

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

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

MARY M. ANTES
ANTHONY V. BOSCHETTO
EDWARD J. COLLINS
CHERRY C. KARLSON
JOSEPH F. NOLAN

BOARD OF SELECTMEN Monday, October 20, 2014 Wayland Town Building Selectmen's Meeting Room

Revised Proposed Agenda

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

- 7:00 pm 1.) Call to Order by Chair
- Announcements; Review Agenda for the Public
- 7:02 pm 2.) Public Comment
- 7:10 pm 3.) Meeting with Police Chief Robert Irving for Discussion regarding Change in Traffic Pattern at School Street/Route 30/West Plain Street
- 7:20 pm 4.) Joint Meeting with Ellen Brideau, Director of Assessing, and Board of Assessors, regarding Third Quarter Tax Bill and Request that the Town Distribute Information to the Public
- 7:35 pm 5.) Review and Potential Vote to Recommend to Finance Committee the FY 16 Capital Improvement Projects: IT, Public Buildings, Fire, and Conservation
- 8:00 pm 6.) Interview Applicants and Potential Vote to Appoint Members of Economic Development Committee for Three Vacancies with Terms to Expire on June 30, 2015, June 30, 2016, and June 30, 2017
- Nancy Boyle
 - Sean Fair
 - Seth Roman
- 8:10 pm 7.) Interview Applicants and Potential Vote to Appoint Members of the Council on Aging/Community Center Advisory Committee for Terms to Expire upon the Final Recommendation and Report of Committee
- Ken Isaacson (Member at Large)
 - Steve Correia (Member at Large)
 - Phyllis Jean Milburn (Member at Large)
 - Carol Martin (Designee of the Finance Committee)
 - Frank Krasin (Designee of the Recreation Commission)
 - Andrew Reck (Designee of the Planning Board)
 - Bill Sterling (Designee of the Council on Aging)
 - Julie Secord, Director of the Council on Aging (Ex Officio)
 - Ben Keefe, Public Building Director (Ex Officio)

BOARD OF SELECTMEN

Monday, October 20, 2014

Wayland Town Building, Selectmen's Meeting Room

Revised Proposed Agenda Page Two

- 8:20 pm 8.) Interview Applicants and Potential Vote to Appoint Associate Non-Voting Members of the Energy Initiatives Advisory Committee
- John Harper
 - Michael Staiti
 - Corinne Lenk
- 8:25 pm 9.) Potential Vote to Appoint Member to the Youth Advisory Committee as the Representative of the Clergy for a Term to Expire June 30, 2016
- Reverend Theodore F. Crass
- 8:30 pm 10.) Approve Amended On-Premises Liquor Licenses for Package Stores to Allow Opening on Sunday at 10:00 a.m. in Compliance with Massachusetts General Laws Chapter 138, Section 15
- Donelan's Supermarkets Inc.
 - Lavins Inc. of Wayland
 - Post Road Liquors Inc.
 - Eastbrook Inc. dba Sperry's Fine Wine, Brew and Cigars
 - Wayland Variety & Deli Corp.
 - P & P Liquors Inc. dba Wayland Wine and Spirits
- 8:35 pm 11.) Review and Approve Consent Calendar (See Separate Sheet)
- 8:40 pm 12.) Review Correspondence (See Separate Index Sheet)
- 8:45 pm 13.) Report of the Town Administrator
- 8:50 pm 14.) Selectmen's Reports and Concerns
- 8:55 pm 15.) Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
- 9:00 pm 16.) Enter into Executive Session pursuant to MGL Chapter 30A, Section 21a(3), with the Wastewater Management District Commission, to Discuss Strategy with Respect to Pending Litigation regarding the Case of Twenty Wayland, LLC and the Town of Wayland; and to Discuss Strategy with Respect to a Pending Action regarding the Glezen Lane Judgment; and to Discuss Strategy with Respect to Pending Litigation and Collective Bargaining, and pursuant to Massachusetts General Laws Chapter 30A, Section 21a (2) to Discuss Strategy with Respect to Contract Negotiations with Nonunion Personnel, and to Review and Consider for Approval and Potential Release the Following Executive Session Minutes Relative to the Said Subjects:
- September 14, 2011
 - November 28, 2011
 - March 5, 2012
 - March 28, 2012
 - August 20, 2012
 - November 5, 2012
 - January 7, 2013
 - May 6, 2013
- 10:00 pm 17.) Adjourn

DATE: OCTOBER 20, 2014
TO: BOARD OF SELECTMEN
FROM: NAN BALMER, TOWN ADMINISTRATOR
RE: CHANGE IN TRAFFIC PATTERN: SCHOOL STREET / RT. 30 / WEST
PLAIN STREET

**BOARD ACTION REQUESTED:
NONE REQUESTED.**

The Police Chief will review the traffic mitigation plan for the public and Board and respond to any questions.

The traffic mitigation for this intersection was approved by the Board on 9/29/14 and began on Monday October 20, 2014.

Attached is the Traffic Engineer's review and comment on:

- 1) John Dyer's proposed alternative traffic mitigation plan
- 2) A letter from Villa Restaurant advising the Board about its concerns about Option 1.

CC: Chief Irving



65 Glenn Street | 169 Ocean Blvd.
Lawrence, MA 01843 | Unit 101, PO Box 249
Hampton, NH 03842
T:978.794.1792 T:603.601.8154
TheEngineeringCorp.com

MEMORANDUM

TO: Mr. Stephen Kadlik, Director
Wayland Dept. of Public Works
195 Main Street
Wayland, MA 01778

DATE: 10/14/2014

FROM: Kevin R. Dandrade, PE, PTOE
Principal / Senior Project Manager

PROJECT NO.: T0494

RE: Commonwealth Road (Route 30) at East Plain Street / School Street
Review of Suggested Alternative from John Dyer & Comments from The Villa Restaurant

Review of John Dyer Concept

The Wayland Board of Public Works recently received a suggested alternative for the layout of the subject intersection from Mr. John Dyer for review as part of the interim and/or final reconfiguration of the lanes. The intersection of the three streets results in three defined intersections surrounding the Lokerville Green. Mr. Dyer's concept focuses on minor improvements to the easterly intersection at Commonwealth Road / East Plain Street, where three other private driveways (two for Mobil and one for The Villa/Mel's Diner) also intersect Commonwealth Road. The Dyer concept has the following notable features:

Advantages:

- Positions eastbound motorists on East Plain Street to orient their vehicles at approximately 90 degrees prior to negotiating the turn onto Route 30 eastbound
- Maintains two points of access to Route 30 eastbound via East Plain Street and School Street, which will have higher capacity (similar to the existing condition)
- Results in significantly less construction cost

Disadvantages:

- Does not address the turning movements at The Villa/ Mel's driveway
- Does not reduce the vehicular conflict points at any of the three intersections
- Does not encourage slower speeds on East Plain Street westbound
- Does not address conflict points at East Plain Street / School Street

This concept is expected to result in only minor improvements over the existing condition and does not adequately address the long-term needs for safety and capacity. If the Town desires to revert the intersection back to something closer to the existing conditions, Mr. Dyer's concept provides certain benefits.

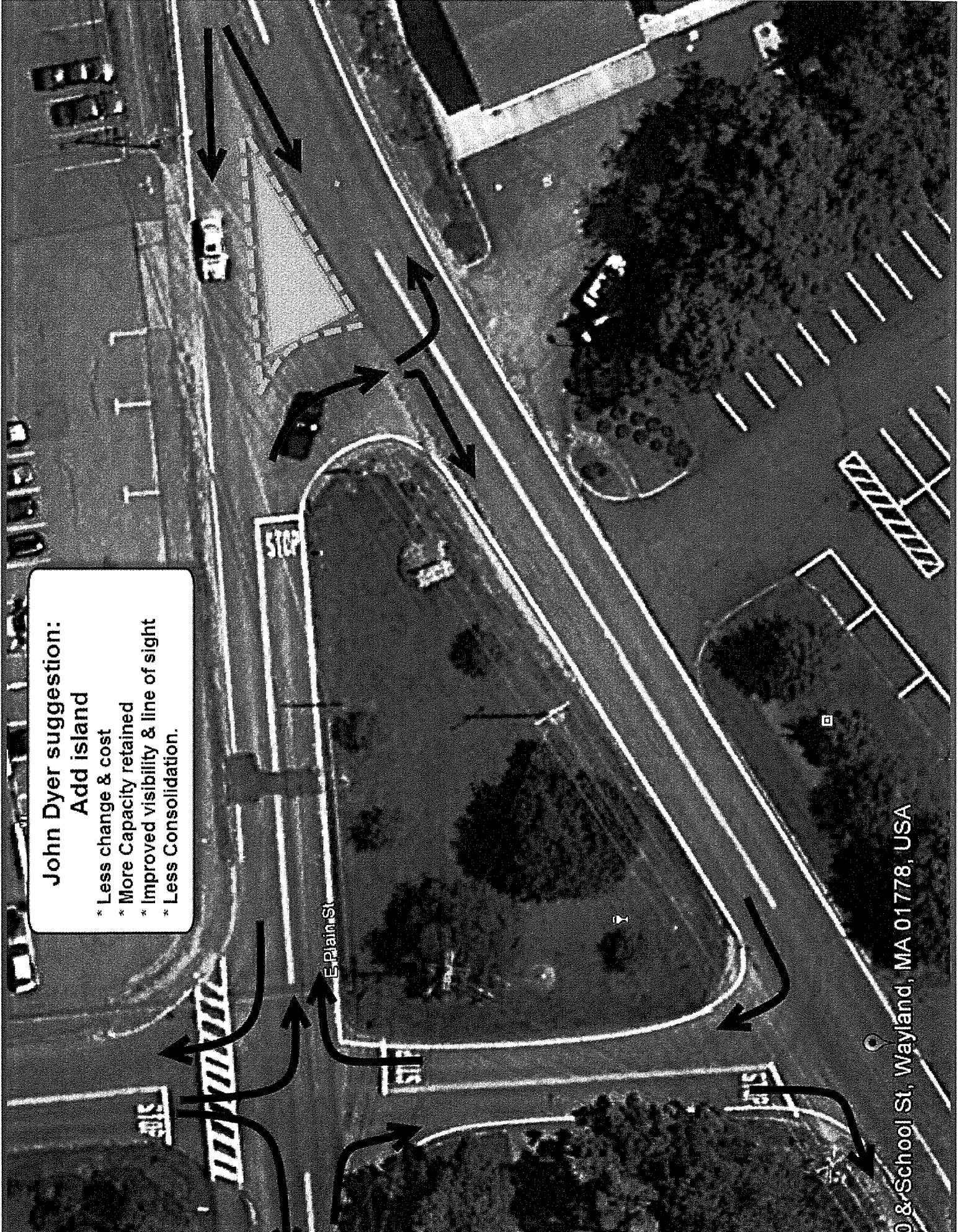
Review of Comment Letter from The Villa Restaurant

The property owner, Richard Schnetke, expressed concern about the potential for cut-through traffic on private property for those that seek to bypass the subject intersection(s). This should be primarily limited to the eastbound vehicles. With the increased delays associated with the consolidation of turns at School Street, the intersection delays are expected to increase. TEC recommends increased police monitoring during peak hours, most notably the weekday morning peak hours.

Please feel free to contact me at (978) 794-1792 x145 with any questions or follow-up comments. Thank you for your consideration.

**John Dyer suggestion:
Add island**

- * Less change & cost
- * More Capacity retained
- * Improved visibility & line of sight
- * Less Consolidation.



E. Plain St

0 & School St, Wayland, MA 01778, USA

R

RECEIVED

OCT - 9 2014

Board of Selectmen
Town of Wayland

The Villa Restaurant
124 East Plain St. (Rt. 30)
Wayland, MA. 01778
508-653-8570 thevillarest@verizon.net
www.villarestaurantwayland.com

October 8, 2014

*Board of Selectman
Wayland, MA. 01778*

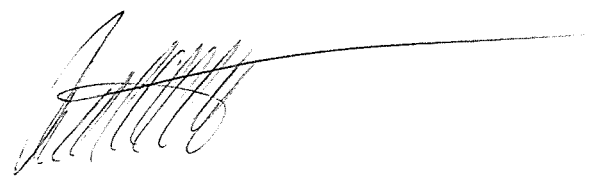
Board Members,

I am writing to you regarding the proposed changes to the intersection at Route 30 and East Plain Street, particularly your decision to elect Option 1 as a possible solution to your problem.

At an earlier meeting of your Public Works Board I explained that the town had tried this exact same traffic pattern change in the 1980's. The change was a failure and was abandoned. At the same time, it created an extremely dangerous situation for the customers of The Villa and Mel's Plaza. Drivers cut through both parking lots trying to avoid the gridlock caused by the changed traffic pattern. Many times at excessive speeds and often driving angrily due to their frustration with the traffic. On one occasion there was an accident that resulted in bodily injury.

I realize that this intersection needs to be improved. I made suggestions that were simple and inexpensive to Don Ouellette, your former head of Public Works. I believe Option 1 may create another dangerous situation by changing traffic patterns that encourages drivers to cut through private property. Especially, when the proposed plan has already been shown in the past to be a failure.

Before the board accepts Option 1, I urge you to consider the property owners abutting this intersection, the potential danger to their customers, employees, delivery people, as well as neighbors walking through the parking lots.



*Richard Schnetke
The Villa Restaurant*

Balmer, Nan

From: Balmer, Nan
Sent: Thursday, October 16, 2014 5:09 PM
To: 'thevillarest@verizon.net'
Subject: Correspondence of 10/8/14: Rt 30/W Plain /School St

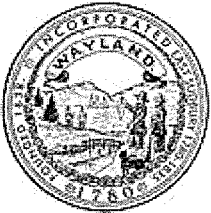
Dear Mr. Schnetke,

Thank you for your correspondence of October 8th. It has been forwarded to the Board of Selectmen. The Selectmen will meet with Police Chief Irving Monday evening at 7:00 pm to review the "Option 1" traffic mitigation trial which will begin Monday October 20th. The consensus of the Board is that, depending on the results of this trial, the Board is likely to pursue "Option 3" as a long term solution to the traffic issues at this intersection.

If you plan to attend the meeting, please let me know and I will advise the chair you may be present.

Thank you.

Nan Balmer, Town Administrator
Town of Wayland
41 Cochituate Road
Wayland, MA 01778
(508) 358-3620 office
(508) 237-1330 cell



PRESS RELEASE / WEBSITE POST

Town of Wayland

41 Cochituate Road, Wayland, MA 01778-2614
ph: 508-358-7701
fx: 508-358-3627

Change of Traffic Pattern: East Plain Street/School Street/Commonwealth Road

Effective Monday October 20, 2014, the traffic pattern at the intersection of East Plain Street, School Street and Commonwealth Road will be temporarily modified. This intersection, which encompasses the Lokerville Green, has been the scene of many traffic crashes, including fatalities, over the years. A traffic study by TEC, Inc. traffic consultants recommended that the Town of Wayland consider implementing several options to improve overall safety of the intersection. All of the options would reduce the number of conflicting traffic streams, better control the speed of turning movements, and consolidate turns onto Route 30 to a singular location.

As part of the process to determine the best option, a temporary traffic plan will be implemented on October 20th. This plan will consist of making the section of East Plain Street in front of the Villa Restaurant a one-way road heading in a westerly direction. Reflectorized traffic barrels, road delineators, and barricades will be used to narrow part of the roadway. Temporary regulatory traffic signs will be used to restrict flow along the northerly end of Lokerville Green to westbound only. This temporary traffic control plan was approved by the Board of Public Works on July 9th and by the Board of Selectmen on September 29th.

It is anticipated that this temporary traffic control plan will be in place for two months. Motorists are asked to use extra caution when driving through this intersection and to use School Street to access Route 30. Side street delays are expected to be higher during this interim period. Town staff and the consultant will be monitoring the results of the temporary changes as long-term solutions are considered.



Town of Wayland
41 COCHITUATE ROAD
WAYLAND MASSACHUSETTS 01778
www.wayland.ma.us TEL. 508-358-3788

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OFFICE STAFF

Ellen M. Brideau, MAA Director of Assessing
Denise Ellis, Assistant Assessor
Jessica Marchant, Administrative Assessor
Savitri Ramgoolam, Department Assistant

BOARD OF ASSESSORS

Susan M. Rufo, Chair
Jayson Brodie, Vice Chair
Molly Upton
Zachariah L. Ventress
David Hill

MEMO

TO: BOARD OF SELECTMEN
FROM: BOARD OF ASSESSORS
SUBJECT: BOARD ACTION REQUESTED – FY 15 TAX BILL INCREASE
DATE: 10/14/2014

BOARD ACTION REQUESTED:

IMPLEMENT A TOWNWIDE NOTIFICATION TO ALL PROPERTY OWNERS OF THE 3RD AND 4TH QUARTER TAX BILL INCREASES VIA NEWSPAPER ARTICLE, WEBSITE NOTICE AND EMAIL BLAST.

