



LOUISE L. E. MILLER  
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# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## BOARD OF SELECTMEN

LEA T. ANDERSON  
MARY M. ANTES  
THOMAS J. FAY  
CHERRY C. KARLSON  
DOUGLAS A. LEVINE

### **REVISED**

*(revises agenda posted February 6, 2020 at 1:59pm)*

## **BOARD OF SELECTMEN**

**Monday, February 10, 2020**

**5:00 p.m.**

**Wayland Town Building**

**Selectmen's Meeting Room**

**41 Cochituate Road, Wayland, MA**

### **Proposed Agenda**

*Note: Items may not be discussed in the order listed or at the specific time estimated. Times are approximate. The meeting likely will be broadcast and videotaped for later broadcast by WayCAM.*

- 5:00 pm 1. Call to Order; Review Agenda for Public
- 5:05 pm 2. Announcements and Public Comment
- 5:10 pm 3. Select Board/Town Manager Special Act: Accept Draft Frequently Asked Question Responses from Board Members; discuss next steps.
- 5:15 pm 4. 2020 Borrowing and Debt Refunding: Vote award of bonds and the execution of documents by the Board of Selectmen and Treasurer
- 5:30 pm 5. Debt Exclusion: Discussion and vote of debt exclusion question on the March 2020 ballot re: Loker School Roof Replacement.
- 5:40 pm 5a. Discussion and vote of Loker School Roof Replacment warrant article
- 5:45 pm 6. Licensing: Review and vote to approve a Used Car Dealer's License—Class II to AutoHaven, LLC, (Andrew Wienen, Owner), for 268 Boston Post Road, Wayland, MA. Limit of five (5) cars for sale at any one time.
- 6:00 pm 7. Recess

**BOARD OF SELECTMEN**  
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**Proposed Agenda – Page Two**

6:50 pm 8. Enter into Executive Session:

- I. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to join School Committee, Personnel Board and Finance Committee in executive session to discuss strategy with respect to collective bargaining with:
- Local 690 Wayland-1 American Federation of State, County and Municipal Employees (AFSCME 690 Wayland -1);
  - Local 690 Wayland – 2 American Federation of State, County, and Municipal Employees (AFSCME 690 – 2);
  - Wayland DPW Association, Teamsters Local 170;
  - International Association of Firefighters, AFL-CIO Local 178;
  - The Wayland Library Staff Association MFT, AFT, AFL-CIO;
  - The New England Police Benevolent Association (NEPBA)/Wayland Police Officers Union (WPOU) Local 176;
  - Wayland Teachers Association (WTA);
  - Wayland Educational Secretaries' Association;
  - The Massachusetts Laborers' District Council Laborers' International Union of North America, AFL-CIO on behalf of Public Employees' Local Union 1116 Custodians and Maintenance;
  - Wayland Food Service Association

7:45 pm 9. Annual Town Meeting (ATM) Article: Loker Turf Field. Review and discuss outstanding environmental questions with Benson Gould, Principal, CMG Environmental, Inc., Licensed Site Professional, and potential vote to insert in Warrant and vote Board position:

Sponsored by the Recreation Commission:

- Loker Turf Field

8:15 pm 10. Annual Town Meeting (ATM) Articles: Review and discussion of all proposed articles; meet with article sponsors, and potential vote to insert in Warrant and vote Board position; Discuss potential order of articles.

Sponsored by the Board of Selectmen:

- Recognize Citizens and Employees for Particular Service to the Town
- Pay Previous Fiscal Years Unpaid Bills
- Current Year Transfers
- OPEB Funding
- Personnel Bylaws and Wage & Classification Plan
- Compensation for Town Clerk
- FY2021 Omnibus Budget
- Fiscal Year 2021 Revolving Funds Expenditure Limits

**BOARD OF SELECTMEN**  
**Monday, February 10, 2020**  
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**Proposed Agenda – Page Three**

- Choose Town Officers
- Hear Reports
- Sell or Trade Vehicles and Equipment
- Rescind Authorized But Unissued Debt
- Capital Stabilization Fund
- Accept Massachusetts General Laws Chapter 200A, Section 9A
- Allow Certain Contracts up to 5 Years
- Reallocate Previously Appropriated Funds for Community Center
- Surface Water Quality Committee Budget
- Community Choice Aggregation

Sponsored by Community Preservation Committee:

- CPA: Accessibility Improvements for two Town Playgrounds Improvements
- CPA – Set Asides and Transfers

Sponsored by the Board of Public Works:

- Spencer Circle Street Acceptance

Sponsored by the School Committee:

- High School Athletic Complex Renovation – Part 3  
a. Discussion and vote on revised warrant article

Petitioner's Articles:

- Finance Committee Participation in Collective Bargaining
- Limit Carrying of Weapons in Town Building and to Town Events
- Change Election Date
- Finance Committee Appointed by Moderator
- Repeal Chapter 193 of the Code of the Town of Wayland

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**Proposed Agenda – Page Four**

- 9:45 pm 11. Minutes: Review and vote to approve minutes of February 3, 2020
- 9:50 pm 12. Consent: Review and vote to approve (see separate sheet)
- 9:55 pm 13. Correspondence Review
- 10:00 pm 14. Selectmen's reports and concerns
- 10:05 pm 15. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any
- 10:10 pm 16. Adjourn

