



# Town of Wayland Massachusetts

## **Finance Committee**

Tom Abdella  
Nancy Funkhouser (Vice Chair)  
Thomas Greenaway (Chair)  
Carol Martin  
Bill Steinberg  
Dave Watkins  
Gil Wolin

## **Finance Committee Meeting Minutes, October 06, 2014**

Attendance: T. Greenaway (Chair), C. Martin, B. Steinberg, G. Wolin, Tom Abdella, Nancy Funkhouser and Finance Director Brian Keveny.

### **1. Call to Order**

The meeting was called to order at 7:00 PM in the Senior Center of the Wayland Town building. The meeting was video taped.

### **2. Public Comment**

- Ken Issacson, Lake Shore Drive: 1) Encouraged FinCom to discuss return of \$1.5 million of free cash to reduce the FY2014 tax rate. 2) Disagrees with the School Committee request to FinCom re: payment from reserve fund of AG OML fine. 3) Appreciates FinCom's work, but FinCom needs to cap debt service in order to gain trust of residents.
- Linda Segal, Aqueduct Road: Discuss email and attachments sent earlier regarding the date for 2015 Annual Town Meeting. Encouraged late date for 2015 ATM. Reviewed history of ATM dates and prior year's actions by FinCom re: ATM window.
- Margo Melnicove, Lake Shore Drive: Email re: FinCom should not use reserve fund to pay for School Committee AG OML fine.
- FinCom members engaged in a spirited discussion regarding individual opinions on use of the reserve fund to pay for fines resulting from unintentional violation of the OML.
- T.Greenaway and K.Issacson had a further discussion on certified free cash, retroactive reduction of FY2015 tax rate, and consideration of options to influence the FY2016 tax rate.

### **3. Appoint Representative to Council on Aging / Comm Center Advisory Committee**

B.Steinberg, C.Martin, and G.Wolin all expressed interest. T.Greenaway moved to appoint C.Martin as FinCom representative to the COA/CC Advisory Committee. Seconded by B.Steinberg. The motion was approved unanimously (6-0-0).

### **4. Consider Annual Town Meeting Schedule Dates**

Discussion on the merits of holding 2015 Annual Town Meeting in early April vs. late April. Two bar chart schedules were distributed and reviewed by the committee depicting work flow to meet the alternative dates. FinCom members essentially split as to date preference; the overall effort by FinCom would be materially the same regardless of the date of ATM. T.Greenaway departed the meeting to report the FinCom discussion to the Board of Selectmen; N.Funkhauser chaired the meeting until his return at 8:02pm)

## 5. Report from Finance Director, Brian Keveny:

- **Free Cash:** Information has been sent to the Department of Revenue requesting certification of free cash - awaiting response.
- **Capital Improvement Plan Forms:** a revised packet of CIP forms was distributed updating Recreation Department submissions.
- **Five Year Model:** discussion on on-going development of a five year model of the town's financial information including free cash, capital expenditures, and debt service. Discussion on the use of "debt balancing accounts" in other municipalities.
- **School Committee Capital Items:** C.Martin provided information on the School Committee review and discussion on their five year capital plan. SC is voting this evening on the plan but with placeholders for certain items. A needs assessment of the elementary schools building condition was suggested by the retired/outgoing Facilities Director. SC will be requesting funds for this study from FinCom.
- **Public Question on Five Year Model:** Ken Issacson, Lake Shore Drive, questioned if the Five Year Model would have a cap on debt service. B.Keveny stated this would be a policy decision by FinCom. G.Wolin and B.Steinberg stated that any recommendation for such a cap would be presented by FinCom to Town Meeting.

## 6. Capital Improvement Plan Review - Fire Department

- Chief Smith began with a request for additional current year funds in the amount of \$31,258.
  - \$18,200 Ambulance Service Quality Assurance and Quality Improvement Program.
  - \$10,000 Ambulance Patient Reporting Software.
  - \$2,601 Maintenance Contracts on the Paramedic's Monitor/Defibrillators.
  - \$457 Support charge, wireless PSB connections.
- Discussion on the request: Although Chief Smith projects a turn-back of \$45k in personnel budget for FY15 personnel funds cannot be used for other line items. There has been increasing pressure from the State to implement the quality monitoring program during FY15 and this was not anticipated while preparing the FY15 budget request. FinCom will again review this request at a later date in FY15; it was noted that there are four pending requests to access the reserve fund for unanticipated FY15 expenses.
- Chief Smith then presented the FY16 CIP requests:
  - \$48,000 SCBA Air Tank Replacement (48 units)
  - \$55,000 Duty Officer Vehicle Replacement
- Discussion on the request: Requested that the Chief update the CIP form to just show the air tanks rather than all capital costs; discussion on "open cash balance" and potential use of Ambulance Fund for these requests; question on who is paying for the John Deere ATV requested by DPW - this is a shared cost DPW-FD; discussion on age when vehicles are traded in.
- Discussion on Wayland Housing Authority request for Cochituate Village Apt sprinkler system and input from the Fire Department - Chief is available to speak to the subject at 2015 ATM if requested.
- Discussion on old FD capital projects - Chief Smith to work with B.Keveny to close out brush truck, boat and other account balances.

## 7. Capital Improvement Plan Review - Other

- There were no representatives from DPW, IT, Conservation or Water. B.Keveny will coordinate Dept Heads to make presentations at upcoming FinCom meetings.

## **8. Liaison Report/Roles**

- C.Martin – the School Committee requests clarification of the phrase “unmet needs”. T.Greenaway replied that the FinCom FY16 Guidelines is consistent with existing SC procedures. Further discussion on the definition of “unmet needs”.
- C.Martin – attended SC finance subcommittee meeting; the School Business Administrator reported that the year-end rpts have been send to DoE and will be reviewed by SC at the Oct 6 mtg. SPED to be reviewed for program and cost. The subcommittee asked C.Martin is it was appropriate to request capital funds from the FinCom reserve fund to perform the Elementary School Assessment.
- B.Steinberg - Planning Board is also seeking for additional funds for Town Building review. Rivers Edge group is currently evaluating nine law firms for possible engagement.

## **9. Long-Range Planning Project Discussion and Assignments:**

- Long Term Land Use - B.Steinberg - Planning Board to drive this issue. T.Greenaway discussed developing a “process” / “home” for this. Planning Board to implement process to how best to use town owned property.
- Peer Town Evaluation - N.Funkhouser - has reviewed prior methodology and criteria; will contact K.George re: participation in evaluation process.
- Prior Goal Evaluation - no action to date.
- Financial Policies - C. Martin reviewing; Sustainability to be collapsed into Financial Policies; discussion on FinCom policy development.
- Financial Functions - B.Keveny to review with C.Lewis re: OPEB.

## **10. OML Complaint:**

- T.Greenaway reported on July 10, 2014 complaint. Received call from Assist. AG requesting a copy of the May 19, 2014 ES minutes to consider.
- Report on complaint filed September 30, 2014 - T.Greenaway prepared a draft response for FinCom review; response had been reviewed by Town Counsel. Draft response included reference to retrieval of previously misplaced minutes from former FinCom members. N.Funkhouser moved, C.Martin seconded, that the draft response be submitted to the AGs Office. The motion was approved unanimously (6-0-0).

## **11. Members Reports and Concerns (I):**

- T.Greenaway - Letter from P.Gossels re: town maintenance of Nike Site parcel. Investigated the possibility of the Heard Farm farmer maintaining the Nike Site - response: too small & remote.

## **12. Minutes:**

- B.Steinberg moved, T.Greenaway seconded, to accept the September 2, 2014 minutes as corrected (typos). The motion was approved unanimously (6-0-0).
- C.Martin moved, and T.Greenaway seconded to accept the September 22, 2014 minutes as amended (wording of ES entering paragraph; “no action taken” by FinCom re: cap for CIP spending). The motion was approved unanimously (6-0-0).
- Discussion on July 16, 2014 meeting minutes - no approval needed as not an official meeting.
- Per N.Funkhouser - need to complete review of Sept 10, 2014 minutes and May 19, 2014 ES minutes.
- Discussion on the need to enter Executive Session to vote on ES minutes - unresolved.

## **13. Members Reports and Concerns (II):**

- B.Steinberg - questions for Conservation Commission on 40 Acres Drive parcel acquisition plans.
- C.Martin - CPC capital information request for B.Keveny.

- T.Greenaway - Long Range Planning; Eastern Bank future presentation; CIPs.