April Town meeting appropriations have a projected 8.3% increase on the property tax levy.

Historically, the total anticipated tax increase was added to both the preliminary 1st and 2nd quarter bills as well as the final 3rd and 4th quarter bills. This practice was questioned and after a review with the Bureau Chief of Municipal Law, Kathleen Colleary, it was determined that although this practice was kinder to the residents it is not allowed by Proposition 2 ½. Therefore, residents will see a substantial increase on the 3rd and 4th quarter bills to make up the difference.

The Board of Assessors believes this information should come from the Board of Selectmen as the Board of Assessors only has jurisdiction over property assessments and not town appropriations. This advanced notification will allow taxpayers to plan accordingly.

DATE: OCTOBER 20, 2014
TO: BOARD OF SELECTMEN
FROM: NAN BALMER, TOWN ADMINISTRATOR
RE: CAPITAL PROJECTS FOR DEPARTMENTS UNDER THE
JURISDICTION OF THE BOARD OF SELECTMEN

BOARD ACTION REQUESTED:

**CONSIDER VOTE ON CAPITAL PROJECTS FOR DEPARTMENTS UNDER THE
BOARD'S JURISDICTION SO THAT THEY CAN BE FORWARDED TO THE
FINANCE COMMITTEE**

Attached please find the following:

1. A summary of FY 16 Capital Requests from departments under the jurisdiction of the Board of Selectmen.*
2. Detailed information and CIP forms for
 - a. Public Buildings
 - b. Information Technology
 - c. Fire
3. Status Report on prior year Capital Requests, dated 9/18/14
4. Five Year Capital Plan Adopted in FY 15

Facilities Director John Moynihan and Technology Director Leisha Simon will review these projects with you. Please note that Ms. Simon will not be presenting the \$100,000 capital project for MUNIS or other new software for tax billing.

*** At the meeting of November 3rd, I will request a review with the Board of what units of government are under the jurisdiction of the Selectmen. Section 19-4 of the Town Finance Code states: "The Town Boards, officers, and committees under the Board of Selectmen's jurisdiction shall be defined as those boards, officers and committees appointed by the Board of Selectmen in accordance with the town's by-laws and / or state law. I have been advised that past practice may have been to exclude Conservation and COA from this definition.*

TOWN OF WAYLAND
 FY 16 CAPITAL PROJECTS FOR UNITS OF GOVERNMENT UNDER THE JURISDICTION OF BOARD OF SELECTMEN
 OCTOBER 20, 2014

PUBLIC BUILDINGS	PROJECT TOTALS	TOTAL - DEPARTMENT	TOTAL
Town Building - Exterior Paint	60,000		
Town Building - Design for Window Replacement	125,000		
Council on Aging - Design for 18,000 COA / Community Center	500,000		
Library - Window Replacement	72,000		
Library - Remove underground storage tank	25,000		
Public Safety - Wastewater Collection and pump system	50,000		
Fire Station 2: Supplemental funding for septic system	35,000		
TOTAL PUBLIC BUILDINGS		867,000	
INFORMATION TECHNOLOGY			
Town / School: "SAN" Enhancement Project - Upgrade storage (hardware) and software for virtual desktop improvement for town and school	100,000		
Police: Watch Guard video and desktop virtualization	30,000		
Library: Upgrade storage for desktop virtualization	26,000		
Finance: Move Tax Billing to new software platform	100,000		
TOTAL - IT DEPARTMENT		256,000	
COA			
<i>PROJECT IS INCLUDED IN PUBLIC BUILDINGS</i>			
CONSERVATION			
<i>PROJECT DESCRIPTION NOT RECEIVED - DISCUSS WITH TOWN ADMINISTRATOR WHETHER SELECTMEN HAVE ANY JURISDICTION OVER CONSERVATION PROJECTS</i>			
	721,800		
		721,800	
POLICE			
<i>NO FY 16 CAPITAL PROJECTS</i>			
FIRE			
Breathing Apparatus Bottles (48 Air Tanks)	48,000		
Replace Duty officer's Vehicle	55,000		
		103,000	
TOTAL CAPITAL REQUESTS FOR DEPARTMENTS UNDER BOARD JURISDICTION			1,947,800



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

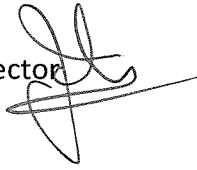
John J. Moynihan, MCPPO
PUBLIC BUILDINGS DIRECTOR
TEL. (508) 358-3786
www.wayland.ma.us

BOARD OF SELECTMEN
MARY M. ANTES
ANTHONY V. BOSCHETTO
EDWARD J. COLLINS
CHERRY C. KARLSON
JOSEPH F. NOLAN

MEMORANDUM

To: Nan Balmer, Town Administrator
John Senchyshyn, Assistant Town Administrator

cc: Patrick Morris, Facilities Manager

From: John Moynihan, Public Buildings Director 

Date: September

Subject: FY16 – FY20 Capital Requests

Attached you will find a summary spreadsheet of anticipated capital requests for FY16 through FY20.

The Capital Improvement forms associated with the FY16 requests will be completed after the review by yourself and John Senchyshyn regarding the appropriateness of the requests.

Following please find a summary of the FY16 requests.

FY16

TOWN BUILDING

Exterior Painting & Repairs -- \$60,000.

This request is to supplement last year's approved \$70,000 request for repairs and painting. When estimates for the work were received they far exceeded this amount and are now estimated to be between \$115,000 and \$120,000. This \$60,000 request provides this additional funding.

Design for Windows Replacement at TB -- \$125,000

These funds will be used to hire a designer to draw up plans and specifications to replace all the windows in the Town Building. There is an FY17 request for construction funding associated with this work for \$1,285,000.

COUNCIL ON AGING

The Council on Aging is proposing to construct a new facility on the site of the current day care building at the Town Center. This site has been designated as a future municipal -use site. The FY16 request is for \$500,000 to design a new 18,000 square foot facility for the COA/Community Center for Town-wide use. Construction funding will be requested in FY17 for a total project cost anticipated to be \$5M.

LIBRARY

This request is to replace the windows in the rotunda section of the original library building on both the ground and 1st floor. Based on the curvature of the windows and frames and the intricate work associated with construction of rounded windows, the anticipated cost of the project is \$72,000.

The second request for the library is for \$25,000 to be used to remove what will become an abandoned underground storage tank. This will be necessitated after conversion of the building from oil to natural gas when the ESCO project that is just getting underway is completed.

PUBLIC SAFETY BUILDING

There is a request for \$50,000 to design and install an above-grade wastewater collection and pump system to replace a below-grade system that has been problematic for several years.

FIRE STATION 2

This request for \$35,000 is to supplement a request made in FY12 of \$60,000 to replacing the aging septic system and paving around the building. When the system was finally designed in late 2013, the cost of the project had escalated beyond the \$60,000 appropriated. This supplementary request should ensure that the septic system replacement and paving gets accomplished in FY16.

FY17 -- FY20

The variety of planning and construction projects in Town buildings over the next four years is summarized below.

TOWN BUILDING

As mentioned, there will be a \$1,285,000 window and door replacement in the Town Building.

Between FY17 and FY19, there will be a \$3M request to design and replace the mechanical and electrical systems in the Town Building, along with \$500,000 request for interior renovations.

LIBRARY

In FY18 the library has requested funding to construct a new 32,000 square foot new library with a price tag of \$12.8M. If the library receives a grant from the state, this could be offset by as much as 40%.

FIRE STATION 2

In FY18 there is a request for \$25,000 to perform interior renovations on the space currently used as the Art Center.

TRANSFER STATION

In FY20 there is a request for \$100,000 to renovate the existing office/garage facility at the Transfer Station.

If you have any questions about any or all of the above, I would be happy to discuss it with you.



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 approve amount which is now estimated to be between \$115,000 and \$120,000. This request is for an additional \$60,000.
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PROJECT JUSTIFICATION:	The exterior of the building was last painted in 2007 and is in need to repainting.
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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
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							\$ -	
TOTAL	\$ 70,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 130,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <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		
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:

Mechanical/Electrical Improvements at Town Building	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:

Upgrade and replace existion duct work and Mechanical equipment in the Attic including the replacement of the A/C compressors and AHU on the roof of the land use building. Also included in this request is upgrading of the main electrical switch gear and installation of an emergency generator and associated transfer switch.

PROJECT JUSTIFICATION:

Current duct work and mechanical equipment is failing and the addition of a generator will provide power to the building during power losses.

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				250,000			\$ 250,000	
2. LAND							\$ -	
3. CONSTRUCTION					2,766,250		\$ 2,766,250	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
TOTAL			\$ -	\$ 250,000	\$ 2,766,250	\$ -	\$ 3,016,250	

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		Will result in improved energy consumption
4. Will this Capital Request impact personnel?	X		Will improve employee and visitor 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:

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 replaced 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 temperature swings in Town Building

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							\$ -	
TOTAL		\$ 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 confort

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:

Interior Renovations Town Building	Y
<small>Project Title</small>	<small>Included in Prior 5 Year Capital Plan? (Y/N)</small>

PROJECT SPONSOR:

Selectmen/ Facilities Department	John Moynihan
<small>Sponsor (Advocate) Name</small>	<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:

Interior reconfiguration and renovation through out the building. Areas Could include current COA, Landuse and School Dept. offices

PROJECT JUSTIFICATION:

With several possible Building projects proposed that would effect the use of town building this request would provide funding to better utilize the space at town building.
--

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				375,000		125,000	\$ 500,000	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
TOTAL			\$ -	\$ 375,000	\$ -	\$ 125,000	\$ 500,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <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:

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

PROJECT SPONSOR:	Selectmen/ Facilities Department/ COA	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:	The COA Board has proposed building a new facility at the municipal pad 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
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PROJECT JUSTIFICATION:	The current COA space at the town building is to small to maintain the level of service and programs as the population ages and more residents 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							\$ -	
TOTAL		\$ 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:

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							\$ -	
TOTAL		\$ 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:	Design and Construction of a New Library	Y
	<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:	Selectmen/ Facilities Department/ Board of Library Trustees	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:	Design and Construction of a new 32,000 SF Library on a site to be determined
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PROJECT JUSTIFICATION:	The Library programs are currently in a building built in 1905 and renovated in 1988. The space does not provide room to allow the staff to run programs to meet today's guidelines
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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
		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				12,800,000			\$ 12,800,000	
4. EQUIPMENT							\$ -	
5. OTHER							\$ -	
TOTAL			\$ -	\$ 12,800,000	\$ -		\$ 12,800,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <u>Increase</u> operating costs?	X		A larger facility will increase the utility costs over the current building
3. Will this Capital Request <u>Decrease</u> operating costs?		X	
4. Will this Capital Request impact personnel?	X		Will allow for more programming

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 restoratopn of the front lawn after removal
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PROJECT INFO:	Library Oil Tank Removal
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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
		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							\$ -	
TOTAL		\$ 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 <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		
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	
<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:

Design and construct a sewer collection system to be located within the existing 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							\$ -	
TOTAL		\$ 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 <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		
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
<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:

The request is may for funds to supplement the request approved in FY12 to replace the aging septic sytem 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							\$ -	
TOTAL	\$ 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 <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		
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 Interior Renovations	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:

Based on the facilities audit this request is to fund future interior renovation of the building
--

PROJECT JUSTIFICATION:

Reconfiguration of the space currently used as the Atrs Center
--

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							\$ -	
TOTAL			\$ -	\$ 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:

	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:

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							\$ -	
TOTAL		\$ 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 <u>Increase</u> operating costs?		X	
3. Will this Capital Request <u>Decrease</u> 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 IT

To: Board of Selectmen
CC: Nan Balmer, John Senchshyn
From: Leisha Simon, Technology Director
Date: 10/16/2014
Re: Town of Wayland FY16 CIP

I have enclosed the Capital quotes that support the IT CIP Requests for FY16. Below is a summary of these requests. The first three requests support our continuation of server and desktop virtualization for greener computing and improved desktop management and server maintenance and support.

Town SAN Enhancement Project \$100,000 (Town and School Business Users)

- Upgrade storage hardware/capacity to improve end-user virtual desktop experience and storage capacity.
- Software application purchase (Unidesk) for improved Thin Client Desktop deployment and management.

PSB Virtualization Project \$30,000

- Upgraded storage hardware/capacity for Watch Guard police videos and desktop virtualization.

Library Virtualization Project \$26,000

- Upgraded storage hardware/capacity for server and desktop virtualization.

Document Management

- Project implementation was initiated from BDMP recommendation to for a document/records management system. We began this project in FY14 with
 - Software Purchase: EMC Application Xtender (AX) and Workflow; purchase, installation & training
 - Digitized BOS Packets – Scanned & Imported into AX
- We plan to continue this project with an expansion in staff training on AX and getting more Departments involved in digitizing documents.
- We will be exploring the addition of Online Forms for data input into AX.
- Most funds will be used to digitize paper documents and import into AX.

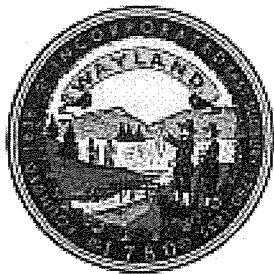
TOWN OF WAYLAND

STATEMENT OF WORK

TOWN SAN ENHANCEMENT PROJECT

MASS CONTRACT ITC47

August 17, 2014



PREPARED FOR:

Leisha Simon

IT Director

Town of Wayland

41 Cochituate Rd.

Wayland, MA 01778

Phone: (508) 358-3623

PREPARED BY:

Ben Sheng

VP of Engineering

PJ Systems, Inc. DBA HiQ

Computers

617-951-4650 x 103

25 Drydock Ave

Boston, MA 02210

www.HiQ.com



Executive Summary

The following document is being provided by PJ Systems Inc., DBA HiQ Computers, to the Town of Wayland. This document will outline the tasks to perform Town Storage Area Network (SAN) Infrastructure Upgrade Project.

Contact information:

Leisha Simon
IT Director
Town of Wayland
Phone: (508) 358-3714

Ben Sheng
VP of Engineering
PJ Systems, Inc. DBA HiQ Computers
617-951-4650 x 103



Statement of Work

The following services will be performed as part of this engagement. The tasks detailed in this section will be provided to the Town of Wayland (Order of events may differ from the order shown below):

New Storage Deployment

Work with TOW IT to deploy a new Dell EQL Storage for TOW main Datacenter
Upgrade and Deploy 10G iSCSI switching device

Thin Client UniDesk Deployment

Establish UniDesk Thin Client Management environment that can support up to 100 Thin Clients

Project Assumptions

- HiQ will be granted access to the appropriate systems and personnel to carry out the project.
- Where applicable, Wayland is responsible for backup and archiving of all data covered by this project agreement. HiQ agrees to make a reasonable effort to maintain data integrity while working on any device covered by this agreement; however HiQ does not make any assurance that Wayland will never experience data loss.
- All travel related expenses are included in project pricing.



Pricing and Approval

Hardware:

Ultra-high performance 10G Dell Equal Logic Storage with SSD, 5-Year Warranty

Cost is \$56950

Two (2x) Cisco 24-port Gigabit Switch with 10G uplink, 3-year warranty

Cost is \$9295

Hardware Total \$66,245

Software:

UD ThinClient Management for 100U \$13,500

Engineering Services:

SAN infrastructure enhancement, deploy new SAN devices and iSCSI Switch

Service cost is \$1160

Engineering service for UD Deployment \$2320

Cost Summary:

Hardware \$66,245

Software \$13,500

Implementation Service \$3,480

Total \$83,225

Thank you for the opportunity to submit our proposal to assist with your current and future needs and requirements. We look forward to the opportunity to discuss this initiative further.

If you have any questions or concerns regarding the information presented in this Statement of Work, please contact Ben Sheng at (617) 951-4650 x103, or by email at bsheng@hiq.com.

