

**Supplemental**  
**PACKET**

**Dec 14**

**2020**

The following list of documents have been added to the Supplemental Packet of the Board of Selectmen Meeting for 12.14.2020 and are labeled according to their corresponding agenda item.

7.C Letter of Interest from Bill Whitney for Route 20 South Landfill Advisory Committee

7. Correspondence from Town Clerk to Board of Selectmen dated December 14, 2020 re: Resignation of Rick Green from Waste Water Management District.

8. Summary of Recommended FY2022 Budget Recommendation for Town Departments and Unclassified Budgets dated December 14, 2020

8. Presentation of Fiscal Year 2022 Management Recommendation of Town Operating Budget dated December 14, 2020

12.D Memorandum to Town Administrator from Human Resource Manager dated December 14, 2020 re: Bills related to Town Unemployment.

## Crandall, Seath

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**From:** Miller, Louise  
**Sent:** Sunday, December 13, 2020 9:35 PM  
**To:** Crandall, Seath  
**Cc:** Karlson, Cherry  
**Subject:** Fwd: Route 20 South Landfill Advisory Committee

Louise L.E. Miller, J.D.  
Town Administrator  
Town of Wayland  
P: 508-358-3620  
C: 781-697-6018

Begin forwarded message:

**From:** William Whitney <[REDACTED]>  
**Date:** November 30, 2020 at 13:32:56 EST  
**To:** "Miller, Louise" <lmiller@wayland.ma.us>  
**Subject:** **Route 20 South Landfill Advisory Committee**

[NOTICE: This message originated outside of the Town of Wayland Email System -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Ms. Miller,

I am writing to ask that the Board of Selectmen consider my candidacy for appointment to the Route 20 South Landfill Advisory Committee. Having previously served on the Board of Selectmen and the Planning Board, I am well acquainted with the property.

I hope that the Board will find my professional background in the areas of planning and real estate development pertinent to the Committee's work. This experience includes working in development review of proposed real estate development projects at the Boston Redevelopment Authority; planning, permitting and managing the design team for the multi-phase expansion of the New England Aquarium; serving as project manager for the redevelopment of the former MassHighway maintenance depot as the corporate headquarters for Harvard Pilgrim Health Care in Wellesley while working for a private developer; as well as serving as Vice President of Real Estate of Berklee College of Music. The last entailed managing leasing, real property acquisition and disposition and design, permitting and construction of several projects, including a newly constructed 168,000 s.f. mixed-use development.

Two of the larger projects that I managed entailed the remediation of contaminants on Brownfields sites that may have particular relevance to the advisory committee's work.

I am naturally available to address any questions you and the Board may have, and to provide you with any additional information should that be helpful. I very much appreciate your and the Board's consideration of my request to be considered in this regard.

Sincerely,

Bill Whitney

William D. Whitney

[REDACTED]

Wayland, MA. 01778

## Crandall, Seath

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**Sent:** Monday, December 14, 2020 3:30 PM  
**Subject:** Resignation WWMC  
**Attachments:** Rick Greene resignation.pdf

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**From:** Ludwig, Anna <[aludwig@wayland.ma.us](mailto:aludwig@wayland.ma.us)>  
**Date:** Monday, December 14, 2020 at 3:26 PM  
**To:** Holder, Thomas <[tholder@wayland.ma.us](mailto:tholder@wayland.ma.us)>, Karlson, Cherry <[ckarlson@wayland.ma.us](mailto:ckarlson@wayland.ma.us)>, Miller, Louise <[lmiller@wayland.ma.us](mailto:lmiller@wayland.ma.us)>  
**Cc:** 'Doug Levine' <[douglevine@gmail.com](mailto:douglevine@gmail.com)>, Gitten, Michael <[mgitten@wayland.ma.us](mailto:mgitten@wayland.ma.us)>, Antes, Mary <[mantes@wayland.ma.us](mailto:mantes@wayland.ma.us)>, Anderson, Lea <[landerson@wayland.ma.us](mailto:landerson@wayland.ma.us)>, Watkins, David <[dwatkins@wayland.ma.us](mailto:dwatkins@wayland.ma.us)>, Fay, Thomas <[tfay@wayland.ma.us](mailto:tfay@wayland.ma.us)>, [REDACTED] <>  
**Subject:** Resignation WWMC

To: Board of Selectmen

From: Anna Ludwig, Clerk

Date: December 14, 2020

Re: Resignation of: Rick Greene,

Please be informed that the attached letter of resignation of Rick Greene, dated November 16, 2020, which was received by the Office of the Town Clerk today:

Appointee: Rick Greene  
Committee/Board: Waste Water Management Commission  
Date of Appointment: June 25, 2018  
Date of Swearing In: February 26, 2019  
Term Expiration: June 30, 2021

cc: Rick Greene,  
Louise Miller, Cherry Karlson, Mary Antes, Thomas Fay, Lea Anderson, David Watkins  
Doug Levine, Michael Gitten

WAYLAND TOWN CLERK  
2020 DEC 14 4:31:05

[REDACTED]  
Wayland, Massachusetts 01778

November 16, 2020

Town Clerk  
Town of Wayland  
41 Cochituate Road  
Wayland, MA 01778

To whom it may concern:

Effective immediately I hereby resign my position on the Wayland Wastewater Management District Commission.

Sincerely,



Richard Greene



NAN BALMER  
TOWN ADMINISTRATOR  
TEL. (508) 358-7755  
www.wayland.ma.us

# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## BOARD OF SELECTMEN

LEA T. ANDERSON  
MARY M. ANTES  
LOUIS M. JURIST  
CHERRY C. KARLSON  
DOUGLAS A. LEVINE

June 25, 2018

Rick Greene  
[REDACTED]

Wayland, MA 01778

Dear Mr. Greene:

At its meeting on Monday, June 25, 2018, the Board of Selectmen voted to appoint you to the Wastewater Management District Commission for a term to expire on June 30, 2021.

Please note that all appointed members of all boards, commissions, committees and every appointed Town official must be sworn to the faithful performance of the duties of the office to which they are appointed. No official is qualified to take any action until after the oath of office has been taken. Massachusetts General Laws require oath-taking for reappointed officials as well as for persons newly appointed. For your appointment to be valid, please bring this letter at your earliest convenience to the Office of the Town Clerk, Beth Klein, or Diane Gorham, so that the following may be completed. A letter from the Town Clerk is attached.

Sincerely,

Lea T. Anderson  
Chair

The above named personally appeared before me and took the following oath on

2/26/2018

I, Rick Greene, do solemnly swear (affirm) that I will faithfully and impartially perform all the duties of my office in accordance with the Constitution of the United States of America, the laws of the Commonwealth of Massachusetts, and the rules, regulations, policies and the bylaws of the Town of Wayland to the best of my ability.

Appointee's Signature

Town Clerk/Assistant Town Clerk



Fiscal 2022  
Management Recommendation  
Town Operating Budget

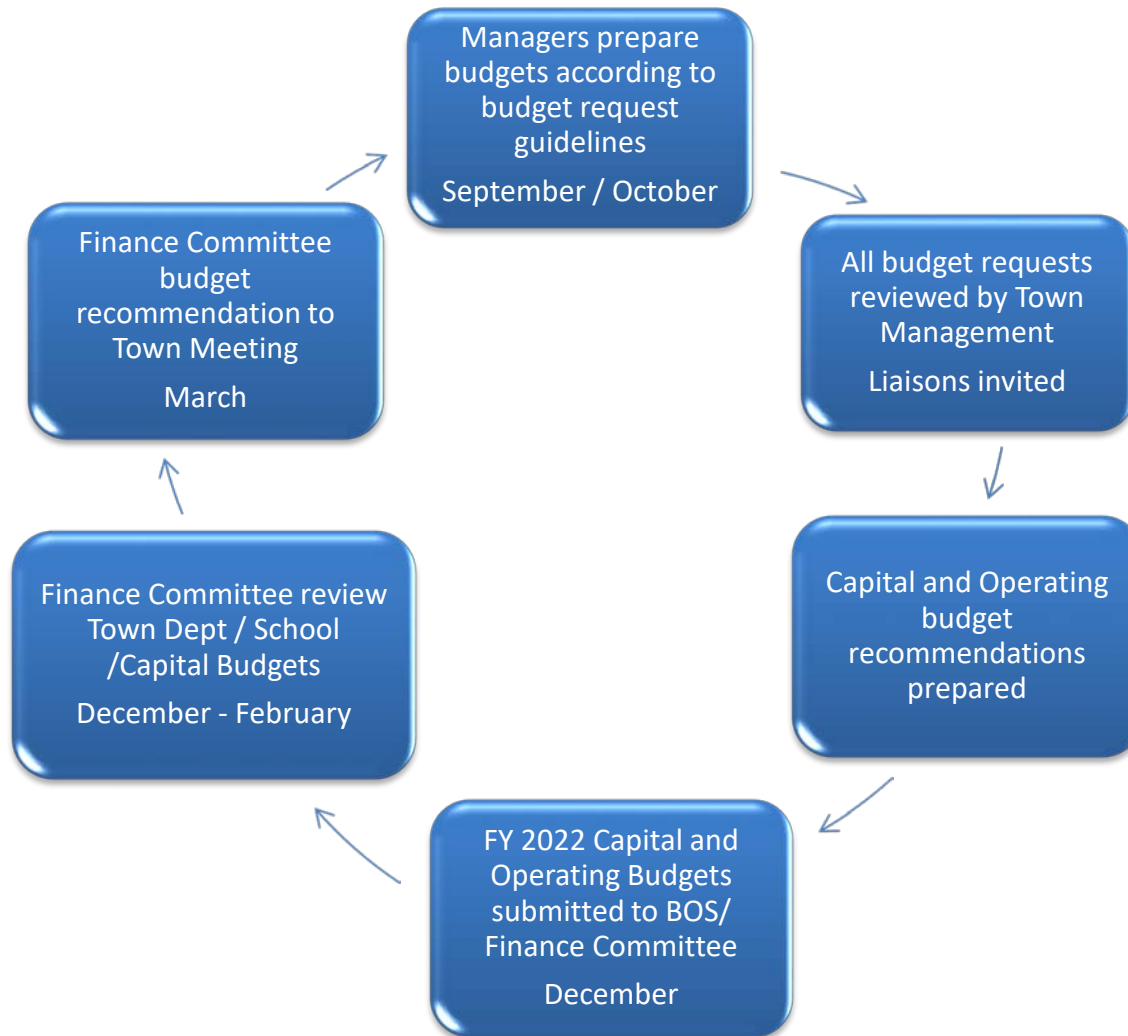
**Town of Wayland**  
**December 14, 2020**