#### **14. Chair's Report**

- Report on BoS Meeting - Discussion on Free Cash; Utility Budgets - properly sized?; possible consolidation across departments; Pushing Costs Down - 32B insurance discussion (currently over budget by 3%, premium set to increase by 5%)
- Report on Moderator's Rules Committee Meeting - seeking "user friendly" rules improvements
- Next planned FinCom meetings - Oct 15; Oct 27; Nov 12; Dec 1; Dec 8.

**15. Adjournment:** At 9:51 pm B.Steinberg moved to adjourn the meeting and C.Martin seconded the motion. The motion was approved unanimously (6-0-0).

Respectfully submitted,  
/s/Tom Abdella

#### Documents:

1. Revised Agenda – Oct 06, 2014
2. L.Segal - email and attachments dated Oct 06, 2014
3. K.Issacson - letter dated Oct 06, 2014
4. M.Melnicove - email dated
5. Departmental CIP Forms (revised Oct 06, 2014)
6. 2015 ATM Alternative Date Bar Chart Schedule Graphics
7. Draft OML Response to Sept 29, 2014 complaint



# Town of Wayland Massachusetts

## Finance Committee

- Tom Abdella
- Carol Martin
- Nancy Funkhouser
- Bill Steinberg
- Gil Wolin
- Tom Greenaway (Chair)
- David Watkins

### REVISED AGENDA

Monday, October 6, 2014, 7:00 P.M.  
Wayland Town Building

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

- 7:00 Call to order
- 7:05 Public Comment
- 7:10 Members' response to public comment
- 7:15 Appoint Representative to Council on Aging/Community Center Advisory Committee
- 7:20 Consider Annual Town Meeting Schedule Dates
- 7:45 Report from Finance Director
  - a) Report on Capital Improvement Plan submissions
  - b) Free cash certification update
- 8:00 FY2016-20 Capital Improvement Plan Requests
  - Fire
  - IT
  - Conservation
  - DPW
  - Water
- 8:30 Reports from Liaisons – Guidelines & Operating Budgets
- 8:45 Long-Range Planning Project
  - Evaluation of Prior Goals
  - Peer Towns
  - Financial Policies
  - Sustainability
  - Challenge Financial Functions on Town Balance Sheet

- 9:30 Open Meeting Law Matters
  - Complaint Filed July 10, 2014
  - Complaint Filed September 30, 2014
- 9:45 Minutes
- 10:00 FinCom members' reports, concerns, and topics for future meetings
- 10:15 Chair's update:
  - a) Report on Selectmen's September 29 Meeting
  - b) Moderator's Rules Committee Meeting
  - c) Items the chair did not reasonably anticipate would be discussed at the meeting
  - d) Draft Fall 2014 meeting schedule:
    - a. October 15 – Long-Range Planning Update
    - b. November 12
- 10:30 Adjourn

## Attachment 2

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### Public Comment to the Finance Committee - annual town meeting schedule

1 message

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Linda Segal <lmlsegal@comcast.net>

Mon, Oct 6, 2014 at 4:56 PM

To: Thomas.greenaway@gmail.com, Nancy Funkhouser <nancyfunkhouser@verizon.net>, tjabdella@gmail.com, carolbmartin@verizon.net, David Watkins <dave@pavonix.com>, Gil Wolin <Gtwolin@comcast.net>, bills@saxeinvestments.com

Cc: Brian Keveny <bkeveny@wayland.ma.us>, "Linda L. Segal" <lmlsegal@comcast.net>

Good afternoon, Members of the Finance Committee.

I was planning to speak tonight at your public comment providing the **attached Memo** with information I shared with the selectmen

last week regarding spring 2015 Annual Town Meeting date options.

Today I see a revised posted FinCom meeting agenda, adding the same topic at 7:20 p.m. for your consideration.

[http://www.wayland.ma.us/Pages/WaylandMA\\_MeetingsCal/S01EB26F2-01EB83CE.0/AgendaFinCom10062014.pdf](http://www.wayland.ma.us/Pages/WaylandMA_MeetingsCal/S01EB26F2-01EB83CE.0/AgendaFinCom10062014.pdf)

That prompts me to provide this email in advance with attachments, for the record, as my public comment for tonight.

Here's the 2009 ATM warrant; please scroll down to article 23, pages 45-46, to read the thinking of the 2009 FinCom:

[http://www.wayland.ma.us/Pages/WaylandMA\\_Selectmen/2009ATM.pdf](http://www.wayland.ma.us/Pages/WaylandMA_Selectmen/2009ATM.pdf)

I also attach the 2010 ATM schedule, used the following year.

I hope you find this background information useful.

I will appear this evening during your public comment in case you have feedback or questions.

Thank you for your consideration.

Regards,

Linda L. Segal

Wayland resident

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**4 attachments**

 **2015ATMMemotoBoS29Sept2014final.pdf**  
203K

 **TOWNMEETINGSTARTDATES29Sept2014.pdf**  
182K

 **2015ATMcalendarssept2014.PDF**  
47K

 **2010ATMSchedule.PDF**  
181K

## MEMO

To: Wayland Board of Selectmen  
From: Linda L. Segal, 9 Aqueduct Rd., Wayland, MA 01778  
Date: Sept. 29, 2014  
Subject: Public Comment - 2015 Annual Town Meeting Schedule

I am speaking as a private citizen regarding item 10 on your meeting agenda this evening – setting the date to start the 2015 Annual Town Meeting. I urge you to choose the later schedule for all the right reasons – because thorough preparation and maximum participation are critical to making Annual Town Meeting successful.

Attached are two documents. The first is Article 23 from the 2009 Annual Town Meeting when voters agreed with the selectmen and Finance Committee recommendations to extend the time window for when town meeting can begin. I highlighted the following FinCom comments published in the warrant:

**In those years when all of the following occur during April, Good Friday/Easter, Passover, Patriot's Day, and school spring recess, the ability to schedule ATM can be problematic..... Allowing for a later ATM date also gives more time for the Town to react to changing financial conditions while preparing its annual budget.**

Five years later, that wise planning to amend our bylaw now becomes your tool. The calendars show that the problematic holiday schedule predicted back in 2009 is what we face in April 2015.

The second document is my compilation of town meeting start dates. The top half shows those dates for the last twenty years in Wayland. Recent early starts, beginning in 2011, curiously correspond to the years when we ended up with unexpected excess free cash, which we took time and money to adjust at fall town meetings in 2011 and 2013. The earlier the town meeting schedule, the greater reliance on budget estimates. We can make more informed and precise decisions with a later schedule.

The bottom half of the page shows a list of peer towns and their 2013 and 2014 town meeting start dates. Ten out of 12 hold their town meetings after the April school vacation. Our finance director and our new town administrator come from towns that follow that same wise pattern.

Which brings me to my concluding top ten list. Holding town meeting after spring vacation provides these very pertinent benefits:

- More time to prepare budgets
- More time to prepare and fully vet warrant articles
- More time to proofread draft warrant, prepare motions and reduce errata
- More time for FinCom comments to get published in warrant, particularly if there's an unforeseen need to call a special town meeting within the annual town meeting
- More opportunity to reduce problematic "placeholder" articles
- More budget actuals from current fiscal year
- More informed & accurate estimate of bond premium
- More informed & accurate estimates of state aid
- More time for Planning Board to have required reports for zoning articles published in warrant



- More voters are in town to participate. (Those out of town for the winter have been disenfranchised by early dates)

Please make the more logical, considerate and fiscally responsible choice for our community this evening by selecting schedule Option B.

Quoting from the FinCom's 2009 Arguments in Favor: "Thorough preparation and maximum participation are critical to making ATM successful."

Thank you.

