from available funds, an amount of money to be expended under the direction of the Town Administrator and the Permanent Municipal Building Committee for roof replacement at Loker Elementary School located at 47 Loker Street Wayland, MA 01778, which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program and for which the Town may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"). The Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town. Any grant that the Town may receive from the MSBA for the Project shall not exceed the lesser of (1) 35.42 percent (%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA.

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

The 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 as well as a large number of small patches. Ethylene propylene diene monomer (EPDM) roofing has an expected life of approximately 15-20 years. This 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. Funding requested reflects total project cost.

The recent Capital Conditions Needs Assessment identified Loker's roof replacement as a priority. The School Department has applied for and been accepted into this year's MSBA Accelerated Repair Program which will result in a 35.42% reimbursement on all eligible portions of the project.



TOWN OF WAYLAND

SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING

Attach extra pages if necessary

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

Contact Information for Publication in Warrant

Contact Person Name: Jeanne Downs Contact Person Phone: 508.358.0270

Contact Person Town Email: jeanne-downs@wayland.k12.ma.us

Proposing Board Information

Board Name: School Committee

Board Vote (Quantum) to Submit Article: 4-0 Date of Board Vote: 1/13/2020

Signature of Board Chairperson: Jeanne Downs Date: 1/15/2020

PETITIONERS ARTICLE FOR WAYLAND TOWN MEETING

RECEIVED

JAN 15 2020

Board of Selectmen
Town of Wayland

LEAD PETITIONER Michael Lowery DATE RECEIVED _____

DAY PHONE 508-397-8828 EVENING PHONE 508-397-8828

TITLE Finance Committee Participation in Collective Bargaining.

TOWN BOARD/DEPARTMENT AFFECTED BY ARTICLE Finance Committee

ESTIMATED COST \$0

ARTICLE: To determine whether the Town will vote to amend Section 19-5 of Town Code by adding
C. The Finance Committee shall be invited to participate in town and school collective bargaining processes by
S ending a representative to attend bargaining sessions and by sending a representative to participate in Personnel
B oard, Selectman or School Committee considerations of collective bargaining agreements.

The Finance Committee may deliver recommendations on collective bargaining in general, or specific proposed
agreements to the Personnel Board, School Committee, or the Board of Selectmen.

The Finance Committee shall include a section on the effect of collective bargaining agreements in its annual
report to Town Meeting.

Add comments and pro and con arguments on the next page. Thank you.

#	Print Name Legibly	Signature	Print Street Address
1	Michael Lowery	<i>Michael Lowery</i>	120 Lakeshore Dr.
2	Harold C. Lowery	<i>Harold C. Lowery</i>	120 Lakeshore Dr
3	David M. Hill	<i>David M. Hill</i>	54 ORCHARD LANE
4	CYNTHIA HILL	<i>CYNTHIA HILL</i>	54 ORCHARD LANE
5	BARRARA HARRIS	<i>Barrara Harris</i>	8 Holiday Road
6	GEORGE HARRIS	<i>George Harris</i>	8 Holiday Road
7	JUDY LING	<i>Judy Ling</i>	274 Concord Rd
8	Steven Klitzgard	<i>Steven Klitzgard</i>	274 Concord Rd
9	Marilyn Darack	<i>Marilyn Darack</i>	96 Lake Shore Dr.
10	Mary Alice Boelter	<i>Mary Alice Boelter</i>	106 Lakeshore Dr.
11	Christopher Lowery	<i>Christopher Lowery</i>	4 Beech Rd.
12	Clifford CLIFFORD LEWIS	<i>Clifford Lewis</i>	33 CLAY PIT HILL Rd.
13	Anette Lewis	<i>Anette Lewis</i>	33 Claypit Hill Rd.
14			

PETITIONERS ARTICLE FOR WAYLAND TOWN MEETING

Page 2

COMMENTS

Section 43-2 Personnel Board, under section B states that the powers and duties of the Personnel Board shall include "(3) To negotiate collective bargaining agreements for the Town, after having consulted in advance with the Board of Selectmen and the Finance Committee to discuss forthcoming negotiations."

PRO ARGUMENTS

Today, the Finance Committee must only be consulted prior to collective bargaining negotiations in order to have the best information for budget preparations, and so that the Town may have the benefits of their experience and perspective, the Finance Committee should be privy to and comment upon collective bargaining agreements as they are being developed.