# Acknowledgements

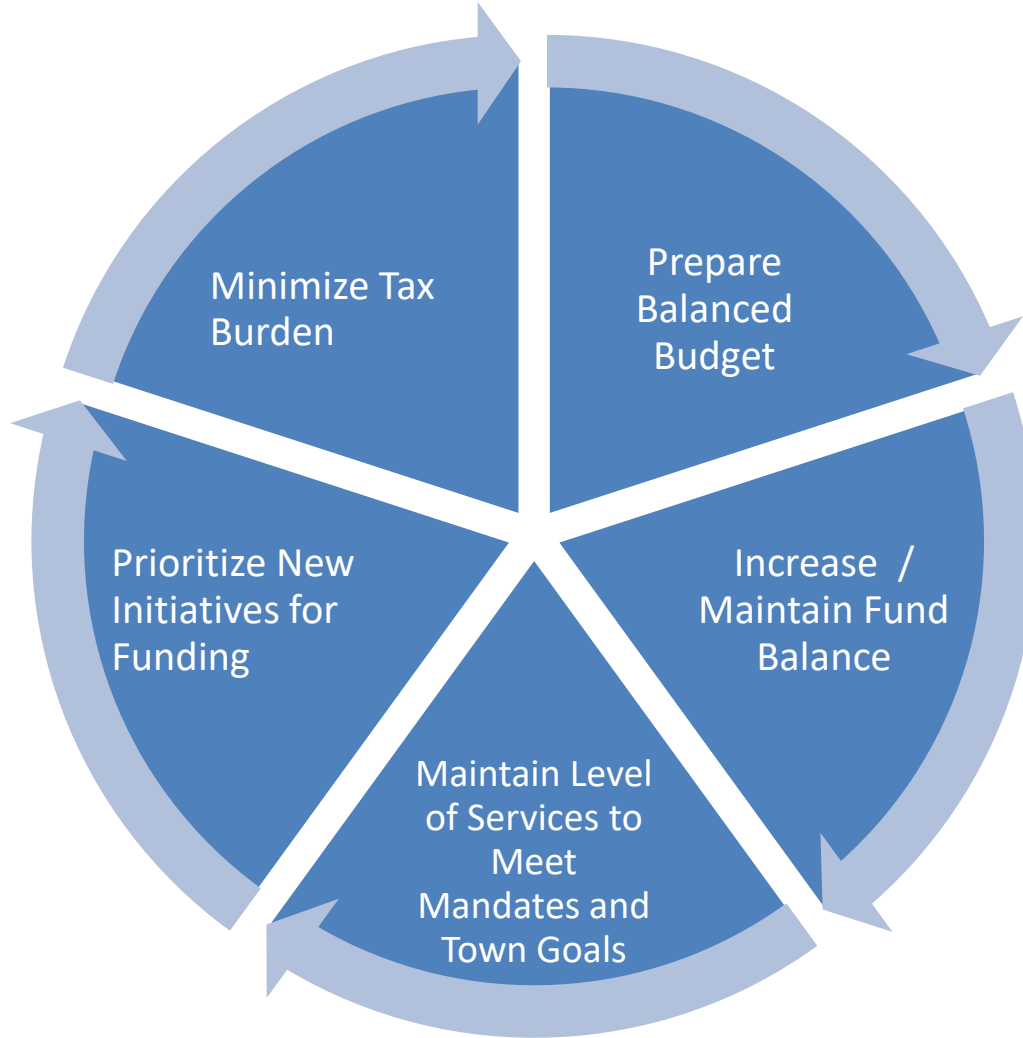
- *Financial Team*
- Town Employees
  - Town Administrator
  - Finance Director
  - Town Department Managers
- Boards and Committees
  - Board of Selectmen
  - Finance Committee
  - All other town departmental boards and committees