## TOWN MEETING START DATES IN LAST TWO DECADES

The following annual town meeting start dates reflect Wayland's tradition of holding the election and town meeting AFTER the April school vacation, until recent tinkering:

April 29, 1993  
April 28, 1994  
April 27, 1995  
April 25, 1996  
April 17, 1997, then April 28 thru May 7  
April 30, 1998  
April 29, 1999  
April 27, 2000  
April 26, 2001  
April 25, 2002  
April 3, 2003  
April 29, 2004  
April 28, 2005  
April 27, 2006 (over 2000 voters attended May 2006 town center session, condo snowbirds returned)  
April 29, 2007 (all 23 articles completed in one Sunday session, 644 attended)  
April 10, 2008  
April 13, 2009  
May 13, 2010  
April 7, 2011  
April 9, 2012  
April 4, 2013  
April 3, 2014

**2013** and **2014** annual town meeting start dates, compiled from the websites of Wayland's peer towns, showing 10 out of the 12 began town meeting after April school vacation:

March 23	Lincoln	(March 29, 2014)
April 1	Manchester by the Sea	(April 7, 2014)
<b>April 22</b>	<b>Cohasset</b>	<b>(April 28, 2014)</b>
<b>April 22</b>	<b>Concord</b>	<b>(Sunday, May 4, 2014)</b>
<b>April 23</b>	<b>Marshfield</b>	<b>(April 28, 2014)</b>
<b>April 29</b>	<b>Carlisle</b>	<b>(April 28, 2014)</b>
<b>April 29</b>	<b>Lynnfield</b>	<b>(April 28, 2014)</b>
<b>April 29</b>	<b>Medfield</b>	<b>(April 28, 2014)</b>
<b>May 6</b>	<b>Sharon</b>	<b>(May 5, 2014)</b>
<b>May 6</b>	<b>Milton</b>	<b>(May 5, 2014)</b>
<b>May 6</b>	<b>Sudbury</b>	<b>(May 5, 2014)</b>
<b>May 13</b>	<b>Weston</b>	<b>(May 12, 2014)</b>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 Good Friday	4 Passover
5 Easter and Passover	6	7 OPTION A ELECTION	8	9 OPTION A Annual Town Meeting	10	11
	12	13 OPTION A Annual Town Meeting	14 OPTION A Annual Town Meeting	15	16 OPTION A Annual Town Meeting	17
	19	20	21	22	23	24
	26	27	28 OPTION B ELECTION	29	30 OPTION B Annual Town Meeting	Notes:

SCHOOL VACATION WEEK

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 OPTION B Annual Town Meeting	5 OPTION B Annual Town Meeting	6	7 OPTION B Annual Town Meeting	8	9
10 Mother's Day	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Memorial Day	26	27	28	29	30
31	<b>Notes:</b>					

**2010**  
**ANNUAL TOWN ELECTION/ANNUAL TOWN MEETING**  
**SCHEDULE**

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**2009**

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October 15	Capital project requests due
October 19	Finance Committee votes budget guidelines
October 20	FY11 budget guidelines issued to departments
October 26	Finance Committee meets with department heads and committees to discuss guidelines, 6:30 PM (initial budget hearing)
December 1	Deadline for submission of all budgets to Finance Committee and Board of Selectmen (per Town Code Sec. 36-3)
December 14	Finance Committee – presentation on long-range financial plan, hold Budget Information Meeting
December 21	Selectmen vote to open warrant for Annual Town Meeting (per Town Code Sec. 36-1, the Annual Town Meeting shall commence on a day between April 1 and May 15 ordered by the Selectmen (also MGL c. 39, s. 9 requires annual town meeting to be held in February, March, April or May); notice sent to newspaper; posted on town website, Town Building, Wayland Public Library, Happy Hollow School and the Cochituate Post Office
December 22	Reminder to all Town boards/departments of January 15 article submission deadline

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**2010**

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January 11, 19, 25	Finance Committee budget presentations with departments, committees, and petitioners (11 <sup>th</sup> – capital budget; 19 <sup>th</sup> – town department budget reductions; 25 <sup>th</sup> – school budget reductions)
January 5	Petitioners Workshop: 7:15PM with Selectmen
January 15	Deadline for submission of warrant articles at 4:30PM (per Town Code Sec. 36-3)
January 18	Holiday - Martin Luther King, Jr. Day
January 19	Conveyance of submitted zoning by-law articles to the Planning Board and Town Clerk per MGL c. 40A s. 5

Special Election - U.S. Senate (polls open 7:00AM to 8:00PM)

January 19                      Selectmen letter articles

January 19                      Board of Selectmen budget presentations to Finance Committee

January 20                      Articles distributed to Moderator, Finance Committee,  
Selectmen, Town Counsel and Town Clerk

January 21                      Town Counsel, Town Planner, Building Commissioner, Town  
Clerk and Town Administrator meet to review zoning articles

February 1                      Finance Committee ATM article hearing

February 1                      Nomination papers available from Town Clerk for Town Election

February 1                      Selectmen meeting with Planning Board on Town Meeting  
articles (if necessary)

February 1                      Petitioners' meeting with Selectmen re: Articles

February 11                      Articles put in final form by Town Counsel

February 15-19                      President's Day and balance of school winter recess

March 8                          Selectmen vote to open Special Town Meeting warrant from  
March 9-17, 2010 (if necessary)

March 10                          Deadline for submission of petitioners' articles for ATM with  
comments in final form

March 16                          Last day for submission of nomination papers to Town Clerk for  
Town Election (49 days)

March 17                          Last day to submit articles for Special Town Meeting at 4:30PM  
(if necessary)

March 17                          Deadline for submission of comments on ATM articles (except  
budget article)

March 22                          Selectmen review and letter Special Town Meeting articles for  
insertion in the Warrant

March 29                          Selectmen determine order of ATM and STM warrant articles

March 29                          Selectmen discuss wording and vote on ballot questions

March 30                          Last day for Selectmen to submit ballot questions to Town Clerk

March 30                          Last day to withdraw nomination papers for Town Election (35  
days)

March 31	Town Clerk sends ballot to printer
March 31	Deadline for submission of budget article with comments
April 8	Deadline for submission of comments on STM articles (except budget article)
April 8	DPW and Recreation: Vehicle Description to be filed with Town Clerk (\$10,000 or more) per Town Code Sec. 19-7
April 8	Motions for articles submitted by Town Counsel and provided to Moderator and Town Clerk
April 14	Deadline for Special Town Meeting Article comments from Finance Committee and Planning Board
April 14	Last day to register to vote for Town Election/Town Meeting (20 days prior to election)
April 15	Compilation of warrant completed and all changes made
April 15	Warrant to printer
April 16	Final warrant copied and delivered to Selectmen, Moderator, Finance Committee, Town Clerk, Town Counsel and Finance Director
April 19-23	School spring recess
April 26	Selectmen sign warrants for posting
April 27	Town Clerk post warrants (Town Building, Library, Happy Hollow School, Cochituate Post Office) per Town Code Sec. 36-2A (at least 7 days prior to Annual Town Election)
April 27	Postal delivery of warrants (Town Code 36-2A, MGL c. 39, s10)
April 30	Selectmen conduct ATM Warrant Hearing
May 3	Selectmen review proposed motions and vote positions on Town Meeting Warrant articles
<b>MAY 4</b>	<b>ANNUAL TOWN ELECTION</b>
May 6	Prepare and print final errata sheets, Moderator's instructions to tellers, and Planning Board reports for distribution at Town Meeting
May 10	Warrants and lists delivered to Town Meeting site. List of non-resident employees and list of salaries over \$35,000 provided to Moderator and Town Clerk.

**MAY 10**

**ANNUAL TOWN MEETING**

May 12, 13, 17, 19

Adjourned sessions of annual town meeting (if necessary)

May 20

Town Meeting follow-up with Town Counsel, Town Clerk, Town Administrator



Attachment 3

File Copy

10/6/14

October 6, 2014

Members of the Finance Committee:

In discussion with the Selectmen last week, Tom Greenaway said that if there were no Special Town Meeting this Fall, in FY15 the FinCom would find a way to return to the taxpayer about \$1.5million of FY14's Free Cash. I appreciate that effort and would like to hear a discussion of how you would propose to do that in a way that reduces our spending for FY15, and doesn't just expand what's available to spend. And a vote to do so.

My second point concerns the School Committee's letter to the community stating they are asking the FinCom to find reserve funds to pay for their Open Meeting Law violations because they are volunteers. Well, I am a volunteer. I take my role very seriously. I signed a letter affirming responsibility for my future actions. And that does not discourage me. It makes me more cognizant of my actions.

The School Committee members must be held to the same standard as any other Town volunteer. They were elected by the community to represent our best interests. They were elected to be standard- and policy-setters for our children! They should pay their own fines, voluntarily, and not expect the citizens of Wayland to pay for their bad judgment.

Finally, I have great respect and appreciation for the work FinCom is doing and the improvements you and the Finance Director have and continue to put in place to streamline our finances, controls and reporting. I believe the Town also needs to cap our spiraling debt before it gets away from us. We have a lot of projects vying for our pocketbooks. The DPW building, Council On Aging, the Library, playing fields, maybe a community center, renovations to the Town Building, aging water infrastructure that saw two water main breaks just this weekend. The Town has a lot of needs, the most critical of which is a plan to cap our debt and prioritize these major projects, in order to gain trust from our citizens that our capital spending will truly be managed and reduced. That's critical in order to keep Wayland affordable for all residents who want to continue living here.