TOWN OF WAYLAND

STATEMENT OF WORK

TOWN PSB VIRTUALIZATION ENHANCEMENT PROJECT

MASS CONTRACT ITC47

August 17, 2014



PREPARED FOR:

Leisha Simon

IT Director

Town of Wayland

41 Cochituate Rd.

Wayland, MA 01778

Phone: (508) 358-3623

PREPARED BY:

Ben Sheng

VP of Engineering

PJ Systems, Inc. DBA HiQ

Computers

617-951-4650 x 103

25 Drydock Ave

Boston, MA 02210

www.HiQ.com



Executive Summary

The following document is being provided by PJ Systems Inc., DBA HiQ Computers, to the Town of Wayland. This document will outline the tasks to perform Town Public Safety Building Virtualization Infrastructure Upgrade Project.

Contact information:

Leisha Simon
IT Director
Town of Wayland
Phone: (508) 358-3714

Ben Sheng
VP of Engineering
PJ Systems, Inc. DBA HiQ Computers
617-951-4650 x 103



Statement of Work

The following services will be performed as part of this engagement. The tasks detailed in this section will be provided to the Town of Wayland (Order of events may differ from the order shown below):

New Storage Deployment

Work with TOW IT to deploy a new Dell EQL Storage and Secondary backup Storage for PSB

Migrate VMs to New Storage

Migrate all existing VMs to new storage
Re-target secondary storage for on-disk data backup

Establish VM Replication

Working with TOW IT, create new VM replication scheme utilizing the latest features provided by VMware so there is DR backup for all PBS servers are WPS Datacenter
Create a 24-day snapshot schedule along with the replication to ensure data backup

Thin Client Deployment

Establish VMware Horizon 5.3 Thin Client environment that can support up to 10 Thin Clients

Project Assumptions

- HiQ will be granted access to the appropriate systems and personnel to carry out the audit. TOW IT will establish necessary WAN connections for remote access and Replication
- Where applicable, Wayland is responsible for backup and archiving of all data covered by this project agreement. HiQ agrees to make a reasonable effort to maintain data integrity while working on any device covered by this agreement; however HiQ does not make any assurance that Wayland will never experience data loss.
- All travel related expenses are included in project pricing.



Pricing and Approval

Hardware:

Entry Level Dell Equal Logic Storage with 36TB RAW Capacity with 5-Year Warranty

Cost is \$15950

Backup NAS Storage with 32TB RAW capacity

Cost is \$2995

Hardware Total \$18,945

Software:

VMware Horizon Thin Client for 10U \$2965

Engineering Services:

VM infrastructure enhancement, deploy new storage devices, migrate VMs, and establish backup and replication

Base service cost is \$4640

Engineering service for Thin Client Deployment \$2320

Cost Summary:

Hardware \$18,945

Software \$2,965

Implementation Service \$6960

Total \$28870

Thank you for the opportunity to submit our proposal to assist with your current and future needs and requirements. We look forward to the opportunity to discuss this initiative further.

If you have any questions or concerns regarding the information presented in this Statement of Work, please contact Ben Sheng at (617) 951-4650 x103, or by email at bsheng@hiq.com.

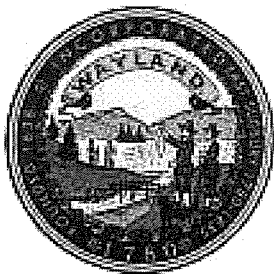
TOWN OF WAYLAND

STATEMENT OF WORK

TOWN LIBRARY SERVER VIRTUALIZATION PROJECT

MASS CONTRACT ITC47

August 14, 2014



PREPARED FOR:
Leisha Simon
IT Director
Town of Wayland
41 Cochituate Rd.
Wayland, MA 01778
Phone: (508) 358-3623

PREPARED BY:
Ben Sheng
VP of Engineering
PJ Systems, Inc. DBA HiQ
Computers
617-951-4650 x 103
25 Drydock Ave
Boston, MA 02210
www.HiQ.com



Executive Summary

The following document is being provided by PJ Systems Inc., DBA HiQ Computers, to the Town of Wayland. This document will outline the tasks to perform Town Library Server Virtualization Project and Optional ongoing support.

Contact information:

Leisha Simon
IT Director
Town of Wayland
Phone: (508) 358-3714

Ben Sheng
VP of Engineering
PJ Systems, Inc. DBA HiQ Computers
617-951-4650 x 103



Statement of Work

The following services will be performed as part of this engagement. The tasks detailed in this section will be provided to the Town of Wayland (Order of events may differ from the order shown below):

VM Host Deployment

Work with TOW IT and Library to deploy a new VMware host server with vSphere Essential Plus licensing.
Create vCenter Server

Virtualize Existing Server

Work with TOW IT and Library to virtualize the Existing Server.
Enable VSS for on-disk data backup

Establish VM Replication

Working with TOW IT, create new VM replication scheme utilizing the latest features provided by VMware.
Create a 24-day snapshot schedule along with the replication to ensure data backup

Optional Thin Client Deployment

Establish VMware Horizon 5.3 Thin Client environment that can support up to 10 Thin Clients

Optional Ongoing Support

Provide ongoing support for 1-year for the new VM environment

Project Assumptions

- HiQ will be granted access to the appropriate systems and personnel to carry out the audit. TOW IT will establish necessary WAN connections for remote access and Backup
- Where applicable, Wayland is responsible for backup and archiving of all data covered by this project agreement. HiQ agrees to make a reasonable effort to maintain data integrity while working on any device covered by this agreement; however HiQ does not make any assurance that Wayland will never experience data loss.
- All travel related expenses are included in project pricing.



Pricing and Approval

Hardware:

Dell PowerEdge T420
(Dual CPU, 96GB RAM, 6x 600GB SAS Hard Disk, RAID6, Redundant Power
6 NIC Ports, 3-Year Warranty)
Server Hardware Cost is \$6695

Small External NAS storage for local backup 3TB mirrored \$750

Software:

VMware vSphere Essential Plus Bundle with 1-Year Subscription
Server Software Cost is \$5500

VMware Horizon Thin Client for 20U \$5930

Engineering Services:

VM infrastructure build-out, virtualizing existing old server, Setup backup routines
both locally and remotely
Base service cost is \$4640

Engineering service for Thin Client Deployment \$2320

Ongoing support for VM infrastructure (server side support only)
With Thin Client \$900/month

Cost Summary:

Hardware \$7445
Software \$11430
Implementation Service \$6960
Total \$25835

Ongoing support:
\$900/month

Thank you for the opportunity to submit our proposal to assist with your current and future needs and requirements. We look forward to the opportunity to discuss this initiative further.

If you have any questions or concerns regarding the information presented in this Statement of Work, please contact Ben Sheng at (617) 951-4650 x103, or by email at bsheng@hiq.com.



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY16 - FY20 (FIVE YEARS)

PROJECT INFO:

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

PROJECT SPONSOR:

IT Department	Leisha Simon
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

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

PROJECT DESCRIPTION:

Upgrade Town and School Data Center SAN Storage device, blade servers and add management software for Virtual Machines.

PROJECT JUSTIFICATION:

Original Data Center storage and server units are out-dated (2009) and in need of upgrade/replacement.
--

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
n/a		
n/a		
		x

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2016	2017	2018	2019	2020	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION								
4. EQUIPMENT		100,000		60,000		60,000	\$ 220,000	
5. OTHER							\$ -	
TOTAL			\$ -	\$ -	\$ -	\$ -	\$ 220,000	

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:

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

PROJECT SPONSOR:

IT Department	Leisha Simon
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

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

PROJECT DESCRIPTION:

Upgrade Public Safety Building (PSB) Data Center and introduce thin client/virtual desktop computers.

PROJECT JUSTIFICATION:

PSB data center is over 5 years old and in need of upgrading. Client virtualization is best direction for desktop management.

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
n/a		
n/a		
		x

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2016	2017	2018	2019	2020	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION								
4. EQUIPMENT		30,000					\$ 30,000	
5. OTHER							\$ -	
TOTAL			\$ -	\$ -	\$ -	\$ -	\$ 30,000	

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:

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

PROJECT SPONSOR:

IT Department	Leisha Simon
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

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

PROJECT DESCRIPTION:

Upgrade Library Data Center and introduce thin client/virtual desktop computers.
--

PROJECT JUSTIFICATION:

Library data center is over 5 years old and in need of upgrading. Client virtualization is best direction for desktop management.

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
n/a		
n/a		
		x

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2016	2017	2018	2019	2020	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION								
4. EQUIPMENT		26,000					\$ 26,000	
5. OTHER							\$ -	
TOTAL			\$ -	\$ -	\$ -	\$ -	\$ 26,000	

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:

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

PROJECT SPONSOR:

IT Department on behalf of Finance	Leisha Simon
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

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

PROJECT DESCRIPTION:

Move Tax Billing to the Munis software platform.
--

PROJECT JUSTIFICATION:

Consolidation of all Finance functions into one Software System - Munis.
--

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
n/a		
n/a		
		X

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2016	2017	2018	2019	2020	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION								
4. EQUIPMENT							\$ -	
5. OTHER		100,000					\$ 100,000	
TOTAL							\$ 100,000	

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		Yearly maintenance costs. (\$10,000)
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			

WAYLAND FIRE DEPARTMENT FY16-FY20 CIP REQUEST NARRATIVE

CONCLUSION

A great deal of time and effort went into the preparation of this 5-year CIP that was designed to identify priorities for the Wayland Fire Department in order to continue to provide the services the Town of Wayland expects and deserves. As Chief, it is my obligation to critically review the plans prepared in the past, evaluate the present conditions and services, and provide direction for the future in this CIP that covers fiscal years 2016-2020. This is not a project that should be attempted by an individual, regardless of a long term familiarity with the operations of the Wayland Fire Department. The following people provided invaluable assistance to me in preparing this CIP. I wish to thank the following people for their time, advice, and assistance.

- Deputy Fire Chief David Houghton
- Joe Nolan, Chairman, Board of Selectmen
- Interim Town Administrator Robert Mercier
- Town Administrator Designee Nan Balmer
- Assistant Town Administrator John Senchyshyn
- Finance Director Brian Keveny
- Finance Committee Member/Public Safety Liaison Nancy Funkhouser

Capital improvement requests that are approaching sooner, rather than later, have been subjected to far more study, investigation, and detailed cost analysis than those requests that are farther out in the plan. You will conversely find that there is less detailed information and less precision in the cost estimates of the requests in this narrative that are farther out in the plan. Please be assured that I am available to answer any questions or help with clarifications regarding the Wayland Fire Department's FY2015-2019 CIP. Please feel free to call me at 508-358-6910 or email me at vsmith@wayland.ma.us.

Vincent J. Smith

Fire Chief



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY16 - FY20 (FIVE YEARS)

PROJECT INFO:

FY 16 "Project A" - Replace breathing apparatus air tanks	Yes
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

Fire Chief Vincent J. Smith (vsmith@wayland.ma.us)	508-358-6910
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

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

PROJECT DESCRIPTION:

Purchase 48 self-contained breathing apparatus bottles (air tanks). Replace our existing tanks that have exceeded their useful and safe lifetime
--

PROJECT JUSTIFICATION:

After 15 years, our existing tanks are no longer allowed to be used due to the breakdown of the materials of which they are constructed.
--

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
		Yes
		Yes
		Yes
		Yes
		Yes

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2016	2017	2018	2019	2020	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION								
4. EQUIPMENT		48,000					\$ -	
5. OTHER			1,035,000	395,000	60,000	294,000	\$ -	
TOTAL		\$ 48,000	\$ 1,035,000	\$ 395,000	\$ 60,000	\$ 294,000	\$ 1,832,000	

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		Provides safe emergency response personal protective equipment

FUNDING SOURCES:

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

NOTE: FY 16 has two projects. If project A (\$48K) and project B(\$55K) go forward, the FY16 total amount will be \$103K and the total amount (5 Yr. CIP) would be \$ 1,887,000.



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

CAPITAL APPROPRIATION REQUEST FY16 - FY20 (FIVE YEARS)

PROJECT INFO:

FY 16 "Project B" - Replace duty officer's SUV with new vehicle.	Yes
<i>Project Title</i>	<i>Included in Prior 5 Year Capital Plan? (Y/N)</i>

PROJECT SPONSOR:

Fire Chief Vincent J. Smith (vsmith@wayland.ma.us)	508-358-6910
<i>Sponsor (Advocate) Name</i>	<i>Contact Information</i>

APPROVING BODY / VOTE:

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

PROJECT DESCRIPTION:

Purchase a new SUV (2015 or 2016 model). Relegate our current primary SUV (model year 2011) to secondary SUV status. Trade in our current secondary SUV (2008) to reduce the cost of the overall project.

PROJECT JUSTIFICATION:

This vehicle used daily is on a 4-6 year replacement schedule, then the vehicle is relagated to back-up use for 4-6 more years.

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
		Yes
		Yes
		Yes
		Yes
		Yes

EXPENDITURE SCHEDULE:

ELEMENT	Prior to Date	2016	2017	2018	2019	2020	TOTAL	Comments
1. PLANNING & DESIGN							\$ -	
2. LAND							\$ -	
3. CONSTRUCTION							\$ -	
4. EQUIPMENT							\$ -	
5. OTHER		55,000	1,035,000	395,000	60,000	294,000	\$ -	
TOTAL		\$ 55,000	\$ 1,035,000	\$ 395,000	\$ 60,000	\$ 294,000	\$ 1,839,000	

OPERATIONAL BUDGET IMPACT:

	YES	NO	If YES, please provide details.
1. Will this Capital Request generate new revenue?		X	
2. Will this Capital Request <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		Provides safe emergency response

FUNDING SOURCES:

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

NOTE: FY16 has two projects. If project A (\$48K) and project B(\$55K) go forward, the FY16 total amount will be \$103K and the total amount (5 Yr. CIP) would be \$ 1,887,000.

Wayland Fire Department, Capital Improvement Plan (CIP) Narrative

Prepared by Chief Vincent J. Smith

August 2014

Purpose of This Document

This document has been prepared to accompany the Wayland Fire Department's FY16-FY20 Capital Improvement Plan (CIP) request. The submitted spreadsheets (2) do not allow enough information to be entered, so this document has been prepared to provide additional information for each capital improvement item without the limitations imposed by the supplied spreadsheets.

Changes From the Previous CIP

The overall strategy to secure funding for necessary capital purchases and the replacement schedules that have been in place for many years are well proven and based on sound principles and practices. These strategies are continued into this year's CIP. In all cases, projects in last year's CIP are moved up one year.

FY16 REQUEST – PART A, BREATHING APPARATUS BOTTLES (AIR TANKS)

CATEGORY = EQUIPMENT, COST PROJECTION = \$ 48,000.

FY16 REQUEST – PART B, REPLACE DUTY OFFICER'S VEHICLE

CATEGORY = VEHICLE, COST PROJECTION = \$ 55,000.

FY16 Request - Components

FY16A breathing apparatus bottles (tanks), Category=Equipment and FY16B Replace Duty officer's vehicle, Category=Vehicle. These two FY16 requests are independent of each other. Please note that I have submitted 2 CIP forms this year, one for each project. If both projects are funded, the total FY16 amount will be \$103K and the 5 year total will be \$1,887,000.

FY16A Request - Breathing Apparatus Bottles (Tanks), Overall Objective

The pressurized air tanks that are used with our self-contained breathing apparatus are inherently dangerous due to the high pressure of breathing air that is contained within. The National Fire Protection and the tank manufacturer sets a limit of 15 years from the date of manufacture of these tanks, after which time, they should never be pressurized again. In FY16, 48 of our breathing air tanks will need to be replaced.

FY16A Request - Breathing Apparatus Bottles (Tanks), Specific Actions Needed to Meet

Objective

- Purchase 48 Self-Contained breathing apparatus (SCBA) high pressure tanks and replace the tanks that have exceeded their useful and safe lifetime.

FY16A Request - Cost Projection Includes

- 48 Self-Contained breathing apparatus Bottles (air tanks)

FY16A Request - Breathing Apparatus Bottles (Tanks), Justification/Additional Information

These bottles (air tanks) are critical to our response to fires, hazardous materials incidents, or anywhere else breathing air needs to be supplied to our personnel. After 15 years, the units are no longer allowed to be used due to the breakdown of the materials of which they are constructed. For the life safety factor of the firefighters that wear these tanks in a variety of hazardous environments and for the potential victims that may be rescued, this is considered to be a vital part of the firefighting personal protective gear.

FY16B Request - Replace Duty Officer's Vehicle, Overall Objective

Replacement of this class of vehicle (SUV) in Wayland has traditionally been planned around a 4-6 year replacement schedule, keeping both a primary and a secondary vehicle in good repair. When a new vehicle is purchased, it is placed in service as the duty officer's vehicle, relegating the previous duty officer's vehicle to a lesser role as the secondary or spare vehicle that is used for many different purposes. Our current secondary SUV will be taken out of service and traded in to decrease the overall cost of the project.