# FY 2022 Budgetary Cycle



- 1 Budgetary Goals
- 2 Available Revenue
- 3 FY 2022 Town Budget Initiatives
- 4 FY 2022 Town Administrator Town Budgets / Unclassified
- 5 Financial Plan

# Budgetary Goals



# Summary of Challenges for FY2022

- Continuing uncertainty with pandemic
  - Duration
  - Severity
- Economic uncertainty
  - State aid
  - Business climate
- Uncertain Demands on Town Services
  - Health
  - Public Safety
  - Construction Support
  - Emergency Response
  - Schools

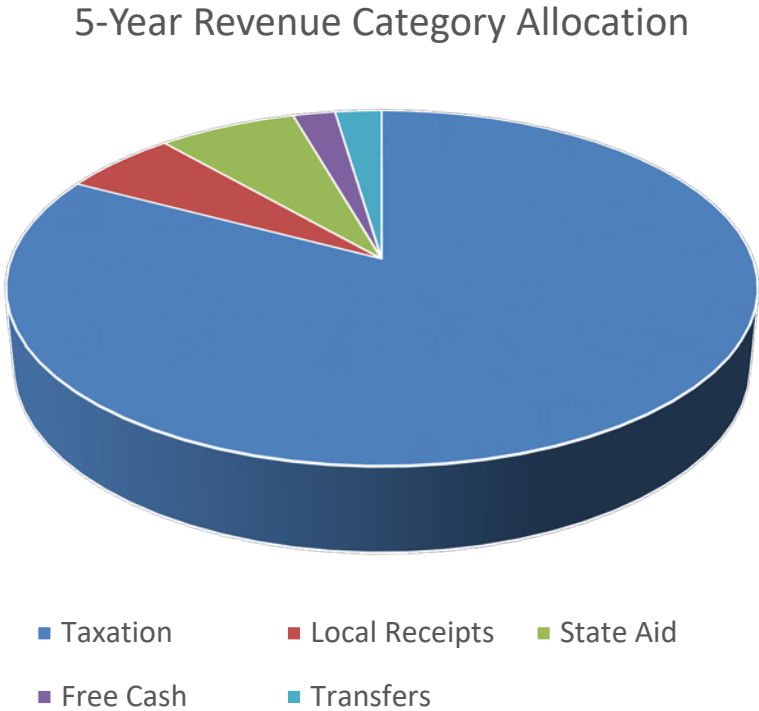
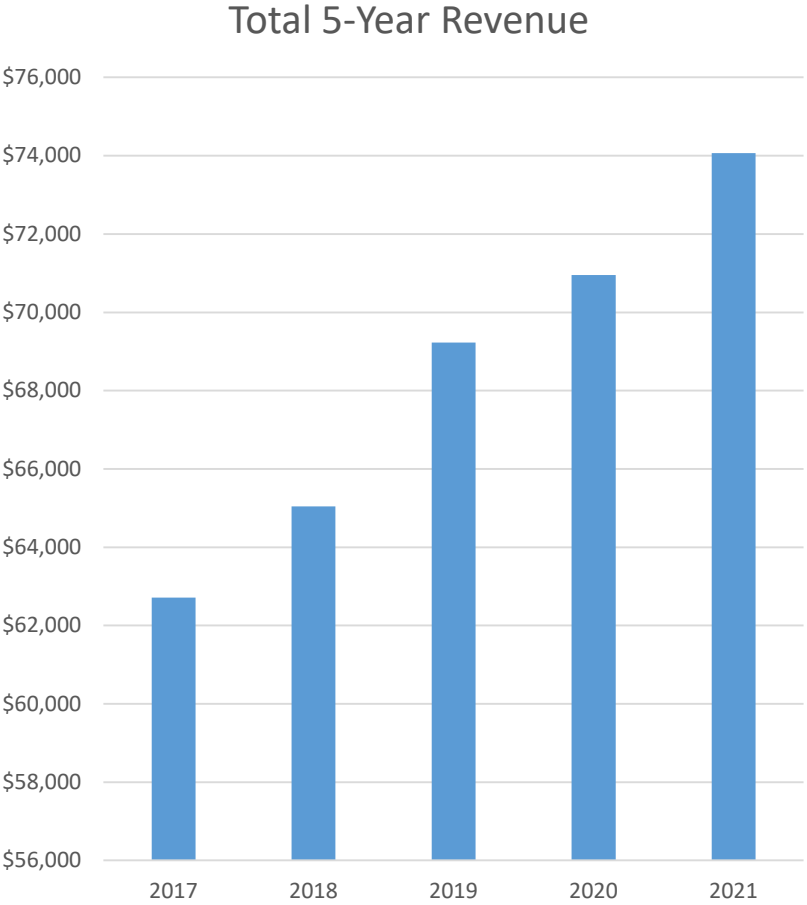
# ***Available Revenue***