Thank you,  
Ken Isaacson  
Lake Shore Drive

## Attachment 4

**From:** Margo Melnicove <mmelnicove@hotmail.com>  
**Date:** October 6, 2014 at 5:19:22 PM EDT  
**To:** Ellen Grieco <ellen\_grieco@wayland.k12.ma.us>, Barb Fletcher <barb\_fletcher@wayland.k12.ma.us>, Malcolm Astley <malcolm\_astley@wayland.k12.ma.us>, Donna Bouchard <donnabouchard@lfusa.com>, "jeanne\_downs@wayland.k12.ma.us" <jeanne\_downs@wayland.k12.ma.us>  
**Cc:** Tom Greenaway <thomas.greenaway@gmail.com>, "nancyfunkhouser@verizon.net" <nancyfunkhouser@verizon.net>, Carol Martin <carolmartin@verizon.net>, Gil Wolin <gtwolin@comcast.net>, "bills@saxeinvestments.com" <bills@saxeinvestments.com>  
**Subject:** please read into public comment SC Oct 6

To the Members of the School Committee:

I am unable to attend tonight's meeting (Oct. 6) and respectfully ask that this be read into Public Comment.

This is in response to your open letter dated October 3, 2014, signed by all members except Donna Bouchard. I am cc-ing the Finance Committee for obvious reasons.

You state that you have asked the Finance Committee to use reserve funds to pay the fine for your violation of the Open Meeting Law because "...it is not appropriate to ask volunteers to pay a fine for an unintentional violation with personal funds."

As posted on the Attorney General's website, "[c]onduct in violation of [the Open Meeting Law] shall be considered evidence of an intentional violation where the body or member has previously been informed by receipt of a decision from a court of competent jurisdiction or advised by the Attorney General, pursuant to 940 CMR 29.07 or 940 CMR 29.08 that the conduct violates [the Open Meeting Law]." 940 CMR 29.02.

It is my understanding that the School Committee received two warnings (first by receipt of a court decision and second as advised by the Attorney General) before repeating the violation for the third time. This is why you were fined. How can you claim this violation was "unintentional"?

If public funds are used to pay your fine, it will send a terrible message to all the volunteers who help govern Wayland: Don't worry about being personally responsible for how you conduct the public's business. If you mess up, taxpayers will foot the bill.

Thank you for your attention.

Margo Melnicove

245 Lakeshore Drive



10/6/14

File

Attachment 5

GENERAL FUND		FISCAL 2016 CAPITAL BUDGET REQUESTS					Approved Y/N	
Department	Type	Description	Capital Budget	Borrowing	Cash Capital	Free Cash	Ambulance Fund	Water Capital
Facilities	Building repair	TB exterior painting & repairs	60,000.00					
Facilities	Building repair	TB window replacement design	125,000.00					
Facilities	Building repair	Rotunda Window Replacement	72,000.00					
Facilities	Building repair	Public Safety Building Sewer Pump Station	50,000.00					
Facilities	Building repair	Library oil tank removal	25,000.00					
Facilities	Building repair	Station 2 Septic and Paving	35,000.00					
Facilities	Building repair	New COA - Design and Construction	500,000.00					
Facilities	Vehicles	Motor Pool	75,000.00					
DPW	Infrastructure	Town wide road reconstruction	300,000.00					
DPW	Infrastructure	Tree removal by contracting a vendor	50,000.00					
DPW	Infrastructure	Cemetery expansion	50,000.00					
DPW	Infrastructure	Culvert repairs-Transfer Station	100,000.00					
DPW	Equipment	Light Trucks-Replacement Schedule	75,000.00					
DPW	Equipment	Light Trucks	90,000.00					
DPW	Equipment	Small Equipment-P 34 Chipper	60,000.00					
DPW	Equipment	Small Equipment-schedule	70,000.00					
DPW	Equipment	Heavy Equipment-various	80,000.00					
DPW	Equipment	John Deere Gator	32,000.00					
IT Dept.	Misc.	Document Management	50,000.00					
IT Dept.	Equipment	MUNIS Utility Software in Treasury Dept	62,000.00					
IT Dept.	Equipment	MUNIS TAX Software in Treasury Dept	100,000.00					
IT Dept.	Equipment	Library Data Center / Computers	26,000.00					
IT Dept.	Equipment	Public Safety Building PSB Center	30,000.00					
IT Dept.	Equipment	Town / School SAN upgrade	104,000.00					
Conservation	Land	Land acquisition / open space	681,800.00					
Conservation	Land	Field Restoration	40,000.00					
Fire	Equipment	Breathing apparatus bottles ( 48 units )	48,000.00					
Fire	Vehicle	Duty Officers Vehicle	55,000.00					
School	TBD	TBD						
Recreation	Land Imp	Capital field maintenance	125,000.00					
Recreation	Land Imp	Dudley Woods Trail Improvement	129,760.00					
Recreation	Land Imp	DPW Site Truf Design	150,000.00					
Recreation	Land Imp	Nike Site Design	20,000.00					
Wayland Housing	Building repair	Cochituate Village Apt Sprinkler System	620,000.00					
<b>Total General Fund</b>			<b>4,090,560.00</b>					
<b>WATER FUND</b>								
Department	Type	Description	Budget	Borrowing	Cash Capital	Free Cash	Ambulance Fund	Water Capital
Water Dept.	Building repair	Pump station upgrade	50,000.00					
Water Dept.	Vehicles	Vehicles	60,000.00					
Water Dept.	Infrastructure	Water main replacement projects	700,000.00					
Water Dept.	Infrastructure	Access road HH	350,000.00					
Water Dept.	Equipment	Meter replacements	200,000.00					
<b>Total Water Fund</b>			<b>1,360,000.00</b>					
<b>Total Fiscal 2015 requested budget</b>			<b>5,450,560.00</b>					

TOWN OF WAYLAND  
CIP PLAN SUMMARY

SUMMARY BY DEPARTMENT

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Year 1-5 Totals
<i>GENERAL FUND:</i>						
ASSESSORS	-	-	-	-	-	-
INFORMATION TECHNOLOGY	372,000.00	100,000.00	260,000.00	85,000.00	110,000.00	927,000.00
CONSERVATION	721,800.00	660,000.00	595,000.00	1,014,000.00	816,000.00	3,806,800.00
FACILITIES	942,000.00	5,785,000.00	13,468,000.00	2,766,250.00	225,000.00	23,186,250.00
POLICE	-	30,000.00	-	-	-	30,000.00
JCC	-	75,000.00	-	-	-	-
FIRE	103,000.00	1,035,000.00	395,000.00	60,000.00	294,000.00	1,887,000.00
DPW	907,000.00	785,000.00	645,000.00	720,000.00	650,000.00	3,707,000.00
RECREATION	424,760.00	125,000.00	125,000.00	125,000.00	125,000.00	924,760.00
HOUSING AUTHORITY	620,000.00	-	-	-	-	620,000.00
<b>Sub-total</b>	<b>4,090,560.00</b>	<b>8,595,000.00</b>	<b>15,488,000.00</b>	<b>4,770,250.00</b>	<b>2,220,000.00</b>	<b>35,088,810.00</b>
<i>SCHOOL:</i>						
	-	-	-	-	-	-
<b>Total General Fund</b>	<b>4,090,560.00</b>	<b>8,595,000.00</b>	<b>15,488,000.00</b>	<b>4,770,250.00</b>	<b>2,220,000.00</b>	<b>35,163,810.00</b>
 <i>ENTERPRISE FUNDS</i>						
WATER FUND	1,360,000.00	1,945,000.00	775,000.00	1,780,000.00	780,000.00	6,640,000.00
WASTEWATER FUND	-	-	-	-	-	-
<b>Sub-total</b>	<b>1,360,000.00</b>	<b>1,945,000.00</b>	<b>775,000.00</b>	<b>1,780,000.00</b>	<b>780,000.00</b>	<b>6,640,000.00</b>
<b>Grand total</b>	<b>5,450,560.00</b>	<b>10,540,000.00</b>	<b>16,263,000.00</b>	<b>6,550,250.00</b>	<b>3,000,000.00</b>	<b>41,803,810.00</b>

**5-YEAR CAPITAL BUDGET PLAN BY CATEGORY**

**SUMMARY BY TYPE  
GENERAL FUND ONLY**

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	
NEW CONSTRUCTION / RENOVATION	-	-	12,800,000.00	-	-	
EQUIPMENT	777,000.00	540,000.00	550,000.00	405,000.00	360,000.00	2,632,000.00
VEHICLE	130,000.00	1,035,000.00	445,000.00	60,000.00	294,000.00	1,964,000.00
LAND / LAND IMPROVEMENT	1,146,560.00	685,000.00	625,000.00	939,000.00	941,000.00	4,336,560.00
BUILDING REPAIR	1,487,000.00	5,785,000.00	618,000.00	2,766,250.00	225,000.00	10,881,250.00
INFRASTRUCTURE	500,000.00	500,000.00	400,000.00	550,000.00	350,000.00	2,300,000.00
OTHER-	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	250,000.00
Sub-total	4,090,560.00	8,595,000.00	15,488,000.00	4,770,250.00	2,220,000.00	35,163,810.00