CON ARGUMENTS

None known.



TOWN OF WAYLAND
PETITIONERS ARTICLE FOR WAYLAND TOWN MEETING

LEAD PETITIONER Duane Galbi DATE RECEIVED _____

DAY PHONE 781-899-0378 EVENING PHONE _____

TITLE Limit Carrying of Weapons in Town Buildings and to Town Events

TOWN BOARD/DEPARTMENT AFFECTED BY ARTICLE _____

ESTIMATED COST _____

RECEIVED
JAN 13 2020
 Board of Selectmen
 Town of Wayland

ARTICLE: 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 sponsored gathering, including athletic events, on town property without the written authorization of the Board of Selectmen.

Add comments and pro and con arguments on the next page. Thank you.

#	Print Name Legibly	Signature	Print Street Address
1	Duane Galbi	<i>[Signature]</i>	190 Stonebridge
2	Thomas Daley	<i>[Signature]</i>	206 Stonebridge
3	Thomas Neale	<i>[Signature]</i>	224 Stonebridge Rd
4	Eileen Young	<i>[Signature]</i>	224 Stonebridge Rd
5	Saad Nasser	<i>[Signature]</i>	2 Meadowview Rd
6	Deborah Dyson Diaz	<i>[Signature]</i>	22 Oak Hill Rd.
7	Jorge Diaz-Santiago	<i>[Signature]</i>	22 Oak Hill Rd.
8	Ashoke Chetty	<i>[Signature]</i>	12 Meadowview Rd.
9	Rashmi Chetty	<i>[Signature]</i>	12 Meadowview Rd
10	James W. Hamilton	<i>[Signature]</i>	3 Meadowview Rd
11	James W. Hamilton	<i>[Signature]</i>	3 Meadowview Rd
12	Karen Drury	<i>[Signature]</i>	190 Stonebridge



TOWN OF WAYLAND

PETITIONERS' ARTICLE FOR TOWN MEETING

Attach extra pages if necessary

RECEIVED
JAN 14 2020
Board of Selectmen
Town of Wayland

2020 JAN 14 PM 3:30
TOWN OF WAYLAND

Article Title: Change Election Date

Estimated Cost: 0

Article Text for Warrant: To determine if the town will ~~vote to~~ **change the date of election to after town meeting by modifying**

§ 36-1 Town meeting and election.

[Amended 3-11-1974 ATM by Art. 11; 5-1-1991 STM by Art. 3; 5-12-2004 ATM by Art. 34; 4-13-2009 ATM by Art. 23]

The annual Town meeting shall commence on a day between April 1 and May 15 inclusive ordered by the Selectmen. The election of Town officers and the determination of all matters placed on the official ballot at such election shall take place within seven days, but no fewer than two days, ~~after before~~ the annual Town meeting concludes. In addition to the warrant required by MGL c. 39, § 9A, the Selectmen shall cause notice of the time and place(s) of each annual and special Town meeting and each annual and special election (1) to be published in a newspaper of general circulation in Wayland no later than the date fixed by them for the closing of the warrant pursuant to § 36-3 below and (2) to be posted on the Town sign boards. Such notice shall be posted on the Town sign boards commencing at least two weeks prior to the election and Town meeting and shall remain posted until the election is held and Town meeting is concluded.

#	Print Name Legibly	Signature	Print Street Address
1	Mary R Upton	Mary R Upton	23 B Bayfield
2	Richard P Jusne	Richard P Jusne	2 NOB HILL RD
3	John Schuler	John Schuler	126 OCP
4	Mike Lavery	Mike Lavery	120 Lakeshore Dr.
5	Judy Ling	Judy Ling	274 Concord Rd.
6	Mary Alice Boelter	Mary Alice Boelter	106 Lakeshore
7	Nancy Leifer	Nancy Leifer	73 E. Plain St.
8	Sherre Greenbaum	Sherre Greenbaum	161 Plain Rd.
9	Sheila Carel	Sheila Carel	18 Joyce Road
10	Klaus Shigley	Klaus Shigley	20 White Rd.
11	Doug Crawford	Doug Crawford	19 Country Corners Rd
12	Mary Fankner	Mary Fankner	9 Bennett Rd
13			
14			



TOWN OF WAYLAND
PETITIONERS' ARTICLE FOR TOWN MEETING
Attach extra pages if necessary

Article Title: Change Election Date

Estimated Cost: 0

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

Wayland is repeatedly proposing debt exemptions. These require a ballot vote as well as a vote at Town Meeting.