# Anticipated FY 2022 Revenue

## Revenue Sources

- Real Estate and Personal Property Taxation
- State Aid
- Local Receipts
- Transfers from Other Funds
- Free Cash

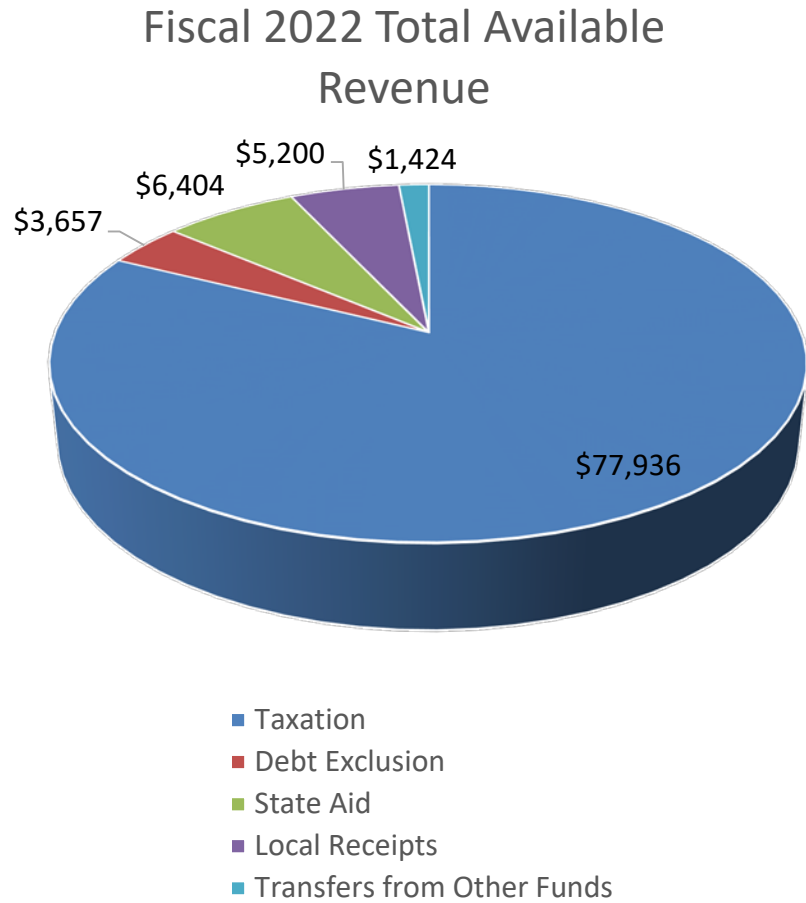
# Total Five -Year Town Revenue





# FY 2022 Estimated Available Revenue

Fiscal 2022 Total Available Revenue		
	Fiscal 2022	% of Total
<b>Taxation</b>		
Prior Year Levy Limit	\$75,547,000	
2 1/2 % Increase	\$1,889,000	
New Growth	\$400,000	
Rivers Edge New Growth	\$100,000	
Annual Levy Limit	<u>\$77,936,000</u>	<u>86%</u>
<b>Debt Exclusion</b>		
	\$3,657,000	4%
Annual Max Levy Limit	<u>\$81,593,000</u>	<u>86%</u>
<b>State Aid</b>		
	<u>\$6,403,865</u>	<u>7%</u>
<b>Local Receipts</b>		
	<u>\$5,200,000</u>	<u>5%</u>
<b>Transfers from Other Funds</b>		
	<u>\$1,424,154</u>	<u>2%</u>
Free Cash	<u>\$0</u>	
Overlay	<u>\$0</u>	
<b>Total Available Revenue Sources</b>	<u><u>\$94,621,019</u></u>	