FY16B Request - Replace Duty Officer's Vehicle (SUV), Specific Actions Needed to Meet

Objective

- Purchase a new SUV (2015 or 2016 model)
- Relegate our current primary SUV (model year 2011) to secondary SUV status.
- Trade in our current secondary SUV (2008) to reduce the cost of the overall project.

FY16B Request - Cost Projection Includes

- Replacement vehicle (SUV)

FY16B Request - Replace Duty Officer's Vehicle, Justification/Additional Information

Replace duty officer's vehicle – Purchase a vehicle to replace the current duty officer's vehicle which then allows the relegation of the current duty officer's vehicle to a lighter role within the department for a period of 4-5 more years. The duty officer's vehicle is used daily (24 X 7), shared by the Captains and the Deputy Chief, and is used for response to emergencies, inspections, other appointments, and normal daily transportation needs.

The duty officer's vehicle is the most used vehicle in the Fire Department fleet. Reliability is important due to its constant use and emergency response role. Traditionally, the replacement schedule has served the town well because the new SUV becomes the duty officer's vehicle and the current duty officer's vehicle is retained within the department for continued use in a lighter use role. Then, the older 2nd line vehicle will be traded in, to reduce the project cost. An acceptable replacement schedule for this vehicle is 4-6 years, after which it is moved to a lighter role within the Department for a period of 4 to 6 additional years.

FY17 REQUEST – REPLACE LADDER TRUCK & FIRE ENGINE (ONE COMBINATION UNIT)

CATEGORY = VEHICLE, COST PROJECTION = \$ 1,035,000.

FY17 Request - Overall Objective

Purchase a new ladder truck and fire engine (one combination unit) and replace the existing 1993, 75' (ladder length), 1250 gallons per minute pumper and ladder truck (otherwise known as a "quint"), with a vehicle of similar design and capability, with the possible addition of a compressed air, Class A foam system. In 1993, the purchase of this combination unit merged the functionality of two vehicles into one, which represented a significant cost savings. Since then, this vehicle has served the needs of the community well and the concept should be continued. This project is part of a normal and expected replacement schedule for this large, specialized fire truck.

FY17 Request - Specific Actions Needed to Meet Objective

- Purchase a vehicle of similar size, design, and functionality of our current Ladder/Engine combo unit and trade in our existing vehicle to reduce the overall cost of the project.
- Compressed air "Class A" foam injection system. The decision to install this system will be withheld until a complete cost/benefit evaluation is made. For more information, see the information above.

FY17 Request - Cost Projection Includes

- Replacement fire engine/ladder truck
- Compressed air "Class A" foam injection system (considered optional at this point)

FY17 Request - Justification/Additional Information

In 2017, our quint will be 24 years old and approaching the upper end of its normal projected lifetime. While the vehicle is currently in an acceptable and safe condition (July 2013), we need to plan for replacement at the average expected life span for a quint. In addition to repair issues that are expected to crop up more and more frequently, newer safety features and more efficient operational capabilities, not available in 1993, are two more good reasons to prepare for replacement in FY 2017. If the truck continues to pass yearly safety tests and necessary repairs can be made at a reasonable cost, the replacement of this vehicle could be pushed further out into the capital schedule. The current quint will be traded in to reduce the cost of the project.

FY18 REQUEST – REPLACE FIRE ENGINE

CATEGORY = VEHICLE, COST PROJECTION = \$ 395,000.

FY18 Request - Overall Objective

Purchase a new fire engine and put it in service as the busiest first line engine at Station #2. Fire engine replacements in Wayland have traditionally been planned around a 20-25 year replacement schedule. The newest engine is used as the primary (first line) engine, normally at Station # 2 in Cochituate and the remaining engines (2, not including the Ladder/Engine combination unit) are split between the two fire stations. History has proved that this is the correct number of fire engines for a community the size of Wayland. We always need to maintain a set of first line response engines, and a back-up set. These multiple units provide replacements for each other when repairs or service is necessary and allows for a full response of personnel on appropriate vehicles when a major incident occurs.

FY18 Request - Specific Actions Needed to Meet Objective

- Purchase a new fire engine and place it in service; front line.
- Re-align the 2 next newest engines to account for age and activity level
- Retire and trade in the oldest engine in the fleet to reduce the cost of the overall project.

FY18 Request - Cost Projection Includes

- Replacement fire engine
- Compressed air "Class A" foam injection system. The decision to install this system will be withheld until a complete cost/benefit evaluation is made. For more information, see the information in the "quint" replacement (FY17) above.

FY18 Request - Justification/Additional Information

The point of this project is to purchase a new fire engine and replace/retire the Department's 1997 fire engine. This project is part of a normal and expected replacement schedule for this type of fire truck. The new fire engine will be a combination of time tested basic functionality of a fire engine, commonality in the size and equipment of our other fire engines, and new safety and functionality available on newer trucks.

This fire engine is expected to meet the needs of the town of Wayland for 20-25 years. As the newest fire engine, it will be assigned to Station # 2 in Cochituate village for several years where it will see the most use. Specifications for this new fire engine will include equipment and capabilities that will enhance operations and efficiency. The Department's three fire engines are traditionally positioned and used in a manner that allows the newer trucks to see the heaviest use while older, slightly less reliable engines see less and less service as their repair and maintenance costs increase.

The primary addition to the new pumper would be a "Class A" compressed air foam system, that will allow the 500 gallons of water carried have the equivalent fire extinguishment capability of 1500 gallons. Compressed air foam also has the ability to make extinguishment quicker and safer for the firefighters. This engine also carries auto extrication equipment, life-saving medical equipment, a variety of air monitoring equipment, and many other tools used on a regular basis. This project will include some new equipment, but the majority of equipment carried on the new engine will be transferred from our 1997 engine that will be traded in to reduce the cost of project.

FY19 REQUEST – REPLACE CHIEF’S VEHICLE

CATEGORY = VEHICLE, COST PROJECTION = \$ 60,000.

FY19 Request - Relationship to Previous Year’s CIP

This request represents the additional year added to the CIP and therefore contains a new item, not in the previous CIP.

FY19 Request - Overall Objective

Purchase a new SUV and put it in service as the vehicle assigned to the Fire Chief.

FY19 Request - Specific Actions Needed to Meet Objective

- Purchase a new SUV and place it in service; assigned to the Fire Chief.
- Retire/trade in the current vehicle or retain for other uses after future department needs become clear

FY19 Request - Cost Projection Includes

- Replacement vehicle (including “emergency package”; red lights, siren, radios, etc.)

FY19 Request - Justification/Additional Information

The point of this project is to purchase a new SUV and replace the Fire Chief’s vehicle. This vehicle is driven day-to-day by the Chief and is used for personal use and emergency response. This project is part of a normal and expected replacement schedule for this type of vehicle.

This vehicle is expected to meet the needs of the town of Wayland for 6-8 years. If the current vehicle is traded in as opposed to retained within the department or the Town, the trade-in value will reduce the cost of project.

FY20 REQUEST – REPLACE AMBULANCE

CATEGORY = VEHICLE, COST PROJECTION = \$ 294,000.

FY20 Request

We fully anticipate and expect good maintenance experience with our 2014 ambulance. However, we feel it is prudent to stick to our vehicle replacement schedule to guarantee dependable vehicles for emergency response. If our first and second line ambulances are still dependable in FY20 and repair and maintenance costs are in check, we will certainly consider removing the FY20 ambulance request.

FY20 Request - Relationship to Previous Year's CIP

As each new CIP is prepared a new year is added to the far end of the calendar. This request represents the additional year added to the CIP and therefore contains a new item, not in the previous CIP.

FY20 Request - Overall Objective

Ambulance replacement in Wayland has traditionally been planned around a 4-6 year replacement schedule, keeping both a primary and a secondary (spare) ambulance in good repair. When a new ambulance is purchased it is placed in service as the primary ambulance, relegating our previous primary ambulance to a lesser role as the secondary or spare ambulance. Our current spare ambulance will be taken out of service and traded in to decrease the overall cost of the project.

FY20 Request - Specific Actions Needed to Meet Objective

- Purchase a new ambulance (2019 or 2020 model), including some specialized equipment and deploy the new ambulance as our primary ambulance.
- Relegate our current primary ambulance (model year 2014) to secondary ambulance status.
- Trade in our current secondary ambulance (2010).

FY20 Request - Cost Projection Includes

- The new ambulance
- Power-lift stretcher
- C.P.R. chest compression machine used during transport
- Other small pieces of equipment.

It should be noted that the suggested funding source for this capital request is the ambulance revenue account. In FY12 alone, ambulance revenue in the amount of \$410,421 was deposited into this account.

FY20 Request - Justification/Additional Information

For over 40 years, the Wayland Fire Department has been providing emergency medical services and ambulance transportation to the hospital. A newer ambulance (0-5 years in age) and an older unit (5-10 years in age) has served our needs well, providing a new, reliable, state-of-the-art ambulance for normal use and a back-up unit used when and if the front line ambulance needs service or repairs.

*STATUS OF PRIOR YR CAPITAL PROJ.
9.18.14 REPT*

TOWN OF WAYLAND
FISCAL 2015
CAPITAL PROJECT ACTIVITY REPORT
9/18/2014
FUND 40-TOWN CAPITAL

Account	Description	Year Appropriated	Original Budget	Funding Source	Prior Year Balances	Total		Ending Balance 6/30/2014
						Encumbrance / Unencumbered	Less Amounts Not Borrowed	
40141103	ASSESSOR EQUIPMENT	2011	100,000.00	CC	37,907.00	37,907.00	-	37,907.00
40155203	IT CAPITAL ATM 2014	2015	50,000.00	CC	-	50,000.00	-	50,000.00
40155104	IT CAPITAL SP TM 2013	2014	100,000.00	CC	81,725.00	63,597.08	-	63,597.08
40171404	DAM REPAIR SP TM 2013	2014	25,000.00	CC	25,000.00	25,000.00	-	25,000.00
40171403	DAM REPAIRS	2012	100,000.00	B	92,970.00	92,970.00	-	92,970.00
40171405	CONSERVATION ATM 2014	2015	30,000.00	B	-	-	-	-
40192103	TOWN BUILDING REPAIRS	TBD	TBD	TBD	35,218.00	35,218.00	-	35,218.00
40192203	FY 13 BUILDING REPAIRS	2013	180,000.00	B	63,914.00	63,914.00	-	63,914.00
40192703	TOWN BUILDING REPAIRS ATM 2014	2015	70,000.00	B	-	-	-	-
40192903	PUBLIC SAFETY PHONE ATM 2014	2015	35,000.00	CC	-	35,000.00	-	35,000.00
40193003	STATION 2 REPAIR ATM 2014	2015	40,000.00	B	-	-	-	-
40193103	ENERGY UPGRADES ATM 2014	2015	2,813,920.00	B	-	-	-	-
40211203	PUBLIC SAFETY BUILDING REPAIRS	2012	1,000,000.00	FC	305,827.00	202,827.00	-	202,827.00
40221504	FIRE EQUIPMENT 2013	2014	280,000.00	AR	248.00	248.00	-	248.00
40221803	FIRE BRUSH TRUCK ATM 2015	2015	125,000.00	AR	-	125,000.00	-	125,000.00
40221903	FIRE BOAT ATM 2014	2015	25,000.00	AR	-	5.00	-	5.00
40422503	HIGHWAY CH90	2015	25,000.00	AR	(33,408.15)	(404,882.21)	-	(404,882.21)
40227103	STATION 2 REPAIR	2009	50,000.00	EB	4,284.00	4,284.00	-	4,284.00
40422703	H-16 DUMP TRUCK ATM 2014	2015	200,000.00	B	-	-	-	-
40422803	H-19 DUMP TRUCK ATM 2014	2015	200,000.00	B	-	-	-	-
40423503	BOBCAT ATM 2014	2015	60,000.00	B	-	-	-	-
40423704	HIGHWAY CAP EQUIP 2013	2014	230,000.00	B	3,838.00	3,838.00	-	3,838.00
40423803	HIGHWAY VEHICLES	2012 / 2013	770,000.00	B / CC	6,984.00	6,984.00	-	6,984.00
40423903	HIGHWAY SIDEWALKS	Pre-2008	TBD	TBD	31,007.00	31,007.00	-	31,007.00
40424203	NEW DPW FACILITY STUDY	2012	175,000.00	B	7,131.00	7,131.00	-	7,131.00
40424205	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
40424303	HGWY ROADWORK DESIGN (27/30)	2014	180,000.00	FC	122,331.00	93,562.36	-	93,562.36
40424403	HGWY TRAFFIC CALMING	2008	35,000.00	TBD	10,176.00	10,176.00	-	10,176.00
40424503	DRAINAGE IMPROVEMENTS	2012	200,000.00	B	112,349.00	112,349.00	-	112,349.00
40424603	ROAD CONSTRUCTION	2013	200,000.00	FC	15,497.00	5,692.68	-	5,692.68
40424604	ROAD CONSTRUCTION 2013	2014	200,000.00	B	154,789.00	71,736.95	-	71,736.95
40424903	ROAD CONSTRUCTION ATM 2014	2015	250,000.00	B	-	-	-	-
40425003	PARKLAND / CHARLES ATM 2014	2015	75,000.00	B	-	-	-	-
40425103	CULVERT REPAIRS ATM 2014	2015	100,000.00	B	-	-	-	-
40494604	TRANSFER STATION 2013	2014	205,000.00	B	126,826.00	103,930.00	-	103,930.00
40494403	TF STATION CAPPING	PY / 2010	850,000.00	TBD	649.00	649.00	-	649.00
40494803	CEMETERY EXPANSION ATM 2014	2015	200,000.00	B	-	-	-	-
40494903	TRANSFER STATION ATM 2014	2015	50,000.00	B	-	-	-	-
40650303	PARKS FIELD RENOVATION	2012 / 2013	200,000.00	B	1,050.00	1,050.00	-	1,050.00
40650403	FIELD ANALYSIS	PY / 2012	75,000.00	TBD	67,511.00	67,511.00	-	67,511.00
40650503	FIELD IMPROVEMENTS ATM 2014	2015	75,000.00	CC	75,000.00	75,000.00	-	75,000.00
40651703	BEACH HOUSE	2007	550,000.00	FC	17,861.00	17,101.05	-	17,101.05
40651903	CEMENTERY SITE IMPROVEMENTS	PY / 2013	20,000.00	FC	52,099.00	43,814.35	-	43,814.35
40652303	BEACH IMPROVEMENTS	2012 / 2013	205,000.00	B	17,565.00	1,013.00	-	1,013.00
40651304	RECREATION FIELD IMP 2013	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
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CAPITAL PLAN FY 16 - FY 19 AS ADOPTED IN FY 15

Fiscal 2016 thru Fiscal 2019 DEPARTMENTAL CAPITAL PLAN

	Year 1-4				
	2016	2017	2018	2019	Total
ASSESSOR					
Equipment	-	-	-	-	-
Vehicle	-	-	-	-	-
Land / Improvements	-	-	-	-	-
Building Renovations	-	-	-	-	-
Other	-	-	-	-	-
Subtotal	-	-	-	-	-
INFORMATION TECHNOLOGY					
Equipment	-	-	-	-	-
Vehicle	-	-	-	-	-
Land / Improvements	-	-	-	-	-
Building Renovations	-	-	-	-	-
Other	75,000.00	-	-	-	75,000.00
Subtotal	75,000.00	-	-	-	75,000.00
CONSERVATION					
Equipment	-	45,000.00	-	-	45,000.00
Vehicle	-	-	-	-	-
Land / Improvements	700,000.00	500,000.00	500,000.00	500,000.00	2,200,000.00
Building Renovations	-	-	-	-	-
Infrastructure	100,000.00	50,000.00	200,000.00	-	350,000.00
Other	-	-	-	-	-
Subtotal	800,000.00	595,000.00	700,000.00	500,000.00	2,595,000.00

TOWN SURVEYOR

Equipment	-	-	-	-	-
Vehicle	-	-	-	-	-
Land / Improvements	-	-	-	-	-
Building Renovations	-	-	-	-	-
Other	-	-	-	-	-
Subtotal	-	-	-	-	-

FACILITIES

Equipment	-	-	-	-	-
Vehicle	-	-	-	-	-
Land / Improvements	-	-	-	-	-
Building Renovations	1,870,000.00	455,000.00	-	-	2,325,000.00
New construction	1,200,000.00	14,500,000.00	14,401,955.00	-	30,101,955.00
Other	-	-	-	-	-
Subtotal	3,070,000.00	14,955,000.00	14,401,955.00	-	32,426,955.00