Having election after town meeting gives the citizens a chance to hear all sides of the argument before casting their ballot vote.

There is no impact on elected town officials as their terms expire after town meeting.

Con ?

Town officials may be happy to not have the general population aware of the tax increases from budget increases.

Petitioners' Comments (150-word limit per Town Code):

Towns benefit from informed, involved citizens. Having election after town meeting concludes gives citizens a chance to hear arguments both pro and con before voting on financial issues that appear on the ballot.



TOWN OF WAYLAND
PETITIONERS' ARTICLE FOR TOWN MEETING
Attach extra pages if necessary

Lead Petitioner's Contact Information*

Name (for publication in warrant): Molly Upton (Mary Upton)

Phone (for discussing article): 508 651 7610

Email (for publication in warrant): 23mupton@gmail.com

Signature of Lead Petitioner: _____ **Date:** _____

** The lead petitioner will serve as spokesperson for the article and will be the contact person for the Finance Committee, Board of Selectmen, and Planning Board, if the petition is a zoning issue.*

PETITIONERS' ARTICLE FOR 2020 WAYLAND ANNUAL TOWN MEETING

RECEIVED

JAN 15 2020

Board of Selectmen
Town of Wayland

To the Wayland Board of Selectmen: Pursuant to G. L. c. 39, § 10, please insert the following article in the Warrant for the 2020 Annual Town Meeting.

ARTICLE X: FINANCE COMMITTEE APPOINTED BY MODERATOR

To determine whether the Town will vote to amend various bylaws pertaining to the preparation and review of the Town's budget and Town Meeting warrant articles such that (a) the Finance Committee shall be appointed by the Moderator, (b) the budget shall be prepared under the authority of the Board of Selectmen, and (c) the Finance Committee shall independently review said budget and warrant articles for the benefit of Town Meeting.

- (1) Amend Section 19-1, Finance Committee, by substituting "Town Moderator" in place of "Board of Selectmen" wherever the latter term appears.
- (2) Amend Section 19-2, Budget; capital improvement program, by (a) substituting "Board of Selectmen" in place of "Finance Committee" wherever the latter term appears.
- (3) Amend Section 19-3, Finance Committee reports, by (a) replacing the last sentence thereof with "The Committee shall also make an annual report which shall be published as part of the Annual Town Report and which shall include any recommendations regarding the finances of the Town and action in regard thereto as seems to such Committee to be necessary and appropriate." and (b) inserting after the last sentence, "In order to fulfill its duties to Town Meeting, the Finance Committee shall timely receive relevant warrant article and financial information from all department heads, boards, commissions, and committees of the Town, including the School Department, and, in this regard, shall coordinate with the Town Administrator/Town Manager."

These bylaw changes shall take effect one hundred twenty days after final adjournment of the town meeting at which they were adopted.

PETITIONERS' ARTICLE FOR 2020 WAYLAND ANNUAL TOWN MEETING

To the Wayland Board of Selectmen: Pursuant to G. L. c. 39, § 10, please insert the following article in the Warrant for the 2020 Annual Town Meeting.

ARTICLE X: FINANCE COMMITTEE APPOINTED BY MODERATOR

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These bylaw changes shall take effect one hundred twenty days after final adjournment of the town meeting at which they were adopted.



TOWN OF WAYLAND
PETITIONERS' ARTICLE FOR TOWN MEETING
Attach extra pages if necessary

Article Title: Finance Committee Appointed by Moderator **Estimated Cost:** _____

Article Text for Warrant: To determine if the town will vote to:

See the third page pasted in sufficient space to contain it.

#	Print Name Legibly	Signature	Print Street Address
1			
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TOWN OF WAYLAND
PETITIONERS' ARTICLE FOR TOWN MEETING
Attach extra pages if necessary

Article Title: Finance Committee Appointed by Moderator **Estimated Cost:** _____

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

Petitioners' Comments (150-word limit per Town Code):

Lead Petitioner's Contact Information*

Name (for publication in warrant): Carole Plumb

Phone (for discussing article): 774 270 2482

Email (for publication in warrant): CPlumb2@pm.me

Signature of Lead Petitioner: Carole Plumb **Date:** 1/15/2020

** The lead petitioner will serve as spokesperson for the article and will be the contact person for the Finance Committee, Board of Selectmen, and Planning Board, if the petition is a zoning issue.*



TOWN OF WAYLAND
PETITIONERS' ARTICLE FOR TOWN MEETING
Attach extra pages if necessary

To the Wayland Board of Selectmen: Pursuant to G. L. c. 39, § 10, please insert the following article in the Warrant for the 2020 Annual Town Meeting.