**SUMMARY BY TYPE  
ENTERPRISE FUNDS ONLY**

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	
NEW CONSTRUCTION / RENOVATION	-	-	-	-	-	
EQUIPMENT	200,000.00	1,080,000.00	-	1,000,000.00	-	2,280,000.00
VEHICLE	60,000.00	75,000.00	75,000.00	80,000.00	80,000.00	370,000.00
LAND / LAND IMPROVEMENT	-	-	-	-	-	-
BUILDING REPAIR	50,000.00	90,000.00	-	-	-	140,000.00
INFRASTRUCTURE	1,050,000.00	700,000.00	700,000.00	700,000.00	700,000.00	3,850,000.00
OTHER-	-	-	-	-	-	-
Sub-total	1,360,000.00	1,945,000.00	775,000.00	1,780,000.00	780,000.00	6,640,000.00

**SUMMARY BY TYPE  
COMBINED**

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	
NEW CONSTRUCTION / RENOVATION	-	-	12,800,000.00	-	-	12,800,000.00
EQUIPMENT	977,000.00	1,620,000.00	550,000.00	1,405,000.00	360,000.00	4,912,000.00
VEHICLE	190,000.00	1,110,000.00	520,000.00	140,000.00	374,000.00	2,334,000.00
LAND / LAND IMPROVEMENT	1,146,560.00	685,000.00	625,000.00	939,000.00	941,000.00	4,336,560.00
BUILDING REPAIR	1,537,000.00	5,875,000.00	618,000.00	2,766,250.00	225,000.00	11,021,250.00
INFRASTRUCTURE	1,550,000.00	1,200,000.00	1,100,000.00	1,250,000.00	1,050,000.00	6,150,000.00
OTHER-	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	250,000.00
Sub-total	5,450,560.00	10,540,000.00	16,263,000.00	6,550,250.00	3,000,000.00	41,803,810.00

TOWN OF WAYLAND  
CAPITAL PROJECT REQUESTS

DEPARTMENT		Recreation				
		5 YEAR CAPITAL PLAN				
		EXPENDITURES PER FISCAL YEAR				
CATEGORY	PROJECT/EQUIPMENT	2016	2017	2018	2019	2020
1 Land/Improvement	Capital Field Maintenance	125,000	125,000	125,000	125,000	125,000
2 Land/Improvement	Dudley Woods Trail & Parking	129,760				
3 Land/Improvement	DPW/ High School Site Turf Field Design	150,000				
4 Land/Improvement	Nike Site Design	20,000				
5 Land/Improvement	DPW/ High School Site Turf Field Construction		1,520,000			
6 Land/Improvement	Nike Site Construction		147,000			
7 Land/Improvement	Hannah Williams Playground		75,000			
8 Land/Improvement	Splash Pad at Wayland Town beach			200,000		
<b>TOTAL</b>		<b>424,760</b>	<b>1,867,000</b>	<b>325,000</b>	<b>125,000</b>	<b>125,000</b>
	<b>CATEGORIES:</b>	<b>NEW BUILDING/MAJOR RENOVATION</b>	<b>BUILDING REPAIRS</b>	<b>EQUIPMENT</b>		
	<b>VEHICLE</b>	<b>LAND/IMPROVEMENT</b>	<b>INFRASTRUCTURE</b>			
		Minimum of \$25,000 for capital request, rounded up to next even 5,000 increment above.				



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## CAPITAL APPROPRIATION REQUEST FY16 - FY20 (FIVE YEARS)

**PROJECT INFO:**

Capital Field Maintenance	Yes
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

**PROJECT SPONSOR:**

Recreation Department	Jessica Brodie, Director 508-358-3660
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

**APPROVING BODY / VOTE:**

Brud Wright, Chair aquaticss@aol.com	10/1/2014
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

**PROJECT DESCRIPTION:**

Funds for capital project maintenance repairs that occur each year.
---

**PROJECT JUSTIFICATION:**

Funding needed to maintain infrastructure.
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**EVALUATION CRITERIA: (Applies to current year budget requests only)**

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria

**EXPENDITURE SCHEDULE:**

ELEMENT	Prior to Date	2016	2017	2018	2019	2020	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION								
4. EQUIPMENT		125,000	125,000	125,000	125,000	125,000	\$ 625,000	reoccurring
5. OTHER							\$ -	
<b>TOTAL</b>		\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000		

**OPERATIONAL BUDGET IMPACT:**

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

**FUNDING SOURCES:**

How will this Capital Request be paid for?	YES	NO	If YES, please provide details.
1. Borrowing/Cash Capital	X		Cash Capital
2. CPA Funds		X	
3. Grants or Gifts		X	
4. Other		X	





# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## CAPITAL APPROPRIATION REQUEST FY16 - FY20 (FIVE YEARS)

**PROJECT INFO:**

Dudley Woods Trails with Parking <small>Project Title</small>	Yes <small>Included in Prior 5 Year Capital Plan? (Y/N)</small>
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**PROJECT SPONSOR:**

Recreation Department <small>Sponsor (Advocate) Name</small>	Jessica Brodie, Director 508-358-3660 <small>Contact Information</small>
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**APPROVING BODY / VOTE:**

Brud Wright, Chair aquaticlss@aol.com <small>Contact Name and Email Address</small>	10/1/2014 <small>Date and Quantum of Vote (if required)</small>
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**PROJECT DESCRIPTION:**

Design development of passive trails
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**PROJECT JUSTIFICATION:**

Passive recreation as approved at Town Meeting.
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**EVALUATION CRITERIA: (Applies to current year budget requests only)**

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria

**EXPENDITURE SCHEDULE:**

ELEMENT	Prior to Date	2016	2017	2018	2019	2020	TOTAL	Comments
1. PLANNING & DESIGN		129,760					\$ 129,760	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
<b>TOTAL</b>		\$ 129,760	\$ -	\$ -	\$ -	\$ -	\$ 129,760	

**OPERATIONAL BUDGET IMPACT:**

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <u>Increase</u> operating costs?		X	
3. Will this Capital Request <u>Decrease</u> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

**FUNDING SOURCES:**

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		Borrow
2. CPA Funds		X	
3. Grants or Gifts		X	
4. Other		X	





# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## CAPITAL APPROPRIATION REQUEST FY16 - FY20 (FIVE YEARS)

**PROJECT INFO:** Nike Site Design Yes  
Project Title Included in Prior 5 Year Capital Plan? (Y/N)

**PROJECT SPONSOR:** Recreation Department Jessica Brodie, Director 508-358-3660  
Sponsor (Advocate) Name Contact Information

**APPROVING BODY / VOTE:** Brud Wright, Chair aquaticlss@aol.com 10/1/2014  
Contact Name and Email Address Date and Quantum of Vote (if required)

**PROJECT DESCRIPTION:**  
 Design development for one 11v11 grass field with irrigation but no lights.

**PROJECT JUSTIFICATION:**  
 This would allow an additional baseball field to be built in town and for prep work for possible additional fields as well.

**EVALUATION CRITERIA: (Applies to current year budget requests only)**

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria

**EXPENDITURE SCHEDULE:**

ELEMENT	Prior to Date	2016	2017	2018	2019	2020	TOTAL	Comments
1. PLANNING & DESIGN								
2. LAND							\$ -	
3. CONSTRUCTION		20,000					\$ 20,000	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
<b>TOTAL</b>		\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000	

**OPERATIONAL BUDGET IMPACT:**

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

**FUNDING SOURCES:**

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		Borrowing
2. CPA Funds		X	
3. Grants or Gifts		X	
4. Other		X	



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## CAPITAL APPROPRIATION REQUEST FY16 - FY20 (FIVE YEARS)

**PROJECT INFO:**

DPW / High School site Turf Field Design <i>Project Title</i>	No <i>Included in Prior 5 Year Capital Plan? (Y/N)</i>
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**PROJECT SPONSOR:**

Recreation Department <i>Sponsor (Advocate) Name</i>	Jessica Brodie, Director 508-358-3660 <i>Contact Information</i>
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**APPROVING BODY / VOTE:**

Brud Wright, Chair aquaticlss@aol.com <i>Contact Name and Email Address</i>	10/1/2014 <i>Date and Quantum of Vote (if required)</i>
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**PROJECT DESCRIPTION:**