**BOARD OF SELECTMEN**  
**Monday, February 10, 2020**  
**5:00 p.m.**  
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**CONSENT CALENDAR**

1. Vote the question of approving and signing the weekly payroll and expense warrants
2. Vote to ratify Amendment I of the contract with Architectural Consulting Group, Inc. to perform Project Management Services in the amount of \$35,000 for the Construction Documents Phase of the Loker Elementary School Partial Roof Replacement Project.
3. Vote to ratify Amendment I of the contract with Tighe & Bond, Inc. to perform Designer Services in the amount of \$162,000 for the Schematic Design Phase and the Construction Documents Phase of the Loker Elementary School Partial Roof Replacement Project.

## ARTICLE BB: ROOF REPLACEMENT – LOKER ELEMENTARY SCHOOL

Proposed by: School Committee

Estimated Cost: ~~4,450,300~~3,800,000.00

Article Language (required by MSBA)

### ARTICLE

To see if the Town will vote to appropriate, borrow or transfer from available funds, ~~an amount \$4,300,000 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.

### FINANCE COMMITTEE COMMENTS:

The existing roof on the original Loker School 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 and has been included in Wayland's 5 year Capital Plan. ~~✗ The 2019 Annual Town Meeting appropriated \$312,500 for design which has been is being completed. and+ The replacement work will take place during the summer months.~~

~~The School Department~~ Town has applied for and been accepted into ~~this year's~~ the MSBA Accelerated Repair Program which will result in a 35.42% reimbursement on all eligible portions of the project. The MSBA will not cover costs for roofs less than 30 years old. The MSBA also does not cover costs for other equipment that is on the roof, such as air handler units. However, According to MSBA reimbursement guidelines, XXXX square feet of the roof located over the gym still has 10 years left on its life before it can do not qualify for MSBA reimbursement, since they are 20 years old rather than the minimum 30. The air handler units on the entire roof are also not covered. The air handler units are a high priority for replacement and were in the CIP for replacement regardless of the MSBA reimbursed project. The School Committee has requested that the entire roof at the Loker School, not just the portion that is MSBA eligible, be included for funding, as well as the air handler units. This was included in the project taking The School Committee's request took into consideration increasing construction costs and economies of scale by completing the entire roof repair at the same time once rather than incurring mobilization costs twice. The cost not reimbursed for this additional area is estimated non-MSBA reimbursed portion of the roof is estimated at to be \$350,000 and is not reimbursable. The cost of replacing the air handler units in the portion of the roof that is MSBA reimbursable is estimated at \$76,000. The remaining air handler units are estimated at \$150,000. The air handlers need to be removed

**Commented [LM1]:** What amount will be borrowed within the levy and what amount will be borrowed outside the levy still needs to be resolved. The motion includes language regarding the amount to be appropriated within the levy and the amount to be appropriated outside the levy after an authorization for a debt exclusion from Wayland voters.

**Commented [LM2]:** I would check this expected life given that the MSBA will not reimburse for roofs unless they are 30 years old. I believe the correct information is an average 22-30 years.

by cranes in order to replace the roofing materials. Replacing the old air handlers that are beyond their useful life and not functioning properly is both cost-efficient and construction-efficient. Also, there are two air handlers totaling \$216,000 that need to be replaced outside the MSBA requirements and are also not reimbursable totaling \$216,000. The air handlers need to be removed by cranes in order to replace the roofing materials.

This \$4,150,000 represents the total cost of the project is \$4,300,450,000, including contingency. The total maximum amount eligible for reimbursement is \$3,798,498 with maximum potential MSBA reimbursement is estimated to be of \$1,234,396,178,574, including contingency, off the adjusted total cost for those items not covered by the grant. Total reimbursement is received after completion of the project. MSBA reimbursement is upon approval of submitted invoices. While the Town must appropriate the full amount of the project, the Town will not borrow more than required for cash flow for the project. The total maximum borrowing for the MSBA reimbursed portion is : \$2,564,102, with an additional \$500,000 for the non-MSBA reimbursed portion of the project.

**Commented [LA3]:** I would delete this phrase. It is confusing.

Total Eligible for Reimbursement MSBA Project Budget

Total Cost	\$ 4,150,300,000
less excluded items:	
	\$ 154,021
	\$ 350,000
Total Eligible for Reimbursement	\$ 3,645,979,798,498

**Commented [LA4]:** This chart needs to be formatted once amounts for air handlers are confirmed.

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**Commented [LM5]:** These numbers are not correct.

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Total Potential Borrowing	\$3,064,102
Total Cost	\$ 4,150,000,4,300,000
less design	\$ 312,500

appropriated FY20

**Commented [LM6]:** A discussion needs to occur about whether the previously \$312,000 appropriated in included in the debt exclusion and how the \$500,000 that is for the part of the roof that is not 30 years old and the air handler units on that part of the roof will be financed.