ARTICLE X: FINANCE COMMITTEE APPOINTED BY MODERATOR

To determine whether the Town will vote to amend various bylaws pertaining to the preparation and review of the Town's budget and Town Meeting warrant articles such that (a) the Finance Committee shall be appointed by the Moderator, (b) the budget shall be prepared under the authority of the Board of Selectmen, and (c) the Finance Committee shall independently review said budget and warrant articles for the benefit of Town Meeting.

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These bylaw changes shall take effect one hundred twenty days after final adjournment of the town meeting at which they were adopted.



TOWN OF WAYLAND
PETITIONERS' ARTICLE FOR TOWN MEETING
Attach extra pages if necessary

RECEIVED
JAN 15 2020
Board of Selectmen
Town of Wayland

Article Title: Repeal Chapter 193 of the Code of the Town of Wayland **Estimated Cost:** \$0

Article Text for Warrant: To determine if the town will vote to:

Repeal Chapter 193 of the Code of the Town of Wayland entitled Stormwater and Land Disturbance.

#	Print Name Legibly	Signature	Print Street Address
1	Anette Lewis	Anette Lewis	33 Claypit Hill Rd.
2	CLIFFORD LEWIS	Clifford Lewis	33 CLAYPIT HILL RD
3	DONNA BOUCHARD	Donna Bouchard	72 CONCORD ROAD
4	Mary R. Upton	Mary Upton	238 Breefield Rd
5	Mary Alice Boelter	Mary Alice Boelter	106 Lakeshore Dr.
6	Gretchen Schuler	Gretchen Schuler	126 Old Conn. Path
7	John Schuler	John Schuler	126 Old Conn. Path
8	Patricia Abramson	Patricia Abramson	5 Goodman Ln
9	Carole Plumb	Carole Plumb	17 Bald Rock Rd.
10	Michael Lowery	Michael Lowery	120 Lakeshore Dr.
11	Karen Lowery	Karen C. Lowery	120 Lakeshore Dr
12			
13			
14			



TOWN OF WAYLAND
PETITIONERS' ARTICLE FOR TOWN MEETING
Attach extra pages if necessary

Article Title: Repeal Chapter 193 of the Code of the Town of Wayland **Estimated Cost:** \$0

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

This section of the Town Code was originally adopted in 2008 and was amended in 2015. On December 12, 2019, the Conservation Commission published a notice in the *Town Crier* announcing that the Commission would hold a public hearing on December 19, 2019 to solicit public comment on proposed draft regulations for this bylaw. The hearing was poorly attended by just five citizens, all of whom raised serious concerns about the breadth and financial impact (especially to homeowners) of the regulations and the lack of outreach to the general public and other town boards. Those of us in attendance thought we had received assurance that the regulations would be re-worked and re-issued for a new public comment period.

As of today, the Planning Board, among others boards, has not had an opportunity to review and comment on the proposed regulations. When an extension of time until January 30, 2019 was requested, the response was that the draft regulations were going to be adopted by the Conservation Commission on January 23, 2020 – apparently warts and all.

If there is no bylaw in existence, then the regulations will be unenforceable. This is the simplest and most cost-effective way to deal with the Commission's overbroad, overreaching, difficult and costly to comply with proposal and apparent disregard of the need for public outreach and buy-in.

Petitioners' Comments (150-word limit per Town Code):

To be submitted in due course.

Lead Petitioner's Contact Information*

Name (for publication in warrant): Anette Lewis

Phone (for discussing article): 508/358-4973

Email (for publication in warrant): aslewis33@verizon.net

Signature of Lead Petitioner: Anette Lewis **Date:** 1/14/2020

* The lead petitioner will serve as spokesperson for the article and will be the contact person for the Finance Committee, Board of Selectmen, and Planning Board, if the petition is a zoning issue.