POLICE

Equipment	-	-	-	-	-
Vehicle	-	-	-	-	-
Land / Improvements	-	30,000.00	-	-	30,000.00
Building Renovations	-	-	-	-	-
Other	-	-	-	-	-
Subtotal	-	30,000.00	-	-	30,000.00

JCC

Equipment	75,000.00	-	-	-	75,000.00
Vehicle	-	-	-	-	-
Land / Improvements	-	-	-	-	-
Building Renovations	-	-	-	-	-
Other	-	-	-	-	-
Subtotal	75,000.00	-	-	-	75,000.00

DPW

Equipment	410,000.00	635,000.00	550,000.00	550,000.00	550,000.00	2,145,000.00	-
Vehicle	-	-	-	-	-	-	-
Land / Improvements	-	-	-	-	-	-	-
Building Renovations	-	-	-	-	-	-	-
Infrastructure	450,000.00	350,000.00	300,000.00	300,000.00	300,000.00	1,400,000.00	-
Other	-	-	-	-	-	-	-
Subtotal	860,000.00	985,000.00	850,000.00	850,000.00	850,000.00	3,545,000.00	-

BOARD OF HEALTH

Equipment	-	-	-	-	-	-	-
Vehicle	-	-	-	-	-	-	-
Land / Improvements	-	-	-	-	-	-	-
Building Renovations	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-

COUNCIL ON AGING

Equipment	-	-	-	-	-	-	-
Vehicle	-	-	-	-	-	-	-
Land / Improvements	-	-	-	-	-	-	-
Building Renovations	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-

LIBRARY

Equipment	-	-	-	-	-	-	-
Vehicle	-	-	-	-	-	-	-
Land / Improvements	-	-	-	-	-	-	-
Building Renovations	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-

RECREATION

Equipment	-	-	-	-	-	-	-
Vehicle	-	-	-	-	-	-	-
Land / Improvements	1,210,000.00	1,595,000.00	225,000.00	1,761,057.00	4,791,057.00		
Building Renovations	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Subtotal	1,210,000.00	1,595,000.00	225,000.00	1,761,057.00	4,791,057.00		

SCHOOL

Equipment	130,000.00	435,000.00	70,000.00	70,000.00	705,000.00		
Vehicle	-	-	-	-	-	-	-
Land / Improvements	140,000.00	1,060,000.00	150,000.00	-	1,350,000.00		
Building Renovations	1,539,810.00	1,215,000.00	120,000.00	-	2,874,810.00		
Other	-	-	-	-	-	-	-
Subtotal	1,809,810.00	2,710,000.00	340,000.00	70,000.00	4,929,810.00		

SUBTOTAL GENERAL FUND

8,002,810.00	21,905,000.00	16,911,955.00	3,241,057.00	50,060,822.00
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WATER FUND								
	Equipment	200,000.00	200,000.00	-	-	1,000,000.00	1,000,000.00	1,400,000.00
	Vehicle	140,000.00	75,000.00	75,000.00	-	75,000.00	365,000.00	365,000.00
	Land / Improvements	-	-	-	-	-	-	-
	Building Renovations	50,000.00	90,000.00	-	-	-	140,000.00	140,000.00
	Other	-	-	-	-	-	-	-
	Infrastructure	850,000.00	500,000.00	500,000.00	500,000.00	500,000.00	2,350,000.00	2,350,000.00
	Subtotal	1,240,000.00	865,000.00	575,000.00	1,575,000.00	1,575,000.00	4,255,000.00	4,255,000.00

WASTEWATER FUND								
	Equipment	-	-	-	-	-	-	-
	Vehicle	-	-	-	-	-	-	-
	Land / Improvements	-	-	-	-	-	-	-
	Building Renovations	-	-	-	-	-	-	-
	Other	-	-	-	-	-	-	-
	Subtotal	-	-	-	-	-	-	-

SUBTOTAL ENTERPRISE FUNDS

1,240,000.00	865,000.00	575,000.00	1,575,000.00	1,575,000.00	4,255,000.00
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SUBTOTAL ALL FUNDS

9,242,810.00	22,770,000.00	17,486,955.00	4,816,057.00	54,315,822.00
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SUMMARY BY DEPARTMENT

	FY 2016	FY 2017	FY 2018	FY 2019	
GENERAL FUND:					
ASSESSORS	-	-	-	-	-
INFORMATION TECHNOLOGY	75,000.00	-	-	-	75,000.00
CONSERVATION	800,000.00	595,000.00	700,000.00	500,000.00	2,595,000.00
TOWN SURVEYOR	-	-	-	-	-
FACILITIES	3,070,000.00	14,955,000.00	14,401,955.00	-	32,426,955.00
POLICE	-	30,000.00	-	-	30,000.00
JCC	75,000.00	-	-	-	75,000.00
FIRE	103,000.00	1,035,000.00	395,000.00	60,000.00	1,593,000.00
BUILDING & ZONING	-	-	-	-	-
DPW	860,000.00	985,000.00	850,000.00	850,000.00	3,545,000.00
BOARD OF HEALTH	-	-	-	-	-
COUNCIL ON AGING	-	-	-	-	-
LIBRARY	-	-	-	-	-
RECREATION	1,210,000.00	1,595,000.00	225,000.00	1,761,057.00	4,791,057.00
Sub-total	6,193,000.00	19,195,000.00	16,571,955.00	3,171,057.00	45,131,012.00
SCHOOL:	1,809,810.00	2,710,000.00	340,000.00	70,000.00	4,929,810.00
Total General Fund	8,002,810.00	21,905,000.00	16,911,955.00	3,241,057.00	50,060,822.00
ENTERPRISE FUNDS					
WATER FUND	1,240,000.00	865,000.00	575,000.00	1,575,000.00	4,255,000.00
WASTEWATER FUND	-	-	-	-	-
Sub-total	1,240,000.00	865,000.00	575,000.00	1,575,000.00	4,255,000.00
Grand total	9,242,810.00	22,770,000.00	17,486,955.00	4,816,057.00	54,315,822.00

Summary by Type

New Building/ Major	1,200,000.00	14,500,000.00	14,401,955.00	-	30,101,955.00
Building Repairs	3,459,810.00	1,760,000.00	120,000.00	-	11,325,036.00
Equipment	863,000.00	1,345,000.00	620,000.00	1,620,000.00	5,028,000.00
Vehicle	195,000.00	1,110,000.00	470,000.00	135,000.00	2,110,000.00
Land / Improvement	2,050,000.00	3,155,000.00	875,000.00	2,261,057.00	8,651,057.00
Infrastructure	1,400,000.00	900,000.00	1,000,000.00	800,000.00	4,775,000.00
Other	75,000.00	-	-	-	125,000.00
Total All Dept by Type	9,242,810.00	22,770,000.00	17,486,955.00	4,816,057.00	62,116,048.00

DATE: OCTOBER 20, 2014
TO: BOARD OF SELECTMEN
FROM: NAN BALMER, TOWN ADMINISTRATOR
RE: COMMITTEE APPOINTMENTS

BOARD ACTIONS REQUESTED:

1. Economic Development Committee

Vote to appoint three (3) members to three vacancies with terms to expire on June 30, 2015, June 30, 2016, and June 30, 2017.

1. Nancy Boyle
2. Seth Fair
3. Seth Roman

2. Council on Aging / Community Center Advisory Committee

Vote to appoint two (2) at large members and four (4) members who are designees of other committees and boards, with terms to expire upon final recommendation and report of this committee:

At-Large Applicants:

1. Ken Isaacson
2. Steve Correia
3. Phyllis Jean Milburn

Designees of other Committees (4 of 5 Designees forwarded to Board):

- | | |
|------------------|--|
| 1. Carol Martin | Finance Committee |
| 2. Frank Krasin | Recreation Comm. |
| 3. Andrew Reck | Planning Board |
| 4. Bill Sterling | Council on Aging |
| 5. No Designee | Permanent Municipal Building Committee |

The Town Administrator will appoint the COA Director and Facilities Director to serve as Ex-Officio members

3. Energy Initiatives Advisory Committee

Vote to appoint three (3) associate non-voting members:

1. John Harper
2. Michael Staiti
3. Corinne Lenk

DiNapoli, MaryAnn

From: Nancy Boyle <nancy.boyle@gmail.com>
Sent: Monday, August 11, 2014 3:39 PM
To: DiNapoli, MaryAnn
Subject: FW: Joining the EDC
Attachments: NancyResume-08-11-14.pdf

Hello Maryann,

Attached is my resume for your consideration. Below is my previous email re joining EDC.

I hope to attend Thursdays meeting.

Thank you, Nancy

Nancy Boyle
Marketing & Publicity
Arts Wayland
Artswayland.com

mobile: 508-561-2736
portfolio: nancyboyle.com
email: nancyboyle@gmail.com

From: Nancy Boyle [mailto:nancy.boyle@gmail.com]
Sent: Wednesday, July 23, 2014 11:04 AM
To: MaryAnn DiNapoli (MDiNapoli@wayland.ma.us)
Subject: Joining the EDC

Hello MaryAnn,

I hope your summer is going well! I have attended two Economic Development Committee members and have found it very interesting and informative.

As you may remember I am on the board of the Wayland Business Association, and also on Arts Wayland.

I would like to join and be a member of the EDC so that I can help with the work of the committee and be a resource for information back to the membership of the WBA.

Becky, the chair suggested I contact you to begin the process of being approved.

Thank you, Nancy

Nancy Boyle
Marketing & Publicity
Arts Wayland
Artswayland.com

15 Parmenter Rd,
Wayland, MA , 01778

Cell: 508-561-2736
nancyboyle@gmail.com
www.nancyboyle.com

6

Nancy Boyle

Objective

To work as an artist and promote the arts in the community

Experience

2013 to present Self-employed Wayland, MA

Artist

- Board member Arts Wayland
- Board member Wayland Business Association

2008 to June 2014 Millbrook Creative Wayland, MA

Web Designer

- Wordpress web design

1999–2008 Software House Lexington, MA

Sr. Graphic Designer

- Provided graphic and GUI design support services for Engineering
- Window's icon design, splash screens for .Net applications, review of all GUIs for layout and usability consistency, and graphic design for Web application
- Worked in Flash and Silverlight

1998–1999 Babson College Wellesley, MA

Website Manager

- Updated and maintained content on the college website
- Organized training for staff in multiple departments to maintain website pages
- Participated in planning of new site designs

1997–1998 Inergy Online formerly of Burlington, MA

Art Director

- Graphic design for the marketing department of this Web startup
- Working with sales people created effective ad and tradeshow materials
- Hired consultants as needed for illustration and other creative assets

1995–1997 Network World Framingham, MA

Graphic Designer

- Worked in the marketing department on print and web projects
- Designed graphics and created concepts and copy for ads
- Developed first website for marketing department
- Worked on all marketing creative

Education

1979

Massachusetts College of Art

Boston, MA

- BFA., Graphic Design and Printmaking

Interests

Travel, painting, biking, reading, web development, community activities

Skills

Application and Teamwork skills

- Working with teams to develop strategies for successful project outcomes.
- Working with non-profit boards on website design
- Adobe Premium application suite; Expressions development tools; Visual Studio; Microsoft Office applications; Flash; Web development with CSS.
- Have in depth experience as a graphic designer providing support to various teams of software engineers, documentation, QA. Excellent feedback from colleagues on communication skills and professionalism.

10/10/14

To whom it may concern,

I would like to add my name to the list for the open position on the Economic Development Committee for the town of Wayland. My wife and I moved to Wayland last year with our new son. There we many aspects of the town that we fell in love with and are excited to raise our children here. I would be honored to give back to the town and serve on this Committee.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sean Fair', written in a cursive style.

Sean Fair

RECEIVED

OCT 14 2014

Board of Selectmen
Town of Wayland

30 Rice Spring Lane
Wayland, MA 01778
508-358-4154
seanfair@waymarkwealth.com

SEAN P. FAIR

OBJECTIVE To obtain a position on the Economic Development Committee for the town of Wayland.

EXPERIENCE **CO-FOUNDER/OWNER, WAYMARK WEALTH MANAGEMENT LLC**

2012-Current

We are a fee based private wealth management firm based out of Westborough, MA with satellite offices in Hyannis, MA and Austin, TX. As one of the founding partners I specialize in SRI (Sustainable, Responsible, Impact Investing) investments and advice. I am also a member of the US SIF investment board/member.

FOUNDER/PRESIDENT, THE FAIR GROUP

2008-2012

The Fair Group was a fee based private wealth management firm based out of Austin, TX specializing in SRI (Sustainable, Responsible, Impact Investing) investing.

DISTRICT MANAGER, AMERIPRISE FINANCIAL

2003-2008

I was a district manager in charge of managing a group of advisors. I was ranked in the top 5% of all managers in the country.

EDUCATION **HAMILTON COLLEGE, CLINTON, NY, 1999-2003**

Graduated with concentrations in Foreign Relations, Economics and Philosophy.

COMMUNICATION My partners and I were featured on the cover of On Wall St. in 2012

LEADERSHIP US SIF investment board/member
Sudbury Valley Trustees Land Steward
John Muir Society of the Sierra Club
Captain of Hamilton's Varsity Tennis team
Lead trumpet player in Hamilton's Orchestra

REFERENCES **MICHAEL SCOTT**
Co-founder/partner, Waymark Wealth Management LLC
508-621-5621

DiNapoli, MaryAnn

From: Roman, Seth <Seth.Roman@pioneerinvestments.com>
Sent: Monday, October 13, 2014 1:55 PM
To: Selectmen
Cc: Becky Stanizzi; Roman, Seth
Subject: Economic Development Committee vacancy
Attachments: 6.2.14 SAR.DOC; ATT00001.txt

To The Board of Selectmen:

I am interested in applying for one of the vacancies on the Economic Development Committee. Given my background in the investment management industry coupled with my desire to make a difference in the Wayland community, I believe that I am well qualified to be a member of this team.

Please find attached my resume for your consideration.

I look forward to the interview process.

Sincerely,

Seth A. Roman, CFA
Portfolio Manager

Pioneer Investments
60 State Street, 5th Floor, Boston, MA 02109
Tel. +1 617 422 4899

seth.roman@pioneerinvestments.com | www.pioneerinvestments.com

Visit us on :  |  |  |  |  Watch the video

Please consider the environment before printing this e-mail.

SETH A. ROMAN, MSF, CFA

44 Griscom Road

Wayland, MA 01778

617.699.6313 * 44augustus@verizon.net * 508.358.0836

BACKGROUND HIGHLIGHTS

- **Well-rounded Investment Professional** – deep knowledge of and expertise in Money Market, Stable Value, Structured Products, and Corporate Bond markets, coupled with MSF degree and CFA designation.
- **Analytical, Intuitive, and Decisive** – evaluate portfolio strategies, conduct relative value analysis, and assess market trends to execute profitable investments.
- **Intellectually Curious** – research and recommend unobserved market niches that generate significant alpha for fund returns; continually seek out information to expand knowledge.
- **Effective Communicator** – active listener with ability to lead discussions, synthesize information, and make formal presentations to all levels, including senior management.

EXPERIENCE

PIONEER GLOBAL ASSET MANAGEMENT

Boston, MA

FIXED INCOME DIVISION – Vice President, Portfolio Manager

2006 - present

- Oversee day-to-day portfolio management, performance attribution, and strategy implementation for approximately \$5 billion in short term fixed income assets across multiple markets (money market, fixed income, equity, and alternative investments).
- Protected \$1 NAV and avoided need for parental support for money market fund during crisis of 2007-2009.
- Improved overall performance to top quartile on 5 year basis for 2 of 4 funds and top third on 3 year basis for 3 of 4 funds.
- Work continuously with legal counsel, credit and risk management, and back office personnel to ensure funds are managed to comply with 2a-7 / internal standards and achieve competitive risk adjusted returns.
- Developed and implemented Pioneer's tri-party repo process to achieve better risk-adjusted returns on cash for all funds.
- Initiated desk-level process improvements resulting in approximately \$5 million in cost savings for the firm.
- Maintain and service relationships with internal and external clients.

FIDELITY MANAGEMENT & RESEARCH COMPANY

Merrimack, NH

FIXED INCOME DIVISION - Trader

1997 - 2006

- Experience in Municipal Money Market, Stable Value, and Corporate Bond markets.
- Promoted and executed trades via market surveillance, relative value analysis, and daily conversations with credit analysts, portfolio managers, and other traders; maintain broker/dealer relationships.
- Designed risk-return methodology to assess attractiveness of Municipal Money Market fund holdings.
- Directed team of traders, analysts, and portfolio managers to assess the size and importance of the Tender Option Bond (TOB) market and its influence on the Municipal Market.
- Designated to four member Fixed Income Trader team to provide contingency coverage for Equity trading desk.
- Appointed to Municipal Revenue, Municipal Structure, and Stable Value teams to evaluate portfolio strategy, assess fund holdings and composition, and conduct relative value analysis.
- Trained Municipal Money Market traders in credit metrics and relative value analysis.