Total Town Cost \$ 3,837,500 \$3,376,602

**Commented [LM7]:** This number is not correct.

The Finance Committee generally recommends the use of a “debt exclusion” or “excluded debt” for projects above a certain cost. Residents will vote at the March 31, 2020 Town Election on whether to use excluded debt for this project. The Board of Selectmen voted 5-0 to put a debt exclusion request for this project on the ballot.

The School Committee recommends approval.~~has approved this article.~~ (insert vote)

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

**ARGUMENTS IN FAVOR:** This project is part of the Town and School’s long-term capital maintenance and planning process for all Town owned properties.

Approval of this article insures there are no interruptions in school activities due to failures in the roof needing emergency repairs.

Water mitigation due to the current leaks have caused utility costs to increase.

MSBA reimbursement is critical for reducing the burden on Wayland taxpayers, and the town should make every effort to maximize it.

**ARGUMENTS OPPOSED:** The Town should only perform the maintenance that is eligible for reimbursement by the MSBA and should wait on the section not covered.

Some residents feel that we have delayed maintenance on many of the school buildings and the Town should add other projects to this request.

**RECOMMENDATION:** The Finance Committee recommends ..... (insert vote).

**QUANTUM OF VOTE:** 2/3 vote.

*For more information about this article, contact Ben Keefe at 508-358- or email bkeefe@wayland.ma.us.*

**Commented [LM8]:** What does this mean?

**Commented [LM9]:** If the Town does not approve this project, the MSBA grant will be lost.

**Commented [LM10]:** That section of the roof is leaking and we will need to replace the roof handlers. Isn't the question whether it will be in the same project or a different project next year or the year after?

**Commented [LM11]:** What other projects should we add?



## ARTICLE D: OPEB FUNDING

Proposed by: Board of Selectmen

Estimated Cost: \$552,464.00

To determine whether the Town will vote to:

a) appropriate an aggregate amount of \$52,464 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 following enterprise and revolving funds:

1) Food Service	\$ 7,123
2) BASE	\$ 14,360
3) Children's Way	\$ 13,673
4) Full Day Kindergarten	\$ 6,304
5) Water Enterprise	\$ 7,614
6) Transfer Station	\$ 0
7) Recreation	\$ 1,637
8) Pegasus	\$ 819
9) Wastewater Enterprise	\$ 933; and

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

**Commented [j11]:** Is this standard required language or a holdover from before FY19 when the Town used free cash for this purpose?

### FINANCE COMMITTEE COMMENTS:

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 Government Accounting Standards Board (GASB) requires the Town to perform periodic actuarial valuations, based on prescribed accounting standards that measure the obligations accruing under its Other (than pensions) Post-Employment Benefits (OPEB) plans. While GASB requires that this liability be included on the balance sheet, GASB does not require funding this liability. The funding decision is up to the Town.

The Town pays the cost of current retiree insurance premiums [as they are incurred](#) as part of its operating budget. The Town historically, contributed an additional amount to the OPEB Fund for future premium payments from available funding sources, including the operating budget and Free Cash. Beginning in FY19, the amount contributed to the OPEB Fund [as described in b\) above](#) has been appropriated entirely from taxation.

Total OPEB Liability is reported on a fiscal year basis. As of [June 30](#)~~July 1~~, 2019, the Total OPEB Liability ("TOL"), as determined under GASB, was \$47,~~277,115.3~~ million. Plan assets were \$18,~~203,791~~ million. The Net OPEB Liability ("NOL"), which equals the TOL less assets, was \$29,~~1273,324~~ million. 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% [as of June 30, 2019, as compared to 35.3%](#) ~~as~~

**Commented [j12]:** Amounts included in the OPEB article last year as of the nearly same date were projections. I'm not sure I advocate using projected amounts again but would like to discuss. However, the measurement and reporting date is June 30 rather than July 1 and though a minor difference, should be reported as such.

**Commented [j13]:** Unrounded amount had a typo, should have been \$29,073,324

**Commented [j14]:** There is more to the change than the funding contribution. It could also move in the other direction. Should we elaborate on key drivers of change year over year?

of June 30, 2018. Wayland continues to be a leader among municipalities in addressing this long-term liability, which has been viewed favorably by Moody's in assessing the Town's credit.

The 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 \$552,464.

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. The Town requested that our actuary, Odyssey Advisors, update our actuarial liability funding tables as of June 30, 2019 to determine a level funding contribution to achieve full funding in 2038 based on current actuarial assumptions, assuming a 7% discount rate and full funding in 2038. They determined the Town also asked for a level annual funding contribution through 2038 to be \$550,000 if all assumptions are realized. Actual results will vary due to differences between plan experience and assumptions. Key assumptions include, but are not limited to, a 7% discount rate and expected investment return, 5% pre-65 medical cost trend and 4.5% post-65 medical cost trend.

The Town's annual actuarially calculated contribution as of July 1, 2019 is \$550,000 and remains level at \$550,000. The Town's annual actuarial determined contribution as of July 1, 2019 is \$XXX,000. It was judged that \$XXX,000 would be unaffordable for this budget cycle.

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Commented [jl5]:

The Town's contribution represents a realistic and sustainable funding of the OPEB liability. The amount in part b) is recommended at \$500,000 and this same amount is planned as a sustainable annual contribution to fund the OPEB liability as part of the Town's long-term financial planning. The methodology for calculating the amounts in part a) totaling \$52,464 is a per FTE expense at the same rate as in part b) in order to represent the fair share of the total amount to be paid from the enterprise and revolving funds.