# FY 2022

## Departmental Payroll Initiatives

- No new FTEs proposed in FY2022 for town departments
- Additional funding for seasonal and contractual

Town Departmental Payroll	
<b><i>Payroll:</i></b>	
Building Department – Increase inspector hours	\$12,554
Conservation – Increase seasonal labor	\$4,287
DPW- Highway - Increase seasonal labor	\$3,860
DPW- Parks – Increase seasonal labor	\$3,850

# FY 2022

## Departmental Expense Initiatives

Increase departmental or service delivery efficiency

Town Departmental Expenses	Dollar Increase
<i>Expenses:</i>	
Treasury Office – Consultant / Audit Support	\$17,500
Conservation Department – Increase services	\$6,200
Information Technology – Permitting Software	\$62,000
Facilities – Fleet Management System	\$5,000
DPW – Parks – Tree Inventory and Categorization	\$25,000

# FY2022 Management Recommendation Committed Increases

## Unclassified Budgets

Unclassified Budgets Committed Increases	
	\$ Chg.
Unclassified	
Reg Voc Ed	\$67,000
Retirement	\$196,099
Insurance 32B	\$595,991
General Insurance	\$49,000
Medicare Tax	\$31,912
Resv Salary Adjustment	\$390,966
	\$1,330,968
<b>Total</b>	<b>\$1,330,968</b>

## Town Department

Town Departmental Committed Increases	
	\$ Chg.
<b><u>Payroll</u></b>	
New Hire / Steps	\$69,037
CBA increase	76,822
	\$145,859
<b><u>Expenses</u></b>	
Utilities	\$31,150
	\$322,868
<b>Total</b>	<b>\$322,868</b>

# FY 2022 Management Recommendation Budget Summary

Summary of Management Budget:	Dollar / Percent
<b><u>Total Town Department Budget Summary</u></b>	<b><u>\$19.4M</u></b>
Total Budget by Category	
Total Payroll	\$14.0M
Total Expense	\$5.6M
Total Dollar Increase	\$.170M
Total % Increase	.88%
<b><u>Total Unclassified Budget Summary</u></b>	<b><u>\$24.4M</u></b>
Total Dollar Increase	\$1.1M
Total % Increase	4.79%
<b><u>Total Departmental and Unclassified Budgets % Increase</u></b>	<b><u>2.92%</u></b>

# FY2022 Financial Plan Expenditures

FY 21 Recommended Expenditures	Budget	% Chg.
Town Departmental Budget	\$19.6M	.88%
School Budget	\$M	%
Unclassified Budget	<u>\$24.4M</u>	<u>4.79%</u>
<b><u>Other Expenditures</u></b>		
OPEB	\$.500M	100%
Capital- Cash Capital	\$.600M	0%
Capital- Free Cash	\$2.0M	0%
State Assessments	\$.117M	0%
Overlay	<u>\$.137M</u>	<u>0%</u>
Total Other Expenditures	<u>\$3.3M</u>	<u>0%</u>

# FY2022 Financial Plan Revenues

FY 22 Recommended Revenues	Budget	% Chg.
Taxation	TBD	TBD
Local Receipts	\$5.2M	2%
State Aid	\$6.4M	0%
Transfers from Other Funds	\$1.3M	2%
Free Cash	<u>\$2.0M</u>	<u>0%</u>
<b><u>Total Revenue</u></b>	<u>TBD</u>	<u>TBD</u>



**TOWN OF WAYLAND**  
41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

**MEMORANDUM**

To: Board of Selectmen  
Cc: Finance Committee  
Department Managers  
From: Louise Miller, Town Administrator  
Brian Keveny Finance Director  
Date: December 14, 2020  
Re: Summary of Recommended FY2022 Budget Recommendation for Town Departments and  
Unclassified Budgets

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The FY2022 budget recommendation for Town departments reflects an increase of .88%. Because only the police union has settled its collective bargaining agreement, the budget does not reflect the actual increase anticipated for all staff. No new staff are proposed for FY2022. Additional funding is proposed in a few departments as described below. To keep the overall increase in departmental budgets to less than 1%, departmental budgets were reviewed carefully for potential decreases and level funding. We anticipate that the increase in departmental budgets will be less than 3% after settlement of all union contracts and transfer of any salary adjustments to departmental budget lines.