Design development for a turf field at the old DPW site.
--

**PROJECT JUSTIFICATION:**

This would allow an additional turf field that would make scheduling much more efficient during multiple seasons of the year.
---

**EVALUATION CRITERIA: (Applies to current year budget requests only)**

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria

**EXPENDITURE SCHEDULE:**

ELEMENT	Prior to Date	2016	2017	2018	2019	2020	TOTAL	Comments
1. PLANNING & DESIGN		150,000					\$ 150,000	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
<b>TOTAL</b>		\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	

**OPERATIONAL BUDGET IMPACT:**

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?	X		Rental income from various sport leagues would be collected
2. Will this Capital Request <i>Increase</i> operating costs?	X		Field maintenance
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

**FUNDING SOURCES:**

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		Borrow
2. CPA Funds		X	
3. Grants or Gifts		X	
4. Other		X	

CATEGORY	DEPARTMENT	TOWN FACILITIES 5 YEAR CAPITAL PLAN EXPENDITURES PER FISCAL YEAR				
		2016	2017	2018	2019	2020
	<b>Town Building</b>					
1	Construction	\$ 60,000				
2	Planning	\$ 125,000				
3	Construction		\$ 1,285,000			
4	Planning			\$ 250,000		
5	Construction				\$ 2,766,250	
6	Construction			\$ 375,000		\$ 125,000
7	New Const.	\$ 500,000	\$ 4,500,000			
8	Construction	\$ 72,000				
9	Construction	\$ 25,000				
10	New Const.			\$ 12,800,000		
11	Construction	\$ 50,000				
12	Construction	\$ 35,000				
13	Construction			\$ 25,000		
14	Construction					\$ 100,000
	<b>TOTALS</b>	\$ 867,000	\$ 5,785,000	\$ 13,450,000	\$ 2,766,250	\$ 225,000





# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## CAPITAL APPROPRIATION REQUEST FY16 - FY20 (FIVE YEARS)

PROJECT INFO: 

Town Building Exterior Repairs and Painting	Y
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR: 

Selectmen/ Facilities Department	John Moynihan
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE: 

Selectmen	
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION: 

This request is to supplement last year's approved \$ 70,000 request for repairs and painting of the exterior of the Town Building. When estimates were received for the painting portion of the work the quote far exceeded the approved amount which is now estimated to be between \$ 115,000 and \$ 120,000. This request is for an additional \$ 60,000.
---

PROJECT JUSTIFICATION: 

The exterior of the building was last painted in 2007 and is in need of repainting
--

- EVALUATION CRITERIA: (Applies to current year budget requests only)
- A. ALTERNATIVE MEANS TO SATISFY NEEDS
  - B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
  - C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
  - D. OPERATIONAL BUDGET IMPACT
  - E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
X		
		X
X		
X		
		X

EXPENDITURE SCHEDULE:								
ELEMENT	Prior to Date	2016	2017	2018	2019	2020	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION	70,000	60,000					\$ 130,000	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
<b>TOTAL</b>	<b>\$ 70,000</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 130,000</b>	

OPERATIONAL BUDGET IMPACT:			
	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

FUNDING SOURCES:			
How will this Capital Request be paid for?	YES	NO	If YES, please provide details.
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## CAPITAL APPROPRIATION REQUEST FY16 - FY20 (FIVE YEARS)

PROJECT INFO: 

Window Design and Replacement	Y
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR: 

Selectmen/ Facilities Department	John Moynihan
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE: 

Selectmen	
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

PROJECT DESCRIPTION: 

This request is for Funding for Design in FY 2016 and Construction Funding in FY 2017 to replace all the exterior windows and doors. Four of the Door openings have been replace within the last 15 years and would be evaluated prior to being included in the project.
--

PROJECT JUSTIFICATION: 

Many of the window seals are broken and do not operate properly. The project will help reduce energy costs and improve comfort
--

**EVALUATION CRITERIA: (Applies to current year budget requests only)**

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
		X
	X	
	X	
		X
		X

**EXPENDITURE SCHEDULE:**

ELEMENT	Prior to Date	2016	2017	2018	2019	2020	TOTAL	Comments
1. PLANNING & DESIGN		125,000					\$ 125,000	
2. LAND							\$ -	
3. CONSTRUCTION			1,285,000				\$ 1,285,000	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
<b>TOTAL</b>		\$ 125,000	\$ 1,285,000	\$ -	\$ -	\$ -	\$ 1,410,000	

**OPERATIONAL BUDGET IMPACT:**

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?	X		Lower energy consumption
4. Will this Capital Request impact personnel?	X		Improve occupant comfort

**FUNDING SOURCES:**

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## CAPITAL APPROPRIATION REQUEST FY16 - FY20 (FIVE YEARS)

**PROJECT INFO:**

Rotunda Window Replacement	Y
<i>Project Title</i>	<i>Included In Prior 5 Year Capital Plan? (Y/N)</i>

**PROJECT SPONSOR:**

Facilities Department / Library Board	John Moynihan
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

**APPROVING BODY / VOTE:**

Selectmen	
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

**PROJECT DESCRIPTION:**

Replacemnt of the original windows in the Rotundapart of the building
---

**PROJECT JUSTIFICATION:**

The windows in this part of the building are curved in design and will need to be custom made to fit the opening to maintain the look of the space
--

**EVALUATION CRITERIA: (Applies to current year budget requests only)**

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
	X	
		X
	X	
	X	
	X	

**EXPENDITURE SCHEDULE:**

ELEMENT	Prior to Date	2016	2017	2018	2019	2020	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION		72,000					\$ 72,000	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
<b>TOTAL</b>		\$ 72,000	\$ -		\$ -		\$ 72,000	

**OPERATIONAL BUDGET IMPACT:**

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?	X		save on the cost of heating and cooling the building
4. Will this Capital Request impact personnel?	X		Improve comfort for guest and employees

**FUNDING SOURCES:**

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			





# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## CAPITAL APPROPRIATION REQUEST FY16 - FY20 (FIVE YEARS)

**PROJECT INFO:**

Public Safety Building Sewer Pumping Station <small>Project Title</small>	
--	--

**PROJECT SPONSOR:**

Selectmen/ Facilities Department <small>Sponsor (Advocate) Name</small>	John Moynihan <small>Contact Information</small>
--	---

**APPROVING BODY / VOTE:**

Selectmen <small>Contact Name and Email Address</small>	 <small>Date and Quantum of Vote (if required)</small>
--	---

**PROJECT DESCRIPTION:**

Design and construct a sewer collection system to be located within the exist basement above the finish floor grade
---

**PROJECT JUSTIFICATION:**

This project will prevent any possible ground water infiltration into the system
--

**EVALUATION CRITERIA: (Applies to current year budget requests only)**

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
	X	
		X
	X	
	X	
	X	

**EXPENDITURE SCHEDULE:**

ELEMENT	Prior to Date	2016	2017	2018	2019	2020	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION		50,000					\$ 50,000	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
<b>TOTAL</b>		\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	

**OPERATIONAL BUDGET IMPACT:**

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

**FUNDING SOURCES:**

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## CAPITAL APPROPRIATION REQUEST FY16 - FY20 (FIVE YEARS)

**PROJECT INFO:**

Library Oil Tank Removal	N
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

**PROJECT SPONSOR:**

Facilities Department	John Moynihan
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

**APPROVING BODY / VOTE:**

Selectmen	
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

**PROJECT DESCRIPTION:**

Removal of the existing underground storage tank and restoration of the front lawn after removal
--

**PROJECT JUSTIFICATION:**

the installation is complete
------------------------------

**EVALUATION CRITERIA: (Applies to current year budget requests only)**

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
		X
		X
		X
	X	
		X

**EXPENDITURE SCHEDULE:**

ELEMENT	Prior to Date	2016	2017	2018	2019	2020	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION		25,000					\$ 25,000	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
<b>TOTAL</b>		\$ 25,000	\$ -		\$ -		\$ 25,000	

**OPERATIONAL BUDGET IMPACT:**

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

**FUNDING SOURCES:**

How will this Capital Request be paid for?	YES	NO	If YES, please provide details.
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			





# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## CAPITAL APPROPRIATION REQUEST FY16 - FY20 (FIVE YEARS)

**PROJECT INFO:** Station # 2 Septic and Paving  Y  
*Project Title* *Included in Prior 5 Year Capital Plan? (Y/N)*

**PROJECT SPONSOR:** Selectmen/ Facilities Department John Moynihan  
*Sponsor (Advocate) Name* *Contact Information*

**APPROVING BODY / VOTE:** Selectmen  
*Contact Name and Email Address* *Date and Quantum of Vote (if required)*

**PROJECT DESCRIPTION:** The request is for monies to supplement the request approved in FY12 to replace the aging septic system and paving at Station # 2. When the system was designed in late 2013 the cost exceeded the \$ 60,000 appropriated. This request will allow for the project to be fully funded and completed.