Commented [jl6]: What is the rate? % of payroll?  
Commented [jl7R6]:

The Board of Selectmen recommends ..... (insert vote)

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

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

While the recommended funding level is less than the actuarial determined contribution, it was deemed to be more sustainable.

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

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

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

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**RECOMMENDATION:** The Finance Committee recommends ..... (insert vote).

**QUANTUM OF VOTE:** Majority vote.

*For more information about this article, contact Louise Miller at 508-358-36201 or email [lmiller@wayland.ma.us](mailto:lmiller@wayland.ma.us).*

**ARTICLE H: FISCAL YEAR 2021 REVOLVING FUNDS EXPENDITURE LIMITS**

Proposed by: Board of Selectmen

Estimated Cost: \$0.00

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: \$525,000
2. Council on Aging: \$50,000
3. School Department / Professional Development: \$13,000
4. School Department / Curriculum: \$8,000
5. Recreation: \$1,100,000
6. Recreation Athletic Fields: \$225,000
7. Conservation Community Gardens: \$3,000

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

**FINANCE COMMITTEE COMMENTS:**

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 FY 21 Spending Cap</u>	<u>Recommended FY 20 Spending Cap</u>
<u>Transfer Station</u>	<u>\$ 525,000</u>	<u>\$500,000</u>
<u>Council on Aging</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>
<u>School Department/Professional Development</u>	<u>\$ 13,000</u>	<u>\$ 13,000</u>
<u>School Department/Curriculum</u>	<u>\$ 8,000</u>	<u>\$ 8,000</u>
<u>Recreation</u>	<u>\$1,100,000</u>	<u>\$700,000</u>
<u>Recreation Athletic Fields</u>	<u>\$ 225,000</u>	<u>\$225,000</u>
<u>Conservation Community Gardens</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>

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This article recommends increasing the spending cap for the Transfer Station by \$25,000 to reflect potential expenditures. The FY 2020 anticipated expenditures for the Transfer Station was \$491,000. Given the continued volatility in the recycling market, the spending cap is being recommended at \$525,000. The Board of Public Works, Town Administrator, Finance Director, and Public Works Director are reviewing the Transfer Station’s finances and operations to determine the best way to fund

and maintain a sustainable operation. This article also recommends increasing the spending cap for the Recreation Revolving Fund to reflect the additional costs of running programs from \$700,000 to \$875,000 and by an additional \$225,000 for FY 2021 to reflect the Recreation Commission's intent to expend up to \$225,000 of accumulated funds for the Loker Field project. The increase would be a one-year increase only. -~~The~~ spending caps for all other revolving funds remain at their FY2020 levels.

The Board of Selectmen recommends ..... (insert vote)

**ARGUMENTS IN FAVOR:**

**ARGUMENTS OPPOSED:**

**RECOMMENDATION:** The Finance Committee recommends ..... (insert vote).

**QUANTUM OF VOTE:** Majority vote.

*For more information about this article, contact ~~Brian Keveny~~Louise Miller at 508-358-364201 or email ~~bkeveny@wayland.ma.us~~lmiller@wayland.ma.us.*

## ARTICLE I: CHOOSE TOWN OFFICERS

*Proposed by: Board of Selectmen*

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

Trustees of the Allen Fund	The Selectmen
Fence Viewers	The Selectmen
Field Drivers	The Constables
Measurers of Wood and Bark	Paul Doerr
	John R. Sullivan (pending)
Surveyors of Lumber	Susan W. Pope
	Richard Hoyt

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

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

The Allen Fund was established in 1854 through a gift from Miss Debby Allen and Mrs. Nabby (Allen) Draper. The permanent fund was intended for “beneficent objects.” As of December 31, 2019, the balance in the Allen Fund was \$8,509. The trustees are responsible for overseeing the fund, and, in November 2017, the trustees suggested the current operation of the fund be discontinued until the trust funds increase to a point where they justify the time and effort necessary to administer them. The trust provides that the trustee shall be selected annually by vote of the annual town meeting; it also provides that in case no board of trustees is selected, the Selectmen shall be the Trustees of the Allen Fund. At a future Town meeting, citizens could vote to amend the trust document to provide that the Commissioners of Trust Funds serve as Trustees of the Allen Fund without annual vote.

Fence Viewers are arbitrators of fence disputes among neighbors and are established under MGL c. 49, §1. The BoS is authorized to appoint two or more fence viewers for one-year terms. The Board of Selectmen were called upon to act as fence viewers in this fiscal year.