BOSTON EQUISERVE, L.L.P.

Canton, MA

DEPARTMENT OF FINANCE - Financial Analyst

1995 - 1997

- Prepared monthly expense budgets and forecasts for Senior Management.
- Created Activity-based Costing (ABC) system with assistance of firm's Comptroller and line manager input.
- Improved Financial Reporting process via co-creation of Excel-based application; reduced paperwork by 75%.

FIRST DATA INVESTOR SERVICES

Boston, MA

CORPORATE ACTIONS - Unit Manager; PRICING - Senior Data Research Specialist

1993 - 1995

- Managed 4 specialists to provide accurate and timely corporate action and pricing information of 5,000 securities.
- Appointed to industry panel to discuss the future of Client/Server technology.
- Received firm's Quality Achievement Award for creation of Divisional Sybase Client/Server pricing system; completed project before three-month deadline; reduced overtime hours by 90%.

THE CHASE MANHATTAN BANK, N.A.

New York, NY
1992 - 1993

RETAIL MANAGEMENT DEVELOPMENT PROGRAM - Associate

- Rotated through three bank divisions to learn business and management perspective.
- Completed monthly business highlights for Global Private Bank's Senior Management.
- Evaluated Sales and Service of Manhattan branch office; conclusions improved office productivity.

EDUCATION

BOSTON COLLEGE, CARROLL GRADUATE SCHOOL OF MANAGEMENT

Boston, MA
December 1996

Master of Science – Finance

- GPA: 3.5 / 4.0
- Earned degree part-time while working full-time.

GEORGETOWN UNIVERSITY, SCHOOL OF LANGUAGES AND LINGUISTICS

Washington, DC
May 1992

B.S. French

- Magna Cum Laude
- Regent's Citation for outstanding service to the University.

ADDITIONAL

- Member of CFA Institute and Boston Security Analysts' Society.
- CFA Instructor for Schweser Study Program.
- Fluent in French, Proficient in Mandarin Chinese.
- Enjoy cooking, music, and outdoor activities.
- Assistant coach in Wayland Baseball and Softball Association.

Town of Wayland

41 Cochituate Road, Wayland, MA 01778-2614
ph: 508-358-7701
fx: 508-358-3627

Council on Aging/Community Center Advisory Committee

Contact: Nan Balmer , 508-358-7755

Meeting Agendas:

Meeting Minutes

Name	Title	Expiry
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On September 8, 2014, the Board of Selectmen established a Council on Aging/Community Center Advisory Committee as a temporary advisory committee to review the feasibility of utilizing the former day care center at the Town Center municipal pad as a Wayland Council on Aging/Community Center.

By a vote of the Selectmen, the Committee shall be comprised of seven (7) voting members appointed by and serving at the pleasure of the Board of Selectmen, with five (5) appointees to be members of or designees (one each) by the following committees and boards:

- Finance Committee
- Permanent Municipal Building Committee
- Recreation Commission
- Planning
- Council on Aging

and two (2) citizens of the Town for at large positions. The Town Administrator may designate up to two (2) staff members as Ex-Officio members of the Committee. All terms will expire upon the final recommendation and report of Committee.

The purpose of the Committee is to provide the Board of Selectmen with a recommendation on the Wayland COA/Community Center project with the intention of developing a well prepared warrant article for the 2015 Annual Town Meeting. Responsibilities include, but are not limited to:

Phase 1

- Review space allocation for the existing structure and determine if it can be sufficiently re-configured for a COA/Community Center,
- Review existing structure and materials to determine the level of renovations required,
- Work with COA and Recreation departments to maximize programming space,
- Work with Town resources and departments to accurately identify project goals and objectives,
- Evaluate the cost and financing for Phase 1,
- Evaluate the possibility of generating income form room/facility rental.

Phase 2

- Evaluate the need and feasibility of a second structure to supplement the existing structure if needed.

The Committee shall submit a report and a draft warrant article seeking further study and feasibility funding to the Board of Selectmen at the conclusion of its work.

If you are interested in serving on the committee in the "at large" position, contact the office of the Town Administrator. You may also call the office at (508) 358-3621.

DiNapoli, MaryAnn

From: Ken Isaacson <clickkeni@gmail.com>
Sent: Tuesday, September 16, 2014 3:04 PM
To: DiNapoli, MaryAnn
Subject: COA/CC Advisory Committee
Attachments: Isaacson COA-CC Application.pdf

Hi MaryAnn,

I wish to be considered for one of the At-large positions on this committee.
Please find my application attached.

Best,
Ken

Sept. 16, 2014

Selectmen
Town of Wayland
41 Cochituate Road
Wayland, MA 01778

Members of the Board,

This letter is my application for one of the At-Large positions on the COA/CC Advisory Committee.

As my nine years of service to WayCAM draw to a close this Fall due to term limits set by our bylaws, I have been considering positions within Town government where my interests, talents and experience would be beneficial to the Town. I believe I have a unique, useful and pertinent combination of experiences and expertise that would benefit the Committee.

During my nine years as Director, President and Board Chair, I have had the opportunity to gain valuable, first-hand knowledge of many facets of Town government, including:

- being a major contributor as part of the very successful negotiations on both Verizon and Comcast cable contracts;
- leading the WayCAM Facilities team in search of a new location for the WayCAM studio, working with the High School Building Committee, Selectmen, Town Administrator, FinCom, Building Department, Planning Board and others;
- engaging contractors and executing contracts for design and construction of the studio, arranging financing, and overseeing construction;
- leading the Town Meeting initiative that was necessary to procure our new location, and the negotiations with the Town for the lease;
- advising and helping direct (with my Board and our Executive Director) the successful growth and expansion of WayCAM's services and reach to a dozen broadcast locations across town since our new move in 2012;
- Over these nine years I have learned how to work collaboratively with others to reach consensus and solutions.

In my business career, which began in 1967 and ran until my retirement in 2007, I owned and operated a successful advertising agency for 39 years (which I founded at age 23), providing me with a wide variety of experiences and understanding of the way that people and commercial enterprises work.

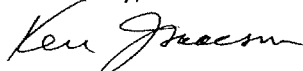
As a small business entrepreneur I have hands-on knowledge of:

- employment practices;
- administration;
- marketing and communications;
- business development;
- financial management and planning;
- technology;
- and design.

Back in 2009 I participated in the Wayland Futures Project which helped shape the curriculum, design and building of our new high school. I think there is a huge need for a new COA/CC combined facility. As a Senior, I will likely be a consumer of its services, so I would very much like to be part of this undertaking and its creation.

I look forward to your affirmative response to my application.

Yours truly,



Kenneth A. Isaacson
228 Lake Shore Drive, Wayland

DiNapoli, MaryAnn

From: steven correia <stevencorreia@comcast.net>
Sent: Saturday, September 27, 2014 10:46 AM
To: Balmer, Nan; Selectmen
Cc: DiNapoli, MaryAnn
Subject: Council on Aging/Community Center Advisory Committee

To the Board of Selectmen,

I would like to submit my name for consideration for one of the "at large" positions on the Council on Aging/Community Center Advisory Committee. I am thrilled that we are moving forward on a plan for this site. There has been so much discussion on the possibilities and I believe this committee is a perfect way to get those ideas openly discussed. I obviously have some experience with the existing facility and specifically the Town Center by serving on the Finance Committee and Board of Selectmen over the years. You may not be aware but I have also been on the Friends of the Council on Aging Board for the last 8 years. I joined this group to get a better understanding of our aging community to help in my public service. This group has been wonderful bringing generations together to help fill gaps in the Council on Agings needs over the years.

I have heard and seen what a good community center could bring to all citizens in our town serving as a BOS liaison to the Recreation Committee. However, I have also experienced first hand how hard it is to address the needs of our aging community with the present facilities in our town.

I have a great working relationship with all the town departments and understand the restraints of the site including many of the conservation issues. I am sensitive to the Town's cost restraints around construction and our capital planning process. I have also been very involved with past planning around a new Council on Aging facility and a proposed new Library at that site. I have seen many plans and understand what actually can work in that corner. This committee is an important first step and I would welcome the opportunity to help in anyway.

Thank you for the consideration

Steve Correia
188 Glezen Lane

(c) 508-868-2264
(h) 508358-1649

October 7, 2014

To: Board of Selectmen
From: P. Jean Milburn, 281 Concord Road, Wayland
Subject: C.o.A./Community Center Advisory Committee

I apply to serve as citizen-at-large on the temporary committee named above.

I have been following discussion of the possibility of converting the never-used pre-school building into a community center with interest for several years. If selected, I will work hard to assure that the committee submits a comprehensive report and a draft warrant article seeking further study and feasibility funding to the Board of Selectmen promptly.

Relevant Background

Current Town Service: Member, Economic Development Committee.

Outcome: River's Edge articles approved by Town Meeting.

Past Town Service: Member, Wayland Master Plan Advisory Committee.

Outcome: Five-year review report on the Town's Master Plan

Member, Design Working Group

Outcome: Design Review Committee approved by Town Meeting

Employment: Retired, associate dean for MBA programs, Washington Univ.

Education: Master of Business Administration, Washington Univ.

B.A. Organizational Behavior, U. of San Francisco

10/20 COA
COMMUNITY CTR

Balmer, Nan

ADVISORY COMMITTEE

From: DiNapoli, MaryAnn
Sent: Monday, October 06, 2014 8:31 AM
To: Balmer, Nan; Senchyshyn, John
Subject: FW: Appointee to COA Community Center Advisory Committee

FYI. MaryAnn

From: Douglas Goddard [mailto:djgoddard14@gmail.com]
Sent: Friday, October 03, 2014 5:31 PM
To: DiNapoli, MaryAnn
Cc: Meehan, Maggie
Subject: Re: Appointee to COA Community Center Advisory Committee

Good Afternoon,

We talked about an appointee to the Community Center Advisory Committee, at our last PMBC Meeting on 9/30/2014.

None of the PMBC Committee members put forward an interest in being on the Council on Aging/Community Center Advisory Committee, at that time.

The PMBC will not meet again until November.

Please let the BOS members know that this is the case.

Thank You,
Doug

Douglas Goddard
14 Dunster Avenue
Wayland, MA 01778
508-655-3855

On Sep 30, 2014, at 2:05 PM, DiNapoli, MaryAnn wrote:

The Board of Selectmen would like to appoint members to the Council on Aging/Community Center Advisory Committee at its meeting on Monday, October 20.

The following five boards and committees should be appointing representatives to this committee. Your representative may be a member of your board/committee, or a designee.

- Finance Committee
- Permanent Municipal Building Committee
- Recreation Commission
- Planning Board
- Council on Aging

Please forward the name of your appointee to me on or before Thursday, October 16, for inclusion in the Board packets.

Energy Initiatives Advisory Committee Recommended Associate Members

The Energy Initiatives Advisory Committee recommends that the below three Wayland residents be approved by the Wayland Board of Selectman as Associate members to assist the committee with solar energy projects (John Harper and Mike Staiti) and resiliency projects (Corinne Lenk). All three individuals have attended numerous energy committee meetings, provided valuable input and assistance, and expressed interest in helping the committee with specific upcoming tasks. The Energy Initiatives Advisory Committee voted unanimously to recommend all three candidates.

John Harper, recommended to assist the committee with solar energy issues.

John Harper leads Birch Tree Capital, a financial advisor specializing in financing clean power projects. He has over 25 years of experience in structuring capital for power and other infrastructure investments. Birch Tree Capital currently is helping investors and developers create innovative bundled financing solutions for distributed solar and other clean power projects. Clients range from institutional and private equity investors, project developers, equipment and service firms, and federal and state agencies.

The firm's recent solar mandates have included assisting a national bank to syndicate tax equity for portfolios of residential solar investments, closing financing for commercial solar projects for a project developer, assisting a solar advisory firm to structure an investment fund for distributed commercial solar projects, negotiating a multi-project loan financing on behalf of a fast-growing energy efficiency firm, advising a family office on tax equity financing structures, designing a solar program for an association of non-profit organizations, and advising the National Renewable Energy Laboratory on modeling of tax equity financing structures for solar projects. The firm advises commercial solar project investors and developers on Massachusetts state solar incentives and financing conditions. Mr. Harper recently co-founded Cedar Energy Investors, which is investing in small commercial solar projects in Massachusetts and New England. Separate from Birch Tree Capital, John closed venture debt financing and a Series B equity round for a private-equity backed waste-to-energy company, and structured financing for multiple domestic and international power projects for two European equipment manufacturers and for the Overseas Private Investment Corporation (a federal agency encouraging U.S. investment in emerging economies). John is an active member of the Policy Committee of the New England Clean Energy Council, regularly judges clean tech business plan competitions, and reviewed prospective solar installers for Wayland's 2012 Solarize program. John has a M.A. in Law & Diplomacy from the Fletcher School of Law & Diplomacy at Tufts University and a B.A. from Pomona College. He holds Series 7 and 63 FINRA licenses.

Mike Stati, recommended to assist the committee with solar energy issues.

Michael Staiti
25 Sage Hill Road, Wayland, MA 01778
mikestaiti@keystonedev.net

- EDUCATION**
- University of Michigan, Ann Arbor, MI MBA, 1995
Graduated with honors with a concentration in real estate, finance and entrepreneurial studies
 - Lehigh University, Bethlehem, PA BS, 1989
Double-major Accounting and Finance
 - Armor Officer Basic Course, 1st Lt. 1990
Fort Knox, Kentucky
- EMPLOYMENT HISTORY**
- Keystone Development Corporation- Owner** 1996- Present
- Construction company and developer of multi unit residential communities in Massachusetts. Total residential and commercial construction since 1996 is approximately \$80 million. Projects include:
 - Hillside Village, West Boylston, MA – 112 unit Active Adult Community
 - Angell Brook Village, West Boylston, MA – 132 unit Active Adult Community
 - Permitted: Granite Hills, Northbridge, MA – 130 unit 40B project
- Lingley Lane, LLP - Owner** 1996-Present
- Developer of high end single family residential homes and small subdivisions. Projects located primarily in eastern Massachusetts' communities including Wayland, Essex, Newburyport, Concord, Newton and Dover.
- Creative Development (JEMS Financial), LLP - Owner** 2005-Present
- Hard money lender with total loans in excess of \$40 million since inception, current loan portfolio is approximately \$5 million.
- WRT Management - Owner** 1995-Present
- Commercial real estate development and property management company. Currently own and manage approximately 3.5 million SF of commercial real estate.
- Blackcomb Solar-Owner** 2011-Present
- Developer and owner of 8.1 megawatts of commercial scale PV solar projects located throughout Massachusetts.
- Price Waterhouse – Auditor, CPA** 1989-1991
Boston, MA
- Auditor in small business group.
- OTHER**
- Family: Sandra, Jack (12), Emily (10)
 - NIKE Affordable Housing Committee, Town of Wayland
 - Builders Association of Greater Boston – member
 - NAHB Member, Certified Green Builder

Corinne Lenk,,recommended to assist the committee with resiliency efforts.

Corinne Lenk, 64 Sycamore Rd, graduated with a BS in Engineering Sciences Concentration Mechanical Engineering from Smith College in 2005. Hired into Raytheon Company, Sudbury MA, in March 2006. Currently working for Raytheon's Mechanical Engineering Department's Site Activation group tasked with overseeing new construction, modification of existing facilities, and integration of various products into a such facilities. I have worked as a field engineer in locations as far ranging as Hsinchu, Taiwan and Thule, Greenland. I have experience on all stages of program execution including proposals, contract document generation, design management, construction oversight, and commissioning. I believe that my knowledge of design management and requirement derivations may be of particular use to the Energy Committee. Personally, I hope to expand my knowledge of energy systems and energy management through my work with the Committee.