**PROJECT JUSTIFICATION:** Replacement of the original septic system constructed in 1954

**EVALUATION CRITERIA: (Applies to current year budget requests only)**

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
		X
		X
	X	
	X	
		X

**EXPENDITURE SCHEDULE:**

ELEMENT	Prior to Date	2016	2017	2018	2019	2020	TOTAL	Comments
1. PLANNING & DESIGN	10,000						\$ 10,000	
2. LAND							\$ -	
3. CONSTRUCTION	50,000	35,000					\$ 85,000	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
<b>TOTAL</b>	\$ 60,000	\$ 35,000	\$ -		\$ -		\$ 95,000	

**OPERATIONAL BUDGET IMPACT:**

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?		X	

**FUNDING SOURCES:**

How will this Capital Request be paid for?	YES	NO	If YES, please provide details.
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## CAPITAL APPROPRIATION REQUEST FY16 - FY20 (FIVE YEARS)

**PROJECT INFO:** Design and Construction of a New COA Building  Y  
*Project Title* *Included in Prior 5 Year Capital Plan? (Y/N)*

**PROJECT SPONSOR:** Selectmen/ Facilities Department/ COA John Moynihan  
*Sponsor (Advocate) Name* *Contact Information*

**APPROVING BODY / VOTE:** Selectmen  
*Contact Name and Email Address* *Date and Quantum of Vote (if required)*

**PROJECT DESCRIPTION:** The COA Board has proposed building a new facility at the municipal pool site at town center. The project would involve renovating the current 10,000 SF building and the addition of another 8,000 SF to be used as a Community Center and large group space for the COA. In FY 15 \$ 500,000 is requested for planning and design and 4,500,000 for construction in FY 17

**PROJECT JUSTIFICATION:** take advantage of the programs offered by the COA

**EVALUATION CRITERIA: (Applies to current year budget requests only)**

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
		X
		X
	X	
		X
	X	

**EXPENDITURE SCHEDULE:**

ELEMENT	Prior to Date	2016	2017	2018	2019	2020	TOTAL	Comments
1. PLANNING & DESIGN		500,000					\$ 500,000	
2. LAND							\$ -	
3. CONSTRUCTION			4,500,000				\$ 4,500,000	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
<b>TOTAL</b>		\$ 500,000	\$ -		\$ -		\$ 5,000,000	

**OPERATIONAL BUDGET IMPACT:**

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?	X		Increase in utility and operational expenses
3. Will this Capital Request <i>Decrease</i> operating costs?		X	
4. Will this Capital Request impact personnel?	X		

**FUNDING SOURCES:**

How will this Capital Request be paid for?	YES	NO	If YES, please provide details.
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



# TOWN OF WAYLAND

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

## CAPITAL APPROPRIATION REQUEST FY16 - FY20 (FIVE YEARS)

**PROJECT INFO:**

Town Building Motor Pool	N
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

**PROJECT SPONSOR:**

Facilities Department	John Moynihan
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

**APPROVING BODY / VOTE:**

Selectmen	
<i>Contact Name and Email Address</i>	<i>Date and Quantum of Vote (if required)</i>

**PROJECT DESCRIPTION:**

Replace vehicles in current motor pool. Trade-in future used public safety vehicles
---

**PROJECT JUSTIFICATION:**

Repairs of old public safety vehicles are excessive
---

**EVALUATION CRITERIA: (Applies to current year budget requests only)**

- A. ALTERNATIVE MEANS TO SATISFY NEEDS
- B. MAINTAINS OR IMPROVES THE STANDARD OF SERVICE
- C. MANDATED BY LEGAL OR REGULATORY REQUIREMENTS
- D. OPERATIONAL BUDGET IMPACT
- E. PROJECT FEASIBILITY, (READINESS)

Does Not Meet or Does Not Apply	Partially Meets Criteria	Fully Meets Criteria
		X
		X
X		
	X	
		X

**EXPENDITURE SCHEDULE:**

ELEMENT	Prior to Date	2016	2017	2018	2019	2020	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION								
4. EQUIPMENT		75,000		50,000			\$ 125,000	
5. OTHER							\$ -	
<b>TOTAL</b>		\$ 75,000	\$ -	\$ 50,000	\$ -	\$ -	\$ 125,000	

**OPERATIONAL BUDGET IMPACT:**

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <i>Increase</i> operating costs?		X	
3. Will this Capital Request <i>Decrease</i> operating costs?	X		Repair costs, fuel efficiency
4. Will this Capital Request impact personnel?		X	

**FUNDING SOURCES:**

	YES	NO	If YES, please provide details.
How will this Capital Request be paid for?			
1. Borrowing/Cash Capital	X		
2. CPA Funds			
3. Grants or Gifts			
4. Other			



TOWN OF WAYLAND  
 FISCAL 2015  
 CAPITAL PROJECT ACTIVITY REPORT  
 10/16/2014  
 FUND 40-TOWN CAPITAL

	Year Appropriated	Original Budget	Funding Source	Prior Year Balances	Encumbrance/ Unencumbered	Less Amounts Not Borrowed	Ending Balance 6/30/2014
ASSESSORS	2011	100,000.00	CC	37,907.00	37,907.00	-	37,907.00
TOWN IT	2015	50,000.00	CC	-	50,000.00	-	50,000.00
IT CAPITAL SP TM 2014	2014	100,000.00	CC	81,725.00	63,597.08	-	63,597.08
DAM REPAIR SP TM 2013	2014	25,000.00	CC	25,000.00	25,000.00	-	25,000.00
DAM REPAIRS	2012	100,000.00	B	92,970.00	92,970.00	-	92,970.00
CONSERVATION ATM 2014	2015	30,000.00	B	-	-	-	-
TOWN BUILDING REPAIRS	TBD	TBD	TBD	-	-	-	-
FY 13 BUILDING REPAIRS ATM 2014	2013	180,000.00	B	35,218.00	35,218.00	-	35,218.00
TOWN BUILDING REPAIRS	2015	70,000.00	B	63,914.00	63,914.00	-	63,914.00
FACILITIES	2015	35,000.00	CC	-	-	-	-
POLICE	2015	40,000.00	B	-	-	-	-
FIRE	2015	2,813,920.00	B	-	-	-	-
FACILITIES	2015	1,000,000.00	FC	305,827.00	202,827.00	-	202,827.00
PUBLIC SAFETY PHONE ATM 2014	2012	1,000,000.00	FC	248.00	248.00	-	248.00
STATION 2 REPAIR ATM 2014	2014	280,000.00	AR	-	-	-	-
ENERGY UPGRADES ATM 2014	2015	125,000.00	AR	-	125,000.00	-	125,000.00
FIRE EQUIPMENT 2013	2014	25,000.00	AR	-	5.00	-	5.00
FIRE BRUSH TRUCK ATM 2015	2015	25,000.00	AR	(53,408.15)	(404,882.21)	-	(404,882.21)
FIRE BOAT ATM 2014	2015	50,000.00	EB	4,284.00	4,284.00	-	4,284.00
HIGHWAY CH90	2009	50,000.00	EB	-	-	-	-
STATION 2 REPAIR	2015	200,000.00	B	-	-	-	-
H-16 DUMP TRUCK ATM 2014	2015	200,000.00	B	-	-	-	-
H-19 DUMP TRUCK ATM 2014	2015	200,000.00	B	-	-	-	-
BOBCAT ATM 2014	2015	60,000.00	B	-	-	-	-
HIGHWAY CAP EQUIP 2013	2014	230,000.00	B	3,838.00	3,838.00	-	3,838.00
HIGHWAY VEHICLES	2012 / 2013	770,000.00	B / CC	6,984.00	6,984.00	-	6,984.00
HIGHWAY SIDEWALKS	Pre-2008	TBD	TBD	31,007.00	31,007.00	-	31,007.00
NEW DPW FACILITY STUDY	2012	175,000.00	B	7,131.00	7,131.00	-	7,131.00
NEW DPW BUILDING STM 2013	2014	12,700,000.00	B	12,081,718.00	10,412,114.31	(3,124,816.00)	7,287,298.31
HGWY ROADWORK DESIGN (27/30)	2014	180,000.00	FC	122,331.00	93,562.36	-	93,562.36
HGWY TRAFFIC CALMING	2008	35,000.00	TBD	10,176.00	10,176.00	-	10,176.00
DRAINAGE IMPROVEMENTS	2012	200,000.00	B	112,349.00	112,349.00	-	112,349.00
ROAD CONSTRUCTION	2013	200,000.00	FC	15,497.00	5,692.68	-	5,692.68
ROAD CONSTRUCTION 2013	2014	200,000.00	B	154,789.00	71,736.95	-	71,736.95
PARKLAND / CHARLES ATM 2014	2015	250,000.00	B	-	-	-	-
CULVERT REPAIRS ATM 2014	2015	75,000.00	B	-	-	-	-
TRANSFER STATION 2013	2014	100,000.00	B	-	-	-	-
TF STATION CAPPING	2014	205,000.00	B	126,826.00	103,930.00	-	103,930.00
CEMETERY EXPANSION ATM 2014	PY / 2010	850,000.00	TBD	649.00	649.00	-	649.00
TRANSFER STATION ATM 2014	2015	200,000.00	B	-	-	-	-
PARKS FIELD RENOVATION	2015	50,000.00	B	-	-	-	-
FIELD ANALYSIS	2012 / 2013	200,000.00	B	1,050.00	1,050.00	-	1,050.00
FIELD IMPROVEMENTS ATM 2014	PY / 2012	75,000.00	TBD	67,511.00	67,511.00	-	67,511.00
BEACH HOUSE	2015	75,000.00	CC	-	-	-	-
CEMENTERY SITE IMPROVEMENTS	2007	550,000.00	FC	17,861.00	17,101.05	-	17,101.05
BEACH IMPROVEMENTS	PY / 2013	20,000.00	FC	52,099.00	43,814.35	-	43,814.35
RECREATION FIELD IMP 2013	2012 / 2013	205,000.00	B	17,565.00	1,013.00	-	1,013.00
RECREATION	2014	85,000.00	CC	83,613.00	83,613.00	-	83,613.00
				13,526,678.85	11,479,360.57	(3,124,816.00)	8,354,544.57