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

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

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

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

The Board of Selectmen recommends XXXXX. Vote:

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

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

**RECOMMENDATION:** The Finance Committee recommends ..... (insert vote).

**QUANTUM OF VOTE:** Majority.

*For more information about this article, contact Town Administrator Louise Miller at 508-358-3620 or email [lmiller@wayland.ma.us](mailto:lmiller@wayland.ma.us).*

## ARTICLE J: HEAR REPORTS

*Proposed by: Board of Selectmen*

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

- Board of Assessors
- Community Preservation Committee

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

The Board of Selectmen recommends XXXXX. Vote:

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

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

**RECOMMENDATION:** The Finance Committee recommends ..... (insert vote).

**QUANTUM OF VOTE:** Majority.

*For more information about this article, contact Town Administrator Louise Miller at 508-358-3620 or email [lmiller@wayland.ma.us](mailto:lmiller@wayland.ma.us).*



**ARTICLE M: CAPITAL STABILIZATION FUND**

Proposed by: Board of Selectmen

Estimated Cost: -----

To see if the Town will vote to establish a fund under the provisions of M.G.L. c. 40 Section 5B as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003 to be known as the Capital Stabilization Fund. The purpose of this Fund is to allow the Town, from time to time, by appropriation, to reserve funds to pay for engineering and design, renovation, reconstruction or construction of Town facilities, or the debt service for engineering and design, renovation, reconstruction or construction of Town facilities ; or take any other action relative thereto.

**FINANCE COMMITTEE COMMENTS:**

Currently, all Town’s debt service is funded through the General Fund. Historically, when the Town borrows money, the principal and interest is paid for from the Town’s General Fund and reported in the unclassified section of the Omnibus Budget. Once a debt is paid off, the debt service is retired, and the Omnibus budget reflect the lower debt service costs.

The Town’s debt service within the General Fund can vary significantly from year to year as bonds mature and new bonds are issued. The Board of Selectmen have proposed that the debt service line be funded at current levels going forward. This would mean that, ~~This Article requests that~~ as bonds mature and debt service declines, amounts that were formerly committed to capital project debt service would be transferred each year by Town Meeting to the Capital Stabilization Fund to support new capital projects years in which the financing of the capital needs of the Town exceed available funding.

In December of 2018, the Finance Committee recommended that the Board of Selectmen create a Capital Stabilization Fund (CSF). The Finance Committee requested that the BOS consider bylaw amendments and propose a funding strategy. Unibank, the Town’s Financial Advisor at the time affirmed the idea.

The Town’s capital program will depend on these appropriations, to provide funding for future Fiscal Year capital projects. 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.

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. Expenditures from the funds are restricted to the specific purpose for which the fund is established and may include debt service.

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.

**Commented [CCK1]:** Picky – but some of the Town’s debt is paid by the Water Enterprise Fund and some is paid from CPA funds. The word “all” may not be the clearest word choice.

**Commented [LM2R1]:** Others may also be supported through the Revolving Funds or debt exclusions.

**Commented [CCK3]:** This is not accurate. The article only requests the establishment of the fund. It does not set up the protocol for funding as that would be decided each year. There may be a request for seed money to fund this year based on discussions with FinCom, BoS and TA as requested in FinCom’s 1-31-20 memo.

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.

Suggest putting this section back in: "A capital stabilization fund is a tool....." 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.

The Board of Selectmen recommends ..... (insert vote)

**ARGUMENTS IN FAVOR:**

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 and can help to stabilize changes in the tax rate.

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In years in which capital maintenance capital are lighter, funds may be contributed to a stabilization fund. 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. This normalizes the contributions made toward annual capital expenditures.

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This provides a better planning tool as to how much cash the Town has and how much the Town will spend.

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Other Towns in keeping with Proposition 2.5, have the Board of Selectman rely on a Town Meeting vote to appropriate monies to fund up to the amounts specified and increased by 2.5 percent each year. Other Towns maintain Free Cash Reserves at a percentage of the General Fund Balance and excess reserves are swept to on an annual basis to the CSE.

Commented [LM4]: There are many more tools that towns use. Many towns also increase their budget by revenue growth, rather than proposition 2 1/2. Some earmark certain revenue source to be used for capital. There are many ways to achieve the goal. This is one that might make sense for Wayland.

**ARGUMENTS OPPOSED:**

A capital stabilization restricts the use of funds for capital purposes only. The restriction minimizes the flexibility the Town had previously relied on to balance the Omnibus Budget using Free Cash.

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The Town currently does not have a reliable capital planning process that makes for consistent year to year debt service planning. This is one tool to improve the capital planning process.

Commented [LM5]: The Town should not use Free Cash to balance the Omnibus budget. I think that this is an argument in favor rather opposed.

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The cCapital stabilization fundSF is dependent upon a supporting policy. Without a proposed policy it is difficult to clearly articulate what is being proposed.

Commented [CCK6]: This is a step to create a reliable capital planning process. Not certain this comment belongs in Arguments Opposed?

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Funding the stabilization fund is in essence charging people today for future capital projects.

**RECOMMENDATION:** The Finance Committee recommends ..... (insert vote).

**QUANTUM OF VOTE:** 2/3 vote.

*For more information about this article, contact [Finance Director Brian Keveny](mailto:bkeveny@wayland.ma.us) at 508-358-3611 or email [bkeveny@wayland.ma.us](mailto:bkeveny@wayland.ma.us) or [Town Administrator Louise Miller](mailto:lmiller@wayland.ma.us) at 508-358-3620 or [lmiller@wayland.ma.us](mailto:lmiller@wayland.ma.us).*

**Commented [LM7]:** Of course, the converse is also true: borrowing charges people tomorrow for today's projects. The proposal for funding is a way to even out the obligations.

