



FREDERIC E. TURKINGTON JR.
TOWN ADMINISTRATOR
TEL. (508) 358-7755
www.wayland.ma.us

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

JOHN BLADON
STEVEN J. CORREIA
THOMAS J. FAY
JOSEPH F. NOLAN
SUSAN W. POPE

BOARD OF SELECTMEN
Monday, December 19, 2011
Wayland Town Building
Selectmen's Meeting Room

Proposed Agenda

Note: Items may not be discussed in the order listed or at the specific time estimated. Times are approximate.

- | | | |
|---------|------|--|
| 7:00 pm | 1.) | Call to Order by Chair <ul style="list-style-type: none">• Announcements; Review Agenda for the Public |
| 7:05 pm | 2.) | Public Comment |
| 7:15 pm | 3.) | Interview Candidates for Appointment to Boards and Committees <ul style="list-style-type: none">• Rebecca MacGregor (Senior Tax Relief Committee) |
| 7:30 pm | 4.) | Discussion with George Harris Regarding Open Meeting Law Complaint dated December 12, 2011, Relative to Distribution of Material by Email |
| 8:00 pm | 5.) | Action on Request from Dudley Chateau to Extend Hours to Serve Alcoholic Beverages from 12:00 Midnight to 1:00 a.m. on January 1, 2012 |
| 8:15 pm | 6.) | Consider and Approve Consent Calendar |
| 8:20 pm | 7.) | Review Correspondence |
| 8:30 pm | 8.) | Review of Research on Audit Committee Structure and Responsibilities |
| 8:50 pm | 9.) | Report of the Town Administrator |
| 9:00 pm | 10.) | Selectmen's Reports and Concerns <ul style="list-style-type: none">• Update on Selectmen's Goal of Enhanced Financial Reporting• Update on Energy Efficiency/Green Communities Initiatives• Discussion of Potential Articles for Annual Town Meeting• Discussion on Process for Annual Performance Review of Town Administrator |
| 9:29 pm | 11.) | Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any |
| 9:30 pm | 12.) | Adjourn |



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Monday, December 19, 2011
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CONSENT CALENDAR

1. Vote the Question of Approving and Signing the Weekly Payroll and Expense Warrants
2. Vote the Question of Approving the Application of New Sandy Burr Inc., dba Sandy Burr Country Club, for a License to Sell Alcoholic Beverages from Two Beverage Carts Operating on the Golf Course Grounds Located at 103 Cochituate Road in Wayland
3. Vote the Question of Approving the Half Marathon and 5K Road Race, "Katie's Races," in Memory of Wayland Resident Katie Lynch, on November 4, 2012, at 8:00 a.m. on Race Course as per Attachment
4. Vote the Question of Approving the Minutes of December 5, 2011



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**LIST OF PUBLIC DOCUMENTS
PROVIDED TO THE BOARD OF
SELECTMEN FROM DECEMBER 9, 2011
THROUGH AND INCLUDING
DECEMBER 15, 2011, OTHERWISE NOT
LISTED AND INCLUDED IN THE
CORRESPONDENCE PACKET FOR
DECEMBER 19, 2011**

Items Distributed To the Board of Selectmen – December 9– 15, 2011

1. Email dated December 9, 2011 from Town Administrator to Selectmen and media re: preview of December 12, 2011 meeting of the Board of Selectmen.
2. Email dated December 9, 2011 from Town Administrator to Selectmen and media re: removal of negative outlook on credit rating by Moody's Investors Services.
3. Email dated December 9, 2011 from Town Administrator to Selectmen and media re: appointment of Vincent J. Smith as Fire Chief effective February 25, 2012.

Items Distributed For Use by the Board of Selectmen at the December 12, 2011 Meeting

1. Final report dated June 2011 of the Town Meeting Procedures sub-committee chaired by Dennis Berry.
2. Email dated December 10, 2011 from Molly Upton; email dated December 10, 2011 from Linda Segal; email dated December 11, 2011 from Donna Bouchard to Selectmen; email dated December 12, 2011 from Judy Carrier; email dated December 12, 2011 from Mark Lucier; excerpt of minutes of July 26, 2010 meeting of the Board of Selectmen; all information relates to the discussion relative to scheduling of the Annual Town Meeting and whether to hold a Sunday session.
3. Email dated December 11, 2011 from Town Administrator to Selectmen, together with draft 2012 Annual Town Meeting schedule that presumes starting after spring school recess (late April).
4. Summary of information on audit committees from select towns as prepared by Selectman Sue Pope (December 9, 2011).
5. DRAFT letter dated December 12, 2011 in support of Local Energy Action Program grant prepared by Selectman John Bladon.
6. DRAFT letter dated December 15, 2011 for Selectmen in support of joint application for regional energy manager prepared by Town Administrator.
7. Proposal for Wayland Audit/Oversight Committee, submitted by Kent George and Tony Boschetto during public comment.
8. Memorandum dated December 12, 2011 from Gretchen Schuler, chair of Historic District Commission, regarding inspection of road improvements by Twenty Wayland, LLC submitted during public comment.



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Items Included as Part of Agenda Packet for Discussion During the December 19, 2011 Board of Selectmen's Meeting

1. Email dated November 28, 2011 from Rebecca MacGregor seeking appointment to Senior Tax Relief Committee, together with committee charge.
2. OML complaint and supporting documentation submitted by George Harris relative to the distribution of a draft op-ed piece to Selectmen on November 28, 2011 at 12:42 p.m. in advance of review and discussion on November 28, 2011 Selectmen's meeting; email exchange between the Town Administrator and Mr. Harris regarding meeting with complainant and seeking clarification of the complaint; and OML and regulations.
3. Email dated December 1, 2011 from Ken Phillips requesting extension of hours to serve alcoholic beverages on December 31, 2011 to 1:00 a.m. on January 1, 2012 at Dudley Chateau.
4. Research on audit committee charges from various towns; proposal for audit/oversight committee submitted by Kent George and Tony Boschetto on December 12, 2011.



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Monday, December 19, 2011
Wayland Town Building
Selectmen's Meeting Room

CORRESPONDENCE

Selectmen

1. Public Comment, Records Request
2. Letter of 12/2/11 from Board of Selectmen, Town of Erving, re: Support for House Bill No. 00200 Regarding Presidential Electors
3. Email of 12/11/11 from Donna Bouchard to Board of Selectmen, Finance Committee, and Board of Assessors re: Overlay Reserve for the 2012 Tax Recapitulation Filing
4. Memorandum of 12/12/11 from Gretchen Schuler, Historic District Commission, to Board of Selectmen, re: Construction of Route 27/126 Intersection
5. Letter of 12/13/11 from Board of Selectmen to Melanson & Heath re: Response to Letter Management regarding the Financial Statement and Independent Audit of the Town of Wayland for Fiscal Year Ended June 30, 2011
6. Board of Health Director's Report, December 12, 2011

Minutes

7. Personnel Board, November 21, 2011
8. Recreation Commission, October 4, 2011, November 8, 2011, November 30, 2011

Region

9. Email of 12/7/11 from Ed Bouquillon, Minuteman, re: Minuteman Trades Hall Capital Share
10. Email of 12/15/11 from Metropolitan Area Planning Commission Energy Services Coordinator re: Announcement of MAPC Regional ESCO Selection

State

11. Letter of 12/5/11 from Department of Environmental Protection re: Wastewater Management Plan
12. Letter of 12/6/11 from Public Employee Retirement Administration Commission (PERAC) re: Revisions to Chapter 32B
13. Email of 12/13/11 from Department of Revenue re: Tax Rate Approval Notification