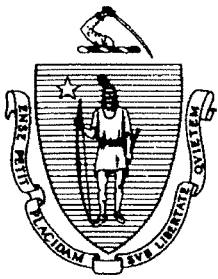
DATE: OCTOBER 20, 2014
TO: BOARD OF SELECTMEN
FROM: NAN BALMER, TOWN ADMINISTRATOR
RE: LIQUOR LICENSE AMENDMENTS

BOARD ACTION REQUESTED:

VOTE TO APPROVE AMENDED ON-PREMISES LIQUOR LICENSES FOR PACKAGE STORES TO ALLOW OPENING ON SUNDAYS AT 10 AM IN COMPLIANCE WITH MGL CHAPTER 138 SECTION 15 FOR:

- 1. DONELAN'S SUPERMARKETS INC.**
- 2. LAVINS INC OF WAYLAND**
- 3. POST ROAD LIQUORS INC.**
- 4. EASTBROOK INC. dba SPERRY'S FINE WINES BEWS AND CIGARS**
- 5. WAYLAND VARIETY AND DELI CORP.**
- 6. P&P LIQUORS INC dba WAYLAND WINE AND SPIRITS**

Effective October 23, 2014, package stores are permitted to open at 10 am on Sundays rather than noon. This requires a board action to amend the hours on each license if requested by the license holder.



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
 www.mass.gov/abcc

For Reconsideration

FORM 43
MUST BE SIGNED BY LOCAL LICENSING AUTHORITY

134000021	WAYLAND	October 20, 2014
ABCC License Number	City/Town	Local Approval Date

TRANSACTION TYPE (Please check all relevant transactions):

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> New License | <input type="checkbox"/> New Officer/Director | <input type="checkbox"/> Pledge of License | <input type="checkbox"/> Change Corporate Name |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Pledge of Stock | <input type="checkbox"/> Seasonal to Annual |
| <input type="checkbox"/> Change of Manager | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Transfer of Stock | <input type="checkbox"/> Change of License Type |
| <input type="checkbox"/> Cordials/Liqueurs Permit | <input type="checkbox"/> Issuance of Stock | <input type="checkbox"/> New Stockholder | <input checked="" type="checkbox"/> Other Change of Hours |
| <input type="checkbox"/> 6-Day to 7-Day License | <input type="checkbox"/> Management/Operating Agreement | <input type="checkbox"/> Wine & Malt to All Alcohol | |

Name of Licensee	DONELAN'S SUPERMARKETS INC.	EIN of Licensee	042-79-5789				
D/B/A		Manager	JOHN K. DONELAN				
ADDRESS:	177 COMMONWEALTH ROAD	CITY/TOWN:	WAYLAND	STATE:	MA	ZIP CODE:	01778

ANNUAL	WINE & MALT	PACKAGE STORE
Annual or Seasonal	Category: (All Alcohol- Wine & Malt Wine, Malt & Cordials)	Type: (Restaurant, Club, Package Store, General On Premises, Etc.)

Complete Description of Licensed Premises:

RETAIL SUPERMARKET WITH AN IN AND OUT DOOR AT THE FRONT, FOUR RECEIVING DOORS IN THE REAR, AND AN EMERGENCY EXIT ON THE LEFT SIDE.
 CHANGE OF SUNDAY OPENING HOURS FROM 12:00 NOON TO 10:00 AM

Application Filed:	October 2 2014 10:30 AM	Advertised:		Abutters Notified:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Date & Time		Date & Attach Publication		

Licensee Contact Person for Transaction	same	Phone:					
ADDRESS:		CITY/TOWN:		STATE:		ZIP CODE:	

Remarks:

The Local Licensing Authorities By:

Alcoholic Beverages Control Commission
 Ralph Sacramone
 Executive Director

ABCC Remarks:

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

Print Form

RECEIVED

OCT -2 2014

Board of Selectmen
Town of Wayland

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE
LOCAL LICENSING AUTHORITY.

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA:

NO FEE

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY):

134000021

LICENSEE NAME: Donelan's Supermarkets, inc

ADDRESS: 177 Commonwealth Road

CITY/TOWN: Wayland

STATE MA

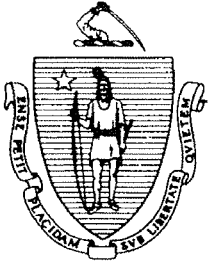
ZIP CODE 01778

TRANSACTION TYPE (Please check all relevant transactions):

- Change of Hours
 Change of DBA
 Charity Wine License

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL
FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND
SUPPORTING DOCUMENTS TO:

ALCOHOLIC BEVERAGES CONTROL COMMISSION
P. O. BOX 3396
BOSTON, MA 02241-3396



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
 www.mass.gov/abcc

For Reconsideration

FORM 43
MUST BE SIGNED BY LOCAL LICENSING AUTHORITY

134000015
 ABCC License Number

WAYLAND
 City/Town

October 20, 2014
 Local Approval Date

TRANSACTION TYPE (Please check all relevant transactions):

- New License
- Transfer of License
- Change of Manager
- Cordials/Liqueurs Permit
- 6-Day to 7-Day License
- New Officer/Director
- Change of Location
- Alteration of Licensed Premises
- Issuance of Stock
- Management/Operating Agreement
- Pledge of License
- Pledge of Stock
- Transfer of Stock
- New Stockholder
- Wine & Malt to All Alcohol
- Change Corporate Name
- Seasonal to Annual
- Change of License Type
- Other Change of Hours

Name of Licensee LAVINS INC. OF WAYLAND EIN of Licensee 042-01-6061
 D/B/A Manager Robert R. Lavin

ADDRESS: 330 Old Connecticut Path CITY/TOWN: Wayland STATE MA ZIP CODE 01778

ANNUAL ALL ALCOHOL PACKAGE STORE
 Annual or Seasonal Category: (All Alcohol- Wine & Malt Wine, Malt & Cordials) Type: (Restaurant, Club, Package Store, General On Premises, Etc.)

Complete Description of Licensed Premises:

FIRST FLOOR - THREE SALESROOMS; SECOND FLOOR - FOUR ROOM APARTMENT FOR DWELLING ONLY; CELLAR FOR STORAGE ONLY
 CHANGE OF SUNDAY OPENING HOURS FROM 12:00 NOON to 10:00 AM

Application Filed: September 25 2014 2:00 pm Advertiser: Abutters Notified: Yes No
 Date & Time Date & Attach Publication

Licensee Contact Person for Transaction Same Phone:

ADDRESS: CITY/TOWN: STATE ZIP CODE

Remarks:

The Local Licensing Authorities By:

Alcoholic Beverages Control Commission
 Ralph Sacramone
 Executive Director

ABCC Remarks:

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

RECEIVED
SEP 25 2014

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM

Board of Selectmen
Town of Wayland

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE
LOCAL LICENSING AUTHORITY.

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA:

NO FEE

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY):

134000015

LICENSEE NAME:

LAVIN'S Inc. of WAYland

ADDRESS:

330 Old Connecticut PATH

CITY/TOWN:

WAYland

STATE

MA

ZIP CODE

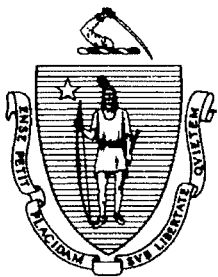
01778

TRANSACTION TYPE (Please check all relevant transactions):

- Change of Hours
- Change of DBA
- Charity Wine License

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL
FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND
SUPPORTING DOCUMENTS TO:

ALCOHOLIC BEVERAGES CONTROL COMMISSION
P. O. BOX 3396
BOSTON, MA 02241-3396



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
 www.mass.gov/abcc

For Reconsideration

FORM 43
 MUST BE SIGNED BY LOCAL LICENSING AUTHORITY

134000013

ABCC License Number

WAYLAND

City/Town

October 20, 2014

Local Approval Date

TRANSACTION TYPE (Please check all relevant transactions):

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> New License | <input type="checkbox"/> New Officer/Director | <input type="checkbox"/> Pledge of License | <input type="checkbox"/> Change Corporate Name |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Pledge of Stock | <input type="checkbox"/> Seasonal to Annual |
| <input type="checkbox"/> Change of Manager | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Transfer of Stock | <input type="checkbox"/> Change of License Type |
| <input type="checkbox"/> Cordials/Liqueurs Permit | <input type="checkbox"/> Issuance of Stock | <input type="checkbox"/> New Stockholder | <input checked="" type="checkbox"/> Other Change of Hours |
| <input type="checkbox"/> 6-Day to 7-Day License | <input type="checkbox"/> Management/Operating Agreement | <input type="checkbox"/> Wine & Malt to All Alcohol | |

Name of Licensee POST ROAD LIQUORS INC.

EIN of Licensee 042-13-5891

D/B/A

Manager John Recco

ADDRESS: 44 Boston Post Road

CITY/TOWN: Wayland

STATE MA

ZIP CODE 01778

ANNUAL

Annual or Seasonal

ALL ALCOHOL

Category: (All Alcohol-Wine & Malt Wine, Malt & Cordials)

PACKAGE STORE

Type: (Restaurant, Club, Package Store, General On Premises, Etc.)

Complete Description of Licensed Premises:

ONE FLOOR BLDG; FRONT PORTION OF WHICH IS USED FOR RETAIL DISPLAY AND SALES. REAR PORTIONS USED FOR ADMINISTRATIVE PURPOSES. CELLAR FOR STORAGE.

CHANGE OF SUNDAY OPENING HOURS FROM 12:00 NOON to 10:00 AM

Application Filed: October 2, 2014 3:00 pm

Date & Time

Advertised:

Date & Attach Publication

Abutters Notified: Yes No

Licensee Contact Person for Transaction Same

Phone:

ADDRESS:

CITY/TOWN:

STATE

ZIP CODE

Remarks:

The Local Licensing Authorities By:

Alcoholic Beverages Control Commission
 Ralph Sacramone
 Executive Director

ABCC Remarks:

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

RECEIVED

OCT -2 2014

Board of Selectmen
Town of Wayland

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE
LOCAL LICENSING AUTHORITY.

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA:

NO FEE

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY):

134000013

LICENSEE NAME:

POST ROAD LIQUORS, INC

ADDRESS:

44 BOSTON POST ROAD

CITY/TOWN:

WAYLAND

STATE

MA

ZIP CODE

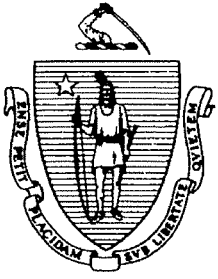
01778

TRANSACTION TYPE (Please check all relevant transactions):

- Change of Hours
- Change of DBA
- Charity Wine License

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL
FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND
SUPPORTING DOCUMENTS TO:

ALCOHOLIC BEVERAGES CONTROL COMMISSION
P. O. BOX 3396
BOSTON, MA 02241-3396



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
 www.mass.gov/abcc

For Reconsideration

FORM 43
 MUST BE SIGNED BY LOCAL LICENSING AUTHORITY

134000031	WAYLAND	October 20, 2014
ABCC License Number	City/Town	Local Approval Date

TRANSACTION TYPE (Please check all relevant transactions):

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> New License | <input type="checkbox"/> New Officer/Director | <input type="checkbox"/> Pledge of License | <input type="checkbox"/> Change Corporate Name |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Pledge of Stock | <input type="checkbox"/> Seasonal to Annual |
| <input type="checkbox"/> Change of Manager | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Transfer of Stock | <input type="checkbox"/> Change of License Type |
| <input type="checkbox"/> Cordials/Liqueurs Permit | <input type="checkbox"/> Issuance of Stock | <input type="checkbox"/> New Stockholder | <input checked="" type="checkbox"/> Other <input type="text" value="Change of Hours"/> |
| <input type="checkbox"/> 6-Day to 7-Day License | <input type="checkbox"/> Management/Operating Agreement | <input type="checkbox"/> Wine & Malt to All Alcohol | |

Name of Licensee	EASTBROOK INC.	EIN of Licensee	04-332-9188
D/B/A	SPERRY'S FINE WINE, BREW AND CIGARS	Manager	BRIAN S. LIBBY
ADDRESS:	87 Andrew Avenue	CITY/TOWN:	Wayland
		STATE:	MA
		ZIP CODE:	01778

ANNUAL	WINE AND MALT	PACKAGE STORE
Annual or Seasonal	Category: (All Alcohol- Wine & Malt Wine, Malt & Cordials)	Type: (Restaurant, Club, Package Store, General On Premises, Etc.)

Complete Description of Licensed Premises:
 2,000 SQUARE FEET, 2 DOORS, 2 BATHROOMS, 1.10 DOOR WALK-IN COOLER, 1 COUNTER, WINE RACKS, WALK-IN HUMIDOR
 CHANGE OF SUNDAY OPENING HOURS FROM 12:00 NOON to 10:00 AM

Application Filed:	September 19, 2014 9:00 AM	Advertised:		Abutters Notified:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Date & Time		Date & Attach Publication		

Licensee Contact Person for Transaction	Same	Phone:	
---	------	--------	--

ADDRESS:		CITY/TOWN:		STATE:		ZIP CODE:	
----------	--	------------	--	--------	--	-----------	--

Remarks:

The Local Licensing Authorities By:	Alcoholic Beverages Control Commission Ralph Sacramone Executive Director
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ABCC Remarks:

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

RECEIVED

SEP 19 2014

Board of Selectmen
Town of Wayland

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE
LOCAL LICENSING AUTHORITY.

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA:

NO FEE

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY):

134000031

LICENSEE NAME: Eastbrook, Inc. d/b/a Sperry's Fine Wine, Brew and Cigars

ADDRESS: 87 Andrew Ave.

CITY/TOWN: Wayland

STATE MA

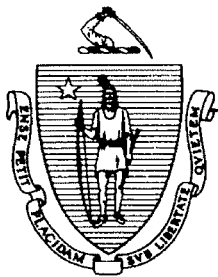
ZIP CODE 01778

TRANSACTION TYPE (Please check all relevant transactions):

- Change of Hours 10:00 A.M. Opening on Sundays
- Change of DBA
- Charity Wine License

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL
FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND
SUPPORTING DOCUMENTS TO:

**ALCOHOLIC BEVERAGES CONTROL COMMISSION
P. O. BOX 3396
BOSTON, MA 02241-3396**



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
 www.mass.gov/abcc

For Reconsideration

FORM 43
MUST BE SIGNED BY LOCAL LICENSING AUTHORITY

134000026

WAYLAND

October 20, 2014

ABCC License Number

City/Town

Local Approval Date

TRANSACTION TYPE (Please check all relevant transactions):

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> New License | <input type="checkbox"/> New Officer/Director | <input type="checkbox"/> Pledge of License | <input type="checkbox"/> Change Corporate Name |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Pledge of Stock | <input type="checkbox"/> Seasonal to Annual |
| <input type="checkbox"/> Change of Manager | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Transfer of Stock | <input type="checkbox"/> Change of License Type |
| <input type="checkbox"/> Cordials/Liqueurs Permit | <input type="checkbox"/> Issuance of Stock | <input type="checkbox"/> New Stockholder | <input checked="" type="checkbox"/> Other Change of Hours |
| <input type="checkbox"/> 6-Day to 7-Day License | <input type="checkbox"/> Management/Operating Agreement | <input type="checkbox"/> Wine & Malt to All Alcohol | |

Name of Licensee WAYLAND VARIETY & DELI CORP.

EIN of Licensee 263-24-7068

D/B/A

Manager PANKAJ PATEL

ADDRESS: 70 Boston Post Road

CITY/TOWN: Wayland

STATE: MA

ZIP CODE: 01778

ANNUAL

WINE AND MALT

PACKAGE STORE

Annual or Seasonal

Category: (All Alcohol- Wine & Malt Wine, Malt & Cordials)

Type: (Restaurant, Club, Package Store, General On Premises, Etc.)

Complete Description of Licensed Premises:

CONVENIENCE STORE CONSISTING OF A SINGLE ROOM WITH FRONT AND REAR EXITS
 CHANGE OF SUNDAY OPENING HOURS FROM 12:00 NOON to 10:00 AM

Application Filed: October 10 2014 2:00 pm
 Date & Time

Advertised:
 Date & Attach Publication

Abutters Notified: Yes No

Licensee Contact Person for Transaction Same

Phone:

ADDRESS:

CITY/TOWN:

STATE:

ZIP CODE:

Remarks:

The Local Licensing Authorities By:

Alcoholic Beverages Control Commission
 Ralph Sacramone
 Executive Director

ABCC Remarks:

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

RECEIVED

OCT 10 2014

Board of Selectmen
Town of Wayland

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE
LOCAL LICENSING AUTHORITY.

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA: NO FEE

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY):

LICENSEE NAME: Wayland Variety & Deli Corp.