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**ARTICLE O: ALLOW CERTAIN CONTRACTS UP TO FIVE YEARS**

Proposed by: Board of Selectmen

Estimated ~~Cost~~Annual Benefit: \$0.00

To determine whether the Town will vote to allow certain contracts to be entered into for a period up to five years.

**FINANCE COMMITTEE COMMENTS:**

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.

The Board of Selectmen recommends ..... (insert vote)

**ARGUMENTS IN FAVOR:** Allowing the Town to enter equipment contracts for a longer term (up to five years) allows the length of funding to match the life of the asset which spreads the cost over a longer period thereby lowering the annual payment.

The process of qualifying architectural and engineering service providers requires substantial effort of town staff and the providers themselves. The process generally results in similar firms qualified for on-call duties in each procurement cycle. By allowing 5-year contracts, more firms are likely to submit proposals and town resources can be used more efficiently. Note, larger projects are procured separately on a project by project basis.

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

**RECOMMENDATION:** The Finance Committee recommends ..... (insert vote).

**QUANTUM OF VOTE:** Majority.

For more information about this article, contact Louise Miller at 508-358-3620 or email [lmiller@wayland.ma.us](mailto:lmiller@wayland.ma.us).

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## ARTICLE P: REALLOCATE PREVIOUSLY APPROPRIATED FUNDS FOR COMMUNITY CENTER

Proposed by: Board of Selectmen

Estimated Cost: \$0.00

To determine whether Town Meeting will vote to reallocate \$545,583 previously appropriated at the 2015 and 2018 Annual Town Meetings to be expended under the direction of the Board of Selectmen for feasibility, design, construction and bid documents for a multi-use Council on Aging/Community Center (Council on Aging/Community Center) to be used for a facility located at an appropriate location with the Town of Wayland.

### FINANCE COMMITTEE COMMENTS:

A Council on Aging/Community Center has been a Town priority for many years. The Council on Aging/Community Center Committee worked on this proposed project at the Town Center as far back as May 2015. Many residents and committees have been looking at this for many years before then. Residents Town Meeting hasve twice appropriated funds for a Council on Aging/Community Center ~~to~~ be built at Town Center. ~~These proposals~~ e project at the Town Center involves ~~d~~ using the existing approximately 10,250 square foot building on the so-called "Municipal Parcel," and use of three adjacent parcels. To date, the Town has not been able to acquire control ~~negotiate acquisition~~ of the Municipal Parcel or the adjacent parcels, which are needed to build an adequate facility. The Council on Aging seeks to consider other locations within the Town to build a Council on Aging/Community Center, as it remains unclear when the Town may acquire control of the four ~~named~~ parcels at Town Center.

Commented [LM1]: Should we shorten this?

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

- At 2015 Annual Town Meeting under Article 26, ~~residents Town Meeting~~ appropriated \$150,000 for conducting due diligence and a feasibility design for a proposed Council on ~~ra~~ Aging/Community Center at the Town Center parcels. \$75,583 remains from this appropriation.
- At 2018 Annual Town Meeting under Article 20, ~~residents Town Meeting~~ 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 additional 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 to house the offices and all activities of its Council on Aging, the offices and some activities of its Recreation Department, the offices of its Youth and Family Services Department, its Veterans' Agent, and the Historical Commission, as well as other community activities of the Town in one building, 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 Town would anticipate closing on a purchase of land or a building, or signing lease documents and entering into an agreement with a landlord on or before January 1, 2021.

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According to the RFP, Wayland's preferred option is to purchase land via a fee simple acquisition. In that case, the Town would design and build a new building and perform all related site development. Alternatively, the Town seeks to acquire an existing building with sufficient parking to meet its needs, in which case the Town would design and build all improvements to the building and land. The Town would consider leasing an existing space with certain leasehold improvements to meet the Town's specific needs. The land and building must be located in Wayland. Finally, the Town may end up using the Town Center municipal pad in the end should negotiations close.

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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.

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.

Wayland's senior population is expected to continue growing until 2030. Already more than twenty-five percent of Wayland residents are 60+ years old and eligible for local, state, and federal programs and services. State guidelines recommend provisions of 5 to 6 sq.ft. per senior, while Wayland's underserved seniors are squeezed into 2800 sq. ft in the Town Building plus a patchwork of other spaces. Our peer towns provide an average of 2 sq. ft. per senior resident in their facilities; Wayland provides 0.66 sq. ft per senior resident.

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).

Commented [LM2]: We only have meeting or activity room space planned at the CoA/CC, not gyms.

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

The Board of Selectmen recommends ..... (insert vote)

**ARGUMENTS IN FAVOR:** This article allows the Town to work more efficiently in expediting a long over due Community Center and Council on Aging solution in time for the Town Meeting in the Fall.

Residents of all ages in Wayland have actively pursued a Community Center for multi-generational programs and recreational activities and consider it time sensitive.

The need for more space for the CoA is acute and growing. Wayland's senior population continues to grow which entails many programs that just can't be supported today and needs to address the needs sooner versus later.

Considering other site options will address some of the concerns raised by citizens with the currently proposed municipal pad site. However, design funds would be needed to insure all the identified requirements can be met within a new site.