FUND 41-SCHOOL CAPITAL

Year Appropriated	Original Budget	Funding Source	Prior Year Balances	Encumbrance / Unencumbered	Less Amounts Not Borrowed	Ending Balance 6/30/2014
2013	1,500,000.00	B	534,111.41	534,111.41	-	534,111.41
2014	1,415,000.00	B / MSBA	50,947.00	50,947.00	(1,415,000.00)	-
					1,364,053.00	
2015	36,000.00	B	-	(34,826.00)	-	(34,826.00)
2015	1,110,000.00	B	-	-	-	-
2015	20,000.00	B	-	-	-	-
2015	110,000.00	B	-	(54,941.50)	-	(54,941.50)
2015	65,000.00	FC	-	65,000.00	-	65,000.00
2015	250,000.00	FC	-	250,000.00	-	250,000.00
2015	70,000.00	B	-	-	-	-
2015	45,000.00	FC	-	45,000.00	-	45,000.00
2015	211,400.00	B	-	-	-	-
2015	55,000.00	B	-	46,625.00	-	46,625.00
2013	190,000.00	B	70,612.20	58,471.20	-	58,471.20
2014	205,000.00	B	80,163.00	80,163.00	-	80,163.00
			34,408.00	27,848.00	-	27,848.00
2013	110,000.00	C	128.70	128.70	-	128.70
2014	60,000.00	B	3,301.73	3,301.73	-	3,301.73
2015	35,000.00	B	-	-	-	-
2015	35,000.00	B	-	-	-	-
2015	25,000.00	B	-	-	-	-
			2,815,568.00	2,806,739.00	(2,724,178.00)	82,561.00
			3,589,240.04	3,878,567.54	(2,775,125.00)	1,103,442.54

HIGH SCH RENOVATIONS/PLANNING

FUND 42-WATER FUND

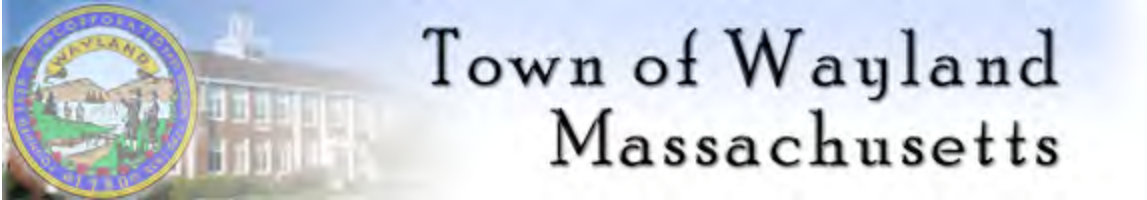
Year Appropriated	Original Budget	Funding Source	Prior Year Balances	Encumbrance / Unencumbered	Less Amounts Not Borrowed	Ending Balance 6/30/2014
2015	1,000,000.00	B	-	-	-	-
2015	75,000.00	WC	-	75,000.00	-	75,000.00
2015	700,000.00	WC	-	700,000.00	-	700,000.00
2012 / 2013	200,000.00	WC	32,483.00	25,928.00	-	25,928.00
2014	300,000.00	WR	300,000.00	300,000.00	-	300,000.00
2013	500,000.00	WR	59,988.00	59,988.00	-	59,988.00
2014	700,000.00	WC	669,352.00	669,352.00	-	669,352.00
2014	70,000.00	WR	2,009.00	2,009.00	-	2,009.00
2014	25,000.00	WR	25,000.00	25,000.00	-	25,000.00
			1,088,832.00	1,857,277.00	-	1,857,277.00

PUMP STATION ATM 2014  
 WATER VEHICLE ATM 2014  
 WATER MAIN ATM 2014  
 PUMP STATION UPGRADES  
 PUMP STATION SP TM 2013  
 PEMBERTON RD UPGRADE  
 WATER MAIN REPLACE SP TM 2013  
 WATER VEHICLES SP TM 2013  
 HAPPY HOLLOW ROAD SP TM 2013





Attachment 7



**Finance Committee**

Thomas Abdella  
Nancy E. Funkhouser  
Thomas Greenaway (Chair)  
Carol Martin  
Bill Steinberg  
David Watkins  
Gil Wolin

**BY ELECTRONIC MAIL ONLY**

October 6, 2014

Amy Nagle  
Assistant Attorney General  
Division of Open Government  
Office of the Attorney General  
One Ashburton Place  
Boston, MA 02108

Attn: Jonathan Sclarsic

**RE: Open Meeting Law Complaint Filed September 30, 2014**

Dear Mr. Sclarsic:

We write in reply to George Harris's most-recent complaint filed with us on September 30, 2014. Mr. Harris lists four different categories of complaints within his most recent filing.

His first complaint is that we waited too long to release executive session minutes for 2007-2009. Setting aside that these minutes date from a period before the effective date of the current Open Meeting Law, we thought we were doing a good thing by reviewing and releasing old executive session minutes.

Second, Mr. Harris complains that old minutes went missing. We acknowledged the missing minutes in open session. In response to Mr. Harris' complaint, last week I solicited copies of the missing executive session minutes from former members of the committee, and I have collected



them. Once we have reviewed these minutes in committee and determined whether it is appropriate to release them publicly in whole or in part, we will do so.

Third, Mr. Harris complains that roll call votes were not recorded in the minutes for several meetings, which we cannot dispute.

Fourth, Mr. Harris complains that we redacted small portions of the executive session minutes from 2007-2009 before we released them. The reason we did this is because the disclosure of those portions of the minutes would have a detrimental effect on the current or future bargaining position of the Town of Wayland.

Finally, we note that Mr. Harris made two helpful concessions on page two of his most-recent complaint. He wrote: "I do not question the right of the Committee to withhold these executive session minutes [pertaining to the current round of labor negotiations]. I also do not question the right of the Committee to continue to withhold the release of executive session minutes from the prior round of negotiations, presumably in 2011."

These concessions, if you take them, should help resolve Mr. Harris's July 10, 2014 complaint filed against us. In that complaint, Mr. Harris's theory was that we did not *ever* have a right to enter executive session to discuss labor negotiations, contrary to well-settled law.

But late last week, after he reviewed a draft of this letter, Mr. Harris explained that he planned to "clarify" with your office that he did not mean to concede the points he did his most recent complaint. We empathize with him for his unintentional errors, and we would understand if you chose to let Mr. Harris withdraw his concessions. We all make mistakes. To be clear, however, even if you let him go back to his old theory, he is still wrong.

With our response, we consider all open matters in the complaint resolved. Feel free to contact me at 617-988-1221 if you have any questions or if you need further information.

Very Truly Yours,

WAYLAND FINANCE COMMITTEE

Thomas Greenaway, Chair

cc: George Harris  
Mark Lanza, Town Counsel