ADDRESS: 70 Boston Post Road

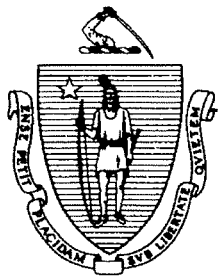
CITY/TOWN: Wayland STATE MA ZIP CODE 01778

TRANSACTION TYPE (Please check all relevant transactions):

- Change of Hours
- Change of DBA
- Charity Wine License

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL
FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND
SUPPORTING DOCUMENTS TO:

ALCOHOLIC BEVERAGES CONTROL COMMISSION
P. O. BOX 3396
BOSTON, MA 02241-3396



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
 www.mass.gov/abcc

For Reconsideration

FORM 43
MUST BE SIGNED BY LOCAL LICENSING AUTHORITY

134000014

ABCC License Number

WAYLAND

City/Town

October 20, 2014

Local Approval Date

TRANSACTION TYPE (Please check all relevant transactions):

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> New License | <input type="checkbox"/> New Officer/Director | <input type="checkbox"/> Pledge of License | <input type="checkbox"/> Change Corporate Name |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Pledge of Stock | <input type="checkbox"/> Seasonal to Annual |
| <input type="checkbox"/> Change of Manager | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Transfer of Stock | <input type="checkbox"/> Change of License Type |
| <input type="checkbox"/> Cordials/Liqueurs Permit | <input type="checkbox"/> Issuance of Stock | <input type="checkbox"/> New Stockholder | <input checked="" type="checkbox"/> Other <input type="text" value="Change of Hours"/> |
| <input type="checkbox"/> 6-Day to 7-Day License | <input type="checkbox"/> Management/Operating Agreement | <input type="checkbox"/> Wine & Malt to All Alcohol | |

Name of Licensee

EIN of Licensee

D/B/A

Manager

ADDRESS:

CITY/TOWN:

STATE

ZIP CODE

Annual or Seasonal

Category: (All Alcohol- Wine & Malt Wine, Malt & Cordials)

Type: (Restaurant, Club, Package Store, General On Premises, Etc.)

Complete Description of Licensed Premises:

ONE FLOOR, ENTRANCE/EXIT IN THE FRONT WITH TWO REAR EXIT/DELIVER DOORS APPROXIMATELY 2400 SQUARE FEET
 CHANGE OF SUNDAY OPENING HOURS FROM 12:00 NOON to 10:00 AM

Application Filed:

Date & Time

Advertised:

Date & Attach Publication

Abutters Notified: Yes No

Licensee Contact Person for Transaction

Phone:

ADDRESS:

CITY/TOWN:

STATE

ZIP CODE

Remarks:

The Local Licensing Authorities By:

Alcoholic Beverages Control Commission
 Ralph Sacramone
 Executive Director

ABCC Remarks:

Print Form

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

RECEIVED

OCT - 9 2014

Board of Selectmen
Town of Wayland

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE
LOCAL LICENSING AUTHORITY.

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA:

NO FEE

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY):

134000014

LICENSEE NAME: P & P Liquors, Inc. d/b/a Wayland Wine and Spirits

ADDRESS: 302 East Commonwealth Road

CITY/TOWN: Wayland

STATE MA

ZIP CODE 01778

TRANSACTION TYPE (Please check all relevant transactions):

- Change of Hours
- Change of DBA
- Charity Wine License

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL
FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND
SUPPORTING DOCUMENTS TO:

**ALCOHOLIC BEVERAGES CONTROL COMMISSION
P. O. BOX 3396
BOSTON, MA 02241-3396**

TOWN ADMINISTRATOR'S REPORT

FOR THE WEEK ENDING OCTOBER 17, 2014

ASSESSING – RENTAL FOR PROFIT OF AFFORDABLE HOMES

The Board of Assessors has, through correspondence to the Selectmen dated October 8th and October 15th requested that enforcement be initiated against two owners of affordable homes who are renting them for profit. The Director of Assessing, Housing Authority Executive Director and I will meet together with a representative of each board for a discussion on next steps prior to turning this matter over to Town Counsel.

FINANCE / SCHOOLS / TREASURER – PRELIMINARY RESOLUTION OF W-2 PROBLEM

New 2012 employee W-2's were produced by the Treasurer and accepted by the Social Security Administration / IRS. We will know in the coming weeks if employee tax records were corrected. As you may recall, all town and school employee W-2's were erased for 2012 in federal tax records due to errors made by both town and school employees in 2013. School Business Manager Susan Bottan has kindly shared the attached summary of how we believe the errors occurred. The Superintendent and I met last week and will debrief school and town staff about this matter, now that we have a promising resolution.

FINANCE – FREE CASH CERTIFIED

On October 15th, the Finance Director by DOR was notified that free cash as of July 1, 2014 is certified (See attached), at numbers very close to the Finance Director's unaudited statements.

PLANNING – TOWN BUILDING

The Planning Board will discuss at its Wednesday October 22nd meeting the Selectmen's request that it recommend a committee structure to plan for the future of town building.

WWMDC

The WWMDC applied for an \$11,000 grant for noise abatement equipment which I co-signed on behalf of the Town.

ADMINISTRATION – OPEN MEETING LAW

Attached is clarification from Town Counsel regarding approval and release of Executive Session minutes. Also attached is a comprehensive list of outstanding minutes prepared by Executive Assistant Mary Ann DiNapoli. We will provide 6-8 sets of minutes for the Board's review at each meeting in order to catch up.

ADMINISTRATION – HUMAN RESOURCES

The Superintendent and I are happy to announce the appointment of Ben Keefe as Facilities Director. Ben will begin work on Monday November 3rd. Ben is from Troy Illinois, and most recently served as Facilities Director of the Triad Community School District #2 where he was responsible for 6 school buildings, 2 office buildings, and 225 acres of land and was responsible for construction and renovation projects. Ben served for 18 years in the US Coast Guard as a Naval Engineering Officer where he received his Bachelor's degree. He holds a Master's degree in Naval Architecture and Marine Engineering from the University of Michigan.

ADMINISTRATION – BUDGET

The Finance Director and I are working on some changes to internal practice including a thorough budget review in early November to create if possible a preliminary Sources and Uses statement so that budget strategy can be discussed early in the process. We will also meet with Department heads immediately after 12/31 with department heads to estimate 6/30/15 capital and operating turnbacks.

ADMINISTRATION – DEPARTMENTS

A Finance Team (Including the School Business Manager) and a Land Use / Project Team were convened and will continue to meet bi-weekly. Both teams met for 90 minutes and identified 15-20 action items.

ADMINISTRATION – LIQUOR LICENSES

Attached please find information the Board requested from the Town's Liquor Licensing Agent, Mary Ann DiNapoli about Wayland liquor license quotas and licenses and a report from the Police Chief on Liquor License violations

NEXT BOARD OF SELECTMEN MEETINGS

The Board of Selectmen is scheduled to meet:

DATES:

Monday October 6, 2014

Monday October 20, 2014

Monday November 3, 2014

Monday November 17, 2014

Monday November 24, 2014

Monday December 8, 2014
Monday December 15, 2014

POTENTIAL AGENDA ITEMS:

1. FY 16 Operating Budget Presentations
2. Review Policy: Access to Town Counsel
3. Vote to Open 2015 ATM Warrant
4. Board of Assessors present recommendation on tax classification. Review of tax recapitulation.
5. Review Policy: One Day Liquor Licenses
6. Planning Board and Board of Health ATM By-Law Pre-View
7. Town Administrator and Board of Selectmen Goals
8. Proposed Revision to Audit Committee Charge
9. Vote to Open Warrant and Sign Election Warrant

Balmer, Nan

From: Susan Bottan <susan_bottan@wayland.k12.ma.us>
Sent: Wednesday, October 15, 2014 8:10 PM
To: Balmer, Nan
Subject: W-2 wrap up

Nan,

Earlier today, Brad Cozier provided me with more of an explanation about the W-2 issue. To follow is a brief summary of that explanation which you had requested at our meeting last Thursday:

In FY 2012, an adjustment was made to a school employee's tax sheltered annuity. School Payroll Administrator worked with Town Payroll Administrator to submit the corrected W-2 file to Social Security. The file corrupted the original file.

In September of 2014, a school department employee checked his withholdings on line for FY 2012, which showed no earning contributions. He brought forward the issue to the Assistant Superintendent who raised and began to investigate the issue with the Assistant Town Manager.

As the memo noted, some employees had been contacted by the IRS regarding their 2012 earnings or taxes. In many instances, employees' submission of their W-2 copy resolved the queries.

Please let me know if you need more detailed information included in this summary.

Best,
Susan

Keveny, Brian

From: recapdata@dor.state.ma.us
Sent: Wednesday, October 15, 2014 10:28 AM
To: Assessors; rmerc@wayland.ma.us; Keating, Paul; Brideau, Ellen; Senchyshyn, John; DiNapoli, MaryAnn; Keveny, Brian
Subject: Freecash Approval Notification for Wayland
Attachments: Wayland FC 15.pdf

Massachusetts Department of Revenue Division of Local Services
Amy Pitter, Commissioner
Robert G. Nunes, Deputy Commissioner & Director of Municipal Affairs

Wednesday, October 15, 2014

Ana Terrell
Accountant
Town of Wayland

Re: NOTIFICATION OF FREE CASH APPROVAL - Wayland

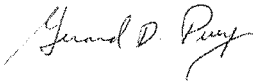
Based upon the unaudited balance sheet submitted, I hereby certify that the amount of available funds or "free cash" as of July 1, 2014 for the Town of Wayland is:

General Fund		\$ 6,329,659
Water Enterprise	Enterprise Fund	\$ 2,388,340
Septage Enterprise	Enterprise Fund	\$ 111,471
Wastewater Enterprise	Enterprise Fund	\$ 299,243

This certification is in accordance with the provisions of G. L. Chapter 59, §23, as amended.

Certification letters will be e-mailed to the mayor/manager, board of selectmen, prudential committee, finance director and treasurer immediately upon approval, provided an e-mail address is reported in DLS' Local Officials Directory. Please forward to other officials that you deem appropriate.

Sincerely,



Gerard D. Perry
Director of Accounts

cc: assessors@wayland.ma.us; rmerc@wayland.ma.us; pkeating@wayland.ma.us; ebrideau@wayland.ma.us; jsenchyshyn@wayland.ma.us; mdinapoli@wayland.ma.us; bkeveny@wayland.ma.us

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager at postmaster at dor.state.ma.us.

Questions for Town Counsel – Release of Executive Session Minutes

Note: Questions were derived from multiple sources

1. The OML does not specify that executive session minutes must be approved, but rather the law talks about the release of executive session minutes. Is there an actual approval required for executive session minutes under the OML?

Yes. While the OML, M.G.L. c. 30A, sec. 22, expressly requires approval of open session minutes, it is silent as to executive session minutes. The AG's Office interprets the law to require approval of executive session minutes. The AG's opinion was set forth in an OML decision involving the Town of Carver BOS. Based on the AG's determination, Town Counsel recommends that the vote to release executive session minutes include a vote to approve them, if not already approved.

2. Are draft executive session minutes subject to the list of documents that are to be kept if the document was used as part of the discussion during the executive session? Must they be made available in their original form?

Town Counsel advises that any documents used during a meeting, whether open or executive session, are subject to the requirement to list and maintain the document. The draft minutes are subject to disclosure, but do need to be clearly identified as a draft.

3. If minutes are redacted, are the documents listed at the meeting subject to the redaction?

If executive minutes are redacted, documents that pertain to the redacted minutes are not released until such time as that portion of the redacted minutes is released.

4. When boards have a joint executive session, what happens if one board releases minutes and the other board does not?

Release of minutes is subject with each individual board's vote to release the minutes. It is conceivable that one board might release its minutes and another might not. One possible reason may be the level of detail contained in the minutes.

5. Is the vote to release executive session minutes taken in executive session or open session?

Town Counsel recommends that best practice would be to take a roll call vote in executive session to release the minutes, and then to take a second vote in open session for the public so as to identify the executive session minutes being released.

John Sinchyshyn 10-20-14

**EXECUTIVE SESSION MINUTES
BOARD OF SELECTMEN
Through October 20, 2014**

**Ready for Review: 27
Hold (Still in Draft): 18**

Exec Session Date	Release Date	Current Status	Comments	Subject
<u>Pending Review by the Board of Selectmen</u>				
10/06/14		Ready for Review	Pending Review	Exec Session Minutes
09/29/14		Hold (Draft)	Pending Review	Litigation
09/23/14		Hold (Draft)	Pending Review	Litigation
09/15/14		Hold (Draft)	Pending Review	Litigation
09/08/14		Hold (Draft)	Pending Review	Litigation - Non Union Personnel
08/18/14		Ready for Review	Pending Review	Litigation - Non Union Personnel
08/11/14		Ready for Review	Recommend Release with redactions	Litigation - Non Union Personnel
07/28/14		Ready for Review	Recommend Release with redactions	Litigation - Non Union Personnel
07/21/14		Hold (Draft)	Pending Review	Litigation
07/15/14		Hold (Draft)	Pending Review	Litigation
06/30/14		Hold (Draft)	Pending Review	Litigation
06/23/14		Ready for Review	Recommend Release with redactions	Litigation - Collective Bargaining
06/16/14		Hold (Draft)	Pending Review	Litigation
06/02/14		Hold (Draft)	Pending Review	Litigation
05/27/14		Hold (Draft)	Pending Review	Litigation
05/19/14		Hold (Draft)	Pending Review	Litigation
05/12/14		Hold (Draft)	Pending Review	Litigation
05/05/14		Hold (Draft)	Pending Review	Litigation
04/28/14		Hold (Draft)	Pending Review	Litigation
04/08/14		Ready for Review	Recommend Release	Non Union Personnel
04/03/14		Ready for Review	Recommend Release	Non Union Personnel
03/17/14		Ready for Review	Recommend Release	Collective Bargaining

Exec Session Date	Release Date	Current Status	Comments	Subject
02/24/14		Ready for Review	Recommend Hold	Litigation - Collective Bargaining
01/27/14		Ready for Review	Recommend Hold	Collective Bargaining
01/06/14		Hold (Draft)	Pending Review	Litigation
12/09/13		Hold (Draft)	Pending Review	Litigation
10/21/13		Hold (Draft)	Pending Review	Litigation
08/26/13		Hold (Draft)	Pending Review	Litigation - Collective Bargaining
08/12/13		Ready for Review	Recommend Hold	Litigation
07/23/13		Ready for Review	Recommend Hold	Litigation
07/16/13		Ready for Review	Recommend Hold	Litigation
07/08/13		Ready for Review	Recommend Hold	Litigation
06/17/13		Ready for Review	Recommend Hold	Litigation
05/06/13		Ready for Review	Recommend Hold	Collective Bargaining
01/07/13		Ready for Review	Recommend Hold	Litigation
11/05/12		Ready for Review	Recommend Hold	Collective Bargaining
08/20/12		Ready for Review	Recommend Release	Non Union Personnel
03/28/12		Ready for Review	Recommend Hold	Litigation
03/05/12		Ready for Review	Recommend Hold	Litigation
11/28/11		Ready for Review	Recommend Hold	Litigation
09/14/11		Ready for Review	Recommend Hold	Collective Bargaining
01/31/11		Ready for Review	Pending Review	Litigation
10/28/10		Ready for Review	Pending Review	Collective Bargaining
03/31/10		Ready for Review	Pending Review	Litigation
02/22/10		Ready for Review	Pending Review	Litigation

Memo

Town of Wayland Board of Selectmen

To: Nan Balmer
Town Administrator

From: MaryAnn DiNapoli

Date: October 7, 2014

Re: Alcoholic Beverages Licenses

Wayland has the following quotas and active licenses:

Section 12 On-Premise:

All Alcoholic	Allowed: 14	Active: 12
		Bertucci's, Broomstones, China Rose LLC, Coach Grill, Dudley Chateau, J.J. McKays, Primebar Grill, Sandy Burr, The Villa, Wayland Country Club, The Local, Takara

Wine & Malt	Allowed: 5	Active: 2
		Water Lily, Mel's Commonwealth Café

Package Stores:

All Alcoholic	Allowed: 3	Active: 3
		Post Road, Lavins, Wayland Wine and Spirits

Wine & Malt	Allowed: 5	Active: 3
		Donelans, Wayland Variety and Deli, Sperry's Fine Wine Brew and Cigars

Memorandum

10/14/2014

To: Ms. Nan Balmer, Town Administrator

From: Robert Irving, Chief of Police

Subject: License Violations - 2014

Please be advised that the only violations of licensees made by the police department were for tobacco sales violations on 3/4/2014.

The businesses found to be in violation were:

Donelan's Supermarket 177 Commonwealth Road

Sunoco Gas Station 19 Main Street

Gulf Gas Station 28 Boston Post Road

All establishments were referred to the Board of health and fined \$300.00