The FY2022 budget request for unclassified expenditures is based on our best estimate of increases for a number of line items. These estimates will be reviewed and revised as needed during the development of the operating budget. The increase in unclassified expenses is 4.79%. If the salary reserve is removed, the increase is 3%.

We did not budget for continuing pandemic-related expenses. These expenses are speculative at this time. We would, however, suggest that the Finance Committee consider an additional \$100,000 to \$150,000 in the Reserve Fund for FY2022 given the uncertainties surrounding COVID-19.

**Summary of Departmental Budgets**

**Budgets Recommended for Decrease**

Board of Selectmen: The FY2022 budget reflects a decrease of \$5,000 in supplies to reflect actual expenditures.

Town Offices: The FY2022 budget shows a net increase of \$6,000, which is a net of a decrease of \$4,000 for salaries to reflect actual salaries of persons hired and an increase in supplies and contracts for office supplies, postage, and town meeting.

Finance Department: the FY2022 budget reflects a decrease of \$10,000 based on salaries reflecting actual salaries of persons hired. The increase in audit related costs was offset by the elimination of the ClearGov service, which the Town has not used.

Town Clerk: the budget for FY2022 reflects 2 fewer elections in FY2022, resulting in a decrease of \$49,000.

Planning Department: the budget reflects a \$3,000 decrease in overtime to reflect actual overtime usage in the department.



Fire Department: the budget shows a decrease to reflect actual expenditures for overtime and to reflect SAFER grant funding of 2 firefighters/paramedics. The FY2021 budget included funding for 1 firefighter/paramedic, with a plan to fund the second additional firefighter/paramedic in FY2022. The SAFER grant has postponed the need for funding of the 2 firefighters/paramedics until FY2024.

### **Budgets Recommended for Level Fund**

The following departments are recommended to be level funded:

- Personnel Board
- Legal
- Miscellaneous Committees
- Engineering
- Snow and Ice
- Veterans' Services
- Council on Aging
- Recreation

### **Budgets Recommended for Level Service**

Assessing Department: the budget is increased by \$1,800 to reflect actual persons in positions and the increase in contractual services for valuation services.

Treasurer/Collector: we recommend an increase in contractual services to supplement the staff in the Treasurer/Collector's Office. The increase in contractual services is offset by a decrease in salaries reflecting the change in departmental staffing from 2 full-time employees and 2 part-time employees totaling 3.23 FTE to 3 full-time employees. We continue to review this department to determine the proper staffing and the proper balance between staffing and contractual services.

Police Department: the FY2022 budget recommendation is a level service budget increase of \$104,000 that includes adjustments to the salary line based on the collective bargaining agreement of \$77,000. The budget also reflects the additional market cost of police vehicles of \$27,000.

Transfer Station Landfill Monitoring: the budget for FY2022 is level service with an increase of \$10,000 to reflect the cost of the contract for required DEP monitoring.

Health Department: the FY2022 budget includes \$3,000 in anticipated increased costs for mosquito control and supplies for school nurses. No additional costs have been included in this budget for COVID-19, since the outlook is uncertain.

Youth and Family Services: the only increase included for FY2022 are step increases for staff in the department totaling \$9,000. Certain expenses associated with the Substance Abuse Coordinator position which was funded at the 2021 Town Meeting were deferred to FY2022 and are being deferred again due to the pandemic.

Public Library: the only increase included for FY2022 are step increases for staff in the department totaling \$23,000. The funding recommendation meets the minimum threshold for eligibility for the library state funding: approximately \$20,000 for Wayland.

## **Budgets Recommended for Increased Services**

Information Technology: The FY2022 budget increase of \$49,000 reflects increases in salaries for steps for primarily less senior employees and increases for the new permitting software and MUNIS revenue modules. The increases are offset by decreases in purchased services.

Conservation Department: the FY2022 budget reflects 1 additional seasonal staff and \$6,000 in additional contractual management for land management. The exact services have not yet been determined. The Conservation Department is responsible for over 1,200 acres of land. The additional funding will be determined based on specific needs during FY2022.

Facilities: Cost increases for maintenance, including elevator repairs, waste disposal, and building repairs, cost increases for phone service and copier leases, and cost increases for utilities are offset by a decrease in electricity costs for street lights. The net increases to expenses are \$26,000. In addition, we recommend funding a Fleet Management System for \$5,000, which will allow the Facilities Director to manage the use and maintenance of the Town fleet. The Facilities Director assigns and maintains all vehicles with the exception of Police, Fire, and DPW.

Joint Communication Center: the FY2022 budget, even with increased funding for overtime, continues to underfund the department. The Town uses supplemental grant funding for the department. In the long term, the department should be funded at its expenditure level. Staffing in the department also needs to be reviewed to determine adequacy in a 24/7 environment.

Building Department: The FY2022 budget reflect an increase of \$19,000 reflecting step increases for staff of \$7,000 and funding for additional inspector hours of \$12,000. The additional hours will address anticipated additional inspection needs for the River's Edge project and 40B projects anticipated to be permitted in the next 6 months.

Highway Department: the FY2022 budget in increasing by \$26,000. \$21,000 of the increase is for step increases for less senior employees and the addition of 1 seasonal employee. The additional \$5,000 increase reflects various adjustments in the expenses for the department to meet anticipated cost increases offset by decreases in budget lines to reflect actual historical expenditures.

Park Department: the FY2022 budget includes \$25,000 for a tree inventory and assessment. This study would provide the Town with a roadmap for future tree work. The increase in the budget is offset by a decrease in salaries due to departures in the department replaced with lower step employees. The budget also includes 1 additional seasonal help.

## **Summary of Unclassified Budgets**

### **Budgets Recommended for Decrease**

Debt: with the recent debt issuance and refunding, the Town can calculate the debt service that will be due in FY2022 with certainty, which results in a decrease of \$240,000.

Water: the FY2022 budget request was reduced by \$25,000 to reflect the adjustment of water bills to departments where the bills are incurred. Because we are only partially through FY2021 and during the pandemic, resulting in uncertainty whether the total amount billed to date in FY2021 reflects annual expenditures in an ordinary year.

### **Budgets Recommended for Level Fund**

Police-Fire Disability

Occupational Health

Retiree Sick Leave Buy-Back

Stormwater

**Budgets Recommended for Level Service**

Salary Reserve: the FY2022 budget request reflects currently unsettled collective bargaining agreements for both school and town employees.

**Budgets Recommended for Increase**

Pension: the FY2022 budget increase of \$196,000 is based on the Town's assessment.

Insurance: the FY2022 budget increase of \$49,000 will bring this budget closer to actual expenditures in the last year. Insurance includes flood, property, and liability insurance.

Health: the FY2022 budget increase of \$596,000 represents a 7% increase over the FY2021 budget. The Town will not receive an estimate of health insurance increases until sometime in February.

Medicare: FY2022 is the second year of additional funding in this account to reflect actual expenditures.

Unemployment: We anticipate that unemployment costs may be high in FY2022, reflecting staffing in FY2021 and uncertainty surrounding the pandemic. We recommend a budget increase of \$50,000 for FY2022.

Minuteman: we anticipate both higher enrollment and higher costs at Minuteman. We have not yet received a preliminary assessment for FY2022.

Reserve Fund: while the Reserve Fund is currently level funded in the FY2022 budget request, we would recommend that the Finance Committee increase the Reserve Fund by \$100,000 to \$150,000.



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

Kathleen Buckley  
HUMAN RESOURCES MANAGER  
TEL. (508) 358-6721  
www.wayland.ma.us

BOARD OF SELECTMEN  
LEA T. ANDERSON  
MARY M. ANTES  
THOMAS J. FAYE  
CHERRY C. KARLSON  
DAVE WATKINS

To: Louise Miller, Town Administrator  
Fr: Kathleen Buckley, HR Manager  
Re: Unemployment bills  
Date: December 14, 2020

## MEMORANDUM

- 1) My notes show that we have prevented more than 50 fraudulent claims in the past few weeks. We have identified that employees must report immediately to the DUA for the claims to be removed from our charge statements. We are working with the DUA to see if the remaining 8 fraudulent claims can be removed.
- 2) The Town paid \$182,232 in unemployment bills from July – Nov 10<sup>th</sup>. We were advised to pay the entire bill to avoid penalties and late fees, but we continue to work on protests, hearings and removing fraudulent claims from the bill.
- 3) Our understanding is the state will not reimburse for fraudulent claims until the state receives federal reimbursements. Whether or not cities and towns will be reimbursed at all is unclear right now.