**ARGUMENTS OPPOSED:** Some argue that the funds should remain in the general fund untouched until a new site is identified and approved by Town Meeting vote.

Residents have questioned why we need to look at other properties and should wait until we resolve the issues with the current location.

Some may fear that the Town should not be undertaking new projects at this time but focus on the ones already in the works.

**RECOMMENDATION:** The Finance Committee recommends ..... (insert vote).

**QUANTUM OF VOTE:** Majority.

*For more information about this article, contact Louise Miller at 508-358-3620 or email [lmiller@wayland.ma.us](mailto:lmiller@wayland.ma.us).*

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Commented [LM3]: Does this refer to the Municipal Pad?

Commented [LM4]:

Commented [LM5R4]: Is this a \$\$ comment or is this a capacity comment?

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## ARTICLE X: COMMUNITY AGGREGATION

*Proposed by: Board of Selectmen*

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 Wayland residents and businesses as authorized by M.G.L. 164, Section 134 through what is known as Community Choice Aggregation (CCA), and to authorize the Board of Selectmen to enter into contracts to decrease greenhouse gas emissions from the generation of electricity for Wayland residents by pursuing an amount of renewable energy higher than is required by the Massachusetts Renewable Portfolio Standard (RPS).

~~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 to allow the Town Administrator to establish a task force to oversee the project.~~

**PROPOSER'S COMMENTS:** ~~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 16% 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.~~

**FINANCE COMMITTEE COMMENTS:** Municipal aggregation allows a city or town determine where its electricity comes from. If Wayland authorizes municipal aggregation, the town will contract with an electricity supplier on behalf of residents and businesses who have not already selected a competitive supplier. Most residents and businesses currently get electricity supply, referred to as basic service, from Eversource. Under state law, however, electric utility customers can choose another electricity supplier, and Eversource will continue to deliver the electricity, maintain poles and wires, and provide other customer services. Wayland customers will still receive a single electricity bill.

Passage of this Article would authorize the Board of Selectmen to initiate the process for Wayland to explore and implement aggregation of electrical supply to the town and a Community Choice Aggregation ("CCA") program to decrease production of greenhouse gas production by suppliers of electricity. Goals of the program include, but are not limited to The Town's Energy and Climate Committee has proposed, decreasing 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 electricity supply aggregation and CCA is a multi-step process that begins with the Board of Selectmen, in consultation with the Energy and Climate Committee, issuing an RFP to hire a consultant. Working with that consultant, the Town will explore options based on information gathered by a consultant, and then prepare a municipal aggregation development of a plan in consultation with the Massachusetts Department of Energy Resources and the consultant. The plan must be made available for review by Wayland's citizens through a public posting or hearing and the plan must be approved by the Board of Selectmen. After providing Wayland residents an the opportunity to review and comment on~~



the plan, the Board of Selectmen would then submit the plan to the Massachusetts Department of Public Utilities for approval. The Department of Public Utilities will hold its own hearings and accept comments prior to accepting the plan, once it determines that the plan complies with state regulations.

The Town ~~would engage~~anticipates engaging a consultant to manage the CCA program. The consultant's responsibilities would include identifying supply options, drafting the plan to be submitted to the Department of Public Utilities, managing the implementation and operation of the program, tracking energy rates, managing the opt in/opt out system (including a user friendly web site and phone number), and providing outreach materials to help explain the program. The consultant would be paid by fees on the supply rate ~~at no cost to Wayland residents or small businesses.~~

Residents have raised many questions as to the procedures for enrolling, percentage of green electric energy supply, and length of contract. These and other questions will be answered as the municipal aggregation plan is developed. These answers are not available for a Wayland based program now because the program does not yet exist.

~~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"). Typically, 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 16% currently mandated by the state. State legislation requires residents and small businesses to enroll in CCA program by default; however, they may opt out at any time and return to EBS or another supplier at no cost. CCA contracted rates can be negotiated for longer terms (e.g., two to three years), and experience in other communities has shown that such rates can be competitive with EBS.~~

~~The Town incurs no cost during the process of exploring the possibility of establishing a CCA program and will enter into a CCA contract if the negotiated rates and renewable energy supply are favorable for its residents and small businesses. The Town does not have to enter into this contract or program.~~

The Massachusetts Department of Public Utilities has approved municipal aggregation plans for 149 municipalities in Massachusetts, including the neighboring towns of Newton, Brookline, Sudbury, Natick, and Lexington. Lincoln is currently developing its CCA program, and Weston approved an Article at Special Town Meeting in December 2019 to initiate the process for implementing a CCA program.

The Board of Selectmen recommends ..... (insert vote)

**ARGUMENTS IN FAVOR:** Proponents of this Article argue the ability to choose energy produced with a higher percentage of locally produced renewable energy helps in combatting a climate emergency by further reducing greenhouse gas emissions. The CCA program can add more renewable energy to the supply chain beyond the current state-mandated 16% portfolio amount, thus further reducing collective greenhouse emissions.

Passage of this article authorizes the Board of Selectmen to begin the process of community aggregation. Without starting ~~the process and hiring a consultant~~, the Town cannot answer all of the questions being raised; for example, the exact procedures for enrolling or opting out, the supplier, the percentage of renewable energy, the price.

Residents are increasingly approached by various electricity suppliers attempting to sell energy contracts with inconsistent levels of information, making it difficult for residents to evaluate options. Allowing the Board of Selectmen to research alternatives may result in better, easier and well regulated choices for residents.

The CCA provides the Town with an opportunity to negotiate longer term supply contracts (e.g., two to three years) in contrast to EBS, which change every six months. The rates in the longer-term supply contracts are competitive and in some towns have been lower than the EBS rates. Moreover, the consultant engaged by the Town would track rates to ensure the negotiated rate remains competitive or better than EBS.

**ARGUMENTS OPPOSED:** Opponents to this Article may express concern about the lack of clarity as to the operation and implementation of the CCA program. It remains unclear how a resident would be involved in the process undertaken by the Board of Selectmen, how a resident would be informed they were enrolled in the program, or what steps a resident must take to opt-out of the program.

The Town will need to coordinate with ~~the any~~ consultant ~~who manages~~retained to support the process, whether it be through a staff member of the Town or a volunteer serving on a Board or Committee. Some may argue that Town employees and volunteers already have limited time and availability to take on new responsibilities, even if in a coordination role.

The possibility exists that being locked into a rate for two to three years may result in ratepayers paying a higher rate than EBS at points in time during that period, since EBS contracts change every six months. ~~The Any~~ consultant hired by the town will be tasked with tracking EBS rates relative to the Wayland CCA plan and inform residents should the CCA rate be higher than the EBS and encourage residents to opt out should that situation occur.

**RECOMMENDATION:** The Finance Committee recommends ..... (insert vote).

**QUANTUM OF VOTE:** Majority.

*For more information about this article, contact Town Administrator Louise Miller at 508-358-3620 or email [lmiller@wayland.ma.us](mailto:lmiller@wayland.ma.us).*

## ARTICLE W: ACCESSIBILITY IMPROVEMENTS FOR TWO TOWN PLAYGROUNDS

Proposed by: Community Preservation Committee  
~~\$9,000,417,416.00~~

Estimated Cost:

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 ~~a~~Accessibility improvements at the Claypit Hill School and the Happy Hollow School ~~p~~Playgrounds.

### FINANCE COMMITTEE COMMENTS:

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 provide~~ accessibility to ~~various play~~the playground structures ~~rather than just one or two for children and those accompanying them~~. In addition, new play structures that are accessible ~~to all~~ will be installed at each playground. ~~All~~ users of both playgrounds will benefit from improvements to access to play equipment.

~~The cost for of the new equipment, including installation expenses, at the Claypit Hill School and Happy Hollow School playgrounds will be estimated at \$84,298. The cost of new surfaces at both school playgrounds, including installation, will be estimated at \$333,118. 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.~~

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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~~required 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.

While the Town needs to make all playgrounds accessible, the most pressing need is at Claypit Hill and Happy Hollow. The playground at Loker and other playgrounds throughout town will be made fully accessible so that children living in those area will have the same opportunities to play as in other areas of town. Loker Elementary School is anticipated to be the next playground to be made accessible.

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

The Community Preservation Committee recommends .....(insert vote)

**ARGUMENTS IN FAVOR:** Providing access to playgrounds for young physically challenged residents is required and should be a priority for the Town. Using CPA funds to achieve this goal, given that these funds are available for outdoor recreation purposes, makes sense.

New playground equipment and surfaces will make Claypit Hill School's and Happy Hollow School's playgrounds ADA and MAAB- compliant and the playgrounds will meet current Special Education requirements.

**ARGUMENTS OPPOSED:** Some may argue that 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.

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There may be other, ~~more pressing~~ CPA initiatives currently not known to the Town that will require funding.

**RECOMMENDATION:** The Finance Committee recommends ..... (insert vote).

**QUANTUM OF VOTE:** Majority.

*For more information about this article, contact Gretchen Schuler at 508-245-4115 or email [gschuler@wayland.ma.us](mailto:gschuler@wayland.ma.us).*



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

**Article Title:** HIGH SCHOOL ATHLETIC COMPLEX RENOVATION – Part 3 DESIGN      **Estimated Cost:** \$200,000

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

The article requests \$200,000 to fund design 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 the design phase of this project is approved, design would begin immediately. Construction funds would be requested at the 2021 Annual Town Meeting (ATM) and if approved, construction would start as soon as spring sports are complete in 2021.

**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.
- Designing the project in FY21 would allow for construction bids to be obtained prior to ATM 2021 resulting in an accurate request for construction funds.
- If funds for construction are approved at ATM 2021, the construction could begin as soon as spring sports are complete that same year.

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

**Contact Information for Publication in Warrant**

**Contact Person Name:** \_\_\_\_\_ **Contact Person Phone:** \_\_\_\_\_



**TOWN OF WAYLAND**

**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**

*Attach extra pages if necessary*

**Contact Person Town Email:** \_\_\_\_\_

**Proposing Board Information**

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

**Board Vote (Quantum) to Submit Article:** \_\_\_\_\_ **Date of Board Vote:** \_\_\_\